

Order No. 9221Date 20/9/23

It is to inform all the teaching & non-teaching staff of the college that NAAC peer team will visit our college on 19 & 20 Oct 2023. Keeping this in mind, many tasks pertaining to preparation for NAAC Peer team visit have been assigned to the staff members as listed below.

Sr. No.	Work	Details of Work	Name of Staff Member
1.	Reception of the Peer Team	Welcome of the NAAC Peer Team	Dr. Priyanka Balra (College Council-In charge) Dr. Arzoo Dr. Jyotsna Gulati Dr. Surender Dr. Kavita Ms. Alpna Mr. Pramod Dr. Trilok Singh 2 NCC Cadets (1 Female, 1 Male)
2.	Infrastructure/Beautification/ Cleanliness	Maintenance/repair of building Playground and new building backside	Mr. Vijaypal Ms. Pooja Mr. Anoop (His) Mr. Pawan and NSS Volunteers
3.	Mapping of trees	Mapping of trees	Dr. Jyotsna, Mr. Pradeep, Dr. Trilok, Dr. Jai Singh, NCC Cadets
4.	Cultural Programme	Cultural Programme, Seating Arrangement, venue	Dr. Usha Yadav Dr. Jyotsna Gulati Dr. Sunil Kumar Dr. Ashutosh Dr. Sarita Dr. Neeraj
5.	Presentations by Departments Cells/NSS/NCC		All HoDs Cell convenors/incharges
6.	Interaction Programme	With Students Parents Alumni	B.A.- Dr. Sunil Kumar, Ms. Pooja & Dr. Hemlata B. Com- Dr. Kavita, Dr. Rekha B.Sc.- Dr. Shobha Yadav, Dr. Nisha, Ms. Renu MA His- Mr. Anoop (His), Mr. Preetam Nath MA Geo, BA Geo- Ms. Jyoti (Geo) & Ms. Devika, Dr. Anoop (Geo), Dr. Jai Singh
7.		Teachers Seating Arrangement and refreshment for Alumni and	Ms. Jyoti (Geo.) Dr. Sudash

		Parents- Edu Sat Room	Ms. Jyoti Yadav (Chem.) Dr. Rekha (Phy.) Mr. Naresh
8.	Mentor-Mentee Group	Record Maintenance	All staff members
9	Beautification of corridors/classes/departments/labs	Posters, charts, portraits, etc.	All departments
	Labs	Lab maintenance/cleanliness	All LAs Ms. Preeti Ms. Saroj Mr. Randhir Mr. Anil
10.	Internet Connectivity		Mr. Ashok Mr. Yeshpal
11.	Discipline	Proctorial Duties	Mr. Pawan Kumar Ms. Jyoti (Geo) Mr. Anoop (His.) Dr. Jai Singh Mr. Chankit Ms. Yogesh Dr. Hemlata Dr. Sohan Ms. Jyoti Maths
12.	Hospitality of the Peer Team (Hospitality Committee)	Receiving at the airport, pick and drop between college and hotel (both days)	Dr. Priyanka Batra- Overall In-charge Dr. Jyotsna Gulati Dr. Kavita Rani Mr. Pawan Kumar Dr. Surender Mr. Ashok Kumar
13.	Room for seating of Peer Team for Report Writing	Digital Lounge (equipped with printer)	Mr. Ashok Kumar Dr. Arzoo Mr. Anil LA
14.	SSR Documentation and presentation	NAAC Committee	Ms. Alpana Mr. Pramod Dr. Premilata Dr. Shobha Dr. Surender Mr. Vijaypal Dr. Sunil Kumar Dr. Kavita Rani Dr. Arzoo
15.	NSS	Maintenance of office and records, presence of all NSS volunteers	Mr. Pawan Kumar
16.	NCC	Maintenance of office and records, presence of all NCC cadets	Mr. Pradeep Kr. Sharma
17.	Electricity and	Electricity, Gen Set functionality, power back up, Power supply, water supply	Dr. Sunil Kumar Dr. Jai Singh Mr. Naresh
18.	Electronics	Projectors, screens, setting up PC, printers, etc.	Dr. Arzoo Dr. Ashok
19.	Refreshment Of the peer team	Refreshment of the peer team and crockery, etc. (both days)	Dr. Premilata Ms. Pooja

			Dr. Nisha Dr. Rekha Comm. Mr. Vinod Smt. Sudesh
20.	Grievance	Record of grievances/ report	Dr. Priyanka Batra- ICC In-charge Ms. Pooja
21.	Office Work	1. Maintenance of records 2. Assistance of NAAC Peer Team	Ms. Paramjeet Mr. Anil Mr. Yeshpal
22.	Tent, light, sound, videography of the entire visit		Dr. Sudesh Dr. Sunil Kumar Mr. Anoop (His.) Mr. Vijaypal Dr. Jai Singh Dr. Randhir
23.	Stage Conduct		Dr. Jyotsna Gulati Dr. Tilaksha Pareek
24.	Presentation Venue	Conference Hall (with one PC system and attached printer)	Mr. Ashok Kumar Dr. Trilok
25.	Sports	All sports related rooms, record maintenance, stock, sports equipments, playground maintenance, volleyball net, TT, etc.	Mr. Vijaypal Mr. Jyoti (Chem.) Mr. Vinod Sh. Anil

Note: Apart from the work mentioned above, you can also be given the responsibility of any other work as per the requirement. Contact NAAC committee for any further information.


 Principal
 GOVT. COLLEGE, JATOLI
 Hali Mandi (Gurgaon)