

Circular 6

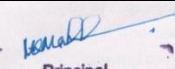
The following meeting is convened to discuss certain urgent matters in view of the upcoming NAAC Peer Team Visit. All esteemed members are requested kindly to attend the meeting on time without fail.

Meeting with: **HODs of all Academic Departments**

Date: **10.11.2020 (Tuesday)** Time: **1.00 p.m.** Venue: **Conference Room (Block-A)**

Points of Discussion:

1. Finalization of Departmental Profile (July 2014 – November 2020)
2. Finalization of Departmental PPT
3. Proper and adequate awareness amongst the students, guardians and alumni regarding PTV
4. Ensure overall cleanliness and general order in the departmental premises
5. Ensure that all fans and lights are in working condition
6. Proper functioning of Departmental Library (if provision exists)
7. Proper display of Departmental Action Plan (2020-21 academic session): <i>Include points on Introduction of Add-On Programs, Student Exchange Program, Faculty Exchange Program, Educational Excursions, Student Seminars, Celebration of significant events and other co-curricular/ extra-curricular activities</i>
8. Proper display of Incumbency Boards
9. Proper display of Staff Duty fragmentation
10. Proper display and records of Student Enrolment
11. Proper display and records of Final Exam Results
12. Proper display of Group Photos of Graduate and Post-Graduate Batches (if available)
13. Proper display of photos of Batch Toppers
14. Proper display of PO/CO
15. Proper display of Departmental Activities
16. Proper display of Laboratory Safety Guidelines
17. Proper display of Research Projects (if any)
18. Proper display of departmental publications
19. Updating departmental Wall Magazines (if required)
20. Creation of E-Resource database (stored in departmental computers)
21. Updating Anti-Virus software in departmental computers
22. Finalize the list of all newly admitted students (for 2020-21 session)
23. Reconstitution of DAC (for 2020-21 session)
24. Proper records of DAC meetings
25. Proper records of Lesson Plans
26. Proper records of Student Attendance (e.g. Attendance Registers)
27. Proper records of Offline Classes
28. Proper records of Online Classes (Google Classrooms, Google Meets, etc.)
29. Proper records of Mentoring System/ Month-wise program by each mentor for their allotted mentees
30. Proper records of Student Progression
31. Proper records of Alumni Database and Activities
32. Proper records of Bridge Courses/ Remedial Classes/ Tutorial Classes


Principal
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Dated: 09.11.2020

(Dr. Manoj Kumar Mahanta)
Principal, Pragjyotish College