

**P. R. Nadkarni, M.A., M.Ed.**

Former Chairman, Goa Board of Secondary & Higher Secondary Education, Govt. of Goa.

Former State Project Director, Sarva Shiksha Abhiyan, Govt. of Goa.

Qualified as Consultant by NABET under Quality Council of India, Govt. of India, New Delhi.

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**Dated 30<sup>th</sup> November, 2023**

To,

The Principal,

Vidya Prabodhini College of Commerce, Education, Computer and  
Management,

Vidyanagar, Alto-Parvari,

Bardez-Goa, 403521.

**Sub: PRE-NAAC Administrative Audit of your College for the year, 2022-23**

Sir,

With reference to the above mentioned subject as requested by you, the Pre-NAAC Administrative Audit of the college was conducted on 30<sup>th</sup> November, 2023 and accordingly the report in form of the Check List/Format is enclosed herewith for your ready reference as well as further needful action at your end.

It may please be noted as under:

1. The records and registers are verified on random sample basis and therefore it is open for further verification and scrutiny.
2. The areas marked in red and so also the suggestions could be thought for further excellence in administration.
3. Since the records in respect of the administration and accounts are increasing every year, it is suggested to have a proper Record Room for the purpose of security and to avoid congestions.
4. Overall it appears that the staff connected with the administration and accounts have made sincere efforts to maintain the up-to-date records.

I appreciate the co-operation extended by you as well as the Head Clerk, the Accountant, the System Administrator, the Librarian and other staff for their full support and because of which my work was made very easy.

Thanking you,

Yours sincerely,  
  
30/11/23  
**(P R NADKARNI)**

Encl: The format.



IQAC & Convener, Administrative Audit  
for compliance



30/11/2023

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Residence: AS-1, ORCHID GREEN, Dangui Colony, Alto-Duler, Mapusa-Goa, 403507.  
(M) 9326139252.

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**CHECK LIST FOR ADMINISTRATIVE AUDIT, 2022-23**

**Name of the Institution:** Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidyanagar, Alto-Parvari, Bardez-Goa.

**ADMISSIONS**

- General Register
- Leaving Certificates
- Mark lists/Passing Cert.
- Eligibility Certificates
- Migration Certificates
- Fees Collection
- Cross Check of Fees Collection
- Refund of Fees if any.

**LEAVING/TRANSFER**

- Issue of Transfer Certificates.
- Record of the Certificates Printed
- Changes in the Record if any

**APPOINTMENTS**

- Advertisement
- Interview Minutes
- Selection Letter
- Acceptance Letter
- Medical Certificate
- Appointment Order
- Joining Letter
- Approval of DHE/University
- Pay Fixation Approval
- NPS/GPF A/c Opening

**PERSONAL FILE**

- Application for the post
- Selection Letter

- Acceptance Letter
- Medical Certificate
- Character Certificates
- Appointment Order
- Joining Letter
- Approval of DHE/University
- Pay Fixation Approval
- NPS/GPF A/c Opening
- Nominations
- Headquarter Declaration
- Family Details
- Edu. Certificates-SSC onwards
- Professional Certificates
- Experience Certificates if any
- Residence Certificate
- Employment cert-if applicable
- Caste Certificate-if applicable
- Disability Cert-if applicable
- Recovery Undertaking
- Resignation Letter
- Acceptance Order
- Relieving Order
- Last Pay Certificate
- AADHAR Card
- PAN Card

### **SERVICE BOOKS**

- Ist Entry
- Photo paste
- Entry of Medicals Fitness
- Pay Fixation
- Annual Entry
- Annual Service Verification
- Paternity Leave
- Maternity Leave/CCL
- EOL with Med. Cert.
- EOL without Med. Cert.
- Up gradation/Promotion
- Pay Fixation
- Pay Commissions-Pay Fixation

- Leave record
- Recovery of Excess Payments

### **PENSION PAPERS**

- Pre-submission work
- Submission on time
- Pension order before retirement
- GPF Closure
- Leave Encashment

} → Being New College, not applicable

### **LEAVE REGISTER**

- Updated Record
- Leave Application
- Sanction Order
- C.L. Register
- CCL Record
- LTC Record

### **PURCHASES**

- Requirements
- Dead stock & Consumables
- Quotations
- Certification
- Purchases
- Tender- Terms & Conditions
- Comparative Chart
- Purchase order
- Delivery Check
- Bills
- Certification entry
- Consumable entry
- Dead stock Entry/Numbering

### **PHYSICAL VERIFICATION**

- Committee for Verification
- Report of the committee
- List of Repairs & Maintenance
- List of Write off
- Approval of Gov. Body
- Approval of DHE
- Write off Process

} Being new college write-off may not be applicable, but Physical Verification be initiated



## **LIBRARY**

- Accession Register
- News Paper Record
- Magazine Record
- Books Issued Record
- Record of Books not returned- Students/Staff
- Penalty Received
- Physical Verification
- Repairs & Maintenance
- Write Off
- Sale of Raddi/Magazines
- Computerization

## **COMPUTER/CYBER LABORATORY**

- Record of Practical & Attendance
- Repairs & Maintenance
- Dead stock
- Physical verification
- Repair Record of Computers *Itemwise record be maintained*
- Write Off
- Updating Website

## **GEOGRAPHY LABORATORY**

- Record of Practical & Attendance
- Dead Stock
- Consumable Register
- Physical Verification
- Requirements
- Repairs & Maintenance
- Write off

## **REPAIRS & MAINT. RECORD**

- Photo Copier
  - Copier
  - Computers
  - Printers
  - LCD Projectors
  - Smart Boards
  - D.G. Set
- Itemwise record be maintained.*

