

For the H.O.Ds of all the twelve departments to give their departmental presentation in front of all the teaching staff a meeting was called by the IQAC on 2/11/17.

① Sequence of the presentation: It was decided that the sequence of the presentation will be the same as the one followed on the AAA team visit day i.e. (i) Chemistry (ii) Zoology (iii) Botany (iv) Physics (v) Mathematics (vi) Economics (vii) Education (viii) English (ix) History (x) Philosophy (xi) Political Science (xii) Sociology.

② General suggestions made to all departments:

- (a) For enrolment records refer to only the enrolment of odd semesters i.e. 1st, 3rd & 5th
- (b) For pass percentage refer to only 6th semester result
- (c) For attendance record take averages of 1st and 2nd, 3rd and 4th, 5th and 6th semesters.
- (d) For entering data into tables and graphs use the format 1st Year (1st semester and 2nd semester), 2nd Year (3rd

Semester and 4th semester) and 3rd year (5th Semester and 6th semester) (c) include data and graph of any record in the same slide (f) Use either bar chart or line graph for graphical representation of data (for showing result line graph may be preferred)

(g) Alumni record should include only total numbers and also aggregative records of their chosen fields of further study (h) Research work and publication records should also include only aggregative data (if the number is limited elaborations will be preferred) (i) Under high achievers record only include students who have scored 6 or more CGPA. (j) Keep hard copy of entire list of records related points (g)(h) and (i) (k) State student teacher ratio for the current semester i.e. 2nd, 4th and 6th (l) For SWOC points under strength should focus on both teachers and students, weakness should not focus on inabilities of students, opportunities should include long term future plans, near future plans can be separately mentioned

under future plans along with specific dates, any teachers' appraisal done can be mentioned under strength (m) teaching aids used to be a part of presentation

(n) include experience of faculties gained while working as teacher in other institutions if any. (o) Be prepared to explain

cause behind poor academic performance in any particular year and remedial actions taken.

③ suggestions specific to particular departments:

(a) inter relate the points under weakness, opportunity and challenges: Departments of Zoology, Botany and Philosophy

(b) Rephrase the points under SWOC:

Departments of Zoology, Physics, Economics, Education, Philosophy (c) Be ready to

explain why only limited nos. of field trips

conducted: Departments of Chemistry, Economics,

Education, History, Political sc, English. (d) state

aims and objectives pointwise: Departments of

Zoology and Education.

Proposals:-

Page ④

- ① Every department should try to organise seminars
- ② To make the departmental presentations more vibrant assistance will be provided to the H.O. Ds by the computer teachers.