

Report of the **External Administrative Audit, 2021-24**

of

**PGDAV College**

University of Delhi

An external administrative audit was conducted on 11<sup>th</sup> May 2024 for the year 2021-24. The team of external auditors comprises University of Delhi officials; Sh. Sharad Kumar Sant, Deputy Registrar and Sh. Pawan Sameer Lakra, Assistant Registrar. The auditors thoroughly examined and evaluated the college administrative processes, its efficiency and effectiveness. It also examined the policies of the college with regard to the functioning of its administrative office. The report, on different aspects of administrative activities, was submitted to the Principal, PGDAV College, by the auditors after physically verifying the maintained records and after interacting with the staff members of the administrative offices including examinations and accounts branch.

This report is a compendium of key findings and the suggestions put forth by the team of external auditors. It also contains areas of improvements in the near future. The entire member staff of the administrative office were supportive throughout the whole process of auditing and all proofs were furnished as and when required by the team.

Some of the observations on Students' record are:

1. **Students' Graduation Degree** issue register are checked on random sample basis and are found well maintained.
2. **Students' Results files** are well-organized.
3. **Students' Internal Assessment Records**, submitted by the department, are seen and found to be well organised.
4. **Student's Admission**, year-wise, consolidated data are well maintained and the admission summary reports are also available.
5. **Time table** records of last five years are available
6. **Record** to be maintained on bilingual form.

Some of the observations on Service Records of Teaching and Non-teaching staffs are as follows:

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1. **Leave Records** of teaching as well as non-teaching staffs are well maintained.
2. **Attendance Records** of the non-teaching staffs are properly maintained.

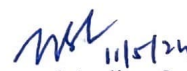
Some of the observations on 'other records' are:

1. **RTI file** are well maintained.
2. **HTC/LTC records of teaching as well as non-teaching staff** is maintained in their respective service books.
3. **Organizational Chart** along with responsibility and duty of each staff in the office is properly displayed. However it should be preferable in bilingual.

Some of the suggestions of the external auditors are:

1. To **digitize all the records** for the benefit of institution
2. To maintain and update **Loans and Advances file**
3. To maintain master **Consolidated file/Register**

  
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