

MONTHLY REPORT FORMATS

1) Details of students in the department:

**Details as per the format with Excel file name- 1/dept. name/month-18/student.*

S.No	Name of the student	Student Unique Enrolment ID	Gender	Category	State of Domicile	Nationality	Programme name(B.Tech/M.Tech/Ph.D)	Year of study (I/II/III/IV)	Email ID	Mobile Number	Year of joining

2) Details of faculty present in the department:

**Details as per the format with Excel file name- 2/dept. name/month-18/faculty.*

a)

S. No	Name of the faculty	Designation	Gender	Category (OC/OBC/SC/ST)	Date of Birth	Highest qualification	State of Domicile	Date of joining

**please highlight the newly joined faculty with different colour.*

b)

S. No	Name of the staff

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

**Details as per the format with Excel file name- 3/dept. name/month-18/staff.*

a)

S. No	Name of the staff	Designation	Gender	Category (OC/OBC/SC/ST)	Date of Birth	Highest qualification	Date of joining

**please highlight the newly joined staff with different colour.*

Details of Administrative and technical staff left in this month:

b)

S. No	Name of the staff

4) Lesson plan verification by the Year-Co-ordinator

** Provide details(Soft copies)with file name -4/dept.name/month-18/lesson plan by year co-ordinator*

5) Lesson plan verification by HOD

** Provide details(Soft copies)with file name -5/dept.name/month-18/lesson plan by HoD*

6) Updation verification of ERP/LMS by the concerned instructors?

** Provide details(Soft copies)with file name -6/dept.name/month-7/ERP/LMS*

7) Attendance through automation?(Report taken from the automation on 16th and 1st are to be included in the monthly report.)

**Provide details course wise (Soft copies)with file name-7/dept.name/month-18/Tutorials*

8) Tutorials sessions conducted.

**Provide details course wise (Soft copies)with file name-8/dept.name/month-18/Tutorials*

9) Active learning sessions conducted.

**Provide details course wise (Soft copies)with file name-9/dept.name/month-18/Active learning*

10) Lab experiments conducted in each lab per batch for all the sections.

**Provide details course wise (soft copies)with file name-10/dept.name/month-18/Lab Experiments*

11) Placement Training Classes conducted by department faculty: .

**Details as per the format with Excel file name-11/dept. name/month-18/placement training*

S. No	Name of the faculty	Topics covered	Date and Time	No. Of students registered	No. Of students attended

12) Details of students with Backlogs:

**Details as per the format with Excel file name-12/dept. name/month-18/Student backlogs.*

S. No	Program name & year	No. Of students without Backlogs	No. Of students with 1-Backlog	No. Of students with 2-Backlogs	No. Of students with ≥ 3 -Backlogs

13) Remedial classes taken for Backlog students /Slow learners:

**Details as per the format with Excel file name-13/dept. name/month-18/Remedial classes.*

S. No	Name of the faculty	Name of the Subject	Date and Time	No. Of students registered	No. Of students attended

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

**Details as per the format with Excel file name-14/dept. name/month-18/Result Analysis.*

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

** Provide details(Soft copies)with file name -15/dept.name/month-18/Student Comities*

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

- i. BOS (Board of Studies)
- ii. DDC (Department Development Committee)
- iii. DAC (Department Academic Committee)
- iv. Academic counseling board
- v. Lab monitoring committee
- vi. LMS committee
- vii. Career counseling committee
- viii. Committee for taking feed back from stake holders
- ix. Vetting committee
- x. Lab development committee
- xi. Student projects committee
- xii. Practice school evaluation committee
- xiii. Result analysis committee
- xiv. Certificate course committee
- xv. Advisory board
- xvi. Committee for English speaking implementation
- xvii. Discipline committee
- xviii. Committee for monitoring seating arrangement (as per roll numbers) in classes
- xix. Association activities committee
- xx. Professional societies activities committee
- xxi. Womens' forum committee
- xxii. Workshops/ guest lectures / seminars related committee
- xxiii. Placement training committee
- xxiv. Extension activities committee
- xxv. Hobby clubs committee
- xxvi. RPAC

* Provide details(Soft copies)with file name -16/dept.name/month-18/Committees

17) Feedback on current semester courses taken form students in the Department during this month (Semester beginning and End)?

* Provide details(Soft copies)with file name -17/dept.name/month-18/feedback on curriculum

18) Faculty meeting held by HOD.

