

Administrative Audit

Audit Report 2017-18

Audit Key Steps

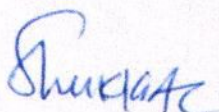
Planning completed	January	2018
Project completed	Febuary	2018
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Prepared by the Audit and Evaluation Team

Acknowledgments

The team responsible for this audit, comprised of Dr. A. C.Shukla Deptt. of Botany, University of Lucknow,Lucknow and Dr N.K.Singh coordinator IQAC would like to thank those individuals who contributed to this project, and particularly, employees who provided insights and comments as part of this audit.

Original signed by



(Dr. A. C. Shukla)

Chief Audit Executive

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1.0 Executive Summary

In accordance with the Risk-Based Audit and Evaluation Plan of MLK PG College for 2017-18, the Audit and Evaluation Branch conducted Administrative audit of the college in September 2017.

The purpose of the audit was to ensure that the practices followed in the campus are in accordance with the Administrative Policy adopted by the institution. With this in mind, the specific objectives of the audit were to evaluate the adequacy of the management control framework as well as the degree to which the Departments are in compliance with the applicable regulations, policies and standards.

During the initial planning of the audit, an analysis was conducted on the methodologies of the administrative policies. The analysis was based upon an examination of the policies, manuals and standards on data analysis, and on the results of preliminary interviews with personnel considered key in the Administrative management in the campus. The criteria and methods used in the audit were based on the identified risks.

The methodology used included physical inspection of the campus, review of the relevant documentation, and interviews.

2.0 Statement of Assurance

This audit has been conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*.

In our professional judgment, sufficient and appropriate audit procedures were completed and evidence gathered to support the accuracy of the conclusions reached and contained in this report. The conclusions are based on a comparison of the situations as they existed at the time of the audit with the established criteria.

3.0 Summary of Findings

The main findings of the audit show that, in general, all the departments are aware about the need for Administrative policies at a general level.

However, on detailed review, it was observed that, though the college is implementing the Administrative Policy, many of the practices followed in the institution are not in compliance with the Administrative Policy of the institution, and the applicable standards. In addition, certain processes could benefit from further review in order to improve their efficiency, fairness and consistency.

4.0 About the college

Immediately after getting independence, a great philanthropist Late Maharaja Pateshwari Prasad Singh took a giant step by establishing M. L. K. College in 1955 in the loving memory of his mother Maharani Lal Kunwari. With the passage of time this college became cradle for learning and research for the students belonging to terai region. This was the reason that the then governor his highness Sri K.M. Munshi in his inaugural speech on August 1955 said, this college is one of the rarest colleges to which I have offered affiliation with delight. This college is furnished with a good building, good economic sources and accomplishments

5.0 Infrastructural review criteria

The following criteria was used to review the infrastructural facilities of the college

INFRASTRUCTURAL FACILITY

Sr.No	PARTICULARS		ANSWERS
3.1	Campus Area		28.36
		Exemplary	✓
		Good	
		Inadequate	
3.2	Campus Ownership		
		Owned by Management	✓
		On rent	
3.3	Office Space		
		Exemplary	✓
		Good	
		Inadequate	
3.4	a. Area of Library		540 sq.m.
	b. Do you have separate reading area for		✓

	Student and Staff ?		
	c. Do you display the new arrivals?		✓
	d. Do you maintain Book Volumes?		✓
	e. No. of Books per student		02
	f. No. of Issue/Return books per day		40
	g . No. of Research Journals	1 20	
	h. No. of Periodicals		
3.5	Laboratories		
		Exemplary	✓
		Good	
		Inadequate	
3.6	Security		✓
3.7	Potable Water facility		
		Exemplary	
		Good	✓

		Inadequate	
3.8	Power Backup facility		
		Exemplary	✓
		Good	
		Inadequate	
3.9.a	Washroom facility (for Male)		
		Exemplary	
		Good	✓
		Inadequate	
3.9.b	Washroom facility (for Female)		
		Exemplary	
		Good	
		Inadequate	✓
3.9.c	Washroom facility (for Staff)		
		Exemplary	
		Good	✓
		Inadequate	
3.10	Parking		
		Exemplary	
		Adequate	✓
		Inadequate	
3.11	Class rooms (as per requirement)		
		Exemplary	
		Adequate	✓
		Inadequate	
3.12	Staff room (Tick only one)		
	Individual Staff room with IT facility		
	Staff room with separate cabins		✓
	Departmental Staff		
	Common		
3.13	Seminar Room		
		Exemplary	
		Adequate	✓
		Inadequate	
3.14.a	Common room (Boys)		
		Exemplary	

