

Internal Academic Auditing 2020-21

Quality Assessment Report and Recommendations of Core Committee



INTERNAL QUALITY ASSURANCE CELL

**M E S KEVEEYAM COLLEGE
VALANCHERY**

**NAAC Accredited with 'A+' Grade
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Preface

The annual internal academic auditing by the Internal Quality Assurance Cell was conducted on 26th March 2021. 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. Najila T Y (IQAC Coordinator-Member Secretary), Prof. V C Suresh (Associate Professor, Department of Physics-Member) and Dr. Habeebrahman (Associate Professor, Department of Commerce-Member).

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 2020-21. 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.

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
Principal

Dr Najila T Y
IQAC Coordinator

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Internal Auditing Schedule

Date	Time	Department
26-03-21	9-9.30 AM	Zoology
26-03-21	9.30-10AM	Computer Application
26-03-21	10-10.30AM	English
26-03-21	10.30-11AM	Psychology
26-03-21	11-11.30AM	Optometry
26-03-21	11.30 AM-12PM	Physics
26-03-21	12 -12.30PM	Chemistry
26-03-21	2-2.30PM	Retail Management
26-03-21	2.30-3PM	Commerce
26-03-21	3-3.30PM	Languages
26-03-21	3.30-4PM	Physical Education

General Recommendations

- Departments shall take initiatives to arrange internship or industrial training for students even though it is not a part of syllabus
- PG departments shall conduct coaching for NET
- Departments shall conduct more number of extension programmes
- Remedial coaching system shall be strengthened
- 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 add on certificate courses either of their own or in collaboration with appropriate agency.
- No. of faculty members and 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 shall be promoted
- 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.
- 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
- Departments shall organize at least one national seminar in the coming year

- Funded research projects of students shall be promoted
- Departments shall take care to participate more number of students in extension activities through NCC, NSS, etc
- Participation of students in innovation programmes especially those conducted under Institution Innovation Council and IEDC shall be encouraged
- Departments shall take interest to purchase more number of books of their subjects to the library
- The number of journals in the library should be increased by subscribing more
- Use of Library by faculty members is to be increased
- Students shall be given direction and encouragement to use the NLIST facility in the library.
- 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
- Publish materials like catalogues, wall magazines, college magazine, news letters
- Departments shall take initiatives to make the campus eco-friendly
- 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 a best practice and continue it.
- For student support programmes like remedial coaching, SSP, etc, an analysis of the outcome shall be conducted.

QUALITY ASSESSMENT REPORT

1. Department of Chemistry

The department has contributed significantly in the area of research and innovations. The infrastructure facilities of the department are also excellent.

In 2020-21 students of the department grabbed first second and third rank in BSc Polymer Chemistry. The first rank in M Sc Polymer Chemistry was also grabbed by the students of the Department. Department organized organised a four day National workshop on instrumental techniques for material analysis on 10th August to 13th August. During the COVID-19, the department prepared sanitizers and distributed it in the nearby villages and government offices. The Department organised a two day National workshop on Thermoanalytical methods on 12th and 13th October. Department in association with Chemical Research Society of India (CRSI),Kerala Chapter organised five day Faculty Enrichment Programme on Foundations of Stereochemistry from 16th to 20th November. An online alumni meeting was conducted by the department.

Specific Recommendations

- Opportunity for campus placement shall be arranged for students.
- Industrial training can 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.
- Faculty members with PhD shall apply for Guideship

2. Department of Commerce

The student support mechanisms are very good and large number of students are qualifying NET examination. A one day National webinar “ Strategies for Revamping and Reviving tourism amidst pandemic” was conducted as a part of observation of world Tourism day on 29th September 2020. One day National webinar “Strategies for Coping with Changed Academic Environment – Post Covid 19” conducted on 25th June 2020. Department conducted a series of

episodes of meet the entrepreneurs. A career guidance class was conducted on the topic “Role of accounting in modern business environment”. One Day Webinar on the topic Career Opportunities for Tourism and Hospitality Graduates in the Post Covid World was conducted by the Department in association with Tourism Club on 28th January 2021. One Day National Webinar on the topic “Methodology of Research in Social Sciences” was conducted on 24th February 2021. Mobile Banking Awareness Program conducted by the department on 12th March 2021. Department has signed an MoU with IPA Academy, Valanchery.

Specific Recommendations

- Opportunity for campus placement shall be arranged for students.
- Coaching for CAT/MAT examination can be conducted
- Faculty members with PhD shall apply for major research projects.
- Faculty members with PhD shall apply for Guideship
- The department shall initiate some extension programmes
- The entrepreneurship development programmes under the department shall be strengthened
- Department may publish a research journal

3. Department of English

The teaching-learning and evaluation is good in the department. The department has taken interest in releasing the magazines of students. The student support mechanism is also very good. The Department of English organized a Reading Day- National Webinar ‘On the Literary Arts’ on 19 June 2020. Dr. Babitha Marina Justine, Poet and Associate Professor, IIST, Trivandrum handled the session as resource person. A National Intercollegiate Book Review Competition was organized as part of the Reading Week Celebration on 26 June 2020. A webinar on “Cultural studies” was organized on 20th October 2020. Dr. Kalyani Vallath (Founder- Director, TES Education) was the resource person. A career guidance programme conducted by the Department was held on 19 January. Dr. Premanand M.E. was invited as the resource person. The Department in association with the Internal Quality Assurance Cell organized an online Workshop on Media, titled PRASARAN, under UGC Paramarsh Scheme on 8th February, 2021. Ms. Smitha E.K., Former journalist and Faculty from the Department of Journalism, C.H. Mohammed Koya Memorial Govt. Arts and

Science college, Tanur, was the keynote speaker of the session. The One-Day Online workshop on 'Research and Research Methodologies in English' was conducted by the Department of English and Internal Quality Assurance Cell, under the UGC Paramarsh Scheme on 8 February 2021. The Department of English and IQAC organised a two day national webinar on 'Narratives of Freedom Struggle in South Asian Literatures' on 17 and 19 February. The Lecture on '*Why do we read Dickens*' was conducted by the Department of English as part of the Charles Dickens Literary Week on 04 March 2021.

Specific Recommendations

- Certificate course on communicative skills to be started
- The extension programme started last year is to be continued
- Department have to take some urgent measures to for the use of language lab by students
- New journals shall be subscribed to library
- Participation and paper presentation of students and faculty members in seminars shall be encouraged

4. Department of Physics

The documentation process in the department is good and regularly updated. The Department of Physics conducted a national webinar titled 'AdityaL1- to know the star in our neighborhood' on 23rd July 2020. An online course on Density functional theory and its applications, conducted by the department started on 8 October, 2020. A NET orientation class was conducted on 15 March 2021 for MSc students.

Specific Recommendations

- Opportunity for campus placement shall be arranged for students.
- Coaching for NET/JAMAT examination can be conducted
- Participation and paper presentation of students and faculty members in seminars shall be encouraged
- Some measures shall be taken to improve the UG examination results
- Department may conduct some extension activities
- Alumni contribution towards the activities of the department to be improved

5. Department of Zoology

The department has performed very well in the teaching-learning activities. World Environmental Day was observed by starting an Orchard Plantation in the campus. The department organized an International webinar on 'CoronaVirus: Past, Present and Future' on July 21. A career guidance webinar was conducted by the department on July 27 for the students of the department. On Ozone day (September 16 2020), the department organized many programs for making students aware about the importance of the day. A talk on the Nobel Prize Winners 2020 was organized by the department on 19 October. Dr. R Selvam, Former Head of Department, Bishop Herber College, Trichy was the resource person. He delivered a talk on the Nobel Prize Winners in Medicine 2020. The first MoU of the department was signed with the Amplicon Biolabs, KINFRA. As another initiative for solid bio waste disposal a bio bin was installed in the campus in association with the Bhoomithra Sena Club. A team from the Department led by Dr, Jisha Krishnan along with faculty members Vichithra K, Suvarna C and Fathima Nasrin; and PG students Vaishakh, Karthik and Mohammed Sadique conducted a green audit at Ansar Arabic College, Valavannur which is one of the mentee institutions under the Paramarsh Scheme of UGC. The biodiversity assessment of the campus was also done by the team.

Specific recommendations

- Coaching for NET/JAMAT 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

6. Department of Psychology

The Department of Psychology and conducted an international webinar on "Psychopathology and suicide prevention during covid 19 pandemics" on 03 August, 2020. Department organised a webinar on 'Working together to prevent suicide'. The Resource person was Dr. Satheesh Nair. S, President, Indian Association of Clinical Psychologists, Kerala Region (IACP, KR). As part of world mental health day, the Department conducted a webinar on "Young people and mental health in a changing world" on October 10, 2020. Department of Psychology and Women Empowerment Cell jointly organized a panel discussion

on the theme “women mental health” on 11th October 2020 in connection with international day of girl child. To spread awareness about stress and its management techniques, the Department of Psychology organized an Invited Lecture on the topic ‘Stress: causes, management and coping’ on 22nd January 2021. Department of psychology conducted an alumni meet ‘Samanyu’ on 11-02-2021. To provide an orientation about the various fields in psychology, the Department of Psychology organized an Invited talk on the topic ‘Career in Psychology’ on 7, March, 2021. Department together with IQAC conducted an online Faculty Development Program on the topic "Teaching At Crossroads: Psychology Of Role Stress And Coping Strategies During Pandemic" on 20th March 2021.

