

No.: TSK /FA/33

Date: 02.08.2022

The Principal,
Khalsa College,
Amritsar.

Dear Sir,

ADMINISTRATIVE AUDIT REPORT : SESSION 2021-22.

With reference to your letter no 2471 dated 26.07.2022 we submit having conducted the required Administrative Audit for captioned period under review.

2. We express our sincere thanks to authorities concerned for prompt attention and submission required during the process.

3. After having conducted this audit with due diligence , based on sampled performance & status examinations , we express with pleasure that there are many features satisfying us to rate your institution as excellent in every field in general. However, a few of our suggestions , that we understand will be acceptable for value addition , are submitted in the report which can easily be sorted for compliance with the words 'suggested', 'advised' and 'need' *italicized and underlined therein* .

The contents of the report have been discussed with authorities concerned for their concurrence.



Yours faithfully

For TSK Analyticals

NB : Litigations if any, subject to Amritsar Jurisdiction only

KHALSA COLLEGE AMRITSAR
ADMINISTRATIVE AUDIT REPORT FORM
(Period Under Review- Session 2021-22)

P.NO.	PARAMETERS	AUDIT REMARKS
A.	ESTABLISHMENT :	
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:	Manageable towards status amongst the topmost institutions of the country and across the globe while synchronizing tradition with modernity.
A.4	Mission:	Practicable 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 :	Traditionally owners of 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 in vast land area having several structures / blocks / departments etc. spread there at. The visitors generally approach through its Gate No.1, asking guards others about whereabouts of the blocks they intend to visit. A self explicit layout plan showing locations and routes is <u>suggested</u> to be displayed at entry point near Gate No.1 .
A.7	Infrastructures:	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, Farms & Sheds for Agricultural & Allied Activities, Prestigious Gurudwara and Health Centre, Canteen Facilities , Rain Water Tanks .
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.
A.12	Communications:	Campus is having Wi-Fi facility, reasonable telephone connections for effective communications.
B	SECURITY CHECKS	AUDIT REMARKS
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	Adequate CCTV cameras are installed at required locations with tested angles.
B.5	Short Circuit Preventions	No loose wiring or risk of short circuit was observed in random inspections.
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. No complaint has been reported during period under review. 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	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 all departments, university , UGC etc. are submitted , as applicable.
D	HUMAN RESOURCES	AUDIT REMARKS
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	<p>a. Training imparted in computer applications for non-teaching staff concerned.</p> <p>b. Different training programs to teaching staff on various skills like computer applications, bakery etc. are provided annually, called Faculty Development Programmes.</p>
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	AUDIT REMARKS
E.1	Budgets Allocation	Budgets are approved and monitored periodically as per rules of Khalsa College Charitable Society.
E.2	Expenditure Control	<p>a) Expenditures Control Measures focused upon by management on day to day basis.</p> <p>b) Energy conservation, Wastage Control are well exercised.</p>
E.3	Vehicles / Generators Fuel	Log Books to control cost of fuel on vehicles / generators etc. are observed periodically examined by respective senior executives / auditors 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	R & D Funds	Research and Development are regular feature of the campus.
E.7	Provisions	Provisions for payment of Superannuation Benefits are <u>suggested</u> to be reviewed for adequacy at quarterly intervals
E.8	Fixed Assets	<p>a. Annual Verification Certificate, AMCs, Warranty Cards etc., are reported held with incumbents concerned.</p> <p>b. Items of precious Fixed Assets are <u>suggested</u> to marked with item numbers to be noted in Fixed Assets records maintained for the purpose.</p> <p>c. E Governance fields in system <u>need</u> to be synchronized regularly.</p>



F	Students Welfare	<p>a. Good numbers of scholarships and sponsorships are available to eligible students under separate streams.</p> <p>b. Fee concessions are approved to needy students as a matter of routine.</p> <p>c. Cleanliness of some labs & hostels is <u>advised</u> to be got improved.</p>
G	Examination Cell	a. Safe and secured examination cell is operational at the campus.
H	Training & Placement Cell	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.
I	Mail Received & Sent	Mail sent & received are controlled properly.
J	Co-Curriculum Areas	Multiple Co-Curriculum Activities like Cultural Events, Gurpurab Celebrations, Group Discussions, Sports, Declamations, Book Fares, NCC, NSS, Guidance Centre etc. are conducted with spirit.

Date: 02.08.2022




Signatures of Auditor.