

हंसराज महाविद्यालय

दिल्ली विश्वविद्यालय

महात्मा हंसराज मार्ग,

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HANS RAJ COLLEGE

UNIVERSITY OF DELHI

Mahatma Hansraj Marg

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NAAC ACCREDITED 'A+' GRADE COLLEGE

Report of Internal Administrative Audit 2021-2022

Administrative auditing is a thorough evaluation of an institute's administrative processes in terms of efficiency and effectiveness. This audit aims to develop and assess the institutes' policies, strategies, operations, and functions. An internal administrative audit was conducted on 21st November 2022 for the year 2021-22 that covered several administrative activities, and the respective report was submitted to IQAC, Hansraj College, University of Delhi.

This report consolidates the findings of the committee and hence, puts forth the suggestions and areas of improvements possible in the future.

The entire administrative and hostel staff were very supportive while conducting the audit. All the information that was asked for, was readily provided with proofs.

Some observations are:

1. General Administrative Sections

a) Students' Records

- Students' graduation degree issue register was checked, which is found to be well maintained.
- Students' results file is well-organized.
- Students' internal assessment records submitted by department, are seen and are found to be in order.
- Yearly student's admission consolidated data is well maintained. Admission summary report is also seen.
- Time table record is available. But the responsible person is not available in office. It is advised for everyone's presence at such times.

b) Teaching and Non-Teaching Staff Records

- Leave records of teaching as well as non-teaching staff is well maintained.
- Bio-metric file for the non-teaching staff is found in order.
- RTI file is well maintained. However, it was suggested to digitize the records from 2017-18 and 2019-2020 for the benefit of institution.

Rome

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- HTC/LTC records of teaching as well as non-teaching staff is maintained in their respective service books. However, the administration is advised to prepare a consolidated register for quick reference.
- It was further proposed to maintain separate Leave Encashment register.
- Loans and Advances file is pending. Moreover, the Consolidated Register is also not existing. The staff is advised to complete the loans and advances file. It is also suggested to prepare the master consolidated file for the same, for a quick look.
- It is proposed to display the Organizational Chart along with responsibility and duty of each staff in the office.

2. College Hostel Sections

a) Service Book

- It is observed that service record book of few hostel staff members is incomplete and needs to be updated.
- It was advised to update MACP after 10 years.

(b) Leave Record

- The attendance register of staff is well-maintained.
- The bio-metric records of staff are maintained.
- It is advised to update the incomplete records.

(c) Procurement

- All files checked and found in order.

(d) Civil Work.

- All files checked and found in order.

(e) Admission File

- Students hostel admission files are checked and are found in order.

Dr. Manjit Singh

Member

Internal Administrative Audit Team

Sh. Sanjay Batra

Member

IQAC

Prof. (Dr.) Rama

Principal