Specific Recommendations

- Internship of students to be promoted
- Quality of documentation in the department to be improved
- Career guidance mechanism to be strengthened
- There is a lot of scope for extension activities under the department especially in counselling. Department shall take initiative in this aspect.

7. Department of Computer Application

An International Webinar was conducted on 28-07-2020 by the Department of Computer Applications on ‘Upcoming Jobs and New Technologies in IT’. The Resource Person was Mr.Muhammed Shadhul ,Steam and ICT Coordinator at Ambassador School, UAE. The Department has conducted a drive for registration for Covid 19 vaccination of senior citizens in the nearby villages. A unit of TinkerHub was started in the College under the Department of Computer Application. The TinkerHub Foundation is a non-profit organization which promotes the creation of tech-talented focused among youth, through equipping individuals with emerging technology skill sets, which would accelerate innovation within one’s learning path and make them future ready.

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Specific Recommendations

- Opportunity for campus placement shall be arranged for students.
- Career guidance mechanism to be strengthened

- There is a lot of scope for extension activities under the department especially in the field of e-services. Department shall take initiative in this aspect.
- The participation of students in the activities of Institution Innovation Council shall be promoted
- Students shall be encouraged to begin Startups.

8. Department of Optometry

Since the Department was being incepted only in 2018, the core committee did not conduct qualitative assessment of the performance. However, the department shall take serious steps to improve the standards of teaching-learning process considering the vocational stream of the programme. Internships and trainings should be conducted. Department shall give importance to develop skill in in the field so that they get placement immediately. Opportunity for campus placement shall be arranged for students. The Career guidance mechanism of the department needs to be strengthened. As part of the world optometry day on 23-03-2021 the students of the department of optometry visited the houses of patients under the palliative care clinic. They have done the eye testing of the patients at their home. These patients are bedridden and it was a helping hand for them. The patients were overwhelmed by the service rendered by the students. As part of the world tuberculosis day observation, the department organised awareness drive at the 29th ward of Valanchery municipality. Students distributed handmade pamphlets in the houses.

9. Department of Retail Management

Since the Department was being incepted only in 2018, the core committee did not conduct qualitative assessment of the performance. However, the department shall take serious steps to improve the standards of teaching-learning process considering the vocational stream of the programme. Internships and trainings should be conducted. Department shall give importance to develop skill in in the field so that they get placement immediately. Opportunity for campus placement shall be arranged for students. Department of Retail management organized a one day webinar on 'Build your Retail Business' on 13th August 2020. Department celebrated World Retail Day on 12th Dec, 2020. It was performed by the students' association to expose their calibre in retail selling activities. Due to the pandemic, Retail Day was organized online. However" ATARAXIA 2k20 "was able to reach

all colleges, not just our college. Various competitions were conducted through online media. One of the best practice of the Department of Retail Management is “Helping Hands of Retailers” for supporting Pain and Palliative care units in the Adopted Villages.

10. Department of Oriental Languages

Department of oriental languages (Malayalam, Hindi and Arabic) contributed significantly in the activities of the college. The department played a major role in organizing the arts and cultural programmes of the college and in preparing the students for the University arts fests. Department of Malayalam organised a webinar in connection with reading day celebrations. Writer U K Kumaran was the resource person. A national webinar on '*Hindi ki vyapaktha or Gandhi*' was organised by the Department of Hindi in association with 'Ek Bharat Shresht Bharat' club of the college on 19th August 2020. The Department of Arabic organised an International Webinar on Post-Colonial Arabic Literature: Palestine Literature as a Model. The resource person of the webinar was Prof. Zain Askalan (Lecturer, Polytechnic University, Palestine). Prof Shahrhan Qasim (Coordinator, Academic enhancement program, IIIT, East & South East Asia Office, Malaysia) inaugurated the webinar. The department of Arabic celebrated National Education Day on 11th November 2020. A national webinar on the “Moulana Abul Kalam Azad & Indian Education System” was organised on the occasion.

Specific Recommendations

- Department shall initiate some extension programmes
- Seminars shall be organized

11. Department of Physical Education

The Department of physical education played a key role in the achievements of students in sports. Department of Physical Education hosted the senior state korfbal championship. The students participated in different competitions in district, state and university level and won prizes..

Specific Recommendations

- Logbook to be maintained for sports infrastructure especially multi gym.
- Input-Outcome analysis of students admitted in sports quota to be done
- Documentation of achievements of students to be made perfect.

CRITERIA OF PERFORMANCE ASSESSMENT

I. Curricular Aspects (100)

Sl No	Assessment parameters (Max. score)	Evaluation Indicator
1	No. of teachers involved in 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University (20)	Any three : 20 Any two: 15 Any one: 10
2	Details of Certificate/Diploma/Add-on/Online courses conducted by the Department(20)	Certificate course conducted by the department with proper documentation: 20
3	No. of students attended Certificate/Diploma/Add-on/Online course(20)	2 mark each for no. of students (Max. 20)
4	Number of students undertaking field project/internship (20)	25% participation: 10 50-75%: 15 More than 75%: 20
5	Details of programmes conducted by the department of crosscutting issues like gender/human values/environment and sustainability(20)	Qualitative: Minimum 5 and Maximum 20

II. Teaching, Learning and Evaluation (350)

Sl No	Assessment parameters (Max. score)	Evaluation Indicator
1	Admission demand ratio of the year 2020 (25)	>1:30: 25 Between 20 and 30: 20 Between 10 and 20: 15 Less than 10: 10
2	Proper recording of students biodata, academic background and academic performance (50)	Qualitative with a minimum 20 and maximum 50
3	Academic planning (25)	Qualitative with a minimum 10 and maximum 25
4	Proper recording of academic activities through class diary, department diary, class tutorial system (50)	Qualitative with a minimum 20 and maximum 50
5	Assessment of Learning levels of students: Whether assessment test conducted to identify slow and advanced learners? (20)	Qualitative with minimum 10 and
6	Innovative processes adopted by the Department in Teaching and Learning (25)	Qualitative with a minimum 5 and maximum 25

7	Proper monitoring of internal and external evaluation of students (25)	Qualitative with a minimum 15 and maximum 25
8	Examination results (60)	More than 90% cumulative of UG and PG-50 Between 80 and 90: 40 Between 70 and 80: 30 Below 70: 20
9	Proper analysis of semester wise results and remedial coaching (20)	Qualitative with a minimum 10 and maximum 20
10	Whether CO-PO analysis carried out? (10)	If yes with proper documentation: 10
11	No. of tutorial videos prepared by teachers for online teaching. (20)	More than 10: 20 Less than 10: 10
12	Cumulative student evaluation score on teachers of the department?(20)	>9: 20 8-9: 15 7-8: 10 Less than 7: 5

III. Research, Consultancy and Extension (120)

Sl No	Assessment parameters (Max. score)	Evaluation Indicator
1	No. of research scholars in the department (5)	2 for each student (Max. 5)
2	No. of Research Guides in the department (5)	3 for each guide (Max. 5)
3	Funded Research projects of faculty members of the department (10)	10 marks for major projects 5 marks for minor projects
4	Funded research projects of students (5)	5 marks for funded research projects of students
5	No .of research publications in peer reviewed international/national journals (10)	More than 2 publications in peer reviewed international journals:10 One publication in peer reviewed international journals: 5 National: 7/3
6	No. of books published (10)	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(10)	Four conferences/seminars with at least one international resource

		person:10 Four seminars/workshops with resource persons from India: 8
8	Paper presentation of faculty members in international/national conferences.(10)	More than two presentation in international conferences: 10 More than two presentations in national conferences: 5
9	Revenue generated through consultancy(5)	Income > 10000 generated: 5
10	Number of MoUs and linkages (5)	At least one collaboration/linkage with nationally reputed institution : 5
11	No. of students Participated in NSS events (5)	20 students participated in NSS : 5 Less than 10: 3
12	No. of students participated in NCC events (5)	20 students participated in NCC : 5 Less than 10: 3
13	No. of students participated in other extension programmes (10)	Participation of 40 % students in other extension programmes: 10 Participation of 20% students: 5
14	No. of Extension activities organized by the Department- Give details(10)	More than 2: 10 At least one: 5
15	Awards/recognitions related to extension activities (5)	At least one: 5
16	Participation of students in innovation/entrepreneurship programmes (10)	Qualitative with Minimum 5 and maximum 10

IV. Infrastructure and Learning Resources (100)

Sl No	Assessment parameters (Max. score)	Evaluation indicator
1	Number of equipment purchased in the year (10)	Equipment worth >1 lakh: 10
2	Proper stock register (10)	Qualitative with minimum 5 and maximum 10 marks
3	No. of Library books purchased last year(10)	Books worth >25000: 10 Minimum: 5
4	No. of subject specific journals in the library (10)	2 mark each for a journal

5	Journals added in the year (10)	Number of journals added >2: 10 1 journal added: 5
6	Current status of ICT infrastructure (10)	Qualitative with minimum 5 and maximum 10
7	ICT infrastructure added (10)	At least one IT infrastructure addition: 5
8	Infrastructure maintenance register (10)	Qualitative with minimum 5 and maximum 10
9	Maintenance of facilities of department & beautification (20)	Qualitative with minimum 5 and maximum 10

