

Central University of South Bihar

INTERNAL QUALITY ASSURANCE CELL

Report of Internal Administrative Audit - 2020

The Internal Administrative Audit – 2020 of all sections of Central University of South Bihar, Gaya was conducted from 25th October, 2020 to 31st October, 2020 by the committee formed for administrative audit by IQAC with the approval of competent authority.

The summarised report of audit of all sections is given below:

1. Examination

1. Duty chart to be consolidated
2. Email, sms to all applicants highlighting the university achievements, facilities and best practices
3. No system of sending feedback to parents and students
4. Report on same students failing in different subjects – not done
5. On line complaint system to be maintained

2. Finance

1. Filing system need improvement
2. Improvement in fellowship payments
3. Record of complaints not maintained
4. Need to update in use of technology

3. Transport

1. Duty chart to be prepared
2. Summary statements to be maintained for fuel record and log book record
3. Policy for transport not prepared

4. Library

1. AMC to be done in proper contract form
2. Subscription of updated journals

5. Computer Centre

1. Stock register not in desired format
2. Instructions for the users must be clearly pasted near terminals
3. Biometric records to be checked

6. Recruitment

1. No duty chart
2. Filing systems to be improved
3. Report of interview feedback is not shown to selection committee members
4. Policies communicated to new employees?
5. Report of orientation?

7. Store

1. Filing system to be improved
2. Duty chart to be revised



8. Purchase

1. Filing systems to be improved
2. Purchase orders need to be modified
3. Complaint register to be maintained

9. Sports

1. No duty chart
2. Filing system to be improved
3. Record of sports equipment needs improvement

10. Security

1. Filing system needs improvement

11. House keeping

1. Residential facilities including mess and Tuck Shop
2. Filing system needs improvement

12. Programme Development Section

1. Filing system needs improvement

13. Project Section

1. Files are not maintained
2. Filing system to be improved
3. Data updation required
4. Budget information detail of projects not available

14. Student Scholarship & Fellowship Section

1. Complaints to be checked
2. Filing system to be improved

15. International Students Division

1. Correspondence system is poor


Prof. Atish Prashar

Member, IQAC


Cordinator- IQAC

Central University of South Bihar

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Report of Internal Administrative Audit - 2021

The Internal Administrative Audit – 2021 of all sections of Central University of South Bihar, Gaya was conducted from 7th August, 2021 to 12th August, 2021 by the committee formed for administrative audit by IQAC with the approval of competent authority.

The summarised report of audit of all sections is given below:

1. Finance

1. Storing and retrieving and security of filing needs improvement.
2. Time schedule followed for disposal of files to be reduced.
3. The payments to the vendors should be made at the earliest possible.
4. Internal audit reports are to be made available in the office
5. Working record of the employees is to be maintained at branch level.

2. Programme Development Section

1. It is suggested to keep backup of files.
2. Development of curriculum of new programs report should be available with the branch.
3. Master files of Course Codes are to be made available in the branch.
4. Project Section
5. UC for major projects should be with the project section.

3. Student Scholarship & Fellowship Section

1. Data Backup is to be maintained in the branch.

4. Library

1. Indexing Register should be in soft copy too.
2. Online maintenance is suggested.
3. Ramp is not operational.

5. Computer Centre

1. In-out Register, Stock Register, Complaint register is in offline mode
2. Backup of files should be maintained
3. CCTV installation is required.
4. Stock of consumables is required.

6. Meeting

1. The section should have a schedule of AC/EC/FC meetings.
2. Performance Evaluation system for employees is required.

7. Recruitment

1. Report of Evaluation of interviewee's is to be prepared.
2. Training to the employees is required.
3. Policies are required to be communicated to the new employees.



4. Orientation to the new employees is required.
5. The code of conduct among employees is to be ensured.
6. Satisfaction survey of staff and faculty to be conducted annually.
7. Document verification of employees needs improvement.

8. International Students Division

1. Record of Activities (Academic and Cultural-sports etc.) of international students should be maintained
2. Record of arrival, departure during vacation of international students should be available with the branch.
3. Store
4. Performance Evaluation system for employees is required.
5. Inventory needs to be prepared.
6. Written off items/ lost items entered in register needs immediate attention.
7. Old records need to be corrected.

