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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 AffairsDeputy 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 EngineeringDean Management Sciences |

 **UNIVERSITIES ANNUAL REPORT**

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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&DDirector 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 |

|  |  |  |
| --- | --- | --- |
| 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 BUICDirector BUKCDirector IPPVP 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 RegistrarDirector Academic AffairsDirector 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 |