



SCHEDULE OF REPORT TO BE MAINTAINED FOR CURRENT SEMESTER

S. NO.	TYPE OF REPORT	FREQUENCY TO MAINTAIN	CHECKING FREQUENCY	CHECKING DATE
1	Activity Report	Regular	-	-
2	Daily Dairy	Regular	-	-
3	Daily Second Period Attendance	Regular	Weekly	18, 25 Jan, 2014 1,8,15,22 Feb, 2014
4	Class Cancellation cum Adjustment Report	Regular	Weekly	1,8,15,22 March, 2014 5,12,19,26 April, 2014
5	Faculty In & Out Report	Regular	Weekly	3,10, 17 May, 2014
6	Class Conducted Report	Regular	Fortnightly	25 Jan, 8,22 Feb, 8, 22 March, 5,19 April & 3, 17 May, 2014
7	Class CR and Remedial Action Taken Report	Regular	Fortnightly	
8	Academic Progress Report	Monthly	Monthly	1 Feb, 1 March, 1 April & 1st, 17th May, 2014
9	Attendance Compliation	Monthly	Monthly	
10	Undertaking for Course Completion	End Semester	End Semester	17th May, 2014
11	Undertaking for Short of Attendance	End Semester	End Semester	24th May, 2014
12	Faculty Feedback Form & Complied Report	End Semester	End Semester	7th June, 2014
13	End Semester Report	End Semester	End Semester	14th June, 2014

Note: The sequence for maintaining the report file would be sequence of various reports from Sl. No. 3 to 13