



सत्यमेव जयते

Government of West Bengal
GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE
Internal Quality Assurance Cell

Panchanantala, Khudrun Dighi, Mangalkote, Burdwan-713132, Dist.- Burdwan

Email: ggdc Mangalkote@gmail.com; *Website:* http://mangalkotegovtcollege.org

NO.: IQAC/30/2022

DATE: 13.08.2022

NOTICE

All the departments of this institution are requested to maintain their own **departmental registers with detailed account of syllabus distribution, curriculum delivery and other academic activities**. Additionally, they are also required to maintain records of any of their students getting enrolled in higher education or securing jobs or getting recruited as a research scholar or qualifying in examinations such as SET, NET, GATE, etc. This is essential to keep records of students passing out from this institution which will later help in formation of **alumni association**.

Additionally, all the committees like NSS, NAAC, UGC-Seminar Committee, Environmental Awareness Committee, Women's Cell, Anti-Ragging Committee, Visakha Cell, etc. are also requested to maintain their own registers to facilitate retrieval of information whenever required.

Countersigned

**Officer-in-Charge
GGDC at Mangalkote
Purba Bardhaman**

**Coordinator, IQAC
GGDC at Mangalkote
Purba Bardhaman**