



OFFICE OF THE IQAC

পণ্ডিত দীনদয়াল উপাধ্যায় আদর্শ মহাবিদ্যালয়, আমজোঙ্গা, গোরালপাৰা
PANDIT DEENDAYAL UPADHYAYA ADARSHA MAHAVIDYALAYA

Amjonga, P.O: Amjonga, Dist.: Goalpara, Assam-783124

Website: www.pduamamjonga.ac.in Email ID: iqacpduam@gmail.com

PDUAM/IQAC/2017/22/34

Dated Amjonga the 28th June, 2022

From: Mrs. Sudipta Phukan
Coordinator, IQAC
PDUAM, Amjonga, Goalpara

To : The HoDs, All
PDUAM, Amjonga, Goalpara

Ref: PDUAM/GA/MISC/Pt-1/2019/22/924 dated 23rd June, 2022

Sub: Urgent Requirement of departmental documents/records from 2017 onwards

Dear Sir/Madam,

With reference to the subject cited above, I have the honour to inform you that all the HoDs of the respective Departments of PDUAM, Amjonga are hereby requested to **update and submit the following documents/records from 2017 onwards on or before 10th August, 2022 without fail** as per order received from the Office of the Principal (vide letter no. PDUAM/GA/MISC/Pt-1/2019/22/924 dated 23rd June, 2022).

This is your kind information and necessary action, **Top Most Urgent**.

Name of the Academic Documents/ Records-

1. Class Registers records, H.S 1st Year (Year wise)
2. Class Registers records, H.S. 2nd Year (Year wise)
3. Class Registers records, B.Sc. Major (Semester and Class wise)
4. Class Registers records, B. Sc. General (Semester and Class wise)
5. B. Sc. Sessional Examination Records (Semester and Class wise) ✓
6. B. Sc. Final Examination Results (Semester and Class wise) ✓
7. Stock Register of Laboratory ✓
8. Departmental Activities such as Seminars, Workshops, Extension Programmes etc. ✓
9. Teaching Plan for Individual faculties
10. Departmental Profile
11. Minutes of Departmental Meetings including Parent- Teacher Meets ✓
12. Academic Audit Report

Please submit the records for each Academic Sessions separately, 2017-18, 2018-19, 2019-20, 2020-21, 2021-22.

Sudipta Phukan
Coordinator, IQAC
PDUAM, Amjonga, Goalpara

Dated Amjonga the 28th June, 2022

PDUAM/IQAC/2017/22/33

Copy to-

1. The Principal, PDUAM, Amjonga for kind information
2. Office File.

Sudipta Phukan
Coordinator, IQAC
PDUAM, Amjonga
Goalpara-783124
PDUAM, Amjonga, Goalpara