



INTERNAL QUALITY ASSURANCE CELL (IQAC)

MONTHLY REPORT

Department:- _____, for the month of _____-2018

1) Number of students in the department:

	<i>SC</i>		<i>ST</i>		<i>OBC</i>		<i>General</i>		<i>Ph</i>		<i>Others (Eg:Sports..)</i>		<i>Dropouts (in any during this month)</i>	
	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>
<i>UG</i>														
<i>PG</i>														
<i>Total</i>														

<i>Ph. D</i>	<i>Full time</i>	
	<i>Part time</i>	
<i>Total</i>		

**Details as per the format*

2) Details of faculty present in the department:

<i>Professor</i>		<i>Associate Professor</i>		<i>Assistant Professor</i>		<i>Total</i>	<i>Faculty from Other state</i>
<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>		

**Details as per the format*

- a) Number of Adjacent, Guest and Visiting faculty present in the department: ____/____/____. (**Details as per the format*)
- b) Student - Full time teacher ratio:
- c) No. of Teachers with Ph.D.:
- d) Details of faculty left in this month:

<i>S. No</i>	<i>Name of the faculty</i>

3) Details of Administrative and technical staff present in the department:

<i>Administrative staff</i>		<i>Technical staff</i>		<i>Total</i>
<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	

**Details as per the format*

- a) Details of Administrative and technical staff left in this month:

<i>S. No</i>	<i>Name of the staff</i>

- 4) Lesson plan verification by the Year-Co-ordinates (Once in fortnight) Yes or No
(if yes, attach copy of Proof)
- 5) Lesson plan verification by HOD (Once in month) Yes or No
(if yes, attach copy of Proof)
- 6) Updation verification of ERP/LMS by the concerned instructors? Yes or No
(if yes, attach copy of Proof)
- 7) Is Attendance taken directly through automation?(Report taken from the automation on 16th and 1st are to be included in the monthly report.) Yes or No
(if yes, details to be provided)
- 8) Report on tutorials sessions conducted.
*Provide details course wise
- 9) Report on Active learning sessions conducted.
*Provide details course wise
- 10) Report on number of lab experiments conducted in each lab per batch for all the sections.
*Provide details course wise
- 11) Number of Placement Training Classes conducted by department faculty: .
*Details as per the format
- 12) Number of students with Backlogs:
- 13) Number of Remedial classes taken for Backlog students /Slow learners:

14) Internal/ External Result analysis:(only after Midterm /End semester)

S. No	Year and semester	Course name and code	Course instructor	No. Of students scored	
				Passed ($\geq 40\%$)	$\geq 75\%$

15) Conduction of various committee meetings in which **students are members** (Once in a month).

- | | |
|------------------------------------|---|
| a) <i>Library committee</i> | f) <i>Transport committee</i> |
| b) <i>Sports committee</i> | g) <i>Student grievance committee (Boys)</i> |
| c) <i>Boys' hostels committee</i> | h) <i>Student grievance committee (Girls)</i> |
| d) <i>Girls' hostels committee</i> | i) <i>Committee for SC/ST/OBC/Minority</i> |
| e) <i>Canteen committee</i> | j) <i>Anti-Ragging Committee</i> |

*Copy of minutes is to be included in the monthly report.

16) Have you conducted any one of the committee meetings given below during this month?

- | | |
|---|--|
| 1. BOS (Board of Studies) | 14. Certificate course committee |
| 2. DDC (Department Development Committee) | 15. Advisory board |
| 3. DAC (Department Academic Committee) | 16. Committee for English speaking implementation |
| 4. Academic counseling board | 17. Discipline committee |
| 5. Lab monitoring committee | 18. Committee for monitoring seating arrangement (as per roll numbers) in classes |
| 6. LMS committee | 19. Association activities committee |
| 7. Career counseling committee | 20. Professional societies activities committee |
| 8. Committee for taking feed back from stake holders | 21. Extension activities committee |
| 9. Vetting committee | 22. Womens' forum committee |
| 10. Lab development committee | 23. Hobby clubs committee |
| 11. Student projects committee | 24. Workshops/ guest lectures / seminars related committee |
| 12. Practice school evaluation committee | 25. Placement training committee |
| 13. Result analysis committee | 26. RPAC |
- (if conducted, enclose meeting Minutes)

