IQAC ANNUAL DEPARTMENTAL REPORT

Report for the Department of Elementary Education Year 2023-24 (Information should be compiled for the period starting from 1st July 2023 to 30th June 2024)

Name of the Teacher In-Charge of the Department: _____

PART A

Program code	Program Name	Course code	Course Name	Year of introduction
363	B.El.Ed.	F1.1	Child Development	1994-95
363	B.El.Ed.	F1.2	Contemporary India	1994-95
363	B.El.Ed.	C1.1	Nature of Language	1994-95
363	B.El.Ed.	C1.2	Core Mathematics	1994-95
363	B.El.Ed.	C1.3	Core Natural Science	1994-95
363	B.El.Ed.	C1.4	Core Social Science	1994-95
363	B.El.Ed.	Colloquia(SCP)	School Contact Program	1994-95
363	B.El.Ed.	PR1.1	Performing Arts(Theatre)	1994-95
363	B.El.Ed.	PR1.2	Arts and Crafts	1994-95
363	B.El.Ed.	F2.3	Cognition and Learning	1995-96
363	B.El.Ed.	F2.4	Language Acquisition	
363	B.El.Ed.	F2.5	Human Relations and Communication	1995-96
363	B.El.Ed.	P2.1	Language Across the Curriculum	1995-96
363	B.El.Ed.	02.1	English I	1995-96
363	B.El.Ed.	02.7	History I	1995-96
363	B.El.Ed.	PR2.3	Observing Children	1995-96
363	B.El.Ed.	PR2.4	Self-Development Workshops	1995-96
363	B.El.Ed.	PR2.5	Physical Education	1995-96
363	B.El.Ed.	Colloquia(STCL)	uia(STCL) Storytelling and Children's Literature	
363	B.El.Ed.	F3.6	Basic Concepts in Education	1996-97
363	B.El.Ed.	F3.7	School Planning and Management	1996-97

1. List of courses (subjects) offered across the department during the year

Program code	Program Name	Course code	Course Name	Year of introduction
363	B.El.Ed.	P3.2	Logico Mathematics Education	1996-97
363	B.El.Ed.	P3.3	Pedagogy of Environmental Studies	1996-97
363	B.El.Ed.	03.1	English II	1996-97
363	B.El.Ed.	03.3	Mathematics II	1996-97
363	B.El.Ed.	03.7	History II	1996-97
363	B.El.Ed.	SC3.1	Classroom Management	1996-97
363	B.El.Ed.	SC3.2	Material Development and Evaluation	1996-97
363	B.El.Ed.	Colloquia(Theatre)	Theatre	1996-97
363	B.El.Ed.	F4.8	Curriculum Studies	1997-98
363	B.El.Ed.	F4.9	Gender and Schooling	1997-98
363	B.El.Ed.	OP4.1	Pedagogy of Language	1997-98
363	B.El.Ed.	OP4.2	Pedagogy of Mathematics	1997-98
363	B.El.Ed.	OP4.4	Pedagogy of Social Science	1997-98
363	B.El.Ed.	SI	School Internship	1997-98
363	B.El.Ed.	SI	Project	1997-98
363	B.El.Ed.	Colloquia(Resource Room/Space)	Resource Room/Space	1997-98

2. Courses (Subjects) that include experiential learning through project work/field work/internship (if applicable)

Program name	Program code	Name of the Course that include experiential learning through project work/field work/internship	Course code	Year of offering	List of the students studied course on experiential learning through project work/field work/internship	Number of students	Link to the relevant document (List of all the students, geotagged photographs, reports of the projects, field trips, internships, etc
363	B.El.Ed.	Performing and Fine Arts	PR 1.1 PERFORMING AND FINE ARTS		<u>View</u>	53	<u>View</u>
363	B.El.Ed.	Craft, Participatory Work	PR 1.2 CRAFT, PARTICIPATORY WORK		View	53	

Program name	Program code	Name of the Course that include experiential learning through project work/field work/internship	Course code	Year of offering	List of the students studied course on experiential learning through project work/field work/internship	Number of students	Link to the relevant document (List of all the students, geotagged photographs, reports of the projects, field trips, internships, etc
363	B.El.Ed.	Colloquia Academic Enrichment Activities	PR 1.2 COLLOQUIA ACADEMIC ENRICHMENT ACTIVITIES		View	53	
363	B.El.Ed.	Observing Children	PR 2.3 Observing Children		View	39	
363	B.El.Ed.	Self Development Workshops	PR 2.4 Self Development Workshops		View	39	
363	B.El.Ed.	Physical Education	PR 2.5		View	39	
363	B.El.Ed.	Colloquia Academic Enrichment Activities	PR 2.5 Colloquia Academic Enrichment Activites		View	39	
363	B.El.Ed.	Classroom Management	SC 3.1 Classroom Management		View	37	
363	B.El.Ed.	Material Development and Evaluation	SC 3.2 Material Development and Evaluation		View	37	
363	B.El.Ed.	Colloquia Academic Enrichment Activities	SC 3.2 Colloquia Academic Enrichment Activities		View	37	
363	B.El.Ed.	School Internship	SI School Internship		View	42	
363	B.El.Ed.	Project	Project		View	42	