* Provide details(Soft copies)with file name -18/dept.name/month-18/faculty meeting

19) Staff meeting held by HOD.

* Provide details(Soft copies)with file name -19/dept.name/month-18/staff meeting

20) Research Group meeting by the Group Head

* Provide details(Soft copies)with file name -20/dept.name/month-18/Research group meeting

21) Course Coordinators meeting with the instructors.

* Provide details(Soft copies)with file name -21/dept.name/month-18/Course Co-ordinator meeting

22) Maintenance report on laboratory equipment

* Provide details(Soft copies)with file name -22/dept.name/month-18/Equipment report

23) ATRs on laboratory equipment

* Provide details(soft copy)with file name -23/dept.name/month-18/ATR's

S. No	Name of the Equipment	Stock entry number	Name of the Laboratory	Since when it is not working	Nature of the Problem	To whom it is reported	Date of Complaint

24) Laboratory Equipment condemned during this month:

* Provide details(Soft copies)with file name -24/dept.name/month-18/Equipment Condemned

S. No	Name of the Equipment	Stock entry number	Name of the Laboratory	Cost	Nature of the Problem	Date of purchase

25) Maintenance report on furniture, Teaching Aids and any other

* Provide details(Soft copies)with file name -25/dept.name/month-18/furniture maintenance

26) ATRs prepared for all the furniture, Teaching Aids and any other

* Provide details(Scanned copies)with file name -26/dept.name/month-18/ATR of furniture

S. No	Name of the Equipment	Stock entry number	Room number	Since when it is not working	Nature of the Problem	To whom it is reported	Date of Complaint

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27) Condemned furniture, Teaching Aids and any other

* Provide details(Soft copies)with file name -27/dept.name/month-18/Equipment Condemned

S. No	Name of the Equipment	Stock entry number	Room number	Cost	Nature of the Problem	Date of purchase

28) Books recommended to the Central Library

* Provide details(Soft copies)with file name -28/dept.name/month-18/Library Books

29) discipline Journals / e-Journals available in department library during this month

* Provide details(Soft copies)with file name -29/dept.name/month-18/E-journals available in department library

30) Department discipline Ph.D thesis / PG thesis (Softcopy and hardcopy) available in department library during this month

*Details as per the format with Excel file name-30/dept. name/month-18/Ph.D thesis available in department

A: PhD thesis

S. No	Name of the PhD scholar	University ID number	Name of the guide/s	Title of the thesis	Year of registration of the scholar	Year of award of PhD	Shodh Ganga URL

*please highlight the new additions with different colour.

A: PG thesis

S. No	Name of the PG student	University ID number	Name of the guide/s	Title of the thesis	Year of submission

*please highlight the new additions with different colour.

31) Log-book of Department library

* Provide details(Soft copies)with file name -31/dept.name/month-18/log book of department library

S.No	Date	No. of UG students	No. of PG students	No. of Ph.D students	No. of Faculty

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32)List of:

- a) JRFs :
- b) SRFs :
- c) Post-Doctoral Fellows :
- d) Research Associates :

**Details as per the format with Excel file name-32/dept. name/month-18/research scholar.*

S. No	Name of the fellow	Designation	Gender	Category (OC/OBC/SC/ST)	Date of Birth	Highest qualification	Date of joining

**please highlight the newly joined with different colour.*

33) Research Projects:

**Details as per the format with Excel file name-33/dept. name/month-18/Research projects.*

A: Applied:

S. No	Name of the Project	Internal/External	Name of the Principal Investigator	Name of the Co-Investigator	Value of the Project (Rs/-)	Date of application	Organisation Name & Name of the Scheme

**please highlight the newly added with different colour.*

B: Sanctioned:

S. No	Name of the Project	Internal/External	Name of the Principal Investigator	Name of the Co-Investigator	Organisation Name & Name of the Scheme	Date of Sanctioned	Value of the Sanctioned Project (Rs/-)	Fund received till now	Fund received in this month

**please highlight the newly added with different colour.*

C: Completed:

S. No	Name of the Project	Internal/External	Name of the Principal Investigator	Name of the Co-Investigator	Organisation Name & Name of the Scheme	Sanctioned Date	Value of the Sanctioned Project (Rs/-)	Fund received	Date of submitted

**please highlight the newly added with different colour.*

34) Publications:

**Details as per the format with Excel file name-34/dept. name/month-18/ publications.*

*(If it is collaborative work involving more than one faculty of our University please keep superscript * at the author name.)*

A: Journals:

S. No	Title of paper	Name of the author/s	Name of journal	International / National	ISBN/ISSN number	Journal impact factor	Indexing (SCI, Scopus, ect..)

