FILE NUMBERS AND LIST OF FILES TO BE MAINTAINED IN HARD AND SOFT COPY OF EACH FILE BY EACH DEPARTMENT

1. Name of the Department ………….. Faculty of …………………….

2. Year of establishment …………..

A.1 Academic programmes offered by the department at present, under the following categories and Sanctions Pertaining to each of the Courses.

Programmes	Number	Course/Subjects
UG		
PG		
Integrated Masters		
M.Phil.		
Ph.D.		
Integrated Ph.D.		
Certificate		
Diploma		
PG Diploma		
Any other (please specify)		
Total		

A.1.1 Details approval/recognition and recommendations issued by the statutory body (for example, (UGC, AICTE, NCTE, PCI, MCI, DCI) governing the programme in case of Professional Programmes letters for the <u>first time</u> and <u>Last Academic Year</u> recognitions

If the department offers Distance Education Programmes (DEP) then
Number of programmes offered.
Name of Each Programme

Letters for approvals by the Distance Education Council.

A.2 Copy of Ordinances related to the courses in the department

A.3 Number of working days during the last academic year.

Number of teaching days during the past four academic years.

('Teaching days' means days on which classes were engaged. Examination days are not to be included)

A.4 Number of positions in the Department, their appointment letters, joining reports and sanctions of Each

Positions	Teaching faculty			Non-teaching staff	Technical staff
	Professor	Associate Professor	Assistant Professor		
Sanctioned by the UGC / University / State Government *Recruited* *Yet to recruit*					
Number of persons working on contract basis					

A.4.1 Qualifications of the teaching staff

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.							
M.Phil.							
PG							
Temporary teachers							
Ph.D.							
M.Phil.							
PG							
Part-time teachers (Courses Visiting Faculty)							
Ph.D.							
M.Phil.							
PG							

Emeritus, Adjunct and Visiting Professors and their sanctions.

	Emeritus	Adjunct	Visiting
Number			

Semester-wise Record of Courses Visiting Faculty and their Sanctions

S.No.	Academic Session	Semester	Course	Name	Qualification	Teaching/ Research/ Industry Experience	Number of Hours in the Semester

A.6 Copies of Latest Biodata of Faculty in positions in the Department

A.7 1. Copies of Yearly Performa Based Assessment Records of Faculty in positions in the Department

2. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

	Sanctioned	Filled
Professor		
Associate Professors		
Asst. Professors		

3. Faculty profile with name, qualification, designation and specialization (D.Sc./D.Litt./ Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided for the last 4 years

4. List of senior Visiting Fellows, faculty, adjunct faculty, emeritus professors

5. Percentage of classes taken by temporary faculty – programme-wise information each semester wise information

Percentage of classes taken by visiting faculty – programme-wise each semester

wise information

6. Programme-wise Student Teacher Ratio

7. Number of academic support staff (technical) and administrative staff: sanctioned and filled

A.8 Students enrolled in the department during the current academic year, with the following details:

Students	UG	PG	Integrated Masters	M.Phil.	Ph.D.	D.Litt. / D.Sc.
	*M *F	*M *F	*M *F	*M *F	*M *F	*M *F
From the state where the university is located						
From other states of India						
NRI students						
Foreign students						
Total						

*M-Male *F-Female

Externally registered students?
Yes ☐   No ☐
If yes, how many students avail of this provision annually?

A.7 Calculation of 'Unit cost' of education
(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component = Rs. ………………..

(b) excluding the salary component = Rs. ……………….

A.8 A. Faculty recharging strategies

     B. Number and list of faculty with course details of faculty development

programmes, academic staff college programs or other faculty recharge programs

A.9 Student projects

- percentage of students who have done in-house projects including inter-departmental projects
- percentage of students doing projects in collaboration with other universities / industry / institute

A.10 Awards / recognitions received at the national and international level by

- Faculty
- Doctoral / post doctoral fellows
- Students

A.11 Record of each of Seminar/ Conference/Workshop organized and the source of funding (national / international) with details of outstanding participants, if any.

A.12 Write up of Code of ethics for research followed by the departments

A.12 Student profile course-wise:

Name of the Course (refer to question no. 4)	Applications received	Selected Male Female	Pass percentage Male Female

A.13 Diversity of students

Name of the Course	% of students from the same university	% of students from other universities within the State	% of students from universities outside the State	% of students from other countries

A.14 Record of how many students have cleared Civil Services and Defence Services examinations, NET, SET, GATE and other competitive examinations? Give details category-wise.

