**Osmania University**

**The Annual Quality Assurance Report (AQAR) of the IQAC**

**2022-2023 (July 01, 2022 to June 30, 2023)**

**\*Filled in forms should be submitted along with the attachments mentioned under the tables.**

**HEAD OF THE DEPARTMENT/ PRINCIPAL OF THE COLLEGE**

1.1 **Curriculum Design and Development**

* + 1. - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the University

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\*Send the relevant Supporting document(copy of files incorporating Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) in the syllabus of each programme UG & PG, **minutes of BoS).**

**1.1.2 Number of programmes where syllabus revision was carried out during the year**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme Code**  | **Programme name**  | **Year of Introduction** | **Status of implemetation of CBCS / elective course system (Yes/No)** | **Year of implemetation of CBCS / elective course system** | **Year of revision (if any)** | **If revision has been carried out in the syllabus during the year, Percentage of content added or replaced** | **Link to the relevant document** |
|   |   |   |   |   |   |   |   |

**\*** Send the relevant Supporting document(copy of files incorporating Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) in the syllabus of each programme UG & PG, **minutes of BoS).**

**1.2.2 Number of Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented during the year**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme Code**  | **Programme name**  | **Year of Introduction** | **Status of implemetation of CBCS / elective course system (Yes/No)** | **Year of implemetation of CBCS / elective course system** | **Year of revision (if any)** | **If revision has been carried out in the syllabus during the year, Percentage of content added or replaced** | **Link to the relevant document** |
|   |   |   |   |   |   |   |   |

**\* Send the Relevant Supporting Document(Minutes of BoS meeting, University letter stating implementation of CBCS by the institution, Structure of the program clearly indicating courses, credits/Electives as approved by the competent board.).**

**1.1.3.1 Number of courses having focus on employablility / enerpreneurship/ skill development during the year**

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| --- | --- | --- | --- | --- |
| **Name of the Course** | **Course Code** | **Year of introduction** | **Activities/Content with direct bearing on Employability/ Entrepreneurship/ Skill development** | **Link to the relevant document** |
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**\* Send the Relevant Supporting Document – (copy of** UG & PG Syllabus**: outcomes and syllabus of employablility / enerpreneurship/ skill development courses, minutes of BoS; Reflection of mapping the courses to employability / entrepreneurship / skill development)**

**1.2.1 Number of new courses introduced of the total number of courses across all programs offered during the year**

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| --- | --- | --- | --- | --- |
| **Name of the Course** | **Course Code** | **Year of introduction** | **Activities/Content with direct bearing on Employability/ Entrepreneurship/ Skill development** | **Link to the relevant document** |
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**\* Send the Relevant Supporting Document – (copy of** UG & PG**: outcomes and syllabus of employablility / enerpreneurship/ skill development courses, minutes of BoS)**

**1.3 Curriculum Enrichment**

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

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**\* Send the Relevant Supporting Document (copy of** UG & PG**: outcomes and syllabus** relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, minutes of BoS)

**1.3.2Number of value-added courses for imparting transferable and life skills offered during the year**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name of the value added courses (with 30 or more contact hours)offered**  | **Course Code (if any)** | **Year of offering**  | **No. of times offered during the same year** | **Duration of course** | **Number of students enrolled in the year** | **Number of Students completing the course in the year** |
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**\*Send the Relevant Supporting Document (copy of** UG & PG**: outcomes and syllabus** relevant **value-added courses for imparting transferable and life skills, minutes of BoS, brochure)**

**1.3.3 Total number of students enrolled in the courses under 1.3.2 above**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name of the value added courses (with 30 or more contact hours)offered**  | **Course Code (if any)** | **Year of offering**  | **No. of times offered during the same year** | **Duration of course** | **Number of students enrolled in the year** | **Number of Students completing the course in the year** |
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**\*Send the Relevant Supporting Document (List of enrolled students in such courses year wise)**

**1.3.4 Number of students undertaking field projects/ research projects/ internships during the year**

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| --- | --- | --- | --- |
| **Programme name** | **Program Code** | **List of students undertaking field projects /research projects / internships** | **Link to the relevant document** |
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**\*Send the Relevant Supporting Document (copy of List of students, relevant certificates of the project dissertations, Internship completion certificate from the organization where internship was completed along with the duration; Report of the field visit / sample photographs of the field visit / permission letter from the competent authority will be considered.)**

**1.4.1 Structured feedback for design and review of syllabus – semester wise / year wise is received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni 5) Parents for design and review of syllabus Semester wise / during the year
Options:**A. Any 4 of above
B. Any 3 of above
C.Any 2 of above
D.Any 1 of above
E. None of the above

**\*Send the Relevant Supporting Document (Stakeholder feedback analysis report, Action taken report of the Institution on feedback report as minutes by the Governing Council, Syndicate, Board of Management and IQAC**.**))**

**1.4.2 Feedback processes of the institution may be classified as follows:**A. Feedback collected, analysed and action taken and feedback available on website
B. Feedback collected, analysed and action has been taken
C. Feedback collected and analysed
D. Feedback collected
E. Feedback not collected

**\*Send the Relevant Supporting Document (Stakeholder feedback report, Action taken report of the Institution on feedback report as minutes by the Governing Council, Syndicate, Board of Management.)**

