



KHALISANI MAHAVIDYALAYA

AISHE Code: C-44706

Khalisani, Chandannagar, Hooghly, Pin-712138

Ph. No. (033) 2682-5530/9517/8856

Email: khalisanimahavidyalaya@gmail.com

Website: www.khalisanicollege.ac.in

Enlightenment through Education

Notice No. 20/April

Date: 16/04/2023

Dear Colleagues,

In continuation of the notice no. 6/April dated 02/04/2024 the undersigned informs you that the three members audit committee team duly constituted by our parent university is going to visit our college on 20/4/2024. They will primarily focus on academic, administrative and green audit issues. Senior faculty members along with other teachers of each Departments are requested to prepare, if not already done, departmental audit profile, a PPT encompassing that audit profile and up to date records of the proceedings of departmental meetings, register of the departmental library, notice book etc. The IQAC Coordinator has already provided initial information on this matter, but she remains available for any further clarification you may require. Additionally, a detailed roster of the audit team's visit is attached herewith for your reference.

Dr. Arghya Bandyopadhyay

Principal

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Roster of the Audit Team Visit

1st Half

Tentative Arrival time of the visiting team is 11 am

Formal Interaction with the Principal for 5/10 minutes at Principal's chamber.

The team will move to IQAC room for the IQAC presentation at 11:15 am

Department wise power point presentations will start at 11:45 am

Lunch Break: 1:30 pm

2nd half

Physical visit & verification of the office and library and Labs etc.: 2:30 pm

Tea Break: 3:30 pm

Signing of the Reports by the Esteemed Members at the IQAC Room

at 3:45 pm