

**Proposal for the purchase of Various Files and Printed Materials in connection with accreditation**

Sl. no	Item Description	Count/ Units	Remarks
1	Course diary (Theory): A book printed with the required matters (prepared by the IQAC) , 34 pages Size: A4 or Higher; 75 GSM	250	1 for each theory course
2	Course diary (Lab): A book printed with the required matters (prepared by the IQAC) , 23 pages Size: A4 or Higher; 75 GSM	250	1 for each lab course
3	Student Data Card: 200 GSM paper; 6 pages; A card printed with the required matters (prepared by the IQAC) Size: A4	1000	1 for each student; to record details of existing (around 500) students and future students
4	Course File, Tutor File, Class File, Dept. File: File folder- Tag file/ Cobra Spring File; Printed with the required matters (prepared by the IQAC) Dimensions : FS (36 x 26 x 4 Centimeters ) Material: Cardboard	750	1 for each course, Tutor, Class, Dept.
5	Flap File: Two flap file with tag; Printed with the required matters (prepared by the IQAC) Dimensions : FS (36 x 26 Centimeters )	50	
6	Lab Log Register: Printed with the required matters (prepared by the IQAC) Dimensions: 34 x 21 cm ; Pages : 200 Heavy Hard Bound to protect the pages efficiently ; Manually Stitched 70 GSM Ledger Paper	50	1 for each lab
7	Maintenance Register: Printed with the required matters (prepared by the IQAC) Dimensions: 34 x 21 cm ; Pages : 150 Heavy Hard Bound to protect the pages efficiently ; Manually Stitched 70 GSM Ledger Paper	20	1 for each lab

