

Annexure - 1
ASSIGNMENTS – Guidelines

1. Total Marks – 40
2. LMS Assignments – 20
Teacher Assignments – 20
3. **LMS Assignments: Guidelines**
 - a. There will be one assignment for every session.
 - b. Every Assignment will be evaluated for 20 Marks.
 - c. All assignments are mandatory.
 - d. Average marks of all assignments will be taken for final LMS Assignment marks.
 - e. If any assignment is not complete, the marks for that assignment will be considered as zero.
 - f. Final LMS Assignment Marks for each student shall be calculated as follows:
 - a) Average LMS Assignment Marks = Average of all Assignments
 - b) Final LMS Assignment Marks = Average of all Assignments x 0.4
4. **Teacher Assignments: Guidelines**
 - a. There shall be one Teacher Assignment every two weeks, for each paper.
 - b. For each paper there shall be at least 7 assignments in a semester.
 - c. Each student should be given a different topic.
 - d. All assignments are mandatory.
 - e. Every Assignment will be evaluated for 20 Marks.
 - f. All assignments should be analytical and application oriented.

Examples for Arts

- Critical Reviews of Books/Articles
- Poem analysis
- Review of Issues like Garbage Disposal/Child Health and Nutrition and so on
- Newspaper Analysis (could be any social issue)
- Editing Skills using Passages with errors
- Computation of different Costs from the Financial Statements of Companies & Credit Creation Process of Banks

Examples for Commerce

- Preparation of Advertising Copy
- Calculating Ratios from a Company's Balance Sheet (each student should be given a different company)
- Computation of different Costs from the Financial Statements of Companies

Examples for Sciences

- Problem-solving Exercises
- Industry-integrated Concepts

- g. Average marks of all assignments will be taken for final Teacher Assignment marks.
- h. If any assignment is not complete, the marks for that assignment will be considered as zero.
- i. Final Teacher Assignment Marks for each student shall be calculated as follows:
 - a) Average Teacher Assignment Marks = Average of all Assignments
 - b) Final Teacher Assignment Marks = Average of all Assignments x 0.4

5. Final Assignment Marks for each student shall be calculated as follows:
- a. Final Assignment Marks = Final LMS Assignment Marks + Final Teacher Assignment Marks

6. **Monitoring Mechanism**

- a. It shall be the responsibility of the concerned teacher to safe-keep all assignment documents for 5 years.
- b. The HoD shall check every two weeks at least 05 assignments given by every teacher, with respect to the following aspects-
 - a) Whether assignments are being given every two weeks
 - b) Whether assignment given to every student is unique
 - c) Whether assignment questions are analytical and application oriented
- c. The HoD shall on a monthly basis grade the assignments given by every teacher in **Format- 1A** by 3rd of the month. The HoD shall be responsible for the safe-keep of these Formats for 5 years.
- d. The Principal shall carry out the following Responsibilities-
 - a) Shall grade on a monthly basis, the assignments given by the HoD as a teacher, as per the guidelines given in (b) and (c)
 - b) Shall check every month at least 5 assignments (given by all teachers) per HoD and Shall assess on a monthly basis the performance of every HoD with respect to assignments, in **Format- 1B**. The Principal shall be responsible for the safe-keep of these Formats for 5 years
- e. The Principal and the HoDs shall ensure that all the above guidelines related to Assignments are strictly followed. It shall be the responsibility of the Principal to take necessary corrective action in case of any deviations.
- f. The Principal shall conduct a monthly review on Assignments on 5th of every month and send a monthly report on Assignments in **Format- 1C** to the JD Office, by 6th of every month.
- g. The JD shall conduct a monthly review of Assignments on 8th of every month and shall send a monthly report on Assignments in **Format- 1D** to the Commissioner Office, by 10th of every month.
- h. JD Academic at the Commissioner Office shall perform the following responsibilities-
 - a) Shall conduct a monthly review of Assignments zone-wise on 11th and 12th of every month
 - b) Shall submit a monthly report on Assignments in **Format- 1E** to the Commissioner by 15th of every month

Format – 1A

Teacher Assignment Gradation Report

(Prepared by the HoD)

1. Name of the Teacher:
2. Subject:
3. Total Students taught by the Teacher:
4. Number of Students who have submitted both the Fortnightly Assignments in the Month:
5. Gradation Month:
6. Gradation Table:

<u>Criteria</u>	Gradation (on a scale of 1 to 10)
a) Whether assignments are being given every two weeks	
b) Whether assignment given to every student is unique	
c) Whether assignment questions are analytical and application oriented	
Fortnightly Assignment Gradation (Average Gradation of above 3 Criteria)	

7. Remarks:

Name of the HoD:

Subject:

Signature:

Format – 1B
HoD Assignment Gradation Report
(Prepared by the Principal)

1. Name of the HoD:
2. Subject:
3. Total Teachers under the HoD:
4. Number of Teachers who have given both the Fortnightly Assignments to all their students in that month:
5. What action has been initiated by the HoDs on the Teachers who have not given prescribed Assignments:

