**All HoDs are requested to please kindly take note of the following guidelines:**

* **Please instruct your office staff NOT to copy the format but to download the actual given format from the intranet, and work / type within it.Since the format is given in protected template, no change can be made (tables, serial numbersetc).**
* **Put NIL against serial number if there is no entry.**
* **Publication details to be given as per format provided. *Those ‘in press’ or ‘accepted for publication’ need not be included.***
* **As per resolution passed by the Editorial Board ALL HoDs ARE REQUESTED TO PUT UP THE FINAL DRAFT OF THE ANNUAL REPORT AT THEIR DEPARTMENTAL COMMITTEE FOR APPROVAL AND SIGNATURE OF ALL COLLEAGUES. NO INDIVIDUAL CASES OF OMISSIONS WILL BE ENTERTAINED AFTER THEIR SUBMISSION.**
* **Incomplete submissions from departments (details of projects, publications, seminars etc.) will be rejected at the time of editing work, as it will be assumed that the report has undergone a thorough checking at the departmental level.**

**Last date of submission of Annual Reports by Deans and Heads of Departments in SOFT and HARD copy to IQAC is *24th June, 2022*.**

***These guidelines may kindly be xeroxed by the HoD and circulated to all faculty of the department.***

**ANNUAL REPORT 2021-2022**

(Format for Academic Departments)

**New Format for MZU Annual Report 2021-2022**

**1**. **Name of the School :**

(a) Name of the Department :

(b) Year of Establishment :

(c) Year of First Intake of Student :

**2.** (a) Name of the Head of Department :

(b)Phone No. Department :

(c) Residence :

(d) E-mail :

(e) Dept. Fax :

**3. Brief Introduction (Maximum 150 words):**

**4. (a)Position of Teaching Faculty:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Name** | **Designation** | **Degree & University/Institute from which awarded**  **(PG & Research Degrees only)** | **Subject Specialization** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**(b) Details of Guest Lecturers under year of report:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Name** | **Research Degrees** | **Subject Specialization** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**(c) Number of Visiting Fellows :**\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Student Intake Capacity :**\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Teaching and Non-Teaching Staff in the Department (Designation of non-teaching staff may be denoted):**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Designation** | **SC** | | | | **ST** | | | | **OBC** | | | | **Gen.** | | | | **Total** | | | |
| **Reg.** | | **Cont.** | | **Reg.** | | **Cont.** | | **Reg.** | | **Cont.** | | **Reg.** | | **Cont.** | | **Reg.** | | **Cont.** | |
| **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** |
| Professor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Associate Professor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Assistant Professor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sr. Technical Assistant |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Technical Assistant |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Assistant |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| UDC |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| LDC |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Peon |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**7. (a) Details of the Courses (CBCS) Conducted by the Department :**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | **Total Credit:** |
| **I**  **Semester** | **Code** | | **Course Title** | | | **Credit** | **Course in-charge** |
|  | |  | | |  |  |
|  | |  | | |  |  |
|  | |  | | |  |  |
|  | |  | | |  |  |
|  |  | |  | | |  |  |
|  | | | | | | | |
|  |  | | | | | | **Total Credit:** |
| **II**  **Semester** | **Code** | | **Course Title** | | | **Credit** | **Course in-charge** |
|  | |  | | |  |  |
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|  |  | |  | | |  |  |
|  | | | | | | | |
|  |  | |  | |  | | **Total Credit:** |
| **III**  **Semester** | **Code** | | **Course Title** | | **Credit** | | **Course in-charge** |
|  | |  | |  | |  |
|  | |  | |  | |  |
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|  |  | |  | |  | |  |
|  | | | | | | | |
|  |  |  | |  | | | **Total Credit:** |
| **IV**  **Semester** | **Code** | **Course Title** | | **Credit** | | | **Course in-charge** |
|  |  | |  | | |  |
|  |  | |  | | |  |
|  |  | |  | | |  |
|  |  | |  | | |  |
|  |  | |  | | |  |

**(b) Courses Conducted by the Department for Ph.D. programme :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Courses** | **Compulsory/**  **Optional / Practical** | **Number of Credits** | **Name of the**  **Course in-Charge** |
|  |  |  |  |
|  |  |  |  |

**(c) Courses Conducted by the Department for M.Phil. programme :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Courses** | **Compulsory/**  **Optional / Practical** | **Number of Credits** | **Name of the**  **Course in-Charge** |
|  |  |  |  |
|  |  |  |  |

**8. Allied and Cognate Subjects:**

|  |  |
| --- | --- |
| **Allied Subjects** | **Cognate Subjects** |
|  |  |
|  |  |

