



9. Internal Administrative Audit

**Patrician College of Arts and Science
Administrative Audit Report
2020 – 21**

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Administrative Audit Report 2020-21
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PATRICIAN COLLEGE OF ARTS AND SCIENCE

Administrative Audit Report 2020 - 21

Observations

Administrative Office/Principals Office

- Profile of the college available in college magazine.
- Files regarding academic programs available as university communications and soft copy.
- Suspended programs list to be as per the communication sent to University academic year wise
- Details of institutional awards should be maintained year wise
- Student details available (both hard and soft copy)
- Faculty Details
 - Percentage of Faculty approved not available
 - Attendance/ Leave/OD available **as hard copy**
 - Financial assistance file should be available with Admin Office
 - Faculty achievements to be recorded at Principals Office with the supporting document

Technical Team

- Purchase file not filed properly
- Issue and stock disposal register not maintained
- CCTV data backup available for 10days
- Stock register to be updated
- Student log register and complaints register is maintained
- ID Card Register , Purchase , Issue and Stock - Maintained but not in a proper format

ERP

- No physical documents maintained.
- Agreement copies available with brother's office E copies to be maintained by ERP team too
- Committee maintains the software alone. Any discrepancy is addressed through the following channel : Committee → AD → Brother → ERP Company
- Discrepancy File not maintained
- From 2018 onwards fully online. Imported data available for 2016 and 2017 Batches Older batch students available if they had registered for graduation recently
- What about the Database of Students passed out from the Institution 2018/2019/2020/2021- Personal data and attendance report
- Database of Timetable from 2018 to be backed up

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https://docs.google.com/document/d/11sc_anPqrVWQqF_2Dx-orp9_Hx-3OMZ/edit

1/3

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- Database of Timetable from 2018 to be backed up
- All data auto backed up on daily basis
- Event registration for conference/seminar can be done in ERP with payment option

Maintenance Team

- Attendance Register, Leave and Time registers are maintained as hard copy
- Welfare schemes data not available. Suggested to maintain the details of the same with documentary evidence
- Maintenance registers (Water/Rest room/Electrical) **not** available
- Stock registers are not available for maintenance items. Purchase Issue and Balance details should be systematically maintained

Library

- Log Register: ERP Soft copy alone maintained. Computer Log register is not updated. It is suggested to maintain a separate register
- Walk ins are available up to date in soft copy
- No register for late fine is maintained

Examination Office

- The following files are available but needs to be maintained year-wise in a single file
 - Exemption for special students (University Communication)
 - Question Bank and Question papers
- The following files are available in mail (unorganized). It has to be maintained in a well-organized manner in google drive semester wise
- CA/Model Exam/University Examination time tables for both theory and practical
 - ERS Subjection selection and temporary/permanent registration.
 - Hall tickets/ Nominal Rolls
 - Result Galley
- Discrepancy file has to be maintained

Sports

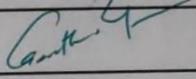
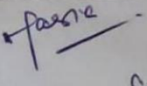
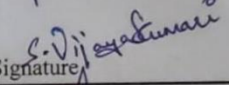
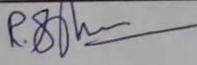
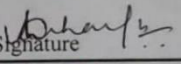
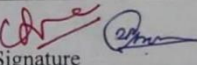

- All the files and documents are maintained but due to renovation work was not available to physically inspect

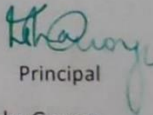
Finance Audit

1. PF / ESI and all other disbursals to be authorized and signed by Director.

2. Sponsorships (including fee payment/scholarship) should be maintained under respective heads for better transparency and accountability.
3. Cash Vouchers file include a variety of cash payments. These could be maintained under different heads for easier accountability.

