**SVCR GOVT.DEGREE COLLEGE, PALAMANER**

 **DEPARTMENT EVALUATION CHECKLIST**

**Records to be maintained in the Departments.**

 **( As per NAAC GUIDELINES)**

1. Sanctioned workload and staff working
2. Minutes Book
3. Activity Register
4. Annual Curricular Plan, Teaching Diary, Lesson Plans
5. Certificate Courses
6. ICT tools Report
7. POs and COs - communication record and Mapping document
8. CIA Register, Reports and Proofs

i. MID Exam Papers

 ii.Other Activities

1. Seminars
2. Assignments
3. Guest Lectures
4. Quizzes
5. GDs
6. Role Plays
7. Debates
8. Essay Writing
9. Elocution
10. Any other – mention

 9. Internships

 10. CSPs

 11. Reports on papers presented in Seminars / Webinars /

 Workshops organized/attended

 12. Research Publications (Dept Wise)

 13. LMS / Books / Worksheets /

 14. MoUs with follow up activities

 15. Academic Extension (Student and Faculty Exchange

 Programmes )

 16. Community Extension

 17. Field Trips

 18. Contribution to Institution

 19. Student Progression to HE

 20. Student Progression to Employability

 21. Best Practices

 22. Faculty Development Programmes attended/Organised

 23.Refresher and NPTEL/ MOOC’s Courses attended.

 24. Physical Facilities in the Dept.

 25. Student Empowerment strategies