

SECTION-WISE CHECKLIST FOR COMPLIANCE AS REQUIRED BY THE AAAC

These items are required to be verified by the AAAC during its visit. The Heads of all these units are requested to arrange to keep these data, documents and information and present them to the AAC when it visits the respective units.

1	To The Director, Sports Section	<ol style="list-style-type: none"> 1. Attendance Register 2. Sports and games conducted/organized during 5 years 3. Notable achievements 4. Profile of the Sports section 5. Duties and responsibilities assigned to the coaches 6. Annual budget 7. Community development programmes conducted during 5 years 																				
2	To The Director, Univ. Employment I& GB	<ol style="list-style-type: none"> 1. Attendance Register 2. List of career information literature subscribed and acquired 5 years 3. Duties and responsibilities assigned to the technical/administrative staff 4. Computers and internet connectivity 5. List of programmes organized/conducted both on the campus and in the affiliated colleges 6. Graduates Registration during 5 years 7. List of Graduates selected for jobs during 5 years 8. Profile of UEIGB 9. Updated Logbook 10. Annual Budget 																				
3	To The Director, HRDC	<ol style="list-style-type: none"> 1. Attendance Register 2. List of Refresher courses and Orientation Courses conducted during 5 years 3. Other courses useful to Administrative staff, Chairpersons/Research Guides/Research Scholars. (Sponsored either by UGC/University/Funding agencies) 4. List of participants in various programmes conducted during 5 years 5. Computers and other equipments with updated logbook 6. Course materials distributed in each programme during 5 years 7. Annual Budget 8. Profile of the Academic Staff College 																				
4	To Chief Medical Officer- Health Centre	<ol style="list-style-type: none"> 1. Attendance Register 2. Monthly statistical data of the patients visited health centre during 5 years <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2" style="writing-mode: vertical-rl; transform: rotate(180deg);">Month</th> <th colspan="2">Employees</th> <th colspan="2">Students</th> <th colspan="2">Visitors or University Guests</th> </tr> <tr> <th>Male</th> <th>Female</th> <th>Male</th> <th>Female</th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <ol style="list-style-type: none"> 3. Details of the equipments in the health centre 4. Computer facilities available in the health center 5. Updated logbook 6. Profile of the Health Centre 7. Visiting Specialists and their specialization 	Month	Employees		Students		Visitors or University Guests		Male	Female	Male	Female	Male	Female							
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		<ol style="list-style-type: none"> 8. Annual Budget 9. Special Health related programmes conducted/organized during 5 years
5	To Director, Student Welfare Section	<ol style="list-style-type: none"> 1. Attendance Register 2. Annual budget 3. Brief outline of the welfare programmes for the students 4. Profile of the various hostels under the purview of DSW with capacity facilities and activities 5. Total number of cultural, sports and other programmes conducted on the campus and in the affiliated colleges 6. List of computers and other equipments 7. Description of the Duties and responsibilities assigned to the staff 8. Notable achievements during 5 years
6	To Exec.Engineer Building Section	<ol style="list-style-type: none"> 1. Attendance Register 2. List of New buildings/pavers/ repairs/renovations/ fencing/ etc completed during 5 years 3. List of ongoing construction activities 4. Updated logbook 5. Electrical and water connectivity, repairs done during the year 5 years 6. Work done on water conservation solar energy utilization etc. 7. List of equipments, vehicles, computers and other facilities 8. Annual budget
7	To Director, Correspondence Education	<ol style="list-style-type: none"> 1. Attendance Register 2. Brochures/Handbooks/Prospectus of various courses offered 3. Course material/ study material published for each course programme 4. List of various centers for Examination/Contact Programme located outside Mysore University 5. Computers and other equipments with updated logbook 6. Updated logbook 7. Annual budget 8. Profile of the school.
8	To Dy.Reg- Computer Section (Examination)	<ol style="list-style-type: none"> 1. Attendance Register 2. Duties and responsibilities assigned to each technical staff 3. Profile of the Computer Section 4. Details of the activities in the section from processing of application forms to the announcement of results 5. Computers and other infrastructure 6. Updated logbook 7. Annual budget
9	To Workshop Manager, Central Workshop	<ol style="list-style-type: none"> 1. Attendance Register 2. Updated Logbook 3. Brief description of the machines and equipments 4. Brief statement of the allocation of responsibility to the technical staff 5. Major work done in the past 5 years 6. Stock Register 7. Advisory Committee meetings and minutes of the meetings for the past 5 years 8. Guidelines, Rules and regulations specific to workshop and its activities

10	To The Director CDC	<ol style="list-style-type: none"> 1. Attendance Register 2. List of affiliated Colleges (Professional, Academic and PG Course) 3. Provisions of the Act, Guidelines, Statutes, rules and regulations, specific to affiliation system and recognition of research centers 4. List of new Colleges started in the last 5 academic years 5. Updated logbook 6. List of Colleges recognized as research centers 7. Duties and responsibilities assigned to the staff 8. Calendar of Meetings and visits of the LIC
11	To Director, Prasaranaga	<ol style="list-style-type: none"> 1. Brief description of the extension activities in the past 5 years 2. Brief statement of the allocation of responsibility to the staff 3. Major publications in the past 5 years (Separate list of books and journals published) 4. Stock Register 5. Advisory Committee meetings and the minutes of the meetings for the past 5 years 6. Brief statement of the marketing of publications in the past 5 years 7. Schedule of Extension and Publication programmes chalked out for the current year
12	To The Chairpersons of the PG Departments, and Administrators/Coordinators of PG Centers	<p>The Academic and Administrative Audit Committee is visiting our University from 10—13 October 2019. In view of this, Chairpersons of the PG Departments, and Administrators/Coordinators of PG Centers are requested to display the following documents for perusal of AAA Committee. Further, a brief presentation may be arranged along with future plan of action.</p> <ol style="list-style-type: none"> 1. Attendance Registers for the year (Staff/Non-teaching/Research Scholars/Students) 2. Time table copy 3. Syllabus copy 4. Minutes of the Departmental Council Meeting for the last five years 5. Proceedings of the Board of Studies for the last five years 6. Publications reprints for the last five years 7. List of Ph.D. awarded/thesis submitted for the last five years 8. Information about projects for the last five years 9. Logbooks 10. Teachers' Evaluation Report for the year 11. Action taken report on the recommendations of the AAA Committee report for the year 12. Any additional item pertaining to the progress of the department. 13. Uploading the University website for providing the information about the department vision and mission of the dept. Brief CV of Faculty members to Prof. Guru, Director, IQAC <p>Further, the Chairpersons of the PG Departments, and Administrators/Coordinators of PG Centers are requested to make arrangements for students' interaction with the Committee.</p>