



**GARGAON COLLEGE**

**AFFILIATED TO DIBRUGARH UNIVERSITY**

***External Academic  
cum Administrative  
Audit Report***

***Session: 2023 - 2024***

# Background

The Gargaon College has a dedicated mission of imparting quality education with a goal to develop human resource in different fields of humanities, sciences as well as commerce. The College envisages to be the premier institute to impart quality education to its students so as to match the emerging challenges of the new millennium. It is committed to deliver quality teaching and sound guidance to enable the diverse student community to realize and utilize their potential and creativity.

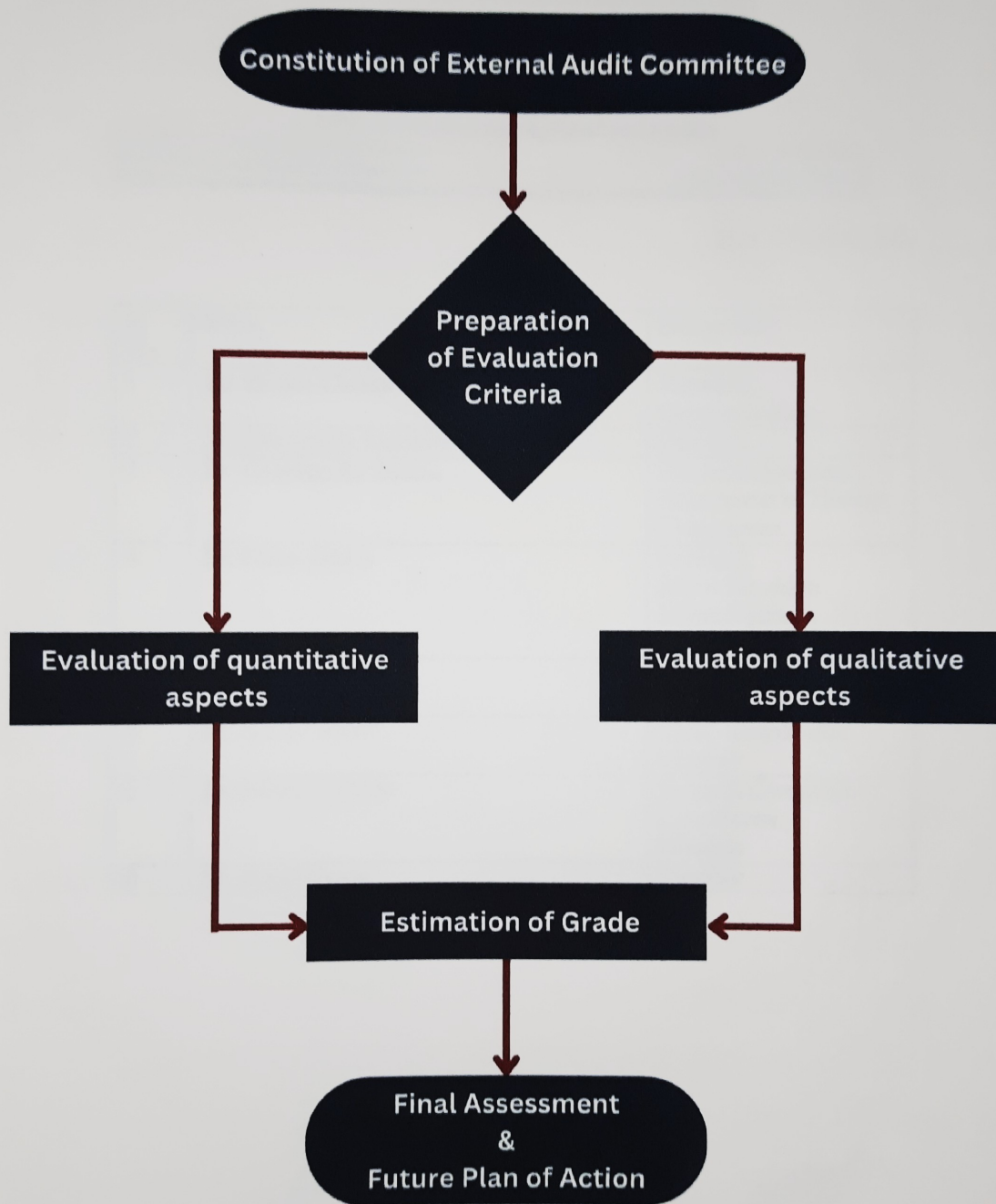
In order to achieve its goals, the institution has established an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure as per the guidelines of National Action Plan of the National Assessment and Accreditation Council (NAAC), Bangalore. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institutions.

As a part of its quality enhancement measures, IQAC has conducted an Internal Audit on various academic aspects. The audit evaluates the quality benchmarks/parameters for the various academic and administrative activities of the institution pertaining to NAAC assessment. The primary objective of the audit is to evaluate and develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.





