



**VIKRAM UNIVERSITY, UJJAIN**  
**PROFORMA FOR ANUAL REPORT**  
**(JULY 2010 - JUNE 2011)**

**NOTE:-** The Report is to be tabled in 'Vidhan Sabha' Kindly return the completed proforma before 31 December 2011. You may use additional sheets wherever required.

Name of Department/College .....

Level of College:                      **UNDER GRADUATE**                      **POSTGRADUATE**

Nature of College                      **GOVERNMENT**                      **PRIVATE**                      **OTHERS**

Name of Head/Principal .....

Address :- .....

PIN..... TEL..... FAX.....

E-MAIL .....

WEBSITE .....

Name, Designation and Telephone/Mobile Number of contact person.

Name                      :- .....

Designation                      :- .....

Telephone :- Mobile :- .....

E-mail                      :- .....

**Number of Working Dasy :-**

Classes conducted	.....
Days Spent on	
Admission & Examinations	.....
Sports & other activities	.....
<b>TOTAL</b>	.....

This proforma can be downloaded from Vikram University website [www.vikramuniv.net](http://www.vikramuniv.net) or may be obtained by sending an e-mail to For any enquiry contact, Prof Dr.Shailendra Sharma 09826047765 (0734- 2511213)

















## **Sports Activities**

**Kindly provide information regarding .**

**a. Sports/Cultural/Youth activities organized by the University Departments/College**

**b. International/National/Regional/Local Sports/ Cultural/Youth activities participated by the students of University Department/College**

**c. Medals/Prizes/Scholarship etc. won by the students of University Department/College in Sports/Cultural/Youth Activities.**

**d. Any other relevant information**

## Students support and progression

**Kindly provide information regarding .**

- a. Student Services like placement cell, career and personal counseling, mentor systems etc.
  
- b. Facilities like single window clearance, book bank, loans and scholarships, internet and multimedia facilities, support given to weaker students and advanced learners etc.
  
- c. Practices with regard to involving Alumni
  
- d. Representation of students on various committees and bodies
  
- e. Efforts for skill development and competency building, schemes like 'earn while you learn'.
  
- f. Various student feedback practices adopted by the institutions like teacher evaluation, course evaluation, exit questionnaire etc.

The above list is only indicative. The University Departments/Colleges are free to send the practices that they feel are unique.



## Organization and Management

Please provide data on the policies and practices of the institution in the matter of planning human power requirement, recruitment, training, and performance appraisal and finance management. Participatory management procedures and creative governance of human and material resources are relevant here. Kindly provide precise write up over the following practice(s) operative at your department/college-

- a. Leadership, Goal Orientation and Decision-Making
- b. Organization Structure
- c. Powers and Functions of the Functionaries
- d. Perspective Planning
- e. Manpower planning and Recruitment
- f. Performance Appraisal
- g. Staff Development Programmes
- h. Resource Mobilization
- i. Finance Management



## Healthy Practices

The point focuses on the innovative efforts of institution that add to its academic growth. The healthy practices are contextual in nature and a practice recognized as healthy in one institution may not necessarily be so in another institution. Nevertheless, an innovative practice need to be a pathway created to enhance the interest of the student and the institution amidst constraints. Kindly provide precise write up over the following practice(s) operative at your department/college-

### Total Quality Management

(Practices like grievance redressal, teacher-staff-student welfare schemes etc.)

### Value-Based Education

(Inculcating human values through various activities)

### Social Responsibilities and Citizenship Roles

(Extension activities viz. plantation, water conservation, illiteracy eradication, relief camp etc.)

### Institutional Ambience and Initiatives

(Any other practice you may wish to mention)

**The University Departments/Colleges are free to send the healthy practices that they feel are unique.**