**9. (a) Student Particulars (Specify the semester):**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Courses/ Semester** | | **SC** | | **ST** | | **GENERAL** | | **OBC** | | **TOTAL** | |
| **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** |
| **1.** | **U.G. :** | |  |  |  |  |  |  |  |  |  |  |
|  | **I Sem.** |  |  |  |  |  |  |  |  |  |  |
| **II Sem.** |  |  |  |  |  |  |  |  |  |  |
| **III Sem.** |  |  |  |  |  |  |  |  |  |  |
| **IV Sem.** |  |  |  |  |  |  |  |  |  |  |
| **V Sem.** |  |  |  |  |  |  |  |  |  |  |
| **VI Sem.** |  |  |  |  |  |  |  |  |  |  |
| **VII Sem.** |  |  |  |  |  |  |  |  |  |  |
| **VIII Sem.** |  |  |  |  |  |  |  |  |  |  |
| **2.** | **P.G. :** |  |  |  |  |  |  |  |  |  |  |  |
|  | **I Sem.** |  |  |  |  |  |  |  |  |  |  |
| **II Sem.** |  |  |  |  |  |  |  |  |  |  |
| **III Sem.** |  |  |  |  |  |  |  |  |  |  |
| **IV Sem.** |  |  |  |  |  |  |  |  |  |  |
| **3.** | **M.Phil.** | |  |  |  |  |  |  |  |  |  |  |
| **4.** | **Ph.D.** | |  |  |  |  |  |  |  |  |  |  |

**(b) Students Support and progress :**

**(i) No. of Student outside the state :**\_\_\_\_\_\_\_\_\_ **Male :** \_\_\_\_\_ **Female :** \_\_\_\_\_\_

**(ii) No. of International Student :**\_\_\_\_\_\_\_\_\_ **Male :** \_\_\_\_\_ **Female :** \_\_\_\_\_\_

**(iii) Students belonging to Physically Challenged :**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SC** | | **ST** | | **General** | | **OBC** | | **Total** | |
| **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** |
|  |  |  |  |  |  |  |  |  |  |

**(c) Annual Average Percentage of Attendance of Students :** \_\_\_\_\_\_\_\_\_\_\_\_

**(d) Course/Programme-wise Distribution of Pass Percentage:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of Programme / Semester** | **Total No. of Students appeared** | **Division** | | | |
| **Distinction%** | **I%** | **II%** | **Pass%** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**(e) Study Tour/ CSST conducted under year of report :** \_\_\_\_\_\_\_\_\_\_\_\_

**(f) Achievement of students if any, under year of report :**

**10. (a) Details of Scholars Registered for Ph.D. programme under year of report:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Name of the Scholars** | **Registration No.** | **Title of Dissertation/Thesis** | **Name of Supervisor(s)** |
|  |  |  |  |  |
|  |  |  |  |  |

**(b) Details of Scholars Registered for M.Phil. programme under year of report:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Name of the Scholars** | **Registration No.** | **Title of Dissertation/Thesis** | **Name of Supervisor(s)** |
|  |  |  |  |  |
|  |  |  |  |  |

**11. Details of total Scholars enrolled for M.Phil. /Ph.D. programme in the department:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **M. Phil.** | | | | | | | | | | **Ph. D.** | | | | | | | | | |
| **Name of**  **Supervisor** | **Designation** | **SC** | | **ST** | | **OBC** | | **Gen** | | **Total** | | **SC** | | **ST** | | **OBC** | | **Gen.** | | **Total** | |
| **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**12. (a) Details of candidates qualified for the M.Phil. / Ph.D. degree under year of report:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Name** | **Registration No.** | **Title of Dissertation/ Thesis** | **Supervisor** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |

**(b) Details of faculty qualified for the M.Phil. / Ph.D. degree under year of report:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Name** | **Registration**  **No.** | **Title of Dissertation/ Thesis** | **Supervisor** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |

**13. Details of students who are receiving Fellowship/Financial Support:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Variables** | **Details** | **SC** | | | **ST** | | | **OBC** | | | **Gen.** | | | **Grand**  **Total** | |
| **M** | **F** | **Total** | **M** | **F** | **Total** | **M** | **F** | **Total** | **M** | **F** | **Total** | **M** | **F** |
| **Course** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Details of Fellowship/scholarship/financial support received by students/**  **scholars** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**14. Initiatives undertaken towards faculty development:**

|  |  |
| --- | --- |
| **Development Programme** | **No. of faculty benefited** |
| Refresher Courses |  |
| UGC-Faculty Improvement programme |  |
| HRD programme |  |
| Orientation programme |  |
| Faculty Exchange programme |  |
| Staff Training conducted by the University |  |
| Summer/ Winter Schools, Workshops etc. |  |
| Others |  |

