

SANT BABA BHAG SINGH UNIVERSITY

Village Khiala, P O Padhiana, Distt. Jalandhar-144030

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Internal Administrative Audit Report (Academic Session: 2021-2022)



Prepared by:

Internal Quality Assurance Cell, SBBSU

The Internal Administrative Audit: 2021-2022 of various sections/departments of Sant Baba Bhag Singh University was conducted by different Committees as approved by the competent Authority. Committees along with the schedule are appended below:

Date	Venue	Offices/Cells/Departments	Internal Committee-I
20/06/2022 & 21/06/2022	Respective Office/ Department	Computer Lab	Dr. Seema Garg-Dean UICIAS
		Store	Dr. Mandeep Singh-Dy Dean UIE
		Girls Hostel	Dr. Gurmanik Kaur-Dean Student
		Boys Hostel	Welfare
		Transport	Mr. Davinder Singh-Prof. UIH
		Security Cell	Dr. Amandeep Singh-Prof EE Dr. Amrinder Singh-HoD ME Dr. R.S Pathania-Dy Director Sports

Date	Venue	Offices/Cells/Departments	Internal Committee-II
22/06/2022 & 23/06/2022	Respective Office/ Department	Dean, UIET	Dr. Indu Sharma-Registrar
		Dean UIE	Dr. Aneet Kumar- Dean Academics
		Dean UIL, UICM, UICAIIS	Dr. Vikas- Director R&D
		Dean UIS	Dr. Umesh Sehgal-Additional Dy
		Admission Cell	Director, IQAC Dr Tyagi, Professor in Agriculture

Date	Venue	Offices/Cells/Departments	Internal Committee-III
24/06/2022	Respective Office/ Department	Dean Academics	Dr. Vijay Dhir-Director IQAC
		Registrar Office	Dr. Vikas Sharma-Director R & D
		Research & Development office	Dr. Ramandeep Chahal-Dean UICM Dr. Amarjeet Singh-CoD Physical Education

Date	Venue	Offices/Cells/ Departments	Internal Committee-IV
24/06/2022	Respective Office/ Department	Vice-Chancellor's Secretariat	Dr. Shweta Singh, Dean UIS Dr. Jagdeep Kaur, Dy Dean UIET

Date	Venue	Offices/Cells/ Departments	Internal Audit Committee
24/06/22	Respective Offices/ Departments	Dean Academics	Dr. Vijay Dhir, Director IQAC
		Registrar Office	Dr. Vikas Sharma, Director R & D
		Research & Development Cell	Dr. Ramandeep Chahal, Dean UICM Dr. Amarjeet Singh, CoD Physical Education

Date	Venue	Offices/Cells/ Departments	Internal Committee-V
21/06/2022 & 27/06/2022	Respective Office/ Department	Accounts Branch	Dr. Vijay Dhir, Director IQAC
		Training & Placement Cell	Dr. Anju Sood, Dy Director, IQAC
		Library	Dr Nisha, Dy Dean UIS
		Sports department	Dr. Vikrant- Associate Prof. Agriculture
		Examination Cell	Dr. Varinder- Asst. Prof. Commerce Dr. K.S Mahi- Physical Education

The summarized report of audit of all the offices/ cells/departments sections is given below:

Computer Labs (Block 5)

- The expiry date of a few fire extinguishers has exceeded the limit.
- Cables and wires are loosely hanging in the Hadoop lab.
- It was proposed to establish a server in each lab separately.
- Walls should be whitewashed especially at the visible cemented areas.
- It is proposed to establish a student service centre (Photostat machine and printer with network

sharing) either in computer lab or in the library.

