



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

No. 1055 dt. 24/09/2024 /

**NOTICE ON ACADEMIC AUDIT**

It is for information of all concerned that our college is going to conduct Academic Audit for the session **2022-23 & 2023-24** in the month of October 2024 to evaluate/review quality of education which are also urgently required for AQAR submission. So HODs/ Heads of Committee are sincerely requested to prepare and keep ready the following documents in their department latest by **5<sup>th</sup> Oct. 2024**.

This is treated as most urgent.

**List of documents for the session 2022-23 & 2023-24**

1. Academic Audit format (soft copy) to be sent to IQAC mail.
2. Self appraisal
3. Lesson plan & Progress Register, Attendance Register & Time table
4. Mentor-Mentee register
5. Bridge course
6. NCC/YRC/NSS activities report
7. Seminar/Webinar report
8. Alumni & Parent –Teacher Meet Report
9. Result sheet of 2023 & 2024 pass out batch.
10. Project Report.
11. Certificates of FDP, Short Term Courses, Seminar, Webinar participated.
12. Gender & Green Audit report
13. Records of Students seminar.
14. Report of different societies.
15. Records of important days celebration.

*AC*  
*24/9/24*

**Principal  
Pattamundai College**

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