6. Total Students in the Department:
7. Number of Students in the Department who have submitted both the Fortnightly Assignments in the Month:
8. Gradation Month:
9. Gradation Table:

Criteria (based on Assignments given by the HoD and all Teachers under the HoD)	Gradation (on a scale of 1 to 10)
a) Whether assignments are being given every two weeks	
b) Whether assignment given to every student is unique	
c) Whether assignment questions are analytical and application oriented	
d) Whether the HoD is fulfilling the responsibilities assigned with respect to gradation of assignments (as given in 6(b) and 6(c) of Assignment Guidelines)	
Fortnightly Assignment Gradation (Average Gradation of above 4 Criteria)	

10. Remarks:

Name of the Principal:

College:

Signature:

Format – 1C
College Assignment Gradation Report
(Prepared by the Principal)

1. Name of the College:
2. Total number of Teachers (including HoDs):
3. Number of Teachers (including HoDs) who have given both Fortnightly Assignments to all their students in that month:
4. What action has been initiated by the Principal on the Teachers who have not given prescribed Assignments:

5. Total Students in the College:
6. Number of Students in the College who have submitted both the Fortnightly Assignments in the Month:
7. Gradation Month:
8. Gradation Table:

Cadre	Gradation (on a scale of 1 to 10)		
	Less than 5	5 to 8	8 to 10
a) HoDs (as per Format 1B)			
b) Teachers (as per Format 1A)			
Total			

- 9. Average HoD Gradation (Total of All HoD Gradations / No. of HoDs) :
- 10. Average Teacher Gradation (Total of All Teacher Gradations / No. of Teachers) :
- 11. Average College Gradation [(Avg. HoD Gradation + Avg. Teacher Gradation) / 2] :
- 12. Remarks:

Name of the Principal:

College:

Signature:

Format – 1D
Zonal Assignment Gradation Report
(Prepared by the JD)

1. Name of the Zone:
2. Total number of Teachers (including HoDs) in the Zone:
3. Number of Teachers (including HoDs) who have given both Fortnightly Assignments to all their students in that month:
4. What action has been initiated by the JD on the colleges where prescribed Assignments have not been given:

5. Total Students in the Zone:
6. Number of Students in the Zone who have submitted both Fortnightly Assignments of the Month:
7. Gradation Month:
8. Gradation Table (Sorted from high to low on Average College Gradation):

Sl. No.	Name of the College	Average HoD Gradation	Average Teacher Gradation	Average College Gradation
1				
2				
3				
4				
5				
6				
Average of the Zone				

9. Average HoD Gradation of the Zone (Total of All Average HoD Gradations / No. of Colleges):
10. Average Teacher Gradation of the Zone (Total of All Average Teacher Gradations / No. of Colleges):
11. Average College Gradation of the Zone (Total of All Average College Gradations / No. of Colleges):
12. Monthly Assignment Review conducted on 8th of the Month (Yes/No):
13. Remarks:

Name of the JD:

Zone:

Signature:

Format – 1E

State Assignment Gradation Report

(Prepared by the JD Academic)

1. Gradation Month:

2. Assignment Compliance Table: Sorted from high to low on Teacher Assignment Compliance (%)

Sl. No.	Name of the Zone	Total No. of Teachers (including HoDs) in the Zone	No. of Teachers (including HoDs) who have given both the fortnightly prescribed Assignments in the month	No. of Teachers (including HoDs) who have not given both the fortnightly prescribed Assignments in the month	Teacher Assignment Compliance (%)
1	2	3	4	5	$6=(4*100)/3$
1					
2					
3					
4					
Total					

3. Assignment Compliance Table – Students: Sorted from high to low on Student Assignment Submission (%)

Sl. No.	Name of the Zone	Total No. of Students in the Zone	No. of Students who have submitted both the fortnightly Assignments in the month	No. of Students who have not submitted both the fortnightly Assignments in the month	Student Assignment Submission (%)
1	2	3	4	5	$6=(4*100)/3$
1					
2					
3					
4					
Total					

4. Gradation Table (HoDs) – (Sorted from high to low on Average HoD Gradation of the Zone):

Sl. No.	Name of the Zone	Average HoD Gradation Range (No. of HoDs)			Average HoD Gradation of the Zone
		Less than 5	5 to 8	8 to 10	
1					
2					
3					
4					
Total					

5. Gradation Table (Teachers) – (Sorted from high to low on Average Teacher Gradation of the Zone):

Sl. No.	Name of the Zone	Average Teacher Gradation Range (No. of Teachers)			Average Teacher Gradation of the Zone
		Less than 5	5 to 8	8 to 10	
1					
2					
3					
4					
Total					

6. Gradation Table (Colleges) – (Sorted from high to low on Average College Gradation of the Zone):

Sl. No.	Name of the Zone	Average College Gradation Range (No. of Colleges)			Average College Gradation of the Zone
		Less than 5	5 to 8	8 to 10	
1					
2					
3					
4					
Total					