**please highlight the newly added with different colour.*

B: Conferences:

S. No	Title of the paper	Name of the author/s	Name of the conference	National / International	Date or Duration	Organised by	ISBN / ISSN number	Financial assistance if any	
								Sponsored by	amount

**please highlight the newly added with different colour.*

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

Books With ISBN No. :

Books Without ISBN Number :

Chapters in Edited Books :

**Details as per the format with Excel file name-35/dept. name/month-18/Books published.*

S. No	Title of the Book/Chapter	Name of the author(s)	Name of the publisher	ISBN / ISSN number	Year of publication

**please highlight the newly added with different colour.*

36) Patents Applied / Granted:

**Details as per the format with Excel file name-36/dept. name/month-18/Patents.*

A: Applied:

S. No	Name of the patents	Name of the Principal Investigator	Name of the Co-Investigator	Date of application	Published or not

**please highlight the newly added with different colour.*

B: Granted:

S. No	Name of the patents	Name of the Principal Investigator	Name of the Co-Investigator	Date of Granted	National/ International	If Commercialised fund generated (Rs/-)

**please highlight the newly added with different colour.*

37) Revenue generated through consultancy (in Rs.):_____.

**Details as per the format with Excel file name-37/dept. name/month-18/Consultancy*

a) Number of consultancy projects:_____.

S. No	Name of the consultant	Name of consultancy project	Nature of consultancy project	Consulting/Sponsoring agency with details	Date / duration	Revenue generated (amount in rupees)

**please highlight the newly added with different colour.*

38)*Conference/Workshops/Seminars organised by the department during the last month

** Provide details(Soft copies)with file name -38/dept.name/month-18/Conferences by department*

S. No	Title of the program organised	International / National / State / University Level	Financial assistance if any		Dates (from-to)	No. of participants outside the university	No. of participants from the university
			Name of the agency	Amount			

**Submit separate report for each activity.*

39)Department level orientation lecture

** Provide details(Soft copies)with file name -39/dept.name/month-18/Orientation lectures*

S. No	Date and Time	Title of orientation lecture	Name of the resource person	Number of the students participated	Number of the Faculty/Staff participated

**Submit report.*

40) WEBINARS organised

** Provide details (Soft copies) with file name -40/dept.name/month-18/Webinars*

S. No	Date and Time	Title of WEBINARS	Name of the resource Person / organisation	List of the students participated	List of the Faculty/Staff participated

**Submit report.*

41)Details of prominent visitors to the Department

* Provide details(Soft copies)with file name -41/dept.name/month-18/Visitors to the department

S. No	Date	Details of the visitor	Purpose of the visit

42) Ph.D.s awarded from the department during the month

* Provide details(Soft copies)with file name -42/dept.name/month-18/Ph.Ds. awarded in department

S.No	Name of the PhD scholar	University ID number	Name of the guide/s	Title of the thesis	Year of registration of the scholar	Date of award of PhD	Shodh Ganga URL

43)Collaborative activities for research, faculty exchange, Student exchange:

* Provide details(Soft copies)with file name -43/dept.name/month-18/Collaborative activities

S. No	Date	Name of the Collaborative activity	Collaboration with whom	List of the students participated	List of the Faculty/Staff participated

44)Linkages with institutions/industries for internship, on-the job Training, project work, sharing of research facilities etc.

* Provide details(Soft copies)with file name -44/dept.name/month-18/Linkages

S. No	Name of the Organisation	Nature of linkages	List of faculty/students benefitted

45)MoUs entered by the department

S. No	Name of the Organisation	Duration of MoU	Nature of MoU

* Provide details(Soft copies)with file name -45/dept.name/month-18/MoUs

46) Start-Up's incubated

**Details as per the format with Excel file name-46/dept. name/month-18/Start –Up's*

S. No	University ID number	Name of the student /Group	Name of the start up	Nature of start up	Year of commencement	Contact information of the promoters

47)Activities{ Professional Society, Extension ect..} organized in the department.

