

संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
(भारत सरकार, शिक्षा मंत्रालय के अधीन मानित विश्वविद्यालय)
(DEEMED-TO-BE UNIVERSITY UNDER GOVT. OF INDIA, MoE)
लौंगोवाल, जिला-संगरूर, पंजाब-148106
LONGOWAL, DISTRICT-SANGRUR, PUNJAB-148106



ADMINISTRATIVE AUDIT REPORT-2020

FEBRUARY 03-04, 2021

ADMINISTRATIVE AUDIT REPORT 2020

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/Admn./2021/13335-39 dated 08.01.2021 to conduct Administrative Audit for 2020 (Copy placed at Annexure-A).

1. Registrar, IIT Ropar 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. February 03-04, 2021, the schedule of the Administrative Audit of SLIET was issued vide Letter No. SLIET/Admn./13957-70 dated 28.01.2021 (Copy placed at Annexure-B).

It was decided, vide Office Order No. SLIET/Admn./2021/13335-39 dated 08.01.2021 that the following sections will undergo the Administrative Audit and will present report about the activities of their sections and action taken on the previous Administrative Audit Report to the Administrative Audit Committee constituted for this purpose:-

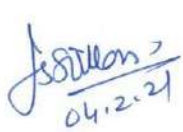

<u>Sr.No.</u>	<u>Section</u>	<u>Report to be prepared and presented by</u>
1.	Academic Section	Assistant Registrar (Academic)
2.	Store & Purchase Section	Assistant Registrar (S&P)
3.	Administrative Section	Dy. Registrar (Admn.)
4.	Accounts Branch	Dy. Registrar (A & A)
5.	Estate Office	Faculty In-charge (Civil)
6.	Hostel System	Prof. Vikas Nanda, Chief Warden (Boys)
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 (Sh. Ravinder Kumar, Registrar, IIT Ropar joined online on 03.02.2021) with all Section In-charges of the Institute.


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- 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 present in this introductory interactive session.
- All Section In-charges gave presentation about the activities being carried out in their respective Section, in addition to the Action Taken Report (ATR) (copy placed at **Annexure-C**) on previous Administrative Audit.
- The heads of the Sections presented and explained the activities of their section.
- 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 different sections 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 section which was made available to the members of the Administrative Audit Committee.

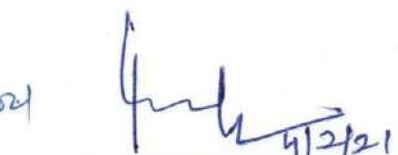
This information was examined by the Committee and facts were ascertained through spot visits and interaction with the stakeholders. The committee examined:-

- 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.
- Action Taken Report on the previous Administrative Audit Report for the year 2018-19. The Committee noted the Action Taken Report on the previous Audit Report for the year 2018-19. The Action Taken Reports submitted by various department/Sections are attached.
- All this helped the Committee to derive the factual information about the progress made during 2019-20 and made the following observation/ recommendations:


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BRANCH-WISE OBSERVATIONS AND RECOMMENDATIONS

ACADEMIC BRANCH

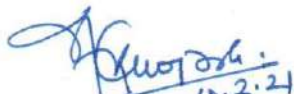
OBSERVATIONS

- a) Low admission in Post-Graduate Programmes in a concern.
- b) The meetings of Board of Studies (BoS) of different departments need to be held as per regulations. Academic Section to co-ordinate with academic departments for holding BoS meetings regularly.
- c) Curriculum of the various UP/PG Courses required need to be revised regularly.
- d) Study Scheme is required to be printed/uploaded on the Institute website.
- e) The Academic Section has been renovated and working ambiance improved a lot.
- f) ERP Module has been implemented in the Institute, However, modifications in the existing ERP modules need to be undertaken immediately as per changes in the rules.
- g) Existing manpower of Section needs to be reviewed as per workload of the Section. One MTS may be spared from the section. The Section will provide the information regarding duties/workload of the staff for coming three months 01.02.2021 to 31.04.2021 in the following format:-


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- h) Ordinances for all programmes on the Institute web port needs updated regularly as per amendments from time to time.
- i) Steps may be taken to conduct Entrance Test for all programmes in online mode.
- j) Internet facility is available in the section. All correspondence to the HODs and other concerned is made through email/circular/office order either by academic section or Dean (Academics).
- k) There is sufficient manpower (AR, 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.
- l) All Computers, scanners, Photostat machine, printers etc. are in working order and well maintained.


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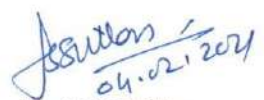
- m) Some staff members have undergone training in their domain of work in 2020-2021
- n) Annual Report of the Institute should be prepared as per time frame prescribed by MoE. Associate Dean (Academics) will co-ordinate the activities of Annual Report in association with Dy. Registrar (A&A) and Assistant Registrar (Academics).


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.
- e) Progress of students should be intimated to their parents more frequently.
- f) FAQs uploaded by the section on the Institute website is also required to be circulated amongst the all Heads of Departments/faculty/staff.
- g) Result of the regular examinations/supplementary examinations should be declared on time.
- h) 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.
- i) Record keeping needs improvement.
- j) De-centralization of examination and evaluation system is required ?
- k) Institute may consider to conduct online examinations, evaluation of answer-sheets, result etc. to complete with the International standards/UGC guidelines.
- l) Distribution of hard copy of Senate agenda should be discontinued to make it environment friendly.
- m) One member from IIT/NIT/IIM may be included in the BoS.
- n) All the scholarship, stipends, application, verification, attendance, disbursement etc. should be made online.


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ACCOUNTS BRANCH


OBSERVATIONS:

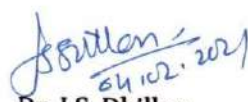
- a) The committee appreciated the Annual Activity Calendar of the section which is being followed in true spirit.
- b) General Financial Rules-2017 and CCS Rules are being followed by the Institute.
- c) All students fee is being collected online through the Nationalized Bank except examination fee, transcript charges, mess charges etc.
- d) It is appreciated that Accounts are being maintained using a Tally 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 Section.
- 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.

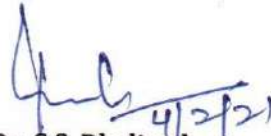
SUGGESTIONS/RECOMMENDATIONS

- 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, NPS, GST, Audit, TA/DA etc. . Section may explore the possibility of inviting external experts for updation of their knowledge in these above mentioned areas.
- c) Filing System needs improvement.
- d) There should be some maximum time period defined for payments and calendar should be adhered.
- e) The payments to the External Expert should be made immediately and the information regarding TDS deduction be sent to them through Email.
- f) Annual Report of the Institute should be prepared as per time frame prescribed by MoE. Associate Dean (Academics) will co-ordinate the activities of Annual Report in association with Dy. Registrar (A&A) and Assistant Registrar (Academics).


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- g) Existing manpower of Section needs to be reviewed as per workload of the Section. The Section will provide the information regarding duties/workload of the staff for coming three months 01.02.2021 to 31.04.2021 in the following format:-

Sr. No.	Name of the Employee	Designation	Work Allotted	Detail of files dealt by the concerned employee
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- h) The accounts will present the following items in every Administrative Audit
- i)
 - Percentage of Cashless transactions.
 - Percentage of Utilization of funds/Expenditure.
 - IRG generated during the year.
- j) Internal Audit Cell has been created in the Accounts Section.
- k) Section should intimate the advance holder after the adjustment of the advance.

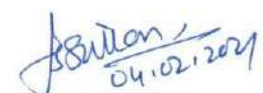
ADMINISTRATION BRANCH


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 basic 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.
- 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.


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- 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) Existing filing system of this branch needs improvement.
- b) Staff may be sent on requisite training or in-house training may be arranged.
- c) Leave Management System specially in case of Earned and Medical Leave should also be prepared and followed strictly.
- d) The Administration Section needs to get clarification/approval from Board of Management of the Institute regarding applicability of CCS Rules to the Institute as an Autonomous Body.
- e) Service Book should be checked and signed by the all employees of the Institute every year. Institute needs to issue circular annually.
- f) The Section should arrange regular internal meetings quarterly regarding changes/modifications in the existing Rules and Regulations.
- g) Time frame for processing of cases in the section be categorized.
- h) The meetings of Legal Advisory Committee should be held regularly.
- i) Existing manpower of Section needs to be reviewed as per workload of the Section. The Section will provide the information regarding duties/workload of the staff for coming three months 01.02.2021 to 31.04.2021 in the following format:-


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STORE AND PURCHASE BRANCH

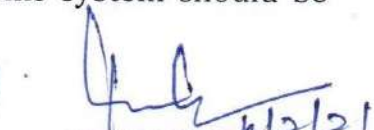
OBSERVATIONS/ SUGGESTIONS/RECOMMENDATIONS:

- a) 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.
- b) The filing system and record keeping needs further improvement.
- c) Stock register at department level and industrial project level must be maintained by the officer and respective PI. This system should be


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entered in Master Register. Payment should not be made without the entry ticked by audit.

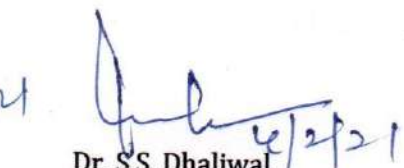
- d) Fixed assets register and labelling of the register needs improvement.
- e) Record of serviceable, repairable and not serviceable items should be kept separately.
- f) Periodic disposal of non-serviceable/repairable items should be carried out.
- g) The assets generated in research projects funded 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.
- h) More efforts in terms of co-ordination by the section needed for AMC for costly equipments.
- i) Every official needs to be well versed with use of Computer, Photostat machines etc.
- j) 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.
- k) The follow up of procurement cases is slow.
- l) The Section should prepared Depreciation Rules of non-consumable items.
- m) The internal meeting of the section should be held quarterly.
- n) The Section should prepared register for maintain the record of write-off items. The disposal of write-off items be expedited.
- o) The Section should adopt the methodology to improve the Annual Physical Verification procedure. For this purpose, notification be issued in the month of January and the process be completed by 31st May of the Year.
- p) There should be time frame of minimum three working days and maximum seven working days for disposal of files.
- q) Existing manpower of Section needs to be reviewed as per workload of the Section. One MTS may be spared from the section. The Section will provide the information regarding duties/workload of the staff for coming three months 01.03.2021 to 31.05.2021 in the following format:-

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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.

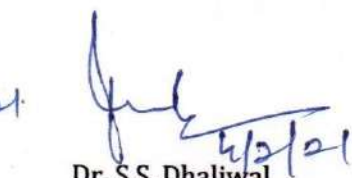
SUGGESTIONS/RECOMMENDATIONS

- a) Existing filing system of this branch needs improvement.
- b) Training of knowledge of computers needs to be given to some more officials of the branch.
- c) 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.
- d) AMC for costly equipment i.e. DG Set(s) should be done.
- e) Record should be maintained for repairing of electrical appliances/ACs etc.
- f) Solar lights should be made operational.
- g) Procedure for sanitary fittings and carpentry and their maintenance should be strengthened.
- h) More attention is required in cleanliness of Hostels/Guest Houses/Mess/Shopping Complex etc. Modern system of waste disposal should be adopted.
- i) Traffic Rules should also be displayed in the Campus.
- j) Register check on all equipment/machinery should be made to avoid break down.
- k) The Section should make efforts for receipt of digital payment for Guest House.
- l) The Section should make mechanism for time-bound compliance of Audit para's


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- m) Periodical maintenance of hostels be carried out.
- n) The Section should make efforts for waste management.
- o) The Section should carried out renovation of Wash Rooms of Administrative Block at priority.
- p) Mechanism be put in place for monthly inspection of Civil/Electrical/Horticulture works.

TRANSPORT SECTION

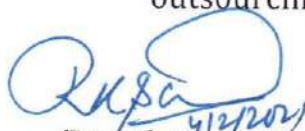
OBSERVATIONS/SUGGESTIONS/RECOMMENDATIONS:


- 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) Quarterly Chart of fuel efficiency record of each vehicle be displayed in office.
- g) Drivers be given targets of fuel efficiency.
- h) Average of the vehicles should also be checked on regular basis.
- i) Insurance of the vehicles are being made regularly.
- j) 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 take steps to have tie-up with Ministry of skill Development, GOI for better utilization of the area by planning some relevant training/skill development courses. .
- k) Calendar of servicing of vehicles be prepared.


HOSTEL SYSTEM


OBSERVATIONS/SUGGESTIONS/RECOMMENDATIONS:

- a) More hostels are required as per the strength of the students.
- b) Cleanliness in mess area is well maintained and appreciated.
- c) Independent Grievance Redressal System for students in Hostels is required.
- d) Laundry facilities may be extended to the students through outsourcing on payment basis.


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- 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) More facilities (like AC) may be provided to Medical officers and staff as per institute rules.
- c) The medicine stock is available sufficiently
- d) Staff be deputed for requisite training in their domain as per needs.
- e) The possibility of allotment of Pharmacy Shop in the Health Centre/any other suitable place through outsourcing may be explored.
- d) Staff including Medical officer of the Health Centre need to visit near by IIT/NIT to experience the working environment in those Institutions.


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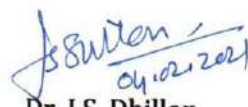
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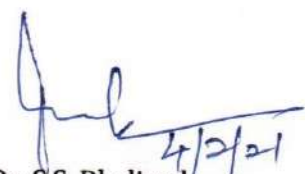
OVERALL OBSERVATIONS AND RECOMMENDATIONS

- a) The Institute has a large campus area of 447 acres.
- b) The Institute has adopted the e-governance in the some of the area like Academic and Finance & Accounts. Efforts may be made for implement in other Sections.
- c) The duties assigned to the officials are being attended to within a scheduled time. However, daily diary needs to be maintained by each section.
- d) 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.
- e) 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.
- f) Training programmes for the ministerial and secretarial staff are required to be organized regularly.
- g) Staff works in co-ordination and with proper consultation on different issues.
- h) 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.
- i) 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.
- j) Existing manpower of all sections needs to be reviewed as per the workload of the section.
- k) Fire extinguishers in all buildings needs to be checked periodically.
- l) Wash/Bath Rooms should be hygienic and need renovation.
- m) Sitting arrangement of Purchase Section need to be reviewed in line with Academic/Administration/Accounts Sections
- n) Infrastructure needs to be used effectively.
- o) Implementation of ERP for all Sections of the Institute need to be expedited.
- p) Staff including Section In-charges working in various Sections need to be deputed to nearby IIT/NIT to improve the efficiency and environment in the Institute.


(Ravinder Kumar)
Registrar
IIT, Ropar


Dr. Harish Chopra
Registrar
SLIET, Longowal


Dr. J.S. Dhillon
Dean (FSW) &
Convener, IQAC


Dr. S.S. Dhaliwal
Professor (Mathematics)
SLIET, Longowal



संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौगोवाल, संगरूर, पंजाब - १४८ १०६
(शिक्षा मंत्रालय के अधीन)

Sant Longowal Institute of Engineering and Technology,
Longowal, Distt. Sangrur, Punjab - 148106
(Deemed To Be University under Ministry of Education)

Ref. No. SLIET/Admn/2021/ 12225-39

Dated : 08/01/2021

OFFICE ORDER

The Competent Authority has constituted a committee, consisting of the following for carrying out Administrative Audit of all the Sections of the Institute, to be undertaken on 3-4 February, 2021:-

1. Dr. Harish Chopra, Registrar (Officiating), SLIET
2. Dr. S.S. Dhaliwal, Professor (Mathematics)
3. Sh. Ravinder Kumar, Registrar(Officiating), IIT, Ropar

The Administrative Audit of the following Sections shall be undertaken on 3-4 February, 2021 and the Administrative Audit Report covering the aspects as detailed in the attached Annexure-A (03 pages), will be prepared and presented to the Committee constituted for the purpose:-

S.No.	Name of Section	Report to be prepared and presented by
1.	Academic Section	Assistant Registrar (Academics)
2.	Store & Purchase Section	Assistant Registrar & In-charge (S&P)
3.	Administration Section	Deputy Registrar (Admn.)
4.	Account Section	Deputy Registrar (A&A)
5.	Estate Office	Faculty In-charge(Civil)
6.	Hostel System	Prof. Vikas Nanda & Prof. (Mrs) Surita Maini, Chief Wardens
7.	Transport Section	Controller Vehicles
8.	Health Centre	Chairperson, Health Centre
9.	Sports Section	Chairman, Sports Committee

The hard copy of the report of each section to be submitted to Registrar's Office and soft copy at e-mail Id registrar@sliet.ac.in by 25.01.2021 positively for compilation and onward submission to the Committee constituted for Administrative Audit.

Registrar (Officiating)
8.1.21

Copy to :

1. Director, SLIET – for kind information, please.
2. All Deans
3. All the above committee members.
4. All the concerned F.I./Section In-charges
5. File copy.



संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौगोवाल, संगरूर, पंजाब - १४८ १०६
(शिक्षा मंत्रालय के अधीन)

Sant Longowal Institute of Engineering and Technology,
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ANNEXURE-A

ADMINISTRATIVE AUDIT

The **Administrative Audit** of the following Sections shall be undertaken on **3-4 February, 2021** and the **Administrative Audit Report** covering the following aspects will be prepared and presented to the Committee:-

1.	Academic Section [A.R.(Academics)] <ul style="list-style-type: none">• Admissions (SET Office) (SET office will present the detailed report on admissions including trends in admissions based on analysis and steps taken for important and transparency in admissions)• Examination• Rules and Regulations• Curriculum Development/Design/Modification• Human Resource & Infrastructure• Relevant Training of Staff• Use of Computers/Modern IT tools by Staff• Statutory Academic Bodies• Process Flow and Minimum & Maximum Time to process the case• Proformas & Forms used
2.	Store & Purchase Section [A.R. & In-charge (S&P)] <ul style="list-style-type: none">• Rules and Regulations (A detailed report on the methodology adopted by the section for dealing the cases of different departments/sections and Institute will be presented to the Committee)• Human Resource & Infrastructure• Relevant Training of Staff• Use of Computers/Modern IT tools by Staff• Process Flow and Minimum & Maximum time to process the case.• Proformas & Forms used
3.	Administrative Section [DR(Admn.)] <ul style="list-style-type: none">• Rules and Regulations (A detailed report on the methodology adopted by the section for dealing the cases of teaching/non-teaching staff and Institute (including recruitment) will be presented to the Committee)• Human Resource & Infrastructure• Relevant Training of Staff• Use of Computers/Modern IT tools by Staff• Process Flow and Minimum & Maximum time to process the case.• Proformas & Forms used



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लौंगोवाल, संगरूर, पंजाब - १४८ १०६
(शिक्षा मंत्रालय के अधीन)

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Longowal, Distt. Sangrur, Punjab - 148106
(Deemed To Be University under Ministry of Education)

-2-

4.	Accounts Section [DR(A&A)] <ul style="list-style-type: none">Rules and Regulations (A detailed report on the methodology adopted by the section in maintaining the accounts and other activities will be presented to the Committee)Human Resource & InfrastructureRelevant Training of StaffUse of Computers/Modern IT tools by StaffProcess Flow and Minimum & Maximum time to process the case.Proformas & Forms used
5.	Estate Office [F.I. (Civil)] <ul style="list-style-type: none">Civil/Electrical/Security/Horticulture Activities* (A detailed report on the methodology adopted by these sections for various activities in corresponding section will be presented to the committee by the respective Faculty In-charge. F.I.(Civil) will also include report about Guest House/Transit Accommodation)Human Resource & InfrastructureRelevant Training of StaffUse of Computers/Modern IT tools by StaffProformas & Forms used <p>*Report will be compiled by F.I.(Civil). The respective FI's to give report on all the above aspects to F.I.(Civil) by 20th January, 2021.</p>
6.	Hostel System [Prof. Vikas Nanda and Prof. (Mrs.) Surita Maini(CW)] <p>CW(B) & CW (G) will present the detailed report about the boys and girls hostels respectively in consultation with Dean(SW) on the following aspects:-</p> <ul style="list-style-type: none">ActivitiesRules & RegulationsHuman Resource & InfrastructureRelevant Training of StaffUse of Computers/Modern IT tools by StaffStudents' GuideProformas & Forms used <p>In addition, office of Dean(SW) will also provide detailed report about the Scholarship Cell.</p>
7.	Transport Section (Controller Vehicles) <ul style="list-style-type: none">Activities (CV will present the report about various activities of the section).Human Resource & InfrastructureRelevant Training of StaffProformas & Forms used
8.	Health Centre [Chairperson, Health Centre] <ul style="list-style-type: none">Activities (Chairperson, Health Centre will present the report about various activities of the section).Human Resource & InfrastructureRelevant Training of StaffProformas & Forms used



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-3-

9.	Sports Section (Chairman, Sports Committee) <ul style="list-style-type: none">• Activities (Chairman, Sports Committee will present the report about various activities of the section).• Human Resource & Infrastructure• Relevant Training of Staff• Activities conducted during 2019-20• Activity Calendar for 2020-21• Proformas & Forms used
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The Hard and Soft copy (registrar@sliet.ac.in) of the report of each Section to be submitted to **Registrar's Office** by **25th January, 2021** for compilation and onwards submission to the **Committee constituted for Administrative Audit**.


Registrar (Officiating)



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान
(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन सम विश्वविद्यालय)
लौंगोवाल, जिला संगरूर, पंजाब – 148106
Sant Longowal Institute of Engineering & Technology
(Deemed-to-be-University under Ministry of Human Resource Development, Government of India)
Longowal, Distt. Sangur, Punjab-148106

संदर्भ सं/ Ref. No. SLIET/13957-70

दिनांक / Date: 28/01/2021

SCHEDULE OF ADMINISTRATIVE AUDIT OF SLIET, LONGOWAL.

DATE : 03/02/2021		
TIME	SCHEDULED MEETING/EVENTS	VENUE
10:30 A.M.	Welcome Address by the Director, SLIET	Committee Room (Admn. Block)
10:40 A.M.	Address by the Dr. S.S. Dhaliwal, Professor (Maths)	
10:50 A.M.	TEA	
	Presentation of Reports by:	
11:00 A.M.	Assistant Registrar (Academic)	Committee Room (Admn. Block)
11:10 A.M.	Assistant Registrar (S&P)	
11:20 A.M.	Dy. Registrar (Admn.)	
11:30 A.M.	Dy. Registrar (A&A) – officiating	
11:40 A.M.	Faculty In-charge (Civil)	
11:50 A.M.	Prof. Vikas Nanda, Chief Warden (B)	
12:00 Noon	Controllor Vehicle	
12:10 P.M.	Chairperson, Health Centre	
12:20 P.M.	Chairman, Sports Committee	
01:30 P.M.	Lunch	Guest House
02:15 P.M.	Visit of the Committee Members to:	Academic Section
02:30 P.M.		Store & Purchase Section
02:45 P.M.		Administrative Section
03:00 P.M.		Accounts Branch
03:15 P.M.		Estate Office
03:30 P.M.		Hostel System
03:45 P.M.		Transport Section
04:00 P.M.		Health Centre
04:15 P.M.		Sports Section
DATE : 04/02/2021		
10:30 A.M. to 01:30 P.M.	Meeting of Committee Members and concerned Section In-charges and evaluation of Audit Reports. (Tea will be served in the middle).	Committee Room (Admn. Block)
01:30 P.M.	Lunch	Guest House
02:15 P.M.	Audit Report Writing	Committee Room (Admn. Block)
03:00 P.M.	Submission of Report to Director & exit meeting	


Registrar 28.1.21

Copy to:-

1. Director, SLIET for information please.
2. All concerned committee members and Section In-charges for information.

"Proud to be Part of Team SLIET"



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
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[भारत सरकार द्वारा स्थापित]

Annexure-"C"

Sant Longowal Institute of Engineering & Technology
Longowal, Dist. Sangrur, Punjab – 148106
[Established by Govt. of India]
(Deemed-to-be-University)

Ref.No.SLIET/AS/6596

DATED: 28.01.2021

From : Assistant Registrar (Academics)
To : Registrar
**Subject : Action Taken report on the Administrative Audit Observations
conducted on May 30-31, 2019.**

Sr. No.	Administrative Audit Observation	Action Taken on Observation
1	The admissions to various ICD/UG/PG/Ph.D Programmes is made through online process	Made online
2	Entrance Test for all programmes are being carried out in off line mode	Now being carried out online
3	Registration of students, results etc. are also being prepared on off-line	Now online (Through ERP)
4	Instructions with regard to admissions are issued by SET Office from time to time as per orders of competent authorities.	Yes
5	Minutes of the Senate is conducted by Academic Section. As per instructions of the institute Authorities, agenda and minutes of the Senate sent to members through email. Hard copy of the agenda given to the members during meeting be replaced by soft copy through email. Agenda and minutes of the Senate are also available on Institute website for information of all concerned. The minutes of meeting of Senate are put-up before Board of Management (BOM) for ratification.	Compliance of the instruction is under process.
6	No online system is placed for admission, enrolment, registration, examination etc.	Online system is there for admission and enrolment. Now registration is also online through ERP. Semester End/Retest examination are in both online and offline (pen & paper) mode.
7	All academic matters of the Institute with regard to syllabus, scheme of examinations, rules &	Syllabi and schemes are being finalized by the departments



ਸੰਤ ਲੌਗੋਵਾਲ ਐਂਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨੋਲੋਜੀ ਸੰਸਥਾਨ,

ਲੌਗੋਵਾਲ, ਸੰਗਰੂਰ, ਪੰਜਾਬ - ੧੪੮ ੧੦੬

[ਭਾਰਤ ਸਰਕਾਰ ਦੁਆਰਾ ਸਥਾਪਿਤ]

Sant Longowal Institute of Engineering & Technology

Longowal, Dist. Sangrur, Punjab – 148106

[Established by Govt. of India]

(Deemed-to-be-University)

Ref.No.SLIET/AS/

DATED:

	regulations are dealt with by the Academic Section.	through BOS and rules & regulations are approved by Senate and dealt by office of Dean(Acad.)
8	Syllabus, scheme of examination, rules & regulations, recognition/equivalence list of examination, printed Academic Calendar, Annual Activity Calendars is also circulated in the institution and have also been made available on Institute website for other stakeholders.	As per instructions of Govt. of India the printing is being avoided and efforts are being made to move/provide the documents through website and other electronic modes.
9	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 of Dean (Academics)	Yes, Already implemented.
10	There is sufficient manpower (DR, AR, Superintendent, Private Secretary, DEOs, JSS, Clerk and MTS etc.) including outsourced persons to run 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.)	One MTS and One UDC has already been spared for Health Centre and T& P cell respectively. Presently AR is handling all the issues being Section Head. No D.R., Superintendent & Assistant is there in the Section.
11	All Computers, scanners, Photostat machine, printers etc are in working order and well maintained.	Devices are being well maintained and are under optimum utilization.
12	Some staff members have undergone training in their domain of work in 2018-19	Efforts will be made for training of staff so that smart work may be done.

Submitted for kind consideration and settling the observations.

04/02/2021

Assistant Registrar & Section Head (Academics)

o/c



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौंगोवाल, संगरूर, पंजाब - १४८ १०६
[भारत सरकार द्वारा स्थापित]

Sant Longowal Institute of Engineering and Technology
Longowal, Dist. Sangrur, Punjab - 148106

[Established by Govt. of India]

Deemed-to-be-University

(U/S 3 of UGC Act 1956)

संदर्भ सं/Ref.No. SLIET/A&A/2021/ 3975

दिनांक/Date: 09.02.2021

From : Dy. Registrar (Accounts & Audit)
To : Registrar
Subject : Action Taken Report (ATR) on Administrative Audit Report - 2019
Reference : IOL vide No.: SLIET/REG/19/1372-1381, dated 27.06.2019.

With reference to the above IOL dated 27.06.2019 on the subject cited above. In this regard, Action Taken Report (ATR) of Finance Department on Administrative Report - 2019 is as under:-

Action Taken Report (ATR)

a).	Though the section has automation system for various processes, the system of e-payment also needs to be strengthened.	Payments are being released through NEFT/RTGS to parties, experts & employees.
b).	Every staff of the Accounts Branch needs more training as per needs of the Institute on PFMS, GST, Audit, TA/DA etc.	In house training for PFMS was arranged last year. Training session on different topics will also be arranged for staff.
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 Incharge (A&A). Hard signed copy of important documents should also be kept with the Professor In-charge (A&A)	External hard disc is installed on server to save the data.
d).	Filing System needs improvement.	Files are maintained properly with file number and title.
e).	There should be some maximum time period defined for payments and calendar should be adhered.	Payments are being released promptly on receipt of approval, on same day, during one or two days in some cases.
f).	Accounts branch should immediately shift to cashless receipt and payments.	<ul style="list-style-type: none">All fees & fines including other charges are being collected online.Depositing in bank directly by concerned through challan.POS machine is also installed.Payments through RTGS/NEFT are being made.

