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| **S.No** | **Description** | **Action to be taken** |
| 1 | **Academic Activities** |  |
|  | * Undergraduate and postgraduate programmes * MS and PhD Programmes * Academic achievements * Foreign Academic Linkages * Honours and Awards * Institutional Linkages | Director Academic Affairs  Deputy Director (FCP) |
| 2 | **Research and Development** |  |
|  | * R&D-An Overview * Projects: (i) Completed * (ii) Newly Launched * Publications * Conferences, Seminars and Workshops, etc. * Research Journals   RESEARCH COLLABORATION   * Indigenous * Foreign Linkages * Funding Grants for R&D * Operation of Office of Research, Innovation and Commercialization (ORIC) | Director R&D |
| 3 | **Quality Assurance** |  |
|  | * Impact of Quality Assurance in the University * Quality Enhancement Cell * Membership of Associations/Networks * Accreditation of programmes from relevant councils | Director Quality Assurance |
| 4 | **Faculty Development** |  |
|  | * Faculty development programmes (MS/PhD local + foreign) * Retuned Scholars * Present Scholars * Pre-service and in-service professional development programmes   Achievements of Foreign faculty | Dean Engineering  Dean Management Sciences |

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| 5 | **Access** |  |
|  | * Basic enrolment * Equity * Gender-wise Detail * Employability * Faculty-student ratio | Director Admissions |
| 6 | **Universities Building Economies** |  |
|  | * University-Industry Linkage * New Initiatives * Technology Incubation Centre * Patents * Internship and Placement Office * Student Counseling and Career Guidance | Director R&D  Director Students Affairs |
| 7 | **Strengthening Physical Infrastructure** |  |
|  | * Development projects (Laboratories, Libraries, etc.) * Research Equipment   Construction projects | Director P&D |
| 8 | **Strengthening Technological Infrastructure** |  |
|  | * Digital Library * PERN * Video Conferencing * Campus Management Solution * Web Portal * Development of online admission system | Director MIS |
| 9 | **Universities building Communities** |  |
|  | * University-community interaction * University’s role in building community * Alumni Affairs: Outstanding Achievements etc. | Director Students Affairs |
| 10 | **Sports** |  |
|  | * Inter-departmental sports * Participation in national championships * Achievements at national level   Incentives and honours/awards for sports persons | DD (FCP) /Sports Officer |

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| 11 | **Universities Building Leadership** |  |
|  | * Faculty Leadership (Awards and representation in Govt policy making committees, memberships on various Councils etc.) * Student Leadership (Co-curricular Activities: University dramas, exhibitions, expos, competitions, debates at national and international levels) | Director BUIC  Director BUKC  Director IPP  VP BUMDC |
| 12 | **Finance** |  |
|  | * Annual Statement of Accounts * Financial year at a glance * Audit Report * Development budget * Recurring budget * Self-generated income * SAP related activities * Trend of per student spending | Director Finance |
| 13 | **University Governance** |  |
|  | * Syndicate meetings / BOG * Academic Council meetings * Board of Advanced Studies meetings / HERC | Deputy Registrar  Director Academic Affairs  Director R&D |
| 14 | **Office of Resource Generation/Development / Office Research Innovation & Communication (ORIC)** |  |
|  | * Initiatives and implementation * Future plans | Director R&D |
| 15 | **Health Centre/Medical Facilities** |  |
|  | * Medical facilities available * Counseling for stress reduction | Director Health Sciences |