



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

No. 1062 dt. 24/09/2024

NOTIFICATION OF SEMINAR & RESEARCH COMMITTEE

It is hereby informed to all HODs as per the decision of Seminar & Research Committee the **students seminar report** will be prepared in the following manner. Each department will be provided with **Rs.1000/-** for preparation of the whole report for this session.

Report format

- Brief report to be pasted in the register (Roll no. & Name of presenter, Topic, Date, Time) Sample attached
- Attendance sheet of student to be pasted in the register. (Format attached)
- 3-4 no. of Geo tagged photographs to be pasted in the register.
- Record of presentation.(To be Kept in a folder)

Handwritten signature and date: 24/09/24

**Principal
Pattamundai College**

Copy to IQAC, Office, Guard file, Seminar & Research Committee