3. Placement of outgoing students (On and Off-Campus Placements):

Year	Name of student placed	Contact Details of the student	Program graduated from	Name of the employer with contact details	Pay package at appointment\ (In INR per annum)	On Campus or Off Campus	Attach Appointment Letter(write individual file name,put all the appointment letters in a single folder)
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Year	Name of student placed	Contact Details of the student	Program graduated from	Name of the employer with contact details	Pay package at appointment\ (In INR per annum)	On Campus or Off Campus	Attach Appointment Letter(write individual file name,put all the appointment letters in a single folder)
2023-24	VIDHI ARORA	9871313900	B.El.Ed.	Kunskapsskolan School, Gurgaon			View
2023-24	ANISHA MARIAM JOGY	8595688651	B.El.Ed.	Bharat National Public School			View
2023-24	JENIT ANNA JOHN	8524963540	B.El.Ed.	Kunskapsskolan International 45942			<u>View</u>
2023-24	MERIN MARIYAM RAJU	9650844509	B.El.Ed.	Holy Child Auxilium School	420000 /-		<u>View</u>
2023-24	RINU ELIZABETH ABRAHAM	8287116654	B.El.Ed.	Sacred Heart Convent School	3LPA		<u>View</u>
2023-24	ANGELIN MARIAM DANIEL	8588858973	B.El.Ed.	Happy English School	297,000		View
2023-24	AMY SETH	9873507844	B.El.Ed.	Cambridge School			View
2023-24	HANISHA ARORA	9310742444	B.El.Ed.	School	-		View
2023-24	SAMAN KAUSER	9599755676	B.El.Ed.	Lotus Valley International School	4 lakhs approximately		View
2023-24	NUPUR BHUGRA	9318411858	B.El.Ed.	Heritage Xperiential Learning School			View
2023-24	AAKANKSHA BADONI	9911146122	B.El.Ed.	Kunskapsskolan school	3		View
2023-24	NAVYA SAGAR	8826659746	B.El.Ed.	Heritage International Xperiential School	600000		View
2023-24	HARSHITA KARGETI	7011429840	B.El.Ed.	Vega school			<u>View</u>
2023-24	SANYA CHAWLA	9873876851	B.El.Ed.	Cambridge School	-		<u>View</u>
2023-24	RIYA MISHRA	9818633008	B.El.Ed.	Bharat National Public School	1 3 00 000		<u>View</u>
2023-24	BHUMIKA ARORA	9643222704	B.El.Ed.	St. Mark's World School			<u>View</u>

Year	Name of student placed	Contact Details of the student	Program graduated from	Name of the employer with contact details	Pay package at appointment\ (In INR per annum)	On Campus or Off Campus	Attach Appointment Letter(write individual file name,put all the appointment letters in a single folder)
2023-24	anushka Kaushik	9205092106	B.El.Ed.	Bosco Public School			<u>View</u>

4. Students progressing to higher education (passing in the previous academic batch):

Name of student enrolling into higher education	Program graduated from	Name of institution joined	Name of programme admitted to	Proof of Admission (ID Card or Admission receipt)
ANN RIYA SAJI	B.El.Ed.	Dr. B. R. Ambedkar University Delhi	M A English	<u>View</u>
PAULINE	B.El.Ed.	Mata Sundri College for Women, College in Delhi	M.Ed	<u>View</u>
DELPHINA GEORGE	B.El.Ed.	IGNOU	MAEDU	View
SNEHA DHANKHAR	B.El.Ed.	Department of Education, University of Delhi	MA English	<u>View</u>
RIYA PANGHAL	B.El.Ed.			<u>View</u>

5. Students qualifying in state/national/ international level examinations

		Registr ation Names of	Names of students selected/ qualified													
sr no	Year	number/roll	students	NET	SLET	GATE	GMAT	САТ	GRE	JAM	IELTS	TOEFL	Civil Services	State government examinations	Other	Proof \ofQualification
	No record found.															

6. Co-curricular programmes arranged by the Department:

- 1. Soft skills
- 2. Language and communication skills
- 3. Life skills (Yoga, physical fitness, health and hygiene)
- 4. ICT/computing skills
- 5. Placement or Career related talks
- 6. Preparation for competitive exam, etc.

Name of the Event/Talk/Seminar	Date of the Event (DD- MM-YYYY)	Number of students participated	Number of Faculty Members participated	Short report containing details of names of students/staff, resource persons, geotagged photos, attendance sheets, etc.	Туре
Heritage Walk	26-02-2024	35	2	View	Co-curricular Programmes
Foundational Literacy by Abhinav Ghosh, Harvard Graduate School of Education	02-05-2024	30	3	View	Co-curricular Programmes
Analyzing Policies	12-03-2024	37	1	<u>View</u>	Co-curricular Programmes
Storytelling	19-10-2023	42	1	<u>View</u>	Co-curricular Programmes
Visit to Gandhi Smriti	20-04-2024	40	2	View	Co-curricular Programmes
Visit to Partition museum	15-04-2024	21	1	View	Co-curricular Programmes
From B.ElEd. to a Linguist: A journey of Professional Development	18-10-2023	40	2	View	Co-curricular Programmes
Visit to Book Fair	17-02-2024	20	2	View	Co-curricular Programmes
Professional opportunities and careers in the Education Sector	25-01-2024	42	1		Co-curricular Programmes
Higher education opportunities at , School of Education Studies, AUD, Delhi	29-01-2024	42	2		Co-curricular Programmes
Higher education opportunities at Mahindra University	13-03-2024	42	1		Co-curricular Programmes
Placements 1	28-02-2024	42	1	<u>View</u>	Co-curricular Programmes
Placements 2	06-03-2024	42	1	View	Co-curricular Programmes
Placements 3	08-03-2024	42	1	<u>View</u>	Co-curricular Programmes

Name of the Event/Talk/Seminar	Date of the Event (DD- MM-YYYY)	Number of students participated	Number of Faculty Members participated	Short report containing details of names of students/staff, resource persons, geotagged photos, attendance sheets, etc.	Туре
Placements 4	13-03-2024	42	1	View	Co-curricular Programmes
Observing Soundscapes Around Us	30-10-2023	31	2	View	Extra Curricular Programmes
Aagaaz	19-04-2024	119	6	View	Extra Curricular Programmes
Farewell	25-04-2024	200	8	View	Extra Curricular Programmes
Freshers	06-10-2023	78	14	View	Extra Curricular Programmes
Freshers Orientation	17-08-2023	80	14	View	Extra Curricular Programmes
Halloween	01-11-2023	65	14	View	Extra Curricular Programmes
Department Picnic	01-03-2024	90	7	View	Extra Curricular Programmes
Sports Day	05-03-2024	42	9	View	Extra Curricular Programmes
Storytelling	29-11-2023	10	1	View	Extra Curricular Programmes
Student Council Elections	04-09-2023	20	1	View	Extra Curricular Programmes
Teachers' Day	05-09-2023	150	14	View	Extra Curricular Programmes

*Attendance Register with student's signature to be maintained.