A.15 Record of Student progression

Student progression	Percentage against enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	
Entrepreneurs	

A.16 Record of Diversity of staff

Percentage of faculty who are graduates	
of the same university	
from other universities within the State	
from universities from other States	
from universities outside the country	

A.17 Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the last four years

A.18 Present details of infrastructural facilities in the department with regard to

a) Library

b) Internet facilities for staff and students

c) Total number of class rooms

d) Class rooms with ICT facility

e) Students' laboratories

f) Research laboratories

A.19 List of doctoral, post-doctoral students and Research Associates

a) from the host university

b) from other universities

A.19 Records of financial assistance and Number of post graduate students getting financial assistance from the university, UGC, State, AICTE.

A.20 Methodology of need assessment exercise undertaken before the development of new programme(s)

A.21 Records of feedback from

    a. faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize the feedback?

    b. students on staff, curriculum and teaching-learning-evaluation and how does the department utilize the feedback?

    c. alumni and employers on the programmes offered and how does the department utilize the feedback?

A.22 List the distinguished alumni of the department (maximum 10)

A.23 Details of student enrichment programmes (special lectures / workshops / seminar) involving external experts.

A.24 Record and List of the teaching methods adopted by the faculty for different programmes.

A.25 Record of Monitoring by the department ensure that programme objectives are constantly met and learning outcomes are monitored

A.26 Details and Highlight of the participation of students and faculty in extension activities in the department.

A.27 Details of "beyond syllabus scholarly activities" of the department.

A.28 Information about programme/ department accreditation/grading by other agencies? If yes, give details.

A.29 Write up of highlight the contributions of the department in generating new knowledge, basic or applied.

A.30 Write up of Future plans of the department.

A.31 Record of any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department.

A.32 Write up of efforts for Quality Sustenance and Assurance in the department

CRITERION I: Curriculum Design and Development

1.1.1   Academic Year of Revision, Curriculum of Each Course, Objective and Course plans of each paper taught in the course
Whether uploaded on website

Yes ☐   No ☐

   1.1.1.A Eligibility for admission to each course
   1.1.1.B Whether reflects Vision and mission reflection

Yes ☐   No ☐

   1.1.1C Write on reflection of vision and mission

1.1.2   Details of process followed in last revision of Curriculum
   A. Need Assessment
   B. Faculty involved in curriculum design (List of members)
   C. Records of Departmental Committees/Board approvals of the designed curriculum
   D. Records of External Experts Opinion of the designed curriculum
   E. Records of External Experts Feedback of the designed curriculum
   F. Records of Student Feedback opinion on the existing curriculum
   G. Records of Syllabi of National tests, Eligibility Tests and Examinations for example, GATE, NET, Service Commissions, National Councils, for the each curriculum, if any,

1.1.3   Detailed write up out each course in reference to
   ∗ Employability
   ∗ Innovation
   ∗ Research

1.1.4   Records of UGC/AICTE/National Council, Regulating bodies Guidelines for the development and restructuring the curriculum, if any,
Department Faculty members, if any, involved in leading any curricular reform which has created a national impact?

1.1.5   A. Record of Interactions, Opinions and Feedbacks for the designed curriculum with External Research Bodies
   B. Records of Interactions, Opinions and Feedbacks for the designed curriculum   with Industrial Experts, particularly in case of Professional Courses

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C. Records of Interactions, Opinions and Feedbacks for the designed curriculum with Stake Holders, such as eminent personalities, Visitors to the departments, parents

D. Records of Alumni opinion on the existing curriculum (may be taken in an Alumni Register)

1.1.6   List of Department Courses which are also introduced in University affiliated colleges also. List of colleges who introduced those courses

1.1.7   Details of additional skill-oriented programmes designed for the colleges, Employees, Faculty relevant to regional needs

1.2   Academic Flexibility

1.2.1   List of Courses taught in Department on campus
* Overseas programmes offered on campus
* Programmes available for colleges to choose from

1.2.2   Records on the following provisions with reference to academic flexibility
a. List of Core/ Elective options
b. List of Enrichment courses
c. List of Courses offered in modular form
d. List of courses/papers with Credit accumulation and transfer facility
e. Details of Lateral and vertical mobility within and across programmes, courses and disciplines

1.2.3   Records of International students

1.2.4   Records of Courses developed targeting international students, if any

1.2.5   Record of dual degree and twinning programmes

1.2.6   A. List of students, Admission Process, Fee structure of each programme
B. Record of Teacher qualification and salary parity and differences (if any) at par with the aided programmes

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1.2.7   Operational details of distance Education Course in the department (if applicable)

1.2.8   Details of Choice Based Credit System (CBCS)

1.2.9   Records of Departmental Academic Calendars of each semester

1.2.10   Records of Inter-disciplinary programmes, Name of interdisciplinary program and details of students undertaken those programmes.

