Central University of Punjab
INTERNAL QUALITY ASSURANCE CELL

Report of Internal Administrative Audit - 2020

The Internal Administrative Audit – 2020 of all sections of Central University of Punjab was conducted from January 30, 2020 to February 14, 2020 by different committees approved by the Competent Authority. The summarised report of audit of all sections is given below:

1. **Examination**
   a. Duty chart to be consolidated
   b. Email, sms to all applicants highlighting the university achievements, facilities and best practices
   c. No system of sending feedback to parents and students
   d. Report on same students failing in different subjects – not done
   e. On line complaint system to be maintained

2. **Finance**
   a. Filing system need improvement
   b. Improvement in fellowship payments
   c. Record of complaints not maintained
   d. Need to update in use of technology

3. **Transport**
   a. Duty chart to be prepared
   b. Summary statements to be maintained for fuel record and log book record
   c. Policy for transport not prepared

4. **Library**
   a. AMC to be done in proper contract form

5. **Computer Centre**
   a. Stock register not in desired format
   b. Biometric records to be checked

6. **Recruitment**
   a. No duty chart
   b. Filing systems to be improved
   c. Report of interview feedback is not shown to selection committee members
   d. Policies communicated to new employees?
   e. Report of orientation?

7. **Store**
   a. Filing system to be improved
   b. Duty chart to be revised

8. **Purchase**
   a. Filing systems to be improved
   b. Purchase orders need to be modified
   c. Complaint register to be maintained

9. **Sports**
   a. No duty chart
   b. Filing system to be improved
   c. Record of sports equipment needs improvement

10. **Security**
    a. Filing system needs improvement

11. **House keeping**

12. **Residential facilities including mess and Tuck Shop**
    a. Filing system needs improvement

13. **Programme Development Section**
    a. Filing system needs improvement

14. **Project Section**
    a. Files are not maintained
    b. Filing system to be improved
    c. Data updation required
    d. Budget information detail of projects not available
    e. Very poor

15. **Student Scholarship & Fellowship Section**
    a. Complaints to be checked
    b. filing system to be improved

16. **International Students Division**
    a. Correspondence system is poor