7. What action has been initiated on the JDs where Assignment Guidelines have not been strictly followed:

8. Monthly Assignment Review conducted by JD Academic on 12th of the Month (Yes/No):

9. Remarks:

Name of the JD Academic:

Signature:

Annexure - 2

TEST – Guidelines

1. At least one Test per paper shall be conducted for every two weeks.
2. Every Test shall be for 20 marks.
3. A total of 7 Tests shall be conducted per paper per semester.
4. Out of 7 Tests, question papers for 5 Tests (1st, 2nd, 4th, 5th, and 7th Test) shall be prepared by the concerned teachers and question papers for 2 Tests (3rd and 6th Test) shall be sent from the Commissionerate.
5. All Tests are mandatory.
6. All Test questions should be Analytical and Application oriented.
7. If a student does not attend a Test, the marks for that Test will be considered as zero.
8. Final Test marks for each student shall be calculated as follows:
 - a. Final Test Marks = Average of all Test Marks x 0.4

9. Monitoring Mechanism

- a. It shall be the responsibility of the concerned teacher to safe-keep all Test documents for 5 years.
- b. The HoD shall check every month the Tests given by every teacher, with respect to the following aspects-
 - Whether both Fortnightly Tests have been given in the month
 - Whether Test questions are analytical and application oriented
- c. The HoD shall every month grade the Tests given by every teacher in **Format- 2A** by 3rd of every month. The HoD shall be responsible for the safe-keep of these Formats for 5 years.
- d. The Principal shall carry out the following responsibilities-
 - Shall grade every month, the Tests given by the HoD as a teacher, as per the guidelines given in (b) and (c)
 - Shall assess every month, the performance of every HoD with respect to Tests, in **Format- 2B**. The Principal shall be responsible for the safe-keep of these Formats for 5 years
- e. The Principal and the HoDs shall ensure that all the above guidelines related to Tests are strictly followed. It shall be the responsibility of the Principal to take necessary corrective action in case of any deviations.
- f. The Principal shall conduct a monthly review on Tests on 5th of every month and shall send a monthly report on Tests in **Format- 2C** to the JD Office, by 6th of every month.
- g. The JD shall conduct a monthly review of Tests on 8th of every month and shall send a monthly report on Tests in **Format- 2D** to the Commissioner Office, by 10th of every month.
- h. JD Academic at the Commissioner Office shall perform the following responsibilities-
 - Shall conduct a monthly review of tests zone-wise on 11th and 12th of every month
 - Shall submit a monthly report on tests in **Format- 2E** to the Commissioner by 15th of every month

Format – 2A
Teacher Test Gradation Report
(Prepared by the HoD)

1. Name of the Teacher:
2. Subject:
3. Total Students taught by the Teacher:
4. Number of Students who have written both the Fortnightly Tests in the month:
5. Gradation Month:
6. Gradation Table:

<u>Criteria</u>	Gradation (on a scale of 1 to 10)
a) Whether both Fortnightly Tests have been given in the month	
b) Whether Test questions are analytical and application oriented	
Fortnightly Test Gradation (Average Gradation of above 2 Criteria)	

7. Remarks:

Name of the HoD:
Subject:
Signature:

Format – 2B
HoD Test Gradation Report
(Prepared by the Principal)

1. Name of the HoD:
2. Subject:
3. Total Teachers under the HoD:
4. Number of Teachers who have given both the Fortnightly Tests in the month:
5. What action has been initiated by the HoDs on the Teachers who have not given prescribed Tests:

6. Total Students in the Department:
7. Number of Students in the Department who have written both the Fortnightly Tests in the month:
8. Gradation Month:
9. Gradation Table:

Criteria (based on Tests given by the HoD and all Teachers under the HoD)	Gradation (on a scale of 1 to 10)
a) Whether both Fortnightly Tests have been given in the month	
b) Whether Tests questions are analytical and application oriented	
c) Whether the HoD is fulfilling the responsibilities assigned with respect to gradation of Tests (as given in 9(b) and 9(c) of Test Guidelines)	
Fortnightly Test Gradation (Average Gradation of above 3 Criteria)	

10. Remarks:

Name of the Principal:

College:

Signature:

Format – 2C
College Test Gradation Report
(Prepared by the Principal)

1. Name of the College:
2. Total number of Teachers (including HoDs):
3. Number of Teachers (including HoDs) who have given both fortnightly Tests to all their students in that month:
4. What action has been initiated by the Principal on the Teachers who have not given prescribed Tests:

5. Total Students in the College:
6. Number of Students in the College who have written both the Fortnightly Tests in the month:
7. Gradation Month:
8. Gradation Table:

Cadre	Gradation (on a scale of 1 to 10)		
	Less than 5	5 to 8	8 to 10
a) HoDs (as per Format 2B)			
b) Teachers (as per Format 2A)			
Total			

- 9. Average HoD Gradation (Total of All HoD Gradations / No. of HoDs) :
- 10. Average Teacher Gradation (Total of All Teacher Gradations / No. of Teachers) :
- 11. Average College Gradation [(Avg. HoD Gradation + Avg. Teacher Gradation) / 2] :
- 12. Remarks:

