

All HoDs are requested to please kindly take note of the following guidelines:

- ❖ **Please instruct your office staff NOT to copy the format but to download the actual given format from the intranet, and work / type within it. Since the format is given in protected template, no change can be made (tables, serial numbers etc.).**
- ❖ **Put NIL against serial number if there is no entry.**
- ❖ **Publication details to be given as per format provided. *Those ‘in press’ or ‘accepted for publication’ need not be included.***
- ❖ **As per resolution passed by the Editorial Board ALL HoDs ARE REQUESTED TO PUT UP THE FINAL DRAFT OF THE ANNUAL REPORT AT THEIR DEPARTMENTAL COMMITTEE FOR APPROVAL AND SIGNATURE OF ALL COLLEAGUES. NO INDIVIDUAL CASES OF OMISSIONS WILL BE ENTERTAINED AFTER THEIR SUBMISSION.**
- ❖ **Only attended/participated seminar/symposia/conference may be excluded in Sl. No. 15.**
- ❖ **Incomplete submissions from departments (details of projects, publications, seminars etc.) will be rejected at the time of editing work, as it will be assumed that the report has undergone a thorough checking at the departmental level.**

Last date of submission of Annual Reports by Deans and Heads of Departments in SOFT (in **Microsoft Word file only) and **HARD** copy to IQAC is **6th September, 2024****

[IQAC e-mail : iqacmzu@yahoo.com](mailto:iqacmzu@yahoo.com)

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

ANNUAL REPORT 2023-2024

(1st April 2023 – 31st March 2024)

(Format for Academic Departments)

(Revised on 15.05.2023)

1. **Name of the School** :
- (a) **Name of the Department** :
- (b) **Year of Establishment** :
- (c) **Year of First Intake of Student** :
2. (a) **Name of the Head of Department** :
- (b) **Phone No. Department** :
- (c) **Residence** :
- (d) **E-mail** :
- (e) **Dept. Fax** :
3. **Brief Introduction (Maximum 150 words):**

4. (a) **Position of Teaching Faculty:**

Sl. No.	Name	Designation	Degree & University/Institute from which awarded (PG & Research Degrees only)	Subject Specialization

(b) **Details of Guest Lecturers under year of report:**

Sl. No.	Name	Research Degrees	Subject Specialization

(c) **Number of Visiting Fellows** : _____

5. **Student Intake Capacity** : _____

6. **Teaching and Non-Teaching Staff in the Department (Designation of non-teaching staff may be denoted):**

Designation	SC				ST				OBC				Gen.				Total				
	Reg.		Cont.		Reg.		Cont.		Reg.		Cont.		Reg.		Cont.		Reg.		Cont.		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Professor																					

Associate Professor																			
Assistant Professor																			
Sr. Technical Assistant																			
Technical Assistant																			
Assistant																			
UDC																			
LDC																			
MTS																			

7. (a) Details of the Courses (CBCS/NEP/others) Conducted by the Department :

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

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

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

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

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

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

8. Allied and Cognate Subjects:

Allied Subjects	Cognate Subjects

9. (a) Student Particulars (Specify the semester):

Sl. No.	Courses/ Semester	SC		ST		GENERAL		OBC		TOTAL		
		M	F	M	F	M	F	M	F	M	F	
1.	U.G. :	I Sem.										
		II Sem.										
		III Sem.										
		IV Sem.										
		V Sem.										
		VI Sem.										
		VII Sem.										
		VIII Sem.										
		IX										
		X										
2.	P.G. :	I Sem.										
		II Sem.										
		III Sem.										
		IV Sem.										
3.	M.Phil.	Admitted students in the academic year 2022-2023										
		Total No.of Students as on June 2023										
4.	Ph.D.	Admitted students in the academic year 2022-2023										
		Total No.of Students as on June 2023										

(b) Students Support and progress :

(i) No. of Student outside the state : _____ Male : _____ Female : _____

(ii) No. of International Student : _____ Male : _____ Female : _____

(iii) Students belonging to Physically Challenged :

Programme	Details of Fellowship/ scholarship/ financial support received by students /scholars	SC			ST			OBC			Gen.			Grand Total	
		M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F

14. Initiatives undertaken towards faculty development:

Development Programme	No. of faculty benefited
Refresher Courses	
UGC-Faculty Improvement programme	
HRD programme	
Orientation programme	
Faculty Exchange programme	
Staff Training conducted by the University	
Summer/ Winter Schools, Workshops etc.	
Others	

15. No. of Paper presented / chaired sessions in seminars/ Conferences / Workshops/ Symposium; Keynote / Invited Lectures given / attended by Teaching Faculty in Refresher Course/ Orientation Course / Others: (Details in Annexure I)

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

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

Level	International	National	State	University	College
Number					
Sponsoring Agencies					

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

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

18. Number of Candidates Qualified in NET/SLET Examination in the year under report:

Category	NET/SLET for Lectureship		NET/SLET for Junior Research Fellowship	
	M	F	M	F
SC				
ST				
OBC				
General				
Total				

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

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

20. (a) **Awards given to teachers / students, invited / special lectures, (innovative/ best practices introduced by the department etc. to be included):**
- (b) **Number of Successful candidates in Public service examinations (IAS / IPS / State PSC / UPSC /others) in the year under report:**

UPSC				State PSC			
	M	F	Total		M	F	Total
IAS				State Civil Service			
IPS				State Police Service			
Others				Others			

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

ANNEXURE - I

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

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

ANNEXURE - II

(Annexure for Sl. NO. 19 – Number of Publications of Faculty)

Title of Paper	Name of the Author/s	Department of the Teacher	Name of Journal	Year of Publication	ISSN Number	Link to the recognition in UGC enlistment of the Journal

ANNEXURE – III

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

Name of Patenter	Patent Number	Title of Patent	Year of Award/Published/Filed of Patent