# Methodology for Academic Audit



# External Audit Committee

## GARGAON COLLEGE



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[www.gargaoncollege.ac.in](http://www.gargaoncollege.ac.in)

Date: 7<sup>th</sup> of July, 2023

Sl No.	Name	Designation
1	Mr. Biman Chandra Borah	President, Governing Body
2	Dr. Sabyasachi Mahanta	Principal
3	Dr. Chandan Kr. Sarma	Associate Professor, Department of History, Chairperson
4	Dr. Dulen Saikia	Principal, Jorhat Kendriya Mahavidyalaya, External Member
3	Dr. Rina Handique	Vice Principal, Member
4	Dr. Surajit Saikia	IQAC Coordinator, Member
5	Dr. Nilutpal Chutia	Samarth Committee Coordinator, Member
6	Mr. Rajib Gogoi	Member



*Reddy*  
14/07/2023  
Principal  
Gargaon College  
Principal  
Gargaon College  
Simaluguri, Sivasagar (Assam)



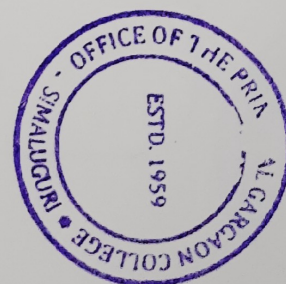
# Estimation of Institutional CGPA

The institutional CGPA is calculated from the Key Aspect-wise Weighted Grade Point (KAWGP), the Criterion-wise Weighted Grade Point (CrWGP) and the Criterion-wise Grade Point Average (CrGPA). This involves use of the pre-determined Weightages (W) and the grade points assigned by the Academic Committee for the 32 Key Aspects covering the seven criteria included in SSR. The following sections delivers the details for arriving at the KAWGP, CrGPA and CGPA:

## 1. Calculation of KAWGP

In the present evaluation, the Committee has decided to use predetermined weightages to each of the 32 Key Aspects under the seven criteria as per NAAC evaluation. Estimation of KAGP is based on suggestive guiding indicators as provided by NAAC. Using the guiding indicators and based on their observations and assessment of the institution evaluation committee assigns appropriate grade point to each of the key aspect by using five point scale (0-4). These grade points are assigned as 0/1/2/3/4 without using decimal points and are referred to as the Key Aspect-wise Grade Points (KAGP). The Key Aspect-wise Weighted Grade Point (KAWGP) is arrived at by multiplying the predetermined Weightage (W) of a Key Aspect with respective KAGP assigned by the evaluation team.

i.e.,  $KAWGP_i = KAGP_i * W_i$



## 2. Calculation of CrGPA

Criterion-wise Grade Point Average CrGPA is calculated by dividing the sum of the Key Aspect-wise Weighted Grade Points (KAWGP) of a Criterion by sum of the Weightages of the Key Aspects of that Criterion. This also can be calculated by dividing the Criterion-wise Weighted Grade Point (CrWGP) by the total weightage of that Criterion as given below.

$$\text{CrGPA}_j = \frac{\sum_{i=1}^n (\text{KAWGP})_i}{\sum_{i=1}^n W_i} = \frac{(\text{CrWGP})_j}{W_j}$$

where,

'i' - represents Key Aspects

'j' - represents the Criterion

'n' - number of Key Aspects in that Criterion

$\sum_{i=1}^n (\text{KAWGP})_i$  = sum of the assigned Key Aspect-wise Weighted Grade Points of that Criterion

$\sum_{i=1}^n W_i$  = sum of the predetermined Weightages of the Key Aspects of that Criterion

## 3. Calculation of CGPA

The sum of the seven CrW GP divided by the sum of the pre assigned Weightages of the seven Criteria will result in Cumulative Grade Point Average (CGPA) of the institution. The institutional CGPA will be the deciding factor for accreditation status of the institution and its grade.

$$\text{Institutional CGPA} = \frac{\sum_{j=1}^7 (\text{CrWGP})_j}{\sum_{j=1}^7 W_j}$$





