



बिहार सरकार
GOVERNMENT OF BIHAR
विज्ञान, प्रौद्योगिकी एवं तकनीकी शिक्षा विभाग
Science, Technology & Technical Education Department
राजकीय पोलिटेक्निक सिवान
GOVERNMENT POLYTECHNIC SIWAN



Ref. प्रा० कार्या०/.....483

Date: 21/08/2026

NOTICE

With a view to maintaining and continuously improving the quality of academic activities of the Institute, and in order to periodically review and monitor the teaching-learning process, examination system, and overall academic governance, an "Internal Academic Audit Committee (IAAC)" an Internal Academic Audit Committee is constituted for Government Polytechnic Siwan.

The Committee shall comprise the following members:

1. **Dr. Dhananjay Kumar Singh**, Dy. Controller of Examination (Dy. COE) - Coordinator
2. **Dr. Deepak Kumar Singh**, Academic Incharge - Member
3. **Mr. Shashi Bhushan Kumar**, Incharge Registrar - Member

Terms of Reference / Tasks assigned to the Committee:

1. To review and verify the coverage of syllabus/curriculum in each subject vis-à-vis the approved academic calendar for every semester, branch-wise.
2. To audit the teaching-learning process, including lesson plans, lecture schedules, class attendance registers, and the utilization of allotted teaching hours by faculty members.
3. To examine the adequacy and quality of course files, lecture notes, laboratory manuals, and other teaching-learning material maintained by the departments.
4. To review the internal assessment/evaluation system, including the conduct of class tests, sessional examinations, assignments, and practical/viva-voce examinations, and to verify timely declaration of results.
5. To scrutinize the examination process, including question-paper setting, moderation, evaluation of answer scripts, and maintenance of examination records, so as to ensure transparency and academic integrity.
6. To assess student attendance and academic performance trends, identify slow learners, and recommend remedial/bridge courses or mentoring measures.
7. To review the functioning of laboratories/workshops, including utilization, upkeep of equipment, stock registers and adherence to practical curriculum requirements.
8. To collect and analyse student feedback on teaching quality, curriculum delivery, and institutional facilities, and to place the same before the Principal with suggestions for improvement.
9. To verify compliance with the academic calendar, time-table, and instructional days as prescribed by the State Board of Technical Education (SBTE) Bihar.
10. To review professional development activities, and participation in FDPs/seminars/workshops relevant to academic improvement.
11. To examine records related to student grievances pertaining to academic matters and to recommend suitable redressal measures.
12. To assess the preparedness of departments with respect to accreditation requirements (e.g., NBA/NAAC) and other quality-assurance parameters.
13. To prepare a consolidated Academic Audit Report, department-wise, highlighting observations, deficiencies, and recommendations, and to submit the same to the Principal for necessary action.
14. To conduct the Internal Academic Audit at least once every month and to follow up on the implementation of recommendations made in the preceding audit.
15. Any other academic-quality-related task assigned by the Principal from time to time.

The Committee is requested to take up the above assignments earnestly and submit its report to the Principal periodically. **All Heads of Departments and faculty members are directed to extend full cooperation and provide the necessary records/information sought by the Committee.**

R. S. Acharya
21/8/26
Principal

Government Polytechnic Siwan

Copy to:

1. All members of the Internal Academic Audit Committee, for information and necessary action.
2. All Heads of Departments, for information and necessary compliance.
3. Notice Board / Institute Website

R. S. Acharya
21/8/26
Principal

Government Polytechnic Siwan

