

**OFFICE OF THE PRINCIPAL**  
**PATTAMUNDAI COLLEGE, PATTAMUNDAI**

**OFFICE ORDER**

No- 1051 Date 31/08/2023

**Establishment Section**

The following records/files are to be updated for Administrative Audit for the session 2020-21 & 2021-22.

**List of Documents**

1. Personal Files of employees.
2. Service books of employees.
3. C.L./E.L Registers.
4. Biometric Attendance System.
5. Notice Boards/Files.
6. Central stock and store Registers.
7. Records of Maintenance, Agreement and Purchase Orders of Infrastructural Equipments i.e.-UPSs, ACs, DG Sets, Water Purifiers, Xerox, Printers, Computers, Water Freezers etc.
8. Record of Security/Guard Personnel's.
9. Use of Fire extinguishers in the college.
10. House-Keeping Personnel's knowledge about the expectations of the departments.
11. Grievance Redressal Files.
12. Appointment /Termination Records/Files.
13. Pension File Details.
14. Staff Council Files/ Proceedings.
15. Governing Body Proceeding .
16. Record of Extra-curricular Activities.
17. IQAC Records & Proceedings.
18. Alumni Association's activities and records.
19. Record of Science Laboratory equipments.
20. College calendars.
21. List of Holidays.
22. Issue of valid I-cards.
23. Admission Register.
24. College Land Records.
25. Hostel Records & Expenditure details.
26. Files/Records of Solar Installation and Electric Panel Board.

*P. Munda*  
*01.9.23*

*[Signature]*  
*31/8/23*

**Principal**

**Pattamundai College**

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