



Baba Fateh Singh Ji Govt. College Assandh (Karnal)

Add: VPO: Jai Singh Pura (Assandh)- 132039, 9416941341, 9467088612

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.

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	Mr. Saurabh
			2. Mr. Saurabh	
2	5	Student Attendance register	All Teaching Faculties	

Annexure-B (I) Teaching, Learning & Evolution

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) Faculty and Staff

9	12 (I)	Faculty and Staff details		Mr. Bhupender
10	12 (II)	Faculty Development Prog.	All Teaching Faculties	Mr. Rohtash
11	12 (III)	Annual Duties and working	Mr. Bhupender	Mrs. Nisha

Annexure-B (III) Research & Innovation/ Extension activities

12	12 (IV)	Research & Innovation		Mr. Rohtash
13	12(V)	Related with Research project		Mr. Rohtash
14	13 & 16	Related with different collaboration, MoU R & D Cell		Mr. Saurabh
15	17 & 18	Publication & Seminars	All Teaching Faculties	Mrs. Nisha
16	19	Record of extension activity	Incharge	Mr. Saurabh



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Annexure-B (IV) Student Support/ Progression

17	20	Nation and International Award	Mr. Malkhan	Mr. Saurabh
18	21	Benefitted students through Scholarships	Mr. Sanjeev	Mr. Saurabh
19	22 & 23	Student Progression	Mr. Saurabh	
20	24	Placement Record maintained	Mr. Sanjeev	Mr. Saurabh
21	25	Alumni Association	Mr. Rohtash	Mr. Saurabh
22	26	Best Practices	All Teaching Faculties	Mr. Rohtash

Annexure-B (V) Financial Management

23	27 & 30	Financial Record Management	Mr. Bhupender	Mr. Rohtash
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Annexure-B (VI) Infrastructure/Facilities

24	31	Library Record	Mrs. Heena	Mr. Saurabh
25	32	Infrastructure	Mrs. Nisha	Mr. Saurabh

Annexure-B (VI) Human Resource Development

26	33	Staff Tanning	Mr. Rohtash	Mr. Saurabh
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Committee

Principal