



Bodwad Education Society, Bodwad

**ARTS, COMMERCE & SCIENCE COLLEGE, BODWAD**

NAAC Reaccredited 'B' Grade (CGPA: 2.24)

**Internal Quality Assurance Cell (IQAC)**

**Dr. Chetankumar Sharma**  
Coordinator of the IQAC

**Professor Arvind Chaudhari**  
Chairperson of the IQAC

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Date:-19/06/2023

Notice No.:- 226/2023

All the Head of the concern Departments and Committees are here by informed that, the IQAC committee is going to conduct the audit during the period of 17<sup>th</sup> July 2023 to 22<sup>nd</sup> July 2023. In this regards all the heads are instructed to prepare following files with duly certified by principal where ever required during the period of Academic Year 2018-19 to 2021-22. Schedule will be declaring later.

**List of Files**

Sr. No.	Particulars
<b>Department Files</b>	
1.	Meeting Proceeding
2.	Workload and Time table
3.	Teaching Plan
4.	Faculty Profile
5.	Departmental Activities
6.	Internal Assessment
7.	Result Analysis
8.	University Rank holder students
9.	Publications (Research Papers/Books/Edited book/Journal etc.)
10.	Award Received
11.	Paper Presented
12.	Seminar/Workshop/Conference organized
13.	Research Projects Ongoing/Completed
14.	Research Guidance
15.	Professional Contribution
16.	Faculty Profile
17.	Recognition Received
18.	Extra-curricular Activities
19.	Resource Person/Guest Lecture
20.	Departmental Acheivements
21.	Dead Stock Register
<b>Committee Files</b>	
1.	Appointment Details
2.	Meeting Proceeding
3.	One Page Reports of Activities Conducted
4.	News and Photos of activities
5.	Circular File
6.	Programme Expenses File



Professor Arvind Chaudhari