## OFFICE

- Inward Register
- Outward Register
- Cross Check-up
- Register of Registers
- Register of Files
- Stationary Register
- Key Board and Record of Keys

## STAFF ATTENDANCE

- Attendance Register-Cross check up with leave record
- Daily signatures
- Monthly verifications
- Movement Register
- Duties of Non-Teaching Staff
- Duty Hours of Non-teaching Staff

## CLASS ATTENDANCE

- Class wise registers
- Certification
- Class wise Time-Table
- Teacher wise Time Table
- Annual Plans of Teachers
- Plan for Assignment/Project

## EXAMINATIONS

- Stock of Stationery ] → Proper format of the Registers be maintained
- Use of Stationery
- Record of Question Papers
- Sale of Old Answer Books & Question Papers

## SPORTS EQUIPMENTS

- Requirements
- Dead Stock & Consumables — classification is required
- Purchases
- Physical Verifications
- Repairs & Maintenance
- Write Off

## GYMKHANA/SPORTS ROOM

- Dead Stock

- Physical verification
- Utilization Record
- Maint. & Repairs
- Attendance record

### **SPORTS ACTIVITIES**

- Interclass Tournament Record
- Sports Entry Record (University Level)
- Students' Practice Attendance
- Allowances Record (Practice/Sports/Kit/Travel)
- Students' Practice Attendance Record

### **RESULTS**

- Class wise results
- Cross Checking
- Signatures on records

### **SALARY GRANT**

- Claims
- Disbursement of Salary & Arrears
- Salary Register
- DA Arrears- Claim & Disbursement

### **NON-SALARY GRANT**

- Utilization
- Assessment sheet

### **ANY OTHER GRANT**

- UGC Grant & Utilization
- RUSA Grant & Utilization
- \_\_\_\_\_ NIL \_\_\_\_\_
- \_\_\_\_\_ NIL \_\_\_\_\_

### **CADRE WISE SENIORITY LISTS**

- Asst. Professor
- Asso. Professor } → Not Applicable
- Professor
- UDCs
- LDCs
- MTS



## ACCOUNTS

- Tally Package
- Cash Book
- Ledger
- Voucher File
- Receipt Counter Foils
- Petty Cash Book
- Receipt Book Record
- Entry in Dead Stock Registers
- Entry in Consumable Registers
- Cash Verification
- Budget
- Audited Statements
- Govt. Audit Report/Compliance File
- LTC Record/Register
- Medical Re-imburements Record
- Tuition Fees Re-imburement Record
- Deposits Refund
- Yly NPS/GPF Statements

## INCOME TAX MATTERS

- TDS of Staff/Contractors
- Bank Deposits of TDS
- Quarterly Returns
- Annual returns
- TDS Certificates

## WORKSHOPS FOR OFFICE STAFF

- LDC
- UDC
- Head clerk
- Accountant
- MTS

## SCHOLARSHIP RECORD

- Eligibility
- Applications
- Disbursement/Transfer

Due to online submission and transfer of amount in the Bank, the record is not applicable.

## INTERNAL COMPLAINT COMMITTEE

- Whether Updated

- Annual Report

### **ANTI RAGGING COMMITTEE**

- Monthly Report (DHE/University)

### **RTI RECORD**

- Record of Application/s
- Replies
- Annual Report (SCI)

### **COLLEGE BUILDINGS**

- Cleanliness
- Beautifications
- Maintenance & Repairs

### **MULTI-PURPOSE HALL**

- Cleanliness
- Repairs & Maintenance
- Record of Utilization - Hall being used by various institutions.

### **COLLEGE PLAYGROUND**

- Cleanliness
  - Beautification
  - Repairs & Maintenance
- } Playground belongs to Govt. authority.

### **COLLEGE GARDEN**

- Cleanliness
- Beautification
- Maintenance

### **OPEN SPACES UTILITY**

- Cleanliness
- Beautification
- N.A. ←
- N.A. ←

### **WASHROOMS**

- Cleanliness
  - Maintenance & Repairs
  - Incinerator for Girls
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## OBSERVATIONS:




1. The administrative Audit is on random sample basis and therefore is open for further verification and scrutiny.
2. It appears that the administration is on sound footing though the college is established in 2012 which is to be appreciated.

## SUGGESTIONS FOR FURTHER IMPLEMENTATION

1. The items in red may be looked into as per the need and requirements of the college.
2. Physical Verification Committees for the dead stock, Library, Computer Lab, Sports Equipments, Gymkhana Equipments be constituted before the close of the financial year so that actual physical verification could be done as on 31<sup>st</sup> March every year.
3. Actual physical verification including the specifications and other quality parameters of the purchases be done by a person other than making purchases.
4. Since the college is new with about twelve years of its establishment, there is no need of the write off procedure for the dead stock except for computer and its accessories and electronics equipments. A list of all such Dead Stock to be written off be prepared and signed by the members of the Physical Verification Committee and to be countersigned by the Principal and thereafter to be placed in the Governing Body for approval and subsequently to be submitted to the DHE for which guidelines if any issued by DHE should be followed.
5. The suggestion given during 2021-22 about the procedure for the Deposit Refund of the students be followed to streamline the utilization of the accumulated deposits collected from the students. Every year after the declaration of the results of the final year, a notice may be put up that the students have to avail the refund on or before a particular date as per the guidelines issued by the DHE/University. Thereafter, the amount may transferred to different head and could be utilized as per the guidelines issued by the DHE/University,

Place: Porvorim, Bardez-Goa.

Dated: 30<sup>th</sup> November,, 2023.

1.   
(P.R.NADKARNI) 2.   
(Santosh Patkar) 3.   
(Ashank Desai)

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(c) Mr. P R Nadkarni, Mobile:- 9326139252. Email: prnadkarni@gmail.com

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