

Proceedings of the principal, Govt Degree college, Sadasivpet
Present- Prof. T. patanjali, M.A. PhD.

Memo

The IQAC of Government Degree College Sadasivpet has constituted audit teams of various Academic and administrative sections, of which an internal Audit will be conducted for the academic year 2022-23 (June 2022 to May 2023) as per the following schedule to various departments & office section of this college

Prof. T. Patanjali, Principal entrusted as Chairman Audit and Ms. Dr. K. Anuradha NAAC Coordinator as Convener of audit.

Sl. No	Name of the Auditor	Designation	Department / Section to be verified	Date	Documents to be verified
1.	Dr. D. karunakar , <i>DKC</i> <i>6/4/2024</i>	Associate professor of chemistry	Botany	20-04-24	1. Diary (hard copy) 2. Activity register 3. Remedial classes register 4. Assignment Register 5. Action plan register 6. Study project register 7. Quiz register 8. class room seminar register 9. Attendance registers 10. Library issue register 11. Field visit register 12. Extension lecture register 13. Department best practices 14. Extension activities register 15. Marks register 16. MoU register 17. Department achievement register 18. certificate courses register other records if any
2	Mr. vinayaka kumar	Lecturer in English	Telugu Dep	20-04-24	Same as above
3	Dr. K.Anuradha	Asst prof of Botany	chemistry	20-04-24	Same as above
4	Dr. S. Baby Ramani	Asst prof of Telugu	English Dept	20-04-24	Same as above
5	Dr.D.Padma	Associate prof of Econ	Maths	20-04-24	Same as above
6	Mr. D. Saravaiah	Asst prof of Maths	Economics	20-04-24	Same as above
7	Ms. P.Savidya	Asst prof of commerce	history	20-04-24	Same as above
8	Ms. A. Manjula	con .lect in History	Commerce (Savidya)	20-04-24	Same as above
9	Mr. P. Rajireddy	con .lect in physics	zoology	20-04-24	Same as above

10	Mr. T. Shankeryaiah	Guest lecturer in Zoology	physics	20-04-24	Same as above
11	Ms. F. Bhavani	Guest lecturer in computer science and applications	Political science	20-04-24	Same as above
12	Ms. Sravanthi	Guest lecturer in political science	-----	20-04-24	Same as above
13	Mr. Chandra sekhar	Guest lecturer in commerce	computer	20-04-24	Same as above
14.	1. Mr. Gapahar 2.Sri Raju 3. Mr. Mahikhan	1. Junior Asst &2. Senior Asst (out sourcing)3. Record Asst (onduty)	Mr. Lalaiah & Ms. Radha (DEO)	20-04-24	Scholarships 2. Staff work(NCC, NSS etc)3. Outward, inward 4. Maker, checker 5. Biometric 6. CAIMS 7. Cash book
15	Mr. Lalaiah 2. Ms. Radha (DEO)	1. Junior Asst &2. DEO (out sourcing)	1. Mr Gaphar 2.Sri Raju .	20-04-24	1. Admissions 2. NAAC work 3. Pay bills 4. Service registers 5. E-office , 6.. Examinations

After completion of the internal audit, the concerned auditor/ lecturer/ Non teaching staff member (1st member) should send the audit report to the principal mail in the following manner by 22-04-24 Monday

To
The Principal
Government Degree College
Sadasivpet
Subject: Internal Audit Report pertaining to _____ Department/ office

Sir,
With reference to your letter No, I am to submit the Internal Audit Report as follows.

1. The _____ records were audited on 20-04-2024 and check carefully. All records are maintained and updated regularly on monthly basis.
The following records are not found in the _____ Department/ office .

Auditor/ Lecturer/ Non teaching staff member signature

Signed by Patanjali
Tadepally

Date: 01-04-2024 15:08:36

Reason: Approved