		Adequate	
		Inadequate	✓
3.14.b	Common room (Girls)		
		Exemplary	
		Adequate	✓
		Inadequate	
3.15	Medical Centre facility		
	Health Centre facility		

	First-aid facility	✓
3.16	Sports Facility (2 mark for separate ground for each sport) (Maximum 6)	6
3.17	Indoor Sports facility (2 mark for each indoor sports facility) (Maximum 4)	4
3.18	Gymnasium	✓
3.19.a	Hostel (Boys) Exemplary Adequate (with mess) Inadequate	✓ ✓
3.19.b	Hostel (Girls) Exemplary Adequate (with mess) Inadequate	 ✓
3.20	Transportation for students	Nil
3.21	Support services (**Bank/PO/**Xerox)	✓
3.22	Canteen	✓
3.23	Approach Road	✓
3.24	Garden	✓
3.25	Auditorium/ Assembly hall	✓
3.26	Internet facility For Staff & students : For staff only:	 ✓
3.27	Overall Maintenance Exemplary	

	Satisfactory	✓
	Not satisfactory	

Sr. No	PARTICULAR	ANSWER
4.3.1	How many Faculty members/ Administrative staff can operate MS-Word/ Power point and Microsoft Excel?	36
4.3.2	Did your College arrange for Training of Faculty members in the use of Computers ?	✓
4.3.3	How many Computers do you have in the College ?	41
4.3.4	Does the College have Internet facilities?	✓
4.3.5	Have your Faculty members undergone training for NME-ICT? If yes, How many?	✓
4.3.6	List out names of Faculty and non-teaching Staff	
4.4.	PLACEMENT ACTIVITY	
4.4.1	Has the Placement cell/ **Career Counselling Cell been formed in your college?	✓
4.4.2	How many students have been enrolled?	345
4.4.3	Has there has been any campus placement?	00
4.4.4	Have you conducted any pre placement training for student's placements? If yes, then Specify.	nil
4.4.5	Have you organized any company visits or guidance camp for students?	✓
4.4.6	Does the placement cell maintain the record of job opportunities and students?	nil
4.4.7	Are the students provided computers and Internet to search job, to down load application forms etc?	✓
4.4.8	Does the college have a system of registering students at the Employment office?	✓
4.4.9	Does the college subscribe to magazines like Employment News, Rojgar Samachar etc?	✓

	If yes, Give names of magazines.	Employment News, Rojgar Samachar
A.	Does your College facilitate Academic links/ collaborations/ MoU, etc with other centers of higher learning ?	✓
B.	Does the college have a functional Alumni Association?	✓
C.	Number of students enrolled	60
5.1.1	Ph.D Awarded	03
5.1.2	Research Papers Published	34
5.1.3	Books and chapters	05
5.1.4	Seminar/Symposia attended	37
5.1.5	Refresher and Orientation	05

6.0 Recommendations

Following the audit, several recommendations were made to the management.

- The placement cell of the institution may be strengthened
- There is not enough facility for the students for indoor sports
- Alumni association should undertake some welfare activities.

- Language lab may be introduced
- More faculties may be trained in using ICT facilities for teaching learning
- Non teaching staff may be trained in using ICT facilities relevant to their work
- Internet facilities in the college is not adequate
- Number of computers may be increased as the computer student ratio is poor
- Wifi campus may be introduced with adequate security mechanisms
- Hostel accommodation should be provided to more students.
- Library facilities may be strengthened, software may be introduced for issue and return
- Separate reading room may be introduced for the teacher and students

7.0 Objectives and Scope

This audit was conducted for MLK PG College Tulsipur road Balrampur.

8.0 Methodology

In order to meet its objectives, this audit combined physical inspection with a review of relevant documentation and interviews with various stakeholders.

Review of the Documentation

Academic Policy of the institution was reviewed to meet out the requirement of audit.

Interviews

Interviews were conducted with the Principal, and also faculties and students.

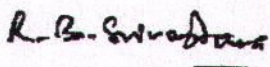
Physical Inspection

The audit team was in college to inspect the campus.

9.0 Declaration

I agree with all the recommendation and observation mentioned in this report.

Original signed by



(Dr.R.B.Srivastava)

Principal
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Balrampur (U.P.)-271201