1.3   Curriculum Enrichment

1.3.1   A. Record of academic years in which each of the courses was revised

B. Records of review, up-gradation,

C. Records of social relevancy,

D. Records of job orientation

E. Records of knowledge intensive nature of each course

F. Records of meeting the emerging need of students

G. Records of meeting the emerging need of stakeholders

1.3.2   Details of the last four years during which how many new programmes at UG and PG levels were introduced

∗ Inter-disciplinary

∗ programmes in emerging areas

1.3.3   A. Details of strategies adopted for the revision of the existing programmes

B. Percentage of courses underwent a syllabus revision in last four years

1.3.4   A. Details of Value-added courses offered

B. Details of these courses access to students

1.3.5   Details of higher order skill development programmes in consonance with the national requirements (for example, innovative M. Tech. /M.E. courses, CCNA, CCSP, ….)

1.4   Feedback System

1.4.1   A. Copy of Feedback form to obtain feedback from students/student class representatives regarding the curriculum
 B. Details of action and use of on feedback from students

1.4.2   A. Method used for eliciting feedback on the curriculum from national and international faculty
B. Conducting webinars
C. Curriculum development Workshops
D. Curriculum development online discussions
E. Impact of Workshop and discussions

1.4.3   Specify the mechanism through which affiliated institutions give feedback on curriculum enrichment and the extent to which it is made use of.

1.4.4   What are the quality sustenance and quality enhancement measures undertaken by the Department in ensuring the effective development of the curricula?

1.4.5 Any other information regarding Curricular Aspects which the UTD would like to include.

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Copy of Advertisements and website info for ensuring publicity and transparency in the admission process

2.1.2 A. Write up details of the process of admission put in place by the department
. B. List of the criteria for admission: (*e.g.*: (i) merit, (ii) merit with entrance test, (iii) merit, entrance test and interview, (iv) common entrance test conducted by state agencies and national agencies (v) other criteria followed

2.1.3 Details of admission process in the affiliated colleges if department is monitoring the same.

2.1.4 Student profile analysis

2.1.5 Strategies adopted to increase/improve access for students belonging to the following categories:
   * SC/ST
   * OBC
   * Women
   * Persons with varied disabilities
   * Economically weaker sections
   * Outstanding achievers in sports and other extracurricular activities

2.1.6 Number of students admitted in department in the last four academic years:

Categories	Year 1		Year 2		Year 3		Year 4	
	Male	Female	Male	Female	Male	Female	Male	Female
SC								
ST								
OBC								

General									
Others									

2.1.7 A. Record of demand ratio for the various programmes of the university departments

B. If yes then highlight the significant trends explaining the reasons for increase/decrease.

Programmes	Number of applications	Number of students admitted	Demand Ratio
UG			
PG			
Integrated Masters			
M.Phil.			
Ph.D.			
Integrated Ph.D.			
Certificate			
Diploma			
PG Diploma			
Any other (please specify)			

2.1.8 A. Record of any programme discontinued/staggered in the last four years?

B. If yes, write-up of the reasons.

2.1.9 Record of Admissions

Programmes	Total Number of admissions	Number of 1st division pass students in qualifying	Number of 2nd division pass students in qualifying	Entrance test Marks% (Min)
UG				
PG				
Integrated Masters				
M.Phil.				

Ph.D.			
Integrated Ph.D.			
Certificate			
Diploma			
PG Diploma			
Any other (please specify)			

2.2 Catering to Diverse Needs of Students

2.2.1 A. Record of organization of orientation/ induction programme for freshers

B. Details such as the duration, issues covered, experts involved and mechanism for using the feedback in subsequent years.

2.2.2 A. Record of analysis of the "differential requirements of the student population" after admission and before the commencement of classes

B. Record of key issues identified and addressed

2.2.3 A. Record of bridge/remedial/ add-on courses

B. Time table and details of the courses offered in the department-wise for all courses

2.2.4 A. Record of the academic growth of students from disadvantaged sections of society, economically disadvantaged, physically handicapped, slow learners, etc

B. Main findings?

2.2.5 Record of identification and responses to the learning needs of advanced learners

2.3 Teaching-Learning Process

2.3.1 Records of Plan and organisation of the teaching, learning and evaluation schedules (teaching plan, evaluation schedules and methods, etc.)

2.3.2 A. Record and website info of providing course outlines and course schedules prior to the commencement of the academic session

B. Methods used for effective implementation

2.3.3 A. Record of difficulties in completing the curriculum within the stipulated time frame and calendar

B. Write up of the challenges encountered and the departmental measures to overcome these.

2.3.4 A. Record of student-centric learning activities

B. List of participatory learning activities which are adopted by the faculty that contributes to holistic development and improved student learning, besides facilitating life-long learning and knowledge management.