Year	Name of the workshop/ seminar/ conference	Number of Participants	Date From - To	Attach detailed report including number of participants, geotagged photos, etc)
2023-24	Gijubhai Memorial Lecture on First Contacts with Literacy: School Experiences of Children from Low Literacy Backgrounds	100	2024-03-21 - 2024-03-21	<u>View</u>
2023-24	International Conference on Researching Schools, Children and Childhoods (Hybrid mode)	300	2024-03-20 - 2024-03-20	<u>View</u>
2023-24	Understanding the field	42	2023-08-21 - 2023-08-21	<u>View</u>

8. Outstanding visitors to the Department in the course of the academic year:

Name	Designation	Purpose of visit	Date	Attach detailed report including number of participants, geotagged photos, etc)
Prof. Shobha Sinha	Professor, Former Head and Dean, Department of Education, University of Delhi	Annual Gijubhai Memorial Lecture Keynote speaker	2024-03-21	
Abhinav Ghosh	Research Scholar at Harvard Graduate School of Education	To deliver a talk on Foundational Literacy	2024-05-02	
Dr. Manish Jain	Associate Professor, School of Education Studies, AUD, Delhi	Understanding the field	2023-08-21	
Dr. Manish Jain	Associate Professor, School of Education Studies, AUD, Delhi	Analyzing policies	2024-03-12	
Dr. Gunjan Sharma	Associate Professor, School of Education Studies, AUD, Delhi	Chair of panel discussion at the International Conference on Schools Children and Childhoods	2024-03-20	
Prof. Farah Farooqi	Professor, Department of Teacher Training and Non-formal Education, Jamia Millia Islamia	Panelist an the panel discussion at the International Conference on Schools Children and Childhoods	2024-03-20	

Name	Designation	Purpose of visit	Date	Attach detailed report including number of participants, geotagged photos, etc)
Dr. Geeta Menon	Senior Consultant, International Development and Humanitarian Relief Professional	Panelist an the panel discussion at the International Conference on Schools Children and Childhoods	2024-03-20	
Dr. Annie Koshi	Principal, St. Mary's School, New Delhi	Chair of a session at the International Conference on Schools Children and Childhoods	2024-03-20	
Dr. Radhika Menon	Associate Professor, Mata Sundri College, University of Delhi	Chair of a session at the International Conference on Schools Children and Childhoods	2024-03-20	
Dr. Mona Sedwal	Assistant Professor, NEIPA, New Delhi	Chair of a session at the International Conference on Schools Children and Childhoods	2024-03-20	
Dr. Anita S. Charles	Senior Lecturer and Director of Secondary Teacher Education, Bates College, Maine, USA	Panelist at the panel discussion at the International Conference on Schools, Children and Childhoods	2024-03-20	
Prof. Bart McGettrick	Dean of Education and Professor of Christian Education, Liverpool Hope University, England	Panelist at the panel discussion at the International Conference on Schools, Children and Childhoods	2024-03-20	
Dr. Prabhat Rai	Senior Lecturer, Monash University, Australia	Chair of a session at the International Conference on Schools, Children and Childhoods	2024-03-20	
Prof. Wendy Bignold	Dean of Global Engagement, Global Student and Partnership Centre, Liverpool Hope University, England	Chair of a session at the International Conference on Schools, Children and Childhoods	2024-03-20	
Prof. Jessy Abraham	IASE, Faculty of Education, Jamia Millia Islamia, New Delhi	Chair of a session at the International Conference on Schools, Children and Childhoods	2024-03-20	

Name	Designation	Purpose of visit	Date	Attach detailed report including number of participants, geotagged photos, etc)
Jose' Pedro Amorim	Assistant Professor, Faculty of Psychology and Education Sciences, University of Porto, Portugal	Chair of a session at the International Conference on Schools, Children and Childhoods	2024-03-20	

- 9. No. of Department meetings held in the course of the academic year: 7______
 *Documentation of meetings with proper Agenda and Minutes to be maintained and kept with the department.
- 10. Library: Budget for the year and its utilization
 - a) Total no. of books/journals appertaining to the subject in the College Library: 1369_____
 - b) Amount of Library Budget available to the Department: 41063____
 - c) No. of new books/journals added to the library for the Department in the year: 25_____
- 11. Laboratory Equipment available in the department (wherever applicable):
 - a) Budget of expenditure on maintenance of the equipment:
 - b) Actual expenditure on maintenance of the equipment:
 - c) Stock register of equipment purchased and discarded in the academic year :
- 12. Alumni Day and other Alumni related activities/events held during the year

Name of the event	Number of Participants	Date	Report including list of alumni attending, geotagged photographs, alumni as resource persons, etc
From B.ElEd. to a Linguist: A journey of Professional Development	42	2023-10-18	<u>View</u>
Making Resume for job applications	42	2024-02-02	View
Higher education abroad	42	2024-02-24	View
Applying for teaching positions in Government schools	42	2024-02-27	View
Preparing for job interviews	42	2024-03-02	<u>View</u>

*Departments are suggested to maintain a proper alumni database with information related to placements, higher education, competitive exams, etc.

13. Students in the Department who participated in academic events/competitions in other colleges and universities:

Name of Student	Class	Roll Number	Programme/Event/Competition	Award, if any (Attach the Certificate of Participation/Award)	Venue	Date	Attach photographs, if any
Samridhi Singh	B.El.Ed.	201421	Competitions		Daastaan -E- Hind, The India Quiz	08/2023	<u>View</u>
PREKSHA JAIN	B.El.Ed.	230425	Competitions		Bujho To Jaano at AAGAAZ	04/2024	<u>View</u>
PREKSHA JAIN	B.El.Ed.	230425	Competitions		Outdoor walk to Firoz Shah Kotla Fort	09/2023	<u>View</u>
PREKSHA JAIN	B.El.Ed.	230425	Competitions		Outdoor walk to Hauz Khas Fort	10/2023	<u>View</u>
PREKSHA JAIN	B.El.Ed.	230425	Competitions		Gijubhai Memorial Lecture	04/2024	<u>View</u>
PREKSHA JAIN	B.El.Ed.	230425	Competitions		International Conference on Researching Schools, Children and Childhood	04/2024	View
PREKSHA JAIN	B.El.Ed.	230425	Competitions		" Maa Mujhe Tagore Banna Hai" Theatre Solo Act	10/2023	<u>View</u>
PREKSHA JAIN	B.El.Ed.	230425	Competitions		Webinar on Sociolinguistics by Dr. Smita Joseph	10/2023	<u>View</u>
PREKSHA JAIN	B.El.Ed.	230425	Competitions		Special Story Telling Session by Psychodramatist	10/2023	<u>View</u>
PREKSHA JAIN	B.El.Ed.	230425	Competitions		Block Learning - Art and Craft Sessions	12/2023	<u>View</u>
PREKSHA JAIN	B.El.Ed.	230425	Competitions		Outdoor Workshop - Special Theatre Session	04/2024	<u>View</u>
MANYA GROVER	B.El.Ed.	230924	Competitions		Politoscope conference of Paper Presentation	04/2024	<u>View</u>
MANYA GROVER	B.El.Ed.	230924	Competitions		Bhujo Toh Jaano Quiz at Aagaz	04/2024	<u>View</u>
MANYA GROVER	B.El.Ed.	230924	Competitions		Gijubhai Memorial Lecture	04/2024	<u>View</u>
MANYA GROVER	B.El.Ed.	230924	Competitions		International Conference on Researching Schools, Children and Childhood	04/2024	View
MANYA GROVER	B.El.Ed.	230924	Competitions		UPSC Workshop	09/2023	<u>View</u>
MANYA GROVER	B.El.Ed.	230924	Competitions		Breast Cancer Workshop	10/2023	<u>View</u>
MANYA GROVER	B.El.Ed.	230924	Competitions		Sustainability and Entrepreneurship Webinar	11/2023	<u>View</u>

