Ref.: ....   *Date* ....

ACADEMIC AND ADMINISTRATIVE AUDIT 2016-17

Dates: 05/02/2018 and 06/02/2018

Conducted by: IQAC

Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs

P. N. DAS COLLEGE

Santinagar, Palta, P.O.: Bengal Enamel, North 24 Parganas, Pin - 743122 (W.B.)
Phone : (033) 2592 1327, Fax : (033) 2592 1327, e-mail : pndc.principal11@gmail.com
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As per the decision adopted in the IQAC meeting, the first Academic and Administrative Audit was conducted by the IQAC.

The following documents were placed by the Departments:

Departmental Profile

Teacher's Profile

Self- Appraisal Report

Academic Calendar

Class records

Remedial Class records

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Class Tests

Result Analysis

Student Activities

Guardian Meeting Records

Excursion/ Field Trip

The documents were checked and necessary suggestions were put forward

LIBRARY AUDIT:

The following documents were checked:

List of books purchased

Accession Register

Student Support Activities

Book issue and Return

Resolutions of Library Meeting

Suggestions: Book Talk, Best Library User Award to be introduced.

ADMINISTRATIVE AUDIT:

All records of the following sections were checked.

Accounts Section

Students' Section

Suggestions: Record of the students progressing to Higher Studies and students taking Entry in Services be maintained year wise, email addresses and phone numbers of the students to be collected.

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