17) Have you taken feedback on current semester courses taken form students in the Department during this month (Semester beginning and End)? Yes or No
(if yes, details to be provided)

18) Faculty meeting held by HOD. Yes or No
(if yes, Copy of minutes to be included in the monthly report)

19) Staff meeting held by HOD. Yes or No
(if yes, Copy of minutes to be included in the monthly report)

20) Research Group meeting by the Group Head(Once in a month) Yes or No
(if yes, Copy of minutes to be included in the monthly report)

21) Course Coordinators meeting with the instructors. (to be held Once in a week) Yes or No
(if yes, Proof to be shown at the time of audit)

22) Is maintenance report prepared for all the laboratory equipment Yes or No
(if yes, Proof to be shown at the time of audit)

23) Is ATRs prepared for all the laboratory equipment Yes or No
(if yes, details of defective equipment to be enclosed)

24) Is any laboratory Equipment condemned during this month: Yes or No
(if yes, details of defective equipment to be enclosed)

25) Is maintenance report prepared for all the furniture, Teaching Aids and any other ?
 Yes or No (if yes, Proof to be shown at the time of audit)

26) Is ATRs prepared for all the furniture, Teaching Aids and any other? Yes or No
 (if yes, details to be provided)

27) Is any Equipment condemned during this month: Yes or No
 (if yes, details of defective equipment to be enclosed)

28) Have you recommended books to the Central Library in proper format. (Once in month)
 Yes or No (if yes, Indent copy to be include in the monthly report)

29) Number of department discipline Journals / e-Journals available in department library during this month: __/__. *enclose the list of Journals / e-Journals available

30) Number of copies of Ph.D thesis / PG thesis (Softcopy and hardcopy) available in department library: __/__.
 *Details as per the format

31) Are you maintaining the log-book of Department library users? Yes or No
 (if yes, details to be provided)

32) Number of:

a) JRFs	:	<input type="text"/>
b) SRFs	:	<input type="text"/>
c) Post-Doctoral Fellows	:	<input type="text"/>
d) Research Associates	:	<input type="text"/>

*Details as per the format

33) Number of Research Projects:

	External	Internal
Applied		
Sanctioned		
Completed		

*Details as per the format

34) Number of publications:

	<i>Journals</i>		<i>Conferences</i>	
	<i>International</i>	<i>National</i>	<i>International</i>	<i>National</i>
<i>Total</i>				

*Details as per the format

35) Number of Books and chapters in edited volumes / books published :

Books With ISBN No.	:	<input type="text"/>
Books Without ISBN Number	:	<input type="text"/>
Chapters in Edited Books	:	<input type="text"/>

*Details as per the format

- 36) Number of patents Applied / Granted: ___/___.
(*Details as per the format)
- 37) Total revenue generated through consultancy (in Rs.):_____.
(*Details as per the format)
a) Number of consultancy projects:_____.
- 38) Is any *Conference/Workshops/Seminars organised by the department during the last month? Yes or No
(if yes, details to be provided)
- 39) Department level orientation lecture organised in this month? Yes or No
(if yes, details to be provided)
- 40) WEBINARS organised in this month? Yes or No
(if yes, details to be provided)
- 41) Details of prominent visitors to the Department in this month?
(Provide details if any)
- 42) Number of Ph.D.s awarded from the department during the month:
(Provide details if any)
- 43) Number of Collaborative activities for research, faculty exchange, Student exchange:
 (Provide details if any)
- 44) Number of linkages with institutions/industries for internship, on-the job Training, project work, sharing of research facilities etc. during this month: (Provide details if any)
- 45) Number of MoUs entered by the department in this month: (Provide details if any)
- 46) Number of Start-Up's incubated during this month:
*Details as per the format
- 47) Number of activities{ Professional Society, Extension ect..} organized in the department during this month: .(details to be provided)
- 48) National Leaders Birthday, Teachers Day, Republic Day etc.. Celebrations taken up in the department during this month. (details to be provided)
- 49) Number of Conference/Workshops/Seminars attended by the faculty (within or outside the University) during this month:___/___/___.
(*Details as per the format)