V. Student Support and Progression (130)

Sl No	Assessment parameters (Max. score)	Evaluation indicator
1	Student support mechanism for coaching for competitive examinations (If any)(10)	Qualitative with minimum 5 and maximum 10 marks
2	No. of students participated in FoCUS/TRANSIT/WWS/SSP? (10)	More than 30 students in WWS, ASAP and SSP : 10 Minimum: 5 for 10 students
3	No. of students qualified in NET/SET/GATE/CAT/IAS/IPS/PSC/UPSC/OTHERS(10)	More than 5 students qualified : 10 At least 2 students: 5
4	Details of student counselling and career guidance (Mention no. of students benefitted) (10)	Qualitative with minimum 5 and maximum 10 marks
5	No.of students who got placement(10)	More than 5 students

		got placement : 10 Less than 5: 5
6	No. of students who were progressed to higher education institutions(10)	More than 50% students progressed : 10 Less than 50: 5
7	No. of students who got prizes in arts/literary competitions(10)	At least one student in national level or More than 5 students in state/regional level : 10
8	Number of students who got prizes in sports(10)	At least one student in national level or More than 5 students in state/regional level : 10
9	No. of students getting Scholarships and Financial Support(10)	More than 50% students getting scholarship : 10 Less than 50%: 5
10	Major grievances of students (if any)redressed(10)	Qualitative with minimum 5 and maximum 10 marks
11	No. of students who participated in seminars/webinars organised by other institutions(10)	At least one student in national level or More than 5 students in state/regional level : 10
12	No. of students who presented papers in seminars/webinars organised by other institutions(10)	At least one student in national level or More

		than 5 students in state/regional level : 10
13	No. of Alumni Meetings conducted? (10)	More than 2: 10 At least one: 5

VI. Governance, Leadership and Management (100)

Sl No	Assessment parameters (Max. score)	Evaluation indicators
1	Action plan for the department and success in implementing the plan (20)	Qualitative with minimum 10 and maximum 20 marks
2	No. of department council meeting conducted (20)	More than 10= 20 marks Minimum 5: 10 marks
3	No. of teachers attended Faculty development programmes organised by other institutions? (10)	100 % teachers: 10 Minimum 50%: 5
4	Total number of FDPs attended by all the teachers? (20)	>20: 20 10-20: 15 5-10 : 10 marks <5: 5 marks
5	No. of Class PTA meetings conducted (10)	2 meetings for each semester: 10 1 meeting for each semester: 5
6	Number of administrative assignments (Coordinator/Joint Coordinator) of teachers of department (As per the college diary) (20)	Minimum 5: Plus 1 Mark each for each assignment with maximum 20

VII. Innovations and Best Practices (100)

Sl No	Assessment parameters (Max. score)	Evaluation indicators
1	Innovations introduced during this academic year (30)	Qualitative with minimum 10 and maximum 30 marks
2	Any two best practices of the year (40)	Qualitative with minimum 10 and maximum 40 marks
3	Contribution to environmental awareness / protection/ecofriendly activities (30)	Qualitative with minimum 10 and maximum 30 marks

Performance Assessment Evaluation of Departments

I. (Curricular Aspects (100))

Sl N o	Assessment parameters (Max. score)	Chemistry	Commerce	English	Physics	Zoology	Psychology	Computer	Optometry	Retail Managemen
1	No. of teachers involved in 5. Academic council/BoS of Affiliating university 6. Setting of question papers for UG/PG programs 7. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 8. Assessment /evaluation process of the affiliating University (20)	10	20	5	10	10	10	10	15	15
2	Details of Certificate/Diploma/Add-on/Online courses conducted by the Department(20)	20	20	20	0	20	20	20	0	20
3	No. of students attended Certificate/Diploma/Add-on/Online course(20)	20	20	20	0	20	20	20	0	20
4	Number of students undertaking field project/internship (20)	0	0	20	10	20	15	20	20	20
5	Details of programmes conducted by the department of crosscutting issues like gender/human values/environment and sustainability(20)	10	10	10	0	10	15	5	5	5
	Total	60	70	75	20	80	80	75	40	80

II. Teaching, Learning and Evaluation (350)

Sl No	Assessment parameters (Max. score)	Chemistry	Commerce	English	Physics	Zoology	Psychology	Computer	Optometry	Retail Management
1	Admission demand ratio of the year 2020 (25)	25	25	25	15	25	20	20	15	10
2	Proper recording of students biodata, academic background and academic performance (50)	45	45	45	45	40	40	40	40	40
3	Academic planning (25)	20	20	20	20	20	20	15	15	20
4	Proper recording of academic activities through class diary, department diary, class tutorial system (50)	45	45	45	45	40	40	45	40	40
5	Assessment of Learning levels of students: Whether assessment test conducted to identify slow and advanced learners? (20)	10	10	15	10	15	20	10	10	10
6	Innovative processes adopted by the Department in Teaching and Learning (25)	15	10	20	10	20	15	20	10	10
7	Proper monitoring of internal and external evaluation of students (25)	15	20	20	20	20	15	20	15	10
8	Examination results (60)	20	60	50	30	60	0	20	0	0
9	Proper analysis of semester wise results and remedial coaching (20)	15	15	15	15	15	10	10	10	10
10	Whether CO-PO analysis carried out? (10)	5	5	5	0	5	5	5	0	0
11	No. of tutorial videos prepared by teachers for online teaching. (20)	20	20	15	20	20	20	20	20	20
12	Cumulative student evaluation score on teachers of the department?(20)	15	10	15	10	15	10	15	10	0
	Total	250	285	290	240	295	215	240	185	170

III. Research, Consultancy and Extension (120)

Sl No	Assessment parameters (Max. score)	Chemistry	Commerce	English	Physics	Zoology	Psychology	Computer Application	Optometry	Retail Management
1	No. of research scholars in the department (5)	5	0	0	0	0	0	0	0	0
2	No. of Research Guides in the department (5)	5	5	0	3	0	0	0	0	0
3	Funded Research projects of faculty members of the department (10)	0	0	0	0	0	0	0	0	0
4	Funded research projects of students (5)	0	0	0	0	0	0	0	0	0
5	No .of research publications in peer reviewed international/national journals (10)	10	10	10	5	10	3	5	5	10
6	No. of books published (10)	0	5	5	3	0	0	0	0	
7	No. of conferences organized by the department (International/National/State) and the eminence of resource persons attended(10)	8	8	10	5	10	10	6	8	5
8	Paper presentation of faculty members in international/national conferences.(10)	0	0	5	0	0	0	0	0	6
9	Revenue generated through consultancy(5)	5	0	0	0	0	0	0	0	0
10	Number of MoUs and linkages (5)	5	5	5	0	5	3	5	5	5
11	No. of students Participated in NSS events (5)	5	5	5	3	5	5	0	0	0
12	No. of students participated in NCC events (5)	2	3	3	3	5	0	0	0	0
13	No. of students participated in other extension programmes (10)	5	5	5	0	5	0	10	10	10
14	No. of Extension activities organized by the Department- Give details(10)	5	5	0	5	10	0	5	10	10
15	Awards/recognitions related to extension activities (5)	0	0	0	0	0	0	0	0	0
16	Participation of students in innovation/entrepreneurship programmes (10)	0	5	5	5	0	0	5	5	5

	Total	55	56	53	32	50	21	36	43	51
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IV. Infrastructure and Learning Resources (100)

Sl No	Assessment parameters (Max. score)	Chemistry	Commerce	English	Physics	Zoology	Psychology	Computer Application	Optometry	Retail Management
1	Number of equipment purchased in the year (10)	5	0	0	5	0	0	0	5	0
2	Proper stock register (10)	10	10	5	10	10	8	0	10	10
3	No. of Library books purchased last year(10)	10	10	5	10	10	0	5	0	10
4	No. of subject specific journals in the library (10)	5	5	5	0	5	0	0	0	0
5	Journals added in the year (10)	0	5	0	0	0	0	0	0	0
6	Current status of ICT infrastructure (10)	10	6	6	5	8	5	5	0	5
7	ICT infrastructure added (10)	0	5	0	0	0	5	0	0	0
8	Infrastructure maintenance register (10)	8	8	10	5	10	10	5	5	5
9	Maintenance of facilities of department & beautification (20)	15	12	20	10	20	15	10	10	10
	Total	63	61	51	45	63	43	25	30	40

V. Student Support and Progression (130)

Sl No	Assessment parameters (Max. score)	Chemistry	Commerce	English	Physics	Zoology	Psychology	Computer	Optometry	Retail Management
1	Student support mechanism for coaching for competitive examinations (If any)(10)	5	5	5	5	10	5	5	0	0
2	No. of students participated in FoCUS/TRANSIT/WWS/SSP? (10)	5	10	10	5		0	0	0	0
3	No. of students qualified in NET/SET/GATE/CAT/IAS/IPS/PS C/UPSC/OTHERS(10)	10	2	0	5	5	0	0	0	0
4	Details of student counselling and career guidance (Mention no. of students benefitted) (10)	5	5	10	0	10	10	5	5	5
5	No.of students who got placement(10)	5	5	10	5	5	0	10	0	10
6	No. of students who were progressed to higher education institutions(10)	5	8	10	5	6	10	5	0	0
7	No. of students who got prizes in arts/literary competitions(10)	0	2	2	0	0	0	0	0	5
8	Number of students who got prizes in sports(10)	0	5	10	2	2	0	2	2	5

9	No. of students getting Scholarships and Financial Support(10)	10	5	10	5	10	10	5	0	5
10	Major grievances of students (if any)redressed(10)	5	0	5	5	6	10	5	5	5
11	No. of students who participated in seminars/webinars organised by other institutions(10)	10	10	10	10	0	10	3	5	5
12	No. of students who presented papers in seminars/webinars organised by other institutions(10)	0	0	10	0	0	0	0	0	0
13	No. of Alumni Meetings conducted? (10)	10	10	5	5	5	6	5	0	0
	Total	70	67	97	52	59	61	45	17	40

