

Minutes of Audit Committee meeting

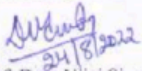
The Audit Committee meeting was held on 20.06.2022 & 24.08.2022 at 3.00 PM in Room No. 114, Aryabhata Bhawan, School of Earth, Biological and Environmental Sciences, CUSB, Gaya and discussed with stakeholders to submit the same to the committee on or before 27.06.2022. However, the departmental representatives 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, CUSB, Gaya, on dates given below and advised them to submit the list of chemicals and equipment's as per format.

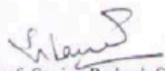
1. The committee visited and inspected the Department of Life Science, along with internal members Dr. Tara Kashav and Dr. Naveen Kumar Singh on 27.06.2022. The list of chemicals and equipment's was submitted by the department on 05.07.2022.
2. The Central Instrumentation Facility, was visited and inspected by the committee along with internal members Prof. Rizwanul Haque and Dr. N.L. Devi on 27.06.2022. The list of chemicals and equipment's was submitted by them 29.06.2022.
3. The audit report of Department of Life Science and CIF was finalized on 07.07.2022
4. The committee visited and inspected the Department of Environmental Science, along with internal members Dr. Rajesh Kumar Ranjan and Dr. Prashant on 29.06.2022. They submitted the list of chemicals and equipment's on 15.07.2022 (dated 30.06.2022).
5. The audit report of Department of Environmental Science was finalized on 29.07.2022
6. The committee visited and inspected the Department of Chemistry, along with internal members Dr. Jagannath Roy and Dr. Angad Singh on 30.06.2022. They submitted the list of chemicals and equipment's on 24.08.2022 to the committee.

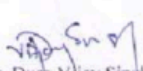
The committee in general found the information acceptable and advised for improvement wherever necessary and reflected in the data sheet of each department. The committee observation is as follows.

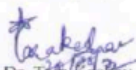
- a) The committee suggest that physical audit for chemicals, consumable and equipment's should be done in each department every year in the month of April by the committee constituted by the Head of the Department. The list should be prepared and signed by Technician/Laboratory attendant and countersign 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.

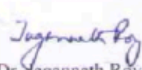

Prof. Durg Vijai Singh

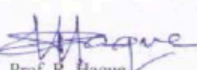

Prof. Sanjay Prakash Srivastava



Prof. Durg Vijai Singh

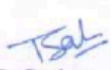

Dr. Tara Kashav
Life Science

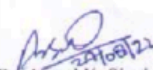

Dr. Rajesh K. Ranjan
Environmental Science



Dr. Jagannath Roy
Chemistry


Prof. R. Haque
CIF


Dr. Naveen K. Singh
Life Science


Dr. Prashant
Environmental Science


Dr. Angad K. Singh
Chemistry


Dr. N.L. Devi
CIF