

# INTERNAL ADMINISTRATIVE AUDIT REPORT

## 2023-2024

An Internal Administrative Audit was conducted on 25<sup>th</sup> & 26<sup>th</sup> September 2024 by Dr. Anupama Tandon and Ms. Neha Walia.

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The following points were observed after conducting the audit-

### 1. Faculty Recruitment

#### Strengths:

- ✓ **Ordinances followed:** Faculty recruitment follows state and university ordinances, ensuring compliance with regulations.
- ✓ **Selection committee:** Committees formed according to UGC guidelines, reflecting a robust and transparent selection process.
- ✓ **Evaluation process:** Recruitment involves academic scores, written tests, and personal interviews, ensuring comprehensive assessment.
- ✓ **Transparency:** Recruitment practices are open, reflecting institutional transparency.

#### Suggestions for Improvement:

- ✓ **Appeal process:** Though no appeals have been made, documenting the procedures for appeals would enhance transparency and trust in the process.
- ✓ **Roster system:** As a minority institution, the roster system is not followed. The administration could provide more communication to clarify this policy to avoid confusion.

### 2. Pay and Allowances

#### Strengths:

- ✓ **Compliance with UGC norms:** Pay and allowances are aligned with UGC/AICTE norms, especially for permanent staff, reflecting fairness in compensation.

#### Suggestions for Improvement:

- ✓ **Workshops on financial planning:** Organize periodic workshops to guide faculty and staff in financial planning, taxation, and retirement benefits, ensuring they fully understand and maximize their entitlements.

### 3. Infrastructure & Learning Resources

#### Strengths:

- ✓ **Adequate classrooms and amenities:** Facilities such as classrooms, labs, and hostels meet the needs of the current student population.
- ✓ **Sports and cultural facilities:** The institution has sufficient facilities for sports, games, and cultural activities.
- ✓ **Library automation:** The library is well-automated and provides access to e-journals and databases.

#### Suggestions for Improvement:

- ✓ **Underutilized facilities:** Increase the usage of the Language Lab, Gymnasium, and Yoga Centre by organizing more awareness programs and regular fitness sessions.

- ✓ **Canteen cleanliness:** Enhance the canteen's hygiene by increasing the frequency of inspections and implementing strict cleanliness guidelines.
- ✓ **ICT Facilities:** Continue upgrading and maintaining ICT-enabled classrooms and seminar halls to meet evolving educational demands.
- ✓ **Library resources:** Promote the use of online library resources and provide training to help students and faculty access them more efficiently.

#### **4. Governance, Leadership, and Management**

##### **Strengths:**

- ✓ **Decentralized management:** Decentralized and participative management ensures smooth operations and inclusivity across all administrative levels.
- ✓ **Internal audits:** Regular internal audits are conducted, ensuring financial and procedural accountability.

##### **Suggestions for Improvement:**

- ✓ **External audits:** Introduce regular external audits to enhance transparency and accountability in financial management. This will provide an objective assessment of financial practices and help identify areas for improvement.
- ✓ **Counseling services:** Ensure regular availability of the counselor to enhance student support.

#### **5. Institutional Values and Best Practices**

##### **Strengths:**

- ✓ **Gender equity:** The institution organizes gender equity initiatives through Women's Cell and various departments.
- ✓ **Environmental sustainability:** The institution has implemented renewable energy sources, waste management systems, rainwater harvesting, and LED lighting to promote environmental consciousness.

##### **Suggestions for Improvement:**

- ✓ **Green practices:** Encourage more students to use public transport and promote a stronger culture of environmental sustainability within the campus.
- ✓ **Counseling services:** Ensure the counselor is more accessible to students, and the room is always open during working hours.

#### **6. Rankings, Accreditations, and Funding**

##### **Strengths:**

- ✓ **Accreditation:** The institution has successfully maintained its NAAC accreditation, indicating strong academic and administrative quality.
- ✓ **Research projects:** One faculty member has received funding for research projects, particularly from the ICSSR.

##### **Suggestions for Improvement:**

- ✓ **NIRF ranking:** Work toward being ranked in the NIRF by improving parameters like research output, faculty-student ratio, and institutional perception.
- ✓ **Funding awareness:** Increase awareness about funding opportunities, particularly for conferences, seminars, and research projects. Engage more faculty in securing such funds.

#### **7. Welfare Measures and Student Support**

##### **Strengths:**

- ✓ **Student support systems:** Mentoring systems, grievance redressal cells, and support for differently-abled students are well-established, ensuring an inclusive learning environment.

- ✓ **Student council:** Student representatives actively participate in academic and administrative bodies, ensuring democratic engagement.

**Suggestions for Improvement:**

- ✓ **Mentoring system enhancement:** Regularly monitor the effectiveness of the mentoring system and provide additional training to mentors to better support students.

By focusing on improving communication, transparency, and accessibility across these administrative parameters, the institution can continue enhancing its services and infrastructure, ensuring it meets both academic and student support needs effectively.



