

SRI GURU NANAK DEV KHALSA COLLEGE

ADMINISTRATIVE AUDIT REPORT FOR THE YEAR 2020

Sr.	Institutional Data	
1	Name of the College Address Telephone No. Website	SRI GURU NANAK DEV KHALSA COLLEGE, UNIVERSITY OF DELHI, DELHI Website: SGNDKC.ORG
2	Name of the Principal	Dr. GURMOHINDER SINGH
3	Name of the IQAC Coordinator	DR DEEPAK SHARMA
4	Year of Establishment University of Delhi	1970
5	Date of Visit of the Committee Name of the Auditor	29 DEC 2020 DR PRERNA BIWAN
6	Number of full time Teachers	PERMANENT- 40 ADHOC- 45
7	Name of the Administrative Officer	MRS MEERA DHIRI
8	Number of Non – Teaching staff	42
9	DUTY CHART	List Enclosed

ADMINISTRATIVE OFFICE AUDIT REPORT

Sr.	Particular	Observation on Key Aspects
1.	General Administration	<ul style="list-style-type: none"> ✓ • Fees collection – Manual /online ✓ • Roll numbers generation – Manual/online ✓ • General Register - Generated from College software ✓ • Transfer Certificate – ✓ • P.F statement: • Pension cases: <i>Delayed at -</i> ✓ • Income Tax: <i>University level</i> <p>Correction (what is to be done to resolve the issue) <i>University may kindly expedite</i></p> <p>Corrective Action (what should be done to prevent reoccurrence)</p>
2.	Extension and Continuation of Affiliation	<p>For Extension and Continuation College</p> <p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <p>Correction (what is to be done to resolve the issue)</p> <p>Corrective Action (what should be done to prevent reoccurrence)</p> <p>•</p>

3.	Selection, Advertisements and Interview Procedures	<p>Government NOC</p> <ul style="list-style-type: none"> • Advertisement draft in two News Papers (Regional & English) • Selection committee is appointed by University. • Interviews are conducted. • Interview chart is prepared. • Selection Committee Report. <p>Correction (what is to be done to resolve the issue)</p> <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> •
4.	Teaching Staff Approvals	<ul style="list-style-type: none"> • Appointment letter. • Job acceptance letter from employee • Approved draft of advertisement • Printed Copy of Advertisement published in news papers • Copy of documents of Educational Qualification • Copy of Verification reports of NET/ SET/ PhD/ M. Phil from respective University. • 3 pages and 7 pages report prescribed by University. • Joint Director Fixation. • Confirmation. • All CAS promotions to teachers are done as per University Norms. <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> • NA <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> •

5.	Non - Teaching Staff Appointments and Promotions	<p>Advertisement in two News Papers (Regional & English)</p> <ul style="list-style-type: none"> ✓ • Interviews are conducted. ✓ • Interview chart is prepared. ✓ • Selection report is prepared ✓ • Management Resolution ✓ • Appointment letter. ✓ • Job acceptance letter from the employee ✓ • Joint Director approval. ✓ • Confirmation. ✓ • Time Bound Promotions: ✓ • Category & Seniority wise promotions. <p>Correction (what is to be done to resolve the issue)</p> <p>Corrective Action (what should be done to prevent reoccurrence)</p>
6.	Statistical Information , AISHE, DU, NIRF, NAAC	<p>Statistical information is filled on University web site student on roll in Sept/Oct (online data) every year</p> <ul style="list-style-type: none"> ✓ • AISHE (online data). <p>Correction (what is to be done to resolve the issue)</p> <p>Corrective Action (what should be done to prevent reoccurrence)</p>
7.	Service Books and Leave Records (Teaching and Non – Teaching Staff)	<ul style="list-style-type: none"> ✓ • Service Books are maintained as per Rules ✓ • Service records are completed manually ✓ • Leave Records are maintained manually. / 100 ✓ • Leave statement are issued annually. ✓ <p>Correction (what is to be done to resolve the issue)</p>

		<p>Corrective Action (what should be done to prevent reoccurrence)</p>
8.	Admissions Procedures	<ul style="list-style-type: none"> ✓ • Students fill the Admission form through DU admission portal. ✓ • Online Admission forms are filled on digital portal. ✓ • Both forms are submitted with documents to College in person. ✓ • Confirmation of admission on College student database software and fee collection is done online. ✓ • Submission of registration of the confirmed student. • Generation of Roll No. and examination registration. • \ • Correction (what is to be done to resolve the issue) • NA <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> • NA
9.	Examinations	<ul style="list-style-type: none"> ✓ • Odd and Even Sem examinations are conducted by the University. ✓ • Question papers for all semesters are received from university ✓ • Generation of Exam forms for University Exam online. ✓ • Exam form inward process followed by generation of Hall Ticket, Attendance sheet, Uploading Internal Marks on portal. ✓ • Mark sheets and Ledger is prepared by college through Result Software. <p>Root cause analysis</p>

