Central University of Punjab, Bathinda
Internal Quality Assurance Cell
Internal Administrative Audit Report

The Internal Administrative Audit was conducted on 10th & 11th July, 2018 at Central University of Punjab, Bathinda by different committees as attached at Annexure-I.

The summary of the report is presented below:

1. **Examinations**
   1. Disposal of files should not be delayed.
   2. The committee recommended that although unutilized complaint System is being maintained, the respective sections should also keep complaint System and its redressal.

2. **House keeping**
   1. Checklists of consumables should be maintained.

3. **Sports**
   1. Filling System needs improvement. There should be proper coding, indexing and sorting of files.
   2. AMC should be done of all equipment available in the department.
   3. Proper maintenance of grounds should be done regularly.

4. **Establishment**
   1. Record/Dairy/Dispatch registers need proper numbering & authentication by the Section Head.

5. **Store and Purchase**
   1. Suppliers should be identified and evaluated.
   2. Fixed assets require proper labelling.
   3. Record of Serviceable, repairable and not serviceable items should be kept separately
   4. Department should have complaint register along with its redressal.

6. **Residential facilities including Mess and Tuck Shop**
   1. Feedback from the guests should be started.
   2. Inspection of eatables should be done regularly.

7. **Computer Centre**
   1. Log-book/Stock register should be maintained for computers properly.

8. **Engineering**
   1. AMC for costly equipment i.e. DG Set(s) should be done.
   2. Record should be maintained for repairing of electrical appliances/ACs etc.
   3. Solar lights should be made operational.
   4. Repair of roofs should be done.
   5. More attention is required in cleanliness of Hostels/Guest House/Mess/Tuck Shop.
   6. Waste disposal should be done in proper way.

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