# Academic Audit Evaluation Reports

## Internal Audit Evaluation Report (Key-aspect wise weighed grade points for qualitative aspects)

Criterion 1 – Curricular Aspects					
Key Indicator- 1.1 Curriculum Planning & Implementation					
Metric	Description	Weightage	Score	KAWGP	Remarks
1.1.1 QM	The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment	20	4	80	
Key Indicator- 1.3 Curriculum Enrichment					
1.3.1 QM	Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum	10	4	40	
Criteria 2- Teaching- Learning and Evaluation					
Key Indicator- 2.3 Teaching –Learning Process					
2.3.1 QM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process	40	4	160	
Key Indicator- 2.5. Evaluation Process and Reform					
2.5.1 QM	Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient	40	4	160	
Key Indicator- 2.6 Student Performance and Learning Outcomes					
2.6.1 QM	Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website	25	4	100	
2.6.2 QM	Attainment of POs and COs are evaluated.	20	4	80	
Criteria 3- Research, Innovations and Extension					
Key Indicator 3.2- Innovation Eco system					
3.2.1 QM	Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident	10	4	40	
Key Indicator 3.4- Extension Activities					
3.4.1 QM	Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.	15	4	60	
3.4.2 QM	Awards and recognitions received for extension activities from government / government recognised bodies	5	3	15	
Criterion 4 - Infrastructure and Learning Resources					
Key Indicator – 4.1 Physical Facilities					
4.1.1 QM	The Institution has adequate infrastructure and other facilities for a. teaching – learning, viz., classrooms, laboratories, computing equipment etc b. ICT – enabled facilities such as smart class, LMS etc. Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc	20	3	60	



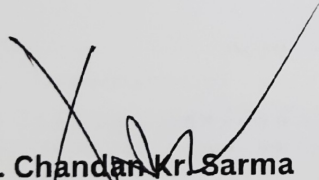



Key Indicator- 4.2 Library as a learning Resource					
4.2.1 QM	Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students	20	4	80	
Key Indicator- 4.3 IT Infrastructure					
4.3.1 QM	Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection	20	3	60	
Criterion 5-Student Support and Progression					
KeyIndicator-5.3 Student Participation and Activities					
5.4.1 QM	There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services	10	4	40	
Criterion 6- Governance, Leadership and Management					
Key Indicator- 6.2 Strategy Development and Deployment					
6.1.1 QM	The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.	15	3	45	
Key Indicator- 6.2 Strategy Development and Deployment					
6.2.1 QM	The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.	8	4	32	
Key Indicator- 6.3 Faculty Empowerment Strategies					
6.3.1 QM	The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression	6	3	18	
Key Indicator- 6.4 Financial Management and Resource Mobilization					
6.4.1 QM	Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ non-government organizations) and it conducts financial audits regularly (internal and external)	10	4	40	
Key Indicator- 6.5 Internal Quality Assurance System					
6.5.1 QM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities	15	4	60	
Criterion 7 - Institutional Values and Best Practices					
Key Indicator - 7.1 Institutional Values and Social Responsibilities					
7.1.1 QM	Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.	10	3	30	
7.1.4 QM	Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens	10	4	40	





Key Indicator - 7.2 Best Practices					
7.2.1 QM	Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual	30	4	120	
Key Indicator - 7.3 Institutional Distinctiveness					
7.2.1 QM	Portray the performance of the Institution in one area distinctive to its priority and thrust	20	3	60	

  
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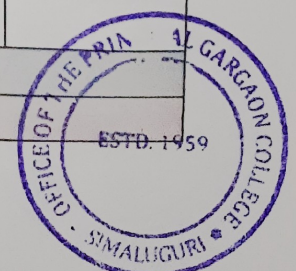
Dr. Dulen Saikia  
 Principal & Secretary  
 Jorhat Kendriya Mahavidyalaya



# Academic Audit Evaluation Reports

## Internal Audit Evaluation Report (Key-aspect wise weighed grade points for quantitative aspects)

Criterion 1 – Curricular Aspects					
Key Indicator- 1.2 Academic Flexibility					
Metric	Description	Weightage	Score	KAWGP	Remarks
1.2.1 Q <sub>n</sub> M	Number of Add on /Certificate/Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. where the students of the institution have benefitted during the last five years)	15	4	60	
1.2.2 Q <sub>n</sub> M	Percentage of students enrolled in Certificate/ Add-on/Value added programs and also completed online MOOC programs like SWAYAM, NPTEL etc. as against the total number of students during the last five years	15	3	45	
Key Indicator- 1.3 Curriculum Enrichment					
1.3.2 Q <sub>n</sub> M	Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)	20	4	80	
Key Indicator- 1.4 Feedback System					
1.4.1 Q <sub>n</sub> M	Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website  <i>Feedback processes of the institution may be classified as follows:</i> A. Feedback collected, analysed, action taken and feedback hosted on the institutional website B. Feedback collected, analysed and action has been taken C. Feedback collected and analysed  D. Feedback collected (at least from any two stakeholders) E. Feedback not collected	20	4	80	
Criteria 2- Teaching- Learning and Evaluation					
Key Indicator- 2.1 Student Enrolment and Profile					
2.1.1 Q <sub>n</sub> M	Enrolment percentage	20	4	80	
2.1.2 Q <sub>n</sub> M	Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, etc. as per applicable reservation policy during the last five years (Exclusive of supernumerary seats)	20	3	60	
Key Indicator- 2.2 Student Teacher Ratio					
2.2.1 Q <sub>n</sub> M	Student – Full time Teacher Ratio (Data for the latest completed academic year) Formula: Students: Full time teacher	40	3	120	
Key Indicator- 2.4 Teacher Profile and Quality					
2.4.1 Q <sub>n</sub> M	Percentage of full-time teachers against sanctioned posts during the last five years	15	4	60	
2.4.2 Q <sub>n</sub> M	Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)	25	4	100	
Key Indicator- 2.6 Student Performance and Learning Outcomes					
2.6.3 Q <sub>n</sub> M	Pass percentage of Students during last five years	45	3	135	
Criteria 3- Research, Innovations and Extension					
Key Indicator 3.1- Resource Mobilization for Research					





