

**SANT LONGOWAL INSTITUTE OF ENGINEERING  
& TECHNOLOGY**

(Deemed-to-be University under Government of India,  
Ministry of Human Resource Development)

**LONGOWAL (SANGRUR) – 148106, PUNJAB**



**ADMINISTRATIVE AUDIT REPORT -2019**

**MAY 30-31, 2019**

# ADMINISTRATIVE AUDIT REPORT 2019

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY  
(SLIET), LONGOWAL,  
District-Sangrur (Punjab) - 148106

## ADMINISTRATIVE AUDIT COMMITTEE

The following Administrative Audit Committee was constituted by the Director and notified vide Office Order No. SLIET/REG/2019/477-479 dated 29.04.2019. to conduct Administrative Audit for 2019

1. Registrar, NIT, Jalandhar as an External Administrative Officer
2. Dr. Harish Kumar Chopra, Registrar, SLIET, Longowal
3. Dr. S.S.Dhaliwal, Professor (Maths), SLIET, Longowal.


## METHOD OF OPERATION


After finalization of the date i.e. May 30-31, 2019, the schedule of the Administrative Audit of SLIET was issued vide Letter No. SLIET/REG/ 2019/ 885-887 dated 22.05.2019.

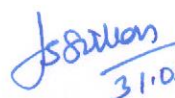
It was decided, vide Office Order No. SLIET/REG/2019/480-481 dated 29.04.2019 that the following sections will undertake the Administrative Audit and will present report about the activities of their sections to the External Committee constituted for this purpose:-

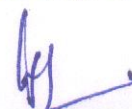
<u>Sr.No.</u>	<u>Section</u>	<u>Report to be prepared and presented by</u>
1.	Academic Section	Dy. Registrar (Academic)
2.	Store & Purchase Section	Dy. Registrar (S&P)
3.	Administrative Section	Dy. Registrar (Admn.)
4.	Accounts Branch	Professor In-charge (A & A)
5.	Estate Office	Faculty Incharge (Civil)
6.	Hostel System	Prof. Vikas Nanda, Chief Warden (B)
7.	Transport Section	Controller Vehicle
8.	Health Centre	Chairperson, Health Centre
9.	Sports Section	Chairman, Sports Committee

- The Administrative Audit process started with a meeting of the Administrative Audit Committee with all Section In-charges of the Institute.
- Director, SLIET welcomed the committee members, Dr. J.S. Dhillon, Convener, IQAC and Section In-charges.
- Dr. S.S. Dhaliwal member of the committee presented a brief introduction on Administrative Audit and modalities to be followed during the Administrative Audit. Dr. J.S. Dhillon, convener, IQAC was also

  
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- present in this introductory interactive session.
- All Section In-charges gave presentation about the activities being carried out in his/her respective Section.
  - The heads of the branches presented and explained the activities of their branches/sections before the committee.
  - This was followed by the visit of the committee to various branches/supportive wings of the Institute to have discussions with the concerned officers and administrators to have the first hand information about the various activities and services. The committee visited each and every section to carry out the Administrative Audit.

The execution of the whole assessment process was planned systematically by the IQAC. Specific methodology was adopted to collect information from the concerned branches which were made available to the members of the Administrative Audit Committee.

This information was examined by the Committee and facts were ascertained through spot visits and interaction with the stakeholders. The committee examined:-

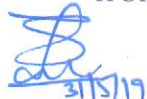
- The appropriateness and adequacy of the facilities and delivery of services.
- Proper utilization of resources, computer facilities and strengths of the branches.
- Other general facilities like drinking water, toilets, classrooms, lighting etc.
- All this helped the Committee to derive the factual information about the progress made during 2018-19 and make the following observation/recommendations:

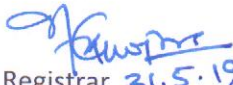
## BRANCH-WISE OBSERVATIONS AND RECOMMENDATIONS

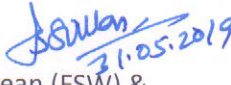
### ACADEMIC BRANCH


#### OBSERVATIONS:

- a) The admissions to various ICD/UG/PG/Ph.D Programmes is made through online process.
- b) Entrance Test for all programmes are being carried out in off line mode.
- c) Registration of students, results etc. are also being prepared on off-line
- d) Instructions with regard to admissions are issued by the SET Office from time to time as per orders of the competent authorities.

  
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Professor (Maths)  
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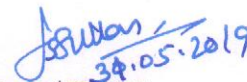
- e) Meetings of the Senate is conducted by the Academic Section. As per instructions of the institute Authorities, agenda and minutes of the Senate sent to the members through email. Hard copy of the agenda given to the members during meeting be replaced by the soft copy through email. Agenda and minutes of the Senate are also available on the Institute website for information of all concerned. The minutes of meeting of senate are put-up before Board of Management (BOM) for ratification.
- f) No online system is placed for admission, enrolment, registration, examination etc.
- g) All academic matters of the Institute with regard to syllabus, scheme of examinations, rules & regulations are dealt with by the Academic Section.
- h) Syllabus, scheme of examination, rules & regulation, recognition/ equivalence list of examination, printed Academic Calendar Annual Activity Calendars is also circulated in the institution and have also been made available on the Institute website for other stakeholders.
- i) Internet facility is available in the section. All correspondence to the HODs and other concerned are made through email/circular/office order either by academic section or Dean (Academics).
- j) There is sufficient manpower (DR, AR, Superintendents, Private Secretary, DEOs, JSS, Clerk and MTS etc.) including outsourced persons to run the academic section. One MTS may be spared from the section. Most of the DEOs and Assistants have the knowledge of operating MS and MS Excel.
- k) All Computers, scanners, Photostat machine, printers etc. Are in working order and well maintained.
- l) Some staff members have undergone training in their domain of work in 2018-19.


### SUGGESTIONS/RECOMMENDATIONS

- a) Section needs to have a formal procedure with regard to grievances redressal of the students relating to admissions and other academic matters so that the Academic Branch may resolve the same in minimum possible time.
- b) Board of Studies (BOS) meetings are required to be held as per rules and the schedule of BOS meetings needs to be fixed. BOS members needs to have fixed term (preferably 2 years) to maintain the continuity of the decisions.
- c) Annual Activity Calendar needs to be followed strictly.
- d) Long term planning needs to be undertaken seriously.

  
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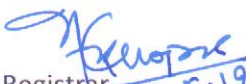
- e) Progress of students should be intimated to their parents.
- f) Academic Section and Examination Cell should be separated, if required manpower is available.
- g) One heavy duty printer with networking is also required for the section instead of individual printer.
- h) FAQ uploaded by the section on the Institute website is also required to be circulated amongst the all Heads of Departments/faculty/staff.
- i) Result of the regular examinations/supplementary examinations should be declared on time.
- j) **Students Facilitation Centre** is required to be opened in the Institute to solve the academic related problems of the students in a single window solution.
- k) All students related forms i.e. transcript, migration certificate etc. should also be provided to the students through online mode.
- l) Separate Examination and Secretary Cell are required to be created in the Institute.
- m) Record keeping needs improvement.
- n) De-centralization of examination and evaluation system is required
- o) Institute may consider to conduct online examinations, evaluation of answer-sheets, result etc. to complete with the International standards/UGC guidelines.
- p) Distribution of hard copy of Senate agenda should be discontinued to make it environment friendly.
- q) One member from IIT/NIT/IIM may be included in the BoS.
- r) All the scholarship, stipends, application, verification, attendance, disbursement etc. should be made online.

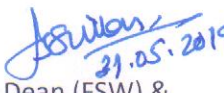
## ACCOUNTS BRANCH

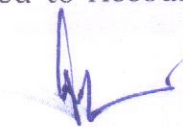
### OBSERVATIONS:

- a) The committee appreciated the Annual Activity Calendar of the section which is being followed in true spirit.
- b) General Financial Rules-2017 and CCS Rules are being followed by the Institute.
- c) All students fee is being collected online through the Nationalized Bank except examination fee, transcript charges, mess charges etc.
- d) It is appreciated that Accounts are maintained using a customized, in-house developed software i.e. Cash Book, Salary Bills, Income Tax, CPF/NPS, Fee Collection, Bank Reconciliation, Issuance of cheques.
- e) Various useful contents uploaded on the Institute website by the Accounts Branch included forms related to Accounts Branch.

  
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- f) Salary Slip to all the employees of the Institute is being received through concerned email. Need to be sent within 2-3 days. Email and contact number of all faculty/staff should be incorporated in the accounting/salary system so that all employees may get information about salary slip other payments through email/message.
- g) All staff members of the branch have the knowledge of operating MS/Power Point and MS excel.


### SUGGESTIONS/RECOMMENDATIONS


- a) Though the section has automation system for various processes, the system of e-payment also needs to be strengthened.
- b) Every staff of the Accounts Branch needs more training as per needs of the institute on PFMS, GST, Audit, TA/DA etc. .
- c) In order to ensure safety of the softcopy of the record, it is suggested that it be saved regularly in hard drive and kept at safe placed with the Professor In-charge (A&A). Hard signed copy of important documents should also be kept with the Professor In-charge (A&A).
- d) Filing System needs improvement.
- e) There should be some maximum time period defined for payments and calendar should be adhered.
- f) Accounts Branch should immediately shift to cashless receipt and payments.

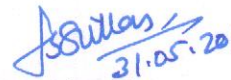
### ADMINISTRATION BRANCH


#### OBSERVATIONS:

- a) General Financial Rules-2017 and CCS Rules are being followed by the Institute.
- b) All the records relating to the employees are being maintained by the administration branch. The proper record of income and outgoing dak is being maintained in the dairy/dispatch register.
- c) The stock register of the branch for consumable and non-consumable items is also being maintained.
- d) Internet facility is available in the Institute.
- e) All the Assistant/UDC/LDC/Stenographer have the knowledge of operating MS/Power Point and MS Excel and rest of the staff have computer knowledge.
- f) The branch keeps in touch with the latest Central and State Government Rules, Policies etc. and responds to these from time to time within the stipulated period.

  
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- g) Most of the staff has the knowledge of computers and make frequent use of internet to consult and act according to latest State Government and Central Government Policies etc.
- h) All the complaints received through various online portal/off line are resolved promptly.
- i) No proper methodology to access workload of each staff member.
- j) No definite time-frame for processing of cases in the branch.
- k) It was observed that some of the record is lying in the Pantry. It is very dangerous as it may catch fire.


### SUGGESTIONS/RECOMMENDATIONS

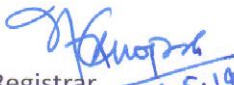
- a) Some more regular staff at the level of Dy. Registrar/Assistant Registrar/Superintendent and higher level needs to be provided.
- b) Existing filing system of this branch needs improvement.
- c) Staff may be sent on requisite training or in-house training may be arranged.
- d) Leave Management System specially in case of Earned and Medical Leave should also be prepared and followed strictly.
- e) The committee observed that institute has no mechanism for presence/absence statement of faculty/staff for monthly release of salary. Therefore is recommended that Proforma should be prepared for all HoDs/Section in which monthly detail of the employees will be filled by the concerned HoD/Section In-charge and sent to the Administration Section which will sent the **Establishment Return** (indicating the presence/Absence of any faculty/staff) preferably by 20<sup>th</sup> of every month to the Accounts Section for preparing the Salary.
- f) Service Book should be checked and signed by the all employees of the Institute every year. Institute needs to issue circular annually.


### STORE AND PURCHASE BRANCH


#### OBSERVATIONS/ SUGGESTIONS/RECOMMENDATIONS:

- a) It is recommended that double entry system should be followed for smooth checking and maintenance of fixed assets of the Institute.
- b) e-Tenders should be uploaded on the CPP Portal and wizard Portal for increasing the response of the parties.
- c) Staff needs to have the knowledge of latest e-governance technologies. Staff may also be sent for requisite training or in-house training may be arranged.
- d) Material purchased by the Department/Section should be checked physically by the Accountant/Store Keeper of the Section.

  
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- e) The filing system and record keeping needs further improvement.
- f) Stock register at department level and industrial project level must be maintained by the officer and respective PI. This system should be entered in Master Register. Payment should not be made without the entry ticked by audit.
- g) Fixed assets register and labelling of the register needs improvement.
- h) Stock checking should be carried out every year.
- i) Record of serviceable, repairable and not serviceable items should be kept separately.
- j) Periodic disposal of non-serviceable/repairable items should be carried out.
- k) The assets generated in research projects funded by external agencies should be transferred from stock register of project to stock register of the department. Transfer entry should be got verified by Accounts Section.
- l) AMC for costly equipments should be done.
- m) Every official needs to be well versed with use of Computer, Photostat machines etc.
- n) No definite time-frame for processing the cases in the branch. Payment of the party/firms should be released in the fixed time period i.e. within one or two weeks.

## ESTATE BRANCH


### OBSERVATIONS:

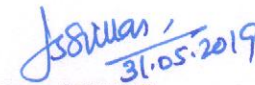
- a) The Institute has sufficient resources for regular upkeep of infrastructure and there is effective mechanism for the upkeep of infrastructure facilities for effective institutional functioning.
- b) Sufficient provisions of funds in annual Budget of the Institute is being made for upkeep of infrastructure on the campus.
- c) The effective mechanism/resources are provided for maintenance i.e. Housekeeping/Sweeping/Dusting/Cleaning services/Public Health Maintenance/Maintenance of Furniture including wooden Doors and Windows/Maintenance of civil works, electrical works/ Maintenance of HT/LT lines, substations and Street lights in the campus and Horticulture.

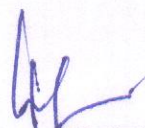
### SUGGESTIONS/RECOMMENDATIONS

- a) Some more regular staff needs to be provided at supervisory level
- b) Existing filing system of this branch needs improvement.

  
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- c) Training of knowledge of computers needs to be given to some more officials of the branch.
- d) Online system for complaints of Civil and Maintenance works should also be introduced. The time period for the complaints of Civil and Maintenance works should also be fixed.
- e) AMC for costly equipment i.e. DG Set(s) should be done.
- f) Record should be maintained for repairing of electrical appliances/ACs etc.
- g) Solar lights should be made operational
- h) Procedure for sanitary fittings and carpentry and their maintenance should be strengthened.
- i) More attention is required in cleanliness of Hostels/Guest Houses/Mess/Shopping Complex etc. Modern system of waste disposal should be adopted.
- j) Traffic Rules should also be displayed in the Campus.
- k) Register check on all equipment/machinery should be made to avoid break down.

## TRANSPORT SECTION

### OBSERVATIONS/SUGGESTIONS/RECOMMENDATIONS:


- a) Transport policy needs to be prepared.
- b) Needs improvement in maintenance of record especially log books etc.
- c) More emphasis be given for utilization of vehicles for training, placement of students etc.
- d) Duty Roaster of Drivers is prepared on monthly basis is appreciated.
- e) Fuel efficiency management be explored.
- f) Average of the vehicles should also be checked on regular basis.
- g) Insurance of the vehicles are being made regularly.
- h) Needs improvement in maintenance of vehicles on regular basis.
- i) Existing filing/log book system of this section needs improvement.
- j) Service station/washing area is under utilized. Institute needs steps to have tie-up with Ministry of skill Development, GOI for better utilization of the area.

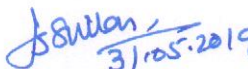
## HOSTEL SYSTEM

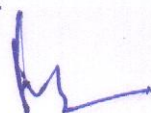
### OBSERVATIONS/SUGGESTIONS/RECOMMENDATIONS:

- a) More hostels are needs as per the strength of the students.
- b) Cleanliness in mess area is well maintained and appreciated.

  
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- c) Grievance Redressal System for students in Hostels is required independently.
- d) Laundry facilities may be extended to the students through outsourcing on payment basis.
- e) DG set may be provided in mess area of the hostels.
- f) Requisite number of students representation in different hostel committees.
- g) Sufficient recreational facilities are available for the students in the hostels.

## SPORTS SECTION


### OBSERVATIONS/ SUGGESTIONS/RECOMMENDATIONS:


- a) Institute needs to devise mechanism for recycling of swimming pool water.
- b) Fans may be provided in the students Activity centre as per needs of the students.
- c) More participation of ICD students is warranted.
- d) More modern equipment for sports and physical activities of the students needs to be procured.
- e) Proposal for procurement /activities needs to be submitted to administration on time.
- f) Activity calendar of the section is well planned and appreciated by the committee, but schedule of these activities needs to be finalized well in advance.
- g) Proposal for wooden squash court be submitted to authorities.
- h) Existing filing system of this section needs improvement.

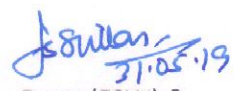
## HEALTH CENTRE

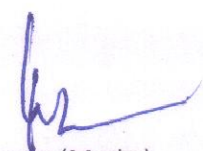
### OBSERVATIONS/ SUGGESTIONS/RECOMMENDATIONS:

- a) Health centre has sufficient facilities for faculty/staff and students
- b) Permanent appointment of Medical officers, Medical Lab Tech needs to be taken up at priority.
- c) More facilities (like AC) may be provided to Medical officer and staff as per institute rules.
- d) The medicine stock is available sufficiently
- e) Staff be deputed for requisite training in their domain as per needs.

  
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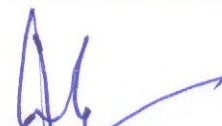
## OVERALL OBSERVATIONS AND RECOMMENDATIONS

- a) The Institute has a large campus area of 447 acres.
- b) The Institute should adopts the e-governance in the area of administration, Finance & Accounts, student admission and examination at the earliest.
- c) It has experienced non-teaching staff, but have to recruit officer level employees. .
- d) The duties assigned to the officials are being attended to within a scheduled time.
- e) The files/cases are being attended to as per prescribed rules and regulations of the Institute and following the regulations of various statutory bodies viz. UGC, AICTE etc.
- f) A Unified Threat Management Solution needs to be implemented to secure the network from hackers, for filtering unnecessary traffic, streamlining traffic by specifying priorities and blocking unwanted sites.
- g) Training programmes for the ministerial and secretarial staff are required to be organized regularly.
- h) Staff works in co-ordination and with proper consultation on different issues.
- i) All the required circulars, notifications, letters, minutes of various statutory bodies and committees and lot of other information is uploaded on the website of the Institute.
- j) Record keeping management in the Institute needs improvement and one Record Room is required to be created in the Institute or in each branch/section.
- k) Existing manpower of all sections needs to be reviewed as per the workload of the section.
- l) Fire extinguishers in all buildings needs to be checked periodically.
- m) Wash/Bath Rooms should be hygienic and need renovation.
- n) Sitting arrangement of all section need to be reviewed and it should modular with section in-charge sitting in such a manner so as to monitor the whole section.
- o) Infrastructure needs to be used effectively.
- p) ERP solution needs to be implemented for all activities of the Institute.

  
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