		<ul style="list-style-type: none"> • NA <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> • NA <p>Corrective Action (what should be done to prevent reoccurrence)</p>
11.	Transcripts, Bonafide cert. Recommendations and etc.	<p>* Correction (what is to be done to resolve the issue)</p> <p>Corrective Action (what should be done to prevent reoccurrence)</p>
12.	Railway Concessions	<ul style="list-style-type: none"> • Railway concessions issued • Monthly statement is prepared on Excel sheet. • Submitting the same at Railway Office. <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> • NA <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> • NA
13.	Government Scholarships and Free Ships	<p>* Aided/ Unaided :</p> <ul style="list-style-type: none"> • Students are orientated with the processes and norms. • Notice is displayed on Notice board and is also circulated on what's app group by Vice-Principal and Co-coordinator. • Collection of forms filled by students • Verification of forms and documents on

		<p>Tuesday & Thursday of every week.</p> <ul style="list-style-type: none"> The forms are collected and approved by the Convenors, <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> NA <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> NA
14.	Inward and Outward Registers	<ul style="list-style-type: none"> College maintains Inward and Outward Registers manually. <p>Correction (what is to be done to resolve the issue)</p> <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none">
15.	Dead Stock Registers	<ul style="list-style-type: none"> College prepares Dead Stock Register manually. <p>Correction (what is to be done to resolve the issue)</p> <p>Corrective Action (what should be done to prevent reoccurrence)</p>
16.	Records of Minutes Staff Council and its committees, Internal Quality Assurance Cell, Governing Body.	<ul style="list-style-type: none"> Record of minutes is maintained manually. GB - 2 times in a year. IQAC - two times in a month. College Committee - Regularly

		<ul style="list-style-type: none"> • Office conducts meeting when required (General Accounts & Budget Meeting) <p>Correction (what is to be done to resolve the issue)</p> <p>Corrective Action (what should be done to prevent reoccurrence)</p>
17.	Records of Computers, Printers, Lap Tops, Scanners, Projectors and Licensed Software's	<ul style="list-style-type: none"> • Purchase of new equipments is recorded in the dead stock register. • New purchases are numbered. • List of all equipments are attached. <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> • NA <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> • NA
18.	Accounts and Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc.	<ul style="list-style-type: none"> • An account is maintained in Tally software. • Vouchers & Reconciliation are made manually. • Salary Registers of Full-Time faculty and Non-teaching staff are computerized in Payroll Software & Excel-Sheet • Challan is issued to students for payment of fees in Bank. • Fee Register & Daily Fee collection Register is maintained in Excel format. <p>Pay slips available online</p> <p>Income tax statement</p> <p>Provident fund statement</p> <p>Correction (what is to be done to resolve the issue)</p> <p>Corrective Action (what should be done to</p>

		<p>prevent reoccurrence)</p> <ul style="list-style-type: none"> •
19.	College Budgets and Audited Balance Sheet	<ul style="list-style-type: none"> • Audited and balance sheet is computerised • College prepares budget program wise every year. <p><i>Balance sheet may be computerised</i></p> <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> • NA <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> • NA
20.	Teachers Workload and Class Time Tables	<ul style="list-style-type: none"> • As per University norms and approved from University
21.	Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers and Printers	<ul style="list-style-type: none"> • Yes.
22.	Non- Teaching Staff Welfare	<p>For the benefit of Teaching and Non-Teaching Staff, college has Thrift and Credit Society.</p>
23.	Workshops attended by non-teaching staff	<p>The staff has attained workshops and seminars.</p> <p><i>office & staff training may be arranged.</i></p>
24.	Training attended by non-teaching staff	<p>It was observed in the audit that the staff are</p>

		sincere and dedicated towards their work, if more training and work exposure is given will enhance their productivity more.
25.	Knowledge of Typing / Computers – non teaching staff	All staff is well acquainted with computer knowledge and software in the office. <i>computer trg. programmes may be arranged with regular intervals.</i>

Name and Signature of External Auditors and Team Leader with Date:

i *Nihal Uddin Siddiqui*

ii *MS*

iii *Prerna Diwan*
(DR PRERNA DIWAN)

iv *Chanehal*
(MS CHANEHAL BATRA)

Deepa
Dr Deepak Sharma
(Coordinator, IQAC)

Meera
MRS. MEERA DHIRI
(Administrative officer)
offg.

Gurm. Linda S1

Dr. Gurmohinder Singh

- Head of the Institution