

Circular 22

In view of the upcoming NAAC PTV, all concerned stakeholders are requested to **strictly comply** with the directives outlined below:

Sl.	Parameter	Mode of compliance
1	Awareness of College VISION and MISSION amongst the students	To be done by the teachers in the respective departments; soft copy to be circulated in the departmental student WhatsApp Groups
2	Awareness of PSO/ CO amongst the students	Every teacher may communicate to the students the PSO/ CO of the respective papers they teach to the students in the classrooms
3	Mentoring of the allocated mentees	Teachers may draft an Action Plan for their mentees (current Odd Semester) and keep proper records in a separate personal register
4	Display of departmental/ individual publications during NAAC PTV	All publications may be heaped up at one single place (a designated table/ desk)
5	Textbooks and other learning materials	All relevant materials may be kept properly in custody in the department/ stacked in the personal working table of the department
6	IQAC ACTIVITY REGISTER, HOD DIARY, LESSON PLAN/ RECORD OF CLASSES	To be kept updated
7	Framed photographs of discipline-specific prominent personalities	May be hung up in the walls of departmental staff room or/and class rooms
8	Status of all ongoing/completed Research Projects	To be displayed prominently in the departments
9	Copies of ACTIVITY STATUS REPORT and FUTURE ACTION PLAN	To be submitted to IQAC on or before 31.01.2021 by the heads of all IN-HOUSE COMMITTEES (as soft/hard copies)

Dated: 12.01.2021


(Dr. Manjit Kumar Mazumdar)
Coordinator, IQAC