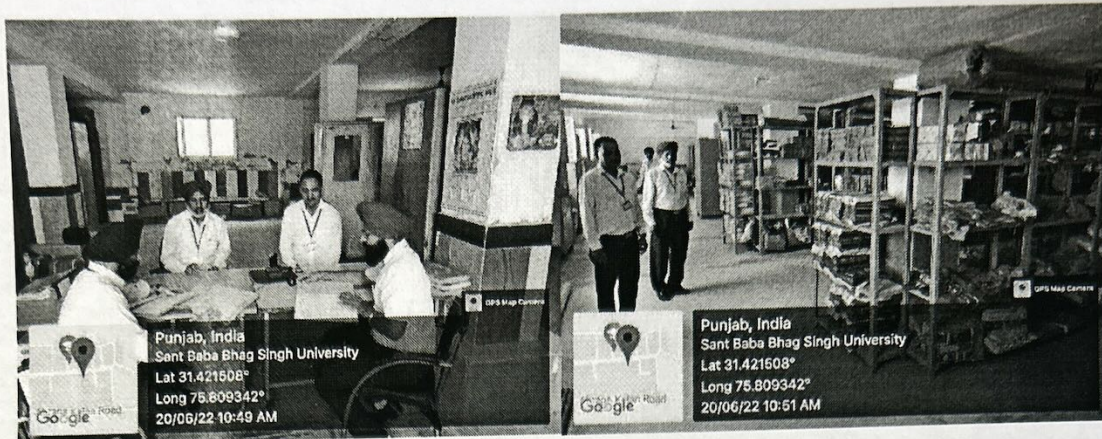
- Corresponding to the name of the labs, relevant software systems should be installed on computers.
- Internet lab should be accessible to the students with in/out registers.
- The hardware, maintenance and repair lab should be given to agricultural department. The specifications of the computers should be upgraded to dual core processors. Store should be made a separate entity by partitioning and must be managed carefully.
- Dustbins should be kept in each lab.
- Stock registers of each lab should have index and entries of each item must be referred to main stock register for easy traceability. Every item should have M/S, Bill number.....Dated:.....Qty..... and reference of the page number of main stock register. So, It was advised to make new stock registers.
- The stock register should have correct/legible entries of issue/balance records.
- Computer systems in some labs were found to be in non-working condition and it was suggested to get those repaired at the earliest.
- Stock of Consumables is required to be maintained.

Computer Labs (Block-7)

- Timetables should be displayed on notice boards.
- The Main Index page and bill number of some equipment are missing in the stock register.
- The number of computers issued and received do not match.
- The stock register has no reference to the main register.

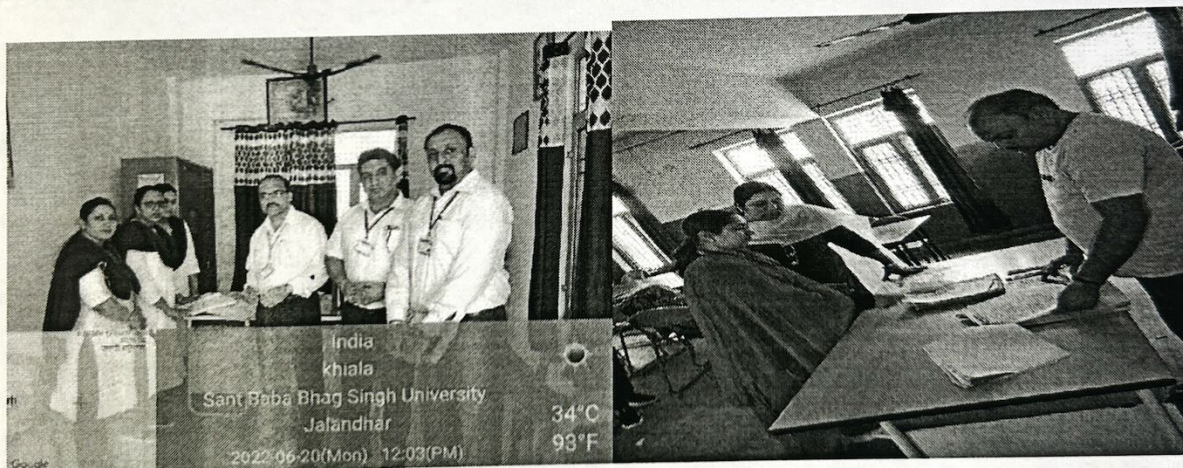
Store

- Records were well maintained.
- On account of transfer (to some other dept.) of Data entry operator associated with the store department, it is suggested to appoint a DEO in store at the earliest so that the pending data could be updated on computer system



