

No.: TSK /FA/93

Date: 15.06.2023

The Principal,
Khalsa College, Amritsar.

Dear Sir,

ADMINISTRATIVE AUDIT REPORT : SESSION 2022-23.

With reference to your letter no 2126 dated 09.06.2023 we submit having conducted the required Administrative Audit of your premier institute for session 2022-23, the report of which is enclosed for perusal at your end. We record our appreciation on timely and adequate support of the staff concerned in providing us the relevant records & information , randomly sampled to sum up the document with due diligence.

We are impressed to observe the institute as the centre of excellence attributed to its having practicable mission and achievable vision with unique heritage status ambience , exemplary infrastructure, dedicated staff , complete sets of courses in various streams, its own water & power conservation measures, well controlled budgets and over all discipline amongst students & staff.

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 were discussed with executives concerned for transparency purpose.



Yours faithfully


For TSK Analyticals

NB : Litigations if any, subject to Amritsar Jurisdiction only

25/1, Sant Avenue, Opp. Hotel Hyatt, G.T. Road, Amritsar-143001
Phone : 94787-28658, 94172-48658 E-mail : ts.tskhalsa@outlook.com

KHALSA COLLEGE AMRITSAR
ADMINISTRATIVE AUDIT REPORT FORM
(Period Under Review- Session 2022-23)

P.NO.	PARAMETERS	AUDIT REMARKS
A.	ESTABLISHMENT :	
A.1	Whether institution is operational uninterruptedly Status:	Yes. Uninterrupted operations since March 05, 1892. Ranked 1 st amongst Autonomous