

uniformity and quality.

Each department has been advised to fulfill the requirements before the external audit.

Members Present

1. Prof. Sanjay Kumar Sinha Sanjay  
27/7/24
2. Dr Kiran Kumari Kiran  
27/7/24
3. Dr Suman Kumar Sourabh Sourabh  
27.07.2024
4. Dr Riha Riha  
27/7/24
5. Mr Deependra Kishor Arya Deependra  
27/07/2024
6. Mr Aninash

A meeting was held on 27/07/2024 at 2:30 pm in Principal's office.

### Agenda

- Review of Internal Academic and Administrative Audit, Day I

The team visited 3 departments including Political Science, Hindi and Sanskrit.

The members were as follows:

1. Prof. Sanjay Kumar Sinha
2. Dr Kiran Kumari
3. Dr Suman Kumar Sonabh
4. Dr Riha
5. Mr Deependra Kishor Arya
6. Mr Aninash (History)

### Details

The team visited 3 departments. It was observed that all three departments maintain most of the required details and files. Each department has its own good practice. Political Science department has maintained CIA Record and Students Profile; Department of Hindi maintains the departmental library register and the department of Sanskrit has its alumni record and ~~of~~ details of students including their gender, category and drop out information.

A list has been made by the team of the requirements in each department which will be worked on soon.

Some items will be purchased on a centralised level in order to maintain