Name of Student	Class	Roll Number	Programme/Event/Competition	Award, if any (Attach the Certificate of Participation/Award)	Venue	Date	Attach photographs, if any
MANYA GROVER	B.El.Ed.	230924	Competitions		Webinar on how Women Issues relate to Mental Health Issues	12/2023	<u>View</u>
MANYA GROVER	B.El.Ed.	230924	Competitions		Seminar to Transform oneself for Society Reformation	04/2024	View
MANYA GROVER	B.El.Ed.	230924	Competitions		''Maa Mujhe Tagore Bana De'' Theatre Solo Act	10/2023	<u>View</u>
MANYA GROVER	B.El.Ed.	230924	Competitions		Webinar On Sociolinguistics - Dr. Smita Joseph	10/2023	<u>View</u>
MANYA GROVER	B.El.Ed.	230924	Competitions		Special Story Telling Session by Psychodramatist	10/2023	<u>View</u>
MANYA GROVER	B.El.Ed.	230924	Competitions		Block Learning Art & Craft Sessions	12/2023	<u>View</u>
MANYA GROVER	B.El.Ed.	230924	Competitions		Outdoor Workshop - Special Theatre Session	04/2024	<u>View</u>

14. List of students who were awarded honors/merit certificate/recognition from college and university or any other eminent institution:

Name of the activity		the Award/ on for Institut stitution	ion	Name of the Awarding government/ government recognised bodies		Year of award		
		Ν	lo recor	d found.				
Name of Student	Class	Class Roll Nature of Merit/ Recognition Number (Attach the Certificate)			Atta pho any	ach tographs, if		
RITIKA SHARMA	B.El.Ed.	211540	President managing the student council body					
MANYA GROVER	B.El.Ed.	230924	1	AND THE WORLD Presentation				
MANYA GROVER	B.El.Ed.	230924		ear CR Ed Student Council				
MANYA GROVER	B.El.Ed.	230924		ics Sub- Head Team 2023-2024				
MANYA GROVER	B.El.Ed.	230924	Committee Head Invites, Certificates and Acknowledgments B. El.Ed International Conference					
MANYA GROVER	B.El.Ed.	230924	Certifi	nittee Head Invites, icates and Acknowledgments nai Memorial Lecture				

*Details of Sports/Cultural achievements to be provided in the society reports.

15. Number of students of the Department who have participated in Community Development programmes:(from Society portal)

Year	NSS	JMCEP	WDC	NCC	Peace	Green	Departmental	Any other
l Year	0	2	0	2	360	1		
II Year	0	2	0	0	440	1		
III Year	4	2	0	2	40	0		

16. Number of awards and recognitions received for extension activities from government /government recognised bodies (only if done on department level)

Name of the activity	Name of the Award/ recognition for Institution for the Institution	Name of the Awarding government/ government recognised bodies	Year of award					
No record found.								

17. Details and activities of Incubation Centre/Entrepreneurial Support Systems formed by the department NA

18. SWOC Analysis

Strengths: Teaching Infrastructure and Faculty, Descriptive Curriculum, Feedback System, Department Resource Room and Library, Experts as Resource Person, Academic Enrichment Programmes for students Weakness: No individual working space for the staff. Opportunities: Collaboration with alumni, Initiate research projects, Facilitate discourse around education through conferences, seminars, and other engagement, Provision for faculty development, Placement for IV year students. Weakness: Engaging in research and publication, Funding for students scholarships and educational tours.

19. Future Plans

Expansion of Resource Centre, Continue supporting alumni academically, Undertake collaborative research projects, Continue organizing Seminar and Conferences, Collaboration between department and alumni.

PART B

1. Attendance(a

				No. of s	tudents i	in differe	nt attend	ance cate	gories
Teacher	Class	No. and Title of Paper	No. of Lectures Delivered	85% & above	80% above but less than 85%	75% above but less than 80%	70% above but less than 75%	66.6% above but less than 70%	less than 66.6%

2. College Society/Administrative activity/Student Related Activity for which teachers in the Department are responsible:

Name of Teacher	Society/Activity	Туре	Indicate Convenor/Member
Babina Ann Thomas	AICUF {All India Catholic University Federation}	Society	Member
Babina Ann Thomas	Department Staff Secretary	Administrative activities at Institute level	
Babina Ann Thomas	Elementary Education	Co-convenor of Puzzle Society	
Babina Ann Thomas	Elementary Education	Department Conference - Researching Schools, Children and Childhoods	
Babina Ann Thomas	Elementary Education	Judge for Storytelling competition in Aagaaz 2024	
Babina Ann Thomas	Member of Department Time Table Committee	Administrative activities at Institute level	
Babina Ann Thomas	Puzzle Society	Society	Co-Convenor
Babina Ann Thomas	Puzzle Society	Society	Member
Dr Jijo Varghese	AICUF {All India Catholic University Federation}	Society	Member
Dr Jijo Varghese	Jesus and Mary College	Convenor to Puzzle Society	
Dr Jijo Varghese	Puzzle Society	Society	Convenor
Dr Jijo Varghese	Puzzle Society	Society	Member
Dr. Alka Sehgal	Elementary Education	Organised series of workshops for IIIrd and IVth year students - Understanding the Field. Organising committee member of Agaaz- Department Festival	
Dr. Alka Sehgal	Tabeer: The Film and Photography Society	Society	Member
Dr. Alka Sehgal	Teacher-in-Charge	Administrative activities at Institute level	

