



## Assam University, Silchar

External Administrative Audit, 6<sup>th</sup>-7<sup>th</sup> August, 2018

### Programme Schedule

#### Day 1 (06/08/2018)

Time	Programme Details	Venue	Audit Team/ Accompanying Members
10:00 AM	Welcome Meeting	Hemanga Biswas Meeting Hall	All audit team members will be welcomed by Hon'ble Vice-Chancellor
<b>Team1</b>			
1. Dr. Mrinalendra Narayan Dutta, Registrar, Dibrugarh University 2. Dr. Saugata Chattopadhyay, Registrar, Visva-Bharati Shantiniketan 3. Dr. M. Faruque Hussain, Associate Professor (Earth Sc.) & Director i/c, IQAC 4. Dr. Paramita Purkait, Assistant Professor (Linguistics), AUS			
11:00 AM	Non-Teaching Staffs Service matters	Establishment-I Section	Team 1 and SO (Estt-I)
11:30 AM	Teaching Staffs Service matters	Establishment-II Section	Team 1 and SO (Estt-II)
12:00 Noon	SC/ST/OBC/Minorities etc. Matters	SC/ST Cell & Liaison Office	Team 1 and AR (SC/ST), SO (SC/ST), Liaison Officer
12:15 PM	Research Courses & Fellowships	Research Cell	Team 1 and DR (Academics & Research)
12:30 PM	All academic matters & academic bodies, statues, ordinances	Academic Section	Team 1, SO (Academics) & AR (Academic), DR (Academic)
1:30 PM	All Estate Matters	Estate Section	Team 1 & DR (Estate), Estate Officer
<b>2:00 PM</b>	<b>Lunch Break</b>	<b>IQAC</b>	<b>All Audit Team members</b>
3:00 PM	All Engg. Matters	Engg. Section	Team 1 & Executive Engg.
3:45 PM	All Recruitment Matters	Recruitment Cell	Team 1 & SO (Recruitment)
4:00 PM	College Matters	CDC Office	Team1 & Director (CDC)
4:30 PM	Hostel matters	Hostels (Girls) and Technology Hostels	Team1, DSW, Proctor & Wardens
5:00 PM	Hostel matters	Hostels (Boys) & International Hostel	Team1, DSW, Proctor & Wardens

Time	Programme Details	Venue	Audit Team/ Accompanying Members
------	-------------------	-------	-------------------------------------

<b>Team 2</b>			
1. Mr. Bishnu Chakraborty, Finance Officer, K.K. Handique State Open University, Guwahati 2. Prof. Joyati Bhattacharyya, Professor (Political Science) & Assistant Director, IQAC 3. Dr. Parag Shil, Associate Professor (Commerce), AUS 4. Dr. Rajat Sharmacherjee, Assistant Professor (Commerce), AUS			
11:00 AM	Record-keeping procedures, Data Reports	Budget Section	Team 2 & SO (Budget)
12:30 Noon	Record-keeping procedures, Data Reports	Salary Section & Non-Plan Funds	Team 2 & SO/UDC (Salary)
<b>2:00 PM</b>	<b>Lunch Break</b>	<b>IQAC</b>	<b>All Audit Team members</b>
3:00 PM	Record-keeping procedures, Data Reports	Income Tax	Team 2, In-charge (IT)
4:00 PM	Record-keeping procedures, Data Reports	Project & Fellowship Cell	Team 2, In-charge (PFC)

Time	Programme Details	Venue	Audit Team/ Accompanying Members
<b>Team 3</b>			
1. Dr. Wooma Sankar Devnath, Librarian, Gauhati University 2. Prof. M. K. Sinha, Professor & Head, Library & Info. Sc, AUS 3. Dr. Pankaj Kumar Dev Sarma, Associate Professor, Computer Science, AUS 4. Dr. Debomalya Ghosh, Associate Professor, Business Administration, AUS			
11:00 AM	Verification of Stocks and others	Text Book Section	Team 3 and Librarian
12:00 Noon	Verification of Stocks and others	Reference Section & Periodicals	Team 3 and Librarian
<b>2:00 PM</b>	<b>Lunch Break</b>	<b>IQAC</b>	<b>All Audit Team members</b>
3:00 PM	Record-keeping procedures	Circulation Section	Team 3 and Librarian
3:30 PM	Verification of Facilities & Infrastructure	Online Journals & NDL facilities	Team 3 and Librarian
4:00 PM	Verification of Facilities & Infrastructure	Digital Initiatives	Team 3, Librarian and Information Scientist
4:30 PM	Verification of Facilities & Infrastructure	Computer Centre	Team 3 and Director (CC)

