Internal Academic Auditing
2022-23

Quality Assessment Report and Recommendations of Core Committee

INTERNAL QUALITY ASSURANCE CELL

M E S KALLADI COLLEGE MANNARKKAD
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Preface

The annual internal academic auditing by the Internal Quality Assurance Cell was conducted on 24 to 27 July 2023. A core committee was constituted by the Principal for the academic audit and for the checking the quality and transparency of documentation. The core committee comprised of Dr C Rajesh (Principal-Chairman), Dr. Jaleel TK (Vice Principal-Member), Prof. Salahudheen PM (NAAC Coordinator-Member) and Dr. Azhar A (IQAC Coordinator-Member Secretary). Representative from IQAC was also part of the peer team for internal audit.

The committee visited all the departments and conducted a critical evaluation of documentation system in the department. They have also assessed the quality initiatives of the departments for the year 2022-23. The contribution of each department towards various aspects of quality enhancement of the institution was also analyzed. The committee has given a detailed report about the documentation system and the performance of the departments. They have given recommendations for the improvement of quality of the departments. Based on the assessment, awards were also recommended for the performance of the departments. Those departments which came into existence in less than five years were not considered for performance assessment even though internal auditing was conducted.

The Internal Quality Assurance Cell is thankful to the core committee members for their valuable effort in completing the academic auditing. We are also thankful to all the faculty members who were very much sincere and dedicated to service of the institution.

Dr C Rajesh   **Dr. Azhar A**
Principal   **IQAC Coordinator**

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Internal Auditing Schedule

Date	Time	Department	IQAC Representatives
24/07/2023	9.30-10.30 AM	Commerce self	Dr Sreenivasan KP Dr Sainul Abidin K
	10.30-11.30 AM	Computer science	Sajna A Dr Sainul Abidin K
	1.15-2.15 PM	Mass Communication	Sajna A Dr Sainul Abidin K
	2.30-3.30 PM	B.Voc Programmes	Dr Job Sabu Dr Sainul Abidin Kk
25/07/2023	9.30-10.30 AM	Mathematics	Dr Junais P
	10.30-11.30 AM	History	Dr Girish K P
	11.30 AM -12.30 PM	English	Manju R V
26/07/2023	9.30-10.30 AM	Economics	Manju R V
	10.30-11.30 AM	Commerce(aided)	Dr Sareena K
	1.30-2.00 PM 2.00-2.30 PM	Forensic Science Psychology	Dr Juliya A P
	2.30-3.30 PM	Botany	Dr Renjini
27/07/2023	9.30-10.30 AM	Islamic History	Fathimath Thasleena
	10.30-11.30 AM	Food Technology	Noorjahan K K Dr Sainul Abidin
	1.30- 2.30 PM	Physics	Nusrath P
	2.30-3.30 PM	Chemistry	Dr Job Sabu

General Recommendations

- Contribution of faculty members as members of board of studies, curriculum restructuring, syllabus revision, board of examiners for University examinations, question paper setting, etc. shall be enhanced

- Departments shall take initiative to conduct short term value added certificate courses in collaboration with appropriate agency so as to assist the students in placement. The documentation of certificate courses should be done in a proper way

- No. of students attending online /add on /certificate courses shall be increased.

- Students shall be encouraged for paper presentation/participation in international/national seminars

- Departments shall adopt some innovative process in teaching-learning and evaluation

- E-Content development by faculty shall be increased

- Participation in faculty development programmes to be enhanced

- Industrial training and internships of students shall be encouraged even though they are not there in the syllabus.

- Effectiveness of class tutorial system shall be improved

- Semester wise results should be properly analysed and remedial classes to be given to those who need it.

- Days of national importance shall be observed

- More number of invited lectures to be conducted with eminent academicians so as to give opportunity for students to interact with them.

- Use of ICT in teaching-learning shall be promoted

- Departments shall sign MoUs or engage in collaborations with eminent academic or research institutions outside the state or country

- Publication of articles in international peer reviewed journals by the faculty members to be increased

- Invited lectures &/paper presentations of faculty members to be increased

- Those faculty members having PhD shall apply for major research projects from different funding agencies

- Funded research projects of students shall be promoted

- Departments shall promote entrepreneurial skill among students

- Departments shall conduct good extension programmes.

- Participation of students in innovation programmes especially those conducted under Institution Innovation Council and IEDC shall be encouraged
- Use of Library by faculty members and students to be increased
- Students shall be given direction and encouragement to use the NLIST facility in the library.
- Post graduate students shall be encouraged to register for NPTEL courses.
- Departments shall take more care to give coaching for competitive exams like JAM/CAT/NET etc.
- Career Guidance and Placement mechanism should work more effectively in the departments and in the college level also
- Proper information shall be given to students about various scholarships
- Promote participation of students in Curricular and co-curricular activities
- Departments shall take initiative to publish materials like catalogues, wall magazines, college magazine, news letters
- Involvement of Alumni in the activities of the department shall be promoted
- More institutional responsibilities shall be undertaken by the faculty members
- Environmental awareness and energy conservation programmes shall be organized.
- Department shall identify their best practices and continue it.
- For student support programmes like remedial coaching an analysis of the outcome shall be conducted.

QUALITY ASSESSMENT REPORT

1. **Department of Chemistry**

   Being the research Centre of the college, the department has contributed significantly in the area of research and innovations. In 2022-23 Research project proposal of Dr. Mohammed Musthafa. TN as Co-Investigator with Department of Chemistry, King AbulAziz University, Saudi Arabia has been approved for funding by Ministry of Education, KSA. In addition to this the department have four other research collaborations with institutions inside the state. The department has conducted four certificate courses last year. **CHEMSANZ-2022** was conducted for preparation of high quality soaps, detergents, floor cleaning liquids, dish wash etc by using easily available lab chemicals through the students and marketing the product

   The other major activities of the department are

1. World Environment Day Celebrations 2022- Organized Quiz Competition, Essay Writing, Debate on "Jeevikkam Prakruthiyae Novikkathae"theme
2. Conducted Intercollegiate Elocution Competition on the topic- Scientific Advancement and Development in India- Before and After Independence
3. International Webinar on "Supramolecular Mechanophores"   (Resource Person-Mr. Fazil Thuluvanchery Salim, Tokyo Institute of Technology, Tokyo, Japan)

4. International Career Guidance Programme on "Higher Education in Abroad & Career Opportunities in Chemistry"   (Resource Person-Mr. Fazil Thuluvanchery Salim, Tokyo Institute of Technology, Tokyo, Japan)
5. Gender Equity Programme on "Sustainable Gender Equity: An Overview" (Resource Person-Dr. Sheeba Krishnan, Assistant Professor, NSS Training College, Ottapalam)
6. ED Programme on "Talk with an Entrepreneaur"   (Resource Person-Mr. Nabeel N Darussalam, Chairman Frame Tech Steel Pvt Ltd)
7. Career Guidance Programme   (Resource Person- Mr. Noufal , Eenskool)
8. IPR Programme on "Basics of Intellectual property rights and Plagiarism" (Resource Person- Ms. Faizunnesa .Y, Librarian, MES Kalladi College, Mannarkkad)

9. Research Methodology Programme (Resource Person-Dr. Fazalurahman Kuttassery, Assistant Professor, Department of Chemistry, University of Calicut)

10. Conducted Alumni Meet CHEMBACK 2K22 " Back to where we were"

11. Organized Water Quality Testing training programme for NSS Volunteers in association with Jal jeevan mission, Jalanidhi, Kerala Water Authority, Govt of Kerala

12. Conducted career guidance programme for BSc & MSc Chemistry students in association with Alchemi institute Calicut on 20-12-2022.

Specific Recommendations

- Department journal to encourage publication of research scholars and MSc students
- Opportunity for campus placement shall be arranged for students.
- Participation/presentation of students in seminars shall be promoted
- Coaching for NET/JAM can be conducted
- Alumni contribution in the activities of the department shall be improved
- The publications of faculty members shall be increased
- Faculty members with PhD shall apply for major research projects.
- Enrolment of students for PhD shall be increased
- Industrial training may be arranged for students in collaboration with Common Facility Service Centre, Manjeri
- The maintenance of research infrastructure to be taken care of.

2. **Department of Commerce (Aided)**

Department has contributed well towards the academic performance of the college. One of the students of the department has won Prime Minister's scholarship. Other major activities of the Department are

1. National webinar- Capital Market Awareness
2. One week Capacity Enhancement Program in association with Mahindra pride classroom
3. Seminar on Entrepreneurship: Support and assistance from DIC
4. National seminar on research methodology

Specific Recommendations

- Opportunity for campus placement shall be arranged for students.
- Coaching for NET/CAT/MAT examination can be conducted
- Faculty members with PhD shall apply for major research projects.
- The department shall initiate some extension programmes
- The entrepreneurship development programmes under the department shall be strengthened. Meet the entrepreneur series shall be started with at least one talk a month
- Department may publish a research journal
- Internships of students shall be promoted
- The enrolment of students in add on programmes like CMA, CA, etc shall be encouraged.

3. Department of English

The strategy for teaching-learning and evaluation is good in the department. Faculty members of the department attended various professional development programmes. Department conducted a workshop on Research Methodology titled "Introduction to Research Methodology". Department Conducted a seminar titled "The Perpetual Victim: The Muslim Woman Depiction in Malayalam Cinema". They have organized talk on IPR and meet the entrepreneur programme. Students of the department brought laurels to the college in arts and sports. Department released a student magazine 'splash 2.0'.

Specific Recommendations

- The department may conduct some extension programmes useful to neighboring community (Schools, Kudumbasree workers, etc)
- Department have to take some urgent measures to for the use of language lab by students
- The department may take initiative for releasing student magazine (either manuscript or e-magazine) periodically
- Participation and paper presentation of students and faculty members in seminars shall be encouraged
- Department may think of certificate course in content writing in collaboration with some external agency

4. Department of Physics

The documentation process in the department is good and regularly updated. The faculty members of the department participate in professional development programmes. Department has the potential to elevate as a research centre. Department has organized seminars on IPR and Research Methodology. Day observations also have been conducted. As a part of the extension activity under the 'SPARSAM', the department has conducted an awareness programme 'Star rating of equipments' for the people in the ward 1 of Mannarkkad municipality. As a part of the extension activity under 'SPARSAM', the department has conducted a workshop on 'Construction of Extension Board' for the students of MES HSS, Mannarkkad.

Specific Recommendations

- Department shall apply for research centre
- Opportunity for campus placement shall be arranged for students.
- Coaching for NET/JAM examination can be conducted
- Participation and paper presentation of students and faculty members in seminars shall be encouraged
- Incubation of innovative ideas of students for building start ups
- Department may conduct some extension activities
- Alumni contribution towards the activities of the department to be improved
- The faculty members having PhD shall apply for research projects.

5. Department of Botany

The department has performed very well in the teaching-learning activities. The activities of the department in line with the green initiatives and environmental friendliness are appreciable. In connection with World Environment day Observation 2022. Department of Botany conducted a Seminar on Climate change a man made change. As a part of this the Department in association with NCC and Bhoomithrasena also conducted an afforestation Programme. Fruit trees were planted in the campus. Students and faculties participated in the program. The Department of Botany conducted an interdepartmental documentary making competition in connection with Mangroves Conservation Day. The Department of Botany conducted Tiger day observation in connection with World tiger day. Department of Botany in association with Bhoomithra sena club organized an interdepartmental speech competition. The Department of Botany observed World

Ozone Day. As part of this day a procession was held. Department of Botany organized a National Webinar on 'TRANSITIONING AND GENDER IDENTITY'.

Specific recommendations

- Opportunity for campus placement shall be arranged for students.
- Coaching for NET/JAM examination can be conducted
- Participation and paper presentation of students and faculty members in seminars shall be encouraged
- The research publications from the departments to be increased
- More number of student centered academic practice shall be initiated
- The QR coding of the herbal and botanical garden to be done
- Some initiatives for the promotion of organic farming shall be done
- Certificate course leading to entrepreneurship may be continued (e.g. Mushroom cultivation)

6. **Department of Arabic and Islamic History**

The students of the departments usually brings laurels to the college especially in sports. The translation bureau of the department is functioning well. Department of Arabic & Islamic History organized an Entrepreneurship Programme in connection with International Women's day. Department conducted book talks and Alumni talks. Department organized CUET Orientation at MES HSS. As part of green initiative, department conducted a visit to Kunthipuzha. Shihab AM, Faculty of the Department & Former Principal in Charge of the College awarded by India Book of Record as youngest Principal in Aided Colleges. The calligraphy competition conducted by department was notable one.

Specific Recommendations

- Opportunity for campus placement shall be arranged for students.
- Coaching for NET to be started
- The works in translation bureau to be enhanced and more income should be generated through consultancy
- Department may offer certificate course in Arabic language to other students which will help them to pursue jobs in middle east countries.
- The research publications of faculty to be increased.

