



OFFICE OF THE PRINCIPAL
PUB-KAMRUP COLLEGE

P.O.- BAIHATA CHARIALI
DIST.- KAMRUP (ASSAM), PIN- 781381
E-mail : principal@pubkamrupcollege.org

Phone : 8638375658

Ref. :

Date : 07-01-2023

NOTICE

This is for the information of all the teaching and non-teaching staff of the college that the college is going for Academic and Administrative Audit on 9th January, 2023.

Therefore, all the members of teaching, non-teaching and office staff are hereby asked to be present in their respective department positively from 9.00 am without fail.

Departments are asked to keep the following items in the department for easy access:

1. Teaching plan
2. Lesson Plan
3. Proceeding book
4. Record of students' attendance
5. Record of workshop/seminar/conference/talks/popular lecture organized by the department.
6. Record of projects/field works/internship
7. Project/field study/internship reports
8. Publication evidences.
9. PPT for presentation
10. Progress report
11. Progression/placement records
12. Departmental Library accession registers with updated records.
13. Departmental Profile.
14. Individual personal profile
15. Program Outcome(PO) & Course outcome (CO)

(N.B: considering the urgency of the Audit the IQAC and Office of the Principal may ask for any new information and necessary action in short notice)

Principal
the
Pub Kamrup College
07.01.23

Principal
Pub Kamrup College
P.O. Baihata Chariali