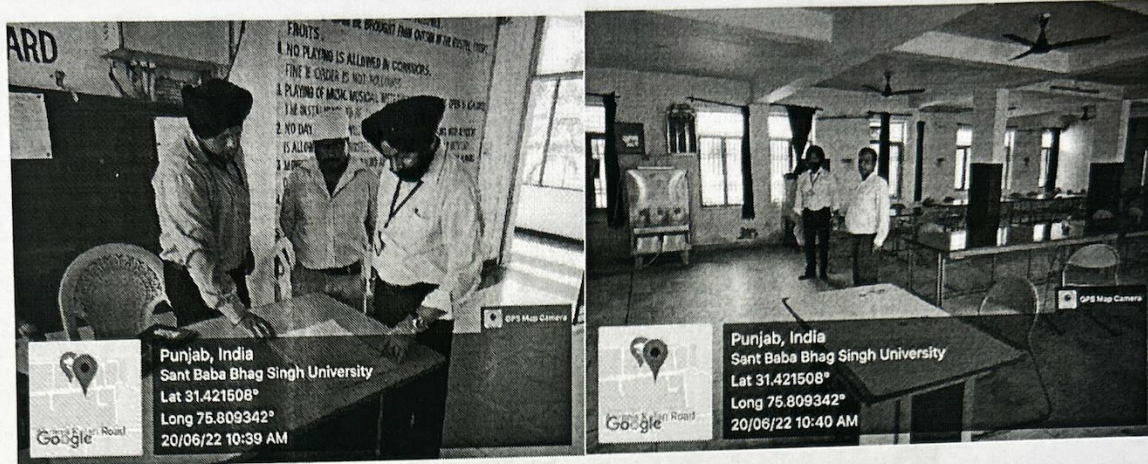
Girls Hostel/Mess

- i. No security guard was available at the entry gate.
- ii. Visitor Registers/Complaint registers and students entry/exit registers were not maintained properly.
- iii. Sanitary napkin incinerator machine was proposed to be installed in Hostels.



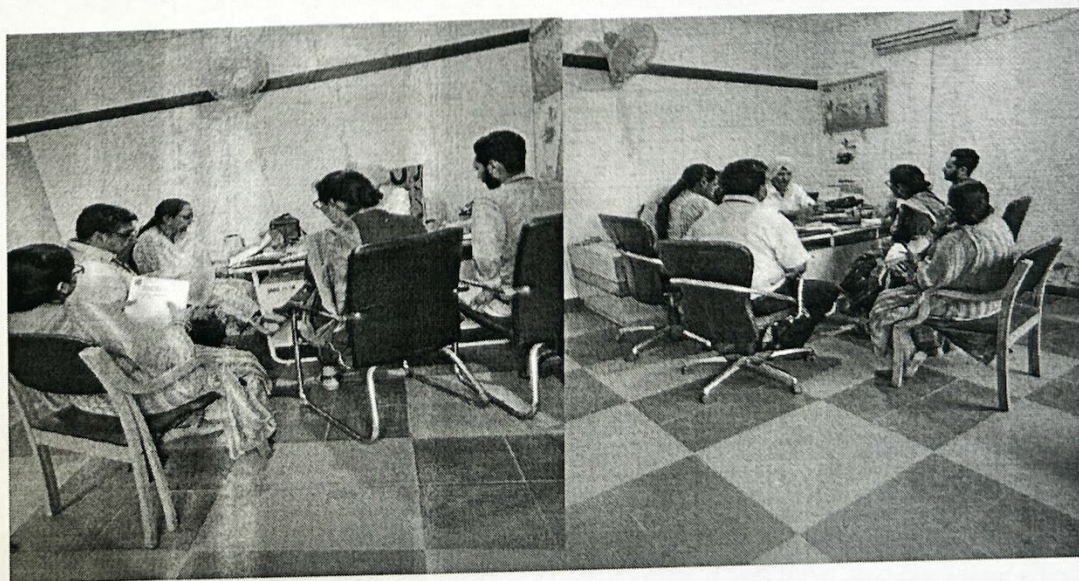
Boy's Hostel/Mess

- Hostel record has not been computerized for 2021 onwards.
- The only computer available was out of order.
- Sanitation and hygiene were not satisfactory.
- Recreation room needs to be created.
- One more water cooler is required in the dining hall.
- There should be some procedure of getting feedback from the students regarding mess food.