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7. **Department of Economics**

The documentation process in the department is good. Department conducted seminars related to research methodology, entrepreneurship and intellectual property rights. The students of the department have got many achievements in arts and sport. As a part of MoU the department conducted a debate in association with ICDS. Conducted a debate on the topic dowry and domestic violence in connection with gender equity programme.

Specific Recommendations

- The extension activities of the department to be strengthened. There is a many possibilities of extension activities in collaboration with different sections of economy.
- NET coaching may be started
- Students may be encouraged to enroll for civil service coaching.
- Opportunity for campus placement shall be arranged for students.
- Career guidance mechanism to be strengthened
- Department may offer value added certificate course in collaboration with industry
- The research publications of faculty to be increased.

8. **Department of History**

The performance of the students in the University examination is good and the students have achievements in co-curricular activities. In connection with International Tribal day observance, the department conducted a seminar on Tribal Ethnicity, Culture, Rights and Modernity. Department conducted career talk and Alumni talk.

Specific Recommendations

- The research activities in the tribal research centre to be strengthened and number of publications to be increased
- Department shall take some serious steps towards local history making.
- A national seminar related to the historical importance of the locality in the freedom struggle and after may be conducted.
- The extension activities of the department to be strengthened.
- NET coaching may be started

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- Students may be encouraged to enroll for civil service coaching.
- Opportunity for campus placement shall be arranged for students.
- Career guidance mechanism to be strengthened
- Department may offer value added certificate course in collaboration with industry
- The research publications of faculty to be increased.

9. **Department of Mathematics**

The documentation process in the department is good. Department conducted a seminar in connection with the national statistics day on the topic 'Application of Statistics in Weather Forecast'. Department celebrated Pi-Approximation day. Department of Mathematics conducted an alumni talk by Aboobacker P, Assistant Professor, Department of Mathematics, Govt. Engineering College, Sreekrishnapuram on the topic "Introduction to Cryptography". Department conducted seminars related to research methodology and intellectual property rights. Department of mathematics conducted a seminar on "Introduction to LATEX" in connection with the National Mathematics Day. Department organized Abacus teacher's training for teachers in ward level

Specific Recommendations

- Department shall submit the application for recognition as research centre
- Certificate course on Artificial Intelligence and Machine Learning shall be conducted.
- The training on LATEX may be developed as a certificate course
- Give proper orientation to students about the career opportunities in Mathematics so as to improve the demand ratio

10. **Department of Commerce (Self-Financing)**

The documentation process in the department is good. Department conducts centralized internal examinations and hold class PTA meetings regularly. The placement and progression of the students of the department is good. Major activities of the department last year are

- Webinar on Innovative techniques in Insurance
- Soft skill development-Development of reasoning and aptitude
- Gender Equity-Women Rights are Human Rights

- Meet the Entrepreneur
- Webinar on Research Methodology

Specific Recommendations

- Department may conduct some good extension programmes
- All the first year UG students shall be encouraged to enroll in a job oriented certificate course
- Add ons like CMA, CA, ACCA shall be encouraged
- Coaching for CAT shall be initiated

11. Department of Computer Science

Department conducts centralized internal examinations and hold class PTA meetings regularly. The highlighted activities of the department in the last year are

- Complete Workshop on Microsoft Excel
- Digital Society Day-Debate
- Computer Literacy Day-Typing Master Competition
- International Webinar –BlockChain and NFT
- Tech 4 All Women Empowerment Program
- Extension programme Happy Hobby1 at Padavayal , Attappadi where awareness class about E- Commerce Application was conducted
- Extension programme Life Lock at Pericholam, Mannarkkad where awareness program about cyber security and IT Act was conducted

Specific Recommendations

- The placement and progression of the students to be increased
- Student Internship in reputed companies shall be promoted
- Enrolment of students in skill oriented certificate courses to be encouraged
- Workshop on Robotics, Machine Learning and AI to be conducted
- Department shall explore the possibility of extension activities

12. Department of Mass Communication and Journalism

Department organized Radio News workshop and mentored by Mr Habeeb Rahman, casual newsreader cum translator at AIR Calicut. The Department of Mass Communication and Journalism conducted a seminar on Basics of Economics. A Photography workshop was organized by the department.

Specific Recommendations

- The placement and progression of the students to be increased
- Student Internship in reputed companies shall be promoted
- Enrolment of students in skill oriented certificate courses to be encouraged
- Media workshop to be conducted
- Campus News to be started
- Department shall explore the possibility of extension activities

13. Department of Food Technology

The progression and placement of students of the Department are good. Department organized activities which are relevant to their curriculum. They have conducted two industrial visits last year. Major activities of the department are

- World food safety day celebration and seminar
- New Trends In Milk Products And Their Marketing, Latest Regulational Changes-Entrepreneurship talk
- Seminar on Latest Trends in the food industry

Specific Recommendations

- Department may encourage students in entrepreneurship and start up. Orientation and mentoring in this line is to be conducted
- Job oriented certificate course related to food industry to be started
- Placement opportunities to be enhanced

14. Department of Psychology

As the department came into existence in 2020 only and the first batch is yet to pass out, the core committee didn't make qualitative assessment of the department. The counselling activities are undertaken by the faculty members. The Department organized a seminar on Psychological First Aid for Substance Use Disorders. Other major activities are

- Mental Health Ambassadorship Programme
- World day for International Justice day observation
- Faculties from department of Psychology visited 40 Anganavadees under ICDS to conduct awareness classes and campaigns for adolescents in the area on mobile addiction.
- World Mental Health week observation on the theme Make mental health and wellbeing for all a global priority with a name LA-MENTE

- World Mental Health week observation (10-10-2022 to13-10-2022) on the theme Make mental health and wellbeing for all a global priority with a name LA-MENTE

Specific Recommendation

- Start NET coaching for students
- The project of final semester students shall be conducted in reputed academic institutions
- Look in to the possibility of arranging internship for students in collaboration with various institutions
- The activities of counselling cell to be elaborated and counselling shall be undertaken as an extension programme of the department

15. Department of Forensic Science

As the department came into existence in 2020 only, the core committee didn't make qualitative assessment of the department. Department conducted seminars on intellectual property right and research methodology. Department organized seminar on Introduction to onboard accident Investigation and another one on Forensic Toxicology and Career Development in Forensic Science

Specific Recommendations

- Start NET coaching for students
- The project of final semester students shall be conducted in reputed academic institutions
- Look in to the possibility of arranging internship for students in collaboration with various institutions
- Being the lone college offering the M Sc Programme in Forensic Science, the department can organize extension activities in collaboration with different agencies.
- The department shall take initiatives for placement of students in private sector jobs

16. Department of Vocational Programmes

The Department offer three B Voc Programmes: Dairy Science and Technology, Data Science and Analytics, Tourism & Hospitality Management. These programmes started in 2021. So performance evaluation was not done by core committee. The department organized seminars on research methodology and IPR. The students of the B Voc programmes completed internship in various companies.

Specific Recommendations

- Value added certificate courses related to curriculum may be offered in collaboration with industry
- Students may be given adequate training to start entrepreneurships and start up
- The internship of students shall be done in reputed companies
- Placement drives to be conducted
- Steps to be taken to register the students for examination by NSDC sector skill council
- The department may conduct some extension programmes useful to society.

CRITERIA OF PERFORMANCE ASSESSMENT

I. Curricular Aspects (100)

1. Details of Certificate/Diploma/Add-on/Online courses conducted by the Department(20)

Performance	Marks
Minimum one Certificate course conducted by the department with proper documentation	15
More than one certificate course conducted	20

2. Details of No. of students attended Certificate/Diploma/Add-on/Online course(30)

Performance	Marks
Percentage of students attending Certificate/Diploma/Add-on/Online course	More than 50% of students-30 30-50: 20 Maks Minimum 10 percentage students: 10 marks

3. List of students participated/paper presented in seminars/conferences(30)

Performance	Marks
Percentage of students undertaking project work/field work/ internships	More than 30% of students-30 20-30: 20 Maks Minimum 10 percentage students: 10 marks

4. Participation of teachers in curriculum development and evaluation

Performance	Marks
(a) No. of teachers in Board of Studies (5) (b) No. of teachers as question paper setters for University/Autonomous Colleges (5) (c) No. of teachers attended CV camps (5) (d) No. of teachers attended as external examiners (5)	100 % teachers in (c) and (d) and at least one teacher in (a) or (b)-20 100% teachers in (c) and (d)-15 50 % teachers in (a) and (b) -10 Minimum-5

II. Teaching, Learning and Evaluation (350)

1. Teachers Academic Profile (25)

Performance	Marks
More than 50% of faculty members with PhD/MPhil	25
30 % faculty members with PhD/MPhil	20
Minimum 1 faculty with PhD/MPhil	15
More than 80% faculty with NET	10
Others	5

2. Proper recording of students biodata, academic background and academic performance (50)

Performance	Marks
Proper data filling in tutorial registers for students' assessment	Qualitative with a minimum 20 and maximum 50

3.Academic planning (25)

Performance	Marks
Planning of academic activities well discussed in the department council and properly documented	Qualitative with a minimum 10 and maximum 25

4.Effective utilization of e-resources for Teaching and Learning (25)

Performance	Marks
Innovate teaching learning methods adopted with proper documentary support	Qualitative with a minimum 5 and maximum 25

5. Average percentage of attendance of students (25)

Performance	Marks
More than 90%	20
Between 75-90	15
Less than 75	10

6. Examination results (100)

Performance	Marks
More than 90% cumulative of UG and PG	100
Between 80-90	80
Less than 80	60

7. Enrolment Percentage

Performance	Marks
More than 90%	50
80-90	40
Less than 80	30

8. University ranks (25)

Performance	Marks
Students with rank within 5	25
Students with rank between 5 and 10	15

9. Industrial trainings and internships (25)

Performance	Marks
Internships and Industrial training both conducted	25
Any one conducted	15

III. Research, Consultancy and Extension (120)

1. No. of research scholars in the department (5)

Performance	Marks
Number of research scholars	2 for each student (Max. 5)

2. No. of Research Guides in the department (5)

Performance	Marks
Number of research guides	3 for each guide (Max. 5)

3. Funded Research projects of faculty members of the department (10)

Performance	Marks
Funded Research projects	10 marks for major projects 5 marks for minor projects

4. Student research projects (10)

Performance	Marks
Student research projects	10 marks for funded research projects of students

5. No .of research publications in peer reviewed international/national journals (10)

Performance	Marks
More than 2 publications in peer reviewed international journals	10
One publication in peer reviewed international journals	7
More than 2 publications in international/National journals with ISSN	7
Minimum One publication	5

6. Number of books published? (10)

Performance	Marks
More than 2 books with ISBN	10
One book with ISBN	5

7. No. of conferences organized by the department(International/National/State) and the eminence of resource persons attended(5)

Performance	Marks
Two conferences	5
At least one conference	3

8.Paper presentation of faculty members in international/national conferences.(10)

Performance	Marks
More than two presentation in international conferences	10
More than two presentations in national conferences	5
More than one presentation in national/international conferences	3

9. Revenue generated through consultancy(5)

Performance	Marks
Income > 10000 generated	5

10. Collaboration and Linkages (5)

Performance	Marks
At least one collaboration/linkage with nationally reputed institution	5
At least one collaboration/linkage with state level institution	3

11. List of students Participated in NSS events (5)

Performance	Marks
10 and above students participated in NSS	5
Less than 10 students in NSS	3

12. List of students participated in NCC events (5)

Performance	Marks
10 students participated in NCC	5
Less than 20 students in NCC	3

13. List of students participated in Other extension activities (10)

Performance	Marks
Participation of 10% students in other extension programmes	10
Participation of 5 % students in other extension programmes	5

14. List of Extension activities organized(10)

Performance	Marks
More than 2 extension programme	10
At least one extension programme	5

15. Awards/recognitions related to extension activities (5)

Performance	Marks
Any awards/recognition won by faculty members for extension	5

16. Participation of students in innovation programmes (10)

Performance	Marks
Students participation in programmes under innovation council or any other such programmes	Qualitative with Minimum 5 and maximum 10

IV. Infrastructure and Learning Resources (100)

1. Proper stock register (10)

Performance	Marks
Proper maintenance of stock register	Qualitative with minimum 5 and maximum 10 marks

2. Library books and journals purchased in the last year (15)

Performance	Marks
Library books and journal worth Rs.10000 purchased during the year	10
Library books and journals for minimum Rs 5000 purchased	5

3. Asset Maintenance register (15)

Performance	Marks
Proper up keeping of asset maintenance register	Qualitative with minimum 5 and maximum 15 marks

4. Current status of ICT infrastructure (10)

Performance	Marks
ICT infrastructure	Qualitative with minimum 5 and maximum 10 marks

