



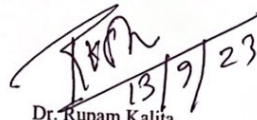
OFFICE OF THE IQAC
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Ref. No. PDUAM/IQAC/2017/2023/ 12

Dated: 13th September, 2023

All the HoDs of respective Departments of PDUAM, Amjonga are hereby request to prepare and arrange the following documents by 5th October, 2023. Please treat this matter as topmost urgent for Academic Audit. IQAC members will visit to respective departments to check the following documents.

- Department Profile-Faculties and Students
- Lesson plan of all faculties
- Daily class records
- Class register records
- Department activity records (Extension/outreach/seminar etc)
- Department meeting records
- Sessional examination records
- Syllabus distribution records
- Department seminar and ICT class records
- MoUs and activity records
- Departmental Wall magazine/ Notice board
- Field trips/ Excursion records
- Placement of Students and progress to higher education records
- Stock register for laboratory
- Certificate Course records (Attendance sheets, certificates, assessment records)
- Alumni engagement (donation etc)
- No of seminar/conference/ workshops conducted by departments with records
- Department library records


13/9/23
Dr. Rupam Kalita
Coordinator IQAC
PDUAM, Amjonga

Copy to-

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