



सत्यमेव जयते

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

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

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NO.: IQAC/02/2024

DATE: 27.01.2024

NOTICE

For standardization of 'REPORT WRITING' of various programmes and events being organized/celebrated in the college all concerned are hereby requested that their report should contain the following **sub-headings** as communicated verbally in meeting of the IQAC from time to time:

- 1. Aims and objectives of the program**
- 2. Proceedings of the program**
- 3. Participants** (Data generated from Registration and/or Feedback links/forms should be used here)
- 4. Result of the program** (discussion about student responses and allied areas) (Data generated from Feedback links/forms should be used here)
- 5. Conclusion:** Whether aims and objectives were achieved or not.

Then the following details should be added

- a. Pictorial details as supporting documents**
- b. Notice(s) and other documentation(s)** (e.g. Flyer)

*** Please note that the report should have a cover page.**

* Font style and size; Background formats and other styling details can be chosen as per the taste of the concerned faculty member(s) but use of too bright colours should be avoided. **Also be careful that the final report is legible.**

All the details must be compiled in a single PDF file.

The revised version of various reports in the above format (for programmes organized till 13/10/2023 during the academic session 2023-24) must be submitted on or before 02/02/2024 positively.

Countersigned

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

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