**Experiment 7**

**List out the categories of reports and the required data to be represented with them. Also, determine the layout of the reports that may be used by individual authorities of the intended organization.**

In a Faculty Contribution Management system, various types of reports may be required to effectively manage and assess faculty contributions. Here are some categories of reports along with the required data to be represented within them, as well as suggested layouts for each report:

**1.Faculty Activity Report:**

* Required Data: Faculty name, department, activity type (teaching, research, service), activity description, date, duration, outcome or impact.
* Layout:
* Table format with columns for faculty name, department, activity type, activity description, date, duration, and outcome.
* Optionally, include charts or graphs to visualize the distribution of activities across faculty members or departments.

**2.Teaching Evaluation Report:**

* Required Data: Faculty name, course name, course code, semester, student feedback (quantitative and qualitative), peer evaluations (if applicable), self-evaluations.
* Layout:
* Summary section with average ratings for each faculty member.
* Detailed breakdown of student feedback, including scores and comments.
* Comparative analysis with previous evaluations or benchmarks.
* Recommendations for improvement, if necessary.

**3.Research Output Report:**

* Required Data: Faculty name, research project title, publication details (title, journal/conference, publication date), citations, funding details (if applicable).
* Layout:
* Table format with columns for faculty name, project title, publication details, citations, and funding.
* Optionally, include visualizations such as bar charts to represent the number of publications or citations per faculty member.

**4.Service Contribution Report:**

* Required Data: Faculty name, committee/service activity name, role, duration, outcomes or contributions.
* Layout:
* Table format with columns for faculty name, activity name, role, duration, and outcomes.
* Optionally, include a section for qualitative feedback or testimonials from stakeholders.

**5.Professional Development Report:**

* Required Data: Faculty name, workshop/conference attended, training topics, duration, certifications obtained.
* Layout:
* Table format with columns for faculty name, event attended, topics covered, duration, and certifications.
* Optionally, include a section for reflections on how the professional development activities have impacted teaching, research, or service.

**6.Overall Faculty Contribution Summary:**

* Required Data: Aggregate data on teaching, research, service, and professional development activities for each faculty member.
* Layout:
* Graphical representation (such as pie charts or radar charts) showing the distribution of contributions across different categories.
* Summary statistics for each category (e.g., total hours spent on teaching, number of publications, number of service activities).
* Comparative analysis with benchmarks or targets set by the organization.

These layouts can be customized based on the specific requirements and preferences of the individual authorities within the organization responsible for managing faculty contributions. Additionally, the reports can be generated using spreadsheet software or dedicated reporting tools to automate data collection and analysis.