



OFFICE OF THE PRINCIPAL
GOVERNMENT AUTONOMOUS COLLEGE, ANGUL, ODISHA-759143
ସରକାରୀ ସ୍ୱୟଂଶାସିତ ମହାବିଦ୍ୟାଳୟ, ଅନୁଗୋଳ, ଓଡ଼ିଶା: ୭୫୯୧୪୩
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INTERNAL AUDIT FOR THE SESSION 2021-22

Government Autonomous College, Angul is a premiere institute of higher education in the state of Odisha. It caters to the educational needs of more than 3500 students of the state. This HEI is committed to providing quality education to its stakeholders and ensuring that they have a secure future. In order to evaluate where we stand in terms of quality and what steps are required to enhance it, Internal Audit of all UG and PG departments was carried out.

As a preliminary step, the departments were requested to keep themselves ready with the following documents vide letter no 870, dated 21.04.2022.

1. Department Progress Register
2. Individual Lesson Plan and Progress Register
3. Students Attendance Register
4. Courses of Studies
5. Time Table with Workload Statement
6. Seminar Records
7. Seminar Book Catalogue
8. Seminar Bulletin
9. Seminar Book Issue Register
10. Wall Magazine
11. Study Tour Report
12. Projects and PG Dissertation Supervision details.
13. Stock Register
14. Enrollment Status.
15. Visitors Register
16. Results of last five years.
17. Teacher's Profile
18. Department profile (Hard and Soft Copy)
19. Parents-Teachers Meet (PTM)
20. Alumni List

The following members constituted the Internal Audit Team.

1. Dr. Manoranjan Mishra, Academic Bursar (Convenor of Audit)
2. Dr. Chittaranjan Sahu, Convenor, NAAC, Member
3. Dr. Suresh Chandra Rajahansa, Coordinator, IQAC, Member

The following was the schedule of the visit.

Sl No	Date of Visit	Departments Visited	Time
01	18.07.2022	Political Science, Economics, Odia, Physics, Zoology	01:00 pm to 2:30 pm
02	19.07.2022	Chemistry, Mathematics, Botany, Comp. Science, Education, Philosophy, English	--Do--
03	20.07.2022	Sanskrit, Sociology, Geography, Commerce, History, MBA, M. Com	--Do--

Audit Findings and suggestions

Sl No	Name of the Department	Documents not produced as per list	Suggestion of the Team
01	Political Science	Seminar Books Issue register, Seminar Bulletin, wall magazine, study tour report	HOD should take steps to arrange the four listed here.
02	Economics	Seminar Bulletin, wall magazine, projects and PG dissertations visitors register	Signature of the principal is to be obtained in the Departmental Progress register
03	Odia	Study tour report Alumni list	Signature of the principal is to be obtained in the Departmental Progress register, seminar records.
04	Physics	Seminar records not having principal's signature	Signature of the principal is to be obtained in the seminar records.
05	Zoology	Wall magazine, Study tour report Visitors register	Signature of the principal is to be obtained in the seminar

		Alumni list	records.
06	Chemistry	Wall magazine is to be upgraded. Stock register is to be updated.	Steps should be taken to arrange these.
07	Botany	Stock register to be updated Alumni list to be upgraded	Steps be taken in respect the two listed here.
08	Education	Seminar Book catalogue Project supervision details Alumni list to be upgraded	Steps be taken to upgrade the three listed.
09	Mathematics	Seminar book catalogue to be upgraded Wall magazine Alumni list to be upgraded	Seminar Bulletin to be completed Steps be taken in respect of the three
10	Computer Science	Seminar records Wall magazine Visitors register	Immediate steps to be taken by the HOD to get records ready
11	English	Seminar records to be updated Seminar book catalogue to be prepared Seminar book issue register Visitors register	HOD shall take steps to get all the documents ready as soon as possible.
12	Philosophy	Seminar book catalogue Seminar book issue register Seminar bulletin Visitors register	HOD shall take steps to get all the documents ready as soon as possible.
13	Sanskrit	Seminar book catalogue to be upgraded Wall magazine	Immediate steps to be taken by the HOD to get records ready
14	Sociology	Seminar book catalogue Seminar book issue register Seminar bulletin Visitors register	Immediate steps to be taken by the HOD to get records ready
15	Geography	Seminar Bulletin, wall magazine, visitors register	Signature of the principal is to be obtained in the seminar records.
16	Commerce	Wall magazine is to be upgraded. Stock register is to be updated.	Signature of the principal is to be obtained in the seminar records.
17	History	Seminar records Wall magazine Visitors register	Signature of the principal is to be obtained in the seminar records.
18	MBA	Seminar book catalogue	Signature of the

		Seminar book issue register Seminar bulletin Visitors register	principal is to be obtained in the seminar records.
19	MCOM	Wall magazine, Study tour report Visitors register Alumni list	Immediate steps to be taken by the HOD to get records ready

Signature of the Members of the committee.

1. Dr. Manoranjan Mishra, Academic Bursar (Convenor)
2. Dr. Chittaranjan Sahu, Convenor, NAAC, Member
3. Dr. Suresh Chandra Rajahansa, Coordinator, IQAC, Member

No. of 257/22

Centre

25/02/22

Approved

Mishra
25.02.22

PRINCIPAL
Principal

Govt. Auto. College, Angul