5. Collection of Previous examination question papers (30)

Performance	Marks
Collection of Previous examination question papers	Qualitative with minimum 10 and maximum 30 marks

6. Library or book bank (20)

Performance	Marks
Department has a Library or book bank	20

V. Student Support and Progression (130)

1. Demand ratio for UG and PG (10)

Performance	Marks
Demand ratio of >50 for UG and PG	10
Demand ratio of >50 for UG or PG	7
Demand ratio less than 50	5

2. Drop out percentage (10)

Performance	Marks
Less than 5 %	10
Between 5 and 10 %	5

3. Student support mechanism for coaching for competitive examinations (If any) (10)

Performance	Marks
If the department has any programme for coaching for competitive exams	Qualitative with minimum 5 and maximum 10 marks

4. No. of students qualified in NET/SET/GATE/CAT/IAS/IPS/PSC/UPSC/OTHERS(10)

Performance	Marks
More than 5 students qualified	10
Minimum 2 students	5

5. No.of students who got placement(15)

Performance	Marks
More than 5 students got placement	15
Minimum 2 students	10

6. No. of students who were progressed to higher education institutions (15)

Performance	Marks
More than 50% students progressed	15
Less than 20%	10

7. Participation of students in cultural activities (10)

Performance	Marks
Participation in national/state level	10
Participation in inter zone/zone	5

8. Participation of students in sports (10)

Performance	Marks
Participation in national level	10
Participation in state/university	5

9. No. of students getting Scholarships and Financial Support (10)

Performance	Marks
More than 50% students getting scholarship	10
Less than 50%	5

10. Grievance redressal mechanism (10)

Performance	Marks
Grievance redressal mechanism	Qualitative with minimum 5 and maximum 10 marks

11. Remedial Coaching scheme (10)

Performance	Marks
Remedial coaching scheme	Qualitative with minimum 5 and maximum 10 marks

12. Alumni Engagement

Performance	Marks
Alumni meetings and contribution from Alumni (10)	Qualitative with minimum 5 and maximum 10 marks

VI. **Governance, Leadership and Management (100)**

1. Action plan for the department and success in implementing the plan (20)

Performance	Marks
Action plan and implementation of plans	Qualitative with minimum 10 and maximum 20 marks

2. No. of department council meeting conducted (20)

Performance	Marks
Department council meetings	More than 10= 10 marks
Minimum 5 meetings	10

3. Participation of teachers in FDP (15)

Performance	Marks
100% teachers participated in FDP	15 marks
50-99% teachers participated in FDP	10
Minimum Participation	5

4. Activities in support of PTA (15) (Qualitative with a minimum of 10 marks)
5. Institutional responsibilities of faculty members of the department (30)

Performance	Marks
More than 10 administrative assignments in the campus	30
Between 5 and 10	20
Less than 5	10

VII. Innovations and Best Practices (100)

1. Innovations introduced during this academic year (15)

Performance	Marks
Innovative strategies and programmes	Qualitative with minimum 10 and maximum 15 marks

2. Any one best practices of the year (20)

Performance	Marks
Innovative strategies and programmes	Qualitative with minimum 10 and maximum 20 marks

3. Contribution to environmental awareness / protection/ecofriendly activities (15)

Performance	Marks
Contribution to environmental awareness	Qualitative with minimum 10 and maximum 15 marks

4. Practice of the department in documentation (50)

Performance	Marks
Documentation	Qualitative with minimum 25 and maximum 50 marks

Performance Assessment Evaluation of Departments

I.   Curricular Aspects (100)

Assessment parameters (Max. score)	Marks Scored												
	Commerce Self	Computer Science	Mass Communication	Mathematics	History	English	Economics	Commerce (Aided)	Botany	Islamic History	Food Technology	Physics	Chemistry
Number of Certificate/Diploma/Add-on/Online courses conducted by the Department(20)	20	20	0	20	20	20	20	20	20	20	20	20	20
Percentage of students attended Certificate/Diploma/Add-on/Online course(30)	20	30	0	10	10	30	30	20	20	20	20	30	20
Percentage of students undertaking project work/field work/ internships (30)	30	30	30	30	30	30	30	30	30	30	30	30	30
Participation of teachers in curriculum development and evaluation (20)	15	15	5	15	25	15	15	15	15	20	10	20	20
Total	**85**	**95**	**35**	**75**	**85**	**95**	**95**	**85**	**85**	**90**	**80**	**100**	**90**

II.   Teaching, Learning and Evaluation (350)

Assessment parameters (Max. score)	Marks Scored												
	Commerce Self	Computer Science	Mass Communication	Mathematics	History	English	Economics	Commerce (Aided)	Botany	Islamic History	Food Technology	Physics	Chemistry
Teachers Academic Profile (25)	15	5	5	15	20	10	20	20	15	20	10	25	15
Proper recording of students biodata, academic background and	40	30	15	25	10	10	20	25	35	40	35	35	45

Assessment parameters (Max. score)													
academic performance (50)													
Academic planning (25)	15	25	20	20	10	20	25	22	25	23	20	22	20
Effective utilization of e-resources for Teaching and Learning (25)	20	10	5	10	5	5	10	15	20	20	10	15	10
Average percentage of attendance of students (25)	15	15	15	15	15	15	15	15	20	20	15	20	20
Examination results (100)	40	40	60	80	80	60	60	60	60	40	60	40	40
Student enrolment percentage (50)	50	50	20	50	50	40	50	50	50	50	50	40	80
Rank in University examination (25)	0	0	25	25	0	0	0	15	0	25	0	15	15
Industrial training and internship (25)	15	25	15	0	0	15	15	15	0	15	25	15	15
Total	**210**	**200**	**180**	**240**	**190**	**175**	**215**	**237**	**225**	**253**	**225**	**227**	**260**

III. Research, Consultancy and Extension (120)

Assessment parameters (Max. score)	Marks Scored												
	Commerce Self	Computer Science	Mass Communication	Mathematics	History	English	Economics	Commerce (Aided)	Botany	Islamic History	Food Technology	Physics	Chemistry
No. of research scholars in the department (5)	0	0	0	0	5	0	3	0	0	0	0	0	5
No. of Research Guides in the department (5)	0	0	0	3	5	0	5	0	3	0	0	0	5
Funded Research projects of faculty members of the department (10)	0	0	0	0	0	0	5	0	0	0	0	0	0
Student research projects (10)	0	0	0	0	0	0	0	0	0	0	0	0	0

No. of research publications in peer reviewed international/national journals (10)	0	0	0	0	0	5	10	5	2	0	0	0	10
No. of books published (10)	0	0	0	0	0	0	0	0	3	2	0	2	0
No. of conferences organized by the department (International/National/State) and the eminence of resource persons attended (5)	5	5	5	5	5	5	5	5	5	5	0	5	5
Paper presentation of faculty members in international/national conferences (10)	0	0	0	5	5	5	0	5	5	10	2	10	10
Revenue generated through consultancy (5)	0	0	0	0	0	0	0	0	0	5	0	0	0
Collaboration and Linkages (5)	5	5	5	0	3	5	5	3	5	3	5	5	5
No. of students Participated in NSS events (5)	3	5	3	5	3	5	3	5	3	3	5	3	3
No. of students participated in NCC events (5)	0	5	0	5	5	5	5	5	5	5	3	5	5
No. of students participated in other extension programmes (10)	5	10	0	5	5	10	10	5	0	5	10	5	5
No. of Extension activities organized (10)	10	10	5	5	5	5	10	10	10	5	10	10	10
Awards/recognitions related to extension activities (5)	0	0	0	5	0	0	0	0	0	0	0	5	0
Participation of students in innovation programmes (10)	0	8	0	10	0	0	0	0	5	0	0	0	0
Total	**28**	**48**	**18**	**48**	**41**	**45**	**61**	**43**	**46**	**43**	**35**	**50**	**63**

IV. Infrastructure and Learning Resources (100)

Assessment parameters (Max. score)	Commerce Self	Computer Science	Mass Communication	Mathematics	History	English	Economics	Commerce (Aided)	Botany	Islamic History	Food Technology	Physics	Chemistry
Proper stock register (10)	5	10	5	10	10	5	10	10	10	5	8	10	10
Purchase of library books (15)	15	10	10	10	15	10	10	10	15	15	10	10	15
Asset Maintenance register (15)	15	5	5	10	0	5	5	10	5	10	12	5	10
Status of ICT infrastructure (10)	10	10	10	10	10	10	10	10	10	15	10	10	10
Collection of Previous examination question papers (30)	25	25	25	30	22	30	30	28	30	25	28	20	40
Library or book bank (20)	20	20	0	20	5	20	5	20	20	20	5	20	0
Total	**90**	**80**	**55**	**90**	**62**	**80**	**70**	**88**	**90**	**90**	**73**	**75**	**85**

V. Student Support and Progression (130)

Assessment parameters (Max. score)	Commerce Self	Computer Science	Mass Communication	Mathematics	History	English	Economics	Commerce (Aided)	Botany	Islamic History	Food Technology	Physics	Chemistry
Demand ratio for UG and PG (10)	5	5	5	5	10	10	10	10	5	5	5	5	5
Drop out percentage (10)	5	10	5	5	5	5	10	10	5	5	10	5	10
Student support mechanism for coaching for competitive examinations and career guidance (If any) (10)	8	5	0	7	5	0	8	9	8	9	5	10	8

Assessment parameters (Max. score)	Commerce Self	Computer Science	Mass Communication	Mathematics	History	English	Economics	Commerce (Aided)	Botany	Islamic History	Food Technology	Physics	Chemistry
No. of students qualified in NET/SET/GATE/CAT/IAS/IPS/PSC/UPSC/OTHERS(10)	0	0	0	0	0	0	10	5	5	5	0	2	10
No.of students who got placement (15)	20	10	2	0		0	20	10	5	20	20	0	5
No. of students who were progressed to higher education institutions (15)	15	15	7	5	7	20	15	20	20	10	20	20	20
Participation of students in cultural activities (10)	0	0	0	0	0	5	5	5	5	5	2	10	5
Participation of students in sports (10)	0	1	0	5	0	0	10	10	5	10	2	5	5
No. of students getting Scholarships and Financial Support (10)	5	10	5	5	5	10	10	5	10	5	5	5	5
Grievance redressal system (10)	10	8	7	6	10	9	9	8	9	8	7	9	9
Remedial coaching (10)	8	6	6	6	8	9	6	9	9	9	9	10	5
Alumni Engagement (10)	10	10	10	10	10	10	10	10	10	10	10	10	10
Total	**86**	**80**	**47**	**54**	**60**	**78**	**123**	**111**	**96**	**101**	**95**	**91**	**97**

VI. Governance, Leadership and Management (100)

Assessment parameters (Max. score)	Marks Scored												
	Commerce Self	Computer Science	Mass Communication	Mathematics	History	English	Economics	Commerce (Aided)	Botany	Islamic History	Food Technology	Physics	Chemistry
Action plan for the department and success in implementing the plan (20)	20	20	15	18	10	20	20	18	20	20	10	19	10

Assessment parameters (Max. score)													
No.of department council meeting conducted (20)	20	10	5	20	20	15	20	10	15	10	5	10	15
Participation of teachers in FDP (15)	10	10	5	12	5	13	10	12	13	13	5	12	10
Activities and support from the Parent – Teacher Association(15)	10	15	15	15	15	13	15	15	15	15	5	15	15
Institutional responsibilities of faculty members of the department(30)	30	30	10	30	30	30	30	30	30	30	20	30	30
Total	**90**	**85**	**50**	**95**	**80**	**91**	**95**	**85**	**93**	**88**	**45**	**86**	**80**

VII. Innovations and Best Practices

Assessment parameters (Max. score)	Marks Scored												
	Commerce Self	Computer Science	Mass Communication	Mathematics	History	English	Economics	Commerce (Aided)	Botany	Islamic History	Food Technology	Physics	Chemistry
Innovations introduced during this academic year (15)	10	10	10	15	10	15	10	10	15	12	12	15	10
Any one best practice of the year (20)	10	10	10	10	10	10	15	10	15	12	12	10	10
Contribution to environmental awareness / protection/ecofriendly activities (15)	15	10	10	0	10	10	10	10	15	15	10	15	10
Quality of documentation (50)	46	40	25	35	30	40	40	35	40	35	30	48	42
Total	**81**	**65**	**55**	**60**	**60**	**75**	**75**	**65**	**85**	**74**	**64**	**88**	**72**

Performance Assessment of Departments (Summary)

