

Circular 15

In view of the upcoming NAAC PTV, all faculty members are requested to comply with the following as specified below:

Data Clause	Mode of Compliance	Due Date for submission
Activity/ Program List for Mentees	A tentative calendar of activities to be prepared individually by all faculty members individually and provided to their allocated mentees/ upload in the departmental WhatsApp Groups	Not to be submitted to IQAC
Mentor-Mentee Register	A separate designated register to be maintained by every faculty member for recording the details of various activities/ programs that are carried out with the allocated mentees	Not to be submitted to IQAC
Lesson Plan/ Record of Classes (2019-20 Session; Even Semester)	All entries to be updated and Registers submitted to IQAC as done for the Odd Semester Registers	05.01.2021 (Tuesday)
PO/CO (CBCS)	To be prepared departmentally and submitted as soft copy (pdf) through the official departmental E-Mail ID to the official ID of Coordinator IQAC; No need to be submitted, if submitted earlier	05.01.2021 (Tuesday)



(Dr. Manjit Kumar Mazumdar)
Coordinator, IQAC

Dated: 22.12.2020