10. Transport & Security Office

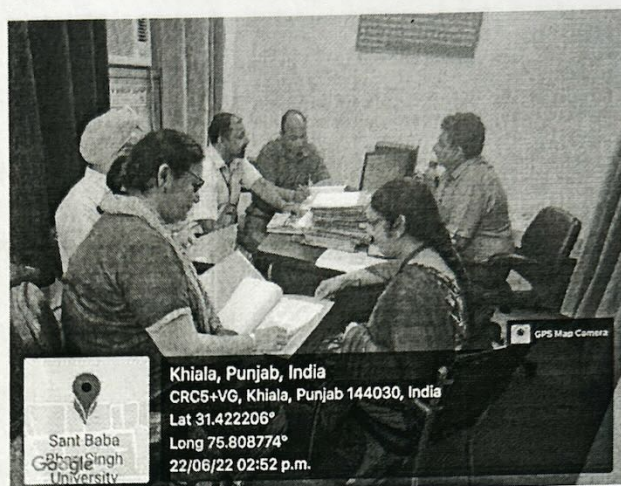
- Attendance Registers were well maintained.
- Maintenance of Vehicle permits and fuel records were available and maintained.
- One technical staff needs to be appointed for smooth functioning.
- Visitors register needs to be appropriately maintained.
- Number of vehicles (e-Riksha/Auto) should be increased.
- It was suggested to prepare a route chart which may be uploaded on university website.
- Security staff may be provided uniforms at regular intervals.



Dean UIET Office

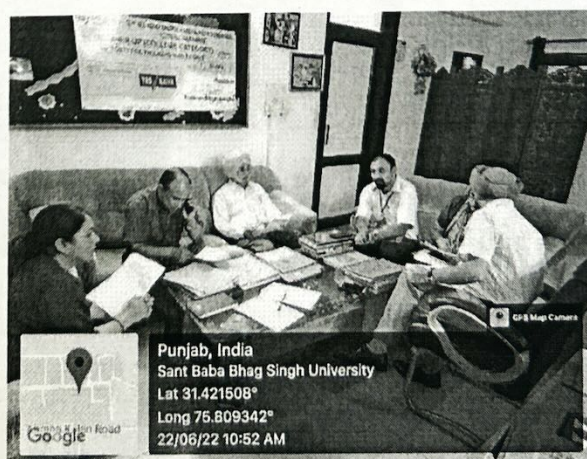
- Incoming/receiving and outgoing/Dispatch registers needs to be maintained.
- Deficiency of Clerical staff

- Partial E-governance.
- Less number of MoUs.
- Consultancy activities were insufficient.



Dean(UIE)Office

- Deficiency of Clerical staff.
- Incoming/receiving and outgoing/Dispatch registers needs to be maintained.
- Record files of the few departments were not properly prepared and also, needs to be maintained with proper indexing.
- Need the Departmental Grievance committee to resolve the complaints after these are lodged.



Dean UICM Office

- Mechanism /procedure to lodge complaints was not satisfactory.
- Office of Dean of the institute is not separate one.

- No lab in Airlines and Tourism.
- Research activities need to be enhanced.
- Doctorate faculty in the discipline of Commerce & Management should be recruited so as to promote the research activities.

Dean Office UIL

- Year-wise and course wise records of students' strength were not available.
- Records of Issue/Receipts were not available.

