

# Notice

Memo No. GCN/24/1657

Dated : 09-04-2024

The College is going to conduct Administrative and Academic audit in this month, therefore following committees/Cells/departments are required to submit following information for the current session before 15.04.2024

Sr. No.	Committee Name	Name of Task	Name of Staff
1.	IQAC	College activity register maintained yes /No Partially maintained (Sr.No-3) Faculty development programmers organized /Attended (list) Record MoU (functional) during the academic year: (Sr.No-15) Publication : (Sr.No-17) 1. Number of Papers published 2. Number of Books with ISBN 3. Number of publications-referred & indexed journals /ongoing/completed 4. Number of sponsored/funded projects 5. Number of research proposal : submitted/ongoing /completed Seminar/ workshop proceeding : No of Publication (Sr.No-18) Staff training organized & for teaching & non-teaching (Sr.No-33)	Dr. Rajeev Goel
2.	Annual Result Tabulation committee	Programme –wise result (college ) (Sr.No-10) 1. Teacher-wise result analysis I. Above university percentage II. Below university percentage III. At par	Ms. Vandana Saini
3.	Annual duty list – non teaching staff & staff duties list	Duties of working branch / staff : duty list yes /No Partially maintained (Sr.No-ii)	OFFICE
4.	Alumni committee	How many student have cleared civil Serices and Defence examination , NET, SET(SLET),GATE and other competitive examination (Sr.No-22) Enrolment in higher education for higher studies: Deptt. Wise record maintained : yes/no partially maintained(Sr.No-23) Alumni association : registered/not registered record of regular meeting maintained /not maintained Number of alumni(Sr.No-25)	Mr. Subhash Kumar

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5.	Bursar	Total grants received ; Utilization of funded projects: yes/no/not applicable (Sr.No-12 (b)) Financial management : Balance sheet /Cash Book (Grant /Fund) Maintained : duly verified by incomplete (Sr.No-27) Budget Received (SOURCES); yes /No (Sr.No-28) Amount of budget received from various sources(Sr.No-29) If Budget Received : utilized (Sr.No-30)	Dr. Devender Dhingra
6.	Website Inchage	Lesson/Teaching Plan :(department-wise ) : uploaded on the portal : Yes/no/Partially mode (Sr.No-11)	Dr. Reema Sandhu
7.	HODS	Coverage of syllabus: ( department -wise ) average as par date of audit Yes /No(Sr.No-7)	HODS
8.	Feedback Committee	Feedback mechanism: all stakeholders (Parents/student /teachers /alumni ) (Sr.No-11) 1. Collection (yes/no) 2. Analysis (yes/no) 3. Correction Measures taken (yes/no)	Dr. Reema
10.	Mentor- Mentee Inchage	Regular meeting of mentor-mentee done Yes/No(Sr.No-12)	Mr. Sanjeev Kumar(Geography)
11.	Cultural . Legal Literacy . subject societies etc	Record of extension activities /collaboration activities maintained (documentation done property): yes /no /not maintained. (Sr.No-19)  19.1 NSS 19.2 NCC 19.3 WOMEN CELL 19.4 Entrepreneur & Placement Cell 19.5 RED RIBBON CLUB 19.6 ECO-CLUB 19.7 SPORTS ACTIVITIES 19.8 ANY OTHER : Cultural, Legal Literacy, subject societies etc	Mr. Naresh Kumar Ms Chanchal Mr. Satish Kumar Ms. Renu Kumari Dr. Apurva Chawla Dr. Apurva Chawla Dr. Neelu Mr. Sanjeev Kumar(Eng) Mr. Naresh kumar Dr. Devender Dhingra HODS
12.	Scholarship Incharges	Number of student benefitted through scholarship schemes of govt. (Sr.No-21)	Mr. Sanjeev Kumar(History)
13.	Placement cell	Placement Record maintained : yes /no/partially maintained (Sr.No-24)	Mr. Satish
14.	Eco club	Best Practices- Green initiatives, Solid waste management , Rain Wales harvesting , Herbal Garden, Oxygen Park Waste management (Sr.No-26)	Dr. Neelu
15.	Women cell	Best Practices- Gender sensitivity (Sr.No-26(3))	Mr. Renu Kumari
16.	NSS	Best Practices- Community Engagement by NSS or any other regularly maintained (Sr.No-26(4))	NSS P.O

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17.	Library Incharge	Library: (Sr.No-31) 1. No of Books/e –books: 2. No. of journals/e-journals(prescription) Yes/no 3. Digital lounge with internet facility : yes /no 4. Software for issuing / return of book : 5. Online access to books/e-journals: Records maintained of student's & teachers : yes/no 6. Institutional membership : yes /no	Mr. Anil Saini
18.	Property Incharge	<b>ITINFRASTRUCTURE:SUFFICIENT/NON-SUFFICIENT(Sr.No-32)</b> 1. Smart boards (numbers): 2. Projector 3. Wi-Fi Connectivity : yes/no 4. Lease line 5. No. of computers of student : 6. Content development facility :	Mr. Joga Singh

All tasks are to be submitted in separate files by all committees to IQAC.

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Principal  
Govt.College  
Naraingarh