VI. Governance, Leadership and Management (100)

Sl No	Assessment parameters (Max. score)	Chemistry	Commerce	English	Physics	Zoology	Psychology	Computer Application	Optometry	Retail Management
1	Action plan for the department and success in implementing the plan (20)	15	15	15	15	20	15	10	15	10
2	No.of department council meeting conducted (20)	5	10	10	10	10	20	15	10	10
3	No. of teachers attended Faculty development programmes organised by other institutions? (10)	10	10	8	10	0	10	10	5	10
4	Total number of FDPs attended by all the teachers? (20)	20	15	20	20	10	10	5	15	20
5	No. of Class PTA meetings conducted (10)	5	5	5	10	5	5	5	5	5
6	Number of administrative assignments(Coordinator/Joint Coordinator) of teachers of department (As per the college diary) (20)	15	16	15	13	11	5	5	5	6
	Total	70	71	73	78	56	65	50	55	61

VII. Innovations and Best Practices (100)

Sl No	Assessment parameters (Max. score)	Chemistry	Commerce	English	Physics	Zoology	Psychology	Computer Application	Optometry	Retail Management
1	Innovations introduced during this academic year (30)	10	10	15	10	15	20	20	5	10
2	Any two best practices of the year (40)	30	20	15	20	30	30	20	10	20
3	Contribution to environmental awareness / protection/ecofriendly activities (30)	10	10	10	10	25	20	0	10	10
	Total	50	40	40	40	70	70	40	25	40

Performance Assessment of Departments (Summary)

Department	Curricular Aspects(100)	Teaching Learning and Evaluation(350)	Research, Extension and innovation(120)	Infrastructure and Learning Resources(100)	Student Support and Progression (130)	Governance, Leadership and Management (100)	Institutional values and Best Practices (100)	Total
Chemistry	60	250	55	63	70	70	50	618
Commerce	70	285	56	61	67	71	40	650
English	75	290	53	51	97	73	40	679
Physics	20	240	32	45	52	78	40	507
Zoology	80	295	50	63	59	56	70	673
Psychology	80	215	21	43	61	65	70	555
Computer Application	75	240	36	25	45	50	40	511
Optometry	40	185	43	30	17	55	25	395
Retail Management	80	170	51	40	40	61	40	482

File Verification Report

Department of Chemistry

	ADMINISTRATION (ADM)	File No	Remarks
1	Department Profile	ADM/01	Verified
2	Action Plan/ Action taken reports	ADM/02	Action plan 2021-22, ATR of 2019-20,2020-21
3	Department Council	ADM/03	Minutes to be placed in latest first order
4	Faculty Profile	ADM/04	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	ADM/05	Copies of university assignments for 2019-20 onwards to be placed
6	Monthly/ Annual Reports	ADM/06	Verified
7	Faculty Self Appraisal	ADM/07	Self appraisal for 2020-21 to be placed
8	Visitor's Book & List of Visitors	ADM/08	Verified
9	Infrastructure Facilities	ADM/09	Verified
10	Assets Maintenance Register	ADM/10	Verified
11	Stock/ Purchase register	ADM/11	Verified
12	Hostel Students/ Day scholars	ADM/12	Verified
13	Student Attendance Reports	ADM/13	Verified
14	Disciplinary Actions	ADM/14	
	ACADEMIC(ACD)		
15	Academic Plan	ACD/15	Verified
16	Time Table and Work Load	ACD/16	Verified
17	Syllabus	ACD/17	Verified
18	Admission	ACD/18	Verified, Demand ratio not provided
19	Students Nominal Roll	ACD/19	Verified
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	ACD/20	2018-21 university results not entered
21	Department Diary	ACD/21	Verified
22	Teaching Plan/Teachers diary	ACD/22	Missing- 1 teacher 2019-21,2020-21
23	Class Diary	ACD/23	HoD sign missing, Class tutor sign missing
24	Open Courses	ACD/24	Open course syllabus to be filed
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	ACD/25	34 students 2020-21
26	Innovative Teaching / E-Resources Development	ACD/26	Youtube links of classs may be added
27	Library and book bank	ACD/27	Verified
28	Students Seminar	ACD/28	Verified
29	Students Project	ACD/29	2019-20 supervising teacher name to be added, 2020-21 list may be added

30	Industrial Visit/ Study Tours	ACD/30	Verified
31	On-The-Job Training/ Internships	ACD/31	
32	External Examination Register	ACD/32	Verified
33	Internal Examination Register	ACD/33	Verified
34	University Question Papers	ACD/34	Verified
35	Internal Exam Question Papers	ACD/35	Verified
36	Internal Examination Mark lists	ACD/36	
37	Results and Result Analysis	ACD/37	Some updation
38	Open House (Class PTA meetings)	ACD/38	Verified
39	Feedback on Curriculum	ACD/39	Verified
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	SPP/40	Verified
41	Students Welfare/ Scholarship	SPP/41	Verified
42	Helen's House (Differently abled students)	SPP/42	Verified
43	Grievance Redressal	SPP/43	Verified
44	Bridge Course	SPP/44	Verified
45	Remedial Coaching/SSP	SPP/45	Verified
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	SPP/46	Verified
47	Co curricular activities(ASAP/NSS/NCC, etc)	SPP/47	Verified
48	Extracurricular activities (Cultural/Sports/Literary etc)	SPP/48	Verified
49	Career Guidance	SPP/49	Verified
50	Counselling/Premarital counselling	SPP/50	Verified
51	Class Tutorial	SPP/51	Verified
52	Alumni	SPP/52	Verified
	RESEARCH (RSR)		
53	Teachers Research Projects	RSR/53	Verified
54	Seminars/Workshops	RSR/54	Verified
55	Books/Paper Publications	RSR/55	Verified
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	RSR/56	Verified
57	Consultancy/ MoU/ Collaborations	RSR/57	Verified
58	Student Research Projects/Publications/Presentations	RSR/58	Verified
59	Journals	RSR/59	Verified

	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	EXT/60	Verified
61	Environmental Awareness Programmes	EXT/61	Verified
62	Energy Conservation Programmes	EXT/62	Verified
63	Soft Skill Development Programmes	EXT/63	ASAP students list
64	Swachh Bharat/Unnat Bharat Abhiyan	EXT/64	Verified
65	Innovative activities	EXT/65	
	MISCALANEOUS (MSL)		
66	Department Journals	MSL/66	
67	Department Magazines	MF/67	Verified
68	Special Events	MF/68	

Department of Commerce

	ADMINISTRATION (ADM)	File No	Remarks
1	Department Profile	ADM/01	Verified
2	Action Plan/ Action taken reports	ADM/02	Action plan for 2021-22, Action plan of 2020-21 modify
3	Department Council	ADM/03	Verified
4	Faculty Profile	ADM/04	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	ADM/05	Rearrange Exam duty, Valuation, Copy of university assignments for 2019-20
6	Monthly/ Annual Reports	ADM/06	Verified
7	Faculty Self Appraisal	ADM/07	Verified
8	Visitor's Book & List of Visitors	ADM/08	Verified
9	Infrastructure Facilities	ADM/09	Verified
10	Assets Maintenance Register	ADM/10	Verified
11	Stock/ Purchase register	ADM/11	Verified
12	Hostel Students/ Day scholars	ADM/12	Verified
13	Student Attendance Reports	ADM/13	Verified
14	Disciplinary Actions	ADM/14	Verified
	ACADEMIC(ACD)		
15	Academic Plan	ACD/15	2020-21 Missing, Previous visit report not verified, 2019-20 even sem
16	Time Table and Work Load	ACD/16	Verified
17	Syllabus	ACD/17	Verified
18	Admission	ACD/18	Verified

19	Students Nominal Roll	ACD/19	Verified
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	ACD/20	Verified
21	Department Diary	ACD/21	Verified
22	Teaching Plan/Teachers diary	ACD/22	Couldn't identify one diary
23	Class Diary	ACD/23	2019-20- II BCom (self) sign updation, 2020- 21 HoD's sign
24	Open Courses	ACD/24	Verified
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	ACD/25	Order change
26	Innovative Teaching / E-Resources Development	ACD/26	Verified
27	Library and book bank	ACD/27	Verified
28	Students Seminar	ACD/28	Verified
29	Students Project	ACD/29	2020-21 list to be kept
30	Industrial Visit/ Study Tours	ACD/30	Tour report order rearrange, Student list to be kept
31	On-The-Job Training/ Internships	ACD/31	Verified
32	External Examination Register	ACD/32	Verified
33	Internal Examination Register	ACD/33	Verified
34	University Question Papers	ACD/34	Verified
35	Internal Exam Question Papers	ACD/35	Order to be reversed
36	Internal Examination Mark lists	ACD/36	Verified
37	Results and Result Analysis	ACD/37	Verified
38	Open House (Class PTA meetings)	ACD/38	Minutes to be written
39	Feedback on Curriculum	ACD/39	Verified
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	SPP/40	Verified
41	Students Welfare/ Scholarship	SPP/41	Verified
42	Helen's House (Differently abled students)	SPP/42	Verified
43	Grievance Redressal	SPP/43	Verified
44	Bridge Course	SPP/44	Verified
45	Remedial Coaching/SSP	SPP/45	Verified
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	SPP/46	Verified
47	Co curricular activities(ASAP/NSS/NCC, etc)	SPP/47	Verified