Name of the Principal:

College:

Signature:

Format – 2D
Zonal Test Gradation Report
(Prepared by the JD)

1. Name of the Zone:
2. Total number of Teachers (including HoDs) in the Zone:
3. Number of Teachers (including HoDs) who have given both Fortnightly Tests to all their students in that month:
4. What action has been initiated by the JD on the colleges where prescribed Tests have not been given:

5. Total Students in the Zone:
6. Number of Students in the Zone who have written both the Tests of the month:
7. Gradation Month:
8. Gradation Table (Sorted from high to low on Average College Gradation):

Sl. No.	Name of the College	Average HoD Gradation	Average Teacher Gradation	Average College Gradation
1				
2				
3				
4				
5				
6				
Average of the Zone				

9. Average HoD Gradation of the Zone (Total of All Average HoD Gradations / No. of Colleges) :
10. Average Teacher Gradation of the Zone (Total of All Average Teacher Gradations / No. of Colleges):
11. Average College Gradation of the Zone (Total of All Average College Gradations / No. of Colleges):
12. Monthly Test Review conducted by the JD on 8th of the Month (Yes/No):
13. Remarks:

Name of the JD:

Zone:

Signature:

Format – 2E
State Test Gradation Report
(Prepared by the JD Academic)

1. Gradation Month:

2. Test Compliance Table: Sorted from high to low on Teacher Test Compliance (%)

Sl. No.	Name of the Zone	Total No. of Teachers (including HoDs) in the Zone	No. of Teachers (including HoDs) who have given both the fortnightly Tests in the month	No. of Teachers (including HoDs) who have not given both the fortnightly Tests in the month	Teachers Tests Compliance (%)
1	2	3	4	5	$6=(4*100)/3$
1					
2					
3					
4					
Total					

3. Test Compliance Table – Students: Sorted from high to low on Student Test Attendance (%)

Sl. No.	Name of the Zone	Total No. of Students in the Zone	No. of Students who have written both the fortnightly Tests in the month	No. of Students who have not written both the fortnightly Tests in the month	Students Test Attendance (%)
1	2	3	4	5	$6=(4*100)/3$
1					
2					
3					
4					
Total					

4. Gradation Table (HoDs) – (Sorted from high to low on Average HoD Gradation of the Zone):

Sl. No.	Name of the Zone	Average HoD Gradation Range (No. of HoDs)			Average HoD Gradation of the Zone
		Less than 5	5 to 8	8 to 10	
1					
2					
3					
4					
Total					

5. Gradation Table (Teachers) – (Sorted from high to low on Average Teacher Gradation of the Zone):

Sl. No.	Name of the Zone	Average Teacher Gradation Range (No. of Teachers)			Average Teacher Gradation of the Zone
		Less than 5	5 to 8	8 to 10	
1					
2					
3					
4					
Total					

6. Gradation Table (Colleges) – (Sorted from high to low on Average College Gradation of the Zone):

Sl. No.	Name of the Zone	Average College Gradation Range (No. of Colleges)			Average College Gradation of the Zone
		Less than 5	5 to 8	8 to 10	
1					
2					
3					
4					
Total					

7. What action has been initiated on the JDs where Test Guidelines have not been strictly followed:

8. Monthly Test Review conducted by JD Academic on 12th of the Month (Yes/No):

9. Remarks:

Name of the JD Academic:

Signature:

Annexure - 3

SEMINARS - Guidelines

1. Seminars will be conducted Student Group wise.
2. Each Seminar Student Group shall have a maximum of 5 Students.
3. Each Seminar Student Group shall be given at least one topic in each of the core papers and one topic from the open elective. It shall be ensured that each Seminar Student Group shall be given at least 5 topics in a semester.
4. Of the minimum 5 topics assigned to each Student Seminar Group, each topic shall be presented (through a power point presentation) by a different student of the group.
5. One to One-and-half hours shall be allotted every week for every class for Seminars, depending upon the number of Student Seminar Groups.
6. Every Seminar Topic should be unique.
7. All Seminars are mandatory.
8. Every Seminar Topic shall be Analytical and Application oriented.

Examples for Arts

- Analysis of Budgets/Policies/Programmes
- Applying a theory to a Poem/Novel/Play
- Conflict resolution for situations
- Tours and Travel Management: Impact on GDP and GNP
- Analysis of Company Expenditure

Examples for Commerce

- Analyse HR/Marketing Policies of Companies
- Block-chain Technology and its notable entry into accounting field
- Sustainable Accounting and its impact on the Society
- Digital Payments: Does it lead to complete transparency in Business?
- Filing Income tax Returns of a Real Assessee
- Industry-integrated Concepts & Preparation of Business Plans
- Strategic decision making for a given situation/case

Examples for Sciences

- Smart Building Construction Materials
- Designing Programmes (computer-related)
- Types of Nanostructures and their possible Applications
- Physics of Fire-generation, Escalation & Extinguishment
- Challenges in developing Electric Vehicles for large scale use
- Artificial Photosynthesis
- Wearable Displays & Smart Shoes - The future of footwear
- Write-up on Applications of Scientific Models
- Novel Energy Storage Techniques

9. Every Seminar shall be evaluated for 20 marks.
10. Seminars should be graded by both teachers and students; 50% of marks (10 marks) will be provided by the students as per **Format- 3A**; the remaining 50% (10 marks) by the teacher as per **Format- 3B**.
11. Grading Criteria for Seminars (Teacher and Student Evaluation)
 - a. Quality of the Content – 12
 - b. Presentation Skills – 8
12. If a Group does not present a Seminar, the marks for that Seminar will be considered as zero for the group.

