**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