



Dr. A.P.J. Abdul Kalam Government College
New Town, Rajarhat

Notice No: 973

Date: 25/04/2023

NOTICE

The undersigned hereby requests to all concerned to speed-up the process of NAAC related documentation in their respective departments and in the library of this college. For immediate purpose of facing the academic audit in the first week of May 2023 the following data/documentation is needed by 27th April 2023.

SI no.	Type of data (2017 till date)	Nature of documents needed	How to document?
1.	Extracurricular activities attainments	a) Study tour/fieldwork/visits b) Students' achievements (competition/poster presentation etc.) c) Students' participation in seminar workshops etc	Keep the permission related letters in a separate folder
2.	Departmental activities other than the regular classes	seminar/ workshop/ extension/ outreach programmes organised	Keep the flyers/ signature pages and photographs
3.	E-Resources	Academic writings meant for students/ audio-video items	Paste the links to the e-resources in a word file and take a printout
4.	Teachers' data	Orientation Programme, Refreshers' Course, Invited Talk in seminar or in a department, publications, seminar talk etc.	Publications: Take printout of the first page OP/RC/Seminar: Take printout of the certificates Invited talk: Invitation letters
5.	Students' Internal Seminar	Departmental seminar	Keep the printouts of the flyers and photos
6.	Student-Teacher Ratio	Calculate and keep the record handy	

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Principal

Dr. APJ Abdul Kalam Government College