



Administrative Audit 2021 - 22

Report

Overview

Academic Directors /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 updated.
- Details regarding institutional awards should be maintained
- Student details available - university communication as soft copy
- Faculty Details
 - Faculty approval number / total Faculty
 - Attendance/ Leave/OD available as hard copy
 - Attendance award maintained
 - Financial assistance file maintained at accounts department
 - Faculty achievements file available in the mail

Technical Team

- Purchase file to be filed according to the date order
- Issue and stock disposal register to be maintained
- CCTV data backup for last 10 days
- Stock register to be updated
- Student log register and complaints register is maintained

ERP

- Soft copy of reports maintained
- Copy of Agreement available
- Any discrepancy is addressed through the following channel : Committee → AD → Brother → ERP Company
- Imported data available for 2016 and 2017 Batches onwards
- 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 to be maintained
- Maintenance sheets not updated (Water/Rest room/Electrical)
- Stock registers are not available for maintenance items

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
- Damaged books details to be maintained

Examination Office

- The following files to be maintained year-wise in a single file
 - Exemption for special students (University Communication) batch wise
 - Question Bank and Question papers of model and university
- The following files are available in soft copies
 - Model Exam/University Examination time tables for both theory and practical.
 - ERS Subject registration
 - Hall tickets/ Nominal Rolls
 - Examination fees paid along the permanent registration class wise
 - Result Galley semester wise
- Discrepancy file to be maintained

Sports

- Sports Audit pending due to renovation and shifting from existing place to E Block

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

ADMINISTRATIVE AUDIT

POLICY : **Administrative Audit** is a process in place of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments, control of the overall administrative system etc. The internal audit will be carried out annually by the internal audit committee and the external audit once in 2 years by the external committee.

**Administrative Audit Team for the year****2021-2022**

Place of Audit	Date and Time	Unit Team	Audit Team
Academic Directors Office	03/06/22 2pm - 4 pm	Mrs Bronwen Mrs Maria Mr Berlin	Mrs Mashiya Afroze F Dr Vijayakumari
Technical Unit	03/06/22 2pm - 4 pm	Mr Suresh Mr Jayaseelan	Mrs Mashiya Afroze F Dr Vijayakumari
Library	03/06/22 2pm - 4 pm	Mrs Josephine Shanthi Mrs Karona Mr Gokul	Mashiya Afroze F Dr Vijayakumari
Principal's Office	03/06/22 2pm - 4 pm	Mrs Saramma	Mrs Sunita John Mr Nagarjun
Maintenance Team	03/06/22 2pm - 4 pm	Dr. Subbulakshmi Mr Kamal	Mrs Sunita John Mr Nagarjun



Sports	03/06/22 and 04/06/22 2pm - 4 pm	Mr Arul Murugan Mrs. Nellai	Mrs <u>Sunita John</u> Mr Nagarjun
Canteen	03/06/22 2pm - 4 pm	Mr.John Vaseekaran	Mrs <u>Sunita John</u> Mr Nagarjun
Accounts Department	03/06/22 and 04/06/22 2pm - 4 pm	Mr Martin Ms Nithya	Dr.Subbulakshmi Mr.Daniel

Note : report to be submitted 04/06/22 by 4 PM

Administrative Audit Report 2021-2022

Particulars	Available (Yes/No)	Remarks	Faculty
TO SEEK TO FIND TO STRIVE Academic Directors Office			
An Overview of the College (Profile of the College)			Dr Vijayakumari
A. Academic Programmes			
Academic Programmes	YES		



Offered				
Programmes Introduced during the Year		-		
Programmes (Continuation Provisional Approval during the Year)				
Programmes Suspended during the year		NO		
Programmes Revived during the year		YES	B.sc Maths & P.hD Revival B.sc - Electronic Media, Journalism Reviving this year	
B. Institutional Awards and Recognitions				
Awards and Recognitions during the year	TO SEEK	TO STRIVE	TO FIND Organization / Nature of Award/ Status of the Award	
C. Student Details				
Sanctioned Strength		Yes		



Programme wise				
Increase in Sanction Strength during the year for any programme		No		
Students Admitted against each programme in the current academic year		Yes		
TC issued to drop outs during the academic year	Mrs. Maria Mrs. Sarama	Yes	shift-I available	Mrs Sunita John Mr Nagarjun
Government Reservation for the Current year				
D. Faculty Details				
Faculty strength a) Sanction ed b) Sanction ed Filled with Full Time c) Sanction ed Filled With Part Time d) Vacancy Position		Total Staff -136 -		



