

15/07/2022

Today on 15/07/2022, under the esteemed Chairmanship of respected principal madam, the IQAC Co-ordinator Dr. G. Nag Bhargava has conducted an orientation program for newly appointed Assistant Professors. In this regards few suggestions are given to the newly appointed staff.

7.

1. They are advised to prepare academic calendar for session 2022-23. The calendar must contain orientation day for B.Sc. 2<sup>nd</sup> year, Parents-Teachers meet, important dates of celebration, and any other activity they can perform under the eyes of their department.
2. It is suggested by the co-ordinator to make an activity register and mention all the departmental activities, records of class test and fine university exam etc timely.
3. They are informed to upload the departmental activities and report on the college website.
4. POs, COs and PSO's were discussed and advised to submit to IQAC as soon as possible. (31 July)
5. Progression register is to made by each faculty mention the progression of students to higher education.
6. They are also made aware of filling PBAS and CR form to be filled in the end of the session.

7. Class test, periodic test, half yearly and Pre-University exam must be conducted on time and proper record should be maintained. It is also advised to identify slow and fast learners.

Shri Prashant Rathi - ~~Mark~~

Dr. Swati Sharma ~~Mark~~

~~Bhargava~~  
15/7/22

Dr. G Nag Bhargava

प्रभारी प्राचार्य

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