

Administrative Audit

A committee, comprising of the following members was constituted by the Principal, BCAS for carrying out administrative auditing of the college, as required for IQAC and NAAC vide order No. via mail dated 21 August, 2021 (copy attached)

- 1 Prof. V. B. Singh, (External Member)
Jawaharlal Nehru University
- 2 Dr. Ragini Jindal, Associate Professor, Department of Mathematics, BCAS
- 3 Shri Rajiv Kumar Dawar, Section Officer (Accounts), BCAS
- 4 Ms. Ira Sharma, Section Officer (Administration), BCAS
- 5 Prof. Anand Bharadvaja, Professor, Department of Physics, BCAS

The audit period was taken from April 2020 up to March 31, 2021.

The meetings were held on August 25, 2021, September 10 and 15, October 5 and 27, 2021, in on-line, off-line modes and hybrid modes as per the convenience of the members so that the teaching and other administrative works are least disturbed.

Several aspects of audit, approach to be followed were discussed. Based on the consensus, a proforma was approved, consisting of the following information.

Maintenance, updation of following files :

1. Status of Service Books : updated or not.
2. Personal Files : Pages are numbered
3. Account Files : pasting of labels
4. Leave Records : (Half pay and EL) updated

This involves numbering of pages, labelling, covering etc

5. File Numbering : Numbering and continuity
6. Teaching & Non-Teaching : List of staff on duty is available
7. Vaccination Status : Staff, and preferably students
8. Old records weed out : Status
9. Student record : Pass out, Enrolled details, Result.
10. Selection committee files. : Numbered, labeled

-----Report of the Administrative Audit for the FY 2020-2021-----

Anand
27.10.2021

27/10/21

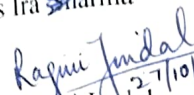
Q. B. S.

11. Stock Register.	Updated
12. Asset Register.	Updated
13. Complaint/ Maintenance Register.	Status
14. Spouse information and financial benefits	Status and old records
15. Property or Assest disclosure	Status and old records
16. Nominee declaration and entries in recods	Status

The adminstrative and account department would provide the information in above format.

Any other aspect of audit would also be included if it is deemed fit and the information is not covered above.


Ms Ira Sharma


Dr Ragini Jindal
27/10/2021


Sh Rajiv Dawar
27/10/21


Prof V B Singh
27/10/2021


Prof Anand Bharadvaja
27.10.2021

Adminstrative Audit Report for the period from March 2020 to April 2021

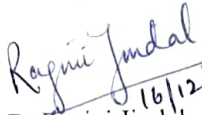
The faculty & staff were informed in advance to keep the records ready for inspection.


Based on the information provided by the office, the team carried out a random check of above files/records on 30th October 2021, 15th November 2021 and 16th December, 2021.

- i) Based on above fact checks, the audit committee were of the opinion that the documents shown were in order, files have been maintained properly and information furnished was correct.
- ii) However the committed felt to make several observations and recommendations for the future an efficient and improved records keeping :
 - a) The college must look for the purchase of softwares for strengthening of the adminstrative and accounts record keeping and thereby providing easy information to all the stake holders including students. The software be customised according to college requirements. This may include maintaining students records, issuance of transcripts and certificates, online mechanism for diary and dispatch of letters, file tracing etc.


- b) The staff members must be given training on aspects which may include skill enhancement, administrative & financial, general awareness. It will help in better keeping of records & easy dissemination of information.
- c) Online facility be introduced to issue documents/ certificates like the college leaving, character and any other which the students (enrolled or passed out) desire.
- d) A student-centric e-mail database be prepared.
- e) Web based applications be designed for maintaing leave records of the staff memebtrs.
- f) Attendance date during offline mode.
- g) RTI files be numbered year wise.
- h) APAR and C.R. be timely submitted.
- i) Installation of Hand-Sanitizer facility.
- j) Over writing be avoided on any official document.
- k) Stickers on vehicles of the staff members
- l) updated identity cards and medical cards of the members on account of promotion or change of designation or for any other reason.


Ms Ira Sharma


Dr Ragini Jindal
16/12/2021


Sh Rajiv Dawar
16/12/21


Prof W B Singh
16/12/21


Prof Anand Bharadvaja
16/12/2021