

Minutes of Audit Committee meeting

The Audit Committee meeting was held on 26.06.2022 & 24.08.2022 at 3.00 PM in Room No. 114, Institutional Museum, School of Earth, Biological and Environmental Sciences, CUSO, Guwahati and discussed with stakeholders to submit the same to the committee on or before 27.06.2022. However, the departmental representatives asked for time to prepare the document and information as per format. The Audit Committee visited the Department of Life Sciences, Department of Environmental Science, Central Instrumentation Facility and Department of Chemistry, CUSO, Guwahati, on dates given below and advised them to submit the list of chemicals and equipment's as per format.

1. The committee visited and inspected the Department of Life Sciences, along with internal members Dr. Tare Kachin and Dr. Navin Kumar Singh on 27.06.2022. The list of chemicals and equipment's was submitted by the department on 01.07.2022.
2. The Central Instrumentation Facility, was visited and inspected by the committee along with internal members Prof. Kunalendu Bhunia and Dr. N. L. Dey on 27.06.2022. The list of chemicals and equipment's was submitted by them 28.06.2022.
3. The audit report of Department of Life Sciences and CIF was finalised on 07.07.2022.
4. The committee visited and inspected the Department of Environmental Science, along with internal members Dr. Rajesh Kumar Bhunia and Dr. Prabhat on 28.06.2022. They submitted the list of chemicals and equipment's on 11.07.2022 dated 06/06/2022.
5. The audit report of Department of Environmental Science was finalised on 29.07.2022.
6. The committee visited and inspected the Department of Chemistry, along with internal members Dr. Jagannath Roy and Dr. Anand Singh on 06.06.2022. They submitted the list of chemicals and equipment's on 14.06.2022 to the committee.

The committee in general found the information acceptable and advised for improvement wherever necessary and referred to the data sheet of each department. The committee observations are follows.

- a) The committee suggest that physical audit for chemicals, consumables and equipment's should be done in each department every year in the month of April by the committee constituted by the Head of the Department. The list should be prepared and signed by Technician/Laboratory attendant and countersign by laboratory incharge.
- b) The department should also designate a faculty as a Laboratory incharge.
- c) The list of equipment's of both categories (i) working and (ii) non-working should be prepared. Also, action taken report should be prepared to repair or replace the non-functioning equipment.

The meeting ended with thanks from the chair.


Prof. Dr. Tare Kachin
Life Sciences


Prof. Navin Kumar Singh
Environmental Science


Dr. Tare Kachin
CIF


Dr. Tare Kachin
Life Sciences


Dr. Rajesh Kumar Bhunia
Environmental Science


Dr. Jagannath Roy
Chemistry


Prof. Kunalendu Bhunia
CIF


Dr. Navin Kumar Singh
Life Sciences


Dr. Prabhat
Environmental Science


Dr. Anand Singh
Chemistry


Dr. N. L. Dey
CIF