

INTERNAL AUDIT REPORT

Report submitted to: AQAR Committee

Report submitted by: Internal Audit Committee - *Dr. Madhu Gupta*
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Date: 18th March 2019

The committee conducted audit of selective sections of the Administrative department of Janki Devi Memorial College. The findings and suggestions have been highlighted below:

1. Service Book

Enquiries were made from time to time since August, 2018 regarding entries made in the service book. They have been sent to the University for fixation of salary under the 7th pay commission and are not available till date. However, personal files have been maintained.

Suggestion: There should be online access to details of employees (for instance, leaves, LTC, date of joining etc.) in the personal files through log-in id and password.

2. Leave Records

Discrepancies were found in entries posted of earned leave and medical leave. Consolidated leave records were made for 10-12 years rather than records of leave credits for each year.

However, now entries are posted in the software but till December, 2018 for teaching staff and February, 2019 for non-teaching staff.

Suggestion: For each quarter, leave records should be updated by the end of the next month. For example, leaves taken for the period of January – March, should be updated by 30th April.

3. Seniority List

The seniority list was checked with the office. It has been prepared as per joining date for the teaching staff and promotion date for the non-teaching staff.

4. Medical Bills

Medical bills are cleared as per rules.

5. Guest Teachers

A proper register has been maintained for Guest Teachers with attendance and signatures.

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6. Complaint Register

The complaint register was checked and found to be complete and updated.

7. Screen at the Reception

Earlier the notices were not regularly updated. It was brought to the notice of the office and suitable action was taken. Mr. Deepak was appointed to do this task. Updated information is displayed now.

8. Private Posters

It has been observed that many private parties like travel agents, beauty parlours, coaching institutes etc. put up their posters on notice boards across the college. Mr. Surinder and Mr. Kaushal were apprised of this.

Suggestion: Such a practice should be avoided or notices should be put up with proper and prior permission.

9. Private Vendors

Private vendors come to the staff room to sell their products which causes inconvenience to the staff. It also poses a security issue as bags/books/registers remain unattended at times when teachers are in their respective classes.

Suggestion: A counter for this purpose should be made outside the canteen, where vendors are allowed to display and sell their products, subject to

- (i) Permission from the authorities
- (ii) Some payment to the college

10. Office Attendant for Computer Lab I

We enquired with Mr. Manoj and Mr. Kaushal about appointment of Office Attendant to manage issues pertaining to Computer Lab I. There is no assistant to resolve technical issues (Remote, OHP etc.). Also, computers, lights, fans, ACs etc. are generally found running even when there is no class.

Suggestion: An Office Attendant should be appointed to manage Computer Lab I.

11. Cleanliness

- (i) Student washrooms are usually found stinking. It is even difficult to pass by them in the corridors.
- (ii) General cleanliness in classrooms is not up to the mark. Desks, chairs, teachers' tables, drawers etc. are found to be dirty.
- (iii) Staircase is often found littered with bunch of hair etc.

Suggestion: Appropriate action should be taken.

RESPONSE

A Meeting was held with the administrative staff and the entire report was discussed. It appears that broadly, the administrative section is completing its tasks as per rules and regulations.

As far as Point number 10 is concerned, it is informed that Mr Banwari is the office attendant and he has been reminded of his duties

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As far as Point number 11 is concerned, every effort is made to keep the toilets clean as also the rest of the college. The students too would need to co operate and teachers ought to guide them regarding cleanliness as regularly as possible.