**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 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.**
* **Only attended/participated seminar/symposia/conference may be excluded in Sl. No. 15.**
* **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 ( in Microsoft Word file only) and HARD copy to IQAC is 16th 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 Academic Departments)**

**(Revised on 15.05.2023)**

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

**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 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MTS |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**7. (a) Details of the Courses (CBCS/NEP/others) 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. / 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.** |  |  |  |  |  |  |  |  |  |  |
| **IX** |  |  |  |  |  |  |  |  |  |  |
| **X** |  |  |  |  |  |  |  |  |  |  |
| **2.** | **P.G. :** | **I Sem.** |  |  |  |  |  |  |  |  |  |  |
| **II Sem.** |  |  |  |  |  |  |  |  |  |  |
| **III Sem.** |  |  |  |  |  |  |  |  |  |  |
| **IV Sem.** |  |  |  |  |  |  |  |  |  |  |
| **3.** | **M.Phil.** | **Admitted students in the academic year 2022-2023** |  |  |  |  |  |  |  |  |  |  |
| **Total No.of Students as on June 2023** |  |  |  |  |  |  |  |  |  |  |
| **4.** | **Ph.D.** | **Admitted students in the academic year 2022-2023** |  |  |  |  |  |  |  |  |  |  |
| **Total No.of Students as on June 2023** |  |  |  |  |  |  |  |  |  |  |

**(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. / 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:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme** | **Details of Fellowship/ scholarship/ financial support received by students /scholars** | **SC** | | | **ST** | | | **OBC** | | | **Gen.** | | | **Grand**  **Total** | |
| **M** | **F** | **Total** | **M** | **F** | **Total** | **M** | **F** | **Total** | **M** | **F** | **Total** | **M** | **F** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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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. No. of Paper presented / chaired sessions in seminars/ Conferences / Workshops/ Symposium; Keynote / Invited Lectures given / attended by Teaching Faculty in Refresher Course/ Orientation Course / Others: (*Details in Annexure I*)**

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

**16. No. of Conference /collaborations of Conference/Workshop/Refresher Course/ Orientation Course / FIP/FDP/Seminar organized by the department:**

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

**17. On-going Major/Minor Research Projects at the Department:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of the Scheme /Project/ Endowments/ Chairs** | **Name of the Principal Investigator/ Co Investigator (if applicable)** | **Name of the Funding agency** | **Type (Government/Non-Government)** | **Department** | **Year of Award** | **Funds provided (INR in lakhs)** | **Duration of the project** |
|  |  |  |  |  |  |  |  |

**18. 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** |  |  |  |  |

**19. Number of Publications of Faculty: (*Details in Annexure II*)**

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

**20. (a) Awards given to teachers / students, invited / special lectures, (innovative/ best**

**practices introduced by the department etc. to be included):**

**(b) 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** |  |  |  |

**(c) Number of patents received during the year: \_\_\_\_\_\_\_ (Details in annexure-III)**

**ANNEXURE - I**

***(Annexure for Sl.No.15 – No. of Paper presented / chaired sessions in Seminars/ Conferences / Workshops/ Symposium; Keynote / 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 - II**

***( Annexure for Sl. NO. 20 – Number of Publications of Faculty)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title of Paper** | **Name of the Author/s** | **Department of the Teacher** | **Name of Journal** | **Year of Publication** | **ISSN Number** | **Link to the recognition in UGC enlistment of the Journal** |
|  |  |  |  |  |  |  |
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**ANNEXURE – III**

***( Annexure for Sl. NO. 20(c) – Number of Patents of Faculty)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Patenter** | **Patent Number** | **Title of Patent** | **Year of Award/Published/Filed of Patent** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |