

# **ANNAMALAI UNIVERSITY**

## **INTERNAL QUALITY ASSURANCE CELL**

### **REPORT OF THE ADMINISTRATIVE AUDIT COMMITTEE (2018-2019)**

The Administrative Audit committee conducted the administrative audit on 1<sup>st</sup> and 2<sup>nd</sup> July 2019 for the year 2018-2019

The audit was conducted for the following sections by the committee:

1. Establishment (C- section)
2. Works (W-Section and UWD stores)
3. Academic Affairs (B-section)
4. Pension and Provident Fund (J-section)
5. Medical, Dental and Nursing Account (T-section)
6. Government Grants
7. Grants & Directorate of Research and Development (G- Section, GUCC and CRD)
8. Purchase (F-section)
9. Accounts (D-section)
10. Admission section
11. Salary (E-section)
12. Scholarship (H-section)
13. Public Relations Office
14. Training and Placement Cell
15. Centre for Academic Research (CARE)
16. Deputation section

#### **General:**

- The committee appreciated the maintenance of greenery in the University Campus and also the upkeep of cleanliness around the campus.
- The committee welcomed the enhancement of maternity leave from 180 days to 270 days for the women employees (both teaching and non teaching) as per the government order.

#### **Establishment (C- Section):**

- The committee welcomed digitization of many establishment related details for easy data management.
- The committee suggested that digitization of service registers of all the employees need to be done for easy processing and management.

#### **Pension and Provident Fund (J-section):**

- The committee appreciated implementation of "New health insurance scheme (2018)" for pensioners and family pensioners also.

### **Grants (G- Section, GUCC & CRD):**

- The committee appreciated the timely allocation of funds from RUSA, PURSE, XI and XII plan grants from UGC to various departments in concerned faculties.
- The committee suggested implementing effective file management system for monitoring utilization of funds, scrutinizing and processing tenders and timely despatch of utilization certificates to funding agencies.

### **Purchase (F-section):**

The committee welcomed implementation of the following measures;

- Digitization of documents
- Fine tuning of tender procedures for the purchase of instruments, computers, chemicals and glass wares in line with the set norms.
- Management of government grants and funds through Public Financial Management System (PFMS).
- Purchase of items in the previous year (2017-2018)\* made through Government e- Market place (GeM) portal

### **Accounts (D-section):**

- The committee appreciated the maintenance of accounts in general.
- Following cashless transactions through card payments in the University cash counter is appreciated.

The committee place on record the necessity to adopt the following improvements;

- The payment of fees need to be made entirely online as In-person payments are cumbersome for both the stakeholder and the University
- Development of a wholesome Financial Management System for error-free and quick processing of Receipts and Charges accounts
- The committee suggested developing a voucher and bill management system for speedy processing of finance related files

### **Centre for Academic Research (CARE):**

- The Committee appreciated the idea of decentralization of admission and evaluation of academic research programmes such as Ph.D. and M.Phil through CARE and its efficient functioning.
- It suggested development of a user-interface to hasten the process of issuing certificates to students and fee payment

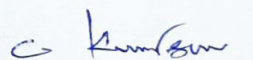
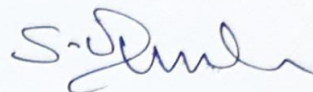
### Deputation section:

- The committee welcomed establishment of a separate section for looking after the process of deputation from June 2016 to various Government Departments/Colleges on agreement basis from the University.
- The committee welcomed the conduct of special camps for the deputed staff (both teaching and non-teaching) to address their grievances.

### Members of the Administrative Audit

### Signature


1. Dr. S. Arivudainambi,  
Dy. Director,  
IQAC,  
Annamalai University
2. Dr. P. Subrmanian,  
Professor,  
Dept. of Biochemistry and Biotechnology,  
Annamalai University
3. Dr. CT. Sathappan,  
Associate Professor,  
Department of Horticulture,  
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4. Thiru. S. Rajagopalan,  
Assistant Registrar, 'C' Section,  
Annamalai University
5. Thiru. P. Natesan,  
Assistant Registrar, 'C1' Section,  
Annamalai University
6. Thiru. C. Kumaraguru,  
Assistant Registrar, 'D' Section,  
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### EXTERNAL EXPERTS