2.3.5 List, record with photographs of activities such as invited experts/people of eminence to deliver lectures and/or organize seminars for students

2.3.6 Record of Encouragement to blended learning by using e-learning resources

2.3.7 Record of facilities such as virtual laboratories, e-learning, open educational resources and mobile education used by the faculty for effective teaching

2.3.8 Record of activities of designated group among the faculty to monitor the trends and issues regarding developments in Open Source Community and integrate its benefits in the university's educational processes

2.3.9 Record of steps taken to convert traditional classrooms into 24x7 learning places

2.3.10 A. Record of actions taken to avail the services of counsellors/mentors/advisors for each class or group of students for academic, personal and psycho-social guidance

B. Details of the process and the number of students who have benefitted.

2.3.11 A. Record of innovative teaching approaches/methods/practices adopted/put to use by the faculty during the last four years?

B. Write up of improvement in learning by innovative methods

C. Record of recognition to the faculty due recognition for innovation in teaching

2.3.12   Record of actions for creating e a culture of instilling and nurturing creativity and scientific temper among the learners

2.3.13   A. Record of student projects (if mandatory in each of the learning programme)

B. Number of projects executed within the university

C. Names of external institutions associated with the University for Student Project Work

D. Role of faculty in facilitating such projects

2.3.14   A. Record of shortfall in qualified faculty to meet the requirements of the curriculum

B. Record of actions for shortfall supplementation

2.3.15   Number of percentage of faculty enabled to prepare computer-aided teaching/ learning materials

2.3.16   A. Record of Student feedback for evaluation of teachers by the students

B. Record of Alumni feedback for evaluation of teachers by the students

C. Methods used and Impact of the evaluation feedback used to improve the quality of the teaching-learning process

2.4   Teacher Quality

2.4.1   Record of how the plan and management of human resources was done to meet the changing requirements of the curriculum

2.4.3   Diversity in its faculty recruitment

Department / School	% of faculty from the same university	% of faculty from other universities within the State	% of faculty from universities outside the State	% of faculty from other countries

2.4.4   A. List of qualified faculty appointed for new programmes/emerging areas of study (Bio-technology, Bio-informatics, Material Science, Nanotechnology, Comparative Media Studies, Information Technology, Diaspora Studies, Forensic Computing, Educational Leadership, etc.)?

B. Number of faculty members appointed to teach new programmes during the last four years

2.4.5   List of academic recharge and rejuvenation of teachers

A. List of faculty availed and provided research grants by the University

B. List of faculty availed and on study leave

C. List of faculty nominated to national/international conferences/seminars, in-service training, organizing national/international conferences etc.

2.4.7   List of faculty received awards / recognitions for excellence in teaching at the state, national and international level during the last four years

2.4.8   List of faculty underwent staff development programmes during the last four years (add any other programme if necessary)?

Academic Staff Development Programmes	Number of faculty
Refresher courses	
HRD programmes	
Orientation programmes	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, workshops, etc.	

2.4.9   Percentage of the faculty have

* been invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies =   %

* participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies =   %

* presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies =   %

* teaching experience in other universities / national institutions and other institutions =   %

* industrial engagement =   %

* international experience in teaching =   %

2.4.10   List and details of organization of academic development programmes (*e.g.*: curriculum development, teaching-learning methods, examination reforms, content / knowledge management, etc.) for its faculty aimed at enriching the teaching-learning process

2.4.11   A. List of faculty encouraged

          ∗ Mobility of faculty between universities for teaching

          ∗ Faculty exchange programmes with national and international bodies

  B. Record of schemes helping in enriching the quality of the faculty by such mobility and faculty exchanges

2.5   Evaluation Process and Reforms

2.5.3   A. Record of time taken by the department for declaration of examination results each semester

  B. Record of means adopted for the mode / media adopted for the publication of examination results (Website, SMS, email, etc.).

