

Central University of Punjab, Bathinda

Internal Quality Assurance Cell

Report – External Administrative Audit

The External Administrative Audit was conducted on 18th & 19th July, 2018 at Central University of Punjab, Bathinda by Dr. H. Sharma, Controller of Examination, Jawaharlal Nehru University, Delhi, Prof. Devinder Singh, Former Registrar, Punjabi University, Patiala and Dr. Jagdeep Singh, Registrar, Central University of Punjab, Bathinda.

The summary of the report is presented below:-

The audit committee recommended that:

1. It is good that proper centralized complaint system exists in the University. However, sometimes minor issues crop up in different sections. For that also, some complaint system and its redressal at section level could be considered.
2. Nature of duties be defined as per designation for every section. If number of people are more than one, place of duty may be defined and could be on rotation as per requirement.
3. It is appreciated that minutes of Statutory Bodies meetings are properly maintained and kept in bound form with different colour codes for better identification. It is suggested that in addition, these minutes should also be maintained year wise and branch wise for quick retrieval.

It is also good to note that these minutes are uploaded on the University website. The older files could be kept in archives for easing the load on the website.

1. Establishment and Recruitment

1. Existing filing system of this branch needs improvement.
2. Entries in the service books need improvement.

2. Finance

1. Staff needs to be oriented regarding their responsibilities.
2. Staff of the finance department needs more training.
3. In order to ensure safety of the softcopy, it is suggested that it be saved regularly in hard drive and kept at safe place with the

Registrar. Hard signed copy of important documents should also be kept with the Registrar.

4. Filing System needs improvement.
5. Salary and Cash register should be maintained separately as per rules.
6. Maintenance of ledgers and log-books mainly depend on Telly, it is recommended that proper record be maintained in soft copy at regular intervals, hard copy be maintained as back up.
7. There should be some maximum time period defined for payments.

3. Examination

1. Academic Calendar is to be prepared year wise in a proper manner.
2. Progress of students should be intimated to their parents.

4 Store and Purchase

1. Filing system-

- a. It is recommended that double entry system should be followed for smooth checking and maintenance of fixed assets of the University.
- b. Overwriting will not be accepted.
- c. Stock register should be maintained properly. No overwriting, use of fluid is not expected in stock register.
- d. Stock register should be produced before the audit for making payment.
- e. Master stock register must maintain with Internal Audit Officer and all serial number of stock register must be entered in stock register.
- f. Stock register at department level and industrial project level must be maintained by the officer and respective PI. These system should be entered in Master Register. Payment should not be made without the entry ticked by audit.

2. Fixed assets register and labelling of the register needs improvement.

- a. Stock checking should be carried out in time.
- b. Record of Serviceable, repairable and not serviceable items should be kept separately.
- c. Periodic disposal of non-serviceable/repairable items should be carried out. These items must be mentioned in write off registers and entry in the main stock register
- d. The assets generated in research projects funded by external agencies should be transferred from stock register of project to the stock register of the department. Transfer entry should be got verified by Internal Audit Officer.

5 Engineering

1. AMC for costly equipments should be done.
2. The department should maintain a separate Stock Register.
3. Sports Ground and roads need improvement.
4. AMC for RO Systems should be done. Periodic analysis of water for human use should be carried out and got maintained. A committee for the purpose may be appointed.
5. Procedure for sanitary fittings and carpentry and their maintenance should be strengthened.

6 Health Centre

1. Feedback of Panelled doctors should be maintained.

7 Residential facilities including mess and Tuck Shop

1. Separate registers should be maintained for Guest House & Faculty House.
2. Feedback from the guests should be started.
3. Inspection of eatables should be done regularly.

8 Security

1. Fire-extinguisher must be installed at convenient places. Validity of fire-extinguisher should be checked and mechanism of checking be made.
2. Needs university supervisors to have better control over guards.
3. Fire drills are required.

9 Hostels

1. Mechanism for feedback from hostel students should be made.

However, the audit reports for Meeting, Library, Transport, Sports and House-keeping have been found to be satisfactory.


Prof. S. K. Bawa