Criteria of Assessment	Marks Scored by Departments												
	Commerce Self	Computer Science	Mass Communication	Mathematics	History	English	Economics	Commerce (Aided)	Botany	Islamic History	Food Technology	Physics	Chemistry
Curricular Aspects (100)	85	95	35	75	85	95	95	85	85	90	80	100	90
Teaching, Learning and Evaluation (350)	210	200	180	240	190	175	215	237	225	253	225	227	260
Research, Consultancy and Extension (120)	28	48	18	48	41	45	61	43	46	43	35	50	63
Infrastructure and Learning Resources (100)	90	80	55	90	62	80	70	88	90	90	73	75	85
Student Support and Progression (130)	86	80	47	54	60	78	123	111	96	101	95	91	97
Governance, Leadership and Management (100)	90	85	50	95	80	91	95	85	93	88	45	86	80
Innovations and Best Practices	81	70	55	60	60	75	75	65	85	74	64	88	72
Total	**670**	**658**	**440**	**662**	**578**	**639**	**734**	**714**	**720**	**739**	**617**	**717**	**747**

VERIFICATION OF QUALITY OF DOCUMENTATION

Department: CHEMISTRY   **Date of visit: 27/07/23-2.30-3.30**

ADMINISTRATION (ADM)			
Sl No	**Name of the File**	**File No**	**Remarks**
1	Department Profile	**ADM/01**	Verified

Sl No	Name of the File	File No	Remarks
2	Action Plan/ Action taken reports	**ADM/02**	Action Plan to be filed
3	Department Council Minutes	**ADM/03**	9 meetings
4	Faculty Profile	**ADM/04**	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Verified
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	Verified
8	Visitor's Book	**ADM/08**	To be maintained
9	Infrastructure Facilities	**ADM/09**	File not in form
10	Assets Maintenance Register	**ADM/10**	Verified
11	Stock/ Purchase register	**ADM/11**	Stock verification report
12	Student Attendance Reports	**ADM/12**	2nd sem Ug PG missing

ACADEMIC(ACD) I

Sl No	Name of the File	File No	Remarks
13	Academic Plan	**ACD/1**	Verified
14	Time Table and Work Load	**ACD/2**	Verified
15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	Verified
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Verified
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Some more to add
19	Department Diary	**ACD/7**	To be updated
20	Teachers diary	**ACD/8**	To be updated
21	Open Courses (List of students	**ACD/9**	Syllabus to be added

	who are admitted to Open Course of the Department + Open course of students of the department)		
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	As per schedule. 48 student participated Certificate -2,Add on 1 and value added 1 File need modification as per the instruction
23	E-Resources Development	**ACD/11**	No vedios provided by the teacher
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	1806 books. No book Bank

<p align="center">ACADEMIC(ACD) II</p>

Sl No	Name of the File	File No	Remarks
25	Students Seminar	**ACD/13**	Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	20+48
27	Industrial Visit/ Study Tours	**ACD/15**	48
28	On-The-Job Training/ Internships	**ACD/16**	2
29	University Question Papers	**ACD/17**	To be updated
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Signature required
32	Results and Result Analysis	**ACD/20**	11/19 PG,33/48UG,male female classification required
33	Class PTA meetings-Minutes book	**ACD/21**	Meeting minute pending
34	Feedback on Curriculum	**ACD/22**	Verified

<p align="center">STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)</p>

Sl No	Name of the File	File No	Remarks
35	Student Progression & Placement	**SPP/1**	Attach Supporting Documents,progression:22placed:2
36	Students Welfare/ Scholarship	**SPP/2**	59
37	Grievance Redressal	**SPP/3**	Very Good
38	Bridge Course	**SPP/4**	Attach attendance sheet and syllabus
39	Remedial Coaching	**SPP/5**	Nil

Sl No	Name of the File	File No	Remarks
40	Coaching for Advanced Learners	**SPP/6**	Nil
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	NCC-20,NSS-26, Arts8,Club 5,Sports1
42	Career Guidance programmes	**SPP/8**	2 programme.Attach attendance Sheet
43	Alumni	**SPP/9**	3 programme very good

<table>
<tr><td colspan="4" align="center">RESEARCH (RSR)</td></tr>
</table>

Sl No	Name of the File	File No	Remarks
44	Teachers Research Projects	**RSR/1**	1 KSCSTE funded
45	Seminars/Workshops	**RSR/2**	11. attendance offine
46	Books/Paper Publications	**RSR/3**	12 publication
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	4 presentation 9 Participation
48	Consultancy/ MoU/ Collaborations	**RSR/5**	3 MOU Activity report pending
49	Student Research Projects/Publications/Presentations	**RSR/6**	2 Proceedings

<table>
<tr><td colspan="4" align="center">EXTENSION/INNOVATIONS (EXT)</td></tr>
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Sl No	Name of the File	File No	Remarks
50	Extension Programmes	**EXT/1**	3 programme- 15 attendance
51	Environmental Awareness/	**EXT/2**	1- 29 attendance not recorded
52	Skill Development Programmes	**EXT/3**	1-attendance not recorded

Department: HISTORY   **Date of visit: 25/07/2023**

Sl No	Name of the File	File No	Remarks
	ADMINISTRATION (ADM)		
1	Department Profile	**ADM/01**	Verified

2	Action Plan/ Action taken reports	**ADM/02**	Action taken report to be filed
3	Department Council Minutes	**ADM/03**	Verified – 10 Meeting
4	Faculty Profile	**ADM/04**	Separate files to be kept for each faculty with copies of qualifying certificates
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	University level assignments to be included Copies of certificates needed
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	Faculties not signed in appraisal form
8	Visitor's Book	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Verified
10	Assets Maintenance Register	**ADM/10**	Register to be maintained
11	Stock/ Purchase register	**ADM/11**	In the stock register maintained, the auditer not signed in the report
12	Student Attendance Reports	**ADM/12**	Ist Sem UG, IInd Sem UG, 5th sem UG, 2nd, 4th sem PG reports not found

ACADEMIC(ACD) I

Sl No	Name of the File	File No	Remarks
13	Academic Plan	**ACD/1**	Update 2022-23 also Academic Plan acivities column missed
14	Time Table and Work Load	**ACD/2**	Not signed HOD/Principal Add work load as the per the syllabus
15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	Verified
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Avoid Tick mark Mention separately Hosteler/ days scholar
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	2021-24 not updated , 2022-25 not updated Pg registers also not updated
19	Department Diary	**ACD/7**	Update SSI, AA, Special events
20	Teachers diary	**ACD/8**	Update and modify monthly plan and blank columns
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Verified
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	No. 1, add more course, keep attendance time table etc (below 20 students attended) File need modification as per the instruction
23	E-Resources Development	**ACD/11**	Nil
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	1468 No new issues last year

ACADEMIC(ACD) II

Sl No	Name of the File	File No	Remarks
25	Students Seminar	**ACD/13**	Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	Verified (64+29)
27	Industrial Visit/ Study Tours	**ACD/15**	34 verified
28	On-The-Job Training/ Internships	**ACD/16**	NA
29	University Question Papers	**ACD/17**	Updation required
30	Internal Exam Question Papers	**ACD/18**	verified
31	Internal Examination Mark lists	**ACD/19**	Verified – signature required
32	Results and Result Analysis	**ACD/20**	79% male -female classification required
33	Class PTA meetings-Minutes book	**ACD/21**	Verified – minutes should be included
34	Feedback on Curriculum	**ACD/22**	

STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)

Sl No	Name of the File	File No	Remarks
35	Student Progression & Placement	**SPP/1**	25 progression, 1 placement (proof required)
36	Students Welfare/ Scholarship	**SPP/2**	e-grant list not included, update the file
37	Grievance Redressal	**SPP/3**	verified
38	Bridge Course	**SPP/4**	Verified-student list and details required
39	Remedial Coaching	**SPP/5**	Verified- conducted
40	Coaching for Advanced Learners	**SPP/6**	Verified – 1 programme
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	NSS 21, NCC 12, Sports and cultural acivities should be included
42	Career Guidance programmes	**SPP/8**	2 programmes, 1 report pending
43	Alumni	**SPP/9**	Global alumini- report pending

RESEARCH (RSR)			
Sl No	Name of the File	File No	Remarks
44	Teachers Research Projects	**RSR/1**	NIL

Sl No	Name of the File	File No	Remarks
45	Seminars/Workshops	**RSR/2**	Verified, Seminar -7, workshop -2, List of studens & reports required
46	Books/Paper Publications	**RSR/3**	Conference proceedings 2 (certificate needed)
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	Invited licture -1 Participation in seminars not included
48	Consultancy/ MoU/ Collaborations	**RSR/5**	MOU – 1 Collaboration – document required
49	Student Research Projects/Publications/Presentations	**RSR/6**	Research Scholoars details required Research project document required
EXTENSION/INNOVATIONS (EXT)			
50	Extension Programmes	**EXT/1**	Extension Prog-1 document required
51	Environmental Awareness/	**EXT/2**	Green initiative Programme- document required
52	Skill Development Programmes	**EXT/3**	NIL

Department: COMMERCE   **Date of visit: 26/07/23**

ADMINISTRATION (ADM)			
Sl No	**Name of the File**	**File No**	**Remarks**
1	Department Profile	**ADM/01**	Verified

2	Action Plan/ Action taken reports	**ADM/02**	Verified
3	Department Council Minutes	**ADM/03**	Only 3 meetings
4	Faculty Profile	**ADM/04**	Separate file for each faculty
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	University level assignments to be added with documents
6	Monthly/ Annual Reports	**ADM/06**	Sign of HoD
7	Faculty Self Appraisal	**ADM/07**	Sign of teachers
8	Visitor's Book	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Verified
10	Assets Maintenance Register	**ADM/10**	A register book to be maintained
11	Stock/ Purchase register	**ADM/11**	Copy of stock verification report to be kept
12	Student Attendance Reports	**ADM/12**	BBA 3rd sem, M.Com 2nd sem not found
ACADEMIC(ACD) I			
	Name of the File	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	Verified
14	Time Table and Work Load	**ACD/2**	Not signed by HoD- Add as per syllabus and workload details
15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	Verified
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Verified
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Update APC, University register number, caste, internals, university mark etc 2020-23 and 2022-25 - incomplete
19	Department Diary	**ACD/7**	SSI, AA,Special events - update
20	Teachers diary	**ACD/8**	To be updated - timetable
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Verified

	Name of the File	File No	Remarks
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	Add report, add more students Documents need modification as per the format
23	E-Resources Development	**ACD/11**	8/10
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	Book bank not effective, strengthen issue
ACADEMIC(ACD) II			
	Name of the File	**File No**	**Remarks**
25	Students Seminar	**ACD/13**	Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	M.Com to be added
27	Industrial Visit/ Study Tours	**ACD/15**	Verified
28	On-The-Job Training/ Internships	**ACD/16**	Proof to be added
29	University Question Papers	**ACD/17**	Verified
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	
32	Results and Result Analysis	**ACD/20**	Verified
33	Class PTA meetings-Minutes book	**ACD/21**	Verified
34	Feedback on Curriculum	**ACD/22**	Verified
STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
	Name of the File	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	Add more supporting documents
36	Students Welfare/ Scholarship	**SPP/2**	Verified
37	Grievance Redressal	**SPP/3**	Add more supporting documents
38	Bridge Course	**SPP/4**	Attach attendance sheet
39	Remedial Coaching	**SPP/5**	

	Name of the File	File No	Remarks
			Verified
40	Coaching for Advanced Learners	**SPP/6**	Verified
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	Attach students list of ASAP
42	Career Guidance programmes	**SPP/8**	Attach participants list
43	Alumni	**SPP/9**	Verified

RESEARCH (RSR)

	Name of the File	File No	Remarks
44	Teachers Research Projects	**RSR/1**	Verified
45	Seminars/Workshops	**RSR/2**	Attendance in a few missing
46	Books/Paper Publications	**RSR/3**	Verified
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	Verified
48	Consultancy/ MoU/ Collaborations	**RSR/5**	Activity details to be added
49	Student Research Projects/Publications/Presentations	**RSR/6**	

EXTENSION/INNOVATIONS (EXT)

	Name of the File	File No	Remarks
50	Extension Programmes	**EXT/1**	Verified
51	Environmental Awareness/	**EXT/2**	Participation list
52	Skill Development Programmes	**EXT/3**	Verified

Department: ECONOMICS   **Date of visit: 26/07/23**

ADMINISTRATION (ADM)			
Sl No	**Name of the File**	**File No**	**Remarks**

1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Verified
3	Department Council Minutes	**ADM/03**	Verified
4	Faculty Profile	**ADM/04**	Separate file for each faculty
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	University level assignments to be added with documents
6	Monthly/ Annual Reports	**ADM/06**	Sign of HoD
7	Faculty Self Appraisal	**ADM/07**	Sign of teachers
8	Visitor's Book	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Verified
10	Assets Maintenance Register	**ADM/10**	Should start a new one
11	Stock/ Purchase register	**ADM/11**	Copy of stock verification report to be kept
12	Student Attendance Reports	**ADM/12**	BA 3rd sem, MA 3rd and 4th not found

