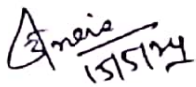# Office of the Principal, Govt. College Kheri Chopta (Hisar)
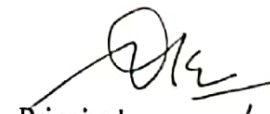
Memo No. GCKC\NAAC\2024\ 7/3

Dated: 15-05-2024

The following staff members are hereby instructed to provide the below mentioned information for NAAC Accreditation process. They are hereby instructed to provide desired information with documentary proofs in hard copy as well as softy copy latest by 22/05/2024 on email naac.kherichopta@gmail.com .Treat it most urgent and time bound:

Sr.No.	Documents\Information	Incharge
1	No. of Students Admitted from Other State & Countries (With residential proof) from 2018-19 to 2023-24	Mathura Singh University Incharge
2	No. of Students admitted under reserved category from 2018-19 to 2023-24	Mathura Singh University Incharge
3	No. of Sanctioned Seats year wise & category wise from 2018-19 to 2023-24	Roopesh Sharma Clerk
4	List of All differently able students session wise in Excel Sheet from 2018-19 to 2023-24 & PH Certificate Pdf	Mathura Singh University Incharge
5	Teacher using ICT or LMS with Proof	All Staff Members
6	Pdf of lecture, notes to be uploaded on website	All Staff Members
7	Mentor groups notice, meeting notice, ratio of students to mentor from 2018-19 to 2023-24	Sh. Dharam Singh Incharge IQAC
8	Report of All extracurricular activities with newspaper articles from 2018-19 to 2023-24	All Staff Members
9	No. of full time teacher & no. of full time teacher with Ph.D. From 2018-19 to 2023-24	Sh. Roopesh Sharma Clerk
10	Teaching experience with documentary proof	All Staff Members
11	Name of full time teacher receiving awards from State level, National level & International level	All Staff Members
12	Full time Teachers from other state	Sh. Roopesh Sharma Clerk
13	Proof of Internal Assessment in Pdf session wise from 2018-19 to 2023-24	Sh. Roopesh Sharma Clerk
14	Academic Calendar from 2018-19 to 2023-24	Sh. Dharam Singh
15	Average pass percentage semester wise from 2018-19 to 2023-24	Sh. Mathura Singh University Incharge

NAAC Incharge

Principal 15/05/24