**2.1.1Average percentage of students from other states and countries during the last five years**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **2018-19** | **2019-20** | **2020-21** | **2021-22** | **2022-23** |
| **No. of Students** |  |  |  |  |  |
| **Percentage** |  |  |  |  |  |

**(Send the Relevant Supporting Document • Copy of the domicile certificate/passport from respective states / countries**

**• Previous degree/ Matriculation / HSC certificate from other state or country**

**• In case of large data, the DVV will seek for the relevant documents for specific list of students during DVV clarification.**

**• Mere list of students without relevant documents will not considered)**

**2.1.2 Demand Ratio (Average of last five years) --------------**

**(Send Document relating to sanction of intake approved by competent authority, Extract of number of application received in each program)**

**2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Send • Copy of letter issued by state govt. or Central Government Indicating the reserved categories to be considered as per the state rule (in English as applicable) • Final admission list published by the HEI approved by competent authority • Admission extract submitted to the state OBC, SC and ST cell every year. • Initial reservation of seats for admission.)**

**2.2 Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the studentsand organises special Programmes for advanced learners and slow learners

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**\*Send the Relevant Supporting Document (copy of Projects/internships/assignments for advanced learners; remedial classes arrangements, attendance and material for slow learners.**

**2.2.2 - Student - Full time teacher ratio during the year**

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| --- | --- |
| **Number Students** | **Number Teachers** |
|  |  |

**\*Send the Relevant Supporting Document (copy of Approved list of faculty and Approved list of students)**

**2.2.3 Percentage of differently abled students (Divyangjan) on rolls (current year data) \_\_\_\_\_\_\_\_\_\_\_\_**

**(Send Copy of disability certificate indicating the differently-abled status/Unique Disability Identification card scan copy)**

**2.3 Teaching- Learning Process**

**2.3.1 Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences**

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**\*Send the Relevant Supporting Document (copy of Geo-tagged photos or video recordings of the programmers conducted such as experiential learning, participative learning and problem-solving methodologies)**

**2.3.2 Teachers use ICT enabled tools including online resources for effective teaching and learning processes during the year**

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**\*Send the Relevant Supporting Document (• List of teachers using ICT enabled learning facility. • LMS website/ Academic management system. • Link of LMS, moodles etc, link of resources created • Geotagged Photos,Links or copy of List of online resources, screen shots)**

**2.3.3 - Ratio of students to mentor for academic and other related issues during the last five years**

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**2.3.3.1 - Number of mentors**

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| --- | --- | --- | --- | --- | --- |
| **Year** | **2018-19** | **2019-20** | **2020-21** | **2021-22** | **2022-23** |
| **No. of Students** |  |  |  |  |  |
| **No of Faculty** |  |  |  |  |  |

(\***Send • Copy of circular pertaining the details of mentor and their allotted mentees • Approved Mentor list as announced by the HEI • Allotment order of mentor to mentee by the competent authority • In addition, issues raised and resolved in the mentor system has to be attached mentor-wise**)

**2.4 Teacher Profile and Quality**

**2.4.1 Number of full time teachers against sanctioned posts during the year & 2.4.3 Total teaching experience of full time teachers in the same institution during the year**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of the Full-time teacher** | **PAN** | **Designation**  | **Year of appointment** | **Nature of appointment (Against Sanctioned post, temporary, permanent)** | **Name of the Department** | **Total years of Experience in the same institution** | **Is the teacher still serving the institution/If not last year of the service of Faculty to the Institution** |
|   |   |   |   |   |   |   |   |
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**\*Send the Relevant Supporting Document (copy of appointment letter of permanent and full-time contract teachers)**

**2.4.2 Number of full time teachers with Ph.D./D.M/M.Ch./D.N.BSuperspeciality/D.Sc./D’Lit. During the year.**

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| --- | --- | --- | --- |
| **Name of full time teacher with Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D’Lit.**  | **Qualification (Ph.D./D.M/M.Ch./D.N.BSuperspeciality/D.Sc./D’Lit. ) and Year of obtaining**  | **Whether recognised as research Guide for Ph.D./D.M/M.Ch./D.N.BSuperspeciality/D.Sc./D’Lit.**  | **Year of Recognition as Research Guide** |
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**\*Send the Relevant Supporting Document (copy of PhD certificate of permanent and full-time contract teachers)**

**2.4.3.1 - Total experience of full-time teachers**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of the Full-time teacher** |  **PAN** | **Designation**  | **Year of appointment** | **Nature of appointment (Against Sanctioned post, temporary, permanent)** | **Name of the Department** | **Total years of Experience in the same institution** | **Is the teacher still serving the institution/If not last year of the service of Faculty to the Institution** |
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**\*Send the Relevant Supporting Document(Appointment letters, Experience certificates)**

2.4.4 - Total number of full time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognized bodies during the year

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| 2.4.4 Total number of full time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognised bodies during the year &**3.4.2** The institution provides incentives to teachers who receive state, national and international recognitions/awards 1.Commendation and monetary incentive at a University function2.Commendation and medal at a University function3. Certificate of honor4.Announcement in the Newsletter / website |
| **Name of full time teachers receiving awards from state level,national level, international level** | **Year of Award** |  **PAN** | **Designation**  | **Name of the award, fellowship, received from Government or Government recognised bodies** | **Name of the Awarding Agency** | **Incentives/Type of the incentive given by the HEI in recognition of the award** | **Link to the relevant documents** |
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**\*Send the Relevant Supporting Document (e-Copies of award letters (scanned or soft copy) for achievements)**