48	Extracurricular activities (Cultural/Sports/Literary etc)	SPP/48	Verified
49	Career Guidance	SPP/49	To be updated
50	Counselling/Premarital counselling	SPP/50	Verified
51	Class Tutorial	SPP/51	Verified
52	Alumni	SPP/52	To be updated
	RESEARCH (RSR)		
53	Teachers Research Projects	RSR/53	Verified
54	Seminars/Workshops	RSR/54	Verified
55	Books/Paper Publications	RSR/55	Verified
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	RSR/56	Verified
57	Consultancy/ MoU/ Collaborations	RSR/57	Verified
58	Student Research Projects/Publications/Presentations	RSR/58	Verified
59	Journals	RSR/59	Verified
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	EXT/60	Verified
61	Environmental Awareness Programmes	EXT/61	Student participation number list may be added
62	Energy Conservation Programmes	EXT/62	Verified
63	Soft Skill Development Programmes	EXT/63	Verified
64	Swachh Bharat/Unnat Bharat Abhiyan	EXT/64	Verified
65	Innovative activities	EXT/65	Report may be added
	MISCALANEOUS (MSL)		
66	Department Journals	MSL/66	Verified
67	Department Magazines	MF/67	Verified
68	Special Events	MF/68	OK

Department: English

	ADMINISTRATION (ADM)	File No	Remarks
1	Department Profile	ADM/01	Verified
2	Action Plan/ Action taken reports	ADM/02	ATR of 2020-21, Action plan for 2021-22
3	Department Council	ADM/03	Verified
4	Faculty Profile	ADM/04	
5	Faculty Assignments & Positions (Department/ College/ University)	ADM/05	University level assignments & Exam etc copy of certificate to be placed
6	Monthly/ Annual Reports	ADM/06	Reorder reports

7	Faculty Self Appraisal	ADM/07	2021 to be added
8	Visitor's Book & List of Visitors	ADM/08	Verified
9	Infrastructure Facilities	ADM/09	Verified
10	Assets Maintenance Register	ADM/10	Sign of persons attending complete
11	Stock/ Purchase register	ADM/11	Verified
12	Hostel Students/ Day scholars	ADM/12	Verified
13	Student Attendance Reports	ADM/13	Verified
14	Disciplinary Actions	ADM/14	Verified
	ACADEMIC(ACD)		
15	Academic Plan	ACD/15	Verified
16	Time Table and Work Load	ACD/16	Work load data not filed
17	Syllabus	ACD/17	Verified
18	Admission	ACD/18	2020-21 still missing (Degree)
19	Students Nominal Roll	ACD/19	Admission years to be corrected
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	ACD/20	2020-21 UG photos to be arranged, PG 2017-19 data incomplete, External grades to be updated in 2017-20,2018-21
21	Department Diary	ACD/21	HoD's signature
22	Teaching Plan/Teachers diary	ACD/22	2020-21 diaries not submitted
23	Class Diary	ACD/23	Online class data not submitted
24	Open Courses	ACD/24	Verified
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	ACD/25	Time table not filed
26	Innovative Teaching / E-Resources Development	ACD/26	Verified
27	Library and book bank	ACD/27	Verified
28	Students Seminar	ACD/28	Verified
29	Students Project	ACD/29	Verified
30	Industrial Visit/ Study Tours	ACD/30	Not conducted in 2020-21
31	On-The-Job Training/ Internships	ACD/31	28 students participated
32	External Examination Register	ACD/32	Verified
33	Internal Examination Register	ACD/33	Verified
34	University Question Papers	ACD/34	Verified
35	Internal Exam Question Papers	ACD/35	Verified
36	Internal Examination Mark lists	ACD/36	Verified
37	Results and Result Analysis	ACD/37	Verified
38	Open House (Class PTA meetings)	ACD/38	Verified
39	Feedback on Curriculum	ACD/39	Latest not submitted

	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	SPP/40	Verified
41	Students Welfare/ Scholarship	SPP/41	Verified
42	Helen's House (Differently abled students)	SPP/42	Verified
43	Grievance Redressal	SPP/43	Verified
44	Bridge Course	SPP/44	Verified
45	Remedial Coaching/SSP	SPP/45	To be rearranged
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	SPP/46	Verified
47	Co curricular activities(ASAP/NSS/NCC, etc)	SPP/47	Verified
48	Extracurricular activities (Cultural/Sports/Literary etc)	SPP/48	Verified
49	Career Guidance	SPP/49	Verified
50	Counselling/Premarital counselling	SPP/50	Verified
51	Class Tutorial	SPP/51	Verified
52	Alumni	SPP/52	Verified
	RESEARCH (RSR)		
53	Teachers Research Projects	RSR/53	Verified
54	Seminars/Workshops	RSR/54	Verified
55	Books/Paper Publications	RSR/55	Verified
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	RSR/56	To be rearranged
57	Consultancy/ MoU/ Collaborations	RSR/57	Verified
58	Student Research Projects/Publications/Presentations	RSR/58	Verified
59	Journals	RSR/59	Verified
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	EXT/60	Verified
61	Environmental Awareness Programmes	EXT/61	Verified
62	Energy Conservation Programmes	EXT/62	Verified
63	Soft Skill Development Programmes	EXT/63	Verified
64	Swachh Bharat/Unnat Bharat Abhiyan	EXT/64	Verified
65	Innovative activities	EXT/65	Verified
	MISCALANEOUS (MSL)		
66	Department Journals	MSL/66	Verified

67	Department Magazines	MF/67	Verified
68	Special Events	MF/68	Verified

Department of Physics

	ADMINISTRATION (ADM)	File No	Remarks
1	Department Profile	ADM/01	Updation to be clubbed
2	Action Plan/ Action taken reports	ADM/02	Action plan of 2020-21,2021-22, Action taken 2020-21
3	Department Council	ADM/03	Verified
4	Faculty Profile	ADM/04	Profile of Shibu, Documents to be added
5	Faculty Assignments & Positions (Department/ College/ University)	ADM/05	University level assignments 2019-20,2020-21 with copy of certificates
6	Monthly/ Annual Reports	ADM/06	Verified
7	Faculty Self Appraisal	ADM/07	Self appraisal for 2020-21 to be obtained
8	Visitor's Book & List of Visitors	ADM/08	Verified
9	Infrastructure Facilities	ADM/09	Verified
10	Assets Maintenance Register	ADM/10	Verified
11	Stock/ Purchase register	ADM/11	Stock verification report to be kept
12	Hostel Students/ Day scholars	ADM/12	Verified
13	Student Attendance Reports	ADM/13	Verified, V th and VI th semester
14	Disciplinary Actions	ADM/14	
	ACADEMIC(ACD)		
15	Academic Plan	ACD/15	Verified
16	Time Table and Work Load	ACD/16	Verified
17	Syllabus	ACD/17	Verified
18	Admission	ACD/18	Verified
19	Students Nominal Roll	ACD/19	PG not correctly entered – latest
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	ACD/20	Tutorial register UG, 19—22 not submitted
21	Department Diary	ACD/21	Verified
22	Teaching Plan/Teachers diary	ACD/22	One staff not submitted
23	Class Diary	ACD/23	2019-20 II year BSc 2020-21 missing
24	Open Courses	ACD/24	Open course syllabus
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	ACD/25	Verified
26	Innovative Teaching / E-Resources Development	ACD/26	To be updated
27	Library and book bank	ACD/27	Latest to be updated

28	Students Seminar	ACD/28	Verified
29	Students Project	ACD/29	2020-21 not updated
30	Industrial Visit/ Study Tours	ACD/30	Verified
31	On-The-Job Training/ Internships	ACD/31	
32	External Examination Register	ACD/32	Verified
33	Internal Examination Register	ACD/33	Verified
34	University Question Papers	ACD/34	Add latest
35	Internal Exam Question Papers	ACD/35	Verified
36	Internal Examination Mark lists	ACD/36	Add UG Internals
37	Results and Result Analysis	ACD/37	Verified
38	Open House (Class PTA meetings)	ACD/38	UG PTA Meeting not added
39	Feedback on Curriculum	ACD/39	Verified
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	SPP/40	Verified
41	Students Welfare/ Scholarship	SPP/41	Verified
42	Helen's House (Differently abled students)	SPP/42	Verified
43	Grievance Redressal	SPP/43	Verified
44	Bridge Course	SPP/44	Verified
45	Remedial Coaching/SSP	SPP/45	Verified
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	SPP/46	Verified
47	Co curricular activities(ASAP/NSS/NCC, etc)	SPP/47	Verified
48	Extracurricular activities (Cultural/Sports/Literary etc)	SPP/48	Verified
49	Career Guidance	SPP/49	Verified
50	Counselling/Premarital counselling	SPP/50	Verified
51	Class Tutorial	SPP/51	Verified
52	Alumni	SPP/52	To be updated
	RESEARCH (RSR)		
53	Teachers Research Projects	RSR/53	Verified
54	Seminars/Workshops	RSR/54	Verified
55	Books/Paper Publications	RSR/55	Verified
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	RSR/56	Verified
57	Consultancy/ MoU/ Collaborations	RSR/57	Verified
58	Student Research	RSR/58	Verified

