

**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.
- ❖ 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 and HARD copy to IQAC is 16<sup>th</sup> June, 2020.**

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

# **ANNUAL REPORT 2019-2020**

(Format for Academic Departments)

New Format for MZU Annual Report 2019-2020

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																				
Peon																				

7. (a) Details of the Courses (CBCS) 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

				Total Credit:
III Semester	Code	Course Title	Credit	Course in-charge

IV Semester	Code	Course Title	Credit	Total Credit: Course in-charge

(b) Courses Conducted by the Department for Ph.D. programme :

Courses	Compulsory/ Optional / Practical	Number of Credits	Name of the Course in-Charge

(c) Courses Conducted by the Department for 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>U.G. :</u>										
	I Sem.										
	II Sem.										
	III Sem.										
	IV Sem.										
	V Sem.										
	VI Sem.										
	VII Sem.										
VIII Sem.											
2.	<u>P.G. :</u>										
	I Sem.										
	II Sem.										
	III Sem.										

		IV Sem.										
3.	M.Phil.											
4.	Ph.D.											

**(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. programme under year of report:

Sl. No.	Name of the Scholars	Registration No.	Title of Dissertation/Thesis	Name of Supervisor(s)

(b) Details of Scholars Registered for 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:



UGC-Faculty Improvement programme	
HRD programme	
Orientation programme	
Faculty Exchange programme	
Staff Training conducted by the University	
Summer/ Winter Schools, Workshops etc.	
Others	

15. **Number of papers presented/ chaired sessions / attended in Seminars / Conferences / Workshops / Symposium; Invited Lectures given / attended by Teaching Faculty in Refresher Course/ Orientation Course / Others : (Details in annexure III )**

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

16. **No. of Conference / Seminar organized by the department:**

Level	International	National	State	University	College
Number					
Sponsoring Agencies					

17. **No. of Collaborations of Conference / Seminar organized by the department:**

International	National	Any other

18. **On-going Major/Minor Research Projects at the Department: (Details in annexure II )**

I	II								III	IV	V		VI	VII	VIII
Title of the Project	Nature of project								Funding/ Sponsoring Agency	Amount (Rs)	Duration (Year)		Name of Principal Investigator / Co-PI	Sanction	Submitted
	Major	Minor	Interdis	Institu	Proje	Con	Anyo	Total			From	To			



Papers in e-Journals			
Conference Proceedings			
Authored Books			
Edited Books / Journals			
Monographs			
Chapter in books			

22. (a) Any other information relating to the Department (RCs/ Seminars/ Workshops organized by faculty members):
- (b) Awards given to teachers / students, invited / special lectures, (innovative/ best practices introduced by the department etc. to be included):
- (c) 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			

- (d) Number of patents received during the year: \_\_\_\_\_

(Please see enclosed tables for Sl.Nos. 15&21 below)

### ANNEXURE - III

*(Annexure for Sl.No.15 – No. of Paper presented / chaired sessions / attended in seminars/ Conferences / Workshops/ Symposium; Invited Lectures given / attended by Teaching Faculty in Refresher Course/ Orientation Course / Others)*

Sl. No.	Name of Teacher	Name of Programme	Venue	Date


**ANNEXURE - I**

*( Annexure for Sl. NO. 21 – Number of Publications of Faculty)*

<b>Sl. No.</b>	<b>Name (Last name first)</b>	<b>Year</b>	<b>Title of Chapter/ Research paper</b>	<b>Name of book/ journal</b>	<b>Publication details (Place/ Publishers) with ISBN/ISSN</b>	<b>Vol. No. (Issue No.)</b>