

**PROFORMA FOR ANNUAL REPORT**  
(Period 1<sup>st</sup> July, 2012 to 30<sup>th</sup> June, 2013)

(Items 1 & 2 will be filled by the Head of Institute/Department/Principal, Item 3 to be collated by the Head of Institute/Department/Principal of the College after collecting information from the Faculty and Item 4 to be filled in consultation with IQAC of the College.)

**1. Institution/Department/College Information:-**

- (a) Name of the Institute/Deptt./College:
- (b) Telephone No. :
- (c) Mobile No. :
- (d) Fax No. :
- (e) E-mail address:
- (f) NAAC Accreditation Status:

**2. Student Status:**

- i) Student Statistics (Add more rows if needed):

Class	Boys				Girls				G. Total	Pass %
	Genl.	S.C.	S.T.	OBC	Genl.	S.C.	S.T.	OBC		

- ii) Distinction achieved by students in academics, if any:
- iii) Distinctions achieved by students in co-curricular activities such as;
  - a) Cultural Activities:
  - b) Rover Rangers/NSS/NCC/Adventure Sports:
  - c) Sports:

**3. Special Contributions of the Faculty Members:**

- a. Paper presented in the International/National level Seminars, Symposia & Conferences in India & Abroad :-
- b. Research Papers & Books Published:-
- c. Research guided (M.Phil & Ph.D):-
- d. Orientation Courses/Refereshher Courses Attended:-
- e. Important Ongoing Research Projects:-
- f. Achievements during the year (such as Invited Lectures, Session Chaired, e-resources prepared):
- g. Publications:
- h. Patents:
- i. R & D Income and Expenditure:
- j. Consultancy:

**4. Steps taken by the Institute/Department/ College/ to improve the quality of Education with regard to following quality parameters of NAAC for the College:-**

- i. Curricular Aspects:
- ii. Teaching – Learning & Evaluation:
- iii. Research, Consultancy & Extension:
- iv. Infrastructure and Learning Resources:
- v. Student Support and Progression:
- vi. Governance and Leadership:
- vii. Innovative Practices:

**Note:** *The information for Annual Report should be in brief upto the point and must not exceed more than four pages*