13. Final Seminar marks for Each Group shall be calculated as follows:

- a. Final Seminar Marks = Average of all Seminar Marks x 0.4

14. Monitoring Mechanism

- a. It shall be the responsibility of the concerned teacher to safe-keep all Seminar documents for 5 years.
- b. The HoD shall check the Seminar topics given by every teacher, with respect to the following aspects-
 - i. Whether the Teacher has conducted the weekly seminars
 - ii. Whether the Seminar topic is unique for each group
 - iii. Whether the Seminar topics are Analytical and Application oriented
- c. The HoD shall verify the progress of Seminar presentations on a monthly basis given by every teacher in **Format- 3C** by 3rd of every month. The HoD shall be responsible for the safe-keep of these Formats for 5 years.
- d. The Principal shall carry out the following responsibilities-
 - i. Shall grade every month, the progress of the Seminar presentations given by the HoD as a teacher, as per the guidelines given in (b) and (c)
 - ii. Shall assess every month, the performance of every HoD with respect to Seminars presentations in **Format- 3D**. The Principal shall be responsible for the safe-keep of these Formats for 5 years.
- e. The Principal and the HoDs shall ensure that all the above guidelines related to Seminars are strictly followed. It shall be the responsibility of the Principal to take necessary corrective action in case of any deviations.
- f. The Principal shall send a monthly report on Seminars in **Format- 3E** to the JD Office, by 6th of every month.
- g. The JD shall conduct a monthly review of Seminars on 8th of every month and shall send a monthly report on Seminars in **Format- 3F** to the Commissioner Office, by 10th of every month.
- h. JD Academic at the Commissioner Office shall perform the following responsibilities-
 - i. Shall conduct a monthly review of Seminars zone-wise on 11th and 12th of every month
 - ii. Shall submit a monthly report on Seminars in **Format- 3G** to the Commissioner by 15th of every month

Format – 3A
Students Evaluation Sheet
(To be filled by the class student)

1. Name of the Seminar Student Group:
2. Date:
3. Name of the Teacher:
4. Seminar Topic:
5. Evaluation Table:

Sl. No.	Name of the Student in the Class	Evaluation Criteria			Signature of the Student
		Quality of the Content (out of 6 marks)	Presentation Skills (out of 4 marks)	Total Marks	
1	2	3	4	5=3+4	6
1					
2					
3					
4					
5					
6					
7					
8					
Total Marks					
Average Student Evaluation Marks for each Seminar Group = (Total Marks/No. of Students)					

Format – 3B
Seminar Evaluation Sheet
(To be filled by the Teacher)

1. Date:
2. Name of the Teacher:
3. Subject:
4. Evaluation Table:

Sl. No.	Name of the Student Group	Seminar Topic	Evaluation Criteria			Average Student Evaluation Marks (out of 10 marks)	Total Marks (out of 20 marks)
			Quality of the Content (out of 6 marks)	Presentations Skills (out of 4 marks)	Total Marks (out of 10 marks)		
1	2	3	4	5	6=4+5	7	8=6+7
1							
2							
3							
4							
5							
6							
7							
8							

Signature of the Teacher:

Format – 3C
Teacher Seminar Gradation Report
(Prepared by the HoD)

1. Name of the Teacher:
2. Subject:
3. Total Student Groups for the Teacher:
4. Number of Student Groups who have presented the Seminar in the month:
5. Gradation Month:
6. Gradation Table:

<u>Criteria</u>	Gradation (on a scale of 1 to 10)
a) Whether the Teacher has conducted the weekly seminars	
b) Whether the Seminar topic is unique for each group	
c) Whether the Seminar topics are Analytical and Application oriented	
Monthly Seminar Gradation (Average Gradation of above 3 Criteria)	

7. Remarks:

Name of the HoD:
Subject:
Signature:

Format – 3D
HoD Seminar Gradation Report
(Prepared by the Principal)

1. Name of the HoD:
2. Subject:
3. Total Teachers under the HoD:
4. Number of Teachers who have conducted Seminars for their Student Groups in that month:
5. What action has been initiated by the HoDs on the Teachers who have not conducted Seminars in that month:

6. Total Students in the Department:
7. Number of Student Groups in the Department who have presented the Seminars in the month:
8. Gradation Month:
9. Gradation Table:

Criteria (based on Seminars conducted by the HoD and all Teachers under the HoD)	Gradation (on a scale of 1 to 10)
a) Whether the Teacher has conducted the weekly seminars	
b) Whether the Seminar topic is unique for each group	
c) Whether the Seminar topics are Analytical and Application oriented	
d) Whether the HoD is fulfilling the responsibilities assigned with respect to gradation of Seminars (as given in 14(b) and 14(c) of Seminar Guidelines)	
Monthly Seminar Gradation (Average Gradation of above 4 Criteria)	

10. Remarks:

Name of the Principal:

College:

Signature:

Format – 3E
College Seminar Gradation Report
(Prepared by the Principal)

1. Name of the College:
2. Total number of Teachers (including HoDs):
3. Number of Teachers (including HoDs) who have conducted Seminars for their Student Groups in that month:
4. What action has been initiated by the Principal on the Teachers who have not conducted Seminars in that month:

5. Total Students in the College:
6. Number of Student Groups in the Department who have presented the Seminars in the month:
7. Gradation Month:
8. Gradation Table:

Cadre	Gradation (on a scale of 1 to 10)		
	Less than 5	5 to 8	8 to 10
a) HoDs (as per Format 3D)			
b) Teachers (as per Format 3C)			
Total			

- 9. Average HoD Gradation (Total of All HoD Gradations / No. of HoDs) :
- 10. Average Teacher Gradation (Total of All Teacher Gradations / No. of Teachers) :
- 11. Average College Gradation [(Avg. HoD Gradation + Avg. Teacher Gradation) / 2] :
- 12. Remarks:

Name of the Principal:
College:
Signature:

Format – 3F
Zonal Seminar Gradation Report
(Prepared by the JD)

1. Name of the Zone:
2. Total number of Teachers (including HoDs) in the Zone:
3. Number of Teachers (including HoDs) who have conducted Seminars for their Student Groups in that month:
4. What action has been initiated by the JD on the Teachers who have not conducted Seminars in that month:

5. Total Students in the Zone:
6. Number of Student Groups in the Department who have presented the Seminars in the month:
7. Gradation Month:
8. Gradation Table (Sorted from high to low on Average College Gradation):

Sl. No.	Name of the College	Average HoD Gradation	Average Teacher Gradation	Average College Gradation
1				
2				
3				
4				
5				
6				
Average of the Zone				

9. Average HoD Gradation of the Zone (Total of All Average HoD Gradations / No. of Colleges) :
10. Average Teacher Gradation of the Zone (Total of All Average Teacher Gradations / No. of Colleges):
11. Average College Gradation of the Zone (Total of All Average College Gradations / No. of Colleges):
12. Monthly Seminar Review conducted by the JD on 8th of the Month (Yes/No):
13. Remarks:

Name of the JD:

Zone:

Signature:

Format – 3G

State Seminar Gradation Report

(Prepared by the JD Academic)

1. Gradation Month:

2. Seminar Compliance Table: Sorted from high to low on Teacher Seminar Compliance (%)

Sl. No.	Name of the Zone	Total No. of Teachers (including HoDs) in the Zone	No. of Teachers who have conducted Group Seminars in a month	No. of Teachers who have not conducted Group Seminars in a month	Teacher Seminar Compliance (%)
1	2	3	4	5	$6=(4*100)/3$
1					
2					
3					
4					
Total					

3. Seminar Compliance Table – Students: Sorted from high to low on Student Seminar Presentations (%)

Sl. No.	Name of the Zone	Total No. of Students in the Zone	No. of Students who have presented Seminars in a month	No. of Students who have not presented Seminars in a month	Students Seminar Attendance (%)
1	2	3	4	5	$6=(4*100)/3$
1					
2					
3					
4					
Total					

4. Gradation Table (HoDs) – (Sorted from high to low on Average HoD Gradation of the Zone):

Sl. No.	Name of the Zone	Average HoD Gradation Range (No. of HoDs)			Average HoD Gradation of the Zone
		Less than 5	5 to 8	8 to 10	
1					
2					
3					
4					
Total					

5. Gradation Table (Teachers) – (Sorted from high to low on Average Teacher Gradation of the Zone):

Sl. No.	Name of the Zone	Average Teacher Gradation Range (No. of Teachers)			Average Teacher Gradation of the Zone
		Less than 5	5 to 8	8 to 10	
1					
2					
3					
4					
Total					

6. Gradation Table (Colleges) – (Sorted from high to low on Average College Gradation of the Zone):

Sl. No.	Name of the Zone	Average College Gradation Range (No. of Colleges)			Average College Gradation of the Zone
		Less than 5	5 to 8	8 to 10	
1					
2					
3					
4					
Total					

7. What action has been initiated on the JDs where Seminar Guidelines have not been strictly followed:

8. Monthly Seminar Review conducted by JD Academic on 12th of the Month (Yes/No):

9. Remarks:

Name of the JD Academic:

Signature:

Format – 4A

Teacher Case Study/Field Visit/Project Gradation Report

(Prepared by the HoD)

1. Name of the Teacher:
2. Subject:
3. Total Student Groups for the Teacher:
4. Number of Student Groups who have been allotted the Case Study/Field Visit/Project:
5. Gradation Table:

