Internal Quality Assurance Cell (IQAC)

NOTICE

As the per the resolutions of the IQAC meetings held on 27.07.2022 and on 28.09.2022, the Heads of the Administrative Sections/Units of the University are requested to send the information regarding the Administrative Audit of their Sections/Units for the year 2020-2021 and 2021-2022 in the prescribed Administrative Audit Format (attached) to the IQAC office latest by **31st October 2022**.

Registrar(Acting)
Visva-Bharati

No. IQAC/Notice/127/2022-2023
Date: 14.10.2022

To:
All Heads of Administrative Sections/Units, Visva-Bharati

Copy to: In-Charge, Computer Center, Visva-Bharati – with a request to upload the Notice in the University website.

FORMAT FOR ADMINISTRATIVE AUDIT OF VISVA-BHARATI FOR 2020-2021

Administrative Audit: Administrative Audit is a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies and functions of various administrative Departments/Sections control of the overall administrative system etc.

Major Objectives:

(i). To understand the existing system and assess the strengths and weaknesses of the Department/Sections and Administrative Units and to suggest the methods for improvement and to overcome the weaknesses.

(ii). To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.

(iii). To evaluate the optimism utilization of financial and other resources.

(iv). To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.
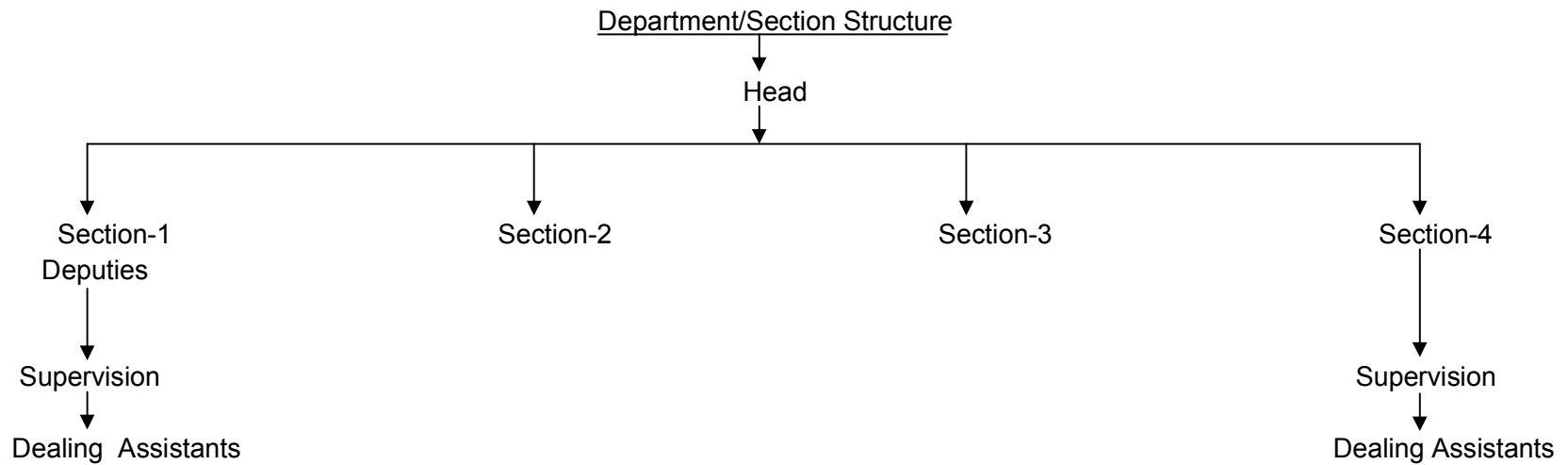
1. **Name of the Department/Section:**
2. **Major activities of the Department/Section:**
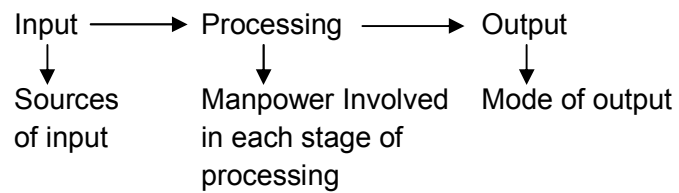3. **Staff structure of the Department/Section and details of staff engaged:**

