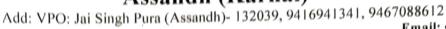


## Baba Fateh Singh Ji Govt. College

Assandh (Karnal)





Email: gcassandh@gmail.com

## Office Order

Memo No: -GCA/2024/

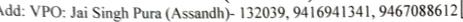
Dated: - 05/04/2024

Academic and Administrative of our college for session 2023-24 will be held on **26-04-2024**. The following members are assigned duties pointwise required in this AAA audit. Kindly noted own your duties and arrange the data within **04 coming days** accordingly.

	personal contents of the second	Annexure-	A		
Sr No	Point No	Content to provided and collected.	Concerned faculty	Handed over to	
1	1 to 4	Basic Details	1. Mr. Rohtash		
		The state of the s	2. Mr. Saurabh	Mr. Saurabh	
2	5	Student Attendance register	All Teaching Faculties		
		Annexure-B (I) Teaching, Lea	arning & Evolution	M <sub>p</sub>	
3	6 .	Lesson Plan (in pdf)	All Teaching Faculties	Mrs. Nisha	
4	7	Coverage of Syllabus (in unit and %)	All Teaching Faculties	Mr. Rohtash	
5	8	Internal and sessional exam	All Teaching Faculties	Mr. Rohtash	
6	9 & 10	Subject wise results	All Teaching Faculties	Mrs. Heena	
7	11	Feedback mechanism	Mr. Sanjeev		
8	12 (I)	Mentor Mantee Ratio	Mr. Saurabh		
		Annexure-B (II) Facul	lty and Staff	pa (	
9	12 (I)	Faculty and Staff details	Mr. Bhupender		
10	12 (II)	Faculty Development Prog.	All Teaching Faculties	Mr. Rohtash	
1	12 (III)	Annual Duties and working	Mr. Bhupender	Mrs. Nisha	
-		Annexure-B (III) Research & Innova	ation/ Extension ac	tivities	
2	12 (IV)	Research & Innovation	Mr. Rohtash		
3	12(V)	Related with Research project	Mr. Rohtash		
.4	13 & 16	Related with different collaboration, MoU R & D Cell	Mr. Saurabh		
5	17 & 18	Publication & Seminars	All Teaching Faculties	Mrs. Nisha	
6	19	Record of extension activity	Incharge	Mr. Saurabh	



## Baba Fateh Singh Ji Govt. College Assandh (Karnal) Add: VPO: Jai Singh Pura (Assandh)- 132039, 9416941341, 9467088612





Email: gcassandh@gmail.com

	Annexure-B (IV) Student Sup	port/ Progression	
20	Nation and International Award	Mr. Malkhan	Mr. Saurabh
21	Benefitted students through Scholarships	Mr. Sanjeev	Mr. Saurabh
22 & 23	Student Progression	Mr. Saurabh	
- 24	Placement Record maintained	Mr. Sanjeev	Mr. Saurabh
25	Alumni Association	Mr. Rohtash	Mr. Saurabh
26	Best Practices	All Teaching Faculties	Mr. Rohtash
	Annexure-B (V) Financi	al Management	·
27 & 30	Financial Record Management	Mr. Bhupender	Mr. Rohtash
	Annexure-B (VI) Infrastr	ucture/Facilities	
31	Library Record	Mrs. Heena	Mr. Saurabh
32	Infrastructure	Mrs. Nisha	Mr. Saurabh
- 35	Annexure-B (VI) Human Res	source Development	
33	Staff Tanning	Mr. Rohtash	Mr. Saurabh
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	Committee	P	rincipal
	21 22 & 23 24 25 26 27 & 30 31 32	20 Nation and International Award  21 Benefitted students through Scholarships  22 & 23 Student Progression  24 Placement Record maintained  25 Alumni Association  26 Best Practices  Annexure-B (V) Financial  27 & 30 Financial Record Management  Annexure-B (VI) Infrastr  31 Library Record  32 Infrastructure  Annexure-B (VI) Human Resord  33 Staff Tanning	21 Benefitted students through Scholarships  22 & 23 Student Progression Mr. Sanjeev  24 Placement Record maintained Mr. Sanjeev  25 Alumni Association Mr. Rohtash  26 Best Practices Annexure-B (V) Financial Management  27 & 30 Financial Record Management Mr. Bhupender  Annexure-B (VI) Infrastructure/Facilities  31 Library Record Mrs. Heena  32 Infrastructure Mrs. Nisha  Annexure-B (VI) Human Resource Development  33 Staff Tanning Mr. Rohtash