



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

No. 1096 dt. 18/09/2023

NOTICE ON ACADEMIC AUDIT

It is for information of all concerned that our college is going to conduct Academic Audit for the session 2020-21 & 2021-22 on dt.21.09.2023 to evaluate/review quality of education which are also urgently required for AQAR 2021-22. So HODs/ Heads of Committee are sincerely requested to prepare and keep ready the following documents in their department latest by 20th Sept. 2023. No staff will apply for C.L/E.Ls on the said date.

This is treated as most urgent.

List of documents:-

1. Academic Audit format for the session 2020-21 & 2021-22(soft copy) to be sent to IQAC mail.
2. Self appraisal (2020-21 & 2021-22)
3. Lesson plan & Progress Register, Attendance Register & Time table for the sessions 2020-21 & 2021-22.
4. Mentor-Mentee register for 2020-21 & 2021-22
5. Bridge course for 2021-22
6. NCC/YRC/NSS activities report 2020-21 & 2021-22
7. Record of Guest Lectures
8. Seminar/Webinar report 2020-21 & 2021-22
9. Alumni & Parent –Teacher Meet Report 2020-21 & 2021-22
10. Result sheet of 2021 & 2022 pass out batch.
11. Project Report of 2020-21 & 2021-22.
12. Certificates of FDP, Short Term Courses, Seminar, Webinar participated.
13. Gender & Green Audit report for 2020-21 & 2021-22.
14. Records of Student seminar.

AC
Ans
18/9/23

**Principal
Pattamundai College
Principal
Pattamundai College**

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