ACADEMIC(ACD) I			
	Name of the File	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	Verified
14	Time Table and Work Load	**ACD/2**	Not signed by HoD- Add as per syllabus and workload details
15	Syllabus	**ACD/3**	University order to be added
16	Admission Statistics	**ACD/4**	Verified
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Mention day scholars and hostlers
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Update APC,internal,university mark etc 2021-24 and 2020-23 - incomplete PG incomplete
19	Department Diary	**ACD/7**	SSI, AA,Special events - update
20	Teachers diary	**ACD/8**	Monthly planner,omission to be updated
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Verified
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	Timetable, specimen of certificate- to be added Documents need updation in the format

23	E-Resources Development	**ACD/11**	2/6
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	Verified

ACADEMIC(ACD) II			
	Name of the File	**File No**	**Remarks**
25	Students Seminar	**ACD/13**	Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	Verified
27	Industrial Visit/ Study Tours	**ACD/15**	geo tagged photos
28	On-The-Job Training/ Internships	**ACD/16**	Verified
29	University Question Papers	**ACD/17**	Verified
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Verified
32	Results and Result Analysis	**ACD/20**	Verified
33	Class PTA meetings-Minutes book	**ACD/21**	Verified
34	Feedback on Curriculum	**ACD/22**	Verified

STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
	Name of the File	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	Verified Add more supporting documents
36	Students Welfare/ Scholarship	**SPP/2**	Verified
37	Grievance Redressal	**SPP/3**	Verified
38	Bridge Course	**SPP/4**	Question paper of diagnostic test
39	Remedial Coaching	**SPP/5**	Need to be completed, attach attendance certificate
40	Coaching for Advanced Learners	**SPP/6**	Verified
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	Add more supporting documents
42	Career Guidance programmes	**SPP/8**	Verified
43	Alumni	**SPP/9**	Verified

	RESEARCH (RSR)		
	Name of the File	**File No**	**Remarks**
44	Teachers Research Projects	**RSR/1**	Verified
45	Seminars/Workshops	**RSR/2**	Verified
46	Books/Paper Publications	**RSR/3**	Verified
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	Verified
48	Consultancy/ MoU/ Collaborations	**RSR/5**	Attendance list to be added
49	Student Research Projects/Publications/Presentations	**RSR/6**	Verified
	EXTENSION/INNOVATIONS (EXT)		
50	Extension Programmes	**EXT/1**	Verified
51	Environmental Awareness/	**EXT/2**	Participation list
52	Skill Development Programmes	**EXT/3**	Verified

Department: MATHEMATICS   **Date of visit: 25/07/2023**

	ADMINISTRATION (ADM)		
Sl No	**Name of the File**	**File No**	**Remarks**

1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Verified
3	Department Council Minutes	**ADM/03**	Verified, 10 Meetings
4	Faculty Profile	**ADM/04**	Separate file to be kept for each faculty
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	University Level assignments to be included and supporting documents to be attached
6	Monthly/ Annual Reports	**ADM/06**	Reports are not signed by HOD
7	Faculty Self Appraisal	**ADM/07**	Verifide
8	Visitor's Book	**ADM/08**	A Vistors Book to be maintained
9	Infrastructure Facilities	**ADM/09**	Verified
10	Assets Maintenance Register	**ADM/10**	A Register Book is to be kept
11	Stock/ Purchase register	**ADM/11**	Verified
12	Student Attendance Reports	**ADM/12**	1st Sem UG and 2nd Sem PG 2nd Sem UG not found
ACADEMIC(ACD) I			
	Name of the File	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	Update 2022-23 also
14	Time Table and Work Load	**ACD/2**	Not signed by HOD
15	Syllabus	**ACD/3**	OK
16	Admission Statistics	**ACD/4**	OK
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Verified
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	write caste,University No,Religion etc. Not updated APC Not completed 2022-23
19	Department Diary	**ACD/7**	Update all blank coloumn,
20	Teachers diary	**ACD/8**	Update
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	OK

	Name of the File	File No	Remarks
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	Nos 1 Start more course Documents need updation in the format
23	E-Resources Development	**ACD/11**	Only for 2 Faculty Add more E Contentent
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	136 Department Book Library Book not mentioned

ACADEMIC(ACD) II			
	Name of the File	**File No**	**Remarks**
25	Students Seminar	**ACD/13**	Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	Verifide 45+
27	Industrial Visit/ Study Tours	**ACD/15**	NA
28	On-The-Job Training/ Internships	**ACD/16**	3 Student List
29	University Question Papers	**ACD/17**	Verified
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Signature required
32	Results and Result Analysis	**ACD/20**	80% Result analysis table ABCD Analysis+ Male Female
33	Class PTA meetings-Minutes book	**ACD/21**	Verifide- Meeting Minutes Required
34	Feedback on Curriculum	**ACD/22**	Verified

STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
	Name of the File	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	Progression-4 Placement – Nil Attach a table showing the details
36	Students Welfare/ Scholarship	**SPP/2**	Scholarship 27 Nos
37	Grievance Redressal	**SPP/3**	OK 2022-23, Very few files
38	Bridge Course	**SPP/4**	No files
39	Remedial Coaching	**SPP/5**	Attach students list

40	Coaching for Advanced Learners	**SPP/6**	No files
41	Co curricularand extracurricular activities(ASAP/NSS/NCC, etc)	**SPP/7**	NCC 47, NSS 9, sSports 3 Attach a front sheet
42	Career Guidance programmes	**SPP/8**	3 Programmes
43	Alumni	**SPP/9**	OK

	RESEARCH (RSR)		
	Name of the File	**File No**	**Remarks**
44	Teachers Research Projects	**RSR/1**	Nil
45	Seminars/Workshops	**RSR/2**	Verifide Seminars; 10, Workshop ;2
46	Books/Paper Publications	**RSR/3**	Nil, Submitted it is under process
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	Verifide Invited Lectures: 2 Paper Presentation: 1 Participation in Seminar: 4
48	Consultancy/ MoU/ Collaborations	**RSR/5**	Nil
49	Student Research Projects/Publications/Presentations	**RSR/6**	Nil

	EXTENSION/INNOVATIONS(EXT)		
50	Extension Programmes	**EXT/1**	Verifide, 1 Programme
51	Environmental Awareness/	**EXT/2**	Nil, E Waste collection report is needed
52	Skill Development Programmes	**EXT/3**	Verifide, 2 Programmes

Department: ARABIC AND ISLAMIC HISTORY   **Date of visit: 27/07/2023**

	ADMINISTRATION (ADM)		
Sl No	**Name of the File**	**File No**	**Remarks**

1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Verified
3	Department Council Minutes	**ADM/03**	Verified- 10 meetings
4	Faculty Profile	**ADM/04**	Need modification-separate file for each faculty
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	File not in proper format
6	Monthly/ Annual Reports	**ADM/06**	Verified-report not signed by HOD
7	Faculty Self Appraisal	**ADM/07**	Need modification-Dr.Zainul Abid
8	Visitor's Book	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Verified
10	Assets Maintenance Register	**ADM/10**	A register book (note book) to be kept
11	Stock/ Purchase register	**ADM/11**	Verified
12	Student Attendance Reports	**ADM/12**	Verified
**ACADEMIC(ACD) I**		
	Name of the File	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	Verified
14	Time Table and Work Load	**ACD/2**	Verified
15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	To be corrected
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Verified
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Academic progress should update-UG
19	Department Diary	**ACD/7**	Nil-to be maintained
20	Teachers diary	**ACD/8**	Verified
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Verified
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	Documents need modification as per the formats
23	E-Resources Development	**ACD/11**	7/9
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	39+1637

	Name of the File	File No	Remarks
	ACADEMIC(ACD) II		
	Name of the File	**File No**	**Remarks**
25	Students Seminar	**ACD/13**	15 Nos. ICT presentation, report
26	Students Project (List and copy of front page/certificate)	**ACD/14**	Consolidate face sheet missing 21/21 IH, 25/25 Arabic
27	Industrial Visit/ Study Tours	**ACD/15**	31 student participated in study tour-very good presentation No IV
28	On-The-Job Training/ Internships	**ACD/16**	1 very good
29	University Question Papers	**ACD/17**	Semester wise arrangement neede
30	Internal Exam Question Papers	**ACD/18**	Very good
31	Internal Examination Mark lists	**ACD/19**	Teacher's signature needed
32	Results and Result Analysis	**ACD/20**	Gender wise classification not mentioned
33	Class PTA meetings-Minutes book	**ACD/21**	Verified
34	Feedback on Curriculum	**ACD/22**	Verified
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
	Name of the File	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	Placement -6 Progression-2
36	Students Welfare/ Scholarship	**SPP/2**	18 welfare /30 Scholarship
37	Grievance Redressal	**SPP/3**	Attach a register
38	Bridge Course	**SPP/4**	Attach diagnosis test question papers, attendance sheet
39	Remedial Coaching	**SPP/5**	Attach attendance sheet
40	Coaching for Advanced Learners	**SPP/6**	Attach attendance sheet
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	Sports-5: National -4, State-1 NCC-6, NSS-12 Add file
42	Career Guidance programmes	**SPP/8**	2 programmes Verified

	Name of the File	File No	Remarks
43	Alumni	**SPP/9**	4 program

RESEARCH (RSR)			
	Name of the File	**File No**	**Remarks**
44	Teachers Research Projects	**RSR/1**	Applied 1 Fathimath fousia awaiting result
45	Seminars/Workshops	**RSR/2**	7-program detailes missing: Geotagged photo, brochure.
46	Books/Paper Publications	**RSR/3**	Not listed
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	No detailes
48	Consultancy/ MoU/ Collaborations	**RSR/5**	Activity missing
49	Student Research Projects/Publications/Presentations	**RSR/6**	Nil

EXTENSION/INNOVATIONS (EXT)			
50	Extension Programmes	**EXT/1**	2 program No beneficiary details
51	Environmental Awareness/	**EXT/2**	4 program-Student details missing
52	Skill Development Programmes	**EXT/3**	Calligraphy-1 Activity report missing

Department: PHYSICS   **Date of visit: 27/07/2023**

ADMINISTRATION (ADM)			
Sl No	**Name of the File**	**File No**	**Remarks**
1	Department Profile	**ADM/01**	

			Verified
2	Action Plan/ Action taken reports	**ADM/02**	Verified
3	Department Council Minutes	**ADM/03**	Verified
4	Faculty Profile	**ADM/04**	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	University-level assignments are to be added with copies of certificates
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	Verified
8	Visitor's Book	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Verified
10	Assets Maintenance Register	**ADM/10**	Verified
11	Stock/ Purchase register	**ADM/11**	Verified
12	Student Attendance Reports	**ADM/12**	First semester UG report is missing.
	ACADEMIC(ACD) I		
	Name of the File	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	Verified
14	Time Table and Work Load	**ACD/2**	Verified
15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	Verified
17	Students Nominal Roll (Indicate	**ACD/5**	Verified

	whether day scholar/hosteller)		
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Verified
19	Department Diary	**ACD/7**	Verified
20	Teachers diary	**ACD/8**	Verified
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Verified
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	Update as per procedures
23	E-Resources Development	**ACD/11**	Update E-Resources
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	Verified
25	Students Seminar	**ACD/13**	Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	Verified
27	Industrial Visit/ Study Tours	**ACD/15**	Verified
28	On-The-Job Training/ Internships	**ACD/16**	Verified
29	University Question Papers	**ACD/17**	Need Updation
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Signature Required
32	Results and Result Analysis	**ACD/20**	Male Female classification is needed.
33	Class PTA meetings-Minutes book	**ACD/21**	Verified
34	Feedback on Curriculum	**ACD/22**	Verified
STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
	Name of the File	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	Attach more supporting documents.

36	Students Welfare/ Scholarship	**SPP/2**	Include the names of students having E Grantz.
37	Grievance Redressal	**SPP/3**	Attach Register
38	Bridge Course	**SPP/4**	Verified
39	Remedial Coaching	**SPP/5**	Verified
40	Coaching for Advanced Learners	**SPP/6**	Verified
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	Verified
42	Career Guidance programmes	**SPP/8**	Verified
43	Alumni	**SPP/9**	Attach an alumni register.

