**SVCR GOVT.DEGREE COLLEGE, PALAMANER**

**DEPARTMENT EVALUATION CHECKLIST**

**Records to be maintained in the Departments.**

**( As per NAAC GUIDELINES)**

1. Sanctioned workload and staff working
2. Minutes Book
3. Activity Register
4. Annual Curricular Plan, Teaching Diary, Lesson Plans
5. Certificate Courses
6. ICT tools Report
7. POs and COs - communication record and Mapping document
8. CIA Register, Reports and Proofs

i. MID Exam Papers

ii.Other Activities

1. Seminars
2. Assignments
3. Guest Lectures
4. Quizzes
5. GDs
6. Role Plays
7. Debates
8. Essay Writing
9. Elocution
10. Any other – mention

9. Internships

10. CSPs

11. Reports on papers presented in Seminars / Webinars /

Workshops organized/attended

12. Research Publications (Dept Wise)

13. LMS / Books / Worksheets /

14. MoUs with follow up activities

15. Academic Extension (Student and Faculty Exchange

Programmes )

16. Community Extension

17. Field Trips

18. Contribution to Institution

19. Student Progression to HE

20. Student Progression to Employability

21. Best Practices

22. Faculty Development Programmes attended/Organised

23.Refresher and NPTEL/ MOOC’s Courses attended.

24. Physical Facilities in the Dept.

25. Student Empowerment strategies