With regards,


Dy. Registrar
(Accounts & Audit)

Proud to be Part of 'Team SLIET'

Together We can make a Difference

ACTION TAKEN REPORT ON ADMINISTRATIVE AUDIT REPORT


(With reference to letter No. SLIET/REG/19/624-26 dated 17.01.2019)

Sr. No.	Observation of the Committee	Action taken
1	The Institute should adopt the e-governance in the area of administration, Finance & Accounts, Student admission and examination at the earliest.	<p>The ERP system has already in practice in Accounts Section. The ERP system for online submission of marks of minor/major examination, no dues clearance and other academics matter is also adopted in the Academic Section.</p> <p>The ERP System for Administration Section has also started. A complete proposal is to be submitted in the ensuing meeting of BOM for approval and adoption of the e-office system for Administration Section.</p>
2	Training Programmes for the ministerial and secretarial staff are required to be organized regularly.	<p>The Institute has organized a number of online/offline workshops on various topics for staff of the Institute. The Institute is also sponsoring employees for training, workshops under TEQIP in CFTIs like NITTTR ISTM etc.</p> <p>Shri Mohanakrishnan C., DR (Admn.), Shri Deepak Kumar, Shri T.R. Guleria attended SDP (online) organized by SLIET AND NIT, Utrakhnad under Twinning Programme from 24.08.2020 to 28.08.2020.</p> <p>Tilak Raj Guleria, Clerk attended workshop on application of service matters and claim settlement (Pay fixation, pension leave and TA) organized by SIERD, New Delhi at Jaipur 03.12.2019 to 05.12.2019</p> <p>Shri Avtar Singh, SSS attend workshop on "Prevention of Sexual Harassment of Women at Workplace" from 22.01.2020 to 24.01.2020 at ISTM, New Delhi.</p>
3	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.	With the renovation of Administration Section, Academics Section and A&A section, there is separate record room for better record keeping. The Institute has also adopted the Record Retention Schedule (Weeding Out Policy). The old record shall be weeded out as per policy for better record keeping.

The Administration Section is divided into 03 sub-sections namely, A1, A2 and A3. The details of works handled by these sub-sections are as under:

Sr. No.	Name of the Sub-section	Name of employee with Designation	Work allotted
1	A1	Mr. Surinder Singh, UDC Mr. Tilak Raj Guleria, LDC Mrs. Sukla Sarkar, LDC	All establishment work related to Teaching Staff, Shop Allotment Committee matters
2	A2	Mr. Avtar Singh, SSS Mr. Deepak Kumar, UDC Outsourced employee	All establishment work related to Non-Teaching Staff Agenda preparation
3	A3	Mr. Jagdish Chand, Assistant Mr. Jaspal Singh, LDC Outsourced employee	Court cases, RTI cases, Establishment of contract employees, other misc. work Supervision of Dak
4	Despatch Section	Mrs. Inderjit Kaur, MTS Mr. Bholi Ram, MTS	All work related to outgoing /incoming Dak including centrally despatch of post office dak.

Shri Mohanakrishnan C., Deputy Registrar is the overall Incharge of Administration Section. All papers of Administration Section are routed through him.


02/02/21
Deputy Registrar (Admn.)

