

Mihir Bhoj PG College, Dadri–Greater Noida

Annual Administrative Audit

Session: 2021-22

Section-Wise Checklist

GENERAL ADMINISTRATION

1. Name of the Office Superintendent:
2. Date of joining:
3. Various responsibilities assigned to the staff to carry out various tasks of general administration:

Sr.	Name of the Employee	Responsibility

4. Does the section maintain a diary and despatch register properly?
5. Are the communications (letters and emails) received from various sources properly recorded and placed before the competent authority?
6. Are the letters/communications despatched through appropriate means such as speed post, email, parcel, etc. on the same or the subsequent date?
7. Provide a list of registers and files maintained by the office:

Sr. No.	Register	File

8. Are the scholarship claims and files processed within the stipulated time?
9. Name of the Nodal Officer (Scholarships):
10. Are appropriate steps taken for 24x7 safety and security of campus and property?:
.....
11. Is cleanliness of the campus maintained properly?
12. Are the repair/construction works monitored and record of purchases/muster roll maintained regularly?
13. Are the CCTV cameras installed at all key spots?
14. Is the playground being maintained properly?
15. Is the complaint register for electricity, water, ROs, Coolers, refrigerator, plumbing, general upkeep of the building maintained and updated?
16. Is the logbook for gensets and diesel purchase maintained and updated?
.....
17. Is the movement register maintained and updated?
18. Steps taken for optimum utilisation of resources:
.....
.....
19. Drinking water, toilet and first-aid facilities:
.....
.....
20. Is there adequate furniture in all the classrooms, labs and the departments?
.....
21. Steps taken for uninterrupted power supply:
22. Wi-fi facility for students, teachers and staff:

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23. Management of College website, Facebook Page and YouTube Channel:

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24. Maintenance of lawns, botanical garden, composting pits, etc.:

.....

25. Any other activities performed by the section:

a.

b.

c.

d.

e.

26. Best practices, if any:

Note: Separate sheets may be attached, wherever required.

(Signature of the Office Supdt)

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ACCOUNTS AND ESTABLISHMENT

1. Name of the Incharge:
2. Date of joining:
3. Whether promotion avenues are available for teaching and non-teaching posts?:
.....
4. Status of Teaching and Non-teaching positions:
 - i. No. of Sanctioned Teaching posts:
 - ii. No. of Vacant Teaching Posts:
 - iii. No. of Sanctioned Non-teaching Posts:
 - iv. No. of Vacant Non-teaching Posts:
5. Time taken for the issue of appointment order in case of selected candidates?:
.....
6. Provide a list of registers and files maintained by the office:

Sr. No.	Register	File

7. Does the section maintain and update the Service Books and personal files of the
teaching and non-teaching staff?
.....
8. Are the entries in the service book being attested by the employee concerned as well as the competent official concerned?

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9. Whether cases of promotion of the teachers are processed on time?
.....
10. Are the cases of promotion of non-teaching staff processed timely?
11. Are the annual increments awarded and recorded in the service book as per the norms?.....
12. Is the leave record of the teaching and non-teaching staff, duly approved by the competent authority, maintained?
13. What is the ratio of Teaching and Non-teaching staff?
14. Welfare measures for the employees of the college:
15. Is the payment of arrears of salary paid in time?
16. Are the NPS and GPF/PRAN accounts of the employees maintained properly?
.....
17. Whether property returns are obtained/transmitted by the prescribed date?
18. Does the section maintain seniority list of teaching and non-teaching staff?
.....
19. Have the teachers and staff been assigned E-hrms credentials?
20. Is there a mechanism for the performance appraisal of teaching and non-teaching staff?
21. If yes, are the adverse remarks communicated to the concerned officials and their acknowledgement filed in the concerned personal files?
22. Is the record of government servants who attain the age of superannuation during a particular year being maintained?
23. Have all the files and note sheets properly paginated?
24. E-governance initiatives:
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25. Mechanism to monitor the effective and efficient use of resources?
.....

