



VICTORIA INSTITUTION (COLLEGE)

78-B, Acharya Prafulla Chandra Road, Kolkata-700 009

Phone : 91-33-2350 1959 ■ Fax : 91-33-2360 0046

Website : www.victoriacollege.co.in

Ref. No. :

Date : 02/07/2024

NOTICE

The IQAC, requests all HODs to attend a meeting on 10/07/24 from 11:30 a.m onwards at Suniti Sabhaghar for discussion on Course and Department files.

The HODs can request and bring 1-2 departmental teachers along with them in the meeting. Principal Madam will be also present in the meeting

DR. SUMALLYA KARMAKAR
IQAC Co-ordinator
Victoria Institution (College)

Dr. Maitreyi Ray Kanjilal

Principal
VICTORIA INSTITUTION
(College)

Meeting on Preparation of Course file & Dept. file, d. 10.7.24

Signature

1. Pannasabari Bhattacharyya 10/07/24
2. Meena Chakrabarty 10/07/24.
3. M. Anshu 10.7.24
4. Arpita Mukherjee 10/7/24
5. Shobhaini Ghosh 10/7/24
6. Kasturi Majumdar 10/7/24
7. Debon Das 10/07/2024
8. Anjan Das 10/7/24
9. Peter Ming 10/07/24
10. Raj Kumar Maithey 10.07.24
11. Pubali Ghosh 10/7/24
12. Sharmistha Basu. 10/7/24
13. Indrani Mukherjee. 10/7/24
14. Sharmide Bhattacharyya 10.07.24
15. Anuradha Basu 10/7/24
16. Simanti Bandyopadhyay 10/7/24
17. Chintita Bhattacharya 10/7/24.
18. Nikhat Jahan 10/7/24
19. Farida Anwar 10/07/24
20. Aditi Das 10/07/24
21. Shubinita 10/07/24
22. Tapasi Bandyopadhyay 10/7/24
23. Sukinti Lahori Sinha 10/7/24
24. Srabani Pal 10/7/24
25. Suchismita Khanna 10/7/24
26. Sudharita Saha 10/7/24
27. Gayatri Pal 10/7/24
28. Jamilatul Ferdows. 10/1/24
29. Basanti Halder 10/7/24
30. Priyabrata Das 10.7.24
31. Pramod Laha 10/7/24
32. Krishna Sarkar 10.7.24
33. Chhetlal Chakha 10.7.24
34. Anur Sarkar. 10/7/24
35. P. Sarkar. 10/7/24
36. Anil Kumar Das 10/7/24
37. Aditya Sambar 10/07/24
38. Subendu Saha 10/7/24
39. Debjani Das (Ghosh) 10/7/24
40. Subendu Chandra 10/7/24
41. Subogya Pradhan 10/7/24
42. Banande Saha 10/7/24

Meeting dated 10.07.24
Resolutions

Preparation of Departmental File and Course Files for upcoming NAAC visit

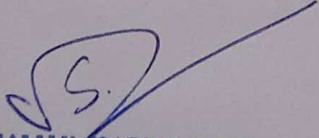
Documents to be kept in the Departmental File :


- Vision and Mission of the College
- College Academic Calendar
- Departmental Academic Calendar
- Curriculum Structure
- POs - COs Statement (elaborate version)
- PO Attainment 2021-22, 2022-23
- Departmental Whole Routine
- Diagnostic Test Analysis (to identify Advanced and Slow learners)
- Measures taken for Advanced and Slow learners
- Final Results

Documents to be kept in the Course Files :

- Syllabus where the course is
- POs - COs Mapping
- Semester wise highlighted Routine
- Students' List
- Lesson Plan (individual courses)
- Sample Lecture Notes (methodology of content delivery can be mentioned here)
- ICT used (sample PPT printout or Google Drive link/ keep pendrive ready at hand)
- Sample Class tests (by the teachers)
- University IA + Tutorial Notice, Question paper, sample answer scripts
- Course specific Seminar/ Extension Lecture/ workshop documents, others in Dept. File
- Field Visit notice and report
- COs policy and attainment
- Semester end Question paper

- 15 Cover files per department to be provided by the College for arranging all the required documents.
- All departments are to bring to notice any maintenance related problems (infrastructural or electrical) or garbage clearing and cleaning required anywhere in the campus. Inform both Maintenance committee and the authority for immediate redressal.


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Victoria Institution (College)


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