**15. Number of papers presented/ chaired sessions / attended in Seminars / Conferences / Workshops / Symposium; Invited Lectures given / attended by Teaching Faculty in Refresher Course/ Orientation Course / Others : (Details in annexure III )**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Name of faculty** | **Number** | | | | |
| **International** | **National** | **Regional** | **State** | **Total** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**16. No. of Conference / Seminar organized by the department:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Level** | **International** | **National** | **State** | **University** | **College** |
| Number |  |  |  |  |  |
| Sponsoring Agencies |  |  |  |  |  |

**17. No. of Collaborations of Conference / Seminar organized by the department:**

|  |  |  |
| --- | --- | --- |
| **International** | **National** | **Any other** |
|  |  |  |

**18. On-going Major/Minor Research Projects at the Department: (Details in annexure II )**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **I** | **II** | | | | | | | | **III** | **IV** | **V** | | **VI** | **VII** | **VIII** |
| **Title of the Project** | **Nature of project** | | | | | | | | **Funding/ Sponsoring Agency** | **Amount**  **(Rs)** | **Duration**  **(Year)** | | **Name of Principal Investigator / Co-PI** | **Sanctioned** | **Submitted** |
| **Major** | **Minor** | **Interdisciplinary Projects** | **Industry sponsored** | **Projects sponsored by university/ colleges** | **Consultancy** | **Any other (Please specify)** | **Total** | **From** | **To** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**19. Research funds sanctioned and received from various funding agencies, Industry and other organization:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nature of project** | **Duration / year** | **Name of the funding agency** | **Total grant sanctioned** | **Received** |
|  |  |  |  |  |
|  |  |  |  |  |

**20. Number of Candidates Qualified in NET/SLET Examination in the year under report:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **NET/SLET for Lectureship** | | **NET/SLET for**  **Junior Research Fellowship** | |
| **M** | **F** | **M** | **F** |
| **SC** |  |  |  |  |
| **ST** |  |  |  |  |
| **OBC** |  |  |  |  |
| **General** |  |  |  |  |
| **Total** |  |  |  |  |

**21. Number of Publications of Faculty: (*Details in Annexure I*)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of publications** | **Number** | | |
| **International** | **National** | **Others** |
| Papers in Peer Reviewed Journals |  |  |  |
| Papers in Non-Peer Reviewed Journals |  |  |  |
| Papers in e-Journals |  |  |  |
| Conference Proceedings |  |  |  |
| Authored Books |  |  |  |
| Edited Books / Journals |  |  |  |
| Monographs |  |  |  |
| Chapter in books |  |  |  |

**22. (a) Any other information relating to the Department (RCs/ Seminars/ Workshops**

**organized by faculty members):**

**(b) Awards given to teachers / students, invited / special lectures, (innovative/ best practices introduced by the department etc. to be included):**

**(c) Number of Successful candidates in Public service examinations ( IAS / IPS / State PSC / UPSC /others) in the year under report:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **UPSC** | | | | **State PSC** | | | |
|  | **M** | **F** | **Total** |  | **M** | **F** | **Total** |
| **IAS** |  |  |  | **State Civil Service** |  |  |  |
| **IPS** |  |  |  | **State Police Service** |  |  |  |
| **Others** |  |  |  | **Others** |  |  |  |

**(d) Number of patents received during the year: \_\_\_\_\_\_\_\_\_\_\_**

**(Please see enclosed tables for Sl.Nos. 15&21 below)**

**ANNEXURE - III**

***(Annexure for Sl.No.15 – No. of Paper presented / chaired sessions / attended in seminars/ Conferences / Workshops/ Symposium; Invited Lectures given / attended by Teaching Faculty in Refresher Course/ Orientation Course / Others)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of Teacher** | **Name of Programme** | **Venue** | **Date** |
|  |  |  |  |  |
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**ANNEXURE - I**

***( Annexure for Sl. NO. 21 – Number of Publications of Faculty)***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Name (Last name first)** | **Year** | **Title of**  **Chapter/**  **Research**  **paper** | **Name of**  **book/**  **journal** | **Publication**  **details (Place/**  **Publishers) with**  **ISBN/ISSN** | **Vol. No.**  **(Issue**  **No.)** | **Page Range** | **Impact**  **Factor** | **Whether**  **Peer-**  **Reviewed**  **or not** |
|
|  |  |  |  |  |  |  |  |  |  |
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