<u>Criteria (to be filled in the 3rd week of the semester)</u>	Gradation (on a scale of 1 to 10)	<u>Criteria (to be filled in the 11th week of the semester)</u>	Gradation (on a scale of 1 to 10)
a) Whether the Case Study/Field Visit/Project topic is unique for each group		a) Whether the Case Study/Field Visit/Project Report has been submitted by each group	
b) Whether the Case Study/Field Visit/Project topics are Analytical and Application oriented		b) Whether the Case Study/Field Visit/Project report has been submitted in the standard format	
Case Study/Field Visit/Project Progress Report Gradation (Average Gradation of above 2 Criteria)		Case Study/Field Visit/Project Progress Report Gradation (Average Gradation of above 2 Criteria)	

6. Remarks:

Name of the HoD:

Subject:

Signature:

Format – 4B

HoD Case Study/Field Visit/Project Gradation Report

(Prepared by the Principal)

1. Name of the HoD:
2. Subject:
3. Total Teachers under the HoD:
4. Number of Teachers who have given Case Study/Field Visit/Project for their Student Groups:
5. What action has been initiated by the HoDs on the Teachers who have not given Case Study/Field Visit/Project:

6. Total Student Groups in the Department:
7. Number of Student Groups in the Department who have submitted the Case Study/Field Visit/Project:
8. Gradation Table:

Criteria (based on Case Study/Field Visit/Project allotted by the HoD and all Teachers under the HoD)	Gradation (on a scale of 1 to 10)
a) Whether the Teacher has given the Case Study/Field Visit/Project Topics	
b) Whether the Case Study/Field Visit/Project Topic is unique for each group	
c) Whether the Case Study/Field Visit/Project Topics are Analytical and Application oriented	
d) Whether the HoD is fulfilling the responsibilities assigned with respect to gradation of Case Study/Field Visit/Project (as given in 12(b) and 12(c) of Guidelines)	
Case Study/Field Visit/Project Gradation (Average Gradation of above 4 Criteria)	

9. Remarks:

Name of the Principal:

College:

Signature:

Format – 4C

College Case Study/Field Visit/Project Gradation Report

(Prepared by the Principal)

1. Name of the College:
2. Total number of Teachers (including HoDs):
3. Number of Teachers (including HoDs) who have given Case Study/Field Visit/Project for their Student Groups:
4. What action has been initiated by the Principal on the Teachers who have not allotted Case Study/Field Visit/Project:

5. Total Student Groups in the College:
6. Number of Student Groups in the Department who have submitted the Case Study/Field Visit/Project Report:
7. Gradation Table:

Cadre	Gradation (on a scale of 1 to 10)		
	Less than 5	5 to 8	8 to 10
a) HoDs (as per Format 4B)			
b) Teachers (as per Format 4A)			
Total			

8. Average HoD Gradation (Total of All HoD Gradations / No. of HoDs) :

9. Average Teacher Gradation (Total of All Teacher Gradations / No. of Teachers) :

10. Average College Gradation [(Avg. HoD Gradation + Avg. Teacher Gradation) / 2] :

11. Remarks:

Name of the Principal:

College:

Signature:

Format – 4D

Zonal Case Study/Field Visit/Project Gradation Report

(Prepared by the JD)

1. Name of the Zone:
2. Total number of Teachers (including HoDs) in the Zone:
3. Number of Teachers (including HoDs) who have given Case Study/Field Visit/Project for their Student Groups:
4. What action has been initiated by the JD on the Teachers who have not given Case Study/Field Visit/Project:

5. Total Student Groups in the Zone:
6. Number of Student Groups in the Department who have submitted the Case Study/Field Visit/Project Report:
7. Gradation Table (Sorted from high to low on Average College Gradation):

Sl. No.	Name of the College	Average HoD Gradation	Average Teacher Gradation	Average College Gradation
1				
2				
3				
4				
5				
6				
Average of the Zone				

8. Average HoD Gradation of the Zone (Total of All Average HoD Gradations / No. of Colleges) :
9. Average Teacher Gradation of the Zone (Total of All Average Teacher Gradations / No. of Colleges):
10. Average College Gradation of the Zone (Total of All Average College Gradations / No. of Colleges):
11. Case Study/Field Visit/Project Report Review conducted by the JD by 12th week of every semester
(Yes/No):
12. Remarks:

Name of the JD:

Zone:

Signature:

Format – 4E

State Case Study/Field Visit/Project Gradation Report

(Prepared by the JD Academic)

1. Case Study/Field Visit/Project Compliance Table: Sorted from high to low on Teacher Case Study/Field Visit/Project Compliance (%)

Sl. No.	Name of the Zone	Total No. of Teachers (including HoDs) in the Zone	No. of Teachers who have allotted Group Case Study/Field Visit/Project	No. of Teachers who have not allotted Group Case Study/Field Visit/Project	Teacher Case Study/Field Visit/Project Compliance (%)
1	2	3	4	5	$6=(4*100)/3$
1					
2					
3					
4					
Total					