	Projects/Publications/Presentations		
59	Journals	RSR/59	Verified
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	EXT/60	Verified
61	Environmental Awareness Programmes	EXT/61	Verified
62	Energy Conservation Programmes	EXT/62	Verified
63	Soft Skill Development Programmes	EXT/63	
64	Swachh Bharat/Unnat Bharat Abhiyan	EXT/64	
65	Innovative activities	EXT/65	
	MISCELLANEOUS (MSL)		
66	Department Journals	MSL/66	
67	Department Magazines	MF/67	
68	Special Events	MF/68	

Department of Zoology

	ADMINISTRATION (ADM)	File No	Remarks
1	Department Profile	ADM/01	Verified
2	Action Plan/ Action taken reports	ADM/02	ATR of 2020-21, Plan for 2021-22 to be prepared
3	Department Council	ADM/03	Verified
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 & List of Visitors	ADM/08	Verified
9	Infrastructure Facilities	ADM/09	Verified
10	Assets Maintenance Register	ADM/10	Verified
11	Stock/ Purchase register	ADM/11	Copy of stock verification report
12	Hostel Students/ Day scholars	ADM/12	Verified
13	Student Attendance Reports	ADM/13	
14	Disciplinary Actions	ADM/14	
	ACADEMIC(ACD)		
15	Academic Plan	ACD/15	Verified
16	Time Table and Work Load	ACD/16	Rearrange Ug & PG together in year wise
17	Syllabus	ACD/17	PG Syllabus

18	Admission	ACD/18	Demand ratio data not completed
19	Students Nominal Roll	ACD/19	Verified
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	ACD/20	Internals/Externals incomplete
21	Department Diary	ACD/21	2015-16, 2016-17 PG missing
22	Teaching Plan/Teachers diary	ACD/22	Entries missing 2020-21 Resmi m
23	Class Diary	ACD/23	Signatures missing
24	Open Courses	ACD/24	Open course syllabus to be filed
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	ACD/25	Verified
26	Innovative Teaching / E-Resources Development	ACD/26	Verified
27	Library and book bank	ACD/27	List of journals to be filed
28	Students Seminar	ACD/28	Verifieds
29	Students Project	ACD/29	2020-21 not updated
30	Industrial Visit/ Study Tours	ACD/30	Verified
31	On-The-Job Training/ Internships	ACD/31	Verified
32	External Examination Register	ACD/32	Needs organization 2020-21, V th semester upadation
33	Internal Examination Register	ACD/33	Verified
34	University Question Papers	ACD/34	Verified
35	Internal Exam Question Papers	ACD/35	Need corrections
36	Internal Examination Mark lists	ACD/36	Not updated
37	Results and Result Analysis	ACD/37	Verified
38	Open House (Class PTA meetings)	ACD/38	Verified
39	Feedback on Curriculum	ACD/39	Need corrections
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	SPP/40	Verified
41	Students Welfare/ Scholarship	SPP/41	Verified
42	Helen's House (Differently abled students)	SPP/42	Verified
43	Grievance Redressal	SPP/43	To be updated
44	Bridge Course	SPP/44	Verified
45	Remedial Coaching/SSP	SPP/45	Verified
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	SPP/46	Verified
47	Co curricular activities(ASAP/NSS/NCC, etc)	SPP/47	Verified

48	Extracurricular activities (Cultural/Sports/Literary etc)	SPP/48	Verified
49	Career Guidance	SPP/49	Verified
50	Counselling/Premarital counselling	SPP/50	Verified
51	Class Tutorial	SPP/51	Verified
52	Alumni	SPP/52	Verified
	RESEARCH (RSR)		
53	Teachers Research Projects	RSR/53	Verified
54	Seminars/Workshops	RSR/54	Verified
55	Books/Paper Publications	RSR/55	Verified
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	RSR/56	Verified
57	Consultancy/ MoU/ Collaborations	RSR/57	Verified
58	Student Research Projects/Publications/Presentations	RSR/58	Verified
59	Journals	RSR/59	Verified
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	EXT/60	Verified
61	Environmental Awareness Programmes	EXT/61	Verified
62	Energy Conservation Programmes	EXT/62	Verified
63	Soft Skill Development Programmes	EXT/63	Verified
64	Swachh Bharat/Unnat Bharat Abhiyan	EXT/64	Verified
65	Innovative activities	EXT/65	Verified
	MISCALANEOUS (MSL)		
66	Department Journals	MSL/66	Verified
67	Department Magazines	MF/67	Verified
68	Special Events	MF/68	Verified

Department: Psychology

	ADMINISTRATION (ADM)	File No	Remarks
1	Department Profile	ADM/01	Verified
2	Action Plan/ Action taken reports	ADM/02	Action plan for 2021-22, ATR of 2020-21
3	Department Council	ADM/03	Department meetings after july 2020 not found
4	Faculty Profile	ADM/04	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	ADM/05	University level assignments to be kept in tabular form
6	Monthly/ Annual Reports	ADM/06	Monthly report 2020-21 not found

7	Faculty Self Appraisal	ADM/07	Verified
8	Visitor's Book & List of Visitors	ADM/08	Verified
9	Infrastructure Facilities	ADM/09	Verified
10	Assets Maintenance Register	ADM/10	Verified
11	Stock/ Purchase register	ADM/11	Verified
12	Hostel Students/ Day scholars	ADM/12	Verified
13	Student Attendance Reports	ADM/13	Not in proper order, Need updation
14	Disciplinary Actions	ADM/14	
	ACADEMIC(ACD)		
15	Academic Plan	ACD/15	Verified
16	Time Table and Work Load	ACD/16	Workload (52) to be submitted
17	Syllabus	ACD/17	Verified
18	Admission	ACD/18	Verified
19	Students Nominal Roll	ACD/19	Verified
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	ACD/20	2019-20, 2020-21- data to be updated, Results of 2018-21 to updated
21	Department Diary	ACD/21	Entries like other activity not included
22	Teaching Plan/Teachers diary	ACD/22	Incomplete, missing 2020-21
23	Class Diary	ACD/23	2019-20 year not submitted, 2020-21 HoD's sign
24	Open Courses	ACD/24	Verified
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	ACD/25	Verified
26	Innovative Teaching / E-Resources Development	ACD/26	Screenshots of the links may be added
27	Library and book bank	ACD/27	Verified
28	Students Seminar	ACD/28	Verified
29	Students Project	ACD/29	Need updation- 2019-20, 2020-21
30	Industrial Visit/ Study Tours	ACD/30	Photos may be included
31	On-The-Job Training/ Internships	ACD/31	Verified
32	External Examination Register	ACD/32	Need updation
33	Internal Examination Register	ACD/33	Verified
34	University Question Papers	ACD/34	Verified
35	Internal Exam Question Papers	ACD/35	Verified
36	Internal Examination Mark lists	ACD/36	Verified
37	Results and Result Analysis	ACD/37	Result analysis for 2016-19, 2017-20 not completed
38	Open House (Class PTA meetings)	ACD/38	Meeting minutes not recorded- need modification

39	Feedback on Curriculum	ACD/39	Verified
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	SPP/40	Verified
41	Students Welfare/ Scholarship	SPP/41	Verified
42	Helen's House (Differently abled students)	SPP/42	Verified
43	Grievance Redressal	SPP/43	Verified
44	Bridge Course	SPP/44	Verified
45	Remedial Coaching/SSP	SPP/45	Verified
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	SPP/46	Verified
47	Co curricular activities(ASAP/NSS/NCC, etc)	SPP/47	Verified
48	Extracurricular activities (Cultural/Sports/Literary etc)	SPP/48	Verified
49	Career Guidance	SPP/49	Verified
50	Counselling/Premarital counselling	SPP/50	Verified
51	Class Tutorial	SPP/51	Verified
52	Alumni	SPP/52	Verified
	RESEARCH (RSR)		
53	Teachers Research Projects	RSR/53	Verified
54	Seminars/Workshops	RSR/54	Verified
55	Books/Paper Publications	RSR/55	Verified
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	RSR/56	Verified
57	Consultancy/ MoU/ Collaborations	RSR/57	Verified
58	Student Research Projects/Publications/Presentations	RSR/58	Verified
59	Journals	RSR/59	Verified
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	EXT/60	Not in proper order, Activities 2019-20,2020-21
61	Environmental Awareness Programmes	EXT/61	Verified
62	Energy Conservation Programmes	EXT/62	Work to be conducted
63	Soft Skill Development Programmes	EXT/63	Verified
64	Swachh Bharat/Unnat Bharat Abhiyan	EXT/64	Verified
65	Innovative activities	EXT/65	Verified

	MISCALANEOUS (MSL)		
66	Department Journals	MSL/66	Verified
67	Department Magazines	MF/67	Verified
68	Special Events	MF/68	Verified

Department of Computer Applications

	ADMINISTRATION (ADM)	File No	Remarks
1	Department Profile	ADM/01	MSc Details to be included
2	Action Plan/ Action taken reports	ADM/02	Action plan for 2021-22 to be placed
3	Department Council	ADM/03	Verified
4	Faculty Profile	ADM/04	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	ADM/05	University level assignments to be shown and copies of certificates to be placed
6	Monthly/ Annual Reports	ADM/06	Verified
7	Faculty Self Appraisal	ADM/07	Self appraisal of 2020-21 to be kept
8	Visitor's Book & List of Visitors	ADM/08	Verified
9	Infrastructure Facilities	ADM/09	Verified
10	Assets Maintenance Register	ADM/10	Verified
11	Stock/ Purchase register	ADM/11	Verified
12	Hostel Students/ Day scholars	ADM/12	Verified
13	Student Attendance Reports	ADM/13	Verified
14	Disciplinary Actions	ADM/14	Verified
	ACADEMIC(ACD)		
15	Academic Plan	ACD/15	Verified
16	Time Table and Work Load	ACD/16	Verified
17	Syllabus	ACD/17	Verified
18	Admission	ACD/18	Demand ratio data to be added
19	Students Nominal Roll	ACD/19	Verified
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	ACD/20	MSc 1 Semester Tutorial resgister not completed 2017-20 External results not entered 2018-21 University results not updated (upto sem declared) and External results not entered
21	Department Diary	ACD/21	Verified
22	Teaching Plan/Teachers diary	ACD/22	2020-21 1 short
23	Class Diary	ACD/23	Verified
24	Open Courses	ACD/24	Verified
25	Add-on/ Short Term Courses	ACD/25	Verified

