

Office of the Principal, Pt. Neki Ram Sharma Government College, Rohtak

Memo No.: PTNRS/GCR/2026/ 4487

Dated: 01/09/2026

CIRCULAR

All the concerned Teachers/Head of Departments(HoDs)/Conveners/Coordinator of various Cells, Committees and other institutional bodies, as assigned through the Annual Duty Chart or subsequently entrusted by the worthy Principal, are requested to submit complete and authentic information/data regarding the activities undertaken by them w.e.f. the Academic Session 2023-24 onwards. The requisite information, along with relevant details/documents wherever applicable, may be submitted through the following Google Form:

<https://forms.glc/sKrvFKiydX8twVk49>



From Teachers: Details of Research papers, Books, Project, Patents, Seminars, Conferences, awards etc., are required.

All concerned are requested to ensure that the information furnished is **accurate, complete, properly documented, and supported by relevant records/evidence**, wherever required, so that the same may be appropriately compiled and utilized for **NAAC/IQAC documentation, assessment and accreditation-related work** of the College.

The concerned HoDs/Conveners/Coordinators may also ensure that the information related to their respective **Departments/Cells/Committees/activities** is submitted within the prescribed time, so that no relevant activity or achievement is left unreported. A Hard copy should also be retained in the respective department/cell/committee for record purposes.

The matter may be treated as **important and time-bound**.

R Singh
Coordinator
(NAAC/IQAC/API)

Copy to:

1. Teachers/HoDs/Conveners/Coordinators of various Cells, information and necessary action.
2. NAAC/IQAC/API Committee, for monitoring and record..
3. Notice Board/College Website.
4. Office copy

Sat.
Principal
Pt. NRS Govt. College
ROHTAK