Name of Teacher	Society/Activity	Туре	Indicate Convenor/Member
Dr. BHAWANA ARORA	Attendance In-charge and Internal Assessment In- charge for I- Year; Co- ordinator of School Contact Programme Colloquia; Organising School Visits as a part of Colloquia; Coordinating with resource persons for various other practicum and Guest Faculty for various theory papers; Responsibilities of getting examination form filled, identifying students who were short of attendance and not meeting the minimum criteria of internal assessment and then coordinating with their parents; Compiling, Verifying and Uploading of Internal Assessment marks of I- Year students. Apart from these, taking responsibility of students' grievance addressal, arrangements for extra classes required, counselling of students etc.	Academic activities at Institute level	
Dr. BHAWANA ARORA	Puzzle Society	Society	Member
Dr. Sona Velliparambill Andrew	AICUF {All India Catholic University Federation}	Society	Convenor
Dr. Sona Velliparambill Andrew	AICUF {All India Catholic University Federation}	Society	Member
Dr. Sona Velliparambill Andrew	Colleges IN the NCR, Deldi	Winter Chimes	
Dr. Sona Velliparambill Andrew	Colleges across India	A Walk Through College with Christ: An interaction with Dr. George Abraham	
Dr. Sona Velliparambill Andrew	Jesus and Mary College	Celebrating the Feast of St Claudine Thevenet	
Dr. Sona Velliparambill Andrew	Jesus and Mary College	Celebrating the Rosary Month	

Name of Teacher	Society/Activity Type		Indicate Convenor/Member
Dr. Sona Velliparambill Andrew	Jesus and Mary College	Easter Celebrations	
Dr. Sona Velliparambill Andrew	Jesus and Mary College	Elysian 2.0: a day with the Focolare Movement	
Dr. Sona Velliparambill Andrew	Jesus and Mary College	Eucharistic Adoration	
Dr. Sona Velliparambill Andrew	Jesus and Mary College	Eucharistic Celebration	
Dr. Sona Velliparambill Andrew	Jesus and Mary College	Evlogia 2.0 , a 3 day Residential Retreat	
Dr. Sona Velliparambill Andrew	Jesus and Mary College	Feast mass of Blessed Dina Belanger	
Dr. Sona Velliparambill Andrew	Jesus and Mary College	Inaugural Mass	
Dr. Sona Velliparambill Andrew	Jesus and Mary College	Mass for the Departed Souls of the JMC family	
Dr. Sona Velliparambill Andrew	Jesus and Mary College	Praise and Worship in collaboration with YU4C	
Dr. Sona Velliparambill Andrew	Jesus and Mary College	Societies fair	
Dr. Sona Velliparambill Andrew	Jesus and Mary College	Thanksgiving and Farewell Celebration	
Dr. Sona Velliparambill Andrew	Jesus and Mary College	The Limitless Love of Jesus: a play followed by testimonial of Beatrice Roy	
Dr. Sona Velliparambill Andrew	Jesus and Mary College	christian Orientation	
Dr. Sona Velliparambill Andrew	Loyola University Chicago	Building Bridges: An interaction with POPE FRANCIS	
Mr. V. Alan Bosco	AICUF {All India Catholic University Federation}	Society	Member

Name of Teacher	Society/Activity	Туре	Indicate Convenor/Member
Mr. V. Alan Bosco	B. El. Ed. Part III - Coordinating Block Teaching	Academic activities at Institute level	
Mr. V. Alan Bosco	B. El. Ed. Part III Coordinator. Coordinating academic activities between different teachers teaching the same course.	Other responsibilities at Institute level	
Mr. V. Alan Bosco	Jesus and Mary Colleg University of Delhi	Gijubhai Memorial Lecture	
Mr. V. Alan Bosco	Jesus and Mary College B. El. Ed.	Departmental International Conference	
Mr. V. Alan Bosco	Student Activities	AICUF - JESUS YOUTH EVENT - BEINTIAH	
Ms. NAJIA ZEB	4th Year Coordinator	Administrative activities at Institute level	
Ms. NAJIA ZEB	B.El.Ed. Timetable Committee	Administrative activities at Institute level	
Ms. NAJIA ZEB	Curiosus - The English Quiz Society	Society	Member
Ms. NAJIA ZEB	Department of Elementary Education	Alumni event 2: Preparing for interviews and writing CV (Session I with Ms. Harshita Sharma)	
Ms. NAJIA ZEB	Department of Elementary Education, Jesus and Mary College	International Conference on Researching Schools, Children and Childhoods	
Ms. NAJIA ZEB	Department of Elementary Education	Alumni event 1: Interactive session on 'From B.El.Ed. to a Linguist: A Journey of Professional Development' with Dr. Smita Joseph	
Ms. NAJIA ZEB	Department of Elementary Education	Alumni event 3: Preparing for interviews and writing CV (Session II with Ms. Shimona Tyagi and Ms. Gorika Dhawan)	
Ms. NAJIA ZEB	Department of Elementary Education	Alumni event 4: Preparing for higher education abroad with Ms. Anushka Kandpal	
Ms. NAJIA ZEB Department of Elementary Education		Alumni event 5: Preparing for applying for Govt. teaching positions with Ms. Rashi Bachwani	

