

Central University of Punjab, Bathinda

INTERNAL QUALITY ASSURANCE CELL

Report of External Administrative Audit Committee Committee - I

The External Administrative Audit Committee-I comprising of the following members conducted audit on 6th and 7th March 2019:

1. Prof. J. S. Hundal, Registrar, MRSPTU, Bathinda – External Expert
2. Dr. H. Sharma, CoE, Jawaharlal Nehru University, Delhi – External Expert
3. Prof. Jagdeep Singh, Registrar, Central University of Punjab
4. Prof. S. K. Bawa, Director, IQAC, Central University of Punjab – Convener

The audit was conducted for the following divisions by the committee:

1. Establishment & Recruitment
2. Finance
3. Health Centre
4. Engineering
5. Library
6. Stores
7. Residential facilities including mess and Tuck Shop
8. Computer Centre
9. House Keeping

Establishment & Recruitment

The committee appreciated the procedure of filing and maintaining the records and training of the employees. However, they have suggested to maintain complaint system at division level.

Finance

The committee appreciated that the systems of finance division have been improved and records are being maintained. However, the committee suggested to work on PFMS system.

Health Centre

The committee appreciated the filing system and the record of medicines. However, the committee advised to prepare a schedule to issue advisories as a precautionary measures.

Engineering

The committee appreciated the filing system and maintenance of records. However, the committee suggested to improve the system of maintenance of stock and complaint registers.

Library

The committee appreciated the procedure of filing and maintaining the records. They also appreciated the RFID system, security gate, digital library system, staff work station and automated reminder system for library users. However, the committee advised that the violators should not be allowed to serve in library as a punishment and also suggested installation of more fire-extinguishers for safety measures.

Further, it was also pointed out by the committee that the minutes of the meetings are not approved by the Vice Chancellor.

Stores

The committee admired the duty chart and the filing system of the store. However, the committee noted out the following points during auditing of store department:

1. Checking of performance tracking of the suppliers and records of periodical re-evaluation of suppliers is not shown by the store department.
2. Correct description especially of the makes is not being maintained.
3. No item has been written off.
4. No caution take disposal/repair has been done.
5. Gate pass entry for repairable/returnable items is not being maintained.
6. System of control over incoming materials, recording, handling over to the corresponding department is not maintained.
7. Unique number on permanent assets are not given.

Residential facilities including mess and Tuck Shop

The committee appreciated the maintenance of guest house, quality control of food of mess and canteen. However, the committee suggested to check the inspection process of eatables.

Computer Centre

The committee appreciated the maintenance of university networking system and regular website updation of the university. However, while auditing the computer centre, the committee noted down the following:

1. Procedure of filing and maintaining the records is not properly done.
2. Filing system is poor.
3. Security and safety measures for original and important documents are poor.
4. Status of job description of employees is not very clear.
5. No record shown for maintenance of hardware equipment.
6. Registers are not properly maintained and updated.
7. Storage of equipment/CDs/other devices, etc. are not properly maintained.
8. Employees are not oriented towards their duty.

House Keeping

It is being done by contractor through outsource agency and the vendor was not present during audit. There is a committee which frequently checks the cleanliness.

Committee - II

The External Administrative Audit Committee-II comprising of the following members conducted audit on 7th March 2019:

1. Prof. Paramjit Singh, Former Registrar, Panjab University, Chandigarh – External Expert
2. Dr. Davinder Singh, Former Registrar, Punjabi University, Patiala – External Expert
3. Prof. Jagdeep Singh, Registrar, Central University of Punjab
4. Prof. S. K. Bawa, Director, IQAC, Central University of Punjab – Convener

The audit was conducted for the following division by the committee:

1. Meeting Section
2. Examination Section

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3. Purchase Section
 4. Transport Section
 5. Sports Section
 6. Security Section

Meeting Section

The committee appreciated the record maintenance and movement of file system of the division. However, the committee recommended that Duty chart of meeting section needs to be prepared, Complaint system needs to be developed at division level, though it is available at University level and Filing system needs improvement.

Examination

The committee observed the process and procedure of examination & evaluation and found it excellent. They also appreciated the maintenance of records. However, the committee recommended to have separate branch for functioning of research projects.

Purchase

The committee appreciated the maintenance and updation of minute book and safety measures for documents and suggested to prepare the duty chart.

Transport

The committee observed the proper distribution of work and adherence to duty chart. Log book, fuel record and other records are well maintained.

Sports

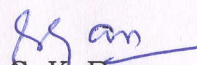
The committee was of the opinion that more staff is required for this division but all records are well maintained. However, they also recommended to have more sports facilities in the University.

Security

The committee appreciated the documentation and other filing system of the division. They also observed the security system of the University which has been found to be satisfactory and training given to the students and staff of University regarding firefighting system.

On the basis of the above, it is recommended the following:

1. to maintain complaint system at division level
2. to prepare a schedule to issue advisories as a precautionary measures
3. to have separate branch for functioning of research projects
4. to have more sports facilities in the University
5. training to the students and staff of University regarding firefighting system
6. periodical reports to be submitted by computer centre in the office of the Registrar.


Prof. S. K. Bawa
Director, IQAC

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20/12/19*

Hon'ble Vice Chancellor