Vivekananda College
(W. B. Govt. Aided College)
NAAC ACCREDITED "A" GRADE INSTITUTION

(AFFILIATED UNDER WEST BENGAL STATE UNIVERSITY)

Ref. No.........................   Date...23/11/2021...

NOTICE

All the Teaching staff (Full time & SACT) and Non-teaching staff are requested to attend the **New NAAC Awareness Conference on 27th November 2021 at 10:00 a.m.** in the College Seminar Hall positively.

In this regard, Resource Expert **Dr. Dharmadhikari N.S**. Member, NAAC, UGC Committee will deliver a Lecture for preparing NAAC papers before facing the ensuing NAAC peer team. He will also visit all the departments for delivering the guideline for facing NAAC.

All the Departmental in-charges are requested to prepare the necessary documents as per previous instruction by the Principal for facing the NAAC.

[Dr. Chandan Kumar Chakraborty]

Principal
VIVEKANANDA COLLEGE
Madhyamgram, Kolkata-700129

Address: East Udayrajpur, Madhyamgram, North 24 Parganas, Kolkata-700129
Phone: (033) 2538 7392   Fax : (033) 2538 7392
Website: www.vivekanandacollegecms.com
E-mail: vivekanandacolg@gmail.com, vivekanandacollegemmg@gmail.com

NAAC PREPARATION, 2021
For each Department

1) Departmental Profile
2) Self Appraisal
3) Seminar Library details/ total books in the library (Department wise)
4) Books collected for poor fund
5) Departmental Programmes details (Seminar, Webinar, workshop, Training programme, Short term course etc)
6) RC/OP/FDP/Certificate course details (Departmental teachers)
7) Any social work from your Department (plantation/ soil testing/distribution pen, pencil, books for the poor people)
8) Research publications of each Department
9) Departmental Routine year wise
10) **PG Department**-(list of visiting Faculties with their details, Projects works, field works, Dissertations, any social works, Survey details etc)
11) Students attendance year wise
12) CAS details Department wise
13) **SCIENCE DEPARTMENT**- updated Stock registrar (year wise), yearly budget, expenditure details, equipments lists, Laboratory maintenance process (in details)
14) Student feedback system Department wise
15) Admission- year wise/ registered students list, drop out ratio
16) Teacher –student ratio
17) Study materials details (uploading process and mode)
18) Special COVID situation programmes
19) Results –year wise UG/PG
20) IT classes records, facilities.
21) Parent teachers meeting
22) Excursion/ field work records.

23/11/2021

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