Administrative Audit Committee

Dr Geetha Rufus Convener		Signature 
Mrs Mashiya Afroze - Coordinator	Admisitration Office, Technical team, Exam Office, Library ERP	
Dr Vijayakumari - Member		Signature 
Mrs Sunita John - Member	Principal's Office , Maintanence Team Sports	
Mr Nagarjun - Member		Signature 
Dr. Subbulakshmi	Finance Office	
Mr. Daniel		Signature 


Principal

Dr Usha George

Administrative Audit Report 2020-2021

Particulars		Available (Yes/No)	Remarks
An Overview of the College (Profile of the College)			Magazine -- (Principal & Administrative Office have to give) (Profile of the College is not maintained)
A. Academic Programmes			
Academic Programmes Offered			Univ Comm. 3 yrs. (Programmes have introduced)
Programmes Introduced during the Year			Univ Comm. 2 yrs.
Programmes (Continuation Provisional Approval during the Year)			Soft copy which courses
Programmes Suspended during the year		Communication sent 20-21	Electronic
Programmes Revived during the year			Not applicable
B. Institutional Awards and Recognitions			
Awards and Recognitions during the year	?	Mention the awards (Need list)	Organization / Nature of Award/ Status of the Award

(2)

C. Student Details			
Sanctioned Strength Programme wise		Total college programme wise sanctioned strength	Dept wise . Comm. Sent to Univ. (in a single sheet)
Increase in Sanction Strength during the year for any programme	?		(Admitted - male, female ratio)
Students Admitted against each programme in the current academic year			Comm. Sent to Univ.
TC issued to drop outs during the academic year	Mrs. Maria Mrs. Sarama	Self copy Maint (do-21) Students studying dropout Count during the academic year	Comm. to Univ.
Government Reservation for the Current year	dept wise .	Satogain .	Comm. to Univ.
D. Faculty Details			
Faculty strength a) Sanctioned b) Sanctioned Filled with Full Time c) Sanctioned Filled With Part Time d) Vacancy Position			
Faculty Approval		Count required.	Univ commu
Faculty Appointed During the Year	Mrs. Sarama		Date of Appointment Name of Faculty Shift / Department
Faculty Relieved During the Year	Mrs. Sarama		Date of Relieving Name of Faculty

(3)

			Shift / Department
Faculty availed OD during the year	Mrs. Sarama		Shift/ Department/ Name/ Professional Body Participated/ Purpose
Attendance Register			
Late/ Permission Register			
OD Availed with Proof			
Attendance Award			
Financial Assistance provided to Faculty	Administrative office		Shift/ Department/ Name/ Professional Body Participated/ Purpose/ Amount Reimbursed
Faculty availed Maternity Leave during the Year	Mrs. Sarama		Shift/ Department/ Name/Period from to
Faculty availed Medical leave during the year	Mrs. Sarama		Shift/ Department/ Name/Period from to
Faculty Awarded Ph D During the year	Principal office		Shift/ Department/ Name/Date of Award
Faculty Submitted thesis during the year	Principal office		Shift/ Department/ Name/Date of Submission
Faculty Submitted Synopsis during the Year	Principal office		Shift/ Department/ Name/Date of Submission
Faculty Cleared NET or SET during the year	Principal office		Shift/ Department/ Name/Date of Clearing

(4)

Welfare Measures introduced during the year			
Students			Insurance file D42
Faculty			" 2021
Infrastructure			
Total Plinth Area of the College	AD office	from Subv.	
Additional Infrastructure included in the year	AD office	"	
Facilities Added During the Year	AD office	"	
Membership of Heads in Academic Bodies			Univ comm.
Agenda and Minutes of the Academic Council	20-21	No.	
Administrative Planner	?		To be maintain during the year 20-21
ERP Usage by Admin Office	TC fees. student data entry	Not used for faculty	TC Comm completed They have not removed in the faculty
Records Section			
Telephone Register	NA		
Incoming Postal Register	NA		
Registrar's Communication			
Controller of Examination - communication			
Affiliation Section			

(5)