	(include Time Table and Syllabus also)		
26	Innovative Teaching / E-Resources Development	ACD/26	Arrange year wise, Video link to be given
27	Library and book bank	ACD/27	Verified
28	Students Seminar	ACD/28	Verified
29	Students Project	ACD/29	Name of the faculty guiding the project may be added
30	Industrial Visit/ Study Tours	ACD/30	Student list to be added
31	On-The-Job Training/ Internships	ACD/31	Verified
32	External Examination Register	ACD/32	Verified
33	Internal Examination Register	ACD/33	Verified
34	University Question Papers	ACD/34	Verified
35	Internal Exam Question Papers	ACD/35	Verified
36	Internal Examination Mark lists	ACD/36	Verified
37	Results and Result Analysis	ACD/37	Verified
38	Open House (Class PTA meetings)	ACD/38	Meeting minutes may be added
39	Feedback on Curriculum	ACD/39	Verified
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	SPP/40	Verified
41	Students Welfare/ Scholarship	SPP/41	Verified
42	Helen's House (Differently abled students)	SPP/42	Verified
43	Grievance Redressal	SPP/43	Verified
44	Bridge Course	SPP/44	Verified
45	Remedial Coaching/SSP	SPP/45	Verified
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	SPP/46	Verified
47	Co curricular activities(ASAP/NSS/NCC, etc)	SPP/47	Verified
48	Extracurricular activities (Cultural/Sports/Literary etc)	SPP/48	Verified
49	Career Guidance	SPP/49	Verified
50	Counselling/Premarital counselling	SPP/50	Verified
51	Class Tutorial	SPP/51	To be updated
52	Alumni	SPP/52	To be updated
	RESEARCH (RSR)		
53	Teachers Research Projects	RSR/53	Verified
54	Seminars/Workshops	RSR/54	Verified

55	Books/Paper Publications	RSR/55	Verified
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	RSR/56	Verified
57	Consultancy/ MoU/ Collaborations	RSR/57	To be updated
58	Student Research Projects/Publications/Presentations	RSR/58	No projects
59	Journals	RSR/59	No journals
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	EXT/60	Verified
61	Environmental Awareness Programmes	EXT/61	
62	Energy Conservation Programmes	EXT/62	
63	Soft Skill Development Programmes	EXT/63	
64	Swachh Bharat/Unnat Bharat Abhiyan	EXT/64	Verified
65	Innovative activities	EXT/65	Verified
	MISCALANEOUS (MSL)		
66	Department Journals	MSL/66	
67	Department Magazines	MF/67	
68	Special Events	MF/68	Verified

Department of Optometry and Ophthalmological Techniques

	ADMINISTRATION (ADM)	File No	Remarks
1	Department Profile	ADM/01	Verified
2	Action Plan/ Action taken reports	ADM/02	Action plan for 2021-22 to be prepared
3	Department Council	ADM/03	Updated
4	Faculty Profile	ADM/04	Year wise list- Certificate of FDP
5	Faculty Assignments & Positions (Department/ College/ University)	ADM/05	Verified
6	Monthly/ Annual Reports	ADM/06	Verified, Please include photos
7	Faculty Self Appraisal	ADM/07	Verified
8	Visitor's Book & List of Visitors	ADM/08	Verified
9	Infrastructure Facilities	ADM/09	Verified
10	Assets Maintenance Register	ADM/10	Verified
11	Stock/ Purchase register	ADM/11	Verified
12	Hostel Students/ Day scholars	ADM/12	Verified
13	Student Attendance Reports	ADM/13	Report of 2019-20, 2020-21 not found
14	Disciplinary Actions	ADM/14	Verified

	ACADEMIC(ACD)		
15	Academic Plan	ACD/15	Verified
16	Time Table and Work Load	ACD/16	Verified
17	Syllabus	ACD/17	Verified
18	Admission	ACD/18	Verified
19	Students Nominal Roll	ACD/19	Verified
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	ACD/20	Latest not submitted
21	Department Diary	ACD/21	2020-21, HoD's signature missing
22	Teaching Plan/Teachers diary	ACD/22	Rukhsana's diary not submitted
23	Class Diary	ACD/23	201-20 signature of tutor & HoD missing
24	Open Courses	ACD/24	Verified
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	ACD/25	Verified
26	Innovative Teaching / E-Resources Development	ACD/26	Verified
27	Library and book bank	ACD/27	Verified
28	Students Seminar	ACD/28	Verified
29	Students Project	ACD/29	Verified
30	Industrial Visit/ Study Tours	ACD/30	Tour report not kept
31	On-The-Job Training/ Internships	ACD/31	Student list to be kept
32	External Examination Register	ACD/32	Verified
33	Internal Examination Register	ACD/33	Verified
34	University Question Papers	ACD/34	Verified
35	Internal Exam Question Papers	ACD/35	Verified
36	Internal Examination Mark lists	ACD/36	Verified
37	Results and Result Analysis	ACD/37	Nil
38	Open House (Class PTA meetings)	ACD/38	Minutes to be added
39	Feedback on Curriculum	ACD/39	Verified
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	SPP/40	Verified
41	Students Welfare/ Scholarship	SPP/41	Verified
42	Helen's House (Differently abled students)	SPP/42	Verified
43	Grievance Redressal	SPP/43	Verified
44	Bridge Course	SPP/44	Verified

45	Remedial Coaching/SSP	SPP/45	Verified
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	SPP/46	Verified
47	Co curricular activities(ASAP/NSS/NCC, etc)	SPP/47	Verified
48	Extracurricular activities (Cultural/Sports/Literary etc)	SPP/48	Verified
49	Career Guidance	SPP/49	Verified
50	Counselling/Premarital counselling	SPP/50	Verified
51	Class Tutorial	SPP/51	Verified
52	Alumni	SPP/52	Verified
	RESEARCH (RSR)		
53	Teachers Research Projects	RSR/53	Verified
54	Seminars/Workshops	RSR/54	Verified
55	Books/Paper Publications	RSR/55	Verified
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	RSR/56	Verified
57	Consultancy/ MoU/ Collaborations	RSR/57	Verified
58	Student Research Projects/Publications/Presentations	RSR/58	Verified
59	Journals	RSR/59	Verified
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	EXT/60	Verified
61	Environmental Awareness Programmes	EXT/61	Verified
62	Energy Conservation Programmes	EXT/62	Verified
63	Soft Skill Development Programmes	EXT/63	No updation
64	Swachh Bharat/Unnat Bharat Abhiyan	EXT/64	Verified
65	Innovative activities	EXT/65	Verified
	MISCALANEOUS (MSL)		
66	Department Journals	MSL/66	Verified
67	Department Magazines	MF/67	Verified
68	Special Events	MF/68	Verified

Department of Retail Management

	ADMINISTRATION (ADM)	File No	Remarks
1	Department Profile	ADM/01	Verified
2	Action Plan/ Action taken reports	ADM/02	Action plan of 2021-22 to be added

3	Department Council	ADM/03	No meetings after September 2020
4	Faculty Profile	ADM/04	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	ADM/05	Verified
6	Monthly/ Annual Reports	ADM/06	Heading to be changed as annual report
7	Faculty Self Appraisal	ADM/07	Appraisal for 2020-21 to be kept
8	Visitor's Book & List of Visitors	ADM/08	Verified
9	Infrastructure Facilities	ADM/09	Verified
10	Assets Maintenance Register	ADM/10	Verified
11	Stock/ Purchase register	ADM/11	Verified
12	Hostel Students/ Day scholars	ADM/12	Verified
13	Student Attendance Reports	ADM/13	Verified
14	Disciplinary Actions	ADM/14	Verified
	ACADEMIC(ACD)		
15	Academic Plan	ACD/15	Verified
16	Time Table and Work Load	ACD/16	Verified
17	Syllabus	ACD/17	Verified
18	Admission	ACD/18	Deamnd ratio not provided
19	Students Nominal Roll	ACD/19	Verified
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	ACD/20	Verified
21	Department Diary	ACD/21	Verified
22	Teaching Plan/Teachers diary	ACD/22	Verified
23	Class Diary	ACD/23	2020-21 not submitted
24	Open Courses	ACD/24	
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	ACD/25	Certificate course- not completed, Only 2 classes provided
26	Innovative Teaching / E-Resources Development	ACD/26	Verified
27	Library and book bank	ACD/27	Verified
28	Students Seminar	ACD/28	Verified
29	Students Project	ACD/29	Verified
30	Industrial Visit/ Study Tours	ACD/30	Short report of visit 2019-20 to be kept
31	On-The-Job Training/ Internships	ACD/31	Verified
32	External Examination Register	ACD/32	Verified
33	Internal Examination Register	ACD/33	Verified
34	University Question Papers	ACD/34	Verified
35	Internal Exam Question Papers	ACD/35	Verified

