



INTERNAL AUDIT REPORT

Report submitted to: AQAR Committee

Report submitted by: Internal Audit Committee

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The committee conducted audit of selective sections of the **Administrative department** of Janki Devi Memorial College for the Financial Year 2020-21. The key findings are highlighted below:

1. Measures taken for COVID-19

Findings: - Proper social distancing measures, use of masks, sanitization in rooms, bank, washrooms, corridors, etc. are observed during visits to the College. General cleanliness in the ground and corridors is maintained.

2. Leave Records

Findings: - Leave records were found up to date.

3. Medical Bills

Findings: - Medical bills were found to be cleared as per rules.

4. Promotion related work

Findings: - It has been found that work related to faculty promotion is completed on time.


5. Staff Salary

Findings: - Salary to staff is given on time despite COVID-19 pandemic.

6. Processing of bills for Payment in lieu of LTC

Findings: - Processing of bills for payment in lieu of LTC is done as per rules.

7. Service Book



Findings: - It has been found that service books of some faculty members are still not received from the University.

8. Internet Connectivity

Findings: - During the online classes from the college campus, many faculty members faced problems related to internet connectivity.

9. OBE (Open Book Examination)

Findings: - The protocol set by University for conducting OBE (Open Book Examination) has been followed by College properly. It has also been observed that in some cases, students faced problems in uploading the paper and they also found it difficult to contact the office during exams.

10. Students' list

Findings: - It is observed that while some students leave the College or do not make it to the next year, their names still appear in the Students' list. It is suggested that the list is updated so that names of such students do not appear in the list. This causes confusion while filling attendance and Internal Assessment.