

O. Cir. No. 83

Jhargram Raj College

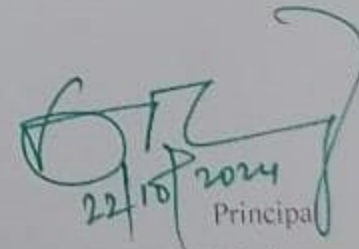
Date: 22.10.2024

All departmental heads are hereby requested to organize their respective departments and arrange the following documents, files and registers for verification by the NAAC Peer Team:

1. Student's Attendance record (UG & PG).
2. Departmental Meetings record (Notice, minutes and resolution).
3. Routine record (Central, Departmental and Special if any).
4. Internal / Continuous evaluation record (Notice, Question Papers, Tabulation sheet / results).
5. Programme Outcome and Course Outcome.
6. Lesson plan (academic year wise from 2018-19 to till date).
7. Faculty Publications and awards etc.
8. Tutorial Class record (date, Student's Attendance, topic of discussion).
9. Mentor and Mentee record if any.
10. Departmental PPT (within 10-12 slides).
11. Departmental Library record (book register, issue register, etc).
12. Any other showcasing teacher/ student achievement./ Wall magazine/ poster/ models etc by students to be displayed.

For any query please contact:

1. Dr. Rahul Kumar Dutta, Coordinator, IQAC.
2. Sri Sandip Sarkar, Coordinator, NAAC Sub-committee.



22/10/2024
Principal

Jhargram Raj College

Copy to:

1. Coordinator, IQAC
2. Secretary, Teachers' Council.
3. All Departments.
4. Convener, Website Sub-Committee
5. Guard File