3.1.1 QnM	Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)	10	4	40	
<b>Key Indicator 3.2- Innovation Eco system</b>					
3.2.2 QnM	Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years	5	4	20	
<b>Key Indicator 3.3-Research Publications and Award</b>					
3.3.1 QnM	Number of research papers published per teacher in the Journals notified on UGC care list during the last five years	10	0	0	
3.3.2 QnM	Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years	15	2	30	
<b>Key Indicator 3.4- Extension Activities</b>					
3.4.3 QnM	Number of extension and outreach programs conducted by the institution through NSS/NCC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years	20	4	80	
<b>Key Indicators 3.5 – Collaboration</b>					
3.5.1 QnM	The number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field Project, On-the- job training, research and other academic activities during the last five years	20	4	80	
<b>Criterion 4 - Infrastructure and Learning Resources</b>					
<b>Key Indicator – 4.1 Physical Facilities</b>					
4.1.2 QnM	Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)	10	3	30	
<b>Key Indicator- 4.3 IT Infrastructure</b>					
4.3.2 QnM	Student – Computer ratio (Data for the latest completed academic year)	10	2	20	
<b>Key Indicator – 4.4 Maintenance of Campus Infrastructure</b>					
4.4.1 QnM	Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)	20	3	60	
<b>Criterion 5-Student Support and Progression</b>					
<b>KeyIndicator-5.1 Student Support</b>					
5.1.1 QnM	Percentage of students benefited by scholarships and freeships provided by the Government , Non-Government agencies and Philanthropists during last five years	20	4	80	
5.1.2 QnM	Capacity building and skills enhancement initiatives taken by the institution include the following 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. ICT/computing skills	10	4	40	
5.1.3 QnM	Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years	10	4	40	
5.1.4 QnM	The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases 1. Implementation of guidelines of statutory/regulatory bodies 2. Organisation wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students' grievances	10	4	40	





	4. Timely redressal of the grievances through appropriate committees				
<b>KeyIndicator-5.2 Student Progression</b>					
5.2.1 QnM	Percentage of placement of outgoing students and students progressing to higher education during the last five years	25	3	75	
5.2.2 QnM	Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	10	3	30	
<b>KeyIndicator-5.3 Student Participation and Activities</b>					
5.3.1 QnM	Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years	20	4	80	
5.3.2 QnM	Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)	25	4	100	
<b>Criterion 6- Governance, Leadership and Management</b>					
<b>Key Indicator- 6.2 Strategy Development and Deployment</b>					
6.2.2 QnM	Implementation of e-governance in areas of operation 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination	4	4	16	
<b>Key Indicator- 6.3 Faculty Empowerment Strategies</b>					
6.3.2 QnM	Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years	12	1	12	
6.3.3 QnM	Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years	15	4	60	
<b>Key Indicator- 6.5 Internal Quality Assurance System</b>					
6.5.2 QnM	Quality assurance initiatives of the institution include: 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality initiatives with other institution(s)/ membership of international networks 3. Participation in NIRF 4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc	15	4	60	
<b>Criterion 7 - Institutional Values and Best Practices</b>					
<b>Key Indicator - 7.1 Institutional Values and Social Responsibilities</b>					
7.1.2 QnM	The Institution has facilities and initiatives for 1. Alternate sources of energy and energy conservation measures 2. Management of the various types of degradable and non-degradable waste 3. Water conservation 4. Green campus initiatives 5. Disabled-friendly, barrier free environment	20	4	80	
7.1.3 QnM	Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following 1. Green audit / Environment audit	10	4	40	





2. Energy audit				
3. Clean and green campus initiatives				
4. Beyond the campus environmental promotion and sustainability activities				

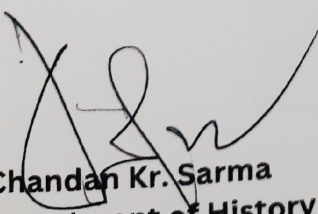
## Calculation of CGPA

$$\text{Institutional CGPA} = \frac{\sum_{j=1}^7 (CrWGP)_j}{\sum_{j=1}^7 W_j} = \frac{3353}{1000} = 3.35$$

