

**PVP SIDDHARTHA INSTITUTE OF TECHNOLOGY KANURU,  
VIJAYAWADA 520007**

**ISO 9001: 2015 QUALITY MANAGEMENT SYSTEM**

**ISO FILES LIST**

<b>File No</b>	<b>ISO File Name</b>	<b>File Contents</b>
1	<b>Administration</b>	Vision, Mission, Quality policy, Quality Objectives , Short term & Long term Risks and Goals of Department, Quality enhancement and outcomes achieved, Best Practices, Academic audit Reports, NAAC Certificate, NBA Approval letter, AICTE Approval, JNTU Permanent affiliation.
2	<b>Infrastructure</b>	List of Class Rooms, Labs , Seminar Halls and Faculty Rooms , Department Library , Students waiting Room, wash Rooms(Area in square meters) , ICT Facilities
3	<b>Staff</b>	Teaching and Non-Teaching Staff Bio data, Appointment orders, details of their achievements, CAS forms , Consolidated load of each faculty, Subject preference and allocation , Time Tables of Staff. Training programs to non-teaching staff
4	<b>Budget</b>	Budget Proposals, approvals, & Utilization details of Labs, Budget for In-house activities and Utilization Reports
5	<b>Research Consultancy Entrepreneurship Incubation</b>	Academic/Sponsored/ Industrial R&D initiatives and related correspondence, List of Research Projects, Industry Institute Interaction, Research grants, Seed money, Consultancy work ,Publications in Scopus, SCI and other journals, Books and Chapters, Patents, Research Awards , Research Guides
6	<b>Seminars, FDP,Conferences, And Workshops</b>	Seminars/ FDP/Conferences and workshops attended by faculty, Seminars/ FDP/Conferences and workshops organized by dept , Certificates,Financial Support to Faculty for attending above, Revenue generated from Corporate training
7	<b>Labs</b>	Lab wise equipment details, Lab Stock verification details, Lab occupation details and time tables, Stock Registers, DPR, Log registers, List of experiments ,Lab manuals, major equipment , new equipment added in last three years
8	<b>BOS</b>	Academic Regulations, Course Structure and syllabus , COs, POs and PSOs, BOS meeting schedule, agenda, BOS meeting minutes, Invitation details to external experts, BOS meeting ,Value added Courses, courses focusing on employability/entrepreneurship/ skill development
9	<b>Internal Exams</b>	Internal exam schedule, Invigilation duties, Student attendance Reports, Sessional and Assignment question paper copies
10	<b>Attendance</b>	Students Rolls list, Students attendance, condonation, Semester end Results , Pass percentage , Pass percentage in last three academic years.

11	<b>Higher Studies</b>	CAT, GATE, PGECET, GMAT, GRE, IELET&TOEFL participants list, Qualified list, List of students joined in PG Programs
12	<b>Job offers</b>	List of students placed in various companies, Average salary, Highest salary, Last three years data, offer letters,
13	<b>Internships, mini and main Projects</b>	Number of students undertaking field work/projects/ internships, Project selection and guide allocation, Review meetings of projects Internal evaluation details
14	<b>Professional Society activities</b>	List of students participated in seminars, conferences, quizzes, group discussions, Industrial Visits and Educational Tours. Copy of students publications , Copy of recognition /awards / rewards conferred on students
15	<b>Feedback</b>	Periodical feedback reports , List of faculty with feedback < 4, Analysis & action taken on feedback, Course end survey forms, Feedback reports from outgoing students, Faculty and Alumni feedback
16	<b>Alumni</b>	Database of alumni with contact details, Alumni employment details, Alumni support in Student activities, Alumni association activities
17	<b>Central Library</b>	Central Library Stock verification details, Students and Staff attendance details, Books issue to students and Faculty , Fine collection mechanism, Budget allocation and spent details
18	<b>Autonomous Section and External Exam cell</b>	Academic calendar, Question papers setting procedure, Question papers, Proof reading details, Answer scripts evaluation details Examination schedules and Invigilation duties, Seating plan & Attendance Report, Feedback form on Exam Section,
19	<b>Training and Placement Cell</b>	Details of training areas, number of people trained, Attendance details, List of Companies participating in campus interviews, No of job offers, Highest Salary, median salary, MOUs between company and college
20	<b>Physical Education, NCC and NSS</b>	List of students participated in sports/ games/ NCC/ NSS activities , Winners list, Sports and Games facilities , Budget details, Staff participation in Sports and Games