Notes

Eligibility Section			
Certificate Section Registers /Files Maintained.	Galley Sheets		Soft copy.
<ul style="list-style-type: none"> Semester Mark Sheets Provisional Certificates Degree Certificates Transfer Certificate Bonafide Certificate Rank Holders List Discrepancy Communications 	Register Maintained. " Requisition letter. ?		
List of Other files and Registers Maintained			
Visitor's Book	Mrs. sarama		
Technical Team			
Purchase Register	Mr. Suresh	not filed properly.	
Issue Register	Mr. Suresh	not maintained.	
Stock disposal Register	Mr. Suresh	not maintained.	
Maintenance Register	Mr. Suresh	Clear House Keepers - not updated. New Service (maintained) suggested.	
Software Register	Mr. Suresh	updated.	
CCTV Register		→ backup for 10 days in device. No copy.	
List of Other files and Registers Maintained			
Maintenance Team			

Study log Register -
 Stock Register - not updated.
 Complaint Register (student/faculty)

(6)

Attendance Register	Mr. Kamal		
Leave Register	Mr. Kamal	Time register Bio metric Gate pass Gate register	
Time Register			
Welfare Schemes	Mr. Kamal	Insurance / ESI Bonus - Pongal Expenditure on welfare scheme Provisional Training for support staff IIC / ED Cell	
List of Other files and Registers Maintained			
Log Book			
• Two Wheeler	Admin / Accounts Office		
• Four Wheeler	Admin / Accounts Office		
Maintenance of Water Points	Kamal		
Maintenance of Rest Rooms	Kamal		
Maintenance of Electrical Fittings	Kamal		
Stock Register for Maintenance Items	Kamal		

<p>* Membership file. - library</p> <p>* RFID detail</p> <p>* Ntist.</p> <p>* L.T. file.</p> <p>ERP</p> <p>Gate entry</p> <p>Book Issue. Returned.</p> <p>Abstract Report -</p> <p>Scanning of Book</p> <p>Book entry.</p> <p>Book search.</p> <p>⑦</p> <p>1. Location, updation</p> <p>Due list.</p>			
Library			
1. Log Registers	ERP- Soft copy.		asked for updation
2. Computer Log Register.	not updated. - will be maintained.		
Walk ins - ERP	Soft copy		
Accession Register	1. Lost books - Book to be replaced	updated. as of today	
Invoice files	2. Late Fine - No	"	
Fine register		No register.	
List of Other files and Registers Maintained	* daily status updation.		
Finance Office			
Students			
1. Fees Collection			
2. Sponsors			
Faculty profile			
Salary Register / PF			
Statutory Audit requirements			
List of Other Files and Registers Maintained			
Exam Office			
Exemption for Special students	} → Available [To be maintained together]		
CIA TT/ Model Exam TF/ UNOM TT for theory and Practicals	} → e-copy available in mail.		
<p>↳ unorganised to be maintain in a file [drive]</p>			

R.V. to be maintained. (8)

Question Bank → Soft copy to be organised and maintained

Sub codes for the Academic Year	} → not available. [Subject selection]		
Exam Registration			
University Communication Exemption for Special candidates	Saw		
Condonation/ Prevention/ Detention	2020-2021 → Not Available due to Online exams		
Exam Papers Conduct of CIA/ Model	} to be maintained		
IMES Mark entry		2020-2021 - Available in mail [to be organized]	
Nominal Roll Hall Tickets	} → to be maintained		
Result Galley		→ Soft copy to be maintained	
Valuator List	→ Available in Accounts file		
Claim University Practicals / Theory Exam	} - Available		
Discrepancy File / Grievance File		→ to be maintained	
Sports			
Purchase Register			
Issue Register			
Disposable Register			
Master List Of Quality Record			
Invitation			
Sports Day			
Zone Communication			



(9)

University Communication			
Students On Duty (Od)			
Students Profile Men And Women			
Students Achievement			
Department Activity			
Faculty Profile			
Faculty On Duty (O D)			
Faculty Achievement			
Entry Form			
Fixtures			
Circular			
Paper Cutting			
List Of Teams And Players			
Bills And Voucher			
Notice Board			
Stock Register			
Attendance Register			
Students Sports Goods Issue Register			
Approval			
Intramurals Tournament			
Extramurals Tournament			