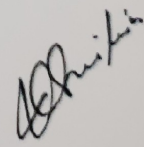
**Estimated Grading: A+**

### Grading Criteria of NAAC Assessment and Accreditation

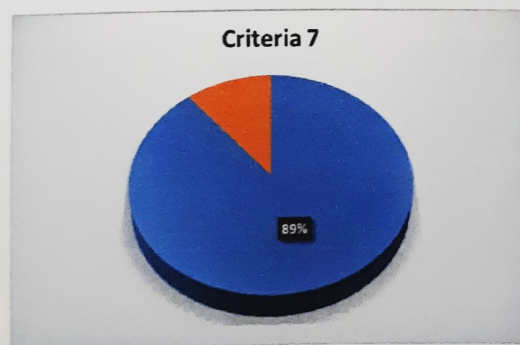
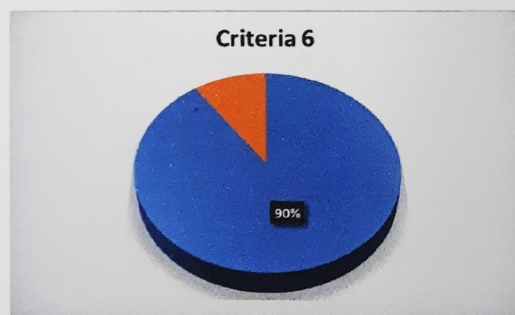
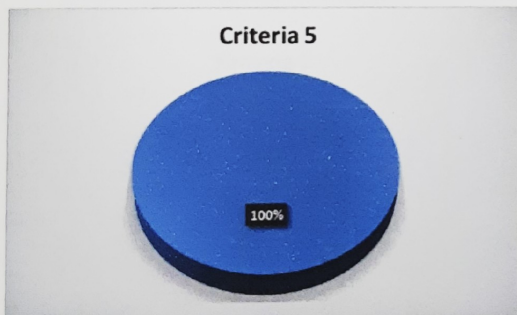
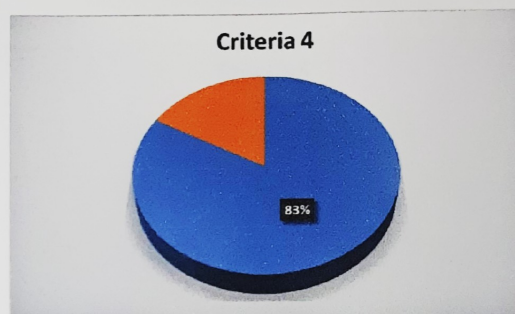
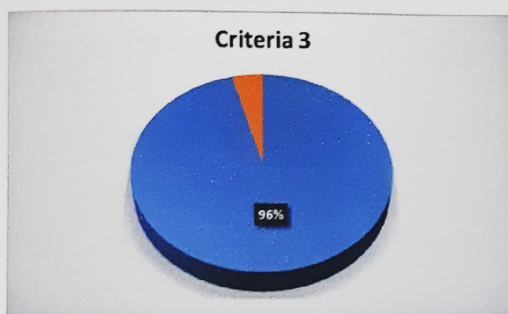
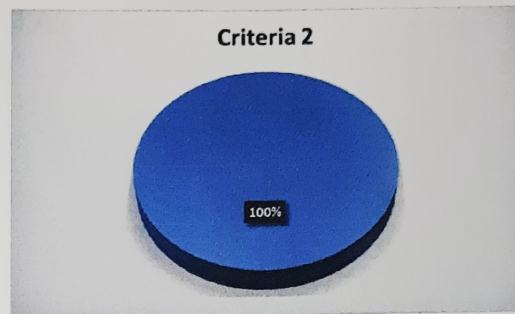
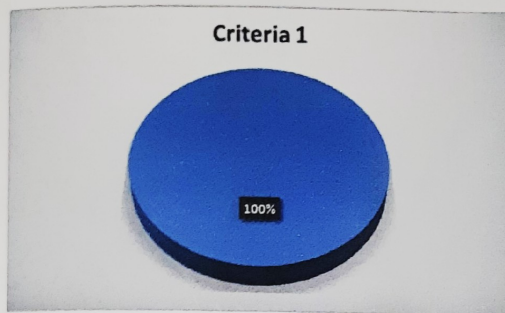
Range of institutional Cumulative Grade Point Average (CGPA)	Letter Grade	Status
3.51 - 4.00	A++	Accredited
3.26 - 3.50	A+	Accredited
3.01 - 3.25	A	Accredited
2.76 - 3.00	B++	Accredited
2.51 - 2.75	B+	Accredited
2.01 - 2.50	B	Accredited
1.51 - 2.00	C	Accredited
<= 1.50	D	Not accredited

