जा.क्र. /गोंविग/कुसका/२६०० /२०२२   दि. १६/०३/२०२२

परिपत्रक

विद्यापीठातील सर्व संविधानिक अधिकारी, प्रशासकिय विभागाचे प्रमुख, पदव्युत्तर शैक्षणिक विभागातील सर्व विभाग प्रमुख, शिक्षक व शिक्षकेत्तर अधिकारी व कर्मचारी यांना कळविण्यात येते की, विद्यापीठामधील कोणत्याही समारंभाचे, कार्यक्रमाचे व कार्यशाळेचे आयोजन करण्याकरिता प्रशासकिय मान्यतेकरिता टिप्पणी सादर करतेवेळी सोबत संलग्नित प्रपत्र - अ (कार्यक्रम मान्यतेकरिता) व प्रपत्र - ब (कार्यक्रम संपन्न झाल्यानंतर) संपूर्ण भरुनच टिप्पणी सोबत प्रशासकीय मान्यतेकरिता सादर करावी. प्रशासकिय मान्यतेनंतर (प्रपत्र - अ) IQAC विभागास पाठविण्यात यावा, तसेच संबंधित कार्यक्रम संपन्न झाल्यानंतर (प्रपत्र - ब) संपूर्ण भरुन IQAC विभागास सादर करावा. सदर प्रपत्र संलग्नित नसल्यास टिप्पणीवर प्रशासकीय कार्यवाही घेण्यात येणार नाही. त्याअनुषंगाने सोबत जोडलेल्या प्रपत्राचे अवलोकन करुन त्यानूसार कार्यवाही घ्यावी.

सहपत्र :- प्रपत्र - अ व ब

१६. ३.२०२२
(डॉ. अनिल चिताडे)
कुलसचिव (प्र.)

प्रतिलीपी -

१. मा. कुलगुरुंचे स्विय सहाय्यक, गोंडवाना विद्यापीठ, गडचिरोली.
२. मा. प्र-कुलगुरु यांचे कार्यालय, गोंडवाना विद्यापीठ, गडचिरोली.
३. सर्व प्रशासकीय व शैक्षणिक विभागांचे मा.विभाग प्रमुख/कार्यालय प्रमुख, गोंडवाना विद्यापीठ, गडचिरोली यांनी सदर परिपत्रक अधिनस्त अधिकारी / शिक्षक / शिक्षकेत्तर कर्मचाऱ्यांच्या निदर्शनास आणून द्यावे.
४. विभाग प्रमुख, STRC, गोंडवाना विद्यापीठ, गडचिरोली.
५. सिस्टीम ॲनालिस्ट, संगणक विभाग, गोंडवाना विद्यापीठ, गडचिरोली यांना सुचित करण्यात येते की, सदर परिपत्रक विद्यापीठ संकेतस्थळावर प्रसिध्द करावे.
६. आस्थापना व प्रशासन विभाग, गोंडवाना विद्यापीठ, गडचिरोली

GONDWANA UNIVERSITY, GADCHIROLI

Internal Quality Assurance Cell (IQAC)

director.iqac@unigug.ac.in

MIDC Road, Complex, Gadchiroli Dist: Gadchiroli-442605

Proforma for Submitting Proposal to Organise Program

1.	**Category of the program:** *(Webinar; Workshop; Training; Teacher/Student Induction/ Seminar/ function/Special Lecture/ Celebration of Special Day/Event, if other specify)*	
2.	**Day(s) & Date(s) of the program:**	
3.	**Title of the program:**	
4.	**Venue of the program:**	
5.	**Organiser:** *(Name of the PGTD Dept/Administrative Dept/NSS/DSD/Sports/ILL/STRC, if joint program or other specify)*	
6.	**Collaboration with other department/agency, YES(specify)/NO**	
7.	**Is financial assistance received from Internal or external funding agency;** *YES(specify, if already received) /NO/ if Proposed (specify total amount requested)*	
8.	**Name of the Convenor/Director/Organising Secretary/President, if other specify**	
9.	**Objective(s) of the program:** *(Specify only two/three)*	
10.	**Expected Outcome(s) of the program:**	
11.	**Expected Participants group:** *(Student/Teacher/Non- teaching/Civil Society/ Integrated, if other specify)*	
12.	**Number of expected participants:**	
13.	**Copy of feedback form** *(if applicable)*	
14.	**Name of the resource person(s) and affiliation** *(if applicable)*	
15.	**Please mention, the present program can be considered under criterion no.......................of NAAC 7 criterion.**	

Note: In the context of quality augmentation and NAAC guidelines, it is mandatory to submit the said Proforma while Submitting Proposal for approval to organise any Program/Activity by the University Teaching/Non-teaching Department and STRC, after approval of the program the **Proforma-A** has to be submitted to the IQAC in both hard and soft copy.

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Proforma-B

PROFORMA FOR SUBMITTING A BRIEF REPORT OF PROGRAM
(To be submitted to IQAC after the completion of program)

1.	**Category of the program:** *(Webinar; Workshop; Training; Seminar; function/Special Lecture/celebration of special Day/Event, if other specify)*	
2.	**Day(s) & Date(s) of the program:**	
3.	**Title of the program:**	
4.	**Venue of the program:**	
5.	**Organiser:** *(Name of the PGTD Dept/Administrative Dept/NSS/DSD/Sports/ILL/STRC, if joint program or other specify)*	
6.	**Collaboration with other department/agency, YES(specify)/NO**	
7.	**Is financial assistance received from Internal or external funding agency;** *YES(specify, if already received)* **/NO/** **if Proposed** *(specify total amount requested)*	
8.	**Name of the Coordinator/Convenor/Director/Organising Secretary, if other specify**	
9.	**Objective(s) of the program:**	
10.	**Outcome(s) of the program:**	
11.	**Participants group:** *(Student/Teacher/Non- teaching/Civil society/Government Org/ Integrated, if other specify)*	
12.	**Number of actual attended participants:**	
13.	**Name of the resource person(s) and affiliation***(if applicable)*	
14.	**Please forward soft copy of following documents to:** director.iqac@unigug.ac.in	
14.1	*Detailed filled in **Proforma-B***	
14.2	*One page brief Summary of Program;* *a)Title of the program* *b)total sessions/lectures with brief highlights* *c)Important announcement/ policy thought etc* *d)Any other distinctive events/course of action* *e) Annexure: please add information about **14.3 to 14.7**, whichever is applicable.*	
14.3	*Few Important Geotagged Photographs with caption (mandatory) in case of webinar screenshot and web-link of program recording*	
14.4	*List of attendance with signature (In case of Webinar enclose screenshot/e-copy of participants list)*	
14.5	*Brochure/flyer/Circular of the program (if designed/ issued)*	
14.6	*News paper cuttings of program (if published)*	
14.7	*Report of Feedback Analysis(if applicable)*	

Note: In the context of quality augmentation and NAAC guidelines, it is mandatory to submit the **Proforma-B** after completion of any approved Program/Activity organized by the University Teaching/Non-teaching Department and STRC, to the IQAC in both hard and soft copy format within a week (6 Days).