2.5.4   A. Record of ensuring transparency in the evaluation process

  B. Measures taken to ensure confidentiality

  C. Record of the Pre-examination processes – Examination Time table generation, student list generation, Invigilators, Attendance sheet,

  D. Results of students course wise and its analysis

2.6.   Student Performance and Learning Outcomes

2.6.1   A. Write up of articulation of its Graduate Attributes of the department

  B. Record of facilitation of monitor the implementation and outcome

2.6.2   A. Record of learning outcomes for its academic programmes

  B. Record of making students and staff are made aware of these

2.6.3   Write up of department teaching, learning and assessment strategies structured to facilitate the achievement of the intended learning outcomes

2.6.4   Record of collection and analysis of data on student learning outcomes and use it to overcome the barriers to learning

2.6.5   Write up of new technologies deployed by the department in enhancing student learning and evaluation and how does it seek to meet fresh/ future challenges

2.6.6 Any other information regarding Teaching, Learning and Evaluation which the department would like to include.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

III.1 Year-wises Publications in the department:

III.2 Number of papers published in peer reviewed journals (national / international)

Monographs

Chapters in Books

Edited Books

Books with ISBN with details of publishers

Number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

Citation Index – range / average

SNIP

SJR

Impact Factor – range / average

h-index

III.3 List and Records and Details of patents and income generated

III.4 List and Record of Areas of consultancy and income generated

III.6 List and Record of Faculty selected nationally/internationally to visit other laboratories in India and abroad

III.6 List and Record of Faculty serving in

National committees b) International committees c) Editorial Boards d) any other (please specify)

III.7 Research thrust area recognized by funding agencies for the department

III.8 Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Give the names of the funding agencies and grants received project-wise.

III.9 List and details of Inter-institutional collaborative projects and grants received

All India collaboration b) International

III.10 List and details of Departmental projects funded by DST-FIST; UGC-SAP/CAS, DPE; DBT, ICSSR, etc.; total grants received.

III.11 List and Details of Research facility / centre with

- state recognition
- national recognition
- international recognition

III.12 List and details of Special research laboratories sponsored by / created by industry or corporate bodies

3.1   Promotion of Research

3.1.1   A. Composition of Departmental Research Committee, List of members and minutes of its meeting

   B. Records of DRC regarding monitoring and addressing issues related to research

   C. Record of DRC recommendations which have been implemented and their impact.

3.1.2   Information of research centers in its affiliated / constituent colleges which are monitored by the DRC of the department

3.1.3   Details of the

- advanced funds for the sanctioned projects
- providing seed money
- Simplification of procedures related to sanctions / purchases to be made by the investigators
- Autonomy to the principal investigator/coordinator for utilizing overhead charges
- Timely release of grants
- Timely auditing
- Submitted utilization certificates to the funding authorities

3.1.4   Record of interdisciplinary research promoted

- with other departments /schools of the university and
- collaboration with national/international institutes/industries

3.1.5   Details of workshops/ training programmes/ sensitization programmes conducted by the department to promote a research culture on campus

3.1.6   A. Details of visits of researchers of eminence to visit the campus as adjunct professors
B. Impact of such efforts on the research activities of the university

3.1.7   A. Percentage of the total budget of the department which is earmarked for research
 B. Details of heads of expenditure, financial allocation and actual utilization

3.1.8   A. Details of University funded research and awarded Post Doctoral Fellowships/Research Associateships
B. List of students registered with record of source of funding by the university and other sources

3.1.10   A. List and percentage of faculty which have utilized the sabbatical leave for pursuit of higher research in premier institutions within the country and abroad
   B. Record of the output of these scholars

3.1.11   A. Details with photographs of national and international conferences organized
 B. List highlighting the names of eminent scientists/scholars who participated in these events.

3.2   Resource Mobilization for Research

3.2.1   Record of Financial provisions made in the university budget for supporting students' research projects

3.2.2   A. Record of special efforts to encourage its faculty to file for patents
    B. List of registered and accepted patents.

3.2.3   Details of ongoing research projects of faculty:

	Year wise	Number	Name of the project	Name of the funding agency	Total grant received
A. University awarded projects					
Minor projects					
Major projects					
B. Other agencies - national and international (specify)					
Minor projects					
Major projects					

3.2.4   A. Record of projects sponsored by the industry/corporate houses
    B. Details such as the name of the project, funding agency and grants received.

3.2.5   A. Details of Department recognition for their research activities by national / international agencies (UGC-SAP, CAS; Department with Potential for Excellence; DST-FIST; DBT, ICSSR, ICHR, ICPR, etc.) and the quantum of assistance received
    B. Record of any two significant outcomes or breakthroughs achieved by this recognition.

3.2.6   List details of

a. research projects completed and grants received (funded by National/International agencies).

b. Inter-institutional collaborative projects and grants received
i) All India collaboration
ii) International

3.3   Research Facilities

3.3.1   A. Infrastructure in the department to facilitate research

B. Strategies have been evolved to meet the needs of researchers in emerging disciplines

3.3.2   A. Information and Resources catering to the needs of researchers of the department

B. Details of the facility.

3.3.3   Record of University Science Instrumentation Centre (USIC) facilities been made available to research scholars

3.3.4   Record of provision of residential facilities (with computer and internet facilities) for research scholars, post-doctoral fellows, research associates, summer fellows of various academies and visiting scientists (national/international)

3.3.5   Details of Uses of the Facilities of IUC, CAT, NRCS, IIT Indore and other specialized Research Centers for research

3.4   Research Publications and Awards

3.4.1   Research journal published, if any, from the department(s)? If yes, indicate the composition of the editorial board, editorial policies and state whether it/they is/are listed in any international database.

