**Osmania University**

**Departmental Information for uploading in the website**

**Name of the Department:**

**Name of the college:**

**MENU**

1. **About Department**: 1-2 pages information. Departmental Brochure (to view on click) [Annexure I]
2. Programme offered: UG/PG/PhD/others

|  |  |
| --- | --- |
| Name of the Programme |  |
| Duration |  |
| Seats sanctioned |  |
| Fee |  |
| Eligibility |  |
| CO/PO/PSO/PEO | Link |

**\*One table for each programme offered. Provide Outcomes separately even if they are part of syllabi to upload and get the link. [Annexure II]**

1. **Faculty & Staff**

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| --- | --- | --- | --- |
| Name of the Faculty | Telephone No/s | E-mail | CV |
| Head of the Department | | | |
|  |  |  | (to view on click) |
| Chairperson, BOS | | | |
|  |  |  |  |
| Professor (Emeritus) | | | |
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| Professor | | | |
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| Associate Professor | | | |
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| Assistant Professor | | | |
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| Assistant Professor (C) | | | |
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| Part-time Faculty | | | |
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| **Office Staff** | | | |
| **Name** | | **Phone No** | |
| Superintendent | | | |
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| Stenographer | | | |
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| Senior Assistant/ Senior Technician | | | |
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| Junior Assistant/ Junior Technician | | | |
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| Library Assistant | | | |
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| Other Lab Staff | | | |
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\*Pdf of CV of each faculty member with Photo to be submitted for uploading for link.

1. **Departmental Facilities**
2. **List of well-established laboratories / classrooms / other facilities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Laboratory/Classroom/other rooms** | **Room no allotted** | **For what it is used** | **Accommodation Capacity** | **Dimensions** |
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1. **List of the instruments available for the use of students and research scholars**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Name of the instrument** | **Make and model** | **Year of purchase** | **Funding agency** | **Used by** |
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1. **ICT facilities**

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| **S.No.** | **Name of the ICT facility** | **Available in room no.** | **Purpose** |
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1. **Any Other Facilities**

\*Provide with Geo-tagged photos of the facilities to upload

1. **Research projects sanctioned and in Progress from 2018 onwards**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.**  **No.** | **Title of the Project and Sanction Letter No.** | **Funding Agency** | **Sanctioned amount (in Lakhs)** | **Duration of the Project** | **Supervisor/ Principal Investigator/**  **Co-investigator** | **No. of research fellows/ man power** | **Objectives** | **Outcomes** |
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1. **Research Scholars : Working in this academic year**

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| **S.**  **No.** | **Name of the Supervisor/ Co-supervisor** | **Name of the PhD Scholar** | **Full time/ Part time** | **Date of registration** | **Registration No.** | **Availing fellowship** | **Funding agency** | **Research topic** | **Likely date of completion** |
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1. **Alumni**

Alumni members (Batchwise if possible)

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| **S.**  **No.** | **Programme name**  **(UG/PG/PhD/ others)** | **Batch** | **Name and Photo (if possible)** | **Current affiliation/ designation** | **Official address** | **Permanent Address** | **Contact E-mail** |
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\* Form for Alumni registration to be provided [**Annexure III**]

1. **Gold medals for students in the department**

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| --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Name of the Programme** | **Title of the Medal** | **Who instituted the medal** | **To whom it is given** | **Year of institution** | **Any other information** |
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1. **Milestones of the Department (since inception):**

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| --- | --- |
| **Month and year** | **Achievements** |
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1. **Contact Us**

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| --- | --- |
| Head of the Department | Chairperson, BoS |
| Name:  Department of  Address  Telephone:  E-mail | Name:  Department of  Address  Telephone:  E-mail |

**RELATED LINKS**

1. **Notice Boards: General notices / Departmental Circulars / Notifications**

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| --- | --- | --- |
| S.No. | Date | Title with dates of the events |
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\*Submit pdfs of the details with S.No. for uploading

1. **Activities**

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| --- | --- | --- |
| **S.No.** | **Date** | **Celebrations/ Monthly reports / Student activities etc.** |
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Submit pdfs with of the details S.No. for uploading

1. **Annual reports**

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| --- | --- | --- |
| 1 | Annual Report 2017-18 | PDF |
| 2 | Annual Report 2018-19 | PDF |
| 3 | Annual Report 2019-20 | PDF |
| 4 | Annual Report 2020-21 | PDF |
| 5 | Annual Report 2021-22 | PDF |
| 6 | Annual Report 2022-23 | PDF |

\*Submit PDF for uploading to get website link

1. **Approved publishers**

List of publishers (Publishers of books in library/seminars)

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Publisher | Place | International/National |
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1. **Attendance of the students**

Semester-wise: Mid-Sem and End Sem Attendance of this academic year **[Annexure IV enclosed separately]**

1. **Syllabi and Scheme**

Syllabi of all the Programmes and all the courses to be given along with the scheme of evaluation.