9. Purchase

1. There should be performance evaluation system for the employees.

10. Establishment

1. Pendency in execution of work should be checked.
2. Filing system needs improvement.
3. Service Records need to be maintained properly.
4. Copies of service books are to be given to employees.
5. Complaint system needs to be strengthened.

11. Examination

1. The system of Ph.D. thesis evaluation needs to be improved.

12. Security

1. Fire drill training to the security staff needs to be done again
2. Security personnel must be well aware to operate the calamities protection systems
3. Training for the security staff must be conducted frequently to update the staff

13. House Keeping

1. Feedback from stakeholders are to be obtained on regular basis.
2. Cleaning of roads, lifts, mess etc. should be checked regularly on daily basis.
3. Supervisor should be more friendly and interactive for better maintenance and performance.
4. Hostels, Guest House, Mess & Tuck Shop
5. Visitor Book/Complaint register is to be maintained.
6. To maintain hygiene kitchen/cooking area should be regularly cleaned
7. Fly catchers are required
8. Dedicated staff is required to provide services of Guest House

14. Health Centre

1. Mechanism to get complaints is required.

15. Engineering

1. Complaint register is to be maintained

Ahmed Khan

16. Transport

1. Policy for transport facility needs to be framed

17. Sports

1. Annual calendar depicting sports activities must be prepared
2. Ground man should be provided for maintenance of indoor and outdoor grounds
3. Duty chart is to be prepared



Prof. Atish Prashar
Member, IQAC



Coordinator, IQAC

Central University of South Bihar

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Report of Internal Administrative Audit – 2022

The Internal Administrative Audit was conducted on 1st July, 2022 to 7th July, 2022 at Central University of South Bihar, Gaya, by the committee formed for administrative audit by IQAC with the approval of competent authority.

The summary of the report is presented below:

1. Examinations

1. Disposal of files should not be delayed.
2. The committee recommended that although unutilized complaint System is being maintained, the respective sections should also keep complaint System and its redressal.

2. House keeping

1. Checklists of consumables should be maintained.

3. Sports

1. Filing System needs improvement. There should be proper coding, indexing and sorting of files.
2. AMC should be done of all equipment available in the department.
3. Proper maintenance of grounds should be done regularly.

4. Establishment

1. Record/Dairy/Dispatch registers need proper numbering & authentication by the Section Head.

5. Store and Purchase

1. Suppliers should be identified and evaluated.
2. Fixed assets require proper labeling.
3. Record of Serviceable, repairable and not serviceable items should be kept separately
4. Department should have complaint register along with its redressal.

6. Residential facilities including Mess and Tuck Shop

1. Feedback from the guests should be started.
2. Inspection of eatables should be done regularly.

7. Computer Centre



1. Log-book/Stock register should be maintained for computers properly.

8. Engineering

1. Record should be maintained for repairing of electrical appliances/ACs etc.
2. More attention is required in cleanliness of Hostels/Guest House/Mess/Tuck Shop.
3. Waste disposal should be done in proper way.

Recommendations

File is the fundamental record and it must be kept with great responsibility. Each section must have certain mechanism so that any file could be easily traced out as and when required. Similarly writing a file with utmost clarity is one the essential part of administration, hence we strongly recommend a week long training programme for all administrative staff who are supposed to put up the matter for the consideration or approval of competent authority. Further, we also recommend 2 days training programme on file keeping for all the administrative staff.



Prof. Atish Prashar

Member IQAC



Coordinator, IQAC

NOTICE

This is to notify that following members of IQAC are hereby given the responsibility of administrative audit. These members will audit every section of the administration, CUSB and submit the report to the office of IQAC.

Names of the members are

- 1 Prof Brajesh Kumar
- 2 Prof Atish Parashar
- 3 Dr Budhendra Singh
- 4 Dr Tarun Tyagi
- 5 Mr Shash Ranjan

Coordinator IQAC

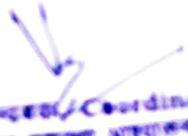
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संयोजक/Coordinator
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