Name of Teacher	Society/Activity	Туре	Indicate Convenor/Member
Ms. NAJIA ZEB	Department of Elementary Education	Gijubhai Memorial Lecture	
Ms. NAJIA ZEB	Department of Elementary Education	Interaction with AUD representatives on Higher education opportunities	
Ms. NAJIA ZEB	Department of Elementary Education	Interaction with Mahindra University representatives on higher education opportunities	
Ms. NAJIA ZEB	Department of Elementary Education	Judge for student event at Aagaaz 2024	
Ms. NAJIA ZEB	Department of Elementary Education	Placements with schools (5 organisations)	
Ms. NAJIA ZEB	Department of Elementary Education	Professional opportunities and Careers in the Education Sector with Azim Premji University	
Ms. NAJIA ZEB	IQAC team- Criterion 1	Administrative activities at Institute level	
Ms. NAJIA ZEB	ITEP orientations- University sessions of participating institutions	Academic activities at Institute level	
Ms. NAJIA ZEB	Member of English Literary Society	Other responsibilities at Institute level	
Ms. NAJIA ZEB	Placements Coordinator	Administrative activities at Institute level	
Ms. NAJIA ZEB	Poetry Society	Society	Member
Ms. NAJIA ZEB	Student council advisor	Academic activities at Institute level	
Ms. Shirley Joseph	Chief Guest at the Annual Sports Day of Prep children at SMILE- Santa Maria Integrated Learning Environment	Others	
Ms. Shirley Joseph	Member, Grievance Redressal Cell	Administrative activities at Institute level	
Ms. Shirley Joseph	Subject Expert of Interview Board for the selection of primary Teachers in Kendriya Vidyalaya Sangathan	Others	
Sonika Kaushik	Department of Elementary Education	Advisor to the Student Council	

Name of Teacher	Society/Activity	Туре	Indicate Convenor/Member
Sonika Kaushik	Department of Elementary Education	Organization of Departmental Festival - Aagaaz	
Sonika Kaushik	Department of Elementary Education	Organized a talk on Foundational Literacy by Abhinav Ghosh, Harvard Graduate School of Education	
Sonika Kaushik	Department of Elementary Education	Organized a visit to the Book Fair	
Sonika Kaushik	Jesus and Mary College	Member of the Fine Arts Society - Iris	

*Details of events organized by the societies to be given in the society reports only.

3. University assignments undertaken by teachers of the Department. (Paper setting for previous two semesters for which results are declared, syllabus committees, Member of Board of Studies, Member of Department Research Committee, etc)

Name of Teacher	Туре	Paper Name	Semester/Year	Supporting Documents/ Evidence
Babina Ann Thomas	Assessment /evaluation process of the affiliating University	C1.4 Core Social Science	Sem 1	<u>View</u>
Babina Ann Thomas	Design and Development of Curriculum	Content cum Pedagogy of Social Science (Secondary Stage) - Sem 3	Sem 3	<u>View</u>
Babina Ann Thomas	Design and Development of Curriculum	Content cum Pedagogy of Social Science (Middle Stage) - Sem 3	Sem 3	<u>View</u>
Babina Ann Thomas	Design and Development of Curriculum	Content cum Pedagogy of Social Science (Middle Stage) - Sem 4	Sem 4	<u>View</u>
Babina Ann Thomas	Design and Development of Curriculum	Content cum Pedagogy of Social Science(Middle Stage) - Sem 5	Sem 5	<u>View</u>
Babina Ann Thomas	Design and Development of Curriculum	Content cum Pedagogy of Social Science (Middle Stage) - Sem 6	Sem 6	<u>View</u>

Paper Setting/evaluation/curriculum development

Name of Teacher	Туре	Paper Name	Semester/Year	Supporting Documents/ Evidence
Babina Ann Thomas	Design and Development of Curriculum	Content cum Pedagogy of Social Science (Secondary Stage) - Sem 4	Sem 4	<u>View</u>
Babina Ann Thomas	Design and Development of Curriculum	Content cum Pedagogy of Social Science (Secondary Stage) - Sem 5	Sem 5	<u>View</u>
Babina Ann Thomas	Design and Development of Curriculum	Content cum Pedagogy of Social Science (Secondary Stage) - Sem 6	Sem 6	<u>View</u>
Babina Ann Thomas	Design and Development of Curriculum	Citizenship Education, Sustainability and Environment Education	Sem 8	<u>View</u>
Dr Jijo Varghese	Design and Development of Curriculum	Education for Mental Health	Sem 8	<u>View</u>
Dr Jijo Varghese	Design and Development of Curriculum	Research Methodology	Sem 8	View
Dr Jijo Varghese	Design and Development of Curriculum	Adolescent Education	Sem 8	View
Dr Jijo Varghese	Design and Development of Curriculum	Assessment & Evaluation	Sem 6	<u>View</u>
Dr. Alka Sehgal	Setting of question papers for UG/PG programs	F3.7	Sem 6	<u>View</u>
Dr. BHAWANA ARORA	Setting of question papers for UG/PG programs	Pedagogy of Mathematics (OP- 4.2)	Sem 8	<u>View</u>
Dr. BHAWANA ARORA	Design and Development of Curriculum	Curriculum Planning and Development	- Som 5	
Dr. BHAWANA ARORA	Design and Development of Curriculum	Education for Sustainable Sem 8 Development		View
Dr. BHAWANA ARORA	Design and Development of Curriculum	Citizenship Education, Sustainability and Environmental Education	Sem 8	<u>View</u>

Name of Teacher	Туре	Paper Name	Semester/Year	Supporting Documents/ Evidence
Dr. BHAWANA ARORA	Setting of question papers for UG/PG programs	Pedagogy of Mathematics (OP- 4.2), Logico- Mathematics Education (P-3.2), Core Mathematics (C- 1.2)	Sem 3	<u>View</u>
Dr. BHAWANA ARORA	Assessment /evaluation process of the affiliating University	Pedagogy of Mathematics (OP- 4.2)	Sem 8	<u>View</u>
Dr. Sona Velliparambill Andrew	Setting of question papers for UG/PG programs	logico Mathematics	Sem 6	View
Mr. V. Alan Bosco	Assessment /evaluation process of the affiliating University	Basic Concepts in Education	Sem 6	<u>View</u>
Mr. V. Alan Bosco	Design and Development of Curriculum	ITEP	Sem 1	View
Ms. NAJIA ZEB	Setting of question papers for UG/PG programs	Making the Workspace Inclusive	Sem 4	<u>View</u>
Ms. NAJIA ZEB	Setting of question papers for UG/PG programs	Making the Workspace Inclusive	Sem 6	<u>View</u>
Ms. NAJIA ZEB	Assessment /evaluation process of the affiliating University	Pedagogy of Language	Sem 8	<u>View</u>
Ms. NAJIA ZEB	Design and Development of Curriculum	Pedagogy of language courses	Sem 4	
Ms. Shirley Joseph	Assessment /evaluation process of the affiliating University	B.EL.ED	Sem 6	
Ms. Shirley Joseph	Setting of question papers for UG/PG programs	Curriculum Studies Sem 8		View
Sonika Kaushik	Assessment /evaluation process of the affiliating University	Language Across the Curriculum	Sem 4	<u>View</u>

