

## **INTERNAL QUALITY ASSURANCE CELL**

### **Report of Internal Administrative Audit 2021**

Internal Administrative Audit of 19 divisions was conducted from 30<sup>th</sup> March to 1<sup>st</sup> April 2021 with the help of the following experts:

1. Prof. Ramakrishna Wusurika, DIA
2. Prof. V. K. Garg, DSW
3. Mr. Chandan Mittal, Deputy Finance Officer
4. Prof. Sanjeev Kumar, Botany
5. Prof. Anil K. Mantha, Zoology
6. Prof. Alpana Saini, English
7. Prof. P. K. Mishra, Economics
8. Prof. Rajesh Kumar, Chemistry
9. Dr. Sandeep Singh, HGMM
10. Dr. Bawa Singh, SCAS
11. Dr. Yogalakshmi K.N., EVST
12. Dr. Dhanraj Sharma, Financial Administration
13. Dr. Ramanpreet Kaur, Punjabi

The recommendations of the committee regarding Internal Administrative Audit are given below:

#### **1. Finance**

- Storing and retrieving and security of filing needs improvement.
- Time schedule followed for disposal of files to be reduced.
- The payments to the vendors should be made at the earliest possible.
- Internal audit reports are to be made available in the office
- Working record of the employees is to be maintained at branch level.



#### **2. Programme Development Section**

- It is suggested to keep backup of files.
- Development of curriculum of new programs report should be available with the branch.
- Master files of Course Codes are to be made available in the branch.

### **3. Project Section**

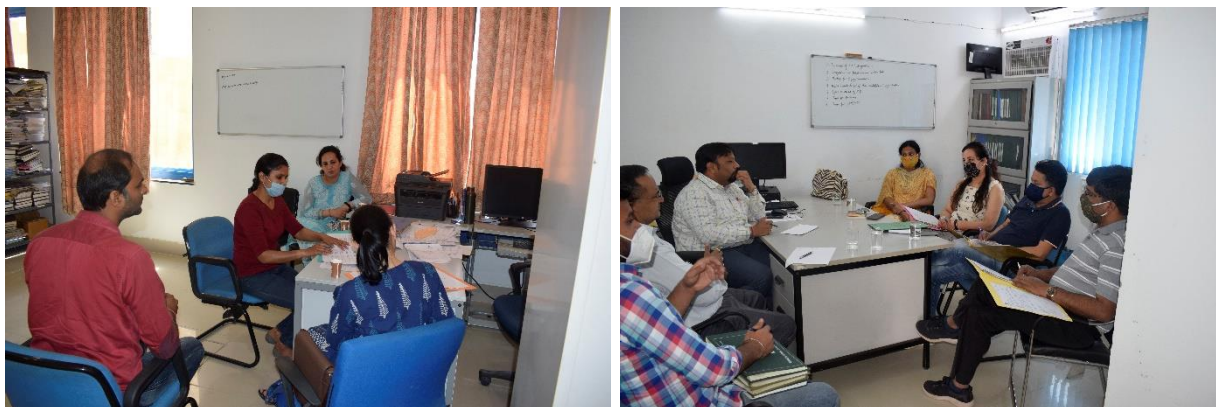
- UC for major projects should be with the project section.

### **4. Student Scholarship & Fellowship Section**

- Data Backup is to be maintained in the branch.

### **5. Library**

- Indexing Register should be in soft copy too.
- Online maintenance is suggested.
- Ramp is not operational.



### **6. Computer Centre**

- In-out Register, Stock Register, Complaint register is in offline mode
- Backup of files should be maintained
- CCTV installation is required.
- Stock of consumables is required.

### **7. Meeting**

- The section should have a schedule of AC/EC/FC meetings.
- Performance Evaluation system for employees is required.

### **8. Recruitment**

- Report of Evaluation of interviewee's is to be prepared.
- Training to the employees is required.
- Policies are required to be communicated to the new employees.
- Orientation to the new employees is required.
- The code of conduct among employees is to be ensured.
- Satisfaction survey of staff and faculty to be conducted annually.
- Document verification of employees needs improvement.

### **9. International Students Division**

- Record of Activities (Academic and Cultural-sports etc.) of international students should be maintained
- Record of arrival, departure during vacation of international students should be available with the branch.

**10. Store**

- Performance Evaluation system for employees is required.
- Inventory needs to be prepared.
- Written off items/ lost items entered in register needs immediate attention.
- Old records need to be corrected.



**11. Purchase**

- There should be performance evaluation system for the employees.

**12. Establishment**

- Pendency in execution of work should be checked.
- Filing system needs improvement.
- Service Records need to be maintained properly.
- Copies of service books are to be given to employees.
- Complaint system needs to be strengthened.

**13. Examination**

- The system of Ph.D. thesis evaluation needs to be improved.

**14. Security**

- Fire drill training to the security staff needs to be done again
- Security personnel must be well aware to operate the calamities protection systems
- Training for the security staff must be conducted frequently to update the staff

**15. House Keeping**

- Feedback from stakeholders are to be obtained on regular basis.
- Cleaning of roads, lifts, mess etc. should be checked regularly on daily basis.
- Supervisor should be more friendly and interactive for better maintenance and performance.

**16. Hostels, Guest House, Mess & Tuck Shop**

- Visitor Book/Complaint register is to be maintained.
- To maintain hygiene kitchen/cooking area should be regularly cleaned
- Fly catchers are required
- Dedicated staff is required to provide services of Guest House

**17. Health Centre**

- Mechanism to get complaints is required.

**18. Engineering**

- Complaint register is to be maintained

**19. Transport**

- Policy for transport facility needs to be framed

**20. Sports**

- Annual calendar depicting sports activities must be prepared
- Ground man should be provided for maintenance of indoor and outdoor grounds
- Duty chart is to be prepared