XXX COLLEGE

DEPARTMENTAL GRADING

August 2020

Department of ………………………..

DEPARTMENT GRADING

The Department is requested to submit a Self Study Report (SSR) of its performance during the academic year ……….. in the following format, for the purpose of department grading. The grading aims to encourage self-evaluation, accountability, research, and innovation in teaching and learning. It will also help to create healthy competition in curricular and extracurricular activities among departments. The grading will be performed based on the following criteria.

All claims should be supported by valid documents.

All claims should be self-evaluated, question wise as per the evaluation chart attached.

Self Study Report

Curricular Aspects

  a. Number of value-added certificate courses offered

  b. Total percentage of teachers in various bodies of the university

Teaching and learning

 a. Furnish the pass percentage for degree main ………… year batch, subsidiaries ……… year batch, and PG ………. Year batch.

<div align="center">% pass</div>

Postgraduate course   :

Degree (main alone)   :

Subsidiary (…………….) :

Subsidiary (……………) :

 b. Mention University ranks, if any, obtained for the ……… batches. (Give the total number of students appeared for the subject in the university)

c. Does the department provide remedial teaching?

Yes ☐   No ☐

If yes furnish the following

Sl. No.	Name of the teacher	Class for which remedial teaching is arranged

d. Does the department employ any innovations in teaching and evaluation methods?

Yes ☐   No ☐

If yes, give details of the innovative methods employed this year.

e. Did the department design any curricula this year?

Yes ☐   No ☐

If yes, give details

f. Does the department conduct student evaluation?

Yes ☐   No ☐

If yes mention the measures taken on the basis of the evaluation.

g. Does the department use any modern techniques in teaching?

Yes ☐   No ☐

If yes give details.

h. How many teachers attended seminar/ workshop/ conference/ refresher courses etc. during ……………. (Use separate sheet if necessary)

Sl. N o	Name of faculty	Title of the seminar/ workshop/ conference etc.	Duration		Whether international/ national/ state/regional	Organizing agency
			From	To		

i. Give details of faculty members, if any, who are selected as resource persons for seminar/workshop/conference/refresher courses etc. during ………..? (Use separate sheet if necessary)

Sl. N o	Name of faculty	Title of the seminar/ workshop/ conference etc.	Duration		Whether international/ national/ state/regional	Organizing agency
			From	To		

j. Does the department conduct input-output analysis?

Yes ⬭   No ⬭

If yes furnish the following for degree ………batch and PG ………. batch

a. Class average % marks in entry-level =

b. Class average % marks in exit level   =

k. Any other relevant information the department wishes to add.

Research

a. Does the department have publications out of the work done within the department during the current academic year?

Yes ⬭   No ⬭

If yes furnish the following.

Sl. No	Name of faculty	Title of the paper	Title of the Journal and year of publishing	Citation index and impact factor of the journal, if available

b. Give details of the publication by faculty, if any.

Sl. No	Name of faculty	Title of the paper	Title of the Journal and year of publishing	Citation index and impact factor of the journal, if available

c. Is the department recognized as a research department?

Yes ⬭   No ⬭

If yes give the number of research scholars joined this year.

d. Did the department produce any PhD during the last two years? (*For research departments only*)

Yes ⬭   No ⬭

If yes, furnish the following

Sl. No	Name of the Research Scholar	Name of the guide	Title of the thesis	Year of awarding

e. Does the department have any running major research project?

Yes ☐   No ☐

If yes furnish the following.

Sl. No	Name of the principal investigator	Duration		Title of the project	Funding agency
		from	To		

f. Does the department have any running minor research project?

Yes ☐   No ☐

If yes furnish the following.

Sl. No	Name of the principal investigator	Duration		Title of the project	Funding agency
		from	To		

g. Did the department receive any assistance from agencies like DST, FIST, ICSSR, UGC (special schemes, other than projects and development assistance), etc. during the academic year?

Yes ⬭   No ⬭

If yes furnish the following.

Sl. No	Title of the program	Duration		Funding agency	Amount allocated
		from	to		

h. Did the department submit any new proposal for project, seminar etc. to funding agencies during the academic year?

Yes ⬭   No ⬭

If yes give details

i. Did the department conduct seminar/workshop/conference etc. during the academic year?

Yes ⬭   No ⬭

If yes furnish the following

Sl. No	Title of the seminar/ workshop/ conference etc.	Duration		Whether international/ national/ state/regional	Funding agency
		From	To		

j. Any other relevant information the department wishes to add.

Consultancy and extension

    a. Did the department sign any MoU with industry or any other agency?

       Yes   ☐   No   ☐

       If yes give details.

    b. Does the department conduct consultancy services?

       Yes   ☐   No   ☐

       If yes give details

    c. Does the department provide job-oriented training for students?

       Yes   ☐   No   ☐

       If yes give details

    d. Does the department arrange placement for students?

       Yes   ☐   No   ☐

       If yes give details

    e. Does the department conduct/coordinate any kind of extension activities?

       Yes   ☐   No   ☐

       If yes give details.

    f. Any other relevant information the department wishes to add.

Extracurricular activities

a. Does the department participate in interdepartmental cultural contests?

Yes ☐   No ☐

If yes give details

b. Mention achievements if any, of the students come under the department.

c. Mention the association activities if any, during the academic year

d. Mention the performance in the sports activities during the academic year.

e. Any other relevant information the department wishes to add.

Innovations and Practices

a. Are any members of the department involved in the administrative/club/committee activities of the college?

Yes ☐   No ☐

If yes furnish the following (use a separate sheet if necessary)

Sl. No.	Name	Activity to which associated

b. Do the teachers complete topics according to the teaching plan suggested?

