

Central University of South Bihar

INTERNAL QUALITY ASSURANCE CELL

Report of Internal Administrative Audit - 2020

The Internal Administrative Audit – 2020 of all sections of Central University of South Bihar, Gaya was conducted from 25th October, 2020 to 31st October, 2020 by the committee formed for administrative audit by IQAC with the approval of competent authority.

The summarised report of audit of all sections is given below:

1. Examination

1. Duty chart to be consolidated
2. Email, sms to all applicants highlighting the university achievements, facilities and best practices
3. No system of sending feedback to parents and students
4. Report on same students failing in different subjects – not done
5. On line complaint system to be maintained

2. Finance

1. Filing system need improvement
2. Improvement in fellowship payments
3. Record of complaints not maintained
4. Need to update in use of technology

3. Transport

1. Duty chart to be prepared
2. Summary statements to be maintained for fuel record and log book record
3. Policy for transport not prepared

4. Library

1. AMC to be done in proper contract form
2. Subscription of updated journals

5. Computer Centre

1. Stock register not in desired format
2. Instructions for the users must be clearly pasted near terminals
3. Biometric records to be checked

6. Recruitment

1. No duty chart
2. Filing systems to be improved
3. Report of interview feedback is not shown to selection committee members
4. Policies communicated to new employees?
5. Report of orientation?

7. Store

1. Filing system to be improved
2. Duty chart to be revised