

## Points For Your Kind Perusal

S. No.	Checklist Item
1	Time table (UG and PG)
2	Lesson Planner
3	Integration Matrix (Horizontal and Vertical) - With circular, and Proofs
4	CO PO Mapping display
5	MoM Lesson planner execution
6	Department review reports
7	Clinical demonstration logbook
8	Practical demonstration logbook
9	UG Activity/ Record book
10	OSCE/OSPE/DOPS/Checklist/DOAP proofs with log or schedule
11	Feedback forms (Topic wise) - Analysis and MoM and ATR and Proofs
12	Attendance register - Student (UG/PG/Faculty/ Non Teaching)
13	Teachers Log/ Diary
14	Department Meeting records (MoM)
15	Patient screening files
16	Faculty personal files
17	Bedside teaching register/ clinical
18	Clinical rotation plan
19	Dept. Notice Board Photos/ Circulars/ Publication/ News/ Achievements, etc.
20	Department feedback/ analysis/ ATR
21	Ward allotment records
22	Formative assessment logs
23	NLH Activity logs with proofs
24	Simulation lab usage and allotment
25	MEU usage and allotment of faculty
26	Programmes or activities conducted file (Dept. Activity)
27	FDP/CME/etc. Attended and delivered
28	Publication data
29	Awards (Faculty/ Students)
30	AV/ ICT utilised mapping with proofs against lesson Planner
31	Proof of LMS/ ERP use
32	E Repository for department (PPT Video Etc.)
33	AMC/PMC/SOP/Laboratory manual

34	Instrument list/ Model/ Specimen/ Chart details
35	Outcome analysis/ MoM/ ATR
36	Labelling/Signage/Contact emergency in Dept
37	Student presentation/ Compilation list and proofs
38	Old Records/ Question banks with CO Millers Blooms/ Answer sheet with CO scores
39	Dept. Library/DELNET (Students and faculties)/ Usage/ Logbook/ Utilisation
40	Equipment utilisation register
41	Cleanliness/ Sanitation/SOP/AMC/ Audit
42	Fire and Safety orientation and drill exposure and awareness in department
43	Logbook for dept/ visitor logbook
44	Teaching/ Non Teaching orientation records for calibration
45	Task bank/ Activities
46	SOP/ Checklist for practicals
47	Rubrics
48	Stock registers
49	Procurement bills
50	Breakage register
51	Internal audit checklist, reports and MoM and ATR (All departmental activities)
52	Station allocation SOP (OSCE/ OSPE)
53	IA records/ Assessment records
54	Dept. Server/ Mail ID/ Google drive
55	Faculty/ Non Teaching Work load (Roles and Responsibilities)
56	Dept. PG UG posting schedules/ Roasters
57	Dept. Video 2 to 5 minutes at a glance
58	Faculty recorded video 2 videos minimum 15 minutes each Theory or Practical or Clinical any TL method
59	Research activities
60	Contribution (Policy)
61	SWOT Analysis
62	LH/ NLH with Pie Chart
63	Teaching planning template (Material)
64	Projects (SPARK etc.)
65	Expenditure incurred/ Budget/ Estimate for upcoming financial year
66	Intend forms
67	Calibration stickers
68	Spillage kit

69	Prakriti Assessment forms - Screening forms it summary reports
70	Assignment given to students - Faculty wise
71	Circular file - Institute or department file
72	Department Meeting - Circular with agenda, MoM, ATR, Documents for proof
73	Remedial classes timetable - Fast and slow learners - Attendance - Document proofs
74	Model question papers (CO Millers Blooms) with answer sheets with CO attainment scores
75	Field visit or surveys
76	Signatures in document
77	Station wise or posting wise faculty responsibilities
78	Mentor Mentee update
79	Faculty signed syllabus breakup
80	Faculty lecture notes
81	Inward and Outward register
82	DOAP session log and proofs
83	HOD attestation - All dept files circulars and needed documents
84	Any department specific files, data or details not mentioned above as per QCI
85	Filing, Flagging, Index, Quick retrieval system, Orientation and final readiness