

## Documentation

### A. INFORMATION FROM DEPARTMENTS

#### I: Information to be submitted after the conduct of BOS

Name of the Department:

Name of the Department in charge:

Date of submission of information:

#### 1. PROGRAMMES for which syllabus revision was carried out .

Programme code	Name of the programme	Revised (Addition/deletion/both)				Date of revision
		Course code	Course title	Total number of units/modules in the course	Percentage of revision(change)	

#### 2. Programmes and courses focused on employability/entrepreneurship/skill development.

Name of the Programme	Programme code	Date of introduction of programme	Name of the course	Course code	Date of introduction of the course

#### 3. New programmes and courses introduced

New Programme introduced	New course introduced		Date of introduction
	Course code	Course title	

**II. Information to be submitted before the commencement of Semester End Examination (I/III/V semesters and II/IV/VI semesters)**

Name of the Department:

Name of the Department in charge:

Date of submission of information:

1. Programmes with courses where field project\*/ Internships\*\* is mandatory as per the programme structure.

Programme code	Programme Title	Course code	Course Title	No. of Students

\*Field Project involves conducting surveys outside the college premises, collection of data and reporting carrying credits.

\*\* Internship involves an activity for more than 25 days working in an organization under the guidance of an identified mentor.

2. Value added courses\* imparting transferable and life skills offered during the year

Name of Value added course	Date of introduction	Number of students enrolled

\*An Optional course offered outside curriculum that add value and help them getting placed.

3. Total number of teachers:

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

4. Teacher using ICT for effective teaching with Learning Management System (LMS), E-learning resources, etc.

Month & year	Total Number of teachers in the department	Number of teachers using ICT	Date of using ICT	ICT tool used	e-resources and techniques used

5. Details of Mentoring (proctor system)

Name of the Mentor/Proctor	Number of students (Mentee)	Mentor : Mentee Ratio
Total number of Mentors	Total number of Students	Total Ratio

6. Details of faculty

No. of sanctioned posts	No. of filled positions	Vacant positions	Positions filled during the semester	No. of faculty with Ph.D

7. Honours and recognitions received by teachers

Dd/mm/yyyy	Name of the teacher receiving awards from state level, national level and international level	Designation	Name of the award, fellowship received from government or recognized bodies

8. Pass percentage of students

Programme code	Programme name	Number of students appearing in SEE(I/II/III/IV/V/VI)	Number of students passed in SEE(I/II/III/IV/V/VI)	Pass percentage

### III – Information to be submitted on or before 31<sup>st</sup> March every year

Due Date: 31 March,

Name of the Department:

Name of the Department in charge:

Date of submission of information:

1. Seed money\*\* for research received from institution

Name of the teacher receiving seed money	The amount of seed money received	Date of receiving grant (dd/mm/yyyy)	Duration of the grant

\*\* seed money for research: fund provided to a teacher by the institution to get research initiated to facilitate the preparation of formal research proposal for funding.

2. Teachers awarded National/International fellowship for advanced studies/research during the year.

Details	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
National				
International				

3. Research funds sanctioned and received from various agencies, industry and other organizations.

Nature of the project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major project				
Minor project				

Interdisciplinary Projects				
Industry sponsored projects				
Projects sponsored by University/college				
Student Research Projects(other than compulsory by the College)				
International projects				
Any other(specify)				
Total				

4. Details of ongoing research projects in the department

S. no.	Name of the research Investigator	Title of the research project	Data and year of commencement	Date and year of probable completion

5. Workshops/Seminars conducted on Intellectual Property Right and Industry-Academia Innovative practices

Title of Workshops/Seminars	Date of Workshops/Seminars

Submit a brief document with report, programme sheet, broucher, number of participants, photos and outcomes of the Workshops/Seminars duly authenticated by Principal.

6. Number of Collaborative activities for research, faculty exchange, student exchange programmes during the year

Nature of activity	Participant	Source of financial support	Duration

7. Linkages with institutions/industries for internships, on-job training, project work, sharing of research facilities etc., during the year.

Nature of linkage	Title of linkage	Name of the partnering institution/industry/research lab with contact details	Duration	Number of participants

8. MOUs signed with institutions of national, international importance, other institutions, industries, corporate houses stc. During the year

Organization	Date of MOU signed	Purpose and activities	Number of students/teachers participated under MOUs

9. Remedial coaching

Dates of implementation	Number of students enrolled for remedial coaching	Topics covered

10. Bridge courses

Dates of implementation	Number of students enrolled for bridge course	Topics covered

11. Yoga, meditation, personal counseling and mentoring, soft skill development, language lab etc.

Name of the capability enhancement scheme	Dates of implementation	Number of students enrolled for remedial coaching	Agencies involved

12. Students benefited by guidance for competitive examination and career counseling offered by department

i) Competitive examination

Year	Number of benefited students by guidance for competitive examination	Number of students who have passed in the competitive exam

ii) Career counseling

Year	Number of benefited students by career counseling activities	Number of students placed



13. Student Grievances redressed

Date of receipt of grievance	Nature of grievances	Date of grievance redressed	Number of days for grievance redressal

14. Student progression

Year	Number of students enrolling into higher education	Programme graduated from	Name of institution joined	Name of Programme admitted to

15. Students qualifying in state/ national/ international level examinations during the year  
(eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students <b>selected/qualifying</b>	<b>Registration number/roll number for the exam</b>
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

## **16. Report on Best Practices at department level**

### **Format for Presentation of Best Practices**

#### **1. Title of the Practice**

This title should capture the keywords that describe the practice.

#### **2. Objectives of the Practice**

What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100 words)?

#### **3. The Context**

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

#### **4. The Practice**

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

#### **5. Evidence of Success**

Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

#### **6. Problems Encountered and Resources Required**

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

#### **7. Notes (Optional)**

Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 150 words).