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Documentation and Report Writing: Procedure, Protocol and Model Template

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Abstract

Document verification and validation are crucial components of the accreditation process undertaken by NAAC. Both document verification and validation are crucial steps in the accreditation process, as they help NAAC assess the quality and credibility of the institution. Institutions are required to submit a range of documents, including academic records, financial statements, infrastructure and facilities details, faculty and staff profiles, and student feedback. NAAC verifies and validates these documents to ensure that the institution meets the required standards and is eligible for accreditation. Documentation and report writing are often used as assessment tools in higher education institutes. They facilitate communication, assessment, accreditation, legal compliance, and research, all of which contribute to the success and effectiveness of educational institutions.

Key Words: *Documentation, Report, Assessment, Validation, Verification*

Introduction

NAAC is an autonomous body established by the University Grants Commission (UGC) of India to assess and accredit institutions of higher education in India. It is responsible for promoting quality assurance in higher education institutions and providing a framework for performance evaluation, assessment, and accreditation of universities and colleges in India. Document verification and validation are crucial components of the accreditation process undertaken by NAAC. Document verification involves checking the authenticity and accuracy of the documents submitted by the institution. This includes verifying the identity and qualifications of the faculty members, the infrastructure and facilities provided by the institution, the courses and programs offered, and the academic records of the students. The verification process also ensures that the institution has followed the guidelines and regulations set by the regulatory authorities.

Document validation, on the other hand, involves assessing the relevance, appropriateness, and adequacy of the documents submitted by the institution. This includes evaluating the effectiveness of the teaching-learning process, the quality of research and innovation, the outreach and extension activities undertaken by the institution, and the impact of the institution on society and the environment. Both document verification and validation are crucial steps in the accreditation process, as they help NAAC assess the quality and credibility of the institution. Institutions are required to submit a range of documents, including academic records, financial statements, infrastructure and facilities details, faculty and staff profiles, and student feedback. NAAC verifies and validates these documents to ensure that the institution meets the required standards and is eligible for accreditation [1-7].

Methodology

This is divided into two parts i.e. Documentation and Model template of report

Documentation:

Documentation plays a crucial role in higher education institutes as it helps to record and maintain important information about students, faculty, staff, courses, and programs. Proper documentation ensures that there is a clear and consistent record of all activities and transactions within the institution, which helps to ensure accountability, transparency, and compliance with legal and regulatory requirements. Here are some of the important types of documentation that are commonly used in higher education institutes:

- 1. Student Records:** Student records are the most important type of documentation in higher education. They include information such as enrollment and registration details, grades, transcripts, disciplinary records, and other academic and personal information. These records are used to monitor student progress, determine eligibility for financial aid and scholarships, and provide verification of educational attainment.
- 2. Faculty and Staff Records:** Documentation related to faculty and staff includes information such as employment contracts, performance evaluations, compensation and benefits information, and disciplinary records. These records are used to monitor employee performance, ensure compliance with labor laws and regulations, and provide a record of employment history.
- 3. Course Records:** Course records include syllabi, course descriptions, and other course-related documents. These records are used to ensure consistency in course offerings, provide information to students about course requirements and expectations, and to assist in the evaluation and accreditation of programs.

4. **Financial Records:** Financial records include budgets, financial statements, and accounting records. These records are used to monitor and manage the financial operations of the institution, ensure compliance with financial regulations, and provide information for planning and decision-making.
5. **Accreditation Records:** Accreditation records include documentation related to the institution's accreditation status, such as self-study reports, site visit reports, and accreditation reviews. These records are used to demonstrate compliance with accreditation standards, evaluate the quality of educational programs, and maintain accreditation status.
6. **Strategic planning Records:** It involves analyzing an organization's strengths, weaknesses, opportunities, and threats (SWOT analysis) and developing strategies and action plans to achieve its desired outcomes. NAAC's strategic planning process may include developing a vision and mission statement, identifying key stakeholders, conducting a SWOT analysis, setting goals and objectives, determining resource needs, developing strategies and action plans, and monitoring and evaluating progress. Strategic planning records may include meeting minutes, reports, budgets, and other documents related to its planning process and implementation of strategic initiatives.
7. **Innovation and Skill Development Records:** NAAC's strategic plan may also include initiatives to improve the quality of education in Indian universities and colleges, promote research and innovation, enhance faculty development and training, establish partnerships with industry and other stakeholders, and strengthen the accreditation process. NAAC may also prioritize specific areas for improvement based on its assessment of institutions' strengths and weaknesses. These records include the proposal of initiatives, activity report, outcome, recommendations, placement and job opportunity records of students.
8. **E-governance Records:** E-governance in higher education institutes refer to the digitalization of various administrative and academic processes within the institution. These documents include:
 - (a) **Student Information System (SIS):** SIS is an e-governance document that contains student data such as personal information, academic records, grades, and attendance. It helps in maintaining student records and allows easy access to information for faculty and administration.
 - (b) **Learning Management System (LMS):** LMS is an e-governance document that helps in managing and delivering academic content such as course materials, assignments, quizzes, and discussions. It enables faculty to create and manage courses and allows students to access the course materials and submit assignments online.
 - (c) **Online Admission System:** An online admission system is an e-governance document that allows students to apply for admission online. It streamlines the admission process and makes it easier for the administration to manage applications and admissions.
 - (d) **Digital Library:** A digital library is an e-governance document that provides access to digital resources such as e-books, journals, and research papers. It allows students and faculty to access resources from anywhere and at any time.
 - (e) **Online Examination System:** An online examination system is an e-governance document that allows for online testing and assessment. It makes it easier for faculty to create and grade exams, and for students to take exams from anywhere.

