



GOVT. GIRLS' GENERAL DEGREE COLLEGE

7 Mayurbhanj Road, Ekbalpur, Kolkata-700023

NO-128/G.G.D.C./Office

NOTICE

DATE - 13/08/22

This is for general information that every department should prepare the following register and file for the maintenance of records. All teachers are requested to take necessary action in this regard.

List of Registers:

1. Notice Book - i) College Notice, ii) Department Notice
2. Departmental Meeting Book.
3. Students Attendance Record.
4. Students Result Record - i) College Test, ii) University Exams.
5. Parent - Teacher Meeting Record.
6. Stock Book.
7. Seminar Library Record - i) Book List, ii) Issue Register.
8. Record of Alumni 9 (Information about the Students passed out from this Institution).
9. Mentor- Mentee interaction record.

Files:

1. Syllabus.
2. Routine.
3. Academic Calendar.
4. Students Profile.
5. Students Achievement.
6. Excursion / Academic Tour Records (Letter, Photo, etc.)
7. Students Project Reports.
8. Teachers Academic Record (OP, RC, Workshop, Summer School etc.)
9. Teachers Achievement (Publication, Awards, Medal etc.)
10. Other Documents (Purchase of Books, Equipment etc.)

[Signature]
Principal 13/08/22

Principal
Government Girls' General
Degree College
Kolkata