Yes ☐   No ☐

If No, mention the reason and give the details of additional classes arranged for completion of Topics.

Sl. No.	Name of teacher	Class	Additional classes conducted	Remark

c. Does the department conduct additional courses?

Yes ☐   No ☐

If yes give details

Sl. No.	Name of the course	Degree/certificate/diploma etc.	No. of students

d. Does the department involve in maintaining the discipline in the campus?

Yes ☐   No ☐

If yes give details

e. Describe the measures taken for maintaining the cleanliness of staff room, classrooms, labs, museums etc.

f. Does the department maintain proper documentation of data?

       ☐   ☐

g. Does the department conduct student counselling?

       ☐   ☐

If yes give details

h. Mention the measures if any, taken by the department for personality development of students.

i. Any other relevant information the department wishes to add.

Signature:

Head of the Department:

DEPARTMENT GRADING

Evaluation Chart

Criteria	Score
Curricular aspects	
a. *If more than 6, 20marks, if >3 10 marks >3, 0*	**20**
b. *If more than 20%, 10 marks, >10% ,5 <5, 3marks*	**10**
Teaching and learning	
a. Pass percentage *The score for the pass percentage is computed as follows:* *For departments with Degree only, 30 marks will be awarded if 100% pass is reported for main and 10 marks for 100% pass for subsidiary subjects.* *For departments with PG the split up is as shown below:* *i. PG – 15 marks (for 100 % pass)* *ii. Degree – Main - 15 marks (for 100 % pass)* *Sub - 10 marks (for 100 % pass for the second year)*	**40**
b. Rank obtained *First rank - 5* *Second rank - 3* *Third rank - 2* Weightage shall be given on the basis of total number of students.	**10**
c. Remedial teaching $$Score = \frac{No.\,of\,teachers\,conducted\,remedial\,classes}{Total\,no.\,of\,teachers\,in\,the\,department} \times 10$$	**10**
d. Innovations in teaching and evaluation methods *Any new method for enhancing the effectiveness of teaching and evaluation.*	**05**

e. Curriculum design *Preparation of new syllabus*		**02**
f. Teacher evaluation reports and action taken *Whether conducted or not and the follow-up activities, if any.*		**05**
g. Use of modern techniques in Teaching (*Modern tools, if any, used by the department*)		**05**

h. Teachers attending Seminars, Conferences, Refresher courses etc.
 	
   Score =
   $\dfrac{No.\,of\,teachers\,attended\,seminars,\,conferences,\,refresher\,courses\,etc}{Total\,no.\,of\,teachers\,in\,the\,department} \times 10$
		10

i. Faculty members as resource persons in Refresher courses, seminars etc.		**03**

j. Input-output Analysis
   Class average % marks increases compared to entry-level – 5marks
   $\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad$ *(UG 3, PG – 2)*
   Class average % marks remain the same compared to entry-level – 3 marks $\quad\quad\quad\quad\quad\quad$ *(UG – 2, PG – 1)*
   Class average % marks less than entry-level - no marks
		05

k. Any other relevant information the department wishes to add		**05**
Research		
a. Publications from the department *(One per year – 15 marks)*		**15**
b. Publication by the faculty *(Two per year – 10 marks)*		**10**
c. The number of students registered for Ph. D *(One student per year – 5 marks)*		**05**
d. Number of PhD's produced during the academic year *(One student – 5 marks)*		**05**

e.	Running Major research projects (*Minimum one – 15marks*, counted for three years)	**15**
f.	Running Minor research projects $Score \quad \dfrac{No.\,of\;teachers\;having\;MRP}{Total\;no.\,of\;teachers\;in\;the\;department} \times 10 \;=$ (*same project counted for 2 years*)	**10**
g.	Details of the UGC, DST, FIST etc assistance received by the department (*Any assistance other than Major and Minor research projects, and usual development assistance of UGC, full credit may be given*)	**10**
h.	Proposals submitted $Score = \dfrac{No.\,of\;project/seminar\;proposals\;submitted}{Total\;no.\,of\;teachers\;in\;the\;department} \times 10$	**10**
i.	Seminars/workshops etc. conducted *One national - 15* *One state-level - 10* *One regional level - 5*	**15**
j.	Any other relevant information the department wishes to add	**05**
Consultancy and extension		
a.	Industrial MoUs (*If at least one, full credit may be given counted for the term*)	**15**
b.	Consultancy services (*Full credit for revenue-generating consultancy*)	**15**
c.	Job-oriented training (*Full credit if training is given*)	**15**
d.	Placement (*Full credit if placements are arranged, with supporting documents*)	**35**
e.	Extension activities	**15**

	(With supporting evidence)	
f.	Any other relevant information the department wishes to add	**05**
Extracurricular activities		
a.	Inter-departmental contests - Cultural & sports (*Participation – 15, Full credit if won prizes*)	**30**
b.	Student achievements and awards (*Any two, full credit – other than department contests*)	**20**
c.	Association activities	**15**
d.	Performance in sports activities (*Any two, full credit – other than department contests*)	**30**
e.	Any other relevant information the department wishes to add	**05**
Innovations and Practices		
a.	Participation in administrative activities	**30**
b.	Additional classes conducted	**20**
c.	Additional courses conducted	**10**
d.	Participation in the maintenance of discipline in the campus	**10**
e.	Cleanliness of Staffroom, Classrooms, Labs, Museums etc.	**05**
f.	Documentation	**10**
g.	Student counselling	**05**
h.	Personality development of Students	**05**
i.	Any other relevant information the department wishes to add	**05**