

## 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. BCAS/11(3)/2022/133 dated 21.04.2022 (copy attached)

- 1 Prof. Anand Bharadvaja, - Convenor  
Professor, Department of Physics, BCAS
- 2 Dr. Ragini Jindal  
Associate Professor, Department of Mathematics, BCAS
- 3 Prof. Amit Garg - External Member  
Deptt of Electronics, ANDC
4. Shri Rajiv Kumar Dawar,  
Section Officer (Accounts), BCAS
5. Ms. Ira Sharma,  
Section Officer (Administration), BCAS

The audit period was taken from April 2021 up to March 31, 2022. Several rounds of meetings were held to discuss the various aspects of auditing and action taken on the previous years audit.

### Action Taken on Administrative Audit Report for the period from April 2020 to March 2021

a) The college must look for the purchase of software for strengthening of the administration and accounts record keeping and thereby providing easy information to all the stakeholders including students. The software be customized 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>Under Process</b>
b) The staff members must be given training on aspects which may include skill enhancement, administrative & financial, general awareness	<b>Partial implementation</b>
c) Online facilities be introduced to issue documents/ certificates like the college leaving, character and any other which the students (enrolled or passed out) desire.	<b>Implemented</b>
d) A student-centric e-mail database be prepared.	<b>Implemented</b>

e) Web-based applications be designed for maintaining leave records of the staff members.	<b>Not Yet</b>
f) RTI files be numbered year-wise	<b>Implemented</b>
g) APAR and C.R. be timely submitted	<b>Implemented</b>
h) Installation of Hand-Sanitizer facility.	<b>Implemented</b>
i) Overwriting be avoided on any official document.	<b>Implemented</b>
j) Stickers on vehicles of the staff members	<b>Implemented</b>
k) updated identity cards and medical cards of the members on account of promotion or change of designation or for any other reason.	<b>Issued</b>


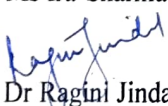
The committee expressed satisfaction over the action taken on previous audit report. Efforts are desired to implement the pending issues.


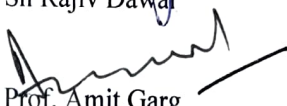
This year the audit was done for the period from April 2021 to March 2022

The files were checked randomly. The documentation was found to be order. It was felt that :

- 1 The office orders must also be issued in Hindi language.
- 2 The personal files be updated in all aspects as soon as possible.
- 3 The nominee, spouse and family dependent members be timely updated.
- 4 Electronics intimation of online classes should be kept in the notice file.
- 5 The weeding of old records must be done annually as per the rules following a due protocol.

The audit noted that old records were weeded out after it was pointed in the last audit.

  
Ms Ira Sharma  
  
Dr Ragini Jindal

  
Sh Rajiv Dawar  
  
Prof. Amit Garg

  
Prof Anand Bharadvaja