2.6.1 - The institution has stated learning outcomes (generic and programme specific)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents **(Word Format)**

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**\*Send the Relevant Supporting Document (copy of Outcome based course syllabi and link in the website)**

2.6.2 - Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution during the year**(word Format)**

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**\*Send the Relevant Supporting Document (copy of documents like students achievements etc. admitcards for higher education/ appointment orders if employed and their ID cards)**

**2.7 – Student Satisfaction Survey**

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a web link)**

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**3.1 Promotion of Research and Facilities**

3.1.1 - The institution Research facilities are frequently updated and there is well defined policy for promotion of research which is uploaded on the institutional website and implemented **(Word Format)**

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**\*Send the Relevant Supporting Document (Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption**, **copy of any defined policy for promotion of research and link in website)**

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| **3.1.2 The institution provides seed money to its teachers for research (average per year INR in Lakhs)** |
| **Name of the teacher provided with seed money** | **The amount of seed money** | **Year of receiving** | **Link to the policy document for Sanction of seed money / grants for research from the institution** |
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**(Send •Sanction letter of seed money to the faculty is mandatory • Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized.)**

**3.1.3 Number of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the year**

**\*Send the Relevant Supporting Document (copy of sanction letters, etc.)**

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| **Name of the teacher awarded national/ international fellowship/financial support**  | **Name of the award/fellowship** | **Year of Award** | **Awarding Agency** |
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**\*Send the Relevant Supporting Document (copy of sanction letters, bank statements and utilizations certificates if support completed)**

**3.1.5 - Institution has the following facilities to support research**

 Central Instrumentation Centre

 Animal House/Green House

 Museum

 Media laboratory/Studios

 Business Lab

 Research/Statistical Databases

 Moot court

 Theatre

Art Gallery

A. Any 4 or more of the above
 B.Any 3 of the above
 C.Any 2 of the above
 D.Any 1 of the above
 E. None of the above

**\*Send the Relevant Supporting Document (• Videos andGeo-tagged photos and details of the facilities in the department)**

3.1.6 - Number of departments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other recognitions by national and international agencies during the year

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| **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** |  |
|   |   |   |   |   |   |   |   |  |
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**\*Send the Relevant Supporting Document (Sanction letters, amount release letters, Utilization certificate, etc.)**

3.2.1 - Extramural funding for Research (Grants sponsored by the non-government sources such as industry, corporate houses, international bodies for research projects) endowments, Chairs in the University during the year (INR in Lakhs)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
|   |   |   |   |   |   |   |   |
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|   |   |   |   |   |   |   |   |
| **\*Send the Relevant Supporting Document (-copies of the grant award letters for research projects sponsored by nongovernment sources)** 3.2.2 - Grants for research projects sponsored by the government agencies during the year (INR in Lakhs)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
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**\*Send the Relevant Supporting Document (-copies of the grant award letters for research projects sponsored by government sources)** 3.2.3 - Number of research projects per teacher funded by government and non-government agencies during the year |
| **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** |  |
|   |   |   |   |   |   |   |   |  |
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**\*Send the Relevant Supporting Document (Sanction letters, amount release letters, Utilization certificate, etc.)**

3.3.2.1 - Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development year wise during the year

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| --- | --- | --- | --- | --- | --- |
| **Year** | **Name of the workshop/ seminar** | **Number of Participants** | **Date From – To** | **Link to the Activity report on the website** | **Date of establishment of IPR cell** |
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**\*Send the Relevant Supporting Document**

**(Copy of brochure, programme sheet, report of program, geo-tagged photos, certificates etc. forworkshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development only, Detailed program report for each program should be made available)**

3.3.3.1 - Total number of awards / recognitions received for research/innovations won by institution/teachers/research scholars/students year wise during the year

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| 3.3.3 Number of awards / recognitions received for research/innovations by the institution/teachers/research scholars/students during the year |
| 3.3.3.1: Total number of awards / recognitions received for research/ innovations won by institution/teachers/research scholars/students year wise during the year |
| **Title of the innovation** | **Name of the Awardee**  | **Name of the Awarding Agency with contact details** | **Year of Award** | **Category- institution/teacher/research scholar/student** |
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**\*Send the Relevant Supporting Document (copy of award letters orcertificates and recognitions)**

**3.3.4 Number of start-ups incubated on campus during the last five years**

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| --- | --- | --- | --- | --- | --- |
| **Year** | **2018-19** | **2019-20** | **2020-21** | **2021-22** | **2022-23** |
| **No. of Start ups** |  |  |  |  |  |

**(Send copy of sanction order of the University for the Start Ups on campus.)**

3.4.1 - The institution ensures implementation of its stated Code of Ethics for research (**Word file)**

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**\*Send the Relevant Supporting Document (**•**Web link of the approved code of Ethics• Code of ethics as approved by the appropriate board of the university. if any)**

3.4.2 - The institution provides incentives to teachers who receive state, national and international recognitions/awards

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| 1.Commendation and monetary incentive at a University function 2.Commendation and medal at a University function 3. Certificate of honor 4.Announcement in the Newsletter / website  |
| **Name of full time teachers receiving awards from state level,national level, international level** | **Year of Award** |  **PAN** | **Designation**  | **Name of the award, fellowship, received from Government or Government recognised bodies** | **Name of the Awarding Agency** | **Incentives/Type of the incentive given by the HEI in recognition of the award** | **Link to the relevant documents** |
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**\*Send the Relevant Supporting Document (like copy of Vice-chancellor awards/ certificate of honour, given in the recognition of their research papers, patents and projects completed)**

