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Central University of Punjab, Bathinda

INTERNAL QUALITY ASSURANCE CELL

Report of Internal Administrative Audit Committee

The Internal Administrative Audit was conducted from 21st – 25th January, 2019 at Central University of Punjab, Bathinda by different committees as approved by the Competent Authority.

The summary of the report is presented below:

1. **Transport**
 1. Transport policy needs to be prepared.
 2. Drivers record should be available with the transport section.
 3. Fuel record to be verified by some officer.

2. **Examination**
 1. Duty Chart is required
 2. Performance system needs to be developed

3. **Store**
 1. Needs some improvement to work according to duty chart.
 2. System for labelling of fixed assets needs to be developed.
 3. Register is to be maintained for written off/lost items.

4. **Purchase**
 1. Duty chart was not prepared.
 2. Performance evaluation system is to be prepared

5. **Engineering**
 1. Head of Engineering unit is not defined.
 2. Duty chart is not given
 3. Improvement is needed in maintaining the record.
 4. Filing system needs improvement.
 5. Minutes of meeting not updated

6. **Health Centre**
 1. No regular female doctor and pharmacist
 2. One regular medical attendant is available and two more nursing staff is required especially during emergency.
 3. ECG technician is required
 4. Specialized doctors awareness camps are to be conducted periodically
 5. Fixed box for medicine in ambulance and foldable stretcher with wheels are recommended.

7. **Residential facilities including mess and Tuck Shop**
 1. Shortage of space, storing facility and regular manpower is required.

8. **Security**
 1. Performance evaluation system is under process.
 2. More manpower with better training is required.
 3. Security cameras at some critical areas are required.

9. **Computer Centre**

1. Maintenance of hardware is not upto the mark.
2. Security camera in server room is required.

10. **Housekeeping**

1. Record of complaints received and sorted out is to be maintained.
2. Housekeeping checklists of material is to be prepared.
3. Maintenance details are required.
4. Duty Chart is to be prepared.

11. **Establishment and Recruitment**


1. Coding of filing system needs improvement.
2. Turnover rate of employees is low as most employees are retained.

12. **Sports**

1. Duty chart is not prepared.
2. Minutes book is not updated.
3. Security and safety measures are poor.
4. Sports policy is still in the process.
5. Consolidated report is not prepared.
6. Ground men are required.
7. Lack of storage facilities.

13. **Finance**

1. Coding and indexing of files needs improvement.


Prof. S. K. Bawa
Director, IQAC

seen / checked
20/3/19
Hon'ble Vice Chancellor