

SNJB's K.B. Jain COE, Chandwad
Department of Computer Engineering
Staff Clearance form for Academic year/Semester ending

Academic Year : _____ SEM:I/II _____

Staff Name: _____

Note: Complete the all mentioned before going to vacation.

Srno	File/Document Submission/Checking	Checked by	Deadline	Remark	Sign
1	Academic Submission <ul style="list-style-type: none"> Course File Submission Syllabus Completion Report Course wise student centric report 	B.A.Khivsara/ Komal Bafana	22/10/18	In softcopy	
2	Mentor Submission <ul style="list-style-type: none"> Online Mentor report Mentor File 	B.A.Khivsara/ Komal Bafana	22/10/18		
3	Personal File <ul style="list-style-type: none"> Updated Staff biodata Certificates of Awards & Achievements Certificate of paper publication/participation Certificate of STTP/FDP/ Workshop/Seminar Certificate of CAP assessments Paper news if any 	Ambore sir/ Swati Jondhale	25/10/18		
4	Event File <ul style="list-style-type: none"> Event documents with photos Monthly Report fillup 	D.P.Pawar/ Komal Bafana	22/10/18		
5	NAAC Files <ul style="list-style-type: none"> NAAC related file checking 	G.P.Dhomase/ Sumit Patil	24/10/18		
6	<ul style="list-style-type: none"> ENDSEM/INSEM paper solution Mock INSEM/ENDSEM answer sheet of students 	S.B.Ambore/ D.G.Sancheti	22/10/18		
7	<ul style="list-style-type: none"> TW/OP/PR/INSEM online mark fill up and submission of 2 hard copy RCVT Format Termwork sheet with students and HOD, Principal Sign 5 files of practical subject 	G.P.Dhomase/ Anurag Sangale	25/10/18		
8	ERP Related Information	A.J.Shakadwipi	26/10/18		
9	DIP File(Summary sheet) <ul style="list-style-type: none"> Faculty Data(DRA) Student Data(SBA) Departmental Library(DPP) Academic Calendar(RRB) Result Analysis(AJS) Industrial Visit Data(DSR) Industry Interaction(RRB) Placement and Training(GPD) EDC (BAK) Events(DPP) Mentorship Activity (BAK) SPACE- Committee and Event Summary(SBA) Social Activity(DRA) Earn and Learn Scheme Summary(DGS) Workload Distribution(DRA) Master Timetable(DRA) Staff Achievement(Anurag Sangale) Student Achievement(SBA) Final year Project List(DSR) Research Work(RRB) Yearly Report(RRB/DPP)-2017-18 News Bulletin(RRB)2017-18,2018-19 	B.A.Khivsara/ Anurag Sangale	22/10/18	In soft & hard copy	
10	<ul style="list-style-type: none"> CIS Sheet (Last Sem & This Sem (Internal Assessment)) Soft copy of current CO Attainment Soft copy of appraisal form 	K.M.Sanghavi/ Sumit Patil	30/10/18		

Sign of HOD