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

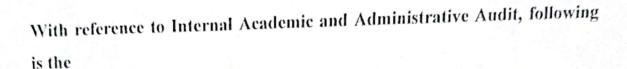
Dr Richa

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.



List of requirement for the departments

- 2 1. Table
- 21 2. Chair
- 59 3. Bench
- 4. Whiteboard 08
- 5. Smart Board- 08
- 6. Computers 16
- -69 7. Light
- 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