3.4.3.1 - Total number of Patents published/awarded year wise during the year

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| 3.4.3 Number of Patents published/awarded during the year  |  |
| 3.4.3.1: Total number of  Patents published/awarded year wise during the year |  |
| **Name of the Patenter** | **Patent Number** | **Title of the patent** | **Year of Award of patent** |
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**\*Send the Relevant Supporting Document (Copies of the letters of awards and the current status)**

3.4.4.1 - How many Ph.D’s are awarded during the year

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| --- | --- | --- | --- |
| 3.4.4 Number of Ph.D.s awarded per teacher during the year |  |  |  |
| **Name of the PhD scholar** | **Name of the Department** | **Name of the guide/s** | **Title of the thesis** | **Year of registration of the scholar** | **Year of award of PhD** |
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**\*Send the Relevant Supporting Document (**•**Copy of Guideship orders and copy of PhD awarded press release etc.•Co-guides are also considered •Ph.D s awarded by other institutions are also considered)**

3.4.4.2 - Number of teachers recognized as guides during the year

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| --- | --- | --- | --- |
| 3.4.4 Number of Ph.D.s awarded per teacher during the year |  |  |  |
| **Name of the PhD scholar** | **Name of the Department** | **Name of the guide/s** | **Title of the thesis** | **Year of registration of the scholar** | **Year of award of PhD** |
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**\*Send the Relevant Supporting Document (Copy of Guideship orders and copy of PhD awarded press release etc.)**

3.4.5 - Number of research papers per teacher in the Journals notified on UGC website during the year

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| --- | --- | --- | --- |
| 3.4.5 Number of research papers per teacher in the Journals notified on UGC website during the year  |  |  |  |
| **Title of paper** | **Name of the author/s** | **Department of the teacher** | **Name of journal** | **Year of publication** | **PAGE No.S** | **ISSN number** | **Link to the recognition in UGC enlistment of the Journal****(DOI)** |
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**\*Send the Relevant Supporting Document (Copy of reprints of papers/articles published)**

3.4.6.1 - Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings during the year

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| --- | --- |
| 3.4.6 Number of books and chapters in edited volumes published per teacher during the year  |  |
|  |  |  |
| **Sl. No.** | **Name of the teacher** | **Title of the book/chapters published** | **Title of the paper** | **Title of the proceedings of the conference** | **Name of the conference** | **National / International** | **Year of publication** | **ISBN/ISSN number of the proceeding** | **Affiliating Institute at the time of publication**  | **Name of the publisher** |
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**\*Send the Relevant Supporting Document (Copy of cover pages and first 4 pages of the books; • Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication)**

3.4.7 - E-content is developed by teachers

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| 3.4.7 E-content is developed by teachers : 1. For e-PG-Pathshala, 2. For CEC (Under Graduate), 3. For SWAYAM, 4. For other MOOCs platform, 5. For NPTEL/NMEICT/any other Government Initiatives 6. For Institutional LMS |
|  |
| **Name of the teacher**  | **Name of the module developed** | **Platform on which module is developed**  | **Date of launching e content** | **Link to the relevant document and facility available in the institution** | **List of the e-content development facility available**  | **Provide link to videos of the media centre and recording facility** |
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**\*Send the Relevant Supporting Document (Links of the programs, Geo-tagged photos of facilities available , copy of bills, screen shots of the softwares etc.)**

**3.4.8 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed**

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| --- | --- |
| **Scopus** | **Web of Science** |
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**\*Send the Relevant Supporting Document(xls,xlsx,doc,docx,pdf or links etc.)**

**3.4.9 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University**

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| **Scopus** | **Web of Science** |
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**\*Send the Relevant Supporting Document (xls,xlsx,doc,docx,pdf or links etc.)**

**3.5.2 Revenue generated from consultancy during the last five years (INR in Lakhs)**

|  |  |
| --- | --- |
| 3.5.2.1: Total amount generated from consultancy and corporate training year wise during the year (INR in lakhs)  |  |
| **Name of the consultant** | **Name of consultancy project** | **Consulting/Sponsoring agency with contact details** | **Year** | **Revenue generated (INR in Lakhs)** |  |
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**\*Send the Relevant Supporting Document (•Audited statements of accounts indicating the revenue generated through consultancy. • CA certified copy attested by head of the institute • Letter from the beneficiary of consultancy along with honourium paid details including non-remunerative consultancy, Details of departmental consultancy also)**

**3.5.3 Revenue generated from corporate training by the institution during the last five years (INR in Lakhs)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Names of the teacher-consultants/corporate trainers** | **Title of the corporate training program** | **Agency seeking training with contact details** | **Year** | **Revenue generated (amount in rupees)** | **Number of trainees** |
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**(• Audited statements of account indicating the revenue generated through training. • CA certified copy attested by head of the institute • Detailed program report for each training program should be made available, with specific mention of number of candidates trained and amount generated • Letter from the corporate receiving the training along with the honorarium details)**

**3.6.1. Extension activities in the neighbourhood community in terms of impact and sensitizing students to social issues and holistic development during last five years**

|  |
| --- |
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**(\*Send the supporting documents- details of the programmes, no. of staff and students participated,**