1.   
Prof. Dr. V. BALAKRISHNAN, Ph.D.,  
Registrar i/c  
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2.

2.   
Dr. A. RAGUPATHY,  
Controller of Examinations,  
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# **ANNAMALAI UNIVERSITY**

## **INTERNAL QUALITY ASSURANCE CELL**

### **REPORT OF THE ADMINISTRATIVE AUDIT COMMITTEE (2019-2020)**

The Administrative Audit committee conducted the administrative audit on 8<sup>th</sup> and 9<sup>th</sup> July 2020 for the year 2019-2020

The audit was conducted for the following sections by the committee:

1. Establishment (C- section)
2. Works (W-Section and UWD stores)
3. Academic affairs (B-section)
4. Pension and Provident Fund (J-section)
5. Medical, Dental and Nursing Account (T-section)
6. Government Grants
7. Grants & Directorate of Research and Development (G- section, GUCC and DRD)
8. Purchase (F-section)
9. Accounts (D-section)
10. Salary (E-section)
11. Admission section
12. Scholarship (H-section)
13. Public Relations Office
14. Training and Placement Cell
15. Directorate of Academic Research (DARE)
16. Deputation section

#### **General:**

- The committee appreciated the authorities for effectively managing the natural calamity in the University campus. It place on record many appreciations for managing the current pandemic situation and serving the society selflessly.
- The constitution and effective functioning of complaints committee for sexual harassment against women at work place as per the guidelines of "Visaka Committee" is welcomed.
- Effective functioning of a full-fledged alumni association with active involvement of alumni is appreciated.

The committee suggested the following measures to be implemented;

- Installation of CCTV cameras inside administrative offices of the University
- Although, the University is having a separate power backup system catering to the needs of the entire campus, installation of separate uninterrupted power backup for essential data entry systems is needed

- Usage of renewable energy sources, like solar energy throughout the campus.
- Establishment of composting facility for recycling urban waste generated in the campus for utilization in experimental farm and orchard and to generate additional revenues
- Setting up of Archival facility for maintenance of old administrative records
- Full-fledged e-governance/e-administration for file maintenance in the University

#### **Establishment (C- Section):**

- Digitization of all the service registers has been initiated and under process.
- The committee recommended speedy completion of service register digitization

#### **Works (W-Section and UWD stores):**

The committee suggested the following measures;

- The purchase of electrical / plumbing / spare parts for vehicles may be done locally in order to overcome the delay
- A separate rate contract may be fixed for the above materials every year for purchase of genuine / branded items.

#### **Government Grants:**

- The committee place on record sincere appreciations to the efforts of the authorities in claiming the pension contribution / contributory-pension scheme to serving employees (University contribution) from the Government, crediting to the respective account and treating as corpus fund from the financial year 2019-2020.

#### **Grants (G- section, GUCC and DRD):**

- Full-fledged PFMS system is being used for all payments.
- Automated entries are made in each and every file before the payment.
- The committee suggested development of an User-Interface for Principal Investigators for monitoring budget utilization of their respective projects

#### **Purchase (F-section):**

- Implementation of In-house built bill and voucher management system – “AUCAS” through centralized automation is being performed

#### **Accounts (D-section):**

- Receipts and charges account has been computerized from 2019-2020.
- Cashless transaction via credit/debit card is being implemented for receipts.

- To a larger extent, payment of fees and “no due certificate” was encouraged by online mode.
- It is suggested that payment of fees and fine are to be done in an integrated single online payment instead as done separately in the current year.

**Admission section:**

- Admission process was initiated through online mode for the current academic year.

**Scholarship (H-section):**

- The committee suggested making the information about grant of scholarships available in the student portal of the University web site.

**Training and Placement cell:**

- Coaching classes were conducted in collaboration with district employment office, Cuddalore.
- The committee suggested introducing a placement “app” for easy access to students

**Centre for Academic Research (CARE):**

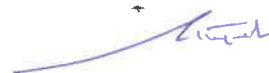
- Online admission process was initiated for Ph.D. admission due to the current pandemic situation prevailing and examinations and viva-voce was conducted through online mode in order to complete them without any time lapse.
- Speedy issue of certificates (thesis submission certificate, award communication certificate, UGC compilation certificate, provisional certificate and degree certificate) is done.

**Members of the Administrative Audit**

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