

O/Cir. No. 120

JHARGRAM RAJ COLLEGE

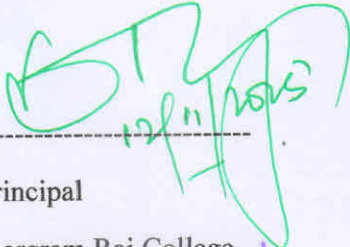
Date: 12/11/2025

All HoDs and members of UG and PG Departments are hereby requested to arrange the following documents (both softcopy & hardcopy), files and registers for the Assessment period 1st June 2024 to 31st May 2025, required for preparation of AQAR 2024-2025 and for Internal Academic Audit (IAA):

1. Record of Departmental meetings
2. Record of Parent-Teacher meetings and action taken on parents' feedback
3. Record of syllabus allocation to teachers
4. Departmental Routines
5. Seminar Library records -No. of books in the Seminar Library and Issue Register Record
6. Log Book of Laboratory --only Lab-based Departments
7. Purchase-related documents (Tender Notice, Quotations and Comparative Statements, Order and Bill Copy etc.) -- only Lab-based Departments (if any)
8. Departmental Wall Magazine (for the mentioned period)
9. Departmental Stock Book
10. Class Attendance Register
11. Record of Tutorial class
12. Record of Students' mentoring along with Mentor-Mentee List
13. Record of students' participation in co-curricular and extra-curricular activities
14. Record of students' participation in seminar, symposium, conference, workshop etc.
15. Record of Seminars/Invited Lectures organized by Departments
16. Record of Students' seminars organized at the Departmental level
17. Record of students' progression and achievements—Higher studies, Qualification in NET/SET/GATE/JAM etc./entry in service
18. Record of Departmental Excursion/ Educational Tours/ Industry visits
19. Record of collaborative initiatives of the Department/ Departmental faculty
20. Record of Teachers' participation in OP/RC/Short-Term courses
21. Record of Teachers' participation in seminar, symposium, conference, workshop etc.
22. Publication by teachers (Books, Book Chapters, Research articles, Journals, Periodicals etc. from June 2024 till date – API related)
23. Record of Faculty as Resource person
24. Any other relevant document related to academic and administrative activities of the Department
25. Status of update on all buttons under 'Department' module on College website

HoDs are also requested to prepare the required information and the relevant documents (both in word & PDF format if applicable) by 15th December 2025.

Countersigned:


Principal
Jhargram Raj College
Principal
Jhargram Raj College


Coordinator, IQAC
Jhargram Raj College
Co-ordinator
IQAC
Jhargram Raj College