**3.6.2.1: Total number of awards and recognition received for extension activities from Government / Government recognised bodies during the year**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the activity Name of the Award/ recognition Name of the Awarding government/ government recognised bodies Year of award** | **Name of the Award/ recognition** | **Name of the Awarding government/ government recognised bodies** | **Year of award** |
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**(\*Send copy of the award letters • Any supporting document in relevance to the metric)**

3.6.1 - Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the year

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**\*Send the Relevant Supporting Document (Copy of brochure of the programme, programme sheet, photos, screen shots, banners, certificates etc.)**

3.6.2.1 - Total number of awards and recognition received for extension activities from Government / Government recognized bodies during the year

|  |
| --- |
| 3.6.2 Number of awards received by the Institution, its teachers and students from Government /Government recognised bodies in recognition of the extension activities carried out during the year |
| **Name of the activity** | **Name of the Award/ recognition**  | **Name of the Awarding government/ government recognised bodies** | **Year of award**  |
|  |  |  |  |
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**\*Send the Relevant Supporting Document( copy of certificate or recognition from Government / Government recognized bodies for extension activities)**

**3.6.3 - Number of extension and outreach programs conducted by the institution including those through NSS/NCC/Red cross/YRC during the year(including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organized in collaboration with industry, community and NGOs)**

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| **Name of the activity** | **Organising unit/ agency/ collaborating agency**  | **Name of the scheme** | **Year of the activity**  | **Number of students participated in such activities** |
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**\*Send to the Relevant Supporting Document (copy of invitations, brochures, programme sheets, photos etc., certificates of participation/appreciation etc. for the above)**

**3.6.4 - Total number of students participating in extension activities listed at 3.6.3 above during the year**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the activity** | **Organising unit/ agency/ collaborating agency**  | **Name of the scheme** | **Year of the activity**  | **Number of students participated in such activities** |
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**\*Send the Relevant Supporting Document (Same as above).**

(3.7.1) 3.7.1.1 - Total number of Collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students during the year

|  |
| --- |
|  |
| **Sl. No.** | **Title of the collaborative activity** | **Name of the collaborating agency with contact details** | **Name of the participant**  | **Year of collaboration** | **Duration** | **Nature of the activity** | **Link to the relavant document** |
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**\*Send the Relevant Supporting Document(Copy of Collaborative activities with other institutions/ research establishment/industry, plan of action if any, Geo-tagged photos of activities, video links etc.)**

**3.7.2 Number of linkages with institutions/industries for internship, on-the job training, project work, sharing of research facilities etc. during the last five years**

|  |  |
| --- | --- |
|  |  |
| **Organisation with which MoU is signed** | **Name of the institution/ industry/ corporate house** | **Year of signing MoU** | **Duration** | **List the actual activities under each MOU year wise** | **Number of students/teachers participated under MoUs** |
|  |  |  |  |  |  |
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**\*Send the Relevant Supporting Document(Copy of MoU’s with other institutions /industries in India and abroad for internship, indicating the start date and completion date, on-the-job training, project work, student / faculty exchange and collaborative researchplan of action if any, Geo-tagged photos of activitiesetc.List of activities conducted under each MoU year-wise signed by both parties)**

3.7.3 - Number of functional MoUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the year

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|  |  |
| **Organisation with which MoU is signed** | **Name of the institution/ industry/ corporate house** | **Year of signing MoU** | **Duration** | **List the actual activities under each MOU year wise** | **Number of students/teachers participated under MoUs** |
|  |  |  |  |  |  |
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**\*Send the Relevant Supporting Document(Copy of MoU’s with other institutions /industries in India and abroad for internship, indicating the start date and completion date, on-the-job training, project work, student / faculty exchange and collaborative researchplan of action if any, Geo-tagged photos of activitiesetc.List of activities conducted under each MoU year-wise signed by both parties)**

**4.1.1 - The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc. (Word File)**

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| --- |
|  |

**\*Send the Relevant Supporting Document (Copy of list of all facilities, Geo-tagged photos or videos of classrooms, laboratories, computer equipment etc.)**

4.1.2 - The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre, auditorium, etc.)**(** **Word File)**

|  |
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|  |

**\*Send the Relevant Supporting Document (List of facilities, Geo-tagged photos of all the facilities, seminar halls/ auditorium etc.)**

4.1.3 - Availability of general campus facilities and overall ambience**(Word File)**

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|  |

**\*Send the Relevant Supporting Document (List of facilities, Hyper linked video, Geotagged Photos of class rooms /seminar halls with ICT/ auditorium,events,gardens, cafeteria, libraries, ramps, screen shots etc.)**

|  |
| --- |
| 4.4.1 Total expenditure excluding salary for infrastructure augmentation during the year(INR in Lakhs) |
| **Year** | **Budget allocated for infrastructure augmentation** |  **Expenditure for infrastructure augmentation** | **Total expenditure excluding Salary**  | **Expenditure on maintenace of academic facilities (excluding salary for human resources)**  | **Expenditure on maintenance of physical facilities (excluding salary for human resources)**  |  |
|  |  |  |  |   |   |  |
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4.2.1 - Library is automated using Integrated Library Management System (ILMS) and has digitisation facility

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|  |

**\*Send the Relevant Supporting Document (copy of the bills, photos of stock entries,screen shot of software’s used, etc)**