(10)

Dr. A.L. Muthaliar Athletic Meet			
+ 2 Mark Sheets			
TA - DA			
Student Permission			
Madras University Tournaments Organized			
Inter School Athletic Meet 2012			
Patrician Trophy			
No Due			
Letter File			
Train Pass Monthly Report			
Sports Credit			

Audit Team Report

1. Dr Geetha Rufus Convener
2. Mrs Masia Afrose - Coordinator
3. Mrs Sunita John - Member
4. Mr Nagarjun - Member
5. Dr Vijayakumari - Member

Geetha Rufus
14/8/21
S. Vijayakumari

REPORT OF ADMINISTRATIVE AUDIT CONDUCTED ON THE FINANCE OFFICE
ON 16TH FEBRUARY 2022

Auditors:

1. Dr. B. Subbulakshmi, Assoc. Professor, Department of Computer Applications
2. Mr. Daniel Felix Joseph Chalke, Asst. Professor, Department of Management

Finance Office	Available (Yes/No)	Remarks
Students 1. Fees Collection	Yes	<p>Fees</p> <p>Daily Collection Register is maintained for accounts held with HDFC bank. These records are linked with ERP</p> <p>Separate sheets are maintained in the workbook for Card payments, UPI payments, Cash deposits, Payment via Swiping Machine, Cheque payments, DD payments and Direct Transfer</p> <p>In Addition, Mail is received daily from the Bank in the Accounts office mail-id</p> <p>Master File is maintained for all online payments</p> <p>Union Bank of India payments are maintained in the form of physical (offline payment) challans.</p>
2. Sponsors	No	Sponsorships for scholarships are sent to the Private Scholarship Committee and then is shown as fees received in the Accounts office
Faculty profile	Yes	Faculty profile is maintained department wise in hard copy format. Once faculty are relieved their details are put into a separate file with their joining and relieving formalities
Salary Register / PF	Yes	Salary Register is maintained in both Hard copy as well as Soft Copy
PF	Yes	<p>PF records are maintained in two formats</p> <ol style="list-style-type: none"> 1. Institutional challan is provided by the PF office on monthly basis 2. Individual statement is maintained in Excel on monthly basis
Statutory Audit requirements	<p>Yes</p> <p>No</p> <p>No</p>	<p>Department accounts have been audited</p> <p>NSS and CCC accounts are audited by external and college audits</p> <p>Staff Insurance is maintained by Bronwen Maam (Not clear under what head)</p>

List of Other Files and Registers Maintained		<ol style="list-style-type: none"> 1) Bank Statement File 2) Fees challan file HC/SC 3) Daily Collection Register – SC 4) Bank Vouchers for Cheques 5) Cash Vouchers 6) Sundry Creditors – Contractors and TDS 7) TDS file – Staff and other Payments 8) ESI file and PF file 9) Staff Bonafide Certificates 10) Student Bonafide Certificates 11) Salary 12) Internal Audit 13) Statutory Audit 14) Budget File (for the Brothers Congregation to be submitted to Provincial) 15) Student Concession 16) Staff Loan file 17) Staff Welfare Ledger 18) Advertisement for staff vacancy/college admission 19) Electricity Board 20) Solar Energy Record 21) Canteen Files 22) Lorry Load record 23) Fees Structures 24) Purchase Orders 25) Generator Files 26) Department Accounts Bank Statement and Payments
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Suggestions given by Auditors:

1. PF / ESI and all other disbursements to be authorised and signed by Director.
2. Sponsorships (including fee payment/scholarship) should be maintained under respective heads for better transparency and accountability.
3. Cash Vouchers file include a variety of cash payments. These could be maintained under different heads for easier accountability.

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14/08/2021

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14/08/2021