

GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE
7, Mayur Bhanj Road, Kolkata - 700023

No. 182/2220C/office/25

Date: 09/09/25

NOTICE

All the departments are requested to prepare their departmental details from 1st July 2024 to 30st June 2025 for Academic Audit as per given points by 10th November, 2025 positively.

1. Admission details of students category wise.
2. Intake capacity of students.
3. Attendance Register.
4. Alumni list.
5. Mentor and mentee list.
6. Departmental Routine.
7. Departmental meeting.
8. Departmental Notice.
9. Stock Book.
10. Syllabus.
11. Student Enrichment activities.
12. Excursion, field visit.
13. Student feedback.
14. Student academic support.
15. Parent Teacher meeting.
16. Study material.
17. Student Project.
18. Internship details
19. Student progression.
20. Research activities.
21. Book Bank, Seminar Library.
22. Add on Course.
23. Collaboration/ consultancy.
24. Faculty Documents.
25. Infrastructural Facilities.
26. SWOC Analysis.



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