



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

No. 1063 dt. 24/09/2024 /

**NOTIFICATION ON ALUMNI MEET**

It is for information of all concerned that each department has to conduct at least one **Alumni meet** in the session **2024-25** as per the following guidelines.

This is treated as most urgent.

**GUIDELINES**

1. There should be prior notice at least before four days of the event.
2. The Agenda should be prepared.
3. There should be at least 15 alumni present in the meeting.
4. Resolutions adopted to be attached to the report
5. Report should be submitted within seven days of the meet. ( Cover Page, Notice, Agenda, Brief Report, Resolution, Attendance, photograph- 6 no's)
6. Each department will be given Rs 1500/- for the purpose.

*DC*  
*24/9/24*

**Principal  
Pattamundai College**

**Copy to : Guard File, Office, Accounts Section and IQAC.**