** Provide details(Soft copies)with file name -47/dept.name/month-18/Activities by department*

S. No	Date	Name of the activity	Number of students participated	Number of Faculty/Staff participated

48)National Leaders Birthday, Teachers Day, Republic Day etc.. Celebrations

** Provide details(Soft copies)with file name -48/dept.name/month-18/Celebrations of national days in department*

S. No	Date	Name of the activity	Number of students participated	Number of Faculty/staff participated

49) Conference/Workshops/Seminars attended by the faculty (within or outside the University)

**Details as per the format with Excel file name-49/dept. name/month-18/Conference by faculty*

S.No	Name of the faculty	Name of the Conference/ Workshops/ Seminars	Details of the university/institute organising program	Duration	Financial assistance if any	
					Sponsored by	amount

**enclose the scanned copy of certificate.*

50) Faculty served as Conference chair/panel member, Resource person to guest lecture, Resource person to Work shop etc..

**Details as per the format with Excel file name-50/dept. name/month-18/Resource person*

S.No	Name of the faculty	Details of the Conference/ Workshops/ Seminars/ Guest lecture etc..	Served as Chair/panel member/ Resource person etc..	Date /Duration

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51) Awards/Recognitions/fellowships received by Faculty

**Details as per the format with Excel file name-51/dept. name/month-18/Awards by faculty.*

S.No	Name of the faculty	Name of the Awards/Recognitions/fellowships	Awarded by	Date

**enclose the proof.*

52) Teachers awarded international fellowship for advanced Studies/ research

**Details as per the format with Excel file name-52/dept. name/month-18/fellowship.*

S.No	Name of the faculty	Name of the international fellowship	Details of the university/institute	Duration	Financial assistance if any	
					Sponsored by	amount

53) Faculty acting as reviewer or Editorial Board member for journals

** Provide details(Soft copies)with file name -53/dept.name/month-18/Reviewer of Editorial board*

S.No	Name of the faculty	Name of journal	National / International	Editorial Board Member / Reviewer

**Proof of correspondence to be attached .*

54) Faculty /staff attended Academic staff college training program or Faculty development program

** Provide details(Soft copies)with file name -54/dept.name/month-18/Training programme to faculty&staff*

A: Within the university:-

S.No	Program name	Duration	Name of faculty benefitted

B: Outside the university:-

S.No	Name of faculty benefitted	Program name	Duration	Details of the university/institute organising program	Financial assistance if any	
					Sponsored by	Amount

*enclose the scanned copy of certificate

55) Conference/Workshops/Seminars attended by the students (within or outside the University)

**Details as per the format with Excel file name-55/dept.name/month-18/Conference by students*

S.No	Name of the student	Name of the Conference/ Workshops/ Seminars	Details of the university/institute organising program	Duration	Financial assistance if any	
					Sponsored by	amount

*enclose the scanned copy of certificate.

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

**Details as per the format with Excel file name-56/dept. name/month-18/Awards by students.*

S.No	University ID number	Name of the Scholar/Student	Name of the Awards/Recognitions fellowships	Awarded by	International / National / State / University / District Level

57) Students received Financial assistance:

**Details as per the format with Excel file name-57/dept.name/month-18/Student financial assistance.*

S.No	University ID number	Name of the student	Year and Program (III/IV B.Tech / Ph.D)	Financial assistance if any	
				Sponsored by	amount

58) Student Activities

- a) Association Activities
- b) Extension Activities (Other than NSS and NCC)
- c) Professional Society Activities-Research Clubs
- d) Participation of students in Hobby Clubs/KLUSO

* Provide details(Soft copies)with file name **-58/dept.name/month-18/Student Activity**

S. No	Date	Name of the Student Activity	Place of the activity	List of the students participated

59)Report on participation of students in various student competitions conducted (within or outside the University)

* Provide details(Soft copies)with file name **-59/dept.name/month-18/Student participation**

S.No	University ID number	Name of the student	Name of the competition	Details of the venue	Duration	Award / Reward won if any

*enclose the scanned copy of certificate.