1. **Time table**

Time tables of all the Programme’s - semester-wise of this academic year

1. **Student notices**

Timetables, Notices, Guest lectures, Cultural, Festival circulars, Exams, Scholarships, Gold medals

1. **Learning Resources**

Each faculty member may give 4-5 pages material of their topics taught- (with coloured titles and subtitles, figures etc.) / Links to the books / video sessions etc.

1. **Teaching Plans:**

Teaching plans for each module /unit /Chapter (hourly teaching distribution of the module)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Programme** | | **Semester** | **Course** | **Module** | |
|  | |  |  |  | |
| **S.No.** | **Topic** | | | | **No. of hours** |
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\*Separate tables for each module /unit /chapter

1. **Committees**
2. Departmental committees-Academic/Administrative/Technical/ RDC/BoS-UG and PG

II. Students-Departmental Committees-Cultural, Alumni, Placements, Student council members

\*List of the committees from 2018 onwards and order copies to be provided.

**III. Details of the Student Council**

**Academic Year:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Year and Semester** | **Class** | **Name of the student with Roll No.** | **Gender** | **Phone No.** | **E-mail** |
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1. **Minutes of the meetings**

Minutes of all the meetings pdf of the scanned copies to be provided. Action taken if any.

1. **Seminars/Workshops/Guest Lectures**

List of the events organized and the brochure and programme sheets

1. **Best Practices of the department**

|  |  |
| --- | --- |
| S.No. | Best Practice |
| 1 | Name of the best practice:  Year of practice:  Objectives:  Outcomes of the practice:  Limitations:  Is the practice continued: |
| 2 | Name of the best practice:  Year of practice:  Objectives:  Outcomes of the practice:  Limitations:  Is the practice continued: |

\*Add rows according to the requirement.

**Annexure I**

**Brochure information**

Name of the department

Name of the College

About the department

Vision

Mission

Milestones of the department

Programmes offered

List of Faculty (Group Photo with department name)

Infra-structure -Photos

Sophisticated /special equipment Photos

ICT tools

Research projects On-going projects year-wise 2018-19 onwards

Number of Research publications -National/International

Patents

Number of Research supervisors, Research scholars

Books

National and International Collaborations / MoUs

Placements

Alumni

Other activities

Contact details

\*Photos/Charts/ Tables wherever necessary

**Annexure II**

**CO/PO/PSO/PEO**

Name of the Department:

Name of the Programme:

|  |  |  |
| --- | --- | --- |
| VISION | | |
|  | | |
| MISSION | | |
|  | | |
| Programme Outcomes (PO) | | |
| PO1  PO2  PO3  PO4 | | |
| Programme Specific Outcomes (PSO) | | |
| PSO1  PSO2  PSO3  PSO4  PSO5 | | |
| Courses Outcomes (CO) | | |
| Semester I | | |
| Course Code | Course Title | Course Outcome |
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\* CO/PO/PSO/PEO should be submitted separately for each programme offered.

**Annexure III**

**Alumni Registration Form**

**Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Osmania University, Tarnaka, Hyderabad- 500 007, TS, INDIA**

**Batch ( )**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME: | | | | | | **Recent Photo** |
| **Academic Qualification: Obtained from Department:** | | | | | | |
| **Year** | **Degree (BE /BTech/ BA/BCom/ BSc (Hons) / BSc/ BBA /BCA/ BEd /LLB/ ME /MTech /MA /MCom /MSc/ MEd / MPE/ LLM/ MBA/ MCA/ PhD /Diploma/ PG Diploma/ Others** | | | **University** | | |
|  |  | | |  | | |
|  |  | | |  | | |
| **Additional qualifications** |  | | |  | | |
| **Current Position:** | | | | | | |
| **Company / Institute** | | **Designation** | | | **Working Since** | |
|  | |  | | |  | |
| **Contact Address:** | | | | | | |
| **Work place:** | | | **Residence:** | | | |
| **Tel. Work :** | | | **Tel. Res.** | | | |
| **Mobile Work:** | | | **Mobile Personal:** | | | |
| **Email Work:** | | | **Email Personal:** | | | |
| ***Any Additional Information:*** | | | | | | |
|  | | | | | | |

Please fill the form and send as email attachment to **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**