

## Department Level

A		
•	Mission, Vision and Objectives of the department	<p>Mission – To develop quality curricula and related support material for the technical programmes.</p> <p>Vision- To be a world class centre for developing globally competitive and transformative curricula for technical programmes.</p> <p>Objectives of the department:</p> <ul style="list-style-type: none"> <li>– undertaking basic research for developing new models of curriculum design, implementation and evaluation.</li> <li>– identifying changes in technical manpower job profiles for selecting new programme offerings and modifying the existing programmes.</li> <li>– generating database in the field of curriculum development.</li> <li>– designing and reviewing of curricula for technical programmes at different levels in emerging areas of technology/vocations and making these relevant to the needs of industry and other sectors of employment.</li> <li>– offering education and training programmes for teachers/administrators working at different levels in specific areas of curriculum development, leading to effective implementation of curricula.</li> <li>– preparing, on continuous basis, the norms and standards for effective implementation of curricula in technical institutions.</li> <li>– undertaking action research for improving curriculum effectiveness in terms of teaching-learning process, student’s assessment, utilization of institutional facilities and networking with employers/other organizations.</li> <li>– rendering consultancy to various organizations for establishing new institutions and selection of programmes.</li> </ul>
•	Long Term Programmes	
•	Number of students pursuing their M. Tech and Ph. D, their date of registration and scheduled date of completion	N.A.
•	Ratio of outgoing and incoming students	N.A.
•	Any results of the examination pending and reasons thereof	N.A.
•	Workload of Faculty/Teaching Load	N.A.
•	Short Term Programmes including Teaching Load	(Proforma attached)
•	Curriculum development including workload of faculty	(Proforma attached)
•	Seminars/Workshops Organized including workload of faculty	(Proforma attached)
•	Course file prepared by the faculty members	Yes
•	Instructional Material development	(Proforma attached)
•	List of contents developed by the department and uploaded on NCTEL	(Proforma attached)
•	Research & Development	(Proforma attached)
•	Any significant research/ patenting done by the department	<ul style="list-style-type: none"> <li>- Research study to determine the status of physical, human and informational resources in the labs/workshops of polytechnics of J&amp;K state</li> <li>- DPR for establishment of Govt. Polytechnic in Chandigarh</li> </ul>
•	Details of students registered for M. Tech thesis work associated with each faculty member, title of the thesis and status of the work (separately for modular and regular)	Nil
•	Details of students registered for Ph. D thesis work associated with each faculty member, title of the thesis and status of the work	Nil
•	Thesis of M. Tech and Ph. D completed during last academic session by each faculty Member	Nil
•	Percentage of experimental to simulation work carried out by the department	Nil
•	Number of B. Tech. students trained	Nil

	•	Details of publications by each faculty member separately in journal and conferences during last academic year	(Proforma attached)
	•	List of books and other material published during last academic year by each faculty member	(Proforma attached)
	•	List of sponsored M. Tech. students associated with each faculty member and accomplishments of students	Nil
•		IRG generated	(Proforma attached)
•		Extension & Consultancy work undertaken	(Proforma attached)
	•	Expert lectures delivered by the individual faculty members outside NITTR	
	•	Contribution of individual in NBA document preparation	Nil
•		Special Awards/ achievements of the department	(Proforma attached)
•		Pending work in the department which have been planned during last meeting and reasons for non performance if any	Nil
•		Status of information uploaded on institute website	Uploaded
•		Strengthening of library	(Proforma attached)
•	Future plans of the department	- Conduct of training programmes in the area of curriculum development/implementation and evaluation for engineering colleges - Conduct of ICT based programmes - Curriculum Research	
•	Action taken on the MoU signed with different organizations	- Organised training programme for PTU, Jalandhar - Involved faculty from organizations in curriculum development - Programmes planned for other organisations	
<b>B</b>			
•		Purchases made by the department	(Proforma attached)
•		Laboratories are equipped or not as per the syllabus of university and to meet out the needs of the stake holders say polytechnic and engineering college teachers, if not, specify reasons	Communication Lab fully equipped
•		All the experimental setups are functional if no then reasons	NA
•		List of equipments which has been purchased but not utilised	Nil
•		Required number of charts are available in laboratory or not	Nil
•		All experimental set ups has required operational manual or not	Nil
•		Safety precautions in laboratories	Fire Alarm System installed in the Lab.
•		Status of renovation work in the department	Complete
•		Development of new laboratories/workshop by department	Nil
<b>C</b>			
•		Details of duties assigned to staff members	(Proforma attached)
•		FDP and Conferences organised by each faculty member	Nil
•		Training program attended during last academic year in India and abroad	(Proforma attached)
•		Conferences/Workshops attended	(Proforma attached)
•		Details of assignments taken i.e. AICTE/NBA/University/Other institutes during last academic year by each faculty member	Nil
•		Training programmes conducted both in ICT and contact mode and number of teachers trained by individual faculty member	(Proforma attached)
•		Sponsored research proposals submitted/in process	Nil
<b>D</b>			
•		Pending file/work with an individual and reason for non performance	Nil
•		Present status of institute funds	N.A.
•		Status of Annual Report for the year 2013-14 to be submitted to MHRD	Submitted
•		Status of New Accounting System	N.A.
•		No. of court cases pending along with their details	Nil
•		No. of pending cases of various employees	Nil

•	Pending requests of JAC	Nil
•	Details of promotions, recruitments and vacancies lying vacant	Vacant - Professor (1) -Research Assistant (1) -Project Associate (1)
•	Tentative schedule for organizing meetings of Finance Committee/BOGs and Society	N.A.
<b>E</b>		
•	Current status of LCDs displayed at different points in the institute	N.A.
•	Progress report of Guest House	N.A.
•	Current status of obsolete furniture items ( required to be repaired)	N.A.
•	Any suggestion for the betterment of the department	<ul style="list-style-type: none"> <li>- A good quality curriculum development workshop room with all facilities of PPT/White Board/AC be dedicated to the department.</li> <li>- Experts come to our workshops. Round Table arrangement for about 15-20 persons may be made</li> <li>- One Project Associate be appointed to assist to do follow-up for curriculum workshops</li> <li>- Vacant positions of faculty may be filled up.</li> </ul>