  
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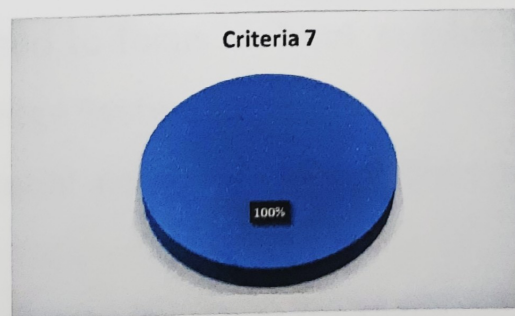
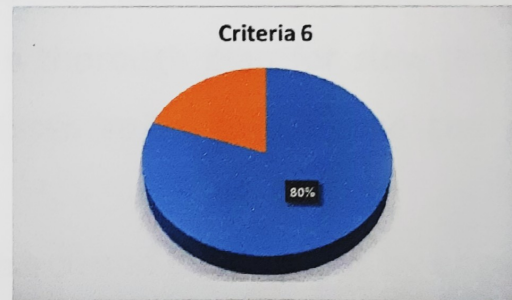
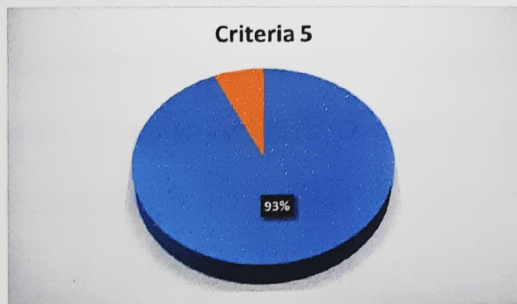
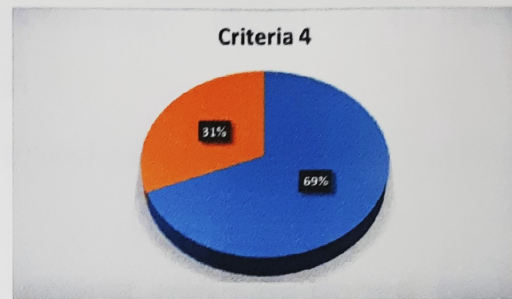
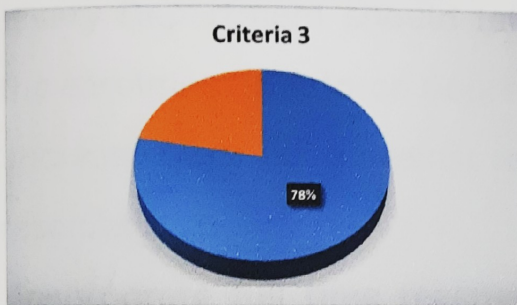
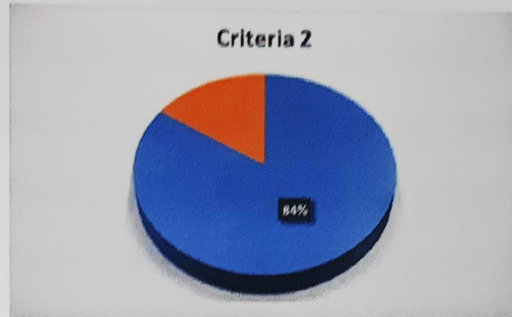
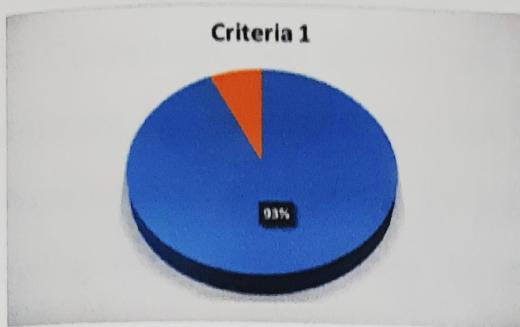
  
**Dr. Dulen Saikia**  
 Principal,  
 Jorhat Kendriya Mahavidyalaya  
 Dr. Dulen Saikia  
 Principal & Secretary  
 Jorhat Kendriya Mahavidyalaya

# Assessments of qualitative aspects





# Assessments of quantitative aspects



## Future Plan of Action

After thorough assessment of the Evaluation Reports, the External Audit Committee has estimated the **CGPA as 3.5**. Accordingly, the **Committee has decided to take some immediate steps for further improvement of the grade as per NAAC guidelines**. Therefore, the following recommendations have been made for improvement of academic and curriculum aspects in a holistic manner:

1. Every Department should take immediate measures to increase the enrolment in Add-on Courses
2. Increase seats filled against reserved categories as per applicable reservation policy
3. Incorporate full time teachers against non-sanctioned posts to increase the student full-time teacher ratio
4. Departments need to prepare a thorough plan for slow learners with emphasis on remedial classes so as to increase the pass percentage
5. Need to focus on improving research and publications by engaging in academic projects and collaborations
6. Departments need to focus on book publications with emphasis on Indian Knowledge System
7. Establish additional computer laboratories to increase student computer ratio
8. Placement Cell to take initiative for placement by organizing job mela frequently