Name of Teacher	Туре	Paper Name	Semester/Year	Supporting Documents/ Evidence
Sonika Kaushik	Design and Development of Curriculum	Pedagogy of Language I; Pedagogy of Language II	Sem 4	<u>View</u>

4. Publications (books, research papers/articles and book reviews) by members of the Department during the course of the academic year.

a) Number of research papers per teacher in the Journals notified on UGC website

Title of paper	Name of	Name of				ne recognition in UGC en Object Identifier (DOI) nu	
	the author/s		Year of publication		Link to website of the Journal	Link to article/paper/abstract of the article	Is it listed in UGC Care list/Scopus/Web of Science/other,mention
A Comparative Study Of Happiness Quotient Of Graduate Level Students Studying In Naac A++ Accredited University And Non-Accredited State University	Dr Jijo Varghese Vimal Singh, Ms. Puja Tripathi, Dr. Rashmi Gore	Educational Administration: Theory and Practice	04/2024	2148-2403		<u>View</u>	Scopus (Peer Review Journal)

b) Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher

Sr.No	Name of the teacher	Title of the book/chapters published	Title of the paper	Title of the proceedings of the conference	Name of the conference	National /International	Year of publication	ISBN/ISSN number of the proceeding	Affiliating Institute at the time of publication	Name of the publisher	Attach Cover Page,Title Page, Content Page
1	Anthony Joseph	Creating an Equitable Space for Teaching and Learning - Towards Theory and Evidence- based Practice	Experiential Learning: Participating in the Interconnectedness of Affect, Intellect and Sociocultural Contexts			International	07/2023	9781032391199		Routledge India	<u>View</u>
2	Sonika Kaushik	Padhna Seekhne aur Sikhaane ka Tana Bana	Pathan: Sanketon ka Samanjasyikaran			National	01/2024	97119771394		Eklavya Foundation	<u>View</u>

5. Participation of faculty in:

- a. International Conferences held abroad, with topic, place and dates
- b. National/International Conferences held in India, with topic, place and dates

Name of Teacher	Dept.	Name of Conference/Seminar/Meeting/	Nature of Participation(participant/resource person/panelist)	Venue	Duration(from - to)(DD-MM-YYYY)	Attach Certificate of Participation
Babina Ann Thomas	Elementary Education	Paper Presented in Educational Technology and Global Sustainability (ICETGS-2024)	Conference	India	02/2024 - 02/2024	<u>View</u>
Dr Jijo Varghese	Elementary Education	RESEARCHING SCHOOLS, CHILDREN AND CHILDHOODS	Conference	Jesus and Mary College	03/2024 - 03/2024	<u>View</u>
Dr. Alka Sehgal	Elementary Education	Researching Schools, Children and Childhoods	Conference	Delhi	07/2023 - 06/2024	
Dr. BHAWANA ARORA	Elementary Education	Researching Schools, Children and Childhoods	Conference	Jesus and Mary College, University of Delhi, Chanakyapuri	03/2024 - 03/2024	<u>View</u>

Name of Teacher	Dept.	Name of Conference/Seminar/Meeting/	Nature of Participation(participant/resource person/panelist)	Venue	Duration(from - to)(DD-MM-YYYY)	Attach Certificate of Participation
Dr. Susmita Ram	Elementary Education	Approach to Mental Health and Well being under NEP 2020	Conference	Maitreyi College, Univ. of Delhi	04/2024 - 04/2024	
Ms. NAJIA ZEB	Elementary Education	Researching Schools, Children and Childhoods	Conference	Jesus and Mary College	03/2024 - 03/2024	<u>View</u>
Ms. NAJIA ZEB	Elementary Education	The Discipline of Education in India: Trajectories and Perspectives	Conference	llC, New Delhi	12/2023 - 12/2023	

6. Teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short Term Courses etc.)

Name of teacher whoattended	Title of the program	Duration (from - to) (DD-MM-YYYY)	Nature of Participation(Participant or resourceperson)	Attach Certificate of Participation
Babina Ann Thomas	Resource Person for Synergy 2024 - The International Staff and Student Exchange Programme	03/2024 - 03/2024	Other	View
Babina Ann Thomas	4-Week Faculty Induction/Orientation Programme for "Faculty in Universities/Colleges/Institutes of Higher Education	02/2024 - 03/2024	Orientation	<u>View</u>
Babina Ann Thomas	A Two-Day National Workshop on NEP 2020 in Context of ITEP and Other Reforms of NCIE	06/2024 - 06/2024	Workshop	View
Babina Ann Thomas	Paper Presented in Educational Technology and Global Sustainability (ICETGS-2024)	02/2024 - 02/2024	Conference	View
Dr Jijo Varghese	RESEARCHING SCHOOLS, CHILDREN AND CHILDHOODS	03/2024 - 03/2024	Conference	<u>View</u>
Dr Jijo Varghese	A National Level Consultative Meet on ITEP	05/2024 - 05/2024	Other	<u>View</u>
Dr Jijo Varghese	Need for Integrating Indian Knowledge System into the Higher Education Curriculum: Vision of NEP 2020	11/2023 - 11/2023	Seminar	View
Dr. Alka Sehgal	Researching Schools, Children and Childhoods	07/2023 - 06/2024	Conference	