Faculty Approval		Yes (8)		
Principal' Office				
Faculty Appointed During the Year	Mrs. Sarama	yes	Date of Appointment Name of Faculty Shift / Department SOFT COPY AVAILABLE	Mrs Sunita John Mr Nagarjun
Faculty Relieved During the Year	Mrs. Sarama	yes	Date of Relieving Name of Faculty Shift / Department SOFT COPY AVAILABLE	Mrs Sunita John Mr Nagarjun
Faculty availed OD during the year	Mrs. Sarama	yes	Shift/ Department/ Name/ Professional Body Participated/ Purpose SOFT COPY AVAILABLE	Mrs Sunita John Mr Nagarjun
Attendance Register		yes	Shift I & II both available	Mrs Sunita John Mr Nagarjun



Late/ Permission Register		Yes	Shift I & II both available	Mrs Sunita John Mr Nagarjun
OD Availed with Proof			Shift I & II both available	Mrs Sunita John Mr Nagarjun
Attendance Award		yes	Shift I AVAILABLE	Mrs Sunita John Mr Nagarjun
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	yes	Shift/ Department/ Name/Period from to	Mrs Sunita John Mr Nagarjun
Faculty availed Medical leave during the year	Mrs. Sarama	yes	Shift/ Department/ Name/Period from to	Mrs Sunita John Mr Nagarjun



Faculty Awarded Ph D During the year	Principal office	yes	Shift/ Department/ Name/Date of Award	Mrs Sunita John Mr Nagarjun
Faculty Submitted thesis during the year	Principal office	No	Shift/ Department/ Name/Date of Submission	Mrs Sunita John Mr Nagarjun
Faculty Submitted Synopsis during the Year	Principal office	No	Shift/ Department/ Name/Date of Submission	Mrs Sunita John Mr Nagarjun
Faculty Cleared NET or SET during the year	Principal office	Yes	Shift/ Department/ Name/Date of Clearing	Mrs Sunita John Mr Nagarjun
Academic Directors Office				
Welfare Measures introduced during the year				
Students				
Faculty				
Infrastructure				
Total Plinth Area of the	AD office			



College				
Additional Infrastructure included in the year	AD office			
Facilities Added During the Year	AD office			
Membership of Heads in Academic Bodies				
Agenda and Minutes of the Academic Council				
Administrative Planner				
ERP Usage by Admin Office				
Records Section				
Telephone Register	NA			
Incoming Postal Register	NA			
Registrar's Communication				
Controller of Examination - communication				



Affiliation Section				
Eligibility Section				
Certificate Section Registers /Files Maintained.	Galley Sheets 			
List of Other files and Registers Maintained				
Visitor's Book	Mrs. sarama	Yes	Maintaining in	



			AD office	
Technical Team				
Purchase Register	Mr. Suresh	yes	Register Maintained	
Issue Register	Mr. Suresh	yes	Register Maintained	
Stock disposal Register	Mr. Suresh	No	Register Maintained for 2019-2020 Pending for 2021-22	
Maintenance Register	Mr. Suresh	yes		
Software Register CCTV Register	Mr. Suresh	Yes	1. Microsoft software license Maintained 2. Yet to buy the SPSS license 3. Adobe Software License available - Old version	
List of Other files and Registers Maintained			Register Maintained for 1. Complaint register 2. Laptop 3. ID card 4. Tab 5. Bio Metric registered Maintained	



Maintenance Team				
Attendance Register	Mr. Kamal	YES	Maintained by register and biometric	Mrs Sunita John Mr Nagarjun
Leave Register	Mr. Kamal	Time register Bio metric Gate pass Gate register	Yes available Time register Bio metric Gate pass Gate register	Mrs Sunita John Mr Nagarjun
Time Register	Mr. Kamal	YES	Available-registered	Mrs Sunita John Mr Nagarjun
Welfare Schemes	Mr. Kamal	Yes Insurance / ESI Bonus - Pongal Expenditure on welfare scheme Provisional Training for support staff IIC / ED Cell	Available in Brother Office	Mrs Sunita John Mr Nagarjun
List of Other files and Registers	Maintained key register	yes	Master files list is available in Brother office	Mrs Sunita John



Maintained				Mr Nagarjun
Log Book				
• Two Wheeler	Admin / Accounts Office	yes	Available. Register is maintained	Mrs Sunita John Mr Nagarjun
• Four Wheeler/ Lorry	Admin / Accounts Office	yes	Available. Register is maintained	Mrs Sunita John Mr Nagarjun
Maintenance of Water Points	Kamal	Yet to maintain	Register and Bills available with Martins sir	Mrs Sunita John Mr Nagarjun
Maintenance of Rest Rooms	Kamal	YES	AVAILABLE in register	Mrs Sunita John Mr Nagarjun
Maintenance of Electrical Fittings	Kamal	YES	AVAILABLE in register	Mrs Sunita John Mr Nagarjun
Stock Register for Maintenance Items	Kamal	YES	Soft cop	Mrs Sunita John Mr Nagarjun



