**All Data and Documents required for the academic years 2020-21 only.**

**1. The Institution ensures effective curriculum delivery through a well-planned and documented process**

**1.1 Departmental Calendar of Events**

**1.2 Time Table: Personal/Departmental**

**1.3 Attendance/Work-done Diary**

**1.4 Session Plan**

**1.5 Departmental Meeting Minutes**

**2. Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year**

**2.1 Academic Council/BoS of Affiliating University**

**2.2 Setting of question papers for UG/PG programs**

**2.3 Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**

**2.4 Assessment /evaluation process of the affiliating University**

**Note:**

* **Data to be given only for Gulbarga University Kalaburagi /**
* **Attach the orders/ attendance certificate received from Gulbarga University Gulbarga for above said work.**
* **Attach the BOS Meeting minutes of the add-on course offered in the department**

**3. Details of Add-on Courses Offered during the year**

**As per the old record, same to be continued**

**3.1 Permission Letter**

**3.2 Notice for enrollment**

**3.3 Notice for examination**

**3.4 Marks List**

**3.5 Sample Question Paper (Available with Department)**

**3.6 Sample Answer Sheets (Available with Department)**

**3.7 Time Table( Available with Department)**

**4. Number of courses that include experiential learning through project work/field work/internship during the year (if prescribed by university)**

**Title of the course (paper) requires the field visit or project work**

**4.1 Format for Project work and Field Visit data submission**

**4.2 Syllabus copy received from university prescribing project work/ field visit**

**Note: Column 6 expects name of all students enrolled in that course for that academic year who attending field visit / project work**

**Same answer of 4 will be used for 5.**

**5. Number of students undertaking project work/field work/ internships (If prescribed by university)**