



Office of the Principal
RANGAPARA COLLEGE, RANGAPARA

ৰঙাপৰা মহাবিদ্যালয়, ৰঙাপৰা

(Affiliated to Gauhati University, UGC Recognised under 2(f) & 12 (B)
P.O.- Rangapara, Dist - Sonitpur 784 505

Dr. Ranjan Kalita, M.A. MMC, Ph.D.

Principal

&

Research Supervisor, G.U.

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99543 87 932

Notification (No-P/12/2021)

Date: 20-02-2021

It is notified for information of all concerned that the undernoted designates are requested to submit the following information in Portable Document File Format (PDF Format) to the IQAC on or before 25-02-2021 required for AAA (Academic & Administrative Audit) scheduled to be conducted on 27-02-2021

1	All HoDs	Complete Departmental Profile as per NAAC Guideline
2	Librarian	Library Profile as per NAAC Guideline & Library Audit Report
3	AEO/SSS	SSS, Students Profile (with all diversities) and three yrs Results
4	Green Audit Team	Green Audit Report and future action plan
5	Wardens	Hostel Boarders with diversities and feed back of boarders
6	PO-NSS	Last Year activities and Report of Adopted Village
7	Bodo Dept Physics & Chemistry Botany & Zoology	Report & Action Plan of Adopted Village
8	Health Officer	Report & Action Plan
9	Sports Officer	Report & Action Plan
10	Cultural Officer	Report & Action Plan
11	Head Assistant & Accountant	All files & orders, Cash Books, Voucher Files, U/C, Audit Reports, Tally Demo, Annual Budget etc.

Visit Schedule

1.	Arrival Meeting with Principal & IQAC	9-00 AM
2.	Academic Visit (10 mnts p/u) Bodo (9-30am), Commerce (9-40 am), Science Departments & Science Lab (9-50 am), History (10-20 am), Education (10-30 am), Bengali (10-40 am), Hindi (10-50 am), NSS (11-00 am), Economics (11-10 am), Assamese (11-20 am), Political Science (11-30 am), English (11-40), Computer Lab-11-50-am),	9-30 AM To 12-noon
3	Library Visit (25 mnts)	12- noon
4	Girls Hostel Visit (25 mnts)	12-25 pm
5	Canteen Visit and Lunch (40 mnts)	12-50 pm
6	Administrative Visit (15 mnts p/u) Office General Branch (1-30 pm), Accounts Branch (1-45 pm), Admission & Examination (2-00 pm), Health, Sports, Culture (2-15 pm)	1-30 pm
7	EXIT MEETING	2-30 PM


(Dr. Ranjan Kalita)
Principal
Rangapara College
Principal
Rangapara College

Memo No: RC/AAA/2021/09 (A)

Date: 20-02-2021

Copy forwarded to:

1. **Hon'ble President**, GB, Rangapara College
2. **Vice Principal**, Rangapara College
3. **Co-ordinator, IQAC**, Rangapara College
4. **All the Designates**, Rangapara College
5. Office File


(Dr. Ranjan Kalita)
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