Sl. No.	Name	Designation	Qualification	Status (Permanent/ Temporary)	Male/Female	Category: SC/ST/ OBC/PW D/EWS	Job description
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

4. **Organogram with job assessments :**

Department/Section Structure
↓
Head
↓

| Section-1 | Section-2 | Section-3 | Section-4 |

Section-1
Deputies
↓
Supervision
↓
Dealing Assistants

Section-4
↓
Supervision
↓
Dealing Assistants

5. **Functions of the Department/Section with Flowchart**

Input ⟶ Processing ⟶ Output
↓   ↓   ↓
Sources   Manpower Involved   Mode of output
of input   in each stage of
            processing

(a) Input :
  ❖ What documents/proposals are received in Department/Section?
  ❖ Inward recording mechanism.
  ❖ Basis of allotment at different Tables for Processing.

(b) Processing:
- ❖ Rules in existence to deal with different subject matters
- ❖ Delegation of authority/powers
- ❖ Rules and Regulations last amended
- ❖ Processing of documents/files
- ❖ Approval hierarchy in the Department/Section
- ❖ Forwarding mechanism to higher authorities
- ❖ Channels of approval
- ❖ Standard time required for disposal proposals/files
- ❖ Time for getting concurrences from higher authorities
- ❖ Proposals/Files Tracking mechanism, if in existence.

(c) Output :
- ❖ Nature of Output
- ❖ Issuance of approvals. Whether standard formats are used.
- ❖ Maintenance of records.
- ❖ Scope for errors/omissions/mistakes.
- ❖ Rectification mechanism in place
- ❖ Checks and Balances in the existing system to avoid errors/mistakes/omission

6. Strengths/Weaknesses of the Department/Section:

(a) Manpower:

Manpower Engaged	Skilled as %	Semiskilled as %	Unskilled as %	Total
	(1)	(2)	(3)	(4)
Knowledge of Computer				
Knowledge of Rules/ Regulations				
Ability for Application of Rules/Regulations				
Awareness of latest developments				
Training provided				

Average % :

Strength Above 75% for (2) and (3)

Weakness Below 50 % for (2) and (3)

(b) Suggestions for overcoming the weakness regarding manpower:

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(c) Infrastructure:

	Building Space	Computers & Equipment's	Furniture & Fixture	Electricity	Internet Connectivity
Sufficient					
Insufficient					
Shortage					

(Put √ or X at appropriate Box)

❖ All √   Strength   All X Weakness

(d) Finance:

Budget Allocation: As per requirement of the deptt.   Sufficient to run the deptt.   Insufficient to run the deptt.

7. **Bottlenecks in the existing mechanism, if any:**

(a) **Manpower:**
   1. Whether sufficient manpower is allotted to the Department/Section: Yes / No

   2. Whether proper training of Rules/Regulations/Office procedure computer Operations etc. is provided to the manpower before posting: Yes / No

   3. Whether Training programmes are conducted for improvement of efficiency of output and improvement in quality of output: Yes / No

   4. What is the policy for allotment of manpower in different administrative Department/Section? Workload / Adhoc

   5. Whether the policy is reviewed and amended from time to time: Yes / No

8. **(a) What are the remedies available in the decreasing strength of manpower:**
   (b) **Infrastructure:**

   1. How insufficient building space is proving hurdle in the functioning of the Department/Section?

   ![blank box]

   2. How insufficient provision of Computer/Equipment/Internet Connectivity/Electricity etc. is affecting the functioning of the Department/Section?

   ![blank box]

   (c) **What are the remedies to overcome the problem of insufficient space/computer/furniture/internet connectivity etc. :**

   ![blank box]

Bottlenecks in work flow:

1. What is the time limit set for disposal of files/proposals._____No. of Days

2. Whether documents/files are proceed in reasonable time?_____ No. of Days

3. If not, what are the reasons for delay? What are the remedies to avoid delay?

4. Whether effective communications system is in place? Yes / No

5. Whether ICT enabled services are put to use? Yes / No

6. What is the response time in setting objections observations? _____No. of Days

7. How much time is taken for final disposal? _____No. of Days

(d) What are the remedies to avoid delays in speedy disposal of proposals/files:

9. **Finance:**

Finance is Scarce. Its optimum utilization is the key in effective financial management:

1. Major Heads of expenditure and % of Budget spent on them. Details of Budget Head Allocation. Deptt. % of Budget:

2. What are the ways and means adopted to avoid wasteful expenditure?

3. What are the procedures laid down for incurring expenditure? Quote applicable rules.

4. Whether the provisions of GFR are followed or separate rules are in existence? GFR: Yes / No ; Other : Yes / No

5. The process of incurring in expenditure details. Flow chart of the process:

6. What is the mechanism to stop revenue leakages through wasteful expenditure? Policy in place / to be mentioned:

7. What is the mechanism in place to stop overspending than the budget provision? Policy in place / to be mentioned:

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10. <u>Suggestions:</u>

1. On improvement in quality of output:

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2. On speedy and affective disposal of files/proposals:

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3. On How to save cost on

Electricity:

Printing stationary:

Maintenance:
Staff:

4. On keeping the environment/office premises clean:

5. On optimum use of available resources:

6. How to improve revenue generation:

Signature of the Head of the Deptt./Section with seal

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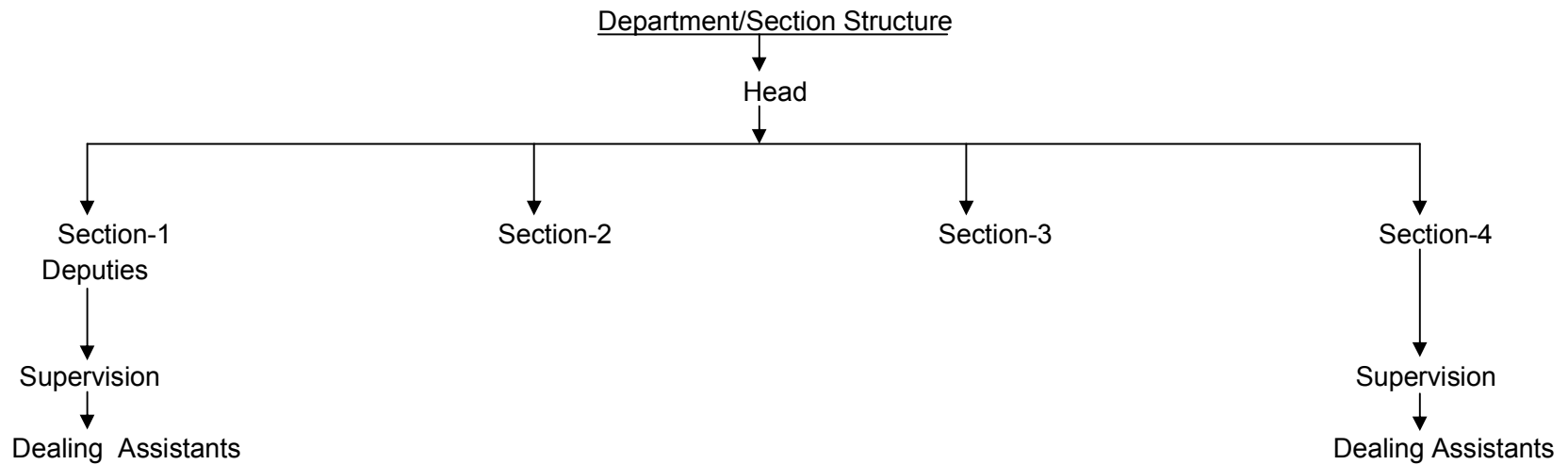
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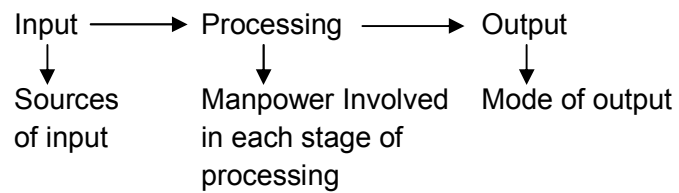2. **Major activities of the Department/Section:**
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Section-4
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