**All Deans 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 numbers etc.).**
* **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 Head of Departments in SOFT (in Microsoft Word Format only) and HARD copy to IQAC is 16*th June 2023***

***IQAC e-mail :*** ***iqacmzu@yahoo.com***

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

**ANNUAL REPORT 2022-2023**

**(1st April 2022 – 31st March 2023)**

(Format for Deans of Schools)

**(Format Revised on 15.05.2023)**

**Format for MZU Annual Report 2022-2023**

1. **Name of School :**
2. **Name of the Dean :**
3. **Contact Details :**
4. **Office Phone :**
5. **Residence Phone No. :**
6. **Mobile Phone No. :**
7. **Fax No. :**
8. **E-Mail ID of the Dean :**
9. **Number of School Board Meetings held under year of report (Local / Full Board) :**
10. **Names of External Members in the School Board :**

|  |  |
| --- | --- |
| **Names** | **University / Institute** |
|  |  |
|  |  |
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|  |  |
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1. **Brief Introduction about the School (Maximum 100 words):**
2. **Staff Position at Dean’s Office under year of report :**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.****No.** | **Designation** | **SC** | **ST** | **OBC** | **Gen** | **Total** |
| **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |  |  |  |  |  |

1. **Particulars about the Teaching Faculty in the Departments under the School (under year of report) :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of****the****Deptt.** | **Professor** | **Associate Professor** | **Assistant Professor** |
| **SC** | **ST** | **O****B****C** | **Gen** | **Total** | **SC** | **ST** | **O****B****C** | **Gen** | **Total** | **SC** | **ST** | **O****B****C** | **Gen** | **Total** |
| **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M****F** | **M****F** | **M** | **F** | **M****F** | **M** | **F** | **M****F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **MF** |
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