REGISTRAR

ACTION TAKEN REPORT ON ADMINISTRATIVE AUDIT REPORT-2019

Reference: Office Order No.Admn/2021/13591-95 dt.18/01/2021

Sr. No.	Observations/suggestions/recommendations	Action Taken
a)	It is recommended that double entry system should be followed for smooth checking and maintenance of fixed assets of the institute	Entry of goods are already being made in Central Store Stock Register and Departmental Stock Register
b)	e-Tenders should be uploaded on the CPP Portal and wizard Portal and wizard portal for increasing the response of the parties.	Maximum purchase is being executed through GEM portal and goods not available on GeM are being purchased through e-tender on tenderwizard and information is also uploaded on CPPP.
c)	Staff needs to have the knowledge of latest e-governance technologies. Staff may also be sent for request training or in-house training may be arranged.	Being a policy/administrative matter decision to be taken by the competent authority.
d)	Material purchased by the department/Section should be checked physically by the Accountant/Store Keeper of the Section.	Practise prevails; the central store receives the packed material and forwards the same along with bill to the indenting department for receipt, inspection/installation, stock entry and recommendation for release of payment.
e)	The filing system and record keeping needs further improvement.	Index register of files is being maintained year-wise. The process of binding of record is also carried out for proper record keeping.
f)	Stock register at department level and industrial project level must be maintained in Master Register. Payment should not made without the entry ticket by audit.	Stock entry of goods purchased is incorporated in the Central Store Register and Department Stock Register. The same is recorded on the face of the bill before processing the case for release of payment for reference.
g)	Fixed assets register and labelling of the register needs improvement.	Noted and compliance already started.
h)	Stock checking should be carried out every year.	Physical Verification of stores is carried out every year.
i)	Record of serviceable, repairable and not serviceable items should be kept separately.	Record is being maintained at Department level as well as in the Central Store.
j)	Periodic disposal of non-serviceable/repairable items should be carried out.	Non Repairable Items/Condemned material is disposed off after getting written off as per rules in respect of e-waste and other scrap material.
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.	Noted for compliance. A letter has been issued to all the HODs for transfer of assets from Project account to Department account, after completion of project, with intimation to S&P section in order to incorporate the same in the Central Store.
l)	AMC for costly equipments should be done.	Costly equipments are covered under AMC on the recommendation of indenting department and availability of funds.
m)	Every official needs to be well versed with	All the staff members working in store and

	use of Computer, Photostat machines etc.	Purchase section are well versed with use of computers, photo state 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.	<p>Time frame for processing the cases in the branch is as under:</p> <ul style="list-style-type: none"> • Procurement through e-Tender/NIQ: Time for submission of bids -- 21 days Evaluation of Technical & Financial bids by the indenting Deptt. -- 10-15 days Pre-audit and expenditure sanction by the Audit Cell -- 4-5 days Placement of Supply Order by the S & P Section -- 2-3 days Inspection, installation and release of payment -- 30 days/as per terms and conditions of Supply Order • Procurement through GeM portal is followed as per provisions and time allowed by the portal.

Subject :- Action taken report on Administrative audit 2020

The following actions were taken in compliance with the suggestion made by the committee during Administrative audit 2020.

1. Modifications in the activity calendars for vehicle insurance, service maintenance, battery replacement and tyre replacement etc. were made. The updated record is attached for ready reference please.
2. The prior approvals for the activities as per the calendars in the last year were taken according to the schedule mentioned.
3. The drivers were instructed to collect the computerized fuel bills, strictly as per fuel slips.
4. Drives were also instructed frequently to follow the duty regime strictly (copy of the office order is attached herewith for your reference).
5. After opening of lockdown due to Corona pandemic, the bus service was reinstated with proper precautions along with guidelines.
6. It has been planned that the vehicles which have covered the life span, will be initiated for writing off.

SLJET/cv/169
28/01/21

13747
28-01-2021

Adm Board
28/1/2021
Dy. CV

CV
28/1/21

Registrar

28.1.21

DR Adm
AT

29/01/21

REGISTRAR
14062
28/1/21



SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Established by: Govt. of India; Deemed to be University)

Longowal -148106 Dist.: Sangrur (Punjab) INDIA

OFFICE OF CW (BH)

Tel:91-1672- 253558
Email: cwo@sliet.ac.in


Ref. No.: SLIET/CW/BH/635

Date: 02-02-2021

From: - Chief Warden (Boys Hostel)
To: - Registrar
Subject: - Reply to recommendation of Administrative Audit Report of 2019 held on May 30,31 2019.

- a) The requirement of one more Boys Hostel with a minimum capacity of 250 students has already been sent to Dean(SW).
- b) Maintaining the hygienic conditions and cleanliness has been well taken care in all the hostels.
- c) The grievances of students are well look after by concerned hostel wardens and caretakers.
- d) The matter was discussed with students and they were ready to pay laundry charges but for this purpose independent space was required because it creates disturbance in the hostel.
- e) DG sets are available in all boys hostels.
- f) Different types of hostel students representative's committees has been constituted and sufficient number of students are included as members.
- g) Indoor sports, hostel nights, and festivals are organized in all the hostels.


Chief Warden
Boys Hostel


3.2.21

DR (Admin)

HEALTH CENTRE

ACTION TAKEN REPORT (AUDIT)

Keeping in view the observations/recommendations made by the Administrative Audit Committee on dated 31.05.2019, following actions have been taken

- Two Medical Officers have appointed detailed as below

Sr. No	Name of Medical Officer	Nature of Appointment	Qualification	Date of Joining in the Institute
1	Dr. Rupesh Singh	Regular	MBBS	13/03/2020
2	Mr. Sinderpal	Contract	MBBS	28/02/2021

- Provision of ACs to Medical officers and staff is still under process.
- Computer training programmes have been arranged for all health centre staff during 05/08/2020 to 07/08/2020 and 10/08/2020 to 12/08/2020.

[Prof. (Dr.) Anupma Marwaha]
Professor (ECE) & Chairperson,
SLIET Health Centre