



S Ch V P M R GOVERNMENT DEGREE COLLEGE. GANAPAVARAM



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Circular

Schedule for Updating Departmental Registers / Documentation

(Preparation for Academic Audit 2025–26)

To ensure smooth and systematic updating of departmental records without disrupting the regular academic work, the documentation process will be carried out in a phased manner as per the schedule given below. All departments are requested to update the required registers/files within the stipulated time and submit them for verification and signature of the Principal.

Departments shall maintain supporting documents such as reports, attendance sheets, photographs, circulars, and certificates wherever applicable.

Slot	S. No.	Register / Document	Last Date for Submission
I	1	Department Minutes Register	9 March 2026
	2	Department Action Plan	
	3	Annual Curricular Plan	
	4	Teaching Diary	
	5	Teaching Synopsis	
II	6	Student-Centred Learning Methods Record	12 March 2026
	7	Use of ICT in Teaching–Learning Process	
	8	Slow / Moderate / Advanced Learners Classification	
	9	Activities for Slow / Moderate / Advanced Learners	
	10	Remedial Coaching Register	
	11	Bridge Course Register	
III	12	Department Activity Register (<i>Seminars, Conferences, Workshops, Guest Lectures, FDPs</i>)	15 March 2026
	13	Certificate Course Documentation	
	14	Publications Record	
	15	Extension Activities Record (<i>if any</i>)	
	16	Feedback on Curriculum (<i>Analysis & Action Taken Report</i>)	

IV	17	CIA Register	18 March 2026
	18	University Marks Register	
	19	Result Analysis	
	20	Laboratory Log Books	
	21	Mentor–Mentee Books	
	22	Mentor–Mentee Meeting Register	
	23	Student Progression Register	
	24	Best Practices Record	

Principals
05/3/2026

PRINCIPAL
S.CH.V.P.M.R. Govt. Degree College
Accredited "B" by NAAC
GANAPAVARAM. (W.G.Dt.,)



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**Department-wise Documentation Completion Status Sheet
Preparation for Academic Audit (2025–26)**

S. No.	Department	Slot I (D1–D5) Due: 9 Mar 2026	Slot II (D6–D11) Due: 12 Mar 2026	Slot III (D12–D16) Due: 15 Mar 2026	Slot IV (D17–D24) Due: 30 18 Mar 2026	Principal Signature
1	Botany					
2	Chemistry					
3	Commerce					
4	Computer Applications					
5	Computer Science					
6	Economics					
7	English					
8	History					
9	Mathematics					
10	Physics					
11	Social Work					
12	Telugu					
13	Zoology					