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| 4.2.2 Institution has subscription for e-Library resources Library has regular subscription for the following: 1. e – journals, 2. e-books, 3.e-ShodhSindhu, 4.Shodhganga,5.Databases |
| **Library resources** | **If yes, details of memberships/subscriptions**  | **Expenditure on subscription to e-journals, e-books (INR in lakhs)** | **Expenditure on subscription to other e-resources (INR in lakhs)** | **Total Library Expenditure** | **Link to the relevant document** |
| **Books** |  |  |  |  |  |  |
| **Journals**  |  |  |  |  |   |  |
| **e – journals**  |  |  |  |  |   |  |
| **e-books** |  |  |  |  |   |
| **e-ShodhSindhu** |   |   |   |   |   |
| **Shodhganga** |   |   |   |   |   |
| **Databases** |   |   |   |   |   |

**\*Send the Relevant Supporting Document (Copy of Subscription details, screen shots etc.)**

**4.2.3 - Annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Library resources** | **If yes, details of memberships/subscriptions**  | **Expenditure on subscription to e-journals, e-books (INR in lakhs)** | **Expenditure on subscription to other e-resources (INR in lakhs)** | **Total Library Expenditure** | **Link to the relevant document** |  |
| **Books** |  |  |  |  |  |  |
| **Journals**  |  |  |  |  |   |  |
| **e – journals**  |  |  |  |  |   |  |
| **e-books** |  |  |  |  |   |
| **e-ShodhSindhu** |   |   |   |   |   |
| **Shodhganga** |   |   |   |   |   |
| **Databases** |   |   |   |   |   |

**\*Send the Relevant Supporting Document (Copy of Subscription details, copy of subscription letter/member ship letter or related document with the mention of year to be submitted)**

**4.2.5 Availability of remote access to eresources of the library**

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**(\*• Gateway used for remote access • Snap shot of landing page of remote access after log in to remote access)**

**4.2.6 - Number of usage of library by teachers and students per day (foot falls and login data for online access)**

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|  |

**\*Send the Relevant Supporting Document (screen shots, copy/scan copy of log book for random check (any5 working days))**

4.3.1 - Number of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities during the year

|  |  |  |
| --- | --- | --- |
| **Room number or Name of classrooms/Seminar Hall with LCD / wifi/LAN facilities with room numbers** | **Type of ICT facility** | **Link to geo tagged photos and master time table** |
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**\*\* (Data for the latest completed academic year**)

**\*Send the Relevant Supporting Document (copy of the bills, photos of stock entries, geo-tagged photos, screen shot of software’s used, etc)**

4.3.3 - Student - Computer ratio during the year

|  |  |
| --- | --- |
| **Number of students** | **Number of Computers available to students for academic purposes** |
|  |  |

**(Send •Computer available for student use only • Invoice / vouchers for the purchase of computers • Highlight the purchase ofcomputers in the approved Stock Register)**

|  |
| --- |
| **4.3.5 Institution has the following Facilities for e-content development 1.Media Centre 2. Audio visual centre, 3. Lecture Capturing System(LCS) 4. Mixing equipment and software for editing**  |
| **Name of the teacher**  | **Name of the module developed** | **Platform on which module is developed**  | **Date of launching e content** | **Link to the relevant document and facility available in the institution** | **List of the e-content development facility available**  | **Provide link to videos of the media centre and recording facility** |
|  |  |  |  |   |   |   |
|  |  |  |  |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |

**\*Send the Relevant Supporting Document (Geo-tagged photos of the facilities, links of the modules developed, copy of bills, screen shots of the softwares etc.)**

4.4.1 - Total expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the year

|  |
| --- |
| 4.4.1 Total expenditure excluding salary for infrastructure augmentation during the year(INR in Lakhs) |
| **Year** | **Budget allocated for infrastructure augmentation** |  **Expenditure for infrastructure augmentation** | **Total expenditure excluding Salary**  | **Expenditure on maintenace of academic facilities (excluding salary for human resources)**  | **Expenditure on maintenance of physical facilities (excluding salary for human resources)**  |  |  |
|  |  |  |  |   |   |  |  |
|   |   |   |   |   |   |  |  |
|   |   |   |   |   |   |  |  |

**\*Send the Relevant Supporting Document (• Provide balance sheet highlighting the items of expenditure incurred on maintenance of physical facilities and academic support facilities dulycertified by Finance Officer. • Provide budget extract incurred on maintenance of physical facilities and academic support facilities duly certified by Finance Officer.)**

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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**\*Send the Relevant Supporting Document (copy of list with Geo-tagged photos, statements, bills etc.)**

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| 5.1.2 Total number of students benefited by career counselling and guidance for competitive examinations offered by the Institution during the year |
| **Year** | **Name of the Activity conducted by the HEI to offer guidance for competitive examinations offered by the institution during the year**  | **Name of the Activity conducted by the HEI to offer guidance for career counselling offered by the institution during the year**  | **Number of students placed through campus placement** | **Link to the relevant document** |
|  | **Name of the Activity**  | **Number of students attended / participated** | **Details of career counseling** | **Number of students attended / participated** |  |   |
|  |  |  |  |  |  |   |
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**\*Send the Relevant Supporting Document (copy of Brochures showing the activity, programme sheet, list of the participants, attendance, photos, authentic placement details if any etc.,Consolidated document of freeships and number of beneficiaries in each.)**

5.1.3 - Following Capacity development and skills enhancement initiatives are taken by the institution

