**SVCR GOVT.DEGREE COLLEGE PALAMANER**

**Certificate Course**

* Department Minutes - Resolution Copy
* Principal's Permission Letter (Intimation to Principal)
* Circular/Notice
* Brief Note on Activity, Aims, Objectives, Procedure and Outcomes
* Syllabus
* Timetable - Day Wise Topics
* Students Registration form – List
* Attendance Sheet
* Model Question Paper and Test Analysis report
* Student Feedback
* Model Certificate
* Pics/ News Clips

**SVCR GOVT.DEGREE COLLEGE PALAMANER**

**Guest Lecture**

* Department Minutes - Resolution Copy
* Principal's Permission Letter (Intimation to Principal)
* Circular/Notice
* Brief Note on Activity, Aims, Objectives, Procedure and Outcomes
* CV of Guest
* Synopsis of the Lecture
* Invitation/Programme Schedule (Minute to Minute Programme)
* List of the participants with signatures
* Student Feedback
* Pics/ News Clips

**SVCR GOVT.DEGREE COLLEGE PALAMANER**

**Field Visit**

* + Department Minutes - Resolution Copy
	+ Principal's Permission Letter (Intimation to Principal)
	+ Circular/Notice
	+ Brief Note on Activity, Aims, Objectives, Procedure and Outcomes
	+ MoU/ Communication Letters if done under MoU
	+ List of the Students
	+ Parents/ Guardian consent Letters (if available)
	+ Questionnaire
	+ Student Feed Back and report
	+ Pics/ New Clips

**SVCR GOVT.DEGREE COLLEGE PALAMANER**

Extension Activité

* + - Department Minutes - Resolution Copy
		- Principal's Permission Letter (Intimation to Principal)
		- Circular/Notice
		- Brief Note on Activity, Aims, Objectives, Procedure and Outcomes
		- Plan of Action/ (Minute to Minute Programme)
		- List of the participants with signature
		- Student Feedback
		- Pics/ New Clips

**SVCR GOVT.DEGREE COLLEGE PALAMANER**

**ICT Tools Register**

* + - * + Date- Class - Time -Topic - ICT Tool Used : PPT/ Video/ LMS/Online Quiz/ any other

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**Bridge Course**

* + - * Dept Minutes regarding Bridge Course
			* Primary / Diagnostic Test Q. Paper
			* Day Wise Topics (Classes Schedule)- Timetable - Handouts/ Material
			* List of the Students - Signatures - Attendance

**SVCR GOVT.DEGREE COLLEGE PALAMANER**

**Bridge Course**

* Dept Minutes regarding Bridge Course
* Primary / Diagnostic Test Q. Paper
* Day Wise Topics (Classes Schedule)- Timetable - Handouts/ Material
* List of the Students - Signatures – Attendance
* Post BC Test - Result - Analysis (findings)

**SVCR GOVT.DEGREE COLLEGE PALAMANER**

**Remedial Course**

* + Dept Minutes regarding Bridge Course
	+ List of the Students
	+ Day Wise Topics (Classes Schedule) – Timetable
	+ Attendance
	+ Post RC Test (Findings)

**SVCR GOVT.DEGREE COLLEGE PALAMANER**

 **Seminar/Webinar/ Conference/ Workshop**

* + Department Minutes - Resolution Copy
	+ Principal's Permission Letter (Intimation to Principal)
	+ Circular
	+ Brief Note with Title, Aims, Objectives, Outcomes
	+ MoUs/Collaborations/ Sponsorship communication letters
	+ CVs of Guest speakers
	+ Synopsis of the Topics
	+ Programme Schedule (Minute to Minute Programme)
	+ List of the participants - Presenters – Titles
	+ Feed Back
	+ Model Certificate
	+ Pics/ New Clips

**SVCR GOVT.DEGREE COLLEGE PALAMANER**

**Exchange**

* + - Principal's Permission Letter (Intimation to Principal)

 Brief Note on Planned Activity (Extension Lecture /

 Competitions/ Peer

* + - Teaching/Visiting Lab- Dept- Library/ Utilizing Lab equipment etc Aims, Objectives, Outcomes]
		- MoUs/Collaborations/ Sponsorship communication letters
		- Programme Schedule (Minute to Minute Programme)
		- List of the Students/Faculty
		- Review on the Prog
		- Feedback
		- Pics/News Clips

**SVCR GOVT.DEGREE COLLEGE PALAMANER**

**Consolidated Reports on Internships / CSPs**

Detailed Procedures with Circulars/ Proceedings / Communication Letters / Lists of Projects along with Student Details / Outcomes and Reports of Supervisors