

Internal Quality Assurance Cell - IQAC

Ref. No. DBU/IQAC/20- 06

Dated 03/02/2020

Administrative Audit Report 2019-20

Section	Items	Observations	Suggestions
Account	Budgets & Financial Matters	Financial audit done, salary bills, Form 16, Income tax reports were available. Facility of e-payment was available	Query handling should be improved.
General Administration	Admissions	All records properly maintained (Hard & Soft Copy)	Need to have consistency in record maintenance
	Stores	Records properly maintained except item shortage register.	Store keeper to take care of ordering item in shortage. Inventory management should be done properly
	Library	Library functioning is proper, Books updated regularly. Ac was not working at the time of visit and hard binding of older editions of paperback periodicals was not done	Library staff to take care of maintenance of library infra and report well intime if any breakdown occur. Concerned library staff member to submit report on lapse in periodical storage.
	IT Facilities	Computer centres working properly, few lapses were found in mainenance, UPS in staff room of mechanical engineering department was not working and Few coputer have LAN wire issue in internet lab.	Periodical servicing and maintenance should be done. IT incharge to work proactively and to furnish a report on failure in maintenance of IT infrastructure
	Human Resource & Personnel Department	All files of staff members properly maintained.	Data of few employees was not uploaded properly in ERP, HR department to resolve the issue in consultation with ERP team.
	Hostels	Hostel Facilities are in proper shape, all basic requirement and amenities checked and found satisfactory. Some time Internet connectivity doesn't work properly, mess attendent was not wearing gloves and hat while serving food.	Internet breakdown issue to be resolved . Mess incharge to issue a notice to the concern person and submit the report and should take care in future
	Sports	Gymnasium for boys and girls maintained properly, Play ground need to be more maintained.	Students to be encouraged to participate more in sports activities


Coordinator IQAC




Registrar