## Day 2 (07/08/2018)

Time	Programme Details	Venue	Audit Team/ Accompanying Members
10:30 AM	Initial Discussion	IQAC	All Audit Team Members
<b>Team 4</b>			
1. Prof. K. N. Jena, Controller of Examinations, Tripura University 2. Prof. Parthankar Choudhury, Professor & Head, Ecology & Env. Sc., AUS 3. Dr. Debotosh Chakraborty, Assistant Professor (Political Science),AUS 4. Mr. Arnab Paul, Assistant Professor (Computer Science & Engg.),AUS			
11:00 AM	Examination Audit (UG)	Examination Branch	Team 4 and AR, SO(UG)
12:00 Noon	Examination Audit (PG) & Certificate Cell	Examination Branch	Team 4 and AR, SO(PG)
1:00 PM	Professional Courses	Examination Branch	Team 4 and AR,SO (Professional)
1:30 PM	M.Phil & Ph.D Section and Digital Initiatives	Examination Branch	Team 4 and AR, SO
<b>2:00 PM</b>	<b>Lunch Break</b>	<b>IQAC</b>	<b>All Audit Team members</b>
<b>3:00 PM</b>	<b>Dissemination Seminar</b>	<b>PMG Meeting Hall</b>	<b>All Audit Team Members and All University Administrative Officials</b>
5:00 PM	Closing of External Administrative Audit		

Time	Programme Details	Venue	Audit Team/ Accompanying Members
11:00 AM	Meeting with Diphu Campus Representatives	IQAC Office	Team1 & Diphu Campus Representatives
12:00 Noon-12:15 PM	Hindi Cell Matters, Placement Activities RTI Records & Replies, PR Activities	Hindi Cell, Placement Cell (CCPC), RTI Cell, PR Cell, Legal Cell	Team1 & Hindi Officer, CCPC Coordinator, CPIO, PRO, Legal Consultant
12:30 PM	Health Facilities	Health centre	Team1, Faculty In-charge and All Doctors
12:45 PM	Sports Board Office & Gymnasium	Sports Board	Team1, Director, Sports Board & Staffs
1:00 PM	Food & Canteen facilities	Canteens	Team1, Estate Officer and Security Officer
1:30 PM	Facilities in the Qtrs	Staff Quarters (Teaching and Non- Teaching)	Team1, Estate Officer and Security Officer
<b>2:00 PM</b>	<b>Lunch Break</b>	<b>IQAC</b>	<b>All Audit Team members</b>

Time	Programme Details	Venue	Audit Team/ Accompanying Members
11:00 AM	Annual Accounts & PF	Accounts Section	Team 2 & SO (Accounts)
12:30 Noon	Digital Initiatives	Finance Section	Team 2 & Finance Officer
<b>2:00 PM</b>	<b>Lunch Break</b>	<b>IQAC</b>	<b>All Audit Team members</b>

Time	Programme Details	Venue	Audit Team/ Accompanying Members
11:00 AM	Verification of Facilities & Infrastructure	Departmental Libraries (NBHM Library, Computer Sc Library, SOT Library etc.)	Team 3, Estate Officer, Security Supervisor
12:00 Noon	Verification of Facilities & Infrastructure	Engg. Workshop, CIL, Smart Class Rooms, Distance Learning Centre, Auditoriums, Bus stoppages, Banks, PO, ATMs, Water & Electricity facility, Kendriya Vidyalaya	Team 3, Estate Officer, Security Supervisor
1:00 PM	Verification of Facilities & Infrastructure	NET Coaching Cell, Remedial Coaching, Incubation Centre, Innovation Club, AUTA Office, AUNTEA Office, AUSEWA Office, AUSU Office, Alumni Association Office, Internal Complaint Committee, Security Office & Arrangements	Team 3, Estate Officer, Security Supervisor
<b>2:00 PM</b>	<b>Lunch Break</b>	<b>IQAC</b>	<b>All Audit Team members</b>

**Nodal Officer: Dr. Prodipto Das, 9435372034 (Call)/8638318387(Call & Whatsapp)**

**For Transport, Food, Accommodation etc.**

Dr. Sanju Das: 9401326593/9365081490

**Control Room & Logistic Support:**

**Shri Pranesh Paul (MTS): 9101049948**

**Shri Amit Kumar Yadav (DEO): 8473951753**

**Shri Uttam Roy (DEO): 9678995529**