

**OFFICE OF THE PRINCIPAL, V.N.(AUTO.) COLLEGE, JAJPUR ROAD**

NO. \_\_\_\_\_ / DATE \_\_\_\_\_

**Academic urgent**

**NOTICE**

The Academic Section represented by the Academic Bursar is hereby required to make urgent arrangements for periodical (Preferably monthly) verification & attestation of the Departmental Lesson Plan & Progress Registers completed in all respects (Faculty wise) in the ongoing Academic Session 2025-26. He is also hereby authorized to verify & attest the same Registers under his Hand & Seal on behalf of the undersigned and, place his consolidated report in file before the undersigned in the First Week of every month.

The faculties are informed to keep their respective Lesson Plan & Progress Registers updated accordingly.

Principal  
V.N.(Auto.) College, Jajpur Road

*(Peon Book)*

Memo No. \_\_\_\_\_ / Date \_\_\_\_\_

Copy forwarded to the Academic Bursar, Md. Tika Khan, Reader in Mathematics for information & necessary action.

Principal  
V.N.(Auto.) College, Jajpur Road

Memo No. 2285 (7) / Date 23.08.25

Copy to Guard File / Principal's Guard File / Staff Common Room / Academic Section / HIMS / IQAC / College Website for information & necessary action.

Principal  
V.N.(Auto.) College, Jajpur Road