Name of teacher whoattended	Title of the program	Duration (from - to) (DD-MM-YYYY)	Nature of Participation(Participant or resourceperson)	Attach Certificate of Participation
Dr. Alka Sehgal	Participated in Two- Days National Workshop on NEP 2020 in Context of ITEP and Other Reforms of NCTE at Indian National Science Academy (INSA), organized by Mata Sundri College, University of Delhi in collaboration with National Council for Teacher Education (NCTE) and Vidya Bharati Akhil Bhartiya Shiksha Sansthan (VBABSS)Participated in Two- Days National Workshop on NEP 2020 in Context of ITEP and Other Reforms of NCTE at Indian National Science Academy (INSA), organized by Mata Sundri College, University of Delhi in collaboration with National Council for Teacher Education (NCTE) and Vidya Bharati Akhil Bhartiya Shiksha Sansthan (VBABSS)	07/2023 - 06/2024	Workshop	
Dr. BHAWANA ARORA	Inculcating Values Through Mathematics (1 Day)	01/2024 - 01/2024	Workshop	<u>View</u>
Dr. BHAWANA ARORA	Researching Schools, Children and Childhoods	03/2024 - 03/2024	Conference	<u>View</u>
Dr. BHAWANA ARORA	A Two- Day National Workshop on NEP 2020 in Context of ITEP and Other Reforms of NCTE	06/2024 - 06/2024	Workshop	<u>View</u>
Dr. BHAWANA ARORA	Teaching of Mathematics: Learning Processes and Challenges (1 Day)	03/2024 - 03/2024	Workshop	View
Dr. BHAWANA ARORA	4-Week Faculty Induction/Orientation Programme for "Faculty in Universities/Colleges/Institutes of Higher Education"	02/2024 - 03/2024	Refresher Courses	View
Dr. BHAWANA ARORA	Summer Course on Curriculum and Pedagogy in Teacher Education (6 Days)	06/2024 - 06/2024	FDP	View
Dr. BHAWANA ARORA	NEP Orientation and Sensitization Progamme	06/2024 - 06/2024	FDP	View
Dr. Sona Velliparambill Andrew	Institutional Preparedness for the future: Challenges and opportunities in Higher education	10/2023 - 10/2024	Other	View
Dr. Sona Velliparambill Andrew	institutional Preparedness for the Future: Challenges and Opportunities in Higher Education	10/2023 - 10/2023	Other	View

Name of teacher whoattended	Title of the program	Duration (from - to) (DD-MM-YYYY)	Nature of Participation(Participant or resourceperson)	Attach Certificate of Participation
Dr. Sona Velliparambill Andrew	REVAMPING THE HIGHER EDUCATION SYSTEM:AN INSIGHT INTO NEP 2020	02/2024 - 02/2024	Seminar	View
Dr. Sona Velliparambill Andrew	Safeguarding Children and Vulnerable Adults	04/2024 - 04/2024	Training	<u>View</u>
Dr. Sona Velliparambill Andrew	Foundational Numeracy	12/2023 - 12/2023	Other	<u>View</u>
Dr. Susmita Ram	Approach to Mental Health and Well being under NEP 2020	04/2024 - 04/2024	Conference	
Ms. Mansi Aneja	Student Assessment in Higher Education: Perspective and Challenges. Speaker- Prof. Poonam Batra, Former Faculty, Department of Education, University of Delhi	10/2023 - 10/2023	Workshop	View
Ms. NAJIA ZEB	Researching Schools, Children and Childhoods			<u>View</u>
Ms. NAJIA ZEB	4-Week Faculty Induction/Orientation Programme for "Faculty in Universities/Colleges/Institutes of Higher Education"	03/2024 - 04/2024	Orientation	View
Ms. NAJIA ZEB	Al Tools for e-Content Development and Teaching- Learning	04/2024 - 04/2024	FDP	<u>View</u>
Ms. NAJIA ZEB	The Discipline of Education in India: Trajectories and Perspectives	12/2023 - 12/2023	Conference	
Sonika Kaushik	Review Workshop for finalising Monographs on Reading and Writing	01/2024 - 06/2024	Workshop	<u>View</u>
Sonika Kaushik	Library Educators Course	01/2024 - 06/2024	Certificate Course	View
Sonika Kaushik	Review of Children's Literature	01/2024 - 06/2024	Workshop	<u>View</u>
Sonika Kaushik	Studying and documenting the impact of a community library space and children's literature in development and enhancement of literacy skills of first generation learners	05/2024 - 06/2024	Other	View

7. Honours received by faculty members at the International/National level

Name of the teacher	Nature of Recognition	Granting Authority	Supporting Document
Anthony Joseph	Membership	The All India Association for Christian Higher Education - AIACHE - ADVOCACY COMMITTEE	
Babina Ann Thomas	Membership	Member of Comparative Education Society of India	View
Dr. BHAWANA ARORA	Membership	Comparative Education Society of India (CESI)	View
Mr. V. Alan Bosco	Membership	Comparative Education Society of India	
Sonika Kaushik	Membership	Member of the Jury for Room to Read Young Author Award for Children's Literature	View

8. Teachers who have completed Ph.D/ D.M/M.Ch./D.N.B Super speciality/D.Sc./D.Litt. during the year

Name of full time teacher completing Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D.Litt.	Qualification(Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D.Litt.)	Title of the Thesis	University	Attach Proof of Completion/Copy of Degree		
No record found.						

9. Number of teachers registered as Research Supervisor and students registered under them:

Name of the Teacher	Name of the Principal Investigator/Co-investigator	Department of Principal Investigator	Year of Award	Amount Sanctioned	Duration of the project	Name of theFundingAgency	Type(Government/non-Government)
No record	No record found.						

10. Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs, etc.

Name of the Project/Endowments,Chairs	Name of the Principal Investigator/Co-investigator	Department of Principal Investigator	of	Amount Sanctioned	Duration of the project	Name of the Funding Agency	Type (Government/non- Government)
No record found.							

11. Teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies

Year	Name of teacher	Name of conference/workshop attended for which financial support provided	Name of professional body for which membership fee is provided	Amount of support/membership fee received (in INR)
03/2024 - 03/2024	Dr. BHAWANA ARORA	Department of Elementary Education	Jesus and Mary College, University of Delhi, Chanakyapuri	45,000 (College Funded)+ 15,000 (Sponsorship)
10/2023 - 10/2024	Dr. Sona Velliparambill Andrew	Xavier Board of Higher Education in India	Kochi, kerala	10000
10/2023 - 10/2023	Dr. Sona Velliparambill Andrew	Xavier Board of Higher education in India	Kochi, kerala	10000
02/2024 - 02/2024	Dr. Sona Velliparambill Andrew	The Catholic Higher Education Society	Ajmer, Rajasthan	4000

12. Mentor Ward Report

Name of the Teacher	Report Link	
Mentor-ward report	View	

*Attach the Mentor Ward List of the department teacher-wise with the report.

Instructions to fill the Departmental Report

- Programme means the degree. For example: B.A. Programme, B.A. Hons, etc.
- Course means the subjects taught within the Programme. For example: Human Resource Management, Calculus, etc.
- The departments are requested to maintain all the supporting documents/reports on a Google Drive Folder (via Department's Mail ID) and attach the link of the respective folder in the tables above.
- All the above information is mandatory to fill.