3.4.2   Details of publications by the faculty:

∗ Number of papers published in peer reviewed journals (national / international)

∗ Monographs

∗ Chapters in Books

∗ Books edited

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* Books with ISBN with details of publishers
* Number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, EBSCO host, etc.)
* Citation Index – range / average
* SNIP
* SJR
* Impact Factor – range / average
* h-index

3.4.3   Details of
* faculty serving on the editorial boards of national and international journals
* faculty serving as members of steering committees of international conferences recognized by reputed organizations / societies

3.4.4   Details of
* research awards received by the faculty and students
* national and international recognition received by the faculty from reputed professional bodies and agencies

3.4.5   A. Number of successful M.Phil. and Ph.D. scholars guided per faculty during the last four years
    B. University participate in *Shodhganga* by depositing the Ph.D. theses with INFLIBNET for electronic dissemination through open access

3.4.6   A. Record of Promotion e interdisciplinary research

      B. Number of interdepartmental / interdisciplinary research projects undertaken

      C. Mention the number of departments involved in such endeavours

3.4.8   List of University instituted research awards to the faculty of the Department

3.4.9   Details of incentives given to the faculty for receiving state, national and international recognition for research contributions

3.5   Consultancy

3.5.1   Important consultancies undertaken by the department during the last four years.

3.5.2   A. Department participation in university-industry cell

      B. If yes, what is its scope and range of activities

3.5.3   Record of publicizing the expertise of the department for consultancy services

3.6   Extension Activities and Institutional Social Responsibility (ISR)

3.6.1   A. Department records of sensitization of faculty and students on its Institutional Social Responsibilities

      B. List the social outreach programmes which have created an impact on students' campus experience during the last four years.

3.6.2   Promotion of neighborhood network and student engagement and holistic development of students and sustained community development?

3.6.3   Record of participation of the students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International programmes

3.6.4   Records of tracking the students' involvement in various social movements / activities which promote citizenship roles

3.6.6   Write up of the values inculcated and skills learnt during extension activities.

3.6.7   Department community in its outreach activities

3.6.8   Details of awards received by the institution for extension activities and/contributions to social/community development during the last four years

3.7   Collaboration

A. MOU Copies and Record of collaboration with other agencies impacted the visibility, identity and diversity of activities on campus

B. Record of benefits academically and financially because of collaborations

3.7.2   Records of linkages resulted in
* Curriculum development
* Internship
* On-the-job training
* Faculty exchange and development
* Research
* Publication
* Consultancy
* Extension
* Student placement
* Any other (please specify)

3.7.3   A.   Copy   of   MoUs   with   institutions   of   national/international importance/other universities/ industries/corporate houses etc.

B. Record of enhanced the research and development activities

3.7.4   Have the university-industry interactions resulted in the establishment / creation of highly specialized laboratories / facilities?

3.7.5 Any other information regarding Research, Consultancy and Extension, which the university would like to include.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1   Physical Facilities

4.1.1   A. Details of Department physical infrastructure

B. Maintenance of Laboratories for its optimal utilization

C. Maintenance of Computers for its optimal utilization

D. Maintenance of UPSes, Power Supplies

E. Maintenance of support services, sanitation, first aid boxes

F. Maintenance of building, garden, indoor games structure

4.1.2   Record of new initiatives for Infrastructure for promote a good teaching-learning environment- Internet, Wi-fi, Power Point Projectors, Video Equipment

4.1.3   Physical ambience for the faculty in terms of adequate research laboratories, computing facilities and allied services

4.1.4   List of Facilities like office room, common room and separate rest rooms for women students and staff

4.1.5   List of the infrastructure facilities are disabled-friendly

4.1.8   Departmental special facilities are available on campus to promote students' interest in sports and cultural events/activities

4.2   Library as a Learning Resource

4.2.1   Details of departmental library facilities:

4.2.2   Provide details of the departmental library:

* Total area of the library (in Sq. Mts.)
* Total seating capacity
* Working hours (on working days, on holidays, before examination, during examination, during vacation)
* Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)
* Clear and prominent display of floor plan
* Adequate sign boards;
* Fire alarm;
* Access to differently-abled users and
* Mode of access to collection

