Bodwad Education Society, Bodwad



Arts, Commerce and Science College, BODWAD, Tal-Bodwad, Dist-Jalgaon www.acsbodwadcollege.org mail-bsces@redifmail.com

Contact office 02582-275268 Resi- 02580-230038 Mob-919422774839 E-mail anc.chaudhari@gmail.com

Date: - 20/9/2024

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Departmental Files required for NAAC 4th cycle

All the staff members are requested to keep ready the departmental files for re-accreditation process of NAAC up to 27th September 2024.

Following are the departmental files should be prepared from academic year 2019-20 to 2023-24 with proper labels and file nos.

Sr.no	Name of the file	File No.
1.	Departmental profile	1.
2.	Faculty profile- (CV and supporting documents)	2.
3.	Departmental meetings and proceeding file	3.
4.	Student enrollment file	4.
5.	Teaching plan	5.
6.	Workload file	6.
7.	Students' attendance file	7.
8.	Syllabus file (2019-20 to 2023-24)	8.
9.	Co-curricular and extra-curricular activities.	. 9.
10.	MOUs file	10.
11.	Result analysis file	11.
12.	Examination attendance and report file.	12.
13.	Faculty Achievement file	13.
14.	Dead Stock register (If applicable)	14.
15.	Purchase Bill/quotation file (if applicable)	15.

Smt. Kanchan R. Damade



Professor Arvind Chaudhari Principal