

1. Title of the practice: **Identical Filing and documentation**
2. The context that required the initiation of the practice (100 – 120 words)

There prevailed a situation in which each department had their own system and style of documenting and filing. It was too difficult for some of the departments to provide data as they were either not documented or documented in a different format. Further, most of the departments had many records and too many files. Teachers were found to be spending a lot of time in recording data and maintaining files. Prioritization of information and record of the same was missing in most of the departments. Filing for the purpose of providing data for IQAC was yet another area that was unaddressed by the departments. Minor discrepancies in providing data at different times for AQAR, NIRF, AISHE and other constituencies was noted.

3. Objectives of the practice (50 – 60 words)
 - To maintain uniformity in documentation and filing
 - To document and file based on priority
 - To provide consistent and accurate data
 - To access consistent data for DCE, RJD, NIRF, IQAC, AISHE, etc.

4. The Practice (250 – 300 words)

The files that have to be maintained by each department was identified, labelled and numbered. Fifteen files were identified to record data comprehensively. All departments were given with BOX files uniformly numbered and labelled. These files were sufficient to preserve data for a period of five years or more.

The format for documentation of data was also prescribed to each department to ensure uniformity. Templates were created by IQAC and given to the departments.

5. Obstacles faced if any and strategies adopted to overcome them (150 – 200 words)

There was an issue in converting the data already available to the new formats and including them into the stipulated files. Hence, the departments were suggested to change over to the new format only for previous five years.

Some data available with the department were insufficient to adapt to the new system of documentation and filing. To resolve this issue, the departments were suggested to collect the data from the respective authorities. A few data that were common among the departments were shared.

6. Impact of the practice (100 – 120 words)

There exist a uniformity in maintenance of files. Department find filing to be easy by preserving the wanted and discarding the unwanted information. The time required for filing has become less. Documentation has become simpler by using the standard templates given. The data documented is now comprehensive and there is a speedy retrieval of them when required.

7. Resources required

Templates: Templates for record of data and documentation. Uniform templates were prepared by IQAC and was issued to the departments.

Box Files: Files to contain data for a period of five years or more. These files were purchased and given to the departments.

Labels: Labels to specify the name/title of the files that are to be maintained. Labels were printed in the form of a sticker and were stuck to the files before circulating them.

8. About the Institution

- i. Name of the Institution : Chikkanna Government Arts College
- ii. Year of Accreditation : 2015
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