

Office of the Principal
Pattamundai College, Pattamundai
No. 1059 dt. 04/09/2023 /
OFFICE ORDER

Examination Section

The following documents/files are to be updated and ready for Administrative Audit of the college for the session 2020-21 & 2021-22.

List of Documents

1. Internal Examination Register.
2. Exam Duty Log.
3. Answer Sheet Despatch Log.
4. Notice Resister.
5. Register for Stock and Issue of Certificates
6. Fixation of the schedule of Examinations (Both Semester and Mid-Term Exam)
7. CNR.
8. Diary and Despatch Registers.
9. Publication of Results (Mid-Term).
10. Invigilation Chart.
11. Seat Chart.
12. Examination Account Details :--
 - (i) Funds received for conducting Exam & Valuation.
 - (ii) Funds utilization statements.
 - (iii) Funds refund statements.
13. Form fill up Details :- File / Record.
14. Valuation Zone Details / Record.
15. Record of Answer Books.
16. Other Bills & Vouchers.

DC
04/9/23
Principal
Pattamundai College
Principal
Pattamundai College

4-9-23