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Library				
Log Registers Computer Log Register.		Yes Yes		
Walk ins - ERP		yes		
Accession Register Invoice files Fine register	1. Lost books - Book to be replaced 2. Late Fine - No	Accession register Maintained Invoice files maintained Fine register Maintained	1. Records Maintained for Lost book 2. No register Maintained for the replacement of the book	
List of Other files and Registers Maintained		TO STRIVE	NIL	
Finance Office				
Students 1. Fees Collection 2. Sponsors				



Faculty profile Salary Register / PF PF				
Statutory Audit requirements				
List of Other Files and Registers Maintained				
Exam Office				
Exemption for Special students				
CIA TT/ Model Exam TT/ UNOM TT for theory and Practicals				
Sub codes for the Academic Year				
Exam Registration				
University Communication Exemption for Special candidates				



Condonation/ Prevention/ Detention				
Exam Papers Conduct of CIA/ Model				
IMES Mark entry				
Nominal Roll Hall Tickets				
Result Galley				
Valuator List				
Claim University Practicals / Theory Exam				
Discrepancy File / Grievance File				
Sports				
Purchase Register	TO SEEK	Yes	TO STRIVE	TO FIND Not maintain for the year 2022 Mrs Sunita John Mr Nagarjun
Issue Register		Yes		Not maintain for the year 2022 Mrs Sunita John Mr Nagarjun



Disposable Register		Yes	Yes to update 2020	Mrs Sunita John Mr Nagarjun
Master List Of Quality Record		yes	Files is uptodate	Mrs Sunita John Mr Nagarjun
Invitation		yes	Files is uptodate	Mrs Sunita John Mr Nagarjun
Sports Day		yes	Files is uptodate	Mrs Sunita John Mr Nagarjun
Zone Communication		yes	Files and records are available	Mrs Sunita John Mr Nagarjun
University Communication		yes	Fully available	Mrs Sunita John Mr Nagarjun
Students On Duty (Od)		yes	Fully available	Mrs Sunita John Mr Nagarjun



Students Profile Men And Women		yes	Fully available	Mrs Sunita John Mr Nagarjun
Students Achievement		yes	Fully available	Mrs Sunita John Mr Nagarjun
Department Activity		yes	Fully available	Mrs Sunita John Mr Nagarjun
Faculty Profile		yes	Fully available	Mrs Sunita John Mr Nagarjun
Faculty On Duty (O D)		No	Not updated	Mrs Sunita John Mr Nagarjun
Faculty Achievement		yes	Fully available	Mrs Sunita John Mr Nagarjun
Entry Form		yes	Fully available	Mrs Sunita John Mr Nagarjun



Fixtures		yes	Fully available	Mrs Sunita john Mr Nagarjun
Circular		yes	Fully available	Mrs Sunita John Mr Nagarjun
Paper Cutting		yes	Fully available	Mrs Sunita John Mr Nagarjun
List Of Teams And Players		No	Yet to maintain	Mrs Sunita John Mr Nagarjun
Bills And Voucher		No	Not Available	Mrs Sunita John Mr Nagarjun
Notice Board		yes	Fully available	Mrs Sunita John Mr Nagarjun
Stock Register		yes	Incomplete	Mrs Sunita John



				Mr Nagarjun
Attendance Register		No	Not Available	Mrs Sunita John Mr Nagarjun
Students Sports Goods Issue Register		yes	Fully available	Mrs Sunita John Mr Nagarjun
Approval		yes	Available	Mrs Sunita john Mr Nagarjun
Intramurals Tournament		yes	Available	Mrs Sunita John Mr Nagarjun
Extramurals Tournament		yes	Available	Mrs Sunita John Mr Nagarjun
Dr. A.L. Muthaliar Athletic Meet		yes	Available	Mrs Sunita John Mr Nagarjun



+ 2 Mark Sheets		NO	Not Maintained	Mrs Sunita John Mr Nagarjun
TA - DA		NO	Not Maintained	Mrs Sunita John Mr Nagarjun
Student Permission		NO	Not Maintained	Mrs Sunita John Mr Nagarjun
Madras University Tournaments Organized		No	No Tournament organised during 2021-2022	Mrs Sunita John Mr Nagarjun
Inter School Athletic Meet 2012		No	Not Organised	Mrs Sunita John Mr Nagarjun
Patrician Trophy		No	Not Organised	Mrs Sunita John Mr Nagarjun
No Due		No	No available	Mrs Sunita John Mr Nagarjun



Letter File		yes	Available	Mrs Sunita John Mr Nagarjun
Train Pass Monthly Report		yes	Available	Mrs Sunita John Mr Nagarjun
Sports Credit		NO	Not issued during 2021- 2022	Mrs Sunita John Mr Nagarjun

Audit Team Report

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