

Circular 13

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

Data	Mode of Compliance	Due Date
Mentor-Mentee List	To be sent to the official E-Mail of Coordinator, IQAC, using individual Institutional E-Mail ID (as pdf attachment)	19.12.2020 (Saturday)
Course File	To be kept in personal custody in the Department, with all relevant materials/ documents	31.12.2020 (Thursday)

FORMAT FOR MENTOR-MENTEE LIST

Name of Mentor	Names of Mentees				
	UG 1 st Sem (Hons.)	UG 3 rd Sem (Hons.)	UG 5 th Sem (Maj.)	PG 1 st Sem	PG 3 rd Sem
	1.	1.	1.	1.	1.
	2.	2.	2.	2.	2.
	3.	3.	3.	3.	3.

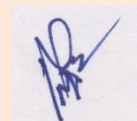
NB:

1. The HODs of the respective parent departments shall finalize the distribution of the students amongst different mentors (including the faculty members of the Commerce Stream subjects viz. Assamese, Bengali, Economics, English, Hindi and Mathematics)
2. The Coordinator/ In-Charge of the Commerce Stream shall distribute the students amongst the faculty members of the 4 Commerce Stream Departments
3. Departments having both B.A. (Maj./ Hons.) and B.Sc. (Maj./ Hons.) Programs or M.A. and M.Sc. Programs shall provide the break-up of students accordingly

TENTATIVE LIST OF DOCUMENTS THAT MAY BE KEPT IN THE INDIVIDUAL COURSE FILES

(As suggested by the Administrative Auditor during
the Administrative Audit conducted on 05.12.2020)

1. Vision and Mission of the College
2. PO
3. CO
4. Class Time Table
5. Academic Calendar
6. Syllabus
7. Teaching Method for each Unit of the Syllabus
8. Units to be covered through experiential learning
9. Lesson Plan/ Lecture Schedule
10. Lecture Notes
11. Assignments
12. Tutorials
13. Consolidated Weekly/ Monthly Attendance Statements of students
14. Question Papers (Weekly Class Tests/ Sessional Exams/ Term-end Exams) with solutions
15. Consolidated Semester Grades in the Paper taught
16. Result Analysis
17. Sample copies of Lab Records/ Answer Scripts/ Field Reports/ Home Assignments
18. Records of Bridge Courses
19. Records of Tutorial Classes
20. Records of Remedial Classes
21. Mentor-Mentee Lists
22. Month-wise Program for Mentees
23. Any other document related to Teaching-Learning-Evaluation



(Dr. Manjit Kumar Mazumdar)
Coordinator, IQAC

Dated: 11.12.2020