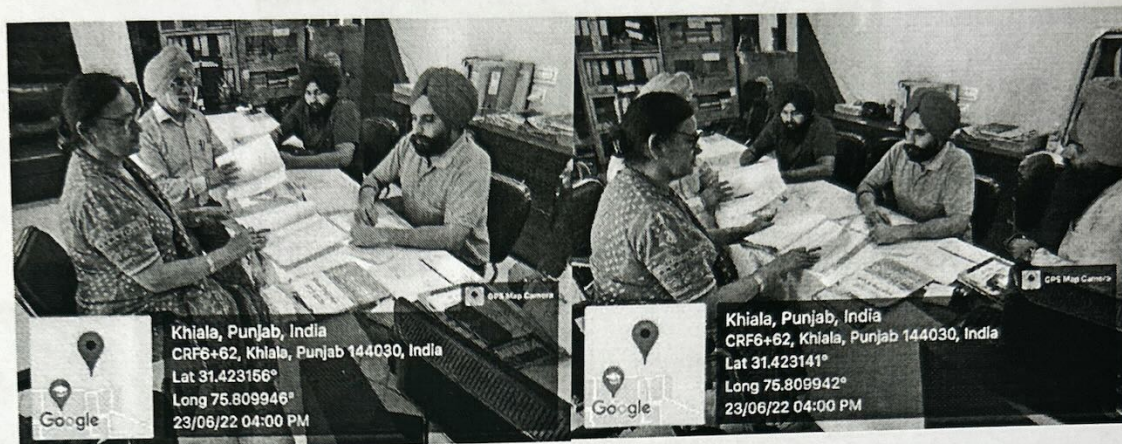
Dean UIS Office

- Records are well maintained.
- Technical support staff for advanced laboratories must be recruited at the earliest.
- Lab facilities must be upgraded for facilitating outstanding contribution in research.
- Classrooms are observed deficient.
- Record files of the few departments are not properly prepared and also, needs to be maintained with proper index pages and keep the record department wise in uniform way.
- Need the Departmental Grievance committee to resolve the complaints after these are lodged.

Admission Cell

- E governance must be implemented in the operations of the office.
- Year-wise records of refunds were not available.
- Records of scholarships/Concessions given by university was not maintained.
- Inclusion / addition of some more attractive flexes/ Boards were suggested.
- Records of dispatch were not available.
- Some more members need to be recruited in Admission Team
- Previous year refund policies were not available.
- A dedicated calling centre should be there to improve the quality of calling and campaigning.

- Counselling cell & Calling Centre should be there.
- Students 'registration number and roll number should be different so that the number of applications received and actual admissions could be calculated for Demand ratio.



Dean Academics Office

- Partial e governance/ digitalized record maintenance.
- The information related to year-wise sanctioned intake was not available
- Year wise/Course wise students' enrollment data was not available.
- A complaint register is suggested to be maintained.
- Records such as Academic Calendars, Syllabi, BoS etc. were well maintained.

Registrar Office

- Partial E- governance is implemented.
- The information on website regarding Administration needs to be updated
- Records of enrolled students from 2015 to 2020 are well maintained.
- Separate files of Records of sanctioned teaching and non-teaching positions (category-wise) need to be maintained.
- Description of year wise records of scholarships provided to students by the university was not made available.
- Staff for the office is suggested to be increased to improve the efficiency
- Leave Record and salary record are properly maintained.

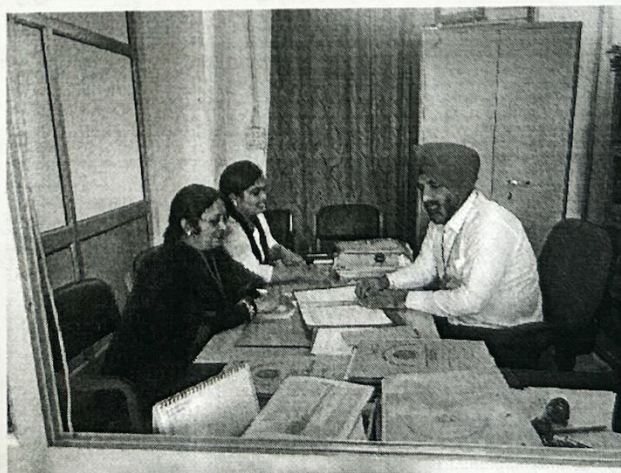


Research & Development Cell:

- Record files of students must be properly indexed mentioning page number there on.
- Every document of personal file of research scholar must be duly signed by Director/ Dy. Director R & D.
- The Records of all Entrance tests (for admissions in Ph. D.) conducted by R & D centre need to be maintained properly.
- Registers of course work attendance need to be available in the office of R& D.
- Research Hand book should be prepared.
- Policy for research Ethics was not available.

