HANDOVER Letter

From

Head (Getting Relieved)
Department of _____
Sacred Heart College(Autonomous),
Tirupattur, Vellore DT.

To

Head (Assuming Charge)
Department of _____
Sacred Heart College(Autonomous),
Tirupattur, Vellore DT.

Greetings.

I would like to hand over the charge of the department to you as per the direction of the Principal.

I am handing over the following documents / assets to you with effect from (date):

I.   Dept. Level Documents as provided in the list attached
II.   Dept. Inventory of Equipment with Stock Register
III.   Dept. Accounts (If applicable)
IV.   Dept. Keys

I assure that the above is in order. In case you have any queries, kindly clarify immediately.

Kindly acknowledge receipt by signing.

Thank you.

The HOD   The Principal   The HOD

(Getting Relieved)   (Assuming
Charge)

HODs – Handing Over Process

I. List of Department Level Documents

1. Current syllabus of all the papers offered by the department.
2. Semester-wise course teachers and workload of faculty members, additional responsibilities given to faculty members.
3. Class-wise list of students.
4. CA marks and semester result copies.
5. Department Calendar and the department activities.
6. Records of meetings with the students who have less than 75% attendance.
7. Leave letters.
8. Annual report of the department based on the 7 point criteria of the NAAC.

Documents & Files developed during the NAAC Peer Team Visit

1. Curricular Aspects

1.1 EPP (Educative Pastoral Plan)

1.2 Curricular Structure& Syllabus (Subject Electives / Non-Major Electives) - UG /PG/M. Phil

1.3 Details on Academic Flexibility (if any)

1.4 Minutes of Board of studies

1.5 Feedback on Syllabus from different stakeholders

1.6 Academic Audit(if done)

1.7 Evaluation of the Department by IQAC

1.8 CQC (Class Quality Circle)

1.9 Field visit & Institutional visits

2. Teaching Learning Evaluation

2.1. Student's Enrolment and Profile

2.2. SGP

2.3. Remedial coaching

2.4. Catering to Advanced Learners (Certificate courses / IGNOU)

2.5. Project work

2.6 Evaluation of Teachers by the students

2.7 Staff Profile

2.8 Faculty recharging strategies (Orientation / Refresher / Participation in conferences / seminars / training programmes / workshops / summer schools)

2.9. Papers presented / Conferences attended by the Faculty of the Department

2.10. Recognition for Academic Excellence /Awards

2.11. Results Analysis

3. **Research Consultancy & Extension**

3.1. Eminent Researchers visiting the campus (visitor's book)

3.2. UGC – FDP (Faculty Development Programme)

3.3. National conferences organized by the Department

3.4. Research projects (ongoing / completed)

3.5. Research publications

3.6. Consultancy services

3.7. Collaboration / Linkages with other agencies

3.8. DEEDS

4. **Infrastructure & Learning Resources**

4.1. List of Equipments and Inventory

4.2. Journals / Books

4.3. Computer/ Wi – Fi connectivity /LCD projector / PHP/ Smart Board

5. Student Support & Progression

5.1. Parent – Teachers Meeting

5.2. Students participation in competitions / conferences

5.3. List of Alumni

5.4. Association AnnualReports

5.5. Educational Tours (if any)

6. Governance Leadership & Management

6.1. Minutes of the staff meeting

6.2. Work load

7. Innovation & Best Practices

7.1. Eco friendly initiatives at dept. level

7.2. Best practices

II. Dept. Inventory of Equipment with Stock registers

III. Dept. Accounts (if maintained)

IV. Dept. Keys