

# INTERNAL AUDIT REPORT

Report submitted to: AQAR Committee

Report submitted by: Internal Audit Committee

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CA Shweta Gupta

Date: 16<sup>th</sup> May 2022

The committee conducted audit of selective sections of the **Administrative department** of Janki Devi Memorial College for the Financial Year 2021-22. The key findings are highlighted below:

## 1. Measures taken for COVID-19

**Findings:** - The College observes proper Covid protocol right from the entry gate which includes measuring of temperature, facility of washing hands at the gate, use of sanitizer, etc.

Proper social distancing measures, use of masks, sanitization in rooms, Bank, washrooms, corridors, etc. are observed. General cleanliness in the ground and corridors is maintained.

## 2. Leave Records

**Findings:** - Leave records are up to date. Leaves applied online are entered by the office after they are received in hard copy from the teachers availing the leave.

**Suggestions:** -

1. There should be online access to leave records by the teaching and non-teaching staff.
2. Any leave applied through official email address should be entered in the Leave records.

## 3. Medical Bills

**Findings:** - Medical bills are cleared as per rules.

## 4. Promotion related work

**Findings:** - Work related to faculty promotion is completed on time. The entries are duly made in the service books.

## 5. Processing of bills for payment in lieu of LTC

**Findings:** - Bills for payment in lieu of LTC are processed as per rules.

**Suggestions:** - Record of leave encashment for LTC should be made in the online portal for leave.

#### 6. Registers

**Findings:** - Entries in the procurement register, stock register, stationery issue register, library and sports registers are complete and made as per official procedure.

#### 7. Service Book

**Findings:** - Service books are found to be complete and in order.

#### 8. OBE (Open Book Examination)

**Findings:** - The protocol set by the University for conducting OBE (Open Book Examination) is followed by the College properly.

#### 9. Students' list for entering marks for Practical Papers

**Findings:** - For semester I, University Roll Numbers do not appear in the Internal Assessment List along with the College Roll Numbers.

**Suggestions:** - The list of students should mention both College and University Roll Numbers.

#### 10. Classrooms

**Suggestions:** -

1. The blackboards in some classrooms need to be replaced.
2. Seating arrangement in classrooms should not have more than 2 desks in one row to facilitate personal attention by teachers to all students.

#### 11. General Infrastructure

**Suggestions:** -

1. Computers in the computer lab need updating in terms of speed of internet and that of the systems.
2. Mouse pads can improve the working of the mouse.

Madhu Gupta  
M. Vasishth  
Shubha Gupta

## Internal Audit Report: Administration

2021-2022

### Minutes of Meeting held and Action taken and compliance report

The Internal Audit committee of the college submitted its Annual Internal Audit Report on the administration dated 16<sup>th</sup> May, 2022.

The Principal called for a meeting of the Administrative staff on Monday 23<sup>rd</sup> May, 9am in the office of the Principal.

Members present:

Prof Swati Pal (Principal)

Dr Kaushal Kishore (Administrative Officer)

Mr Surendra Kumar (Administrative Officer)

Mrs Poonam Abbott

Mr Arvind Pal

Mr Avinash

Mr Vijay Prakash

Mr Navraj

Mr Vijay Pratap

Mr Manoj

Mr Deepak

The Principal shared the Administrative Audit report with all the members present and complimented them on the findings of the Internal Audit team

1. With regard to **Measures taken for Covid**, the Audit team had found the measures taken satisfactory on all counts. This was appreciated by the Principal.
2. With regard to **Leave Records**, the Audit team found the records updated and satisfactory with care taken to ensure that online leave taken was also entered in the records. However, the Audit team suggested that there should be online access to leave records by the teaching and non-teaching staff. The suggestion was discussed and it was decided that since the University would be launching the Samarth portal for all domains and all colleges were expected to follow the same, it would be best to wait and align oneself to the same.
3. With regard to **Medical Bills**, it was found that all medical bills were cleared in a timely manner as per rules.

4. With regard to **Promotion related work**, it was found that all work related to promotions had been completed on time and entries made on service books.
5. With regard to **processing of bills in lieu of LTC**, it was found that such bills were processed as per rules.
6. With regard to **registers**, it was found that entries in procurement, stock, stationery issue, library and sports registers were complete and made as per official procedure.
7. With regard to **service books**, it was found that Service books were complete and in order.
8. With regard to **OBE**, it was found that the protocol set by the University was being followed properly by the college.
9. With regard to **Students list for entering marks for Practical papers**, it was pointed out that University roll numbers do not appear in the internal assessment list along with college roll numbers. It was decided that the same will be complied with in future.
10. With regard to **classrooms**, it was advised that blackboards in some classrooms need replacement and seating arrangements in classrooms be altered. With reference to the blackboards, it was noted that major repair and renovation work was to be undertaken by the college in the coming months wherein the blackboards would be replaced. As regards seating arrangements, it was observed that since student strength had gone up but classroom size remained the same, it was important to fit as many students as could be comfortably accommodated in a classroom.
11. Some **general observations on the infrastructure** made by the audit team were that the computers in the Computer labs needed updating; it was decided to phase out the old computers and replace them with new ones. Also that mouse pads could improve the working of the mouse; the STA was asked to ensure that mouse pads are placed below the mouse.

The meeting ended with a vote of thanks to the chair.

Prof Swati Pal (Principal) *Swati Pal*

Dr Kaushal Kishore (Administrative Officer) *Dr Kaushal Kishore*

Mr Surendra Kumar (Administrative Officer) *Mr Surendra Kumar*

Mrs Poonam Abbott *Mrs Poonam Abbott*

Mr Arvind Pal *Mr Arvind Pal*

Mr Avinash *Mr Avinash*

Mr Vijay Prakash *Mr Vijay Prakash*

Mr Navraj *Mr Navraj*

Mr Vijay Pratap *Mr Vijay Pratap*

Mr Manoj *Mr Manoj*

Mr Deepak *Mr Deepak*