

HOOGHLY MOHSIN COLLEGE

NOTICE

No.180/2021

Date: 09/8/2021

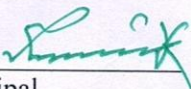
All Departmental Heads are hereby informed that in view of the forthcoming assessment and accreditation of the College by NAAC, each Department is required to prepare a **Departmental Profile** in soft copy (PPT presentation) and hard copy (spiral-bound) formats. All data pertaining to a particular Department is to be sequentially arranged under the following headings for the **Departmental Profile**:

1. **A brief Introduction to the Department / History of the Department**
2. **Vision and Mission Statement of the Department**
3. **Departmental Gallery** (to include photographs of Departmental infrastructure and activities involving teachers and students)
4. **Faculty:**
 - i. Profile: Full-Time and Guest (preferably with scanned passport-size photographs)
 - ii. List of Research work, Publication and Seminar Presentation by Faculty
 - iii. Achievements / Awards of Faculty
5. **Students:**
 - i. Results of last 5 Years (2016-17 to 2020-21)
 - ii. Achievements of Students in Academic, Extra-Curricular Fields, Games and Sports
 - iii. Photographs of student achievers
 - iv. Student Progression to higher studies and significant professional areas
6. **Alumni and the Department**
7. **Best Practices of the Department**

All Heads are requested to begin the process involving collection and organization of the required data and documents for preparing the **Departmental Profile** for the academic sessions, 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21. Additionally, they are requested to get together the following files and registers containing supporting documents for the information provided in the **Departmental Profile**. The following is a list of Files and Registers that each Department must update and organize:

Sl. No.	Files	Sl. No.	Registers
1	Departmental Academic Calendar	1	Departmental Notices
2	Departmental Routine	2	Departmental Meetings
3	Students' Profile	3	Departmental Results- University Exams, College Exams, Internal Assessments, Class Tests
5	Students' Projects, Field Surveys, Excursions (Photos, Photocopies of Letters, Reports)	5	Parent-Teacher Meetings
6	Departmental Seminars	6	Departmental Seminars
7	Students' Mentoring / Counselling (Academic and Psychological)	7	Students' Mentoring / Counselling (Academic and Psychological)
8	College Test Results, Internal Assessment Record (Qs. Papers etc.)	8	Departmental Stock Book
9	Teachers' Research Projects- Copies of Letters, Reports etc.	9	Departmental Seminar Library Register
10	Teachers' Publications- Journals, Books etc.		
11	Teachers' Awards- Photocopies of Certificates		
12	Projects undertaken by Teachers (Photocopies of Letters, Reports etc.)		
13	Copies of Letters of appointment of Teachers as Paper Setters, Examiners, Scrutineers, Review Examiners and Membership of Board of Moderators, UG-PG Board of Studies and Board of Research Studies		
14	Activities of Students (Departmental Teachers' Day, Freshers' Welcome, Wall Magazine, Picnic etc.) - Photographs		

It is to be noted that the data and documents to be included in the **Departmental Profile** must be in accordance with the data and documents that each Department has submitted to the IQAC for the preparation of the AQARs for the academic sessions: 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21.


 Principal
 Hooghly Mohsin College
