



जानकी देवी मेमोरियल कॉलेज JANKI DEVI MEMORIAL COLLEGE

(दिल्ली विश्वविद्यालय)/(University Of Delhi)

सर गंगा राम अस्पताल मार्ग, नई दिल्ली-110060
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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

Compliance Report to the Internal Audit Report for the Financial Year 2024-25

A meeting of the Administrative Section was held on 21st May 2025 at 10:30 am to discuss the actions need to be taken on the Internal Audit Report for the FY 2024-25 submitted by the Internal Audit Committee:

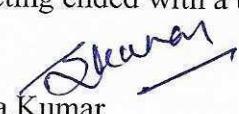
The following Administrative Staff attended the meeting:

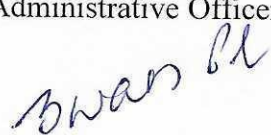
Mr. Surendra Kumar – Administrative Officer (Admin)
Mr. Arvind Pal – Section Officer
Mr. Manoj Sharma – STA Comp.
Mr. Avinash – Assistant
Mr. Navraj – Assistant
Mr. Vijay Pratap – Assistant
Mr. Himanshu – Assistant
Mr. Randhawa Singh – Jr. Assistant

At the very outset, the Principal congratulated the Administrative Staff for a good Audit Report of the Administration. The Committee found all tasks functioning smoothly and as per order. However, the discussions were held on the following points:

1. Learning Management System: The Administrative Officer and the STA Computer were instructed by the Principal to find out about the Learning Management System available for Higher Educational Institutions. She also asked to follow up with the University for implementation of Samarth ERP in the College.
2. As suggested at Point No. 1 (Leave Records), instructions were given to keep a separate record of Earned Leave credited for the Vacation period.
3. Point No. 7 (General Infrastructure) – It was suggested to instruct the Guards at main gate to take permission from the admin before making of entry of any vendor. It was pointed out that Staff Association should also decide upon entry of the vendors in the Staff Room.

The meeting ended with a thanks to the Principal.


Surendra Kumar
Administrative Officer


Prof Swati Pal
Principal

INTERNAL AUDIT REPORT

Report submitted to: AQAR Committee

Report submitted by: Internal Audit Committee

Prof. Madhu Gupta

Prof. Neeru Vasishth

CA Shweta Gupta (On Leave)

Ms Shilpa Maggo

Ms Himani Dahiya



*Admin
Meeting at
10:30 am in
Principal's
office
Dwan M*

Date: 16th May 2025

The committee conducted an audit of selective sections of the Administrative department of Janki Devi Memorial College for the Financial Year 2024-25. The key findings are highlighted below:

1. Leave Records

Findings: Leave records are updated within 15 days on the portal as well as in the register. Leave portal and register are found to be updated.

Suggestion:

If possible, earned leave credited for vacation period can be shown separately on the portal.

2. Medical Bills

Findings: Medical bills are cleared as per rules. Bills can be submitted within 6 months from the date of creation of the 1st bill.

3. Promotion related work

Findings: Probation confirmation is done for all new recruits.

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

Promotion from level 10 to 11 is completed for all departments.

4. Processing of bills for payment in lieu of LTC

Findings: Bills for payment of LTC dues are processed as per rules. Record of leave encashment for LTC is maintained in the Leave register.

5. Service Books

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

Seniority list for the new recruits is based on the merit list prepared by the interview panel.

6. NPS and PF Passbooks

Findings: All NPS and PF records are found up to date.

7. General Infrastructure

Findings: The infrastructure is highly conducive to the needs of the employees and students.

Windows of rooms at second floor have been covered with khas as well as green nets and coolers have been placed in the corridors for protection against heat for smooth conduct of exams during summer.

Parking lot is renovated for proper parking of cars.

AV systems are working efficiently.

Reconstruction of changing rooms for the sports department is under process.

Renovation of washroom for administrative staff and washroom near lab 2 is completed.

Solar water tank for the hostel is renovated.

Tutorial rooms on the first floor have been reconstructed to increase the room size.

3 feet tiles on walls in the classroom corridor have been placed.

Suggestion:

1. Outside vendors (pickles/ snacks etc.) should not be allowed in the staffroom without prior permission from the concerned authority.

M. S. [Signature] [Signature] [Signature] [Signature]