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| 5.1.3 Following Capacity development and skills enhancement initiatives are taken by the institution1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. Awareness of trends in technology  |
| **Name of the capability enhancement program** | **Date of implementation (DD-MM-YYYY)** | **Number of students enrolled** | **Name of the agencies/consultants involved with contact details (if any)** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

**\*Send the Relevant Supporting Document(Web-link to particular program/scheme mentioned in the metric • Copy of circular /brochure/report of the event/ activity report •Report and photographs with date and caption for each scheme )**

5.1.4 - The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies

2. Organisation wide awareness and undertakings on policies with zero tolerance

3. Mechanisms for submission of online/offline students’ grievances

4. Timely redressal of the grievances through appropriate committees

**(\* Send • Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee. • Circular/web-link/ committee report justifying the objective of the metric)**

5.2.1.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/  GRE/ TOEFL/Civil Services/State government examinations) during the year

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**5.2.1.2 Number of students who appeared in state/ national/ international examinations (e.g.: IIT/JAM/ NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations) during the year**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Registration number/roll number for the exam** | **Names of students selected/ qualified** |  |  |  |  |  |  |  |  |  |  |  |
|   |  | **NET** | **SLET** | **GATE** | **GMAT** | **CAT** | **GRE** | **JAM** | **IELET** | **TOEFL** | **Civil Services** | **State government examinations** | **Other examinations conducted by the State / Central Government Agencies (Specify)** |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |  Total: |   |   |   |   |   |   |   |   |   |   |   |   |

**\*Send the Relevant Supporting Document (copy of Qualification certificate. [can be asked through whasapp])**

|  |
| --- |
| **5.2.2 Total number of placement of outgoing students during the the last five years** |
| **Year**  | **Name of student placed and contact details** | **Program graduated from**  | **Name of the employer with contact details** | **Pay package at appointment** |
|  |  |  |  |  |
|  |  |  |  |  |

**• Annual reports of Placement Cell. • List of students placed along with placement details**

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| --- |
| 5.2.3 - Number of recently graduated students who have progressed to higher education (previous graduating batch) during the year |
| **Name of student enrolling into higher education** | **Program graduated from**  | **Name of institution joined** | **Name of programme admitted to** |
|  |  |  |  |
|   |   |   |   |
|   |   |   |   |

**\*Send the Relevant Supporting Document (**•**Upload supporting data for student/alumni in prescribed format,**.**copy of Admission card, ID cards, etc. [can be asked through whasapp])**

5.3.1 - Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter -university/state/national/international events (award for a team event should be counted as one) during the year

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| --- | --- | --- | --- | --- | --- |
| **Year** | **Name of the award/ medal** | **Team / Individual** | **Inter-university / state / National / International** | **Name of the event** | **Name of the student** |
|  |  |  |  |  |  |
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**\*Send the Relevant Supporting Document (copy of certificate/award letters etc.)**

5.3.2 - Presence of Student Council and its activities for institutional development and student welfare (**word File**)

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|  |

**\*Send the Relevant Supporting Document (copy of the committee members, minutes of the meetings, photos if any, etc.**

5.3.3 - Number of sports and cultural events / competitions organised by the institution during the year

|  |  |
| --- | --- |
| **Date of event/competition (DD-MM-YYYY)** | **Name of the event/competition** |
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| **Note: Classify the data and provide during the year** |

**\*Send the Relevant Supporting Document(Report of the events/along with photographs appropriately dated and captioned year-wise. • Copy of circular/brochure indicating such kind of activities)**

5.4.1 - The Alumni Association/Chapters (registered and functional)contributes significantly to the development of the institution through financial and other support services during the year

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**\*Send to the Relevant Supporting Document (copy of registration document, minutes of meetings, photos etc. documents of support services)**

5.4.2 - Alumni contribution during the year (INR in Lakhs)

**A.**≥ 5Lakhs

**B.** 4 Lakhs - 5Lakhs

**C.** 3 Lakhs - 4Lakhs

**D.** 1 Lakhs - 3Lakhs

**E**. <1Lakhs

**\*Send the Relevant Supporting Document (copy of receipts/cheques, bank statements etc.)**

**5.4.2 Alumni contribution during the last five years(Amount in Rupees) Options:**

 **A. ≥ 5 Lakhs**

 **B. 4 Lakhs - 5 Lakhs**

**C. 3 Lakhs - 4 Lakhs**

 **D. 1 Lakhs – 3Lakhs**

**E.<1 Lakhs**

**(\* Send • Annual audited statements of accounts highlighting Alumni contribution duly certified by Chartered Accountant/Finance Officer. • Name of the alumnus/alumni with the amount contributed yearwise)**

**5.4.3 Number of Alumni Association /Chapters meetings held during the last five years**

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|  |

**(\* Send • Copy of circular/brochure of such meetings/chapters • Agenda of the meetings and proceedings thereat of Alumni Association/Chapters)**

6.3.2 - Total number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Name of teacher** | **PAN** | **Name of conference/ workshop attended for which financial support provided** | **Name of the professional body for which membership fee is provided** | **Amount of support** |
|  |  |  |  |  |  |
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**\*Send the Relevant Supporting Document (**•**Policy document on providing financial support to teachers • E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head. • Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies.)**

