



INTERNAL AUDIT REPORT

Report submitted to: AQAR Committee

Report submitted by: Internal Audit Committee

*Dr. Madhu Gupta
Dr. Neeru Vasishth
CA Shweta Gupta*

Date: 26th June 2024

The committee conducted an audit of selective sections of the **Administrative department** of Janki Devi Memorial College for the Financial Year 2023-24. The key findings are highlighted below:

1. Leave Records

Leave Records are duly maintained both physically and on the portal.

2. Medical Bills

Medical bills are cleared as per rules.

3. Appointments/ Promotions

- Confirmation letters issued on time after the end of probation period.
- Promotion cases are cleared.
- Pay fixation in the service books are duly updated.
- Seniority List is updated.

4. LTC

LTC/ HTC claims are settled as per rules.

5. PF Passbooks

PF Passbooks are updated.

6. Examination

S.No.	Findings	Suggestions
i.	Statistical and financial tables have to be arranged every semester.	There can be a designated space for examination related material where such tables can be permanently kept.
ii.	Support staff for conducting exams is usually not evenly spread in the corridor. It becomes difficult to ask for sheets, water, tags, etc.	They should be evenly spread.

7. General Observation

- College security and cleanliness are well maintained.
- All systems and procedures are in place as certified by ISO.
- There should be adequate distance between students' desks and teachers' table in the classrooms.
- It is preferred if duster and podium are placed in classrooms.
- The boards in classrooms should be cleaned at the end of the day.
- An attendant should ensure that Lights/fans/ACs are switched off when not in use.
- Staffroom attendant should be available in the staffroom for his designated duties.
- Computers in library research room need to be updated.
- A printer may be installed in library research room.

8. Sports Audit

- The following registers were checked and found to be in order:
 - Stock Register
 - Accounts Register
 - Coaches Register
 - Quotation and Approval Register
- Expenditure file, fee concession file and student welfare file are well maintained.
- Accounts file with supporting bills is in order.



9. *Library Audit:*

- The following registers were checked and found to be in order:
 - **Contingency Register** (Consumable items, Stationery etc.)
 - **Reading Room Register** (Magazines, Journals, Newspapers, Subscriptions etc.)
 - **Binding Register** (Binding of books)
 - **Storage Register** (Furniture, Shelves, Chairs, Almirahs etc.)
 - **Books Register** (Books)
 - **General Bill Register**
 - **Accession Register**
 - **Withdrawal Register** (for weed out books/lost books)

- Members can access the data through OPAC Software.

- Library Committee Minutes File for Budget approval was found to be in order.

- Biometric System for capturing footfall in library is functional.



जानकी देवी मेमोरियल कॉलेज JANKI DEVI MEMORIAL COLLEGE

(दिल्ली विश्वविद्यालय)/(University Of Delhi)

सर गंगा राम अस्पताल मार्ग, नई दिल्ली-110060
Sir Ganga Ram Hospital Marg, New Delhi-110060

दूरभाष/Tel. : 49876630, ई-मेल/E-mail : jdmcollege@hotmail.com, वेबसाइट/Website : http://jdm.du.ac.in

आइ एस ओ 21001 : 2018 व आइ एस ओ 9001 : 2015 प्रमाणित एवं NAAC प्रत्यायित A+ महाविद्यालय
An ISO 21001 : 2018 and ISO 9001 : 2015 Certified and NAAC Accredited 'A+' College

MINUTES

A meeting to discuss the Internal Audit Report (Administrative Department) for the financial year 2023-24 was held on Wednesday, 3rd June, 2024 at 11:00 a.m. in the Committee Room. The following members attended the meeting online:

1. Prof. Madhu Gupta
2. Prof. Neeru Vasishth
3. Dr. Shweta Gupta
4. Ms. Shilpa Maggo
5. Ms. Himani

The following staff members were present physically in the committee room:

Dr. Kaushal Kishore, Mr. Surendra Kumar, Mrs. Pushpa Rawat, Mr. Manpreet, Mr. Arvind Pal, Mr. Varun Jain, Mr. Navraj, Mrs. Deepti Chauhan, Mr. Krishan Kumar, Mr. Vijay Pratap, Mr. Vijay Prakash, Mr. Manoj Sharma, Mr. Dhiraj Kumar & Mr. Sumit.


