



**OFFICE OF THE IQAC
PANDIT DEENDAYAL UPADHYAYAADARSHA MAHAVIDYALAYA**

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NOTICE

It is hereby notified to the HoDs of all the Departments of PDUAM Amjonga that the following records (as per the list given) must be maintained and updated for academic session 2023-2024 from time to time in order to develop a well-maintained, systematic, transparent and updated system which will help us to effectively prepare for the forthcoming cycles of NAAC evaluation of our institution. Proper and timely record-keeping will lead us towards a hassle-free preparation process and your cooperation in this regard is of utmost importance.

The following records are to be maintained by every department in updated form for current academic session (2023-2024)

1. Class routine (for the current academic year)
2. Course distribution details among the faculty members (for the current academic year).
3. Updated Teaching/Lesson plan of every faculty member of the department (for the current academic year).
4. Daily course progression or class record.
5. Certificate course (minimum one course per academic year) to be planned well in advance. The Departments are required to prepare a proposal on the course in proper format and submit to IQAC in advance for approval.
6. ICT class records.
7. Students' seminar records.
8. Regular Class/Home assignment records.
9. Student enrolment record.
10. Sessional exam records (question papers, answer scripts, marks foils etc.)
11. Semester marks records.
12. Photographs of various student centric methods adopted by the departments (participative learning, ICT, seminar, experimental techniques, field trips, exposure visits etc).
13. Record of grants received from Govt./Non-govt. sources (if any) by the faculty members.
14. Record of research papers (UGC-Care listed) and book chapters published by the faculty members.
15. Record of workshop/seminar/conference on IPR, entrepreneurship, research methodology conducted by the departments either independently or in collaboration with relevant cells.
16. Record of extension activities conducted in the neighborhood communities on social issues, holistic development etc.
17. Record of MoUs signed and activities done under it. New MoUs to be signed and activities to be planned accordingly.
18. Capacity building and skills enhancement initiatives such as programs on Soft skills, Language and communication skills, Life skills (Yoga, physical fitness, health and hygiene) and ICT/computing skills needs to be conducted and proper maintenance of records is mandatory.
19. Records of placement of outgoing students and students progressing to higher education year wise.

20. Record of students qualifying in state/national/ international level examinations year wise (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations).
21. Record of awards/medals of students for outstanding performance in sports/cultural activities at University / state/ national / international level year wise.
22. Updated records of alumni of the department (contact no., current position/institution etc.)
23. Ensuring that every faculty of the department completes atleast one FDP/PDP/Refresher course per year.



Dr. Rupam Kalita
Coordinator IQAC
PDUAM, Amjonga

Copy to-

1. Principal, PDUAM, Amjonga
2. All HoDs, PDUAM Amjonga
3. ✓ Office File, IQAC