## Future Plan of Action

9. Departments should focus on organizing career programs to motivate students on career opportunities and higher education
10. To take measures for providing financial support to faculties for attending conferences/workshops
11. Incorporate extension activities as per recognition of Government bodies,
12. Encourage the use of ICT-enabled facilities for Cultural and sports activities, yoga center, games, Gymnasium, auditorium etc.
13. Install high bandwidth internet connectivity in different locations within the College compass for teachers, students and office employees,
14. Restructure the institutional governance and leadership in accordance with the vision and mission of the Institution,
15. Institution needs to enhance the effective welfare measures for teaching and nonteaching staffs,
16. Institute needs to design strategies for continued improvement of gender equity through new measures as per need of time such as cyber security,
17. To expand and add more values in the areas distinctive to the priority and thrust of the institution and initiate measures for improving its performance.



## Summary Report of Academic Audit

After careful assessment of the key aspects of the Academic Audit, the Committee determined that the overall performance of the Institution is satisfactory. Whereas most of the key aspects of the evaluation are well corroborated with documented records, some aspects need farther improvements. Following table highlights the aspects which needs improvements to achieve the benchmarks of highest score as per NAAC guidelines:

Metric	Description	Bench marks	Current Score	Gap
3.4.2	Awards and recognition for extension activities	20	15	5
4.1.1	ICT-enabled facilities for cultural and sports activities	100	60	40
4.3.1	Sufficient bandwidth internet	100	60	40
6.1.1	Institutional governance and leadership	60	45	15
6.3.1	Effective welfare measures for teaching and non-teaching staff	24	18	6
7.1.1	Measures for gender equity	40	30	10
7.2.1	Performance of the institution in area distinctive to its priority and thrust	80	60	20





Metri c	Description	Benc hmar ks	Curre nt Status	Gap
1.2.2	Number of enrolment in Add-on course	60	45	15
2.1.2	percentage of reserved seats	80	60	20
2.2.1	students full time teacher ratio	160	120	40
2.6.3	Pass percentage	180	135	45
3.3.1	Reseach papers per teacher	40	0	40
3.3.2	Books published	60	30	30
4.1.2	Expenditure for infrastructure	40	30	10
4.3.2	Student-computer ratio	40	20	20
4.4.1	Expenditure on infrastructure maintenance	80	60	20
5.2.1	Employment and higher education of outgoing students	100	75	25
5.2.2	Students qualifying competitive exams	40	30	10
6.3.2	percentage of teachers provided with financial support to attend conferences	48	12	36



# Key Aspects of Administrative Audit

## Administrative audit form

Assessment criteria (1: poor, 2: average, 3: good, 4: very good, 5: excellent)

\* Indicates required question

### 1. Examine the previous financial statements \*

Mark only one oval.

1 2 3 4 5

### 2. Evaluation of internal control system \*

Mark only one oval.

1 2 3 4 5

### 3. Examine the minutes of the meetings and resolutions \*

Mark only one oval.

1 2 3 4 5





4. Verification of students fee register \*

Mark only one oval.

1 2 3 4 5

5. Authorization for fee concessions \*

Mark only one oval.

1 2 3 4 5

6. Verification of cashbook with respect of counterfoils of receipts and payments \*

Mark only one oval.

1 2 3 4 5

7. Examination of capital fund regarding admission fees \*

Mark only one oval.

1 2 3 4 5



8. Verify free studentship and concessions \*

Mark only one oval.

1 2 3 4 5

9. Confirmation of fines for late payment or absence \*

Mark only one oval.

1 2 3 4 5

10. Check hostel dues recovery \*

Mark only one oval.

1 2 3 4 5

11. Verification of rental income or expenses \*

Mark only one oval.

1 2 3 4 5





12. Examine the bank statement of different accounts \*

Mark only one oval.

1 2 3 4 5

13. Verify grants from any local bodies or Government with reference to memo or sanction letter \*

Mark only one oval.

1 2 3 4 5

14. Vouch counterfoils of receipts taken from donors \*

Mark only one oval.

1 2 3 4 5

15. Confirmation of any deposits and caution money and its treatment \*

Mark only one oval.

1 2 3 4 5



16. Examination of expenses for library books and sports equipment \*

Mark only one oval.

1   2   3   4   5

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17. Checking of acknowledgement letter if any with regards to scholarship \*

Mark only one oval.

1   2   3   4   5

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18. Examination of payments with respect to prizes if any \*

Mark only one oval.

1   2   3   4   5

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19. Examine the salary register \*

Mark only one oval.

1   2   3   4   5

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20. Verify the Provident Fund Register \*

Mark only one oval.

1   2   3   4   5

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21. Check annual report with accurate supporting documents \*

Mark only one oval.