	RESEARCH (RSR)		
	Name of the File	**File No**	**Remarks**
44	Teachers Research Projects	**RSR/1**	Verified
45	Seminars/Workshops	**RSR/2**	Verified
46	Books/Paper Publications	**RSR/3**	Verified
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	Verified
48	Consultancy/ MoU/ Collaborations	**RSR/5**	Verified
49	Student Research Projects/Publications/Presentations	**RSR/6**	Verified
	EXTENSION/INNOVATIONS (EXT)		
50	Extension Programmes	**EXT/1**	Verified
51	Environmental Awareness/	**EXT/2**	Verified
52	Skill Development Programmes	**EXT/3**	Verified

Department: BOTANY   **Date of visit: 26/07/23**

ADMINISTRATION (ADM)			
Sl No	**Name of the File**	**File No**	**Remarks**
1	Department Profile	**ADM/01**	Verified

2	Action Plan/ Action taken reports	**ADM/02**	Verified
3	Department Council Minutes	**ADM/03**	Need Modification
4	Faculty Profile	**ADM/04**	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Supporting documents for university level assignments
6	Monthly/ Annual Reports	**ADM/06**	Reports are not signed by HOD
7	Faculty Self Appraisal	**ADM/07**	For each faculty, the consolidation of scores for different categories to be filed
8	Visitor's Book	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Verified
10	Assets Maintenance Register	**ADM/10**	Keep register book
11	Stock/ Purchase register	**ADM/11**	Stock verification report to be filed
12	Student Attendance Reports	**ADM/12**	Verified
ACADEMIC(ACD) I			
	Name of the File	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	Verified
14	Time Table and Work Load	**ACD/2**	To be signed by HOD. Add as per the workload of the syllabus.
15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	Verified
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Mention Hosteller or Day scholar
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Updation needed in Mark entry, APC, sign of HOD. Religion, caste to be filled in 2020-23, 2021-23 batch
19	Department Diary	**ACD/7**	Update SSI, AA, Events etc
20	Teachers diary	**ACD/8**	Monthly plan to be filled
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Verified
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	Increase the number of certificate courses and ensure 100% of participation, Documents need modification as per the format
23	E-Resources Development	**ACD/11**	Need to complete

	Name of the File	File No	Remarks
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	Maintain book bank in the department

ACADEMIC(ACD) II			
	Name of the File	**File No**	**Remarks**
25	Students Seminar	**ACD/13**	Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	List should be attached
27	Industrial Visit/ Study Tours	**ACD/15**	Attach the list of visits, participant's list, consent from principal, permission letter and geotagged photos
28	On-The-Job Training/ Internships	**ACD/16**	Request and permission letter to be added
29	University Question Papers	**ACD/17**	Verified
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Verified
32	Results and Result Analysis	**ACD/20**	Add Male, Female classification of results
33	Class PTA meetings-Minutes book	**ACD/21**	Meeting agenda and minutes to be attached
34	Feedback on Curriculum	**ACD/22**	Verified

STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
	Name of the File	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	Add more supporting documents
36	Students Welfare/ Scholarship	**SPP/2**	Include the details of applicants
37	Grievance Redressal	**SPP/3**	Verified
38	Bridge Course	**SPP/4**	Verified
39	Remedial Coaching	**SPP/5**	Verified
40	Coaching for Advanced Learners	**SPP/6**	Attach supporting documents like photo, Brochure
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	Add certificate of NSS, NCC
42	Career Guidance programmes	**SPP/8**	Attach brochure and photograph
43	Alumni	**SPP/9**	Verified

		Name of the File	**File No**	**Remarks**
		**RESEARCH (RSR)**		
44		Teachers Research Projects	**RSR/1**	Nil
45		Seminars/Workshops	**RSR/2**	Index can be added
46		Books/Paper Publications	**RSR/3**	verified
47		Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	Index can be added. Proper footnote may be given to the photos
48		Consultancy/ MoU/ Collaborations	**RSR/5**	Report is needed for 2 MoU's
49		Student Research Projects/Publications/Presentations	**RSR/6**	Nil
		**EXTENSION/INNOVATIONS (EXT)**		
50		Extension Programmes	**EXT/1**	Verified
51		Environmental Awareness/	**EXT/2**	Verified
52		Skill Development Programmes	**EXT/3**	Verified

Department: ENGLISH   **Date of visit: 25/07/2023**

Sl No	**Name of the File**	**File No**	**Remarks**
**ADMINISTRATION (ADM)**		
1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Verified
3	Department Council Minutes	**ADM/03**	Verified,7 Meetings

	Name of the File	File No	Remarks
4	Faculty Profile	**ADM/04**	Separate File for each Faculty
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	University Level assignment to be added
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	Teachers not signed in the Appraisal form
8	Visitor's Book	**ADM/08**	To be Maintained
9	Infrastructure Facilities	**ADM/09**	Verified
10	Assets Maintenance Register	**ADM/10**	Register to be Maintained
11	Stock/ Purchase register	**ADM/11**	Copy of stock verification to be Maintained
12	Student Attendance Reports	**ADM/12**	Attach Attendance Report of 3rd Sem UG

ACADEMIC(ACD) I

	Name of the File	File No	Remarks
13	Academic Plan	**ACD/1**	Add Course Code,Signature of the HoD
14	Time Table and Work Load	**ACD/2**	Add total Work Load,Maintain post sanctioned orderin
15	Syllabus	**ACD/3**	Add new amendment order of the Syllabus
16	Admission Statistics	**ACD/4**	HoD's Signature needed
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	To be updated with the details of Day Scholar/Hostel mate
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Update with University Reg.No,Attendance,Internal Marks,
19	Department Diary	**ACD/7**	Not added SSI,AA and Special events in the Diary.HoD's signature is missing in some pages
20	Teachers diary	**ACD/8**	To be updated with Time Table and such datas
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Verified
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	3 Courses,Update addon Course Documents need updation in the format
23	E-Resources Development	**ACD/11**	One faculty having E-Resource
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	1613 No Department Library

ACADEMIC(ACD) II

	Name of the File	File No	Remarks

25	Students Seminar	**ACD/13**	Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	Verified/69
27	Industrial Visit/ Study Tours	**ACD/15**	Verified/4 Permission letter and signature to be included
28	On-The-Job Training/ Internships	**ACD/16**	NA
29	University Question Papers	**ACD/17**	Verified
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Verified.Signature required
32	Results and Result Analysis	**ACD/20**	76.04%.Update with result analysis ABCD Grade/Male/female
33	Class PTA meetings-Minutes book	**ACD/21**	To be Updated with Meeting Minutes
34	Feedback on Curriculum	**ACD/22**	Verified

STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
	Name of the File	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	Progression-20 Placement-Nil Attach supporting documents
36	Students Welfare/ Scholarship	**SPP/2**	Scholarship:80 students
37	Grievance Redressal	**SPP/3**	Good
38	Bridge Course	**SPP/4**	Good.Attach Question paper of diagnosis test
39	Remedial Coaching	**SPP/5**	OK
40	Coaching for Advanced Learners	**SPP/6**	No File
41	Co curricularand extracurricular activities(ASAP/NSS/NCC, etc)	**SPP/7**	NCC-12-Attach Certificates NSS-22-No supporting documents
42	Career Guidance programmes	**SPP/8**	No File
43	Alumni	**SPP/9**	OK.Attach Alumni Register

RESEARCH (RSR)			
	Name of the File	**File No**	**Remarks**
44	Teachers Research Projects	**RSR/1**	Nil
45	Seminars/Workshops	**RSR/2**	

Sl No	Name of the File	File No	Remarks
			Seminars-6 Attach Attendance list
46	Books/Paper Publications	**RSR/3**	Verified Journal Publication -2
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	Verified Invited Lecture-2 Participation-6
48	Consultancy/ MoU/ Collaborations	**RSR/5**	MoU-2 Update the report with Sinature
49	Student Research Projects/Publications/Presentations	**RSR/6**	Nil
EXTENSION/INNOVATIONS(EXT)			
50	Extension Programmes	**EXT/1**	Verified.Attach Attendance & Signature
51	Environmental Awareness/	**EXT/2**	Nil
52	Skill Development Programmes	**EXT/3**	Verified.OK

Department: PSYCHOLOGY   **Date of visit: 26/07/2023**

ADMINISTRATION (ADM)			
Sl No	**Name of the File**	**File No**	**Remarks**
1	Department Profile	**ADM/01**	Verified

		Name of the File	File No	Remarks
2		Action Plan/ Action taken reports	**ADM/02**	Action taken report should be filed
3		Department Council Minutes	**ADM/03**	In department council only teachers should be present
4		Faculty Profile	**ADM/04**	Separate file for each faculty is required
5		Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Need data
6		Monthly/ Annual Reports	**ADM/06**	Reports nots signed by HOD
7		Faculty Self Appraisal	**ADM/07**	Not found
8		Visitor's Book	**ADM/08**	Verified
9		Infrastructure Facilities	**ADM/09**	Verified
10		Assets Maintenance Register	**ADM/10**	Not maintained
11		Stock/ Purchase register	**ADM/11**	Need modification, signature not found
12		Student Attendance Reports	**ADM/12**	Verified
ACADEMIC(ACD) I				
		Name of the File	**File No**	**Remarks**
13		Academic Plan	**ACD/1**	Verified
14		Time Table and Work Load	**ACD/2**	To be signed by HOD/Principal Add work load as per the syllabus of university
15		Syllabus	**ACD/3**	Verified
16		Admission Statistics	**ACD/4**	No file - update
17		Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Modify and specify day scholar/hosteller

	Name of the File	File No	Remarks
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Not completed Update (internal marks,APCetc)
19	Department Diary	**ACD/7**	Update special events, AA etc
20	Teachers diary	**ACD/8**	Update basic personal data and monthly plan
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Verified
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	2, Update as per given format
23	E-Resources Development	**ACD/11**	NIL
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	150
ACADEMIC(ACD) II			
	Name of the File	**File No**	**Remarks**
25	Students Seminar	**ACD/13**	Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	NA
27	Industrial Visit/ Study Tours	**ACD/15**	1 programme, Student list with signature, request letter from department, acceptance from the concerned institute, geotagged photos
28	On-The-Job Training/ Internships	**ACD/16**	NA
29	University Question Papers	**ACD/17**	Verified
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Signature of HOD and tutor required
32	Results and Result Analysis	**ACD/20**	
33	Class PTA meetings-Minutes book	**ACD/21**	meeting minutes required
34	Feedback on Curriculum	**ACD/22**	Verified
STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
	Name of the File	**File No**	**Remarks**

35	Student Progression & Placement	**SPP/1**	NA
36	Students Welfare/ Scholarship	**SPP/2**	Attach a front sheet
37	Grievance Redressal	**SPP/3**	NIL
38	Bridge Course	**SPP/4**	NIL
39	Remedial Coaching	**SPP/5**	NIL
40	Coaching for Advanced Learners	**SPP/6**	NIL
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	Sports-3 Arts -1
42	Career Guidance programmes	**SPP/8**	NIL
43	Alumni	**SPP/9**	NA

RESEARCH (RSR)			
	Name of the File	**File No**	**Remarks**
44	Teachers Research Projects	**RSR/1**	0
45	Seminars/Workshops	**RSR/2**	Arrange the seminars along with geotagged photos, participant list and broschure
46	Books/Paper Publications	**RSR/3**	0
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	1
48	Consultancy/ MoU/ Collaborations	**RSR/5**	2
49	Student Research Projects/Publications/Presentations	**RSR/6**	0
EXTENSION/INNOVATIONS (EXT)			
50	Extension Programmes	**EXT/1**	3, Add participant list
51	Environmental Awareness/	**EXT/2**	0
52	Skill Development Programmes	**EXT/3**	0

Department: FORENSIC SCIENCE   **Date of visit: 26/07/2023**

ADMINISTRATION (ADM)			
Sl No	**Name of the File**	**File No**	**Remarks**
1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Verified
3	Department Council Minutes	**ADM/03**	Register book should be used for department

			council
4	Faculty Profile	**ADM/04**	Separate file for each faculty
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	University-level assignments are to be added with copies of certificates DDepartment assignments is to be added
6	Monthly/ Annual Reports	**ADM/06**	Reports should be signed by HOD
7	Faculty Self Appraisal	**ADM/07**	Appraisal forms not signed and attested
8	Visitor's Book	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Verified
10	Assets Maintenance Register	**ADM/10**	Not maintained
11	Stock/ Purchase register	**ADM/11**	Verified
12	Student Attendance Reports	**ADM/12**	Verified
**ACADEMIC(ACD) I**		
	Name of the File	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	Verified
14	Time Table and Work Load	**ACD/2**	Update as per the University syllabus
15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	Add grand total
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Counter sign is needed HOD/Tutor
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Not completed Update all (internal marks, APCetc)
19	Department Diary	**ACD/7**	Update SSI, special events, AA etc
20	Teachers diary	**ACD/8**	Update basic personal data, monthly plan and time table
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Not applicable
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	Nil-Update
23	E-Resources Development	**ACD/11**	Add more E-Resources

		Library and book bank (List of books related to the subjects of department)		
24			ACD/12	102, Add more books

ACADEMIC(ACD) II			
Sl No	Name of the File	File No	Remarks
25	Students Seminar	ACD/13	Verified
26	Students Project (List and copy of front page/certificate)	ACD/14	17
27	Industrial Visit/ Study Tours	ACD/15	Student list with signature, request letter from department, acceptance from the concerned institute, geotagged photos
28	On-The-Job Training/ Internships	ACD/16	17
29	University Question Papers	ACD/17	Verified
30	Internal Exam Question Papers	ACD/18	Verified
31	Internal Examination Mark lists	ACD/19	Signatureof HOD and tutor required
32	Results and Result Analysis	ACD/20	10/10, Male Female classification is needed.
33	Class PTA meetings-Minutes book	ACD/21	PTA meeting minutes required
34	Feedback on Curriculum	ACD/22	Verified

STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
	Name of the File	File No	Remarks
35	Student Progression & Placement	SPP/1	Progression – 6 (Net holder) Placement-1
36	Students Welfare/ Scholarship	SPP/2	13
37	Grievance Redressal	SPP/3	Supporting documents required
38	Bridge Course	SPP/4	NIL
39	Remedial Coaching	SPP/5	NIL
40	Coaching for Advanced Learners	SPP/6	NIL
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	SPP/7	Sports-1
42	Career Guidance programmes	SPP/8	NIL
43	Alumni	SPP/9	NA

RESEARCH (RSR)			
	Name of the File	File No	Remarks

44	Teachers Research Projects	**RSR/1**	No
45	Seminars/Workshops	**RSR/2**	Arrange the seminars along with geotagged photos, participant list and broschure
46	Books/Paper Publications	**RSR/3**	No
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	4 (Attach the supporting documents)
48	Consultancy/ MoU/ Collaborations	**RSR/5**	No
49	Student Research Projects/Publications/Presentations	**RSR/6**	No
**EXTENSION/INNOVATIONS (EXT)**		
50	Extension Programmes	**EXT/1**	Add participant list and broschure
51	Environmental Awareness/	**EXT/2**	No
52	Skill Development Programmes	**EXT/3**	1(Add photos, broschure and participant list)

Department: MASS COMMUNICATION   **Date of visit: 24.07.23**

**ADMINISTRATION (ADM)**		
Sl No	**Name of the File**	**File No**	**Remarks**
1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Verified
3	Department Council Minutes	**ADM/03**	Need modified
4	Faculty Profile	**ADM/04**	Separate file for each faculty

#	Name of the File	File No	Remarks
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	University level assinments to be included
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	Consolidated report required
8	Visitor's Book	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Verified
10	Assets Maintenance Register	**ADM/10**	Register book to be kept
11	Stock/ Purchase register	**ADM/11**	Nil
12	Student Attendance Reports	**ADM/12**	Verified

ACADEMIC(ACD) I

	Name of the File	File No	Remarks
13	Academic Plan	**ACD/1**	Add course code in Academic Plan
14	Time Table and Work Load	**ACD/2**	Update with course/hour/practical in workload
15	Syllabus	**ACD/3**	Ok
16	Admission Statistics	**ACD/4**	Ok
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Ok
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Update caste, U.No page. To be added all maks, APC details etc should be modify all years
19	Department Diary	**ACD/7**	Update SSI, AA special events etc.
20	Teachers diary	**ACD/8**	Ok
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Update year
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	Nos. 4 Update with Request letter, Sanctione order, BOS, certificates, Attendance register etc.
23	E-Resources Development	**ACD/11**	No file, to be modified as per the E- content of teachers
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	Should be updated library books Only 9-15 is available at department

ACADEMIC(ACD) II

	Name of the File	File No	Remarks
25	Students Seminar	**ACD/13**	Verified (34)
26	Students Project (List and copy of front page/certificate)	**ACD/14**	Verified (34)
27	Industrial Visit/ Study Tours	**ACD/15**	Verified- permission letter, student list

	Name of the File	File No	Remarks
28	On-The-Job Training/ Internships	**ACD/16**	Verified- permission letter
29	University Question Papers	**ACD/17**	Verified
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Verified- signature of HOD required
32	Results and Result Analysis	**ACD/20**	Verified-male/female category must be included
33	Class PTA meetings-Minutes book	**ACD/21**	Verified- 2 meetings
34	Feedback on Curriculum	**ACD/22**	

	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
	Name of the File	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	Progression-7 Placement-2- attach supporting evidence
36	Students Welfare/ Scholarship	**SPP/2**	5 students
37	Grievance Redressal	**SPP/3**	Ok Arrange yearwise
38	Bridge Course	**SPP/4**	Question paper attached Ok good
39	Remedial Coaching	**SPP/5**	Ok- Attach attendance sheet
40	Coaching for Advanced Learners	**SPP/6**	Ok -Attach attendance sheet
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	NSS-6 Include Arts, sports, clubs, cells
42	Career Guidance programmes	**SPP/8**	Nil
43	Alumni	**SPP/9**	Alumni talk 1- Attach minutes

	RESEARCH (RSR)		
	Name of the File	**File No**	**Remarks**
44	Teachers Research Projects	**RSR/1**	Nil
45	Seminars/Workshops	**RSR/2**	File needs to be updated
46	Books/Paper Publications	**RSR/3**	Nil

Sl No	Name of the File	File No	Remarks
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	File needs to be updated
48	Consultancy/ MoU/ Collaborations	**RSR/5**	File needs to be updated
49	Student Research Projects/Publications/Presentations	**RSR/6**	Nil
EXTENSION/INNOVATIONS (EXT)			
50	Extension Programmes	**EXT/1**	No.1 students participation list missing
51	Environmental Awareness/	**EXT/2**	Students participation list missing
52	Skill Development Programmes	**EXT/3**	Students participation list missing and brochure need to be updated

Department: FOOD TECHNOLOGY   **Date of visit: 27/07/2023**

ADMINISTRATION (ADM)			
Sl No	**Name of the File**	**File No**	**Remarks**
1	Department Profile	**ADM/01**	NIL
2	Action Plan/ Action taken reports	**ADM/02**	Action plan is not found
3	Department Council Minutes	**ADM/03**	verified

4	Faculty Profile	**ADM/04**	Separate file for each faculty to be maintained
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	University level assignments to be recorded
6	Monthly/ Annual Reports	**ADM/06**	Verified .HOD not signed
7	Faculty Self Appraisal	**ADM/07**	verified
8	Visitor's Book	**ADM/08**	vrified
9	Infrastructure Facilities	**ADM/09**	verified
10	Assets Maintenance Register	**ADM/10**	verified
11	Stock/ Purchase register	**ADM/11**	Verified,stock register to update
12	Student Attendance Reports	**ADM/12**	verified
	ACADEMIC(ACD) I		
	Name of the File	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	verified
14	Time Table and Work Load	**ACD/2**	verified
15	Syllabus	**ACD/3**	verified
16	Admission Statistics	**ACD/4**	35/55
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	verified
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Signature is needed
19	Department Diary	**ACD/7**	Verified.
20	Teachers diary	**ACD/8**	verified
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	verified
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	Verified.follow procedure 43/112. Documents need updation in the format
23	E-Resources Development	**ACD/11**	verified .updated.1/5
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	146
	ACADEMIC(ACD) II		
	Name of the File	**File No**	**Remarks**

	Name of the File	File No	Remarks
25	Students Seminar	**ACD/13**	verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	NA
27	Industrial Visit/ Study Tours	**ACD/15**	2 verified 31d
28	On-The-Job Training/ Internships	**ACD/16**	Verified 46
29	University Question Papers	**ACD/17**	verified
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Verified-signature
32	Results and Result Analysis	**ACD/20**	33/46 -71.73 male & female
33	Class PTA meetings-Minutes book	**ACD/21**	Verified-meeting minutes
34	Feedback on Curriculum	**ACD/22**	Verified
STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		

	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
	Name of the File	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	Program 15.placement 8.Attach supporting documents
36	Students Welfare/ Scholarship	**SPP/2**	5 no's
37	Grievance Redressal	**SPP/3**	Verified.maintain a register
38	Bridge Course	**SPP/4**	Verified.Attach question papers of diagnostic test
39	Remedial Coaching	**SPP/5**	ok
40	Coaching for Advanced Learners	**SPP/6**	NIL
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	NSS 11 Sports 1 NCC 2
42	Career Guidance programmes	**SPP/8**	NIL
43	Alumni	**SPP/9**	Program 1 Attach a register

	RESEARCH (RSR)		
	Name of the File	**File No**	**Remarks**
44	Teachers Research Projects	**RSR/1**	NIL

45	Seminars/Workshops	**RSR/2**	verified
46	Books/Paper Publications	**RSR/3**	NIL
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	Verified(sahala and Anjali visited MES Mampad
48	Consultancy/ MoU/ Collaborations	**RSR/5**	MOU(state level) Activity report needed
49	Student Research Projects/Publications/Presentations	**RSR/6**	NIL
EXTENSION/INNOVATIONS (EXT)			
50	Extension Programmes	**EXT/1**	Local level 2 programs
51	Environmental Awareness/	**EXT/2**	Verified(tree plantation)
52	Skill Development Programmes	**EXT/3**	NIL

Department: COMMERCE (SF)   **Date of visit: 24/07/2023**

ADMINISTRATION (ADM)			
Sl No	**Name of the File**	**File No**	**Remarks**
1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Reverse the order in file
3	Department Council Minutes	**ADM/03**	10 Meeting conducted
4	Faculty Profile	**ADM/04**	

			Separate file for each faculty
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	University level assignment, exam duties, valuation duties etc. to be mentioned and copy of certificate should be attached
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	Attestation of exam required(Duty certificate) , consolidated statement required
8	Visitor's Book	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Room No. to be specified
10	Assets Maintenance Register	**ADM/10**	Verified
11	Stock/ Purchase register	**ADM/11**	NA
12	Student Attendance Reports	**ADM/12**	Verified
	ACADEMIC(ACD) I		
	Name of the File	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	Not added new academic plan/action plan.
14	Time Table and Work Load	**ACD/2**	Not mentioned odd/ even workload details. To be updated as per the the allotted hour/worl load on the basis of syllabus
15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	Verified
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Verified
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Need to update the register
19	Department Diary	**ACD/7**	Update all column
20	Teachers diary	**ACD/8**	update teachers diary (SSI, AA, Special event etc.
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Verified
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	Letter from HoD to Principal seeking permission to start the course and to nominate the members of board of studies Sanctioning order from Principal to start the course and nomination of members of BoS First meeting of board of studies to draft syllabus

			Second meeting of board of studies to approve the syllabus Syllabus, scheme of evaluation, model question paper Notice/brochure for the certificate course Attendance of students Question paper for the examination Mark list Certificates Summary report (including photos if any)
23	E-Resources Development	**ACD/11**	verified
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	verified
ACADEMIC(ACD) II			
	Name of the File	**File No**	**Remarks**
25	Students Seminar	**ACD/13**	Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	Verified
27	Industrial Visit/ Study Tours	**ACD/15**	Request leeter , Principal, order , Student list, Permission letter
28	On-The-Job Training/ Internships	**ACD/16**	Nil
29	University Question Papers	**ACD/17**	Verified
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	HOD SIGNATURE REQUIRED
32	Results and Result Analysis	**ACD/20**	General evaluation available , Male /female ratio, Grade details missing
33	Class PTA meetings-Minutes book	**ACD/21**	Meeting minutes missing
34	Feedback on Curriculum	**ACD/22**	N A
STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
	Name of the File	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	Modify format
36	Students Welfare/ Scholarship	**SPP/2**	Found Correct
37	Grievance Redressal	**SPP/3**	Found Correct
38	Bridge Course	**SPP/4**	Syllabus of bridge course needed

39	Remedial Coaching	**SPP/5**	Syllabus need to be evaluated with CO, PO
40	Coaching for Advanced Learners	**SPP/6**	Found correct
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	Include details of stuident from club/ cell, sports, arts etc. along with NSS/NCC
42	Career Guidance programmes	**SPP/8**	3 career guidance programmes conducted. Attendance sheet should be prepared
43	Alumni	**SPP/9**	Attendance sheet/ minutes, any programme details

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RESEARCH (RSR)

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	Name of the File	File No	Remarks
44	Teachers Research Projects	**RSR/1**	NIL
45	Seminars/Workshops	**RSR/2**	6 PROGRAMME CONDUCTED, Need to Place the participant list, brochure,, etc.
46	Books/Paper Publications	**RSR/3**	Nil
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	6 faculty participate in 1 FDP programme. Participation Certificate needed
48	Consultancy/ MoU/ Collaborations	**RSR/5**	2 MoU. Activity report and attendance list missing
49	Student Research Projects/Publications/Presentations	**RSR/6**	NA. No funded student project

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EXTENSION/INNOVATIONS (EXT)

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50	Extension Programmes	**EXT/1**	2 extension programme conducted , report of each programme, brochure and participant list should be included
51	Environmental Awareness/	**EXT/2**	3 programme conducted activity details , missing (list of participant)
52	Skill Development Programmes	**EXT/3**	2 programme conducted participation list missing

