

TILAKDHARI P.G. COLLEGE, JAUNPUR
INTERNAL QUALITY ASSURANCE CELL (IQAC)
REGARDING MAINTENANCE OF RECORDS BY THE DEPARTMENTS
(Faculty of Agriculture, Arts, Commerce, Education, Law & Science)

All the Departments are hereby informed that they have to maintain the following records on regular basis. All the Data required should be maintained session-wise for last 3 years (1st July 2023 onwards).

CURRICULAR ASPECTS

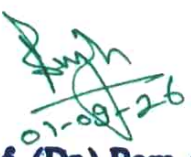
1. Academic Calendar
2. Timetable
3. Weekly Schedule
4. Record of online classes if any
5. All student attendance registers.
6. A file of latest syllabus.
7. Record of ICT enabled classes run by the Department if any.
8. Records of practical, participative and experimental learning techniques.
9. Records of internal assessments, dissertation and project work etc.
10. Record of any certificate course run by the Department

STUDENT SUPPORT AND PROGRESSION MONITORING

1. Record of Parent Teacher Meetings organized by the department.
2. Record of any field work, project work, internship undertaken by the students.
3. Record of mentoring activities done by the teachers for the students
4. Record of Remedial/Enrichment classes
5. Session-wise results including pass %, First, Second and Third division marks
6. Record of student qualifying NET/JRF
7. Record of students pursuing higher education
8. Record of students placed

CO-CURRICULAR ACTIVITIES

1. Student-centric activities organized by the Department like Student Seminars/ Group Discussions /Quizzes/ Competitions etc
2. Formation and activities of Student Councils of different departments or Faculties
3. Inculcation of democratic process by election of class representatives in all classes and sections
4. Organization of field trips/Short excursions /Library visits/ Industrial visits /Visits Museums/Zoological and Botanical gardens/ Laboratories/ Institutes/Moot court etc to add to the learning experience.
5. NCC Assistant Nodal Officer & NSS Senior Programme Officer report programs / activities conducted and significant achievements during the above mentioned periods..


Prof. (Dr.) Ram Asare Singh
Principal
T.D.P.G. College, Jaunpur

TILAKDHARI P.G. COLLEGE, JAUNPUR
INTERNAL QUALITY ASSURANCE CELL (IQAC)

REGARDING MAINTENANCE OF RECORDS BY THE DEPARTMENTS
(Faculty of Agriculture, Arts, Commerce, Education, Law & Science)

RESEARCH AND INNOVATION

1. Research papers published by the teachers with special emphasis on those published in UGC CARE I & II listed journals/Scopus/Web of Science etc
2. Academic IDs including Google Scholar/ORCID/Scopus/Vidwan/ ResearchGate as well as citations, h-index and i10 index.
3. Books/Book chapters written by the teachers with greater emphasis on text books. Research projects submitted/granted/completed
4. Conference/Symposia/ Seminars/Workshops/OPs/RCs etc attended by the teachers
5. Details of teachers who are research supervisors and the students under their guidance along with their approved topics
6. Any Seminar/Conference/Symposium/Workshop conducted by the Department
7. Full details of teachers enrolled on SAMARTH portal
8. Awards and Recognition achieved by the teachers
9. Details of membership of academic bodies, editorship etc of the college
10. Details of Collaborative efforts by the department including MoUs with other institutions- Industries, visits, guest lectures from eminent persons of other institutions

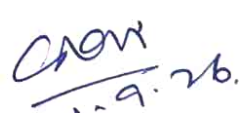
INFRASTRUCTURE AND LEARNING RESOURCE MAINTENANCE

1. Proper maintenance of classrooms allotted to the department including Smart rooms
2. Special emphasis to make the laboratories up-to-date, well-arranged and visually appealing
3. All equipment and machines should be in working condition
4. Chemicals and glassware should be properly arranged and displayed
5. Stock Registers of the department should have each and every entry up to date and verified by the In-charge. Science departments should be more careful while maintaining the stock register
6. There should be a small departmental library in all departments and the Book Issue Register should be properly maintained.
7. A list of books of the subject available in the Central library should also be there in the department.
8. The departmental staff room should be clean, well arranged and should reflect the ethos of the subject
9. The bulletin board should display Departmental time table, weekly schedule of current week and any other relevant information/news
10. Teachers' Attendance Register/ Departmental Leave Register/ In and Out Letters' Register should be maintained


Prof. (Dr.) Ram Asare Singh
Principal

Prof. (Dr.) Ram Asare Singh
Principal

T.D.P.G. College, Jaunpur


Prof. Sudesh Kumar Singh
IQAC Coordinator