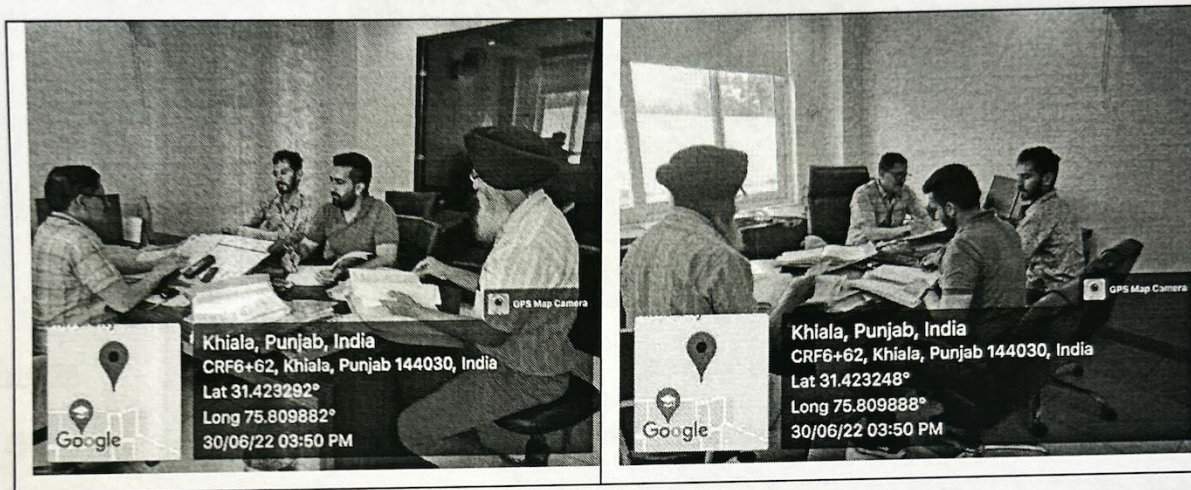
Vice-Chancellor's Secretariat Office

- A visitors register needs to be maintained.
- Additional supporting staff and technical staff need to be recruited.



Accounts Branch

- A separate record office is required for accounts branch.
- Student fee deposition process/ mechanism needs to be revised; it needs to be decentralized.
- Records of Complaints was not available.
- Time schedule followed for disposal of files to be available.
- Minutes of Meetings were not available.



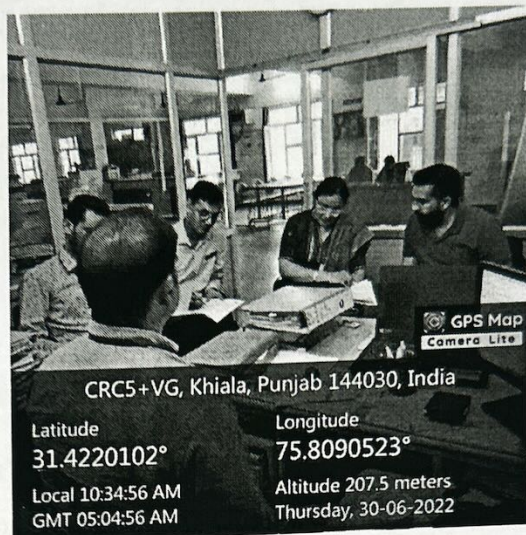
Training and Placement Cell

- Apart from available information, some more information of Training & Placement Cell needs to be updated on University website.
- All original MOUs/Collaborations and related activities need to be centralized and suggested to be with the cell also.
- Special classes were suggested to be arranged to improve the communication skill of students.
- Feedback of stakeholders was suggested to be collected & records to be maintained.

Library

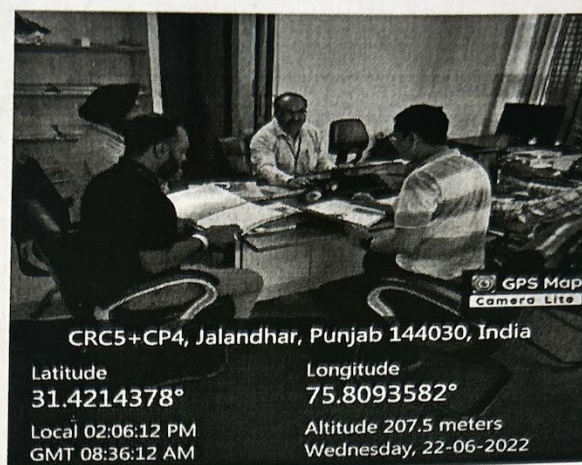
- The stock register needs to be adequately maintained, and entries in the accession register to be updated.
- E-resources need to be updated and improved.
- Webpage of the University Library needs to be updated with details of books, journals and facilities for the students, with real-time pictures of the Library.