4.2.3   Departmental library holdings:
  a) Print (books, back volumes and theses)
  b) Average number of books added during the last three years
  c) Non Print (Audio Video, CDs, Downloaded Articles)
  d) Electronic (e-books, e-journals)
  e) Special collections (e.g. text books, reference books, standards, patents)

4.2.4   Records of tools the library deploys to provide access to the collection
  * OPAC
  * Electronic Resource Management package for e-journals
  * Federated searching tools to search articles in multiple databases
  * Library Website
  * In-house/remote access to e-publications

4.2.5   Use of ICT deployed in the library
  * Library automation
  * Total number of computers for public access
  * Total numbers of printers for public access
  * Internet band width speed   □ 2mbps □ 10 mbps □ 1 GB
  * Institutional Repository
  * Content management system for e-learning
  * Participation in resource sharing networks/consortia (like INFLIBNET)

4.2.6   Details (per year) with regard to
  * Ratio of library books to students enrolled
  * Average number of books added during the last four years
  * Assistance in searching Databases
  * INFLIBNET/IUC facilities

4.2.8   Annual departmental library budget and the amount spent for purchasing new books and journals.

4.3   IT Infrastructure

4.3.1   Details of Department IT and ICT Infrastructure

4.3.2   Details of the computing facilities i.e., hardware and software.

- Number of systems with individual configurations
- Computer-student ratio
- Dedicated computing facilities
- LAN facility
- Proprietary software
- Number of nodes/ computers with internet facility
- Any other (please specify)

4.3.3   Plans and strategies for deploying and upgrading the IT infrastructure and associated facilities

4.3.4   Details on access to on-line teaching and learning resources and other knowledge and information database/packages provided to the staff and students for quality teaching, learning and research.

4.3.5   IT facilities available to individual teachers for effective teaching and quality research

4.3.8   A. Details of ICT-enabled classrooms/learning spaces available

B. Record of utilization for enhancing the quality of teaching and learning

4.3.9   Records of Faculty and computer- aided teaching-learning materials

4.3.10   Department availing of of the National Knowledge Network connectivity

4.3.12   Record of Availing of web resources such as Wikipedia, dictionary and other education enhancing resources

4.3.13   Department budget for the update, deployment and maintenance of computers

4.3.14   Details of plans envisioned for the gradual transfer of teaching and learning from closed university information network to open environment

4.4 Any other information regarding Infrastructure and Learning Resources which the university would like to include.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1   Student Mentoring and Support

5.1.1   Department system, structural and functional characteristics for student support and mentoring

5.1.2   Record of 'apart from classroom interaction', the provisions available for academic mentoring

5.1.3   Record of department students utilization of personal enhancement and development schemes such as career counseling, soft skill development, career-path-identification, and orientation to well-being for its students.

5.1.4   Department publish its updated prospectus and handbook info annually on website and online access of course plans, syllabi and result

5.1.5   A. Records of the Timely dissipation of financial aid

    C.   Tables for type and number of scholarships/free-ships given to the students during the last four years the following categories: UG/PG/M.Phil/Ph.D./Diploma/others

5.1.6   Table of percentages of students receive financial assistance from state government, central government and other national agencies (Kishore Vaigyanik Protsahan Yojana (KVPY), SN Bose Fellow, etc.)

5.1.7   Department use of International Student Cell, number and list of foreign students

5.1.8   Department support services available for

* Students participating in various competitions/conferences in India and abroad
* Physically challenged / differently-abled students
* SC/ST, OBC and economically weaker sections
* Health centre, health insurance etc.

- ∗ Skill development (spoken English, computer literacy, etc.)
- ∗ performance enhancement for slow learners
- ∗ exposure of students to other institutions of higher learning/ corporates/business houses, etc.
- ∗ publication of student magazines
- ∗ Record of student participation in sports and extracurricular activities

5.1.9   Placement Records

5.1.10   Number of students selected during campus interviews by different employers (list the employers and the number of companies who visited the campus during the last four years).

5.1.11   A. Record of registered Alumni Association

B. Record of activities and contributions to the development of the department

C. Record of alumni meets

5.1.12   A. Committee members and record of student grievance redressal

B. Details of the nature of grievances reported and the redressal

5.1.13   A. Record of anti-ragging committee

B. List of instances reported during the last four years and what action has been taken in these cases

5.1.14   Details of the cooperation rendered by parents, industry and its stakeholders to ensure the overall development of its students

5.1.18   A. List of participation of women students in intra- and inter-institutional sports competitions and cultural activities

B. List of participation of women students in intra- and inter-institutional sports competitions and cultural activities

5.2   Student Progression

5.2.1   Analysis of progression and trends for the last four years.

Student Progression	%
UG to PG*	
PG to M.Phil.*	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Campus selection	

Student Progression	%
• Other than campus recruitment	

5.2.2   Programme-wise pass percentage during the time span stipulated

5.2.3   Records of Number and percentage of students who appeared/qualified in examinations like UGC-CSIR-NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central / State services, Defense, Civil Services, etc.