50) Number of Faculty served as Conference chair/panel member, Resource person to guest lecture, Resource person to Work shop etc.. during this month: .
 (*Details as per the format)

51) Number of Awards/Recognitions/fellowships received by Faculty in this month

<i>International</i>	<i>National</i>	<i>State</i>	<i>University</i>	<i>District</i>	<i>Total</i>

(*Details as per the format)

52) Number of Teachers awarded international fellowship for advanced Studies/ research during this month:
 (*Details as per the format)

53) Number of the faculty acting as reviewer or Editorial Board member for journals: (Details to be provided)

54) Number of faculty /staff attended Academic staff college training program or Faculty development program during this month: (provide details if any)

55) Number of Conference/Workshops/Seminars attended by the students (within or outside the University) during this month: ___/___/___.
 (*Details as per the format)

56) Number of Awards/Recognitions received by scholars/students in this month

	<i>International</i>	<i>National</i>	<i>State</i>	<i>University</i>	<i>District</i>	<i>Total</i>
<i>Sports</i>						
<i>Cultural</i>						
<i>Academic</i>						
<i>Research</i>						

(*Details as per the format)

57) Number of students received Financial assistance:

	<i>University</i>	<i>State</i>	<i>Central</i>	<i>Others</i>
<i>UG</i>				
<i>PG</i>				
<i>Ph. D</i>				
<i>Total</i>				

*Details as per the format

58) Is any Student Activity conducted during this month? Yes or No

- a) Association Activities
 - b) Counseling
 - c) Extension Activities (Other than NSS and NCC)
 - d) Professional Society Activities-Research Clubs
 - e) Participation of students in Hobby Clubs/KLUSO
- (if yes, details to be provided)

59) Report on participation of students in various student competitions conducted (within or outside the University) during this month. Yes or No
(if yes, details to be provided)

60) Number of students placed during this month:
a. No. of students registered for placement:
b. No. of organisation visited:

**Details as per the format*

61) Number of Students participated in NSS activity during this month:
(details to be provided)

62) Number of Students participated in NCC activity during this month:
(details to be provided)

63) Is any Alumni meeting conducted during this month? Yes or No
(if yes, details to be provided)

64) Is there any kind of contribution from Alumni during this month? Yes or No
(if yes, details to be provided)

65) Number of Students progressed to higher education (previous graduating batch):
**Details as per the format*

66) Details of students and faculty 'professional society membership enrolment:

	Total	With professional society membership
Faculty		
Students		

**Details as per the format*

67) Number of industrial visits/tours organised in this month:
**Details as per the format*

68) Have you received any complaints or suggestions through complaint box/suggestion book?
Yes or No
(if yes, details to be provided)

69) Have you allotted counsellors to every 20 students. Yes or No
(*attach proofs)

70) Updation of department Power Point Presentation, with above details done.
Yes or No

71) Any other important information you wish to provide.
 (*attach proofs)

Semester wise report to be submitted for the given below items

72) Have you allotted the academic workload (theory and lab work) to the faculty for the next semester?
 (*attach proofs)

73) Name of the programmes offered by the department

UG : _____
 PG : 1. _____ 2. _____
 Ph.D : _____

*enclose approval copy of SRA(Statutory Regulatory Authorities)(AICTE/BCI/PCI/COA/UGC)

74) Number of Computers available in the department

a. Student - Computer ratio:

75) How many students have applied / cleared the competitive exams

<i>Competitive Exam</i>	<i>Applied</i>	<i>Cleared</i>
<i>Civil Services</i>		
<i>Defence Service Examinations</i>		
<i>NET</i>		
<i>SET (SLET)</i>		
<i>GATE</i>		
<i>TOEFL</i>		
<i>GRE</i>		
<i>PG CET</i>		
<i>Other Competitive Examinations</i>		

*Details as per the format

76) Lecture arranged by industry expert / other eminent outside faculty in this semester? Yes or No

(if yes, details Guest to be provided)

77) Details of Structured feedback received from(for design and review of syllabus)

- a) Students b) Teachers
- c) Employers d) Alumni
- e) Parents

Yes or No (if yes, details to be provided as a consolidated report)

78) Self-appraisal taken from faculty or staff of the Department.

Yes or No