

2019

# Academic and Administrative Audit 2018-19


## Academic and Administrative Audit Report



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कुलासचिव  
जे० एस० विश्वविद्यालय  
शिकोहाबाद (फिरोजाबाद)



## 1 Preface and the Purpose

The process of assessing an academic institution's efficacy and efficiency is known as academic and administrative audit (AAA). The purpose of AAA is to examine and assess the administrative and academic procedures of the institution. It gives the institute the chance to raise the level of the organisation as a whole.

Academic audit shall promote organisational and academic rigour. It will serve as a vehicle for academic programme goal-setting, monitoring, and evaluation as well as for the administrative operation of the institutions. It will be crucial to the progress of the University towards its Vision and Mission.

## 2 Methodology

To evaluate the academic programmes and activities in the departments and across the institution, AAA is conducted on a regular basis by IQAC of the university. A self-evaluation and a site visit by peers from inside and outside the institution are both included in the peer review procedure for AAA.

## 3 Audit Committee

A committee has been appointed by the Vice Chancellor of the University having a tenure for that specific year.

The committee will consist of:

**Chairman (VC Nominee): Prof. (Dr.) D. Jain (External Expert),**

IQAC Director (DSCASW, NAAC 'A' Accredited Institution),

Certified Lead Auditor for TL/ISO 9000, ISO 14000, ISO 50000,


**Member Secretary (IQAC Coordinator, JSU): Dr. Harendra Kr. Ojha**

**Field specific experts:**

Ms. Geetanjali Sachdeva (Nirmal Integrated Consultancy, Delhi/NCR)

Prof. Akhilesh Upadhyay (Professor, J.S. University)

Prof. Mamta Kumari (Professor, J.S. University)

  
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## 4 The Audit Observations

### 4.1 Academic Audit Observations

Following are the observations in academic operations of the institution:

S.No.	Parameter	Observation	Remarks
1.	Number of Programs	38	Verified Departments and Examination Records
2.	Number of Enrolled/Active Students	4763	Verified Departments and Examination Records
3.	Number of Teachers	97	Verified Departments and HRD Records
4.	Number of Outgoing Students	1338	Verified Departments and Examination Records
5.	Sanctioned Intake for Admission	2004	Verified Sanction Letters from Registrar Office and Academic Council MOM
6.	First Year Admission	1959	Verified Departmental Records
7.	Curricula Feedback Collected, Analysed, and Report presented in Academic Council?	YES	Verified IQAC Records and AC MOM
8.	Reserved Category Seats Earmarked	206	Verified Departmental Records
9.	Reserved Category Admission	206	Verified Departmental Records
10.	Academic Calendar Notified and Followed?	YES	Verified Departmental Records
11.	Syllabus completed in time as per academic calendar	YES	Verified Departmental Records
12.	Average Number of days in Examination Result Declaration	10	Verified Examination Records
13.	Number of Complaints about Evaluation in Examination	4	Verified Examination Records
14.	Students offered with and enrolled in VAC?	YES	Verified Departmental VAC Records


  
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## 4.2 Administrative Audit Observations

Following are the observations in administrative operations of the institution:

S.No.	Parameter	Observation	Remarks
1.	Budgets have been approved and monitored?	YES	Verified Financial Records
2.	Internal and External Audits for Finances have been completed as per planned frequency?	YES	Verified Financial Records
3.	IT Stock Register maintained and verified?	YES	Verified Stock Registers
4.	Laboratory Stock Register maintained and verified?	YES	Verified Stock Registers
5.	Scholarship Records maintained and verified?	YES	Verified Scholarship Records in Registrar Office
6.	Purchase of Goods have been monitored as per budgets and consumptions?	YES	Verified Bills and Approvals with purchase Dept.
7.	Horticulture and Landscaping in the campus is maintained appropriately?	YES	Verified on-ground condition and records
8.	Water Harvesting Systems maintained appropriately?	YES	Verified on-ground condition and records
9.	Solid, Liquid, and other identified Wastes have been managed as per defined procedures?	YES	Verified on-ground condition and records
10.	Water Tanks and other Storages have been cleaned and maintained with appropriate Logs?	YES	Verified on-ground condition and records


  
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### 4.3 Other Audit Observations

Following are the observations in common procedures of the institution:

S.No.	Parameter	Observation	Remarks
1.	Any case of Ragging Reported	NO	Verified records and sample affirmations
2.	Any case of Sexual Harassment Reported	NO	Verified records and sample affirmations
3.	Any case of violation of Code of Conduct by Teaching-Staff reported that required investigation and action up to the suspension of duties of the staff member?	NO	Verified records and sample affirmations
4.	Any case of violation of Code of Conduct by non-Teaching-Staff reported that required investigation and action up to the suspension of duties of the staff member?	NO	Verified records and sample affirmations
5.	Any case of violation of Code of Conduct by Students reported that required investigation and action up to the suspension of student?	NO	Verified records and sample affirmations
6.	Any service malpractices reported in Finance and Accounts	NO	Verified records and sample affirmations
7.	Any service malpractices reported in Administration and Maintenance	NO	Verified records and sample affirmations
8.	Any service malpractices reported in Teaching Schools?	NO	Verified records and sample affirmations

  
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**J.S. UNIVERSITY**

SHIKOHABAD, FIROZABAD

PIN-283 135 (U.P.) INDIA

Website: [www.jsu.ac.in](http://www.jsu.ac.in), [www.jsu.edu.in](http://www.jsu.edu.in)



**जे.एस. विश्वविद्यालय**

शिकोहाबाद, फिरोजाबाद

पिन-283 135 (उ.प्र.) भारत


E-mail: [jsuniversityshikohabad@gmail.com](mailto:jsuniversityshikohabad@gmail.com)

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## 5 Conclusion

The Academic and Administrative Audit has been conducted as per the defined process and reported to the head of the institution with the following conclusion:

- Current state of Academic Processes: Healthy
- Current state of Administrative Processes: Healthy
- Current state of other Critical Processes: Healthy

  
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