

IRAC/2018-19/Minutes-7

01-02-2019

कार्यवाही

मीटिंग में निर्णय लिया गया है कि सब 2019 NAAC को ध्यान में रखते हुए, प्रचार्य जी निम्नलिखित Committees & Cells के Coordinators को सम्बन्धित Records (Establishment date, Objective, Functions, Future Plan and Photos) फाइल करने का निर्देश है —

The Committees and Cells

1. Admission
2. Examination
3. Sports
4. Life Clubs
5. Women Cell
6. Rovers and Rangers / NSS
7. Placement Cell
8. Election
9. Alumni
10. Health Centre
11. Video-Conferencing (Cell)
12. Cleanliness Committee and Waste Management Committee
13. Library Advisory Committee
14. Laboratories
15. Hostels and Anti Ragging Cell
16. OBC / SC / ST / Minorities
17. ICT (Records and Maintenance)
18. Seminar
19. Literary Council
20. Cultural
21. Pratorial Board
22. Students Welfare Council
23. Advertisement and Extension

Blue-80-10

Office

1. UGC - Papers File
2. Governing Body Meeting's File
3. Master Plan of Land and Building.
4. Service Book
5. Leave facilities and Registers (Since-2013)
6. Other Miscellaneous Papers.
7. Upload ^{data} all currently enrolled students -
Name, email Address, Mo. No. Student's I.D.
(Excel Sheet)

Account

1. Audit Report (Last ⁴ years.)
2. Annual Budget "
3. Stationery Structure Sheet (Category / grade wise)
4. Ledger books
5. P.F. File
6. ESI Records file

तथा

सम्बन्धित विभागों के निर्देश दिया जाय कि
 Faculty / Deptt / Students के achievements
 को Wall Magazine पर (Photos and News Paper) ^{पर}
 Tag करें। जैसे -
 Fine Arts के Students प्रति वर्ष Sand Art
 Competition में प्रथम स्थान लाते हैं, तो
 बच्चों की Grouping इनके Art work के
 साथ।

(Handwritten signature)