



# GOVT. DEGREE COLLEGE DRANG AT NARLA

Teh. Padhar, Distt. Mandi (HP)-175012



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[www.gcdrang.ac.in](http://www.gcdrang.ac.in)



## **4.11: Proper Record of Student Attendance and Co-Curricular Activities**

Maintaining an accurate record of student attendance and co-curricular activities (CCA) is crucial for fostering academic discipline and promoting holistic student development. The institution recognizes the significance of these records in monitoring student engagement and performance.

### **1. Student Attendance Records**

**Daily Attendance Tracking:** Attendance is recorded daily for all classes, ensuring accurate records of student presence and participation. This information helps in identifying patterns of attendance and addressing any issues promptly.

**Attendance Registers:** Each department maintains attendance registers that document student attendance, including details such as dates, session timings, and any absences. These registers are reviewed periodically to ensure accuracy.

### **2. Co-Curricular Activities (CCA) Records**

**Documentation of Participation:** GDC Drang keeps detailed records of student participation in co-curricular activities, including sports, cultural events, and clubs. These records highlight students' engagement beyond academics.

**Activity Registers:** Specific registers are maintained for various co-curricular activities, documenting attendance, achievements, and contributions of students. This helps in recognizing student efforts and talents.

### **3. Monitoring and Reporting**

**Regular Reviews:** Faculty members and administrative staff conduct regular reviews of attendance and CCA records to ensure completeness and accuracy. Any discrepancies are addressed promptly.

**End-of-Term Reports:** At the end of each term, comprehensive reports on attendance and participation in co-curricular activities are generated. These reports provide valuable insights into student engagement and academic performance.

### **4. Benefits of Proper Record Keeping**

**Academic Accountability:** Maintaining accurate attendance records helps in enforcing academic accountability and encourages students to prioritize their education.

**Holistic Development:** By documenting co-curricular participation, GDC Drang supports students' overall development, recognizing their contributions beyond academics.

**Informed Decision-Making:** Accurate records facilitate informed decision-making regarding student support services, program development, and resource allocation.



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## 4.11: Proper Record of Students Attendance and CCA

### TO WHOM IT MAY CONCERN

This is to certify that proper record of student's attendance and continuous and comprehensive assessment (CCA) are maintained properly by office staff.

M/2 ✓

Principal

Principal  
Govt. Degree College Drang  
at Narla Distt. Mandi (H.P.)

Subd. D. Sade 8/12/2023  
In Compliance



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## Proper Record of Student Attendance and Co-Curricular Activities

### Activity Register

Govt. College Drang at Narla		
College Activity		
Sr.No	Particulars	Remarks
1	Date	22th July , 2024
2	Name of Activity	Orientation Program
3	Name of Unit/Agency/Department organizing the Activity	Department of Commerce & IQAC
4	Name of Collaborating Agency (If Any)	
5	No. of Students Participants	85
6	No. of Teachers Participants	All
7	Brief Report	<p>On July 22, 2024, an orientation program for first-year B.Com, BA, and BSc students was organized by IQAC at Government College, Narla, Drang, with Principal Bandana Vaidya presiding. During the program, Assistant Professor Neelam from the Faculty of Commerce provided detailed information about the BCom course structure and subjects. She encouraged the students to actively participate in various activities and seek guidance when needed. Professors Chandra Pal and Nisha Vaidya discussed the BA and BSc courses, respectively, while Professor Kalyan spoke on the subject of music. Principal Vaidya welcomed the students, stressing the importance of regular attendance, active participation, and discipline. All college professors participated in this orientation program.</p>

Organizer

Principal  
Govt. College Drang at Narla (H.P)

Reported by :-  
Bandana Devi  
A.P English

Principal  
Govt. Degree College Drang  
at Narla Distt. Mandi(H.P)





