

Ref. No. DGC/N/197/2022

Date: 03/08/2022

All conveners of concerned sub-committees and All HOD are requested to submit the progress report to the office of the undersigned on the following matters that have been issued through the notice No. DGC/N/190/2022 dated 23/07/2022.

1. Academic calendar for 2022-23 to be framed and adopted. The Academic Committee to assess if dates of important events (observation days) are co-inciding with examination dates.
2. The Cultural Committee should plan to observe the relevant events at least 15 days in advance.
3. The ICT sub-committee will take to update the Teachers' profile on the website of the college.
4. The Magazine & Publication sub-committee will take the responsibility to publish the prospectus for the current academic year.
5. At least one departmental seminar to be organized by each department within September 2022 to January 2023. All departments should submit their proposal by August 2022. There should be arrangement for virtual conduction of the same.
6. Each department must organize a wall magazine in the academic year. The Magazine & Publication committee should look into the matter.
7. Proceedings to be adopted to organize publication of college journal.
8. Details of FDPs and FIPs being attended by various faculties to be submitted to the IQAC.
9. Identity cards for Teaching and Non-Teaching staff to be issued.
10. More trees to be planted in the college campus. The initiative in this respect to be taken by the NSS and Environment Awareness sub-committee.

All HOD are also requested to submit at least two proposal on **Add-on-Course** for their department within fifteen days.

Sd/-

(Dr. Alak Kumar Das)
Principal

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Copy forwarded to:

1. The President, Governing Body for kind information only
2. The coordinator, IQAC for information and keeping records
3. HODs of all the faculties for information, implementation and keeping records
4. Office Copy
5. The system in-Charge, for wide circulation in College website



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Dr. Alak Kumar Das
Principal