Department: COMPUTER SCIENCE (SF)   **Date of visit: 24/07/2023**

ADMINISTRATION (ADM)			
Sl No	**Name of the File**	**File No**	**Remarks**
1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Place the action file in reverse order
3	Department Council Minutes	**ADM/03**	

			4 Meeting conducted
4	Faculty Profile	**ADM/04**	Separate file for each faculties
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	University level assignment(valuation, external examination, viva, etc showld be specified and keep the copy of supporting documents
6	Monthly/ Annual Reports	**ADM/06**	verified
7	Faculty Self Appraisal	**ADM/07**	Consolidated report with score to be kept.
8	Visitor's Book	**ADM/08**	Verified and found correct
9	Infrastructure Facilities	**ADM/09**	Verified and found correct
10	Assets Maintenance Register	**ADM/10**	Regular book shall be keep
11	Stock/ Purchase register	**ADM/11**	File verified
12	Student Attendance Reports	**ADM/12**	Verified
ACADEMIC(ACD) I			
	Name of the File	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	Update action plan as per the new format
14	Time Table and Work Load	**ACD/2**	Add details of work load as per University syllabus
15	Syllabus	**ACD/3**	OK
16	Admission Statistics	**ACD/4**	OK
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Metion Day Scholar / Hostler Correctly
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Update cast, Update signature of parents, update montly attendance, academic progress etc
19	Department Diary	**ACD/7**	update HoD sign, Student support initiative, additional asignments special events etc.
20	Teachers diary	**ACD/8**	OK
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Update as per the format
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	Letter from HoD to Principal seeking permission to start the course and to nominate the members of board of studies Sanctioning order from Principal to start the course and nomination of members of BoS First meeting of board of studies to draft syllabus

			Second meeting of board of studies to approve the syllabus Syllabus, scheme of evaluation, model question paper Notice/brochure for the certificate course Attendance of students Question paper for the examination Mark list
23	E-Resources Development	**ACD/11**	Should be updated
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	Not updated library books in year wise

ACADEMIC(ACD) II			
	Name of the File	**File No**	**Remarks**
25	Students Seminar	**ACD/13**	Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	Verified
27	Industrial Visit/ Study Tours	**ACD/15**	Verified
28	On-The-Job Training/ Internships	**ACD/16**	Internship permission letter request needed
29	University Question Papers	**ACD/17**	Verified
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Signature OF HoD required
32	Results and Result Analysis	**ACD/20**	Grade should be metioned as per University grade sheet (A+, A, B, C etc) , Male , Female Number should be mentioned
33	Class PTA meetings-Minutes book	**ACD/21**	Verified
34	Feedback on Curriculum	**ACD/22**	Verified

STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
	Name of the File	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	Need to change the template
36	Students Welfare/ Scholarship	**SPP/2**	Mention the scholarship in details (include other scholarship beside state /sentral GoV scholarship
37	Grievance Redressal	**SPP/3**	Verified

38	Bridge Course	**SPP/4**	Verfied
39	Remedial Coaching	**SPP/5**	Attach paper details and attendeance sheet
40	Coaching for Advanced Learners	**SPP/6**	Student list should be attached
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	Include arts, sports, club , cell activity Participant numbers
42	Career Guidance programmes	**SPP/8**	1 , Participatant list must be included
43	Alumni	**SPP/9**	Attach alumini talk file

	RESEARCH (RSR)		
	Name of the File	**File No**	**Remarks**
44	Teachers Research Projects	**RSR/1**	Nil
45	Seminars/Workshops	**RSR/2**	9 report, attendance, brochure, geotag photo should be attached
46	Books/Paper Publications	**RSR/3**	Nil
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	Seminar participation, participation certificate should be attached
48	Consultancy/ MoU/ Collaborations	**RSR/5**	Correct MoU details, activity report and participant list
49	Student Research Projects/Publications/Presentations	**RSR/6**	Nil
	EXTENSION/INNOVATIONS (EXT)		
50	Extension Programmes	**EXT/1**	Students attendance report, activity report including geotag photo
51	Environmental Awareness/	**EXT/2**	Students attendance report, activity report including geotag photo
52	Skill Development Programmes	**EXT/3**	Students attendance report, activity report including geotag photo

Department: TOURISM & HOSPITALITY   **Date of visit:** 24/07/23

	ADMINISTRATION (ADM)		
Sl No	**Name of the File**	**File No**	**Remarks**
1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Verified
3	Department Council Minutes	**ADM/03**	Only teachers to attend the meeting

4	Faculty Profile	**ADM/04**	Separate file for each faculty
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Verified
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	A consolidated statement showing the mark for each category
8	Visitor's Book	**ADM/08**	Not kept
9	Infrastructure Facilities	**ADM/09**	verified
10	Assets Maintenance Register	**ADM/10**	Register book to be maintained
11	Stock/ Purchase register	**ADM/11**	NA
12	Student Attendance Reports	**ADM/12**	verified

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ACADEMIC(ACD) I

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S N	Name of the File	File No	Remarks
13	Academic Plan	**ACD/1**	Verified
14	Time Table and Work Load	**ACD/2**	Total work load details to be modified
15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	Verified
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	verified
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Update all marks in tutorial register
19	Department Diary	**ACD/7**	Update AA, AI to dairy
20	Teachers diary	**ACD/8**	Update time table
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	NA
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	No Course
23	E-Resources Development	**ACD/11**	Update and upload E-content maximum
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	Verified

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ACADEMIC(ACD) II

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	Name of the File	File No	Remarks

25	Students Seminar	**ACD/13**	Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	NA
27	Industrial Visit/ Study Tours	**ACD/15**	NA
28	On-The-Job Training/ Internships	**ACD/16**	Request letter pending Student list pending
29	University Question Papers	**ACD/17**	Verified
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Signature is necessary
32	Results and Result Analysis	**ACD/20**	
33	Class PTA meetings-Minutes book	**ACD/21**	Meeting minutes Signature of parent is necessary
34	Feedback on Curriculum	**ACD/22**	
STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
	Name of the File	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	NA
36	Students Welfare/ Scholarship	**SPP/2**	Nil
37	Grievance Redressal	**SPP/3**	verified
38	Bridge Course	**SPP/4**	Attach question paper of diagonostic test and attendance sheet
39	Remedial Coaching	**SPP/5**	Nil
40	Coaching for Advanced Learners	**SPP/6**	NA
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	NCC-3 NSS-1 attach supporting documents
42	Career Guidance programmes	**SPP/8**	Nil
43	Alumni	**SPP/9**	NA
RESEARCH (RSR)			
	Name of the File	**File No**	**Remarks**
44	Teachers Research Projects	**RSR/1**	Nil
45	Seminars/Workshops	**RSR/2**	3
46	Books/Paper Publications	**RSR/3**	

			Nil
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	2
48	Consultancy/ MoU/ Collaborations	**RSR/5**	Nil
49	Student Research Projects/Publications/Presentations	**RSR/6**	Nil
EXTENSION/INNOVATIONS (EXT)			
50	Extension Programmes	**EXT/1**	1, attendance sheet to be kept
51	Environmental Awareness/	**EXT/2**	1
52	Skill Development Programmes	**EXT/3**	1

Department: DAIRY SCIENCE AND TECHNOLOGY   **Date of visit: 24/07/23**

ADMINISTRATION (ADM)			
Sl No	**Name of the File**	**File No**	**Remarks**
1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Verified
3	Department Council Minutes	**ADM/03**	Need modification
4	Faculty Profile	**ADM/04**	

			Verified
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Verified
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	Verified
8	Visitor's Book	**ADM/08**	File not kept
9	Infrastructure Facilities	**ADM/09**	Verified
10	Assets Maintenance Register	**ADM/10**	Register book to be kept
11	Stock/ Purchase register	**ADM/11**	Verified
12	Student Attendance Reports	**ADM/12**	Verified

	ACADEMIC(ACD) I		
	Name of the File	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	Update with course code
14	Time Table and Work Load	**ACD/2**	Modify work load as per the syllabus
15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	Verified
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Verified
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Modify with University register no. Page no: etc To be signed Tutor/HoD/ Principal/Parent
19	Department Diary	**ACD/7**	Update SSI, AA, if any events etc
20	Teachers diary	**ACD/8**	Verified
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Not applicable
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	Nos 2 File need modification as per the instruction
23	E-Resources Development	**ACD/11**	Nil
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	Nil

	ACADEMIC(ACD) II		
	Name of the File	**File No**	**Remarks**
25	Students Seminar	**ACD/13**	

			Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	NA
27	Industrial Visit/ Study Tours	**ACD/15**	Permission letter, Student list
28	On-The-Job Training/ Internships	**ACD/16**	Permission letter
29	University Question Papers	**ACD/17**	Verified
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Current year available
32	Results and Result Analysis	**ACD/20**	Verified
33	Class PTA meetings-Minutes book	**ACD/21**	Current year available
34	Feedback on Curriculum	**ACD/22**	Verified
**STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)**

	Name of the File	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	NA
36	Students Welfare/ Scholarship	**SPP/2**	Nil
37	Grievance Redressal	**SPP/3**	Verified
38	Bridge Course	**SPP/4**	Verified
39	Remedial Coaching	**SPP/5**	Nil
40	Coaching for Advanced Learners	**SPP/6**	Nil
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	NCC- 3 NSS- 1 Attach supporting documents
42	Career Guidance programmes	**SPP/8**	Nil
43	Alumni	**SPP/9**	NA

**RESEARCH (RSR)**
	Name of the File	**File No**	**Remarks**
44	Teachers Research Projects	**RSR/1**	Nil
45	Seminars/Workshops	**RSR/2**	1
46	Books/Paper Publications	**RSR/3**	Nil
47	Invited Lectures/ Paper	**RSR/4**	Nil

	Presentations/Participation in Seminars/Workshops		
48	Consultancy/ MoU/ Collaborations	**RSR/5**	Attach agreement copy and activity report
49	Student Research Projects/Publications/Presentations	**RSR/6**	Nil
EXTENSION/INNOVATIONS (EXT)			
50	Extension Programmes	**EXT/1**	1, attendance sheet
51	Environmental Awareness/	**EXT/2**	3
52	Skill Development Programmes	**EXT/3**	2

Department: DATA SCIENCE & ANALYTICS   **Date of visit: 24/07/23**

ADMINISTRATION (ADM)			
Sl No	**Name of the File**	**File No**	**Remarks**
1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Verified
3	Department Council Minutes	**ADM/03**	Council meeting- students not to be present

4	Faculty Profile	**ADM/04**	Separate file for each faculty
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Verified
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	Verified
8	Visitor's Book	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Need Correction
10	Assets Maintenance Register	**ADM/10**	Register book to be maintained
11	Stock/ Purchase register	**ADM/11**	Verified
12	Student Attendance Reports	**ADM/12**	APC to be kept
**ACADEMIC(ACD) I**		

	Name of the File	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	Verified
14	Time Table and Work Load	**ACD/2**	Modify all work load
15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	Verified
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Verified
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Verified
19	Department Diary	**ACD/7**	Update SSI, AA, special events etc
20	Teachers diary	**ACD/8**	Verified
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Not applicable
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	No Course
23	E-Resources Development	**ACD/11**	Update E-content maximum
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	Year wise updation is needed.

ACADEMIC(ACD) II

	Name of the File	**File No**	**Remarks**

25	Students Seminar	**ACD/13**	Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	NA
27	Industrial Visit/ Study Tours	**ACD/15**	NA
28	On-The-Job Training/ Internships	**ACD/16**	NA
29	University Question Papers	**ACD/17**	Verified
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Verified
32	Results and Result Analysis	**ACD/20**	Verified
33	Class PTA meetings-Minutes book	**ACD/21**	Meeting minutes
34	Feedback on Curriculum	**ACD/22**	Verified
STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
	Name of the File	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	NA
36	Students Welfare/ Scholarship	**SPP/2**	2 students
37	Grievance Redressal	**SPP/3**	Attach Supporting documents
38	Bridge Course	**SPP/4**	Attach question paper of diagonostic test
39	Remedial Coaching	**SPP/5**	Verified Nil
40	Coaching for Advanced Learners	**SPP/6**	Nil
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	NSS - 2 Football - 1
42	Career Guidance programmes	**SPP/8**	Nil
43	Alumni	**SPP/9**	NA
RESEARCH (RSR)			
	Name of the File	**File No**	**Remarks**
44	Teachers Research Projects	**RSR/1**	Nil
45	Seminars/Workshops	**RSR/2**	3
46	Books/Paper Publications	**RSR/3**	

			Nil
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	3
48	Consultancy/ MoU/ Collaborations	**RSR/5**	Attach agreement copy and activity report
49	Student Research Projects/Publications/Presentations	**RSR/6**	Nil
EXTENSION/INNOVATIONS (EXT)			
50	Extension Programmes	**EXT/1**	1, attendance sheet
51	Environmental Awareness/	**EXT/2**	2
52	Skill Development Programmes	**EXT/3**	Nil