6.3.3 - Number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during the year

|  |
| --- |
|  |
| **Dates (from-to) (DD-MM-YYYY)** | **Title of the professional development program organised for teaching staff** | **Title of the administrative training program organised for non-teaching staff**  | **No. of participants**  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
| **Note: Classify the data and provide during the year** |  |  |  |

**\*Send the Relevant Supporting Document(• List of professional development / administrative training programs organized by the institution • Brochures • Reports year-wise • List of participants of each programme • Photographs with date and caption)**

6.3.4 - Total number of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the year(Professional Development Programmes, Orientation / Induction Programmes Refresher Course, Short Term Course)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of teacher who attended** | **Title of the program** | **Duration (from – to) (DD-MM-YYYY)** |  |
|  |  |  |  |
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|  |  |  |  |
| **Note: Classify the data and provide during the year** |  |  |

**(\*Send • Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated period participated yearwise. • E-copy of the certificates of the program attended by teachers. • List of participants for each programme during last five years. • Annual reports of the AQAR submitted to NAAC**)

**6.4.1 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources**

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|  |

**\*Send the Relevant Supporting Document (copy of Proposals, Procedures, Sanction letters, receipts, etc.)**

6.4.2 - Funds / Grants received from government bodies during the year for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Name of the government funding agencies** | **Name of the non government funding agencies/ individuals** | **Purpose of the Grant** | **Funds/ Grants received (INR in lakhs)** | **Link to Audited Statement of Accounts reflecting the receipts** |
|  |  |  |  |  |  |
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**\*Send the Relevant Supporting Document (• Annual statements of accounts. • Copy of letter indicating the grants/funds received by respective agency as stated in metric • Provide the budget extract of audited statement towards Grants received from nongovernment bodies, individuals, philanthropist duly certified by Chartered Accountant and/or Finance Officer)**

**6.4.3 Funds / Grants received from non-government bodies, individuals, philanthropists during the yearfor development and maintenance of infrastructure (not covered under Criteria III and V ) (INR in Lakhs)**

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| **Year** | **Name of the government funding agencies** | **Name of the non government funding agencies/ individuals** | **Purpose of the Grant** | **Funds/ Grants received (INR in lakhs)** | **Link to Audited Statement of Accounts reflecting the receipts** |
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**\*Send the Relevant Supporting Document (• Annual statements of accounts. • Copy of letter indicating the grants/funds received by respective agency as stated in metric • Provide the budget extract of audited statement towards Grants received from nongovernment bodies, individuals, philanthropist duly certified by Chartered Accountant and/or Finance Officer)**

6.5.3 - Incremental improvements made for the preceding during the year with regard to quality (in case of first cycle) Post accreditation quality initiatives(second and subsequent cycles)

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**\*Send the Relevant Supporting Document (photos of facilities developed, procedures followed, copy of any supporting document, etc.)**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

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Annual gender sensitization action plan(s) :**Documents**

Specific facilities provided for women in terms of :**Documents**

1. Safety and security
2. Counseling
3. Daycare Centre
4. Any other relevant information

**\*Send the Relevant Supporting Document (**•**Detailed program report with photographs (date and caption) for each program should be made available • Copy of circular/brochure/ Report of the program • Extract of Annual report.)**

**7.1.2. Alternate Energy initiatives such as: Percentage of annual power requirement of the Institution met by the renewable energy sources (Current year data)**

**1. Solar energy**

**2. Bio gas plant**

**3. Wheeling to grid**

**4. sensor based energy**

**5. Use of LED bulbs /power efficient equipment**

**(\*Send • Geotagged photos of energy sources • Proof in support of energy sources (Invoice etc.) • Green audit report • Renewable energy installation bills or maintenance bills can also be provided)**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words)

1. Solid waste management

2. Liquid waste management

3. Biomedical waste management

4. E-waste management

5. Waste recycling system

6. Hazardous chemicals and radioactive waste management

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**\*Send the Relevant Supporting Document (copy of certificates, geo-tagged photos, bills, statement of expenditure etc.)**

7.1.4 - Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Bore well /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus
6. Any 4 or all of the above
7. Any 3 of the above
8. Any 2 of the above

 D. Any 1 of the above

 E. None of the above

**\*Send the Relevant Supporting Document( copy of report, bills, photos of the facilities, certificates etc.)**

7.1.7 - The Institution has a disabled-friendly and barrier-free environment

1. Ramps/lifts for easy access to classrooms and centres.
2. Disabled-friendly washrooms
3. Signage including tactile path lights, display boards and signposts
4. Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software,mechanized equipment, etc.
5. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.
	1. Any 4 or all of the above
	2. Any 3 of the above
	3. Any 2 of the above

D. Any 1 of the above

E. None of the above

**\*Send the Relevant Supporting Document(• Photos (with date and caption) and videos • Link to Geotagged photos and videos • Bills and invoice/purchase order/AMC in support of facility)**

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere**

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**• Copy of circular/brochure/ report of the initiative/ photos of the initiatives/ news report published • Summary report of each program conducted.**

**7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)**

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**\*Send the Relevant Supporting Document (copy of list of improved facilities, photos of improved facilities, etc)**

**7.1.15 The institution offers a course on Human Values and professional ethics**

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**Course content along with structure of the program**

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, NonViolence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**

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**• List of Activities/celebrations and their summary reports • Link to photos (with date and caption) and videos of activities/events**

**7.2.1. Describe the best practices of the department successfully implemented**

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**7.3.2 - Plan of action of the department for the next academic year**

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