5.2.4   List category-wise with details egarding the number of Ph.D./D.Litt./D.Sc. theses submitted/ accepted/ resubmitted/ rejected in the last four years

5.3   Student Participation and Activities

5.3.1   A. List the range of sports, cultural and extracurricular activities available to students

    B. Sports and extracurricular calendar and details of students' participation.

5.3.2   Details of the achievements of department students in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. during the last four years.

5.3.3   A. Gathered data and feedback from pass-out graduates

    B. Gathered data and feedback from employers

    C. Use of the data for the growth and development of the department

5.3.4   Department special drives / campaigns for its faculty and students to promote heritage consciousness

5.3.5   A. Records of Department involvement and encourage its students to publish materials like catalogues, wall magazines, departmental magazine, and other material

    B. List the major publications/ materials brought out by the students during the last four academic sessions.

5.3.6   A. Departmental Student and Alumni association or or any other similar body

    B. Details on its constitution, activities and funding.

5.3.7   Details of student representatives in Board of Studies, various academic and administrative bodies

5.3.8 Any other information regarding Student Support and Progression which the university would like to include.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1   Institutional Vision and Leadership

6.1.1   State the vision and the mission of the department in line with the University

6.1.2   Mission statement definition for the department's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, the institution's tradition and value orientations, its vision for the future,

6.1.3   Write-up of

* ensuring the organization's management system development, implementation and continuous improvement
* interacting with its stakeholders
* Reinforcing a culture of excellence
* identifying organizational needs and striving to fulfill them

6.1.4   Records of Departmental and other committees meetings

6.1.6   Write-up of a culture of participative decisions in the department

6.1.7   Record of Grooming leadership at various levels

6.1.10   Record of knowledge management strategy

6.1.11   Write up on

* Contributing to national development
* Fostering global competencies among students
* Inculcating a sound value system among students
* Promoting use of technology
* Quest for excellence

6.2   Strategy Development and Deployment

6.2.1   Perspective plan for development and write-up of policies and strategies to

* work for Vision and for achieving the mission
* Enhancing Teaching and learning
* Enhancing Research and development
* Enhancing Community engagement
* Enhancing Human resource planning and development
* Enhancing Industry interaction
* Enhancing Internationalisation

6.2.2   Departmental organizational structure and decision making processes and their effectiveness.

6.2.3   Write up of functioning independently and autonomously and ensure accountability

6.2.5   Record of last four years, have there been any instances of court cases filed by and against the department, What were the critical issues and verdicts of the courts on these issues

6.2.6   Performance audit of the department by external experts

6.3   Faculty Empowerment Strategies

6.3.1   Outcome of the reviews of self appraisal and PBAS and important decisions taken on that

6.3.3   List of teachers availing welfare schemes available for teaching and non-teaching staff.

6.3.4   List and number of attracted and retained eminent faculty in last 4 years

6.3.5   Gender audit during the last four years of the department achievements and pass percentages and its salient findings.

6.4   Financial Management and Resource Mobilization

6.4.1   Statements of audited income and expenditure of academic and administrative activities of the last four years.

6.4.5   Efforts taken by the department for resource mobilization.

6.4.6   Record of endowment funds created

6.5   Internal Quality Assurance System

6.5.1   Details of department internal quality assurance and sustenance system, give details.

6.5.2   Internal workshops to improve teaching, learning and evaluation

6.5.3   Record of continuously review the teaching learning process

6.5.4   **Any other information regarding Governance, Leadership and Management which the university would like to include.**

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1   Environment Consciousness

7.1.1   Department Area Green Audit details

7.1.2   Departmental initiative to make the campus eco-friendly?

* Energy conservation
* Use of renewable energy
* Water harvesting
* Check dam construction
* Efforts for Carbon neutrality
* Plantation
* Hazardous waste management
* e-waste management
* any other (please specify)

7.2   Innovations

7.2.1   Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the department

7.3   Best Practices

7.3.1   Give details of any two best practices which have contributed to better academic and administrative functioning of the department.

Format for Record of Best Practices of the department

1. **Title of the Practice**

   This title should capture the keywords that describe the practice.

2. **Objectives of the Practice**

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

3. **The Context**

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

4. **The Practice**

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

5. **Evidence of Success**

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

6. **Problems Encountered and Resources Required**

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

7. **Notes**

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