36	Internal Examination Mark lists	ACD/36	Verified
37	Results and Result Analysis	ACD/37	Verified
38	Open House (Class PTA meetings)	ACD/38	Meeting minutes to be added
39	Feedback on Curriculum	ACD/39	Verified
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	SPP/40	Verified
41	Students Welfare/ Scholarship	SPP/41	Verified
42	Helen's House (Differently abled students)	SPP/42	Verified
43	Grievance Redressal	SPP/43	Verified
44	Bridge Course	SPP/44	Verified
45	Remedial Coaching/SSP	SPP/45	Verified
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	SPP/46	Verified
47	Co curricular activities(ASAP/NSS/NCC, etc)	SPP/47	Verified
48	Extracurricular activities (Cultural/Sports/Literary etc)	SPP/48	Verified
49	Career Guidance	SPP/49	Verified
50	Counselling/Premarital counselling	SPP/50	Verified
51	Class Tutorial	SPP/51	Verified
52	Alumni	SPP/52	Verified
	RESEARCH (RSR)		
53	Teachers Research Projects	RSR/53	Verified
54	Seminars/Workshops	RSR/54	Verified
55	Books/Paper Publications	RSR/55	Verified
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	RSR/56	Not completed
57	Consultancy/ MoU/ Collaborations	RSR/57	Verified
58	Student Research Projects/Publications/Presentations	RSR/58	Verified
59	Journals	RSR/59	Verified
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	EXT/60	Verified
61	Environmental Awareness Programmes	EXT/61	Verified
62	Energy Conservation Programmes	EXT/62	Verified
63	Soft Skill Development Programmes	EXT/63	Verified

64	Swachh Bharat/Unnat Bharat Abhiyan	EXT/64	Verified
65	Innovative activities	EXT/65	Verified
	MISCALANEOUS (MSL)		
66	Department Journals	MSL/66	Verified
67	Department Magazines	MF/67	Verified
68	Special Events	MF/68	Verified

Department of Oriental Languages

	ADMINISTRATION (ADM)	File No	Remarks
1	Department Profile	ADM/01	In section 1.3 enrolment of students for different languages to be shown
2	Action Plan/ Action taken reports	ADM/02	Reorder, Action plan for 2021-22 to be prepared
3	Department Council	ADM/03	
4	Faculty Profile	ADM/04	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	ADM/05	Copy of certificates for university assignments to be placed
6	Monthly/ Annual Reports	ADM/06	Verified
7	Faculty Self Appraisal	ADM/07	Self appraisal for 2020-21 to be placed
8	Visitor's Book & List of Visitors	ADM/08	Verified
9	Infrastructure Facilities	ADM/09	Verified
10	Assets Maintenance Register	ADM/10	Verified
11	Stock/ Purchase register	ADM/11	Verified
12	Hostel Students/ Day scholars	ADM/12	Verified
13	Student Attendance Reports	ADM/13	Verified
14	Disciplinary Actions	ADM/14	Verified
	ACADEMIC(ACD)		
15	Academic Plan	ACD/15	Verified
16	Time Table and Work Load	ACD/16	2020-21 workload not entered
17	Syllabus	ACD/17	Verified
18	Admission	ACD/18	Verified
19	Students Nominal Roll	ACD/19	2020-21 Not filed
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	ACD/20	Verified
21	Department Diary	ACD/21	Verified
22	Teaching Plan/Teachers diary	ACD/22	Verified
23	Class Diary	ACD/23	

24	Open Courses	ACD/24	
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	ACD/25	
26	Innovative Teaching / E-Resources Development	ACD/26	File may be kept,
27	Library and book bank	ACD/27	Student signature
28	Students Seminar	ACD/28	2020-21 list may be added
29	Students Project	ACD/29	
30	Industrial Visit/ Study Tours	ACD/30	
31	On-The-Job Training/ Internships	ACD/31	
32	External Examination Register	ACD/32	
33	Internal Examination Register	ACD/33	
34	University Question Papers	ACD/34	
35	Internal Exam Question Papers	ACD/35	Question papers to be kept in front
36	Internal Examination Mark lists	ACD/36	
37	Results and Result Analysis	ACD/37	
38	Open House (Class PTA meetings)	ACD/38	
39	Feedback on Curriculum	ACD/39	
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	SPP/40	Verified
41	Students Welfare/ Scholarship	SPP/41	Verified
42	Helen's House (Differently abled students)	SPP/42	Verified
43	Grievance Redressal	SPP/43	Verified
44	Bridge Course	SPP/44	Verified
45	Remedial Coaching/SSP	SPP/45	Verified
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	SPP/46	Verified
47	Co curricular activities(ASAP/NSS/NCC, etc)	SPP/47	Verified
48	Extracurricular activities (Cultural/Sports/Literary etc)	SPP/48	Verified
49	Career Guidance	SPP/49	Verified
50	Counselling/Premarital counselling	SPP/50	Verified
51	Class Tutorial	SPP/51	Verified
52	Alumni	SPP/52	Verified
	RESEARCH (RSR)		
53	Teachers Research Projects	RSR/53	

54	Seminars/Workshops	RSR/54	Verified
55	Books/Paper Publications	RSR/55	Verified
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	RSR/56	Verified
57	Consultancy/ MoU/ Collaborations	RSR/57	Verified
58	Student Research Projects/Publications/Presentations	RSR/58	Verified
59	Journals	RSR/59	Verified
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	EXT/60	To be listed
61	Environmental Awareness Programmes	EXT/61	
62	Energy Conservation Programmes	EXT/62	
63	Soft Skill Development Programmes	EXT/63	
64	Swachh Bharat/Unnat Bharat Abhiyan	EXT/64	
65	Innovative activities	EXT/65	
	MISCALANEOUS (MSL)		
66	Department Journals	MSL/66	
67	Department Magazines	MF/67	
68	Special Events	MF/68	

Department of Physical Education

	ADMINISTRATION (ADM)	File No	Remarks
1	Department Profile	ADM/01	Department profile not updated for 2020-21
2	Action Plan/ Action taken reports	ADM/02	Verified, 2021-22 Action plan to be added
3	Department Council	ADM/03	
4	Faculty Profile	ADM/04	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	ADM/05	2020-21 to be added
6	Monthly/ Annual Reports	ADM/06	Verified
7	Faculty Self Appraisal	ADM/07	Verified
8	Visitor's Book & List of Visitors	ADM/08	
9	Infrastructure Facilities	ADM/09	Verified
10	Assets Maintenance Register	ADM/10	Verified
11	Stock/ Purchase register	ADM/11	

12	Hostel Students/ Day scholars	ADM/12	
13	Student Attendance Reports	ADM/13	Verified
14	Disciplinary Actions	ADM/14	
	ACADEMIC(ACD)		
15	Academic Plan	ACD/15	
16	Time Table and Work Load	ACD/16	
17	Syllabus	ACD/17	
18	Admission	ACD/18	Verified
19	Students Nominal Roll	ACD/19	
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	ACD/20	
21	Department Diary	ACD/21	
22	Teaching Plan/Teachers diary	ACD/22	Verified
23	Class Diary	ACD/23	
24	Open Courses	ACD/24	Verified
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	ACD/25	Verified
26	Innovative Teaching / E-Resources Development	ACD/26	
27	Library and book bank	ACD/27	
28	Students Seminar	ACD/28	
29	Students Project	ACD/29	
30	Industrial Visit/ Study Tours	ACD/30	
31	On-The-Job Training/ Internships	ACD/31	
32	External Examination Register	ACD/32	
33	Internal Examination Register	ACD/33	
34	University Question Papers	ACD/34	
35	Internal Exam Question Papers	ACD/35	
36	Internal Examination Mark lists	ACD/36	
37	Results and Result Analysis	ACD/37	
38	Open House (Class PTA meetings)	ACD/38	
39	Feedback on Curriculum	ACD/39	
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	SPP/40	Verified
41	Students Welfare/ Scholarship	SPP/41	Verified
42	Helen's House (Differently abled)	SPP/42	Verified

	students)		
43	Grievance Redressal	SPP/43	Verified
44	Bridge Course	SPP/44	Verified
45	Remedial Coaching/SSP	SPP/45	Verified
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	SPP/46	Verified
47	Co curricular activities(ASAP/NSS/NCC, etc)	SPP/47	Verified
48	Extracurricular activities (Cultural/Sports/Literary etc)	SPP/48	Verified
49	Career Guidance	SPP/49	Verified
50	Counselling/Premarital counselling	SPP/50	Verified
51	Class Tutorial	SPP/51	Verified
52	Alumni	SPP/52	Verified
	RESEARCH (RSR)		
53	Teachers Research Projects	RSR/53	Verified
54	Seminars/Workshops	RSR/54	
55	Books/Paper Publications	RSR/55	
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	RSR/56	Verified
57	Consultancy/ MoU/ Collaborations	RSR/57	
58	Student Research Projects/Publications/Presentations	RSR/58	
59	Journals	RSR/59	
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	EXT/60	Verified
61	Environmental Awareness Programmes	EXT/61	
62	Energy Conservation Programmes	EXT/62	
63	Soft Skill Development Programmes	EXT/63	
64	Swachh Bharat/Unnat Bharat Abhiyan	EXT/64	
65	Innovative activities	EXT/65	To be rearranged
	MISCALANEOUS (MSL)		
66	Department Journals	MSL/66	
67	Department Magazines	MF/67	
68	Special Events	MF/68	