



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

No. 590 dt. 03/05/2024

**NOTICE ON MENTOR-MENTEE, SELF APPRAISAL AND PROGRESS REGISTER**

It is hereby informed to all the faculties to submit the following records at IQAC latest by May 31 2024, which is urgently required for submission of AQAR-2022-23. In spite of earlier notification most of the faculties have not yet submitted the records.

This may be treated as most urgent.

1. Self appraisal 2022-23
2. Lesson plan and Progress report 2022-23 duly signed by Academic bursar and Principal
3. Lesson plan and Progress report 2023-24 duly signed by Academic bursar and Principal
4. Mentor-Mentee 2022-23 duly signed by coordinator Mentor-Mentee committee and principal.

*[Handwritten signature]*  
03/05/24

**Principal  
Pattamundai College**

Copy to IQAC, Office, guard file, website, Mentor-Mentee committee, Academic bursar