Model template of report:

Similarly Report writing is a critical skill for individuals in many professions. A report is a document that provides information about a specific topic or issue, often with the aim of informing decision-making. Reports can vary in length and format depending on their purpose and audience, but they generally include an introduction, body, and conclusion. The introduction of a report should provide background information on the topic being addressed and outline the purpose of the report. It should also include any relevant contextual information, such as the scope and limitations of the report.

The body of a report should present the information and data gathered, along with any analysis or interpretation of that information. A model report for the college committee is given in figure

Cover Page	<p style="text-align: center;">Name of the Committee / Department (Preferable on a designed letter head) Title of the activity / event Date & Venue Organizers</p>
Next Pages	<p>Schedule / Program Number of participants Attendance of Participants with signature (Session wise) Names of the Resource person, Title of their lecture</p>
Next Pages	<p style="text-align: center;">Feedback forms format Filled forms and or a report based on the analysis</p>
Next Pages	<p>Details, Outcomes of the event & Recommendations</p>
Next Pages	<p style="text-align: center;">Annexure - Geo tagged photographs, Graphical Analysis, Link of the event, Newspapers cutting etc.</p>

Discussion

This section should be well-organized and structured to make it easy for the reader to follow. It may include charts, graphs, and other visual aids to help convey information. The conclusion of a report should summarize the main points discussed in the body and offer any recommendations or conclusions based on the information presented. It may also include a call to action or suggestions for further research or investigation.

When writing a report, it is important to consider the audience for the report and tailor the language, tone, and format accordingly. Reports should be written in clear, concise language and should avoid technical jargon or overly complicated language that could be difficult for the reader to understand. Report writing is an important skill that requires careful planning, organization, and attention to detail. By following a clear structure and considering the needs of the audience, individuals can produce reports that are informative and effective in informing decision-making. The report should also be well-organized, with headings and subheadings to help the reader navigate the content. The format of a report on activities organized in a higher educational institute such as conferences, seminars, and camps can vary depending on the specific requirements and expectations of the institution. However, here is a general format that could be used:

(i) Introduction: This should provide an overview of the activity that was organized, including the purpose, objectives, and expected outcomes.

(ii) Organizing Committee: This section should list the names and roles of the organizing committee members, including the chairperson, co-chairperson, and any other members who contributed to the planning and execution of the activity.

(iii) Participants: This section should provide details about the participants, including the number of attendees, their affiliations, and any other relevant information.

(iv) Venue and Logistics: This section should include information about the venue of the activity, including any facilities that were used, the location, and the logistics involved in organizing the activity.

(v) Program Schedule: This section should provide a detailed program schedule of the activity, including the topics covered, the speakers, and any other relevant information.

(vi) Keynote Speakers and Presentations: This section should provide a summary of the keynote speakers and their presentations, as well as any other presentations that were delivered during the activity.

(vii) Workshops and Panel Discussions: This section should provide a summary of any workshops or panel discussions that were held during the activity, including the topics covered and any key takeaways.

(viii) Feedback and Evaluation: This section should provide feedback and evaluation of the activity, including any positive aspects and areas that could be improved.

(ix) Conclusion: This section should summarize the key takeaways and outcomes of the activity, as well as any recommendations for future activities.

(x) Appendix: This section can include any additional information, such as photographs, participant feedback forms, and other relevant materials.

Overall, the format of the report should be clear, concise, and easy to read. The description section of a report must focus on the five “WH” questions:

- **What:** What did you accomplish in the activity?
- **Where:** Whether it was conducted and organized as a collaborative activity or as a field activity?
- **Why:** Objectives of the activity?
- **Who:** Who were the participants in terms of gender, age, ethnicity, and other relevant variables from your observation?
- **When:** Whether it is a regular feature, or time bound, both duration and period are important?

Special Note: For affiliated colleges the documentation more or less remains the same but care must be taken while submitting reports for activities organized /conducted. First and foremost, the activity must have permission from competent authority. The report must have the following documents in order of presentation. Though the list is general not specific:

- Office order/ circular / notice/ brochure
- Flyer and details of the event
- Registration details/list of participants / attendance
- Online link of the event on event website/ institution website
- Objectives
- Detailed report with geo tagged photos
- Media coverage
- Outcomes

Conclusion:

Documentation and report writing play a crucial role in higher education institutes for a number of reasons:

(a) **Communication:** Clear and concise documentation and report writing facilitate effective communication between different parties, such as students, faculty members, administration, and external stakeholders. Well-written reports ensure that everyone involved has access to the same information, reducing misunderstandings and improving collaboration.

(b) **Assessment:** Documentation and report writing are often used as assessment tools in higher education institutes. For example, reports can be used to assess the progress of a research project or the performance of a student during a practical lab session. Documentation also plays an important role in documenting academic progress and maintaining records of grades, assignments, and attendance.

(c) **Accreditation:** Accrediting bodies often require documentation and reports to evaluate the quality of higher education institutes. These reports demonstrate compliance with standards and regulations, provide evidence of program effectiveness, and ensure that institutions are meeting the needs of students and the broader community.

(d) **Legal Compliance:** Documentation and report writing are essential for legal compliance purposes. For example, institutions are required to keep records of student enrollment, grades, and financial aid information, which must be maintained in an organized and accurate manner. Failure to maintain these records can result in legal issues and potential loss of accreditation.

(e) **Research:** Documentation and report writing are essential components of the research process. They provide a means of recording observations, data, and results, which can be used to develop new theories and advance knowledge in a particular field.

In summary, documentation and report writing are critical components of higher education institutes. They facilitate communication, assessment, accreditation, legal compliance, and research, all of which contribute to the success and effectiveness of educational institutions.

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