



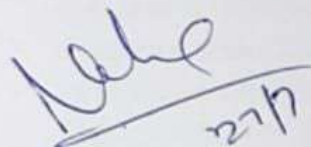
BIYANI GIRLS COLLEGE, JAIPUR

Notice No.:2020-21/51

Date: 27.07.2021

CIRCULAR

This is to inform all the HODs that they are required to follow the suggestions given in the Annexure 1 attached with the circular. HODs are required to complete the data for the last four academic sessions viz. 2017-18, 2018-19, 2019-20 and 2020-21.


Dr. Neha Pandey
Principal

Copy to: Chairman/Director (Acad.)/HR/All HOD's

Annexure 1


(Department-wise work Necessary for NAAC)

Communication

1. E-Communication:- to be considered with e-mail groups only
2. Principal and Staff:- there must be at least 10 communications in a month between Principal and teacher.
3. Staff and student:- there must be at least 10 class-wise communications in a month between teacher and student.

Non-Academic Activities

1. Use of innovative, receptive, adaptive mechanisms for teaching, learning, awareness, evaluation, and job placement.
2. Every year one course must be designed for each, current related and community-related issue.
3. Each department should publish at least four Wall Magazines with QR codes each year, and by this way, all departments will count to 20 or 25 magazines each year. And finally, these wall magazines can be compiled as an e-magazine at the end of the year.
4. Expert videos, conferencing, and webinars on current events from academic industries (MAE (Meet Academic Expert), MIE (Meet Industry Expert)).
5. Noteworthy efforts should be made for student placement like periodic interactions with HRM and experts, providing subject-related coaching for competitive exams, a separate section for competitive exam books in the library, proper seating arrangements for showing related videos, conducting online tests, MCQs, and quiz competition.
6. Students should be prepared for various technical exhibitions, business expos, experimental on-the-job training, internship, overall personality development, self-employment and to be globally competent.
7. Employment Enhancement Training Programme (EETP) to be organized by Placement Officer.
8. Daily work planning must be done and maintain proper work done reports on the computer and transfer these reports daily to the IQAC.
9. Daily updated college website and departmental computer folders in accordance with SOP from NAAC.
10. Time-to-time brain storming sessions (relating to current national and international events) for students such as, Case Study, event Analysis-brain surveys, projects on - on short stories, autobiography-Review Scientist, Nobel Laureate study.
11. Conferences, workshops, seminars, webinars (one each international, national, state-level, regional, university-level) must be conducted for students and faculties.


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Academic Activities

1. Each mentor should give at least 20 questions to their mentees for searching their answers either online and offline.
2. Faculty members must practice displaying at least ten G.K. questions-answers on the notice board daily and then after completing 300 questions-answers conduct a test monthly. And in the same way, conduct one test for preparing the students for competitive exams and job placements (local, national and international level).
3. College-level or department-wise faculty and student participation in academic activities other than your college.
4. Effective Mentor-Mentee, Feedbacks on Curriculum, Slow/Advance learners systems must be made and maintained every year.
5. There must be one subject-related department-wise awareness program every year.
6. Outcome-based, Subject-related, job-oriented online courses with need-based syllabus must be designed with the best outcomes. The expected number for such courses is ten from each department in the period of five years.
7. There must be department-wise subject-based PPT bank, VDO bank, and Digital question banks.
8. Each department must be using at least one subject-related software, E-Learning Resource, Virtual Learning Platform every year.
9. Each department must have two functional MOUs (for subject-related activities) with reputed institutions, social organizations (Government or non-government).
10. Subject-related extension and outreach activities at department level should be conducted to solve the various diversities problems dealing with the following:
 - a) Psycho-social, agricultural, industry-related
 - b) Environmental
 - c) Health-related such as anti-drug, biomass index, viral diseases, blood-related disease, organ donation.
 - d) Save water, save energy, food adulteration, anti-corruption, woman self-defense, locality problem tracing, with solutions to all above.
11. And for each activity maintain the following things:- notice of Principal, list of participants with signatures, geo-tagged photos, video clips, and newspaper cuttings.

WJ
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