

FILE NUMBERS AND LIST OF FILES TO BE MAINTAINED IN HARD AND SOFT COPY OF EACH FILE BY EACH DEPARTMENT

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

- 5.1.1 Department system, structural and functional characteristics for student support and mentoring
- 5.1.2 Record of 'apart from classroom interaction', the provisions available for academic mentoring
- 5.1.3 Record of department students utilization of personal enhancement and development schemes such as career counseling, soft skill development, career-path-identification, and orientation to well-being for its students.
- 5.1.4 Department publish its updated prospectus and handbook info annually on website and online access of course plans, syllabi and result
- 5.1.5 A. Records of the Timely dissipation of financial aid
 - A. Tables for type and number of scholarships/free-ships given to the students during the last four years the following categories: UG/PG/M.Phil/Ph.D./Diploma/others
- 5.1.6 Table of percentages of students receive financial assistance from state government, central government and other national agencies (Kishore Vaigyanik Protsahan Yojana (KVPY), SN Bose Fellow, etc.)
- 5.1.7 Department use of International Student Cell, number and list of foreign students
- 5.1.8 Department support services available for
 - * Students participating in various competitions/conferences in India and abroad
 - * Physically challenged / differently-abled students
 - * SC/ST, OBC and economically weaker sections
 - * Health centre, health insurance etc.
 - * Skill development (spoken English, computer literacy, etc.)
 - * performance enhancement for slow learners
 - * exposure of students to other institutions of higher learning/ corporates/business houses, etc.

- * publication of student magazines
- * Record of student participation in sports and extracurricular activities

5.1.9 Placement Records

5.1.10 Number of students selected during campus interviews by different employers (list the employers and the number of companies who visited the campus during the last four years).

5.1.11 A. Record of registered Alumni Association

B. Record of activities and contributions to the development of the department

C. Record of alumni meets

5.1.12 A. Committee members and record of student grievance redressal

B. Details of the nature of grievances reported and the redressal

5.1.13 A. Record of anti-ragging committee

B. List of instances reported during the last four years and what action has been taken in these cases

5.1.14 Details of the cooperation rendered by parents, industry and its stakeholders to ensure the overall development of its students

5.1.18 A. List of participation of women students in intra- and inter-institutional sports competitions and cultural activities

B. List of participation of women students in intra- and inter-institutional sports competitions and cultural activities

5.2 Student Progression

5.2.1 Analysis of progression and trends for the last four years.

Student Progression	%
UG to PG*	
PG to M.Phil.*	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed	
• Campus selection	
• Other than campus recruitment	

5.2.2 Programme-wise pass percentage during the time span stipulated

5.2.3 Records of Number and percentage of students who appeared/qualified in examinations like UGC-CSIR-NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central / State services, Defense, Civil Services, etc.

5.2.4 List category-wise with details egarding the number of Ph.D./D.Litt./D.Sc. theses submitted/ accepted/ resubmitted/ rejected in the last four years

5.3 Student Participation and Activities

- 5.3.1 A. List the range of sports, cultural and extracurricular activities available to students
B. Sports and extracurricular calendar and details of students' participation.
- 5.3.2 Details of the achievements of department students in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. during the last four years.
- 5.3.3 A. Gathered data and feedback from pass-out graduates
B. Gathered data and feedback from employers
C. Use of the data for the growth and development of the department
- 5.3.4 Department special drives / campaigns for its faculty and students to promote heritage consciousness
- 5.3.5 A. Records of Department involvement and encourage its students to publish materials like catalogues, wall magazines, departmental magazine, and other material
B. List the major publications/ materials brought out by the students during the last four academic sessions.
- 5.3.6 A. Departmental Student and Alumni association or or any other similar body
B. Details on its constitution, activities and funding.
- 5.3.7 Details of student representatives in Board of Studies, various academic and administrative bodies
- 5.3.8 Any other information regarding Student Support and Progression which the university would like to include.**