

No.: TSK /FA/13

Date: 30.06.2021

The Principal,
Khalsa College,
Amritsar.

Dear Sir,

ADMINISTRATIVE AUDIT REPORT : SESSION 2020-21.

With reference to your letter no 2599 dated 24.06.2021 we submit having conducted the required Administrative Audit for captioned period under, as per report enclosed. Please accept our compliments for having managed so well with exemplary discipline by staff & students at the campus. The parameters examined were random but satisfying in general. We , however, add a few suggestions , that we understand will be help in improvement cum value addition . These suggestions are submitted in the report which can easily be sorted for compliance with the words 'suggested', 'advised' and 'need' italicized and underlined therein . Our comments are made known to authorities concerned for their concurrence.



Yours faithfully

For TSK Analyticals

NB: Litigations if any, subject to Amritsar jurisdiction only

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KHALSA COLLEGE AMRITSAR
ADMINISTRATIVE AUDIT REPORT FORM
(Period Under Review- Session 2020-21)

P.NO.	PARAMETERS	AUDIT REMARKS
A.	ESTABLISHMENT	COMMENTS
A.1	Whether institution is operational uninterruptedly Status:	Yes. Uninterrupted operations since March 05, 1892. Autonomous College.
A.2	Contacts :	Address : Khalsa College G.T. Road, Amritsar Punjab (India) -143002 Contact Nos. 0183-5015511, 2258097, 5014411 E Mail: khalsacollegeamritsar@yahoo.com Website: www.khalsacollege.edu.in
A.3	Vision:	Marching towards status amongst the topmost institutions of the country and across the globe while synchronizing tradition with modernity.
A.4	Mission:	Practical mission to provide education with transformative learning in the context of globalization, vocational, professional, social, linguistic and cultural development integrated with spirituality guided by Sri Guru Granth Sahib.
A.5	Premises :	College owns approx. 300 acres of land having fields, motor able paths, grounds, safe & well-maintained heritage buildings / blocks. Has locational advantage of its situation on Grand Trunk Road.
A.6	Layout	College campus has its spacious land area having several structures / blocks / departments etc. spread there at. We feel <i>need</i> to install signaled sign boards on the road sides to indicate location of the department / block visible nearby.
A.7	Infrastructures:	College has its own Farms & Sheds for Agricultural & Allied Activities, Prestigious Gurudwara and Health Centre, Canteen Facilities , Rain Water Tanks .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,
A.8	Education Streams & Branches	PG Departments.: Economics, Political Science , History, Fine Arts, Commerce & Business Administration, English, Hindi, Punjabi, Music, Journalism & Mass Communication, Agriculture, Biotechnology, Food Science & Technology, Botany, Zoology, Physiotherapy, Chemistry, Physics, Mathematics, Computer Science & Application, UG Departments: Geography, Physical Education, Psychology, Social Science, Theatre Science, Sociology, Others: Skill Development Centre & Sikh History Research Centre.
A.9	Affiliations:	Guru Nanak Dev University (GNDU) Amritsar.
A.10	Controllers.	Khalsa College Charitable Society (KCCA) Amritsar.



A.11	Power & Energy:	The Institute has approved electricity connections, its own 700 Kw Solar Plant and sufficient Generator Sets to meet day to day power requirements. Solar plant plated / cells <i>advised</i> to be kept dust free for better output.
A.12	Communications:	Campus is having Wi-Fi facility, reasonable telephone connections for effective communications.
B	SECURITY	COMMENTS
B.1	Weapons & Ammunitions	No weapons or ammunitions are reported owned by institute.
B.2	Fire Safety	<ul style="list-style-type: none"> a. The institute has got adequate fire extinguishers. b. There is routine of time to time checking and replacement of devices by the vendors. c. Smoke Alarms are prevailing at sensitive locations.
B.3	Security Lights	There are sufficient security lights for security overnights.
B.4	CCTV	CCTV cameras are installed at required locations with tested angles. We <i>suggest</i> for increase in numbers of cameras for proper coverage .
B.5	Short Circuit Preventions	No loose wiring or risk of short circuit was observed in random inspections. However canteen vendors <i>need</i> to be instructed to ensure safety in this regard.
B.6	Emergency Numbers	Lists showing emergency numbers have been displayed at prominent places concerned.
B.7	Sexual Harassment	<ul style="list-style-type: none"> a. Anti Sexual Harassment Committee has been constituted under Mrs Arvinder Kaur Kahlon. b. College has ensured zero complaints with created atmosphere of respect for women. c. The Internal Complaint Cell (ICC) is reporting to UGC every year, as per norms.
B.8	Disasters Management	The campus buildings are safe for over a century for being built by taking all types of disaster preventive measures in general. Periodical inspections and repairs are carried out.
B.9	Anti Termite Treatments	Anti termite treatments are provided to records, books, libraries, old stationeries etc.
C	EXTERNAL CONTROL	COMMENTS
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	Reporting & Control	Mandatory Reports applicable to all departments, university , UGC etc. are submitted , as applicable.
D	HRMS	COMMENTS
D.1	Strength of staff :	The college is having adequate strength of staff: Faculty and Non-teaching , as per work load .
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	<ul style="list-style-type: none"> a. Training imparted in computer applications for non-teaching staff concerned.



		b. Different training programs to teaching staff on various skills like computer applications, bakery etc. are provided annually, called Faculty Development Programmes.
D.4	Welfare Activities	College has arranged for health centre, staff quarters, physiotherapy check up, fee concessions to siblings etc.
D.5	Pay & Perks:	Salary, Increments, Efficiency Bars, Perks & Allowances etc. are well accounted by the officials concerned.
E	INCOME / EXPENSE	COMMENTS
E.1	Budgets Allocation	Budgets are approved and monitored periodically as per rules of Khalsa College Charitable Society.
E.2	Expenditure Control	a) Expenditures Control Measures focused upon by management on day to day basis. b) Energy conservation, Wastage Control are well exercised.
E.3	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.4	Bank Accounts	Bank Accounts are noted reconciled time to time.
E.5	Provisions	Provisions for payment of Superannuation Benefits are reported held and monitored .
E.6	Fixed Assets	a. Annual Verification Certificate, AMCs, Warranty Cards etc., are secured with incumbents concerned. b. Items of precious Fixed Assets are reported inspected regularly. The record of such inspections is <u>suggested</u> to be evidenced annually at least. c. E Governance <u>advised</u> to get compatibility with prevailing inventory management systems.
F	Students Welfare	a. Good numbers of scholarships and sponsorships are available to eligible students under separate streams. b. Fee concessions are approved to needy students as a matter of routine. c. Cleanliness of canteens and hostels <u>need</u> to be got improved.
G	Co-Curriculum Areas	Multiple Co-Curriculum Activities like Cultural Events, Gurburab Celebrations, Group Discussions, Sports, Declamations, Book Fares, NCC, NSS, Guidance Centre etc. are conducted with spirit.
H	Training & Placement Cell for Students.	The Training & Placement Cell exists to help and guide the students for better placements in Public & Private sectors. Seminars, training sessions, workshops and campus placements are organized on regular basis.

Date: 30.06.2021




Signatures of Auditor.