2. Case Study/Field Visit/Project Compliance Table – Students: Sorted from high to low on Student Case Study/Field Visit/Project (%)

Sl. No.	Name of the Zone	Total No. of Students in the Zone	No. of Students who have submitted Case Study/Field Visit/Project Reports	No. of Students who have not submitted Case Study/Field Visit/Project Reports	Students Case Study/Field Visit/Project Attendance (%)
1	2	3	4	5	$6=(4*100)/3$
1					
2					
3					
Total					

3. Gradation Table (HoDs) – (Sorted from high to low on Average HoD Gradation of the Zone):

Sl. No.	Name of the Zone	Average HoD Gradation Range (No. of HoDs)			Average HoD Gradation of the Zone
		Less than 5	5 to 8	8 to 10	
1					
2					
3					
4					
Total					

4. Gradation Table (Teachers) – (Sorted from high to low on Average Teacher Gradation of the Zone):

Sl. No.	Name of the Zone	Average Teacher Gradation Range (No. of Teachers)			Average Teacher Gradation of the Zone
		Less than 5	5 to 8	8 to 10	
1					
2					
3					
4					
Total					

5. Gradation Table (Colleges) – (Sorted from high to low on Average College Gradation of the Zone):

Sl. No.	Name of the Zone	Average College Gradation Range (No. of Colleges)			Average College Gradation of the Zone
		Less than 5	5 to 8	8 to 10	
1					
2					
3					
4					
Total					

6. What action has been initiated on the JDs where Case Study/Field Visit/Project Guidelines have not been strictly followed:

7. Case Study/Field Visit/Project Review conducted by JD Academic by 13th week of every semester (Yes/No):

8. Remarks:

Name of the JD Academic:

Signature:

Annexure - 4

CASE STUDY/FIELD VISIT/PROJECT - Guidelines

1. Case Study/Field Visit/Project will be conducted Student Group wise.
2. Case Study/Field Visit/Project Topics will be given by the Teacher to the Students in the 2nd week of the Semester, the progress should be reviewed every month and the report has to be submitted on or before the 10th week of the semester.
3. Each Case Study/Field Visit/Project Student Group shall have a maximum of 5 Students.
4. Each Case Study/Field Visit/Project Student Group shall be given at least one topic in each of the core papers and one topic from the open elective. It shall be ensured that each Case Study/Field Visit/Project Student Group shall be given at least 5 topics in a semester.
5. Of the minimum 5 topics assigned to each Student Case Study/Field Visit/Project Group, each topic shall be submitted in the form of a Report by a different student of the group on or before the 10th week of the semester.
6. Every Case Study/Field Visit/Project Topic should be unique.
7. All Case Study/Field Visit/Project is mandatory.
8. Every Case Study/Field Visit/Project Topic shall be Analytical and Application oriented.
9. Every Case Study/Field Visit/Project shall be evaluated for 8 marks.
10. If a Group does not submit a Case Study/Field Visit/Project Report, the marks for that Case Study/Field Visit/Project will be considered as zero for the group.
11. The Case Study/Field Visit/Project marks for Each Group shall be based on the following criteria:
 - a. Quality of the Content – 4 Marks
 - b. Structure of the Report – 4 Marks

12. Monitoring Mechanism

- a. It shall be the responsibility of the concerned teacher to safe-keep all Case Study/Field Visit/Project documents for 5 years.
- b. The HoD shall check the Case Study/Field Visit/Project topics given by every teacher, with respect to the following aspects-
 - i. Whether the Case Study/Field Visit/Project topic is unique for each group
 - ii. Whether the Case Study/Field Visit/Project topics are Analytical and Application oriented
- c. The HoD shall verify whether Case Study/Field Visit/Project Topics have been given by every teacher in **Format- 4A** twice in a semester (3rd and 11th week) of the semester. The HoD shall be responsible for the safe-keep of these Formats for 5 years.
- d. The Principal shall carry out the following responsibilities-
 - i. Shall check during the first month whether Case Study/Field Visit/Project Topics have been allotted by the HoD as a teacher, as per the guidelines given in (b) and (c)
 - ii. Shall assess, the performance of every HoD with respect to Case Study/Field Visit/Project Reports in **Format- 4B**. The Principal shall be responsible for the safe-keep of these Formats for 5 years.

- e. The Principal and the HoDs shall ensure that all the above guidelines related to Case Study/Field Visit/Project are strictly followed. It shall be the responsibility of the Principal to take necessary corrective action in case of any deviations.
- f. The Principal shall send a report on Case Study/Field Visit/Project in **Format-4C** to the JD Office, by 11th week of every semester.
- g. The JD shall conduct a review of Case Study/Field Visit/Project by 12th week of every semester and shall send a report on Case Study/Field Visit/Project in **Format- 4D** to the Commissioner Office, in the same week.
- h. JD Academic at the Commissioner Office shall submit a report on Case Study/Field Visit/Project in **Format- 4E** to the Commissioner by 13th week of every semester.
