




POLICY ON ADMINISTRATIVE AUDIT

NO. Reg./Policy/2016-17/01

22, November 2016

1. **General** : For a good educational institute, it is very important that administrative support for conduct of classes and practicals is very sound, meets the laid down statutory norms and creates an environment which is conducive for excellent learning for the students. In addition, it should assist the Faculty members in proper conduct of classes in a technology enabled environment and provide them with suitable facilities in terms of Smart classrooms, computers, internet etc. Since environmental issues are very important for the society, College needs to implement all such facilities which prevent further degradation of the environment and conserve energy.
2. It is critical that an annual Administrative Audit be carried out to assess the inadequacies in the system and take preventive / curative actions to further improve the existing administrative standards.
3. **Administrative Audit Committee** : A Committee of three members as under would be constituted annually to carry out Administrative Audit of the College:
 - (a) Presiding Officer – HOD of a Department
 - (b) Member 1 – Non- Faculty Member
 - (c) External Member – Someone who has experience of Administration
4. The Report of the Administrative Audit would be generated as per the Appendix attached. The Committee Members would familiarize themselves with all the laid down norms like AICTE, AKTU, Uttar Pradesh and Central Govt. and then indicate the achieved standard against the laid down norms. For certain criteria there are no laid down norms. For such issues, the Committee would use own experience and wisdom.
5. On receipt of the report, IQAC would offer their comments and submit to Director General for perusal / directions.


(Prof. R.K. Jaiswal)
Director General



ADMINISTRATIVE AUDIT

Dates of Audit -.....

Sr No	Particulars	Very Good	Good	Adequate	Inadequate	Remarks
1	Campus Area					
1.1	Facility for Physically Challenged including toilets					
1.2	Lifts (Buildings with 3 or more floors)					
2	Classrooms (as per requirements)					
3	Tutorial Rooms (as per requirements)					
4	Smart Classrooms					
5	LCD Projectors in Class Rooms					
6	Faculty & Staff Rooms					
7	Workshops & Labs					
7.1	Labs for 1st Year Students					
7.2	Labs for Other Than 1st Year Students					
7.3	Labs for PG Students					
7.4	Language Lab					
7.5	Computer Centre					
7.6	Adequacy of Software & Printers					
7.7	No of PCs per student Ratio					
8	Library					
8.1	Total Number of Titles & Volumes					
8.2	Area (as per requirements)					
8.3	Separate Reading Room for staff & Students					
8.4	Book Bank Scheme					
8.5	Number of Periodicals					
8.6	Library Automation Software					
9	Auditorium					
10	Seminar Halls					
11	Common Rooms (Boys)					
12	Common Room (Girls)					
13.1	Washroom Facility (Male)					
13.2	Washroom Facility (Females)					
14.1	Parking (Four wheelers)					
14.2	Parking (Two wheelers)					
15	Medical Facility					
15.1	Health Centre					
15.2	Ambulance in campus					
15.3	First Aid Facility					
16	Security in Campus					
16.1	Wearing of Identity Card in Campus					
16.2	CCTV					
16.3	Centralised Public Announcing System					
16.4	Fire Fighting Arrangements					
17	Potable Water Facility					
18	Power Backup Facility					
19	Sports Facility					
19.1	Outdoor Facility					
19.2	Indoor Facility					
19.3	Gymnasium					
20	Hostel (Boys)					
20.1	Hostel Mess					
20.2	Washrooms					
20.3	Common Room					



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21	Hostel (Girls)					
21.1	Hostel Mess					
21.2	Washrooms					
21.3	Common Room					
24	Transportation For Students					
25	Bank in Campus					
26	ATM in Campus					
27	Clubs for Students					
28	Cafeteria /Canteen Facilities					
29	Central Photocopying Facility					
30	LAN & Internet Facility					
30.1	For Staff					
30.2	For Students					
30.3	Facility to conduct on-line meetings & webinars					
31	Display of Information for Students					
32	Ragging Prohibition System					
33	Grievance Redressal Mechanism					
34	ICC for Sexual Harassment of employees & students					
35	ERP for Student/Parent interaction with College					
36	Digital Payment Facility					
37	Waste Management					
38	Rain Water Harvesting					
39	Sewage Disposal System					
40	Approach Roads & Inside roads in Campus					
41	Gardens					
42	Overall Maintenance					

General Remarks:

1...

2.....

(.....)
 Presiding Officer
 Date

(.....)
 Member 1

(.....)
 External Member

Remarks of IQAC

1.....

2.....

Signature
 Director General