60)Placement Details

*Details as per the format with Excel file name **-60/dept. name/month-18/Student placements**

S. No	University ID number	Name of the student	Program	Status of placement (Placed/yet to be Placed)	Name of the Company placed	Package received

61) Students participation - NSS activity

* Provide details(Soft copies)with file name **-61/dept.name/month-18/NSS Activity**

S. No	Date/ Duration	University ID number	Name of the student	Name & Nature of the NSS activity

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62) Students participation - NCC activity

* Provide details(Soft copies)with file name -62/dept.name/month-18/NCC Activity

S. No	Date/ Duration	University ID number	Name of the student	Name of the NCC activity

63) Alumni meeting

* Provide details(Soft copies)with file name -63/dept.name/month-18/Alumni Meeting

64) contribution from Alumni

* Provide details(Soft copies)with file name -64/dept.name/month-18/Contribution of Alumni

S. No	University ID number	Name of the student	AADHAR / PAN number	Program graduated from (B.Tech/M.Tech/B.Com ect...)	Year of graduated	Details of Contribution

65) Students progressed to higher education (previous graduating batch):

*Details as per the format with Excel file name-65/dept. name/month-18/Students progressed higher studies

S. No	University ID number	Name of the student	Program graduated from (B.Tech/M.Tech/B.Com ect...)	Details of institution joined	Name of programme admitted to	Duration of the Program

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

*Details as per the format with Excel file name-66/dept. name/month-18/Faculty professional Society memberships

A: Students professional society membership enrolment details:

S.No	University ID number	Name of the student	Name of the Professional society	Date of enrolment

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**copy of membership certificate to be attached.*

B: Faculty professional society membership enrolment Details:

S.No	Name of the faculty	Name of the Professional society	Type of Membership (Member, Senior member, Life Member, Young Professionals, Society Affiliate, Fellow ect..)	Membership enrolment details	Date of enrolment	Financial assistance if any

**copy of membership certificate to be attached.*

67) Industrial visits/tours organised

**Details as per the format with Excel file name-67/dept. name/month-18/Industrial visits*

S.No	Name of the industry visited	No. of students participated	Name of the Program (B.Tech/M.Tech etc..)	Class and year of the students	Date of visit

68) Complaints or suggestions received through complaint box/suggestion book?

** Provide details(Soft copies)with file name -68/dept.name/month-18/Complaint box/Suggestion book*

69)Details of counsellors for every 20 students

** Provide details(Soft copies)with file name -69/dept.name/month-18/Student counsellors*

70) No Format-Proof to be shown

71)Any other important information you wish to provide.

** Provide details(Soft copies)with file name -71/dept.name/month-18/important information*

The following formats to be submitted semester wise

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

ACADEMIC WORKLOAD ALLOTMENT (U.G/P.G.) PROGRAMME						
Sl.No.	Year	Sub: X1	Sub: X2	Sub: X3	Sub: X4	Sub: X5
B.Tech	1 st Year	Faculty: 1 2				
	2 nd Year					
	3 rd Year					
	4 th Year					
M.Tech, M.B.A	1 st Year	Faculty: 1 2				
	2 nd Year					

73) Attach approval copy of SRA(Statutory Regulatory authorities)(AICTE/BCI/PCI/COA/UGC) with file name **-72/dept.name/month-18/Approval**

74) Computers available in the department

* Provide details(Soft copies)with file name **-73/dept.name/month-18/Computers**

	<i>No. Of Computers in labs</i>	<i>No. Of Computers in Computer Centres</i>	<i>No. Of Computers in Office</i>	<i>No. Of Computers in Faculty rooms</i>	<i>No. Of Computers in Other places (Research labs, Research project, Labs)</i>	<i>Total Computers</i>	<i>Total Computers with internet connectivity</i>
<i>Existing</i>							
<i>Added during this month</i>							
<i>Total</i>							

a. Student - Computer ratio:

75) List of students applied / cleared Competitive Exams

**Details as per the format with Excel file name-74/dept. name/month-18/Competitive Exams.*

<i>S.No</i>	<i>University ID number</i>	<i>Name of the student</i>	<i>Name of the competition Exam</i>	<i>Number of students enrolling into higher education</i>	<i>Cleared/ not cleared</i>	<i>if cleared score and rank</i>

**Attach proofs*

76) Guest Lecture arranged by industry expert / other eminent outside faculty

** Provide details(Soft copies)with file name -75/dept.name/month-18/Guest Lectures*

<i>S. No</i>	<i>Date</i>	<i>Title of Guest Lecture</i>	<i>Name of the expert</i>	<i>List of the students participated</i>	<i>List of the Faculty/Staff participated</i>

**Submit report.*

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

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

** Provide details (Soft copies) with file name -76/dept.name/month-18/Feedback by stake holders*

78) No-Format