

MASTER LIST OF FORMATS

Sl. No.	Format No.	Description	Rev. No	Date
1.	F-01	Distribution List (Controlled)	00	01.11.02
2.	F-02	Distribution List (Uncontrolled)	00	01.11.02
3.	F-03	Master list	03	29.10.10
4.	F-03A	List of IDs, WIs and JDs	03	24.09.12
5.	F-04	Change Requisition /Approval Form	00	01.11.02
6.	F-05	Agenda Cum Meeting Notice MRM	01	26.06.07
7.	F-06	Attendance Record MRM	00	01.11.02
8.	F-07	Minutes of M.R.M	01	15.02.08
9.	F-11	Result of Internal/External Audit	01	14.04.08
10.	F-12	Major Policy and Procedure Changes	01	25.02.08
11.	F-13	Training Need Identification Report	01	13.07.10
12.	F-14	Training Calendar	01	13.07.10
13.	F-15	Training Record	01	25.05.09
14.	F16A	Induction Checklist-1	01	15.02.08
15.	F16B	Induction Checklist-2	01	15.02.08
16.	F-17	Course Enquiry Register (computerized)	01	20.02.10
17.	F-18	Admission Register	00	01.11.02
18.	F-19	Fee Receipt	00	01.11.02
19.	F-20	Fee Register	00	01.11.02
20.	F-21	General Requisition	03	01.07.06
21.	F-22	Asset Register	01	31.03.10
22.	F-24	Daily Requisition	02	05.06.08
23.	F-25	Purchase Order for Capital Goods	02	14.02.13.
24.	F-27	Stock Register (computerized)	00	01.11.02
25.	F-28	Approved List of Suppliers	00	01.11.02
26.	F-29	Supplier Capability Report	00	01.11.02
27.	F-30	Supplier Evaluation Report	00	01.11.02
28.	F-31	Competency Matrix	01	01.08.11
29.	F31A	Faculty Profile Matrix	00	01.11.02
30.	F-32	Approved List of Part-time Faculties	00	01.11.02
31.	F-33	Class Time Table (Weekly)	00	01.11.02
32.	F-34	System Utilisation Chart	01	13.08.10
33.	F-35	Staff Time Table (General)	00	01.11.02
34.	F-36	Staff Time Table (Department-wise)	00	01.11.02
35.	F-37	Staff Time Table Individual	00	01.11.02
36.	F-38	Attendance Register (Students) (computerized)	01	15.03.12
37.	F39A	Internal Exam Assessment (computerized)	01	15.03.12
38.	F40	Computer System Maintenance Log	01	01.07.09

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39.	F41	Service by External Agents- Log	01	01.07.09
40.	F-43	Students Feed Back	02	29.10.10
41.	F44A	Progress Report (computerized)	01	15.03.12
42.	F-45	Daily Work Register	00	01.11.02
43.	F-46	Library Register (Students) (computerized)	01	29.10.10
44.	F-47	Library Register (Faculty) (computerized)	01	29.10.10
45.	F-48	Vacancy Fill Request	01	13.08.10
46.	F48B	Vacancy Register	00	13.08.10
47.	F49	Self evaluation by faculty	01	13.08.10
48.	F49A	Evaluation of faculty by Principal	01	13.08.10
49.	F49B	Peer evaluation	00	13.08.10
50.	F-50	Accession Register	00	01.11.02
51.	F-51	Students Counter & Issue Register	00	01.11.02
52.	F-52	Periodical Register – Monthly & Weekly	00	01.11.02
53.	F-53	Daily Periodical Register – News Paper	00	01.11.02
54.	F-54	C. D. Register	00	01.11.02
55.	F-56	Fine (Bill Book)	00	01.11.02
56.	F-57	Photostat Register	01	22.02.05
57.	F-58	Damage Reporting Book	00	01.11.02
58.	F-59	Binding List Book	00	01.11.02
59.	F-60	House Keeping Register	01	15.03.10
60.	F-61	Maintenance Register	00	01.11.02
61.	F-62	Annual Audit Schedule	00	01.11.02
62.	F63	Audit Schedule (detail)	00	01.11.02
63.	F64	List of Auditors	00	01.11.02
64.	F65	Non conformance (from audit)	02	12.03.12
65.	F66	Audit Summary Report	01	22.10..07
66.	F67	Non conformance (from within the Department)	02	11.11.08
67.	F68	Customer Complaint Register	00	01.11.02
68.	F69	University Exam Assessment report (computerized)	00	29.10.10
69.	F70	Preventive Action Record	01	01.12.08
70.	F71	Customer Property Register	00	01.11.02
71.	F72	Questionnaire of Guardians (satisfaction survey)	01	15.02.08
72.	F73	Format of Question paper	00	01.11.02
73.	F74	Program Schedule	00	01.06.06
74.	F75	Self evaluation – for part time faculty(computerized)	00	15.03.08
75.	F75A	Evaluation by Principal- for part time faculty(computerized)	00	15.03.08

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76.	F76	Internal Audit Conformity Report	00	07.01.08
77.	F77	List of Formats/Registers held by Departments	00	07.01.08
78.	F78	Evaluation of Faculty	02	13.08.10
79.	F80	Attendance Register (computerized)	00	22.02.05
80.	F82	Fee Defaulters list	01	27.10.05
81.	F83	Monthly Report of Fine Collection	00	07.01.08
82.	F84	Monthly Report of Photostat Fee collection	00	07.01.08
83.	F85	Learner's Course Evaluation	01	07.01.08
84.	F86	Trainer's Evaluation of learners	01	07.01.08
85.	F87	Placement Register	00	01.06.02
86.	F88	List of Hotels for Placement and Training	00	01.06.02
87.	F89	Training Register	00	01.10.04
88.	F90	Kitchen and Restaurant General Stock Register	00	21.02.08
89.	F91	Kitchen Register at ATK 1	00	21.02.08
90.	F92	Kitchen Register at ATK 2	00	21.02.08
91.	F93	Kitchen Register at QTK	00	21.02.08
92.	F94	Kitchen Register at BTK	00	21.02.08
93.	F95	Housekeeping Stock Register	00	21.02.08
94.	F96	Daily Issue Register	00	21.02.08
95.	F97	Missing & Damaged Item Register	00	21.02.08
96.	F99	Application for Employment	01	13.08.10
97.	F100	Monitoring Chart for Admission	00	27.05.08
98.	F101	Students' Performance Tracking	01	02.02.09
99.	F102	Purchase Order for Library books	00	14.02.13
100.	F103	Feedback on Training of Students	00	16.03.09
101.	F104	Blanket Purchase Order Form	00	08.05.09
102.	F105	Emergency Purchases without PO	00	08.05.09
103.	F106	PC Details log	00	01.07.09
104.	F107	IP list	00	01.07.09
105.	F109	Separation Checklist	00	12.11.12
106.	F110	Joining checklist	00	23.01.13
107.	F111	Joining Report	00	31.01.13
108.	F112	Permission for Library use - temporary	00	31.01.13
109.	F113	Request for long leave	00	31.01.13
110.	F114	Requisition for Capital Goods	00	14.02.13
111.	F115	Requisition for Library Items	00	14.02.13
112.	F116	Purchase Order for Consumable Goods	00	14.02.13

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