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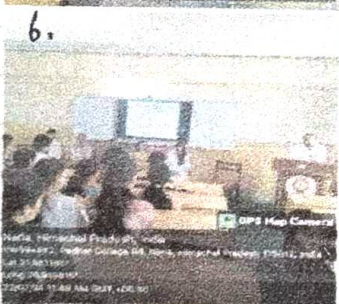
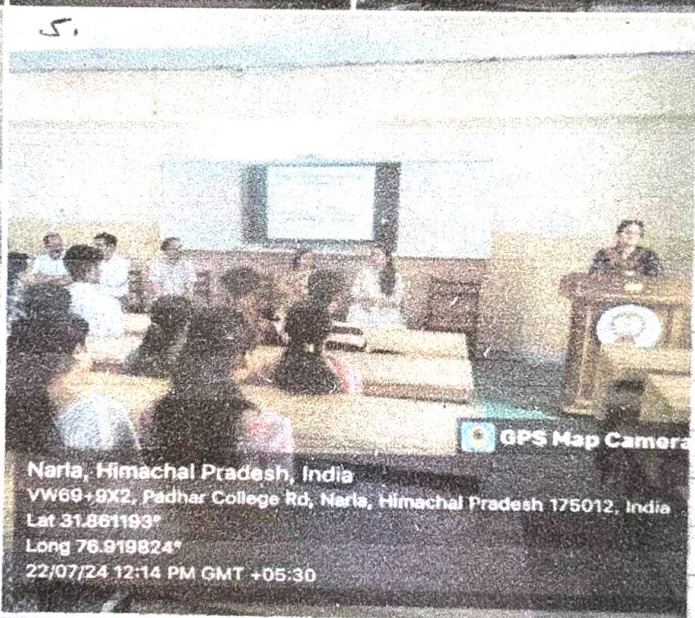
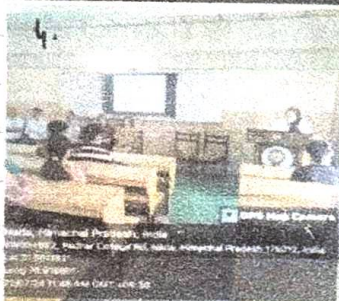
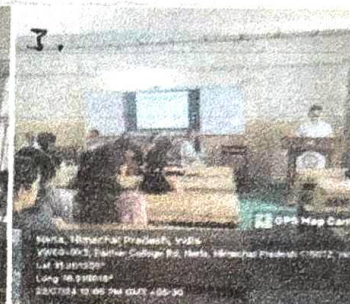
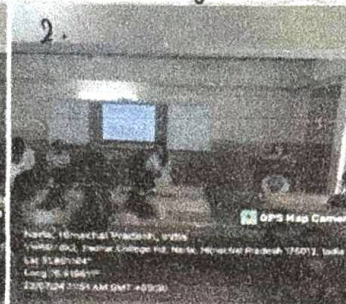
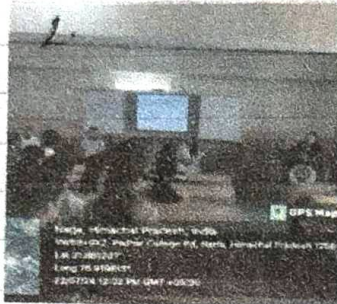
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## Orientation Program







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## Govt. College Drang at Narla College Activity

Sr.No	Particulars	Remarks 26 <sup>th</sup> July, 2024
1	Date	
2	Name of Activity	Kargil Vijay Divas
3	Name of Unit/Agency/Department organizing the Activity	NCC Unit
4	Name of Collaborating Agency (If Any)	
5	No. of Students Participants	69
6	No. of Teachers Participants	All
7	Brief Report	On 26th July 2024, the 25th Kargil Vijay Diwas was celebrated by the NCC unit at Narla, National College, Drang, with Principal Professor Bandana Vaidya as the chief guest. The event began with a prayer and tributes to the martyrs. NCC cadets performed speeches, poetry, poster making, slogan writing, and group singing. A Kargil war movie was also shown. Professor Bandana Vaidya urged students to honor the martyrs and contribute to the country. The program concluded with patriotic songs, a vote of thanks, and the national anthem, attended by the entire college staff.

  
Organizer

  
Principal  
Govt. College Drang at Narla (H.P)

Reported by :-   
Kamshana Devi A.P English

Principal  
Govt. College Drang at Narla



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## Kargil Vijay Divas