1   2   3   4   5

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22. Vouching of all establishment expenses \*

Mark only one oval.

1   2   3   4   5

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23. Vouch payment for electricity and gas bills \*

Mark only one oval.

1   2   3   4   5

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24. Examination of payment for hostel maintenance and any other miscellaneous expenses \*

Mark only one oval.

1 2 3 4 5

25. Inspection of facilities given to students under any schemes associated with Government \*

Mark only one oval.

1 2 3 4 5

26. Verification of Fixed Assets Register \*

Mark only one oval.

1 2 3 4 5

27. Verify ownership and existence of Fixed Assets \*

Mark only one oval.

1 2 3 4 5





28. Confirmation of statutory compliance i.e. P.F., Income Tax etc \*

Mark only one oval.

1 2 3 4 5

29. Verification of separate statements of accounts for different funds \*

Mark only one oval.

1 2 3 4 5

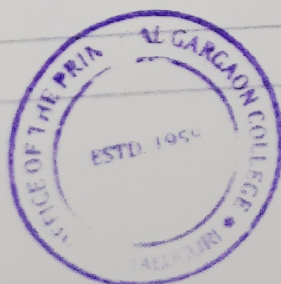
30. Checking of calculation of salary payable and deductions \*

Mark only one oval.

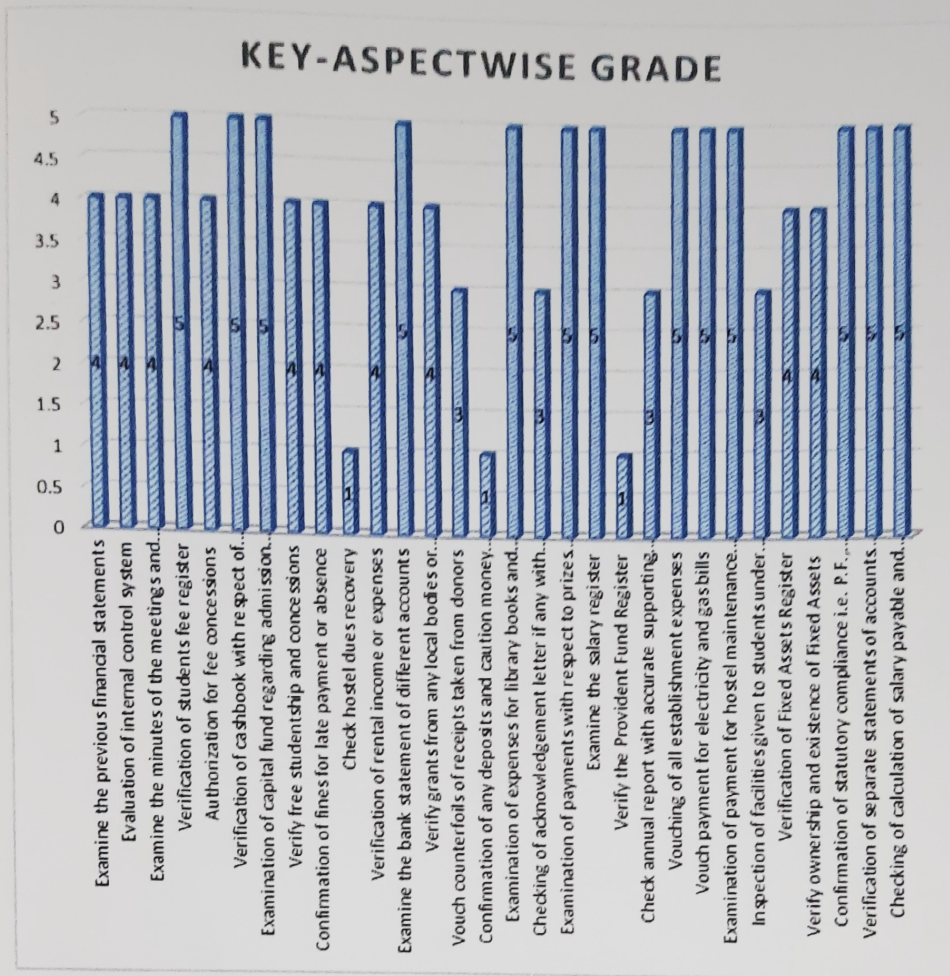
1 2 3 4 5

31. Suggestions (if any)

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\_\_\_\_\_

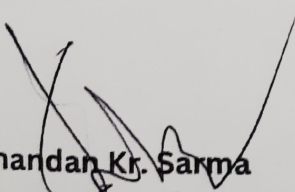


# Evaluation of Administrative Audit




## Summary Report of Administrative Audit

After careful assessment of the key aspects of the Administrative Audit, the Committee has decided that the overall administrative aspects are satisfactory. Whereas most of the key aspects of the evaluation are well corroborated with documented records, some aspects need farther improvements.

  
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