

## External Administrative Audit Report for the Academic Year 2019-20

Name of the Auditors

Date : 11-07-2020

- 1) **Prof Venkatesh Raikar**  
Vice Chancellor,  
Sanjay Ghodawat University Kolhapur.
- 2) **Prof. A.S Deshapande**  
Registrar,  
VTU, Belagavi.

1. **Date of the preparation of Administrative Calendar:** No. of working days: 180

**Major decisions taken by the management and the Head of the University during the year:**

- i. Construction of Indoor Stadium.
  - ii. 30% increase in DA.
  - iii. Institution of BE in Electronics & Communication Engineering (Industry Integrated) Program from the AY 2020-21.
2. **The number of decisions:** (Enclose a list of Major ones)
- a. Implemented: Blended Learning
  - b. In the process: 12 studios for video capturing
  - c. Pending: CEVI-Research Lab
  - d. Cancelled: Starting of BBA Program Deferred
3. **Financial Management**
- a. Copy of the budget approved by the management: Available
  - b. Audit report of the budget expenditure of earlier year: Available
  - c. Audit report of the Alumni Association (Accounts): Available
  - d. Strategy for resources mobilization: Satisfactory
4. **Prospectus and Admissions**
- a. Publishing of the prospectus: March 2019,
  - b. Scrutiny of admission forms: June 2019
  - c. Dates of the entrance examinations- internal and external (Semester/ Annual etc.) : external. As per Govt. notification
  - d. Last date of the Admission: September 2019

**5. Office Administration:**

- a. Division of work allocation (Competency matrix as per qualification): Done and satisfactory
- b. Filing system/Index (Give tick mark '√')  
**Fully complete** √ partially done yet to be done
- c. Performance Appraisal/Confidential reports of the non-teaching staff: **Available**
- d. Introduction of ICT in the administration: Satisfactory
- e. No. of new computers: 10
- f. No. of services provided on line: Administration, Finance and account, student progression and examination system

**6. Leave Record and Service books:**

- a. Up to date: √ partially completed: Pending No.:
- b. Whether up to date duplicate copies of the service books given to the employees?  
Yes √, On demand No.
- c. Any other information in this regards: NIL

**7. Maintenance:**

- a. Whether the set mechanism for Campus Maintenance is in practice? Yes √.  
If yes, written document be shown to the auditors. **Available**
- b. Whether the green audit report is received? Yes √  
If yes, the date of the receipt of the report: **Available**
- c. Mechanism for checking of dead stock: Well organized  
i. Library: √ ii) Gymkhana: √ iii) Hostels: √ iv) Laboratories: √  
v) Health Center / Co.op. Stores etc. √  
(Dead stock verification report be seen by the auditors) **Available**
- d. Maintenance of computers and other equipments in the University:  
Set mechanism in practice: Yes √
- e. Audits conducted:  
IT audit: YES  
Gender Audit: YES  
Green Audit: YES  
Infrastructure Audit: YES

**8. Compliance :**

- a. The University: In time 100% ; Pending 0 %.
- b. The Government: In time 100%; Pending 0%.
- c. The UGC: In time 100%; Pending 0%.

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- d. MOU-Organizations: In time %; Pending 0%.  
e. NAAC /ARAR/ AICTE / NAB etc: In time 100 % ; Pending 0%.

**9. Staff Training :**

- a. No. of persons receiving the training:  
Conducted by the University: 2  
Conducted by the Govt.: NIL

**10. Court cases / Grievances: NIL**

- a. Total no. of teaching staff : 345  
b. Total no. of non-teaching staff : 270  
c. Total no. of court cases at present (tribunal/Local court/District Court/High Court): 01  
d. Total no. of grievances received by the grievance committee: Nil

**11. Functions/Celebrations/Extension programs**

- a. No. of special celebration events/organization of seminars/conferences conducted by the Institution/University: 15  
b. No. of outreach programs conducted in the year: 05

**12. Information flow system:**

- a. Upward communication: Good ✓ Satisfactory Poor.  
b. Downward communication: Good ✓ Satisfactory Poor.  
c. Diagonal communication: Good ✓ Satisfactory Poor.  
d. What is the mechanism of management of information system? (Letters, reports, circulars, notices, publications, minutes of the meeting, gatherings, discussions...  
(all of the above mechanisms are observed and satisfactory)

**Policies:**

- a. HR policies (teacher/student welfare policies): Available and satisfactory  
b. IT policy: Available and satisfactory  
c. Quality policy: Available and satisfactory

**13. Which Governance Pattern / System is used (Give preferential numbers):**

**Give the strategic plan of Governance with the organogram (charts/graphs)**

- a. Decentralization of power:  
b. Collective Decision making:  
c. Only meaningful consultation with the concerned by Advisory committee/expert committee:  
d. Centralized:

Give an example of the pattern which is used in practice.

e. Areas of student' participation in decision making:

f. No. of decisions taken based on the feedbacks:

A list be provided with dates, be seen by the auditors.

g. E- governance: Give examples- a list: Auditors may check it

Based on the situation/circumferences , particular methods are used . Noted

**14. Whether all the supporting units** (like library, gymkhana, hostels, health center, placement cell), various internal Committees (like exam, admission, cultural) have submitted their annual reports in time? Yes  ; Mostly ; Pending.

Whether the reports are reviewed by the IQAC/authority, actions if any taken:

**15. Whether the Road Map of the HEI/University (academic as well as administrative) prepared?**

Yes  ; In Progress ; No

**Administrative Reforms and Innovations:**

a. In Administrative Procedure, if any: e-governance

b. New Software designed and used:

Exam software: YES

Library software: YES

Finance Software: YES

c. Recruitment and promotion policies: YES available

**16. No. of meetings held in the year:**

Statutory Bodies/Committees		Non-Statutory Bodies/Committees	
Meeting	Number	Meeting	Number
Governing Body	2	Alumni Association	1
Board of Management EC	2	Students Council	2
Board of Examination	2	HODs	6
Academic Council	2	Parents	1
Board of Studies	1	Faculty meetings	1
Internal Complaint Committee	2	R and D Committee	6
IQAC	2		

Whether the minutes of the meetings are uploaded on the college/University website according to the NAAC norms? Auditors may check.- Available

**17. Changes in the staff and the compliance of reservation norms :**

a. No. of new appointments: In teaching: In non-teaching staff:

b. Reservation rules are observed:



In admissions: fully ✓ partially  
In teaching faculty: fully ✓ partially:  
In non-teaching staff: fully ✓ partially:

c. No. of vacant posts:

i) In teaching - Nil ii) In non-teaching - Nil

**18. Auditors observations and recommendation:**


**Strengths**

1. Campus management system is in place
2. Ethical Management
3. Adequate infrastructure and supporting services.

**Areas for improvement**

1. More and more training activities for staff members are to organized to help them acquaint with new technology.
2. Separate budget is to be allocated for Green initiatives.

**Prof. A.S Deshapande**  
Registrar,  
VTU, Belagavi

  
**Prof Venkatesh Raikar**  
Vice Chancellor,  
Sanjay Ghodawat University Kolhapur.