***Format***

**ADMISTRATION REPORT – 2017-18 / 2018-19**

**Name of the Institution :**

1. Brief note about Institution *(max. 15 sentences)*:

*(Details like year of commencement, location, Affiliated University/ Board, accreditation/ recognition by other agencies, courses started/discontinued during the year etc.)*

2. Courses & Student Strength :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Courses** | **Sanctioned Intake** | **Actual strength** | | | |
| **I yr** | **II yr** | **III yr** | **IV yr** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  |  |  |  |

3. Pass Percentage of final year students :

|  |  |
| --- | --- |
| **Courses** | **Pass %** |
|  |  |
|  |  |
|  |  |
|  |  |

4. Details of students that

1. Secured University/ Board rank, if any :
2. Got Placement, if any :

|  |  |
| --- | --- |
| **No. of Students** | **Name of the organization/ company** |
|  |  |
|  |  |
|  |  |

1. Won/Participated in national/ international events in Arts & Sports :

5. Details of workshops/ seminars conducted for students:

6. Details of activities, if any:

1. NCC
2. NSS
3. Clubs (specify each club separately)
4. Community work

7. Brief note about Land & Building :

*(Details like own/rented land/building, area of land (in hectares), building area (in sq meter), playground, auditorium, smart class etc. may be provided)*

8. Staff/faculty strength:

|  |  |
| --- | --- |
| Regular |  |
| *Teaching* |  |
| *Non-Teaching* |  |
| Guest/Contract/Consolidated |  |
| *Teaching* |  |
| *Non-Teaching* |  |
| **Total** |  |

9. Details of paper presentation by faculties in national/ international journals:

10. Details of faculties who participated in national/ international workshops /seminars /courses :

11. MLA/ MP funds received during the year:

12. Any other achievements/ remarks:

**Head of the Institution**