The Internal Audit Report (Administrative Department) was discussed as follows:

Description/Findings	Minutes of meeting/Action Taken
1. Leave Records Leave Records are duly maintained both physically and on the portal.	Noted
2. Medical Bills Medical bills are cleared as per rules.	Noted
3. Appointments/ Promotions <ul style="list-style-type: none">• Confirmation letters issued on time after the end of probation period.• Promotion cases are cleared.• Pay fixation in the service books are duly updated.• Seniority List is updated.	Noted
4. LTC LTC/ HTC claims are settled as per rules.	It was suggested by the Principal that information regarding LTC-HTC rules should be provided to all staff members on commencement of new session.

<p>5. PF Passbooks PF Passbooks are updated</p>	<p>Noted</p>
<p>6. Examination Statistical and financial tables have to be arranged every semester.</p> <p>A designated space for examination related material where such tables can be permanently kept</p> <p>Support staff for conducting exams is usually not evenly spread in the corridor. It becomes difficult to ask for sheets, water, tags, etc.</p>	<p>The Principal suggested that a notice should be issued to teachers seeking Statistical Tables which are required for examination in advance.</p> <p>The Room No. 38 was designated for keeping exam material.</p> <p>Noted. The Principal instructed to depute the staff evenly on each floor.</p> <p>It was also discussed that some teachers keep question paper for the personal use in the starting of exam. It was suggested that they might obtain a copy of the same from the Library.</p>
<p>7. General Observation</p> <ul style="list-style-type: none"> • College security and cleanliness are well maintained. • All systems and procedures are in place as certified by ISO. • There should be adequate distance between students' desks and teachers' table in the classrooms. • It is preferred if duster and podium are placed in classrooms. • The boards in classrooms should be cleaned at the end of the day. • An attendant should ensure that Lights/fans/ACs are switched off when not in use. • Staffroom attendant should be available in the staffroom for his designated duties. • Computers in library research room need to be updated. • A printer may be installed in library research room. 	<p>Noted. The following suggestions were made.</p> <p>Every teacher should clean the white/black board herself/himself after the class over.</p> <p>Mr. Banwari Lal, a designated Attendant for staff room- instructions to be issued to him to switch off the electric equipments of staff room if not in use.</p> <p>Laptops available in the library would be upgraded.</p> <p>Installation of a printer in the Library Research Room was rejected due to various reasons.</p> <p>Mr. Manoj Sharma and Mr. Deepak should be instructed to not give prints for personal use to staff members from the Computer Lab. For printing of official papers, they may contact Dr. Kaushal Kishore/Mr. Surendra Kumar to get requisition slip for printing from photocopier. A notice should be issued for the same.</p>

<p>8. Sports Audit</p> <ul style="list-style-type: none"> • The following registers were checked and found to be in order: <ul style="list-style-type: none"> ○ Stock Register ○ Accounts Register ○ Coaches Register ○ Quotation and Approval Register • Expenditure file, fee concession file and student welfare file are well maintained. • Accounts file with supporting bills is in order. 	<p>Noted</p>
<p>9. Library Audit:</p> <ul style="list-style-type: none"> • The following registers were checked and found to be in order: <ul style="list-style-type: none"> ○ Contingency Register (Consumable items, Stationery etc.) ○ Reading Room Register (Magazines, Journals, Newspapers, Subscriptions etc.) ○ Binding Register (Binding of books) ○ Storage Register (Furniture, Shelves, Chairs, Almirahs etc.) ○ Books Register (Books) ○ General Bill Register ○ Accession Register ○ Withdrawal Register (for weed out books/lost books) • Members can access the data through OPAC Software. • Library Committee Minutes File for Budget approval was found to be in order. • Biometric System for capturing footfall in library is functional. 	<p>Noted.</p>

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


SECTION OFFICER


ADMINISTRATIVE OFFICER


PRINCIPAL

- cc to 1. Prof Nagpal IQAC Coordinator
2. Internal Audit Committee
3. All Admin staff