- Library needs to be automated at a faster pace.
- Expenditure detail /records of the year 2018, 2019 and 2020 were not made available.
- Non-working computer systems need to be repaired at the earliest.



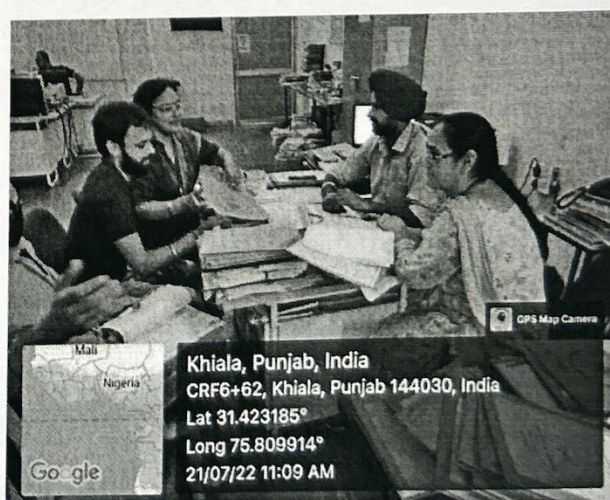
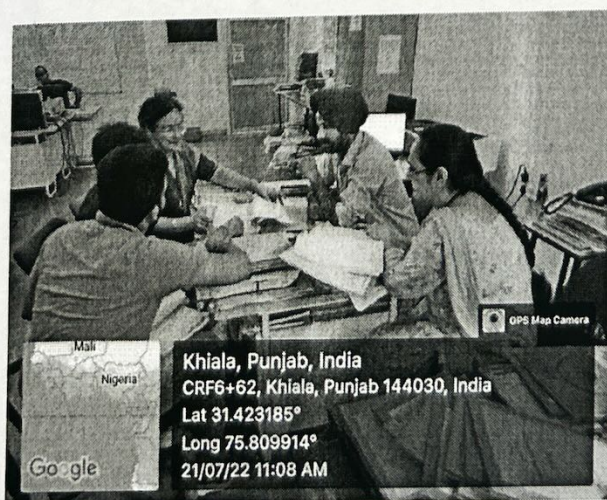
4. Sports

- Game-wise coaches of different sports are needed for recruitment.
- Sports' equipment management and inventory were not up to the mark. It is suggested to appoint a storekeeper for the stated purpose.
- It was suggested to arrange for the purchase of Standardized equipment like Javelin, hammer throw etc.
- In the light of sports as university's distinctiveness and strength, it was proposed to have Indoor stadium with swimming pool.
- Written off items/lost items record was unavailable.
- It was suggested to prepare an Annual Calendar depicting sports activities.
- Duty Chart should be prepared.



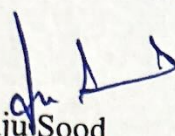
5. Examination Cell

- Duties and responsibilities of the individual staff must be clearly defined/mentioned.
- Grievances and students' problem relating to DMCs and results must be handled by one staff member dedicatedly. Upgradation of technology and infrastructure is required.
- Secrecy in DMC printing and publishing mechanism was observed weak.
- Examination Cell is partially automated and needs to be fully automated.
- There should be strong back up facility for examination related records.
- Examination Cell has single entry for students/ staff and visitors. There should be separate window to entertain students so as to reduce disturbance and interventions.
- There should be a separate string room.
- The space for keeping examination related records seemed to be insufficient. It was suggested to put up a request for storage shelves/racks.

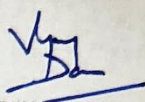


General observation:

- Some furniture items need repair/replacement.


Dr. Anju Sood

(Dy. Director, IQAC)


Dr. Vijay Dhir

(Director, IQAC)


Dr. Dharmjit Singh Parmar

(Vice-Chancellor, SBBSU)