

1. Academic Documentation

- Maintenance of student attendance and internal assessment records
 - Staff Annual Reports and faculty portfolios
https://www.vgcmandi.co.in/Annual_reports.aspx
 - Service Books of teaching and non-teaching staff
 - Departmental academic activity files
 - Examination results and university correspondence
 - Academic reports monitored by the **Academic and Co-curricular activity Committee**
<https://www.vgcmandi.co.in/result.aspx>
 - Records maintained in the **College Office** and respective departments
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2. Co-curricular Documentation

- Reports of seminars, workshops, guest lectures, and webinars
 - Participation lists, feedback forms, and certificates
 - Departmental association activities and competitions
 - Faculty participation in conferences, FDPs and skill-development programs
 - Event documentation monitored by the **Academic and Co-curricular activity Committee**.
 - Records stored in departments and the **College Office**, with updates on the website when applicable
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3. Extracurricular Documentation

- Records of sports, https://www.vgcmandi.co.in/Physical_education_dept.aspx
 - Cultural programs https://www.vgcmandi.co.in/Cultural_club.aspx
 - NSS activities <https://www.vgcmandi.co.in/NSS.aspx>
 - NCC activities <https://www.vgcmandi.co.in/NCC.aspx>
 - Participation certificates, awards, and achievement reports
 - Student Annual Reports highlighting major achievements
https://www.vgcmandi.co.in/Annual_reports.aspx
 - Photographs, event reports, and media coverage
 - Achievements displayed on the **College Website** for visibility
<https://www.vgcmandi.co.in/Default.aspx>
 - Files maintained in the **College Office** and respective cells/committees
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4. Centralized Academic and Co-curricular Activity Committee

- The **Academic and Co-curricular activity Committee** periodically verifies and updates documentation
- Digital and physical copies maintained for transparency and accessibility
- [Consolidated reports used for institutional planning, quality assurance, and accreditation purposes.](#)