

## REPORT

### Internal Academic and Administrative Audit

Dates:- 29.07.2024, 31.07.2024, 02.08.2024, 03.08.2024

Members: Dr Sanjay Kumar Sinha

Dr Kiran Kumari

Dr Suman Kumar Sourabh

Dr Richa

Mr Avinash Kumar (History)

Mr Deependra Kishor Arya

A four day long Internal Academic and Administrative and Administrative Audit (AAA) was conducted in the college. It was observed that.

- i. There is a need for proper guidelines regarding documentation. Even when some departments have put in extra effort in maintaining their record, that needs of be documented as per the requirement of NAAC.
- ii. There needs to be some infrastructural changes. A list of requirements has been submitted to the office.
- iii. Proper documentation of Mentor- Mentee record needs to be done.
- iv. Some departments (Geography, History) have kept the alumni record but a list of progression needs to be prepared.
- v. More events related to Environment, Gender and Awareness need to be conducted more frequently.

With reference to Internal Academic and Administrative Audit, following is the

**List of requirement for the departments**

1. Table - 2
2. Chair - 21
3. Bench - 59
4. Whiteboard - 08
5. Smart Board- 08
6. Computers - 16
7. Light - 69
8. Fans - Ceiling (23) + wall fans (10)
9. Table Cloth
10. Curtain
11. List of Head Board
12. Teachers name plate
13. Department name Board
14. Notice Board - 02

**List of requirements for IQAC**

1. Laptop
2. Printer
3. Scanner
4. Paper

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10/08/2024  
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8/7/08/2024

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07.08.2024