

Report Formats

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
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
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
Extension Activity	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
ICT Tools Register	Date- Class - Time -Topic - ICT Tool Used : PPT/ Video/ LMS/Online Quiz/ any other
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)
Remedial Course	Dept Minutes regarding Bridge Course
	List of the Students
	Day Wise Topics (Classes Schedule) - Timetable
	Attendance
	Post RC Test (Findings)
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
Student/Faculty	Department Minutes - Resolution Copy

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