

ESSENTIAL DEPARTMENTAL DOCUMENTS FOR NAAC 2019:

1. Departmental meeting resolutions with:
 - a) Syllabus distribution
 - b) Advanced and slow learners.
 - c) Result discussion.
 - d) Internal exams/ seminars
2. Details of UGC seminars and workshops organized by the Departments- Topic, date, collaboration, names of speakers, names and number of students, blank copy of certificates and copy of post seminar publications.
3. Details of field visits, internships, excursions with photographs, formal letters to different authorities and list of students.
4. Documents of special talks by experts.
5. Departmental library documents- Departmental books, journals and publications.
6. Documents of use of software; specimen of scientific models and charts.
7. Documentation of Departmental and central instrumentation facilities.
8. Documents of film shows and exhibitions.
9. All documents of Annual Film Festival including photograph, posters and list of films. (Film Studies Department)
10. Documents of remedial, tutorial, extra and counseling classes.
11. Documents of projects and dissertations done by students.
12. Documents related to Mid-term evaluations including Innovative methods and results.
13. Post result scrutiny documents of PG Departments.
14. Copies of joint papers and presentation with the students.
15. Copies of wall magazine.
16. Magazines with articles by Departmental students.
17. Documentation of peer teaching.
18. Documentation of individual/ group presentation by students (photographs and list of students).
19. Documentation of students in CEL year wise.
20. Documentation of parent- teacher meeting.
21. Documentation of workshop on teaching social science through theatre performance (concerned Departments).
22. Copies of syllabus with PO/CO of Microbiology, Commerce, Sociology, Computer Science.
23. Teaching plans of all Departments.
24. Mentor- Mentee documentation.
25. Students' Feedback.
26. Documentation of ICT use in teaching- stock register, circulation registers (if any).
27. Cross cutting issues- syllabus reflecting these, seminars and workshops on these.
28. Documents related to visiting teachers and students (concerned Departments).

Sudip Ghosh Das
 Coordinator, IQAC
 Barrackpore Rastraguru
 Surendranath College

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M. S. Das
 Principal
 BARRACKPORE
 Rastraguru Surendranath College