26. Mechanism for internal/external auditing of Grants received/expenditure?

27. Does the section maintain annual account statements/balance sheet?

28. Provide a list of registers and files maintained by the office:

Sr. No.	Register	File

29. Total collection of fee to the credit of the college during the year:

30. Salary grants received during the financial year:

31. Donations received, if any. If yes, give details:

Sr.	Donating Agency/ Individual	Amount

32. Total expenditure from all heads (excluding salary):

33. Details of Head-wise budget and expenditure during the last FY:

Sr.	Head	Budget	Expenditure
	Development		
	Maintenance		
	Hot and Cold		
	Library		

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34. Is the income tax deducted at source in case of employees?

35. Does the section follow General Financial Rules?

36. Procedure for procurement of goods and hiring the vendors for repairs/services:
.....

37. Is annual physical verification of stocks done? If yes, date of the last verification:
.....

38. What is the time taken for remittance of fees for admission?

39. How are the land documents maintained?

40. Is digitization of land records, affiliation and accreditation certificates done?
.....

41. Constitution of Purchase Committee, Building Committee, Library Committee and other related committees (where finance is involved):

Sr.	Committee	Composition

42. Is the Central Stock/Asset Registers (for Consumable and non-consumable items) maintained?

43. Policy for advance drawn by a department, faculty or staff:
.....

44. Details of Annual Maintenance Contract(s), if any:
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.....
45. Policy for maintenance of fixed and movable furniture/assets:
.....

46. Is there any policy for financial support to the faculty for participation in seminars/conferences and for promotion of research? If yes, furnish the details:

Sr.	Name of the teacher	Amount reimbursed

47. Is the weed out process carried out as per norms? Give details of weeding processes carried out during the session:

Sr.	Items/documents weeded out	Amount Received
1		
2		

48. Areas where e-governance is practiced:
.....
.....

49. Is there any college-level scholarship (in addition to the government-funded scholarships)? If yes, give details.
.....
.....

50. Reasons for pendency, if any:
.....

51. Any other activities performed by the section:

- a.
- b.
- c.

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52. Best practices, if any:

Note: *Separate sheets may be attached, wherever required.*

(Signature of the Accountant)

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EXAMINATION SECTION

1. Name of the Incharge:
2. Does the exam committee prepare a schedule for internal exams and notify it?
.....
3. Students appeared for term - end examinations during the Academic Session:

Class	No. of Students Admitted	Students appeared in term-end exams

4. Steps taken for the maintenance and upkeep of the students' records in the Examination Section:
.....
.....
5. Does the college have a strong room for storing the records/question papers?
.....
6. Whether all processes in the examination section have been digitized/made online?.....
7. How does the examination section maintain secrecy of Question papers?
.....
.....

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8. What is the mechanism available for redressal of examination related grievances?

.....
.....

9. How many examination related complaints were received during the Academic Session? What action was taken?

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.....

10. How many UFM cases were reported during the Academic session?

.....
.....

11. Any other activities performed by the section:

- a.
- b.
- c.
- d.

12. Best practices, if any:

Note: Separate sheets may be attached, wherever required.

(Signature of the Examination Incharge)



LIBRARY

1. Name of the Library Incharge :
2. Nature of job and date of joining:
3. Details of Library Staff:
4. Does the Library manage its functions on Library Management Software? If Yes, Name the software:
5. Does it have the facility of online cataloging?
6. Is the Library Automated? If yes, provide details of the software:
7. Mention the Number of the following:
 - Total No. of Books:.....
 - Total No. of Titles:
 - Total No. of Print Journals Subscribed:
 - Total No. of e-Journals Subscribed:
 - Total No. of Magazines Subscribed:
 - Total no. of Newspapers subscribed:
 - No.of student members :.....
 - No. of teaching members:.....
8. No. of Online Databases & Software Purchased during the session:
9. Is Annual verification of stocks done by the Library? When was the last Stock verification conducted?
10. Is the Library Accession Policy framed and notified? If yes, mention the date of notification: _____
11. Mention Average of the following during the Academic Session:
 - Average books issued in a month:
 - Average books returned in a month:

- Average footfall of members in a month:
 - Average access of e-resources:
12. Is there a Library Committee in the College? If yes, mention its composition.

13. Does the library have its policy for the users? If yes, mention the date of notification:
14. Procurement Status of the Following:
- No. of Books purchased during the academic session and their cost:

 - No. of Print Journals subscribed during the academic session and their cost

15. Does the Library organize Library Tours/ Vocational/skill-based courses for students? If yes, give details:

16. Does the Library provide N-LIST sources?
17. Does the Library have access to the National Digital Library of India and DELNET?
18. Are CCTV cameras installed in the Library for surveillance?

19. Does the Library have reading rooms for the students and faculty members?

20. Does the Library maintain its Visit/Gate register?
21. Does the Library have WiFi access?

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22. Innovative practices carried out during the session and future plans of the library:

- a.
- b.
- c.

Note: Separate sheets may be attached, wherever required.

(Signature of Library Incharge)

Names and Signatures of Members, Library Committee:

- a.
- b.
- c.
- d.
- e.
- f.**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

1. Name of the IQAC Coordinator:
2. Date of appointment as the Coordinator:
3. Name of the NAAC Coordinator:
4. Date of appointment as the Coordinator:
5. Accreditation of the institution through NAAC: If yes, Date and grade of last Accreditation:
 - a. Cycle :
 - b. Date of accreditation:
 - c. Grade :
6. Composition of IQAC:

Sr.	Name	Position/ Representation
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

7. Is the composition of IQAC as per the NAAC guidelines?
8. No. of IQAC meetings conducted during the academic year:
9. Whether minutes of the meetings recorded and displayed on the University website?

10. Significant proposals deliberated and recommended by IQAC during the session:

- a.
- b.
- c.
- d.
- e.
- f.

11. Details of IQAC Meetings held during the session:

Sr.	Date	Major Agenda
1		
2		
3		
4		
5		
6		
7		
8		

12. Status of Annual Quality Assurance Reports of the last five sessions:

Session	Date of Submission	Date of Acceptance

13. Major quality enhancement initiatives of IQAC during the session:

- a.
- b.

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- c.
- d.
- 14. Did IQAC receive the feedback of students, faculty, alumni and employers?
If yes, give details:
 - a. Students Feedback :
 - b. Teachers' Feedback :
 - c. Alumni Feedback :
 - d. Employers' Feedback:
- 15. Did IQAC analyse the feedback received from various stakeholders?
- 16. Major policy documents/manuals prepared with the approval of the competent authority:
 - a.
 - b.
 - c.
 - d.
 - e.
 - f.
- 17. Does IQAC maintain a Performance Appraisal System for teaching and non-teaching staff?:
- 18. Details of incremental improvements in various spheres of institutional life:
 - a.
 - b.
 - c.
 - d.
 - e.
 - f.
- 19. IQAC initiatives towards Gender Equity:

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- a.
- b.
- c.

20. Have the codes of conduct for students, teachers and non-teaching staff been notified and displayed?

21. Has the IQAC developed Institutional Development/Perspective Plan with defined targets?

22. Did IQAC organised any workshop, seminar on IPR, research methodology or other related themes during the session? If yes, give details:

Date	Nature of Event	Title

23. Immediate priorities of IQAC:

- a.
- b.
- c.

24. Best practices pursued during the session:

.....

Note: Separate sheets may be attached, wherever required.

(Signature of IQAC Cordinator)



ADMISSION COMMITTEE

1. Programme-wise Admission Incharges/committees during the session:

Programme	Incharge/Committee

2. What is the method of admission for various academic programmes?:.....

.....

3. Does the college adhere to the reservation policy for students' admissions ?.....

.....

4. Is the prospectus/information bulletin published annually?:

5. Programme-wise intake capacity, application received and total admissions:

Programme	Intake Capacity	Applications received	Total Admissions

6. Does the admission and scholarship section maintain the details of students' category-wise, religion-wise, and gender-wise:
.....
7. For how long are the records of students maintained?.....
8. How is the admission intimation sent to the students?.....
9. Are the electronic media used for communication to the selected students?:.....
10. Does the college offer online admissions?:.....
11. Are the important instructions displayed on college website?:.....

Note: Separate sheets may be attached, wherever required.

Names and Signatures of Members, Admission Committee:

- a.
- b.
- c.
- d.
- e.
- f.

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