Checklist for the Compilation of Actual ICAP Results of CAF & AFC dated:12th Nov and 5th Sep-2021. Exam date held from 06th S

S. No.	Procedures	Tentative Dates	Y	N
1	IS the data -base adjusted at fraction as per student **attendance policy/Low performance?** (Student Attendance Policy issued : 07-07-2018)?	**ON GOING ACTIVITY OVER SESSION**		
2	IS the data -base adjusted at fraction as per policy? (As per ICAP Result Compilation policy issued 15th december 2020 section 1.3, Page # 1)?	02nd Aug-2021		
3	Did you conduct Expected result before one month-**one week** /as per given date of ICAP exams (as per policy issued15th march,2021) ?	2nd Aug-2021		
4	Has the CRN number and Date of birth DOB of all relevant batches entered in Data base before **one month/7 days before** of ICAP exam by Coordinator? (As per policy section 1.4, Page # 5)	2nd Aug-2021		
5	Has the **Subject-Wise** Excel sheet from the database, name of the report is "ICAP REG" been pulled before 7 days of ICAP Exam by Coordinator? (As per policy section 1.4, Page # 5)			
6	Was the adjusted excel sheets **(Subject wise)** sent to the relevant teacher by the Coordinator? (As per policy section 1.4, Page # 5)	15th december 2020 policy on result compilation		
7	Did HOA/Manager Exam perform actively and conduct a meeting before **Two days** of actual ICAP Exams at AFC/CAF levels with all relevant staff to ensure the compliance of SOPs, and record minutes of meeting in a proper way?	4-Sep-21		
	Did you Close your AFC session Sep-2021 attempt before 06 Sep -2021 for ICAP Exam result Compilation Process?	18th JUNE-2021		
8	Did you submit ICAP expected Result at AFC level for Sep attempt-2021?	6th Sep-2021		
9	Will you be able to submit AFC,ICAP-Actual Results on the Same Day ? (91% from ICAP PDF file +9% "Awaiting Result Caption" (same day provided if all above mentioned steps have been duly fulfilled)	5th OCT-2021-11 Nov		
10	Will you complete the same process for ICAP-CAF results 11th Nov-2021 ?	11th Nov -2021		

Propositions:

1	All relevant teachers (including support staff and visiting faculty of AFC) must be available on the campus on 5th OCT and 11 th Nov -2021.	5th OCT-2021-11 Nov		
2	Pdf file of ICAP result should be sent to relevant teachers by the Manager student affairs/coordinators at 9-10 am.	5th OCT-2021-11 Nov		
3	No tests should be conducted on 05th OCT 2021 at the relevant AFC-CAF levelS.	5th OCT-2021-11 Nov		
4	All technical issues internet speed etc. should be resolved to compile results within a day.	5th OCT-2021-11 Nov		
5	All relevant teachers 'classes at the AFC-CAF levels should be off to ensure the availability of relevant teachers to compile ICAP results. (Must get approval from the Principal)	5th OCT-2021-11 Nov		
6	Manager Exams After fulfilling the above mention points, it is possible to send the report on ICAP Result to the Principal within the same day dated: 5th Oct-11th Nov-2021.	5th OCT-2021-11 Nov		
7	Due to inherent limitations, it could be sent to the Principal on the next day.	91% result can be obtained from ICAP		

8	Principal has the right if he thinks it's necessary, to assign the task to any internal resource to check the compliance of the policy and the verification of the compilation process.			
9	No leave/early left/late of any staff will be approved except by the Principal for that day	5th OCT-2021-11 Nov		
10	Content report on the result WILL be shared with Principal within 2-3 days by the HOA/manager exams (New)	5th OCT-2021-11 Nov		
11	System -based identification of variables on both results (Actul and Expected) must be submitted on the same Day of the drill/results.			
	Level Of Compliance			
1	**Did you apply the concept of Iteration in testing for Sep-AFC and CAF exam-2021?**			
2	**Did you follow the SLP-framework-2021 ?**			
3	**Did you follow the SKANS standard Hours as per SLP-framework 2021 issued 23rd march 2021 ?**			
	100 Hours for QMS			
	80 Hours for FE			
	60 Hours for BC			
	60 Hours for IT			
4	**Did You conduct System Based Teachers' evaluation with 100 % attendance three times in a session?**			
	after one month starting of session			
5	**Did you submit analysis on teacher Evaluation ?**			
6	**Did You provide failure attendance in absolute term in the content report?**			
7	**Did You provide failure marks in the content report?**			
8	**Did You provide ICAP failure students' Testing marks in the content report?**			
9	**Did you Provide all Categories Variables information with Absolute terms of class attendance , testing Details etc in the content report (Expected and Actual results)**			
10	**Did you provide the comparatives where applicable for better analysis and future outlook?**			
11	**Did you submit "Content Report on Actual ICAP Result" within 2-3 days (as per the instructions of CEO)?**			
12	**Did you submit "Content Report on Expected ICAP Result" within 2-3 days (before the ICAP Exam Dates)?**			
13	**Did you provide teachers' Hours Utilization ?**			
14	**Did your team apply the Concept of Close Loop and Circle of influence ?**			
15	**Did your team ready to provide any sort of missing information on account of CRN,Password changed etc.?**			
16	**Did You Follow the Lecture date Compliance ? (New)**			

0 or 100%

YES/NO