

DiST/CIR/39/24

Date: 20 November 2024

Circular

Atten: Heads of Departments, Teaching Staff and Custodian of all Centres

Subject: Modification, Deletion, and Updating of ISO File System

Our ISO filing system requires urgent updates to align with the new FYUGP, AICTE, and NAAC regulations, as many existing files have become outdated or irrelevant. Files that do not contribute to NAAC, university, or governmental documentation should be revised or removed. This is the ideal time to streamline the system to ensure all ISO files are purposeful and efficient.

List of Files to be Prepared:

Each department is required to identify and prepare the files relevant to the above-mentioned bodies. Ensure these are accurate, up-to-date, and meet the prescribed standards.

Identification of Obsolete Files and Other Modifications:

Each department is requested to identify and list file names with numbers that are no longer useful or require modifications. Please forward the compiled list to the ISO MR for review.

Submission Deadline:

All files shall be submitted to ISO MR by **29 November 2024**. (Dr. Ambily Pramitha and Mrs. Ritha Sabu)

Departmental Verification and Approval:

Verification of the submitted files will be conducted between **30 November and 6 December 2024** to decide deletion or addition on the same by the ISO office holders. Heads of Departments are requested to ensure all files are ready for this verification process.

Your cooperation and prompt action are crucial for the successful completion of this process. Kindly treat this matter with utmost priority.

Thank you for your support.

Fr. (Dr.)  Mangalath
Principal



N:B This circular has to be discussed in the forthcoming departmental meeting and to be incorporated as one of the agendas of the meeting.