OFFICE OF THE PRINCIPAL,
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No..... Date .....

NOTICE

No. 1377 / Date: 06.11.2026

Sub: Submission of Monthly Academic Reports for August, September and October 2026 and Departmental Profiles – regarding.

An Academic Audit is a systematic and evidence-based review of the quality, efficiency and standards of academic processes within an educational institution. With a view to strengthening the academic quality and administrative accountability of the College, it was resolved during the first Staff Council Meeting held in the first week of August 2026, followed by due notification, that all Heads of Departments (HODs) and concerned faculty members would submit Monthly Academic Reports on a regular month-to-month basis.

It is, however, a matter of serious concern that, despite the lapse of nearly three months since the initial communication, **not a single department has submitted its Monthly Academic Report so far**. Such non-compliance is adversely affecting systematic academic monitoring, institutional documentation and the preparation of records required for academic assessment and quality assurance.

In view of the above, all Heads of Departments are hereby **strictly instructed** to ensure the following:

1. Submit the consolidated Monthly Academic Reports before the Academic Bursar for the months of **August, September and October 2026 positively by 15th November 2026**.
2. **The** updated **Departmental Profile should be submitted to the IQAC Co-Ordinator to enable him to proceed for Academic and Administrative Audit by 30th November 2026**, incorporating the relevant information relating to faculty strength, student enrolment, infrastructure, academic resources, departmental activities, achievements and other pertinent details.

All HODs shall ensure that the reports are factual, comprehensive, properly documented and submitted within the stipulated deadlines without fail. The matter shall be treated as **URGENT**, and any further delay or failure to comply with these instructions shall be viewed seriously.

Principal 6.11.2026
Anandapur College, Anandapur

Copy to:

1. All Heads of Departments for information and necessary compliance.
2. Academic Bursar and IQAC for information and follow-up.
3. Notice Board / College Website.
4. Office Guard File.

Principal 6.11.2026
Anandapur College, Anandapur