



**TSK ANALYTICALS**  
(Audits & Financial Solutions)

**TEJINDER SINGH KHALSA**

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No. TSK /FA/2  
Date: 10.06.2020

The Principal,  
Khalsa College,  
Amritsar.

Dear Sir,

**ADMINISTRATIVE AUDIT REPORT**

With reference to your letter no 6433 dated 01.06.2020 we submit having conducted the required Administrative Audit of your premier institution for year 2019-20 (copy enclosed).

We record our appreciation for the college having been adjudged by us as 'The Centre of Excellence'. We are also thank you and your team members who were involved in extending support to us during audit.

We have added a few suggestions, that we feel will be help to improvement further. The suggestions are submitted in the report with the words 'suggested', or 'advised' italicized and underlined therein for quick perusal.



Yours faithfully

  
For TSK Analyticals

NB: Litigations if any, subject to Amritsar Jurisdiction only.

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25 / 1, Sant Avenue, Opp. Hotel Hyatt, G.T. Road, Amritsar. 143001

KHALSA COLLEGE AMRITSAR: ADMINISTRATIVE AUDIT REPORT

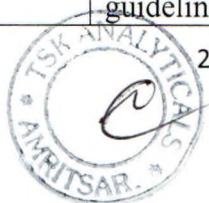
(Year: 2019-20)

NO.	KEY PARAMETERS	REMARKS
A	ESTABLISHMENT :	
A.1	Whether institution is operational uninterruptedly Status:	Yes. Business Continuity is well managed since inception.  A Reputed Autonomous College.
A.2	Contacts :	Address : G.T. Road, Amritsar Punjab (India) -143002 Contact Nos. 0183-5015511, 2258097, 5014411 E Mail: <a href="mailto:khalsacollegeamritsar@yahoo.com">khalsacollegeamritsar@yahoo.com</a> Website: <a href="http://www.khalsacollege.edu.in">www.khalsacollege.edu.in</a>
A.3	Mission & Vision	Mission and Vision are practicable attributed to century old experience of the premier institution.
A.4	Premises & Infrastructure	The campus has its own approx. 300 acres of land having agriculture fields, play grounds, motor able broad roads & lanes, attractive heritage buildings, with advantage of location on Grand Trunk Road, adjacent to Guru Nanak Dev University Amritsar.  The campus is rich with Excellent Administrative Block, Spacious Lecture / Assembly Halls, ICT enabled class rooms, Play Grounds, Department wise well equipped laboratories, Up to date Media laboratories, State of art library, Forms & Sheds for Agricultural & Allied Activities, Prestigious Gurudwara and Health Centre, Canteen Facilities etc.
A.5	Curriculum Endeavour	PG Departments.: Agriculture, Biotechnology, Food Science & Technology, Botany, Zoology, Physiotherapy, Chemistry, Physics, Mathematics, Computer Science & Application, Economics, Political Science , History, Fine Arts, Commerce & Business Administration, English, Hindi, Punjabi, Music, Journalism & Mass Communication.  UG Departments & Others.: Geography, Physical Education, Psychology, Social Science, Theatre Science, Sociology, Skill Development & Sikh History Research Centre.
A.6	Non Curriculum Endeavour	The institute is famous for its multiple Non Curriculum Activities including Sports , Declamations, Book Fares, NCC, NSS, Cultural Events, Gurburab Celebrations , Group Discussions , Guidance Centre etc.
A.7	Affiliations:	Guru Nanak Dev University , Amritsar. ( GNDU )
A.8	Controllers.	Khalsa College Charitable Society. (Through its Khalsa College Governing Council)
A.9	Power & Energy:	Approved electricity connections, 700 Kw Solar Plant together with the installed Generator Sets for day to day requirements. Taking into consideration power cuts in PSPCL supplies, the college is <i>advised</i> to increase capacity of generators of its own.





A.10	Communications:	Campus is equipped with Wi-Fi facility, required telephone connections enable the campus to stay connected with outside world. With upcoming challenges of tech savvy services at the campus, we feel <i>need</i> to increase the range / coverage of Wi-Fi in a short time.
B	SECURITY CHECKS	AUDIT REMARKS
B.1	Fire Extinguishers & Smoke Alarms.	The institute has reasonable safety measures with fire extinguishers & smoke alarms installed. Reportedly, records for maintenance /replacement etc. are maintained
B.2	Overnight Security	Apart from service of watch men, there are adequate lamps lights for protections purpose, overnights.
B.3	CCTV Surveillance	CCTV cameras are installed which act as an additional security measure and activities control monitor cum control. College is <i>suggested</i> to display more notices reading 'YOU ARE UNDER CCTV SURVEILLANCE'.
B.4	Electric Wiring.	No loose wiring or risk of short circuit was observed in random inspections.
B.5	Emergency Numbers Charts	Emergency contact numbers were displayed at prominent places concerned.
B.6	Sexual Harassment	<p>a. Anti Sexual Harassment Committee has been constituted under Mrs Arvinder Kaur Kahlon. No grievance is observed pending for disposal..</p> <p>b. The report of Internal Complaint Cell (ICC) is submitted to UGC every year.</p>
B.7	Earth Quake & Disasters.	The buildings are regularly inspected & maintained to ensure safety. Technical Safety Report of the Civil Engineers is advised to be obtained at least once in three years, structure wise..
B.8	Anti Termite Treatments	Anti termite treatments are reportedly provided to records, books, libraries, old stationeries etc.
C	COMPLIANCE AREAS	AUDIT REMARKS
C.1	Norms of TDS (Income tax)	TDS is regularly deducted & deposited as per norms.
C.2	ESIC / EPF	Challans of ESIC/EPF etc. are deposited regularly under norms.
C.3	Utility Bills	No penalties or pendency are observed attributed to timely disposal of utility bills like Water, Electricity, Phones etc.
C.4	Licenses & permissions	Licenses of vehicles, publication and periodicals, organization of road shows/ processions etc. are noted adhered without lapse.
C.5	Reporting & Control	Mandatory Reports applicable to UGC, GNDU, Education Department, Local Authorities etc. are submitted meticulously.
D	HUMAN RESOURCES	AUDIT REMARKS
D.1	Strength of staff :	The management is satisfied with the existing strength of Faculty and Non-teaching staff, taken as adequate as per work load , as such.
D.2	HR Management :	Staff is recruited, placed, appraised and promoted as per vacancies for ideal productivity as per well framed guidelines and procedures.





D.3	Training & Skill Development	Regular trainings imparted in computer applications for non-teaching staff and relevant multiple programs to teaching staff at the institute.
D.4	Incentives / Promotion etc.	A routine matter for institute.
D.5	Staff Welfare Activities	Health Centre, staff quarters, physiotherapy OPD, fee concessions to siblings, staff club etc are main activities performed. Sitting capacity is <u>suggested</u> to be improved in staff rooms.
D.6	Financial Aspects:	Salary, Increments, Efficiency Bars, Perks & Allowances etc. are well accounted by the officials concerned.
E	INCOME / EXPENSE	AUDIT REMARKS
E.1	Budgets Allocation	Annual Budgets are approved and compliance monitored by Khalsa College Charitable Society.
E.2	Cost Controls	a. Expenditures Control Measures focused upon by management on day to day basis. b. Energy conservation, Wastage Control are well exercised.
E.3	Log on Fuel	Log Books to control cost of fuel on vehicles / generators etc. are observed periodically examined by respective senior executives concerned.
E.4	Income Leakage	Arrears of pending fees from students, reimbursements from authorities etc, are <u>advised</u> to be got periodically examined by respective senior executives to be designated for the task.
E.5	Bank Accounts	Bank Accounts are noted reconciled time to time.
E.6	Fixed Assets	a. Annual Verification Certificate, AMCs, Warranty Cards etc., advised to be held with incumbents concerned. b. Operational Capacity is <u>suggested</u> to be reviewed at classrooms & laboratories.
F	Students Welfare	a. More than 200 scholarships are available to eligible students under separate streams. b. Fee concessions are approved to deserving students as a matter of routine. c. Hostels <u>need</u> regular upkeepment.
G	Examination Cell	Separate and safe isolated examination cell is operational to ensure applied security measures.
H	Placement Cells Role	The Training & Placement Cell is operational which helps and guides the students in securing good placements in different Public & Private sectors organizations. The cell is organizing seminars, training sessions, workshops and campus placements, regularly.
I	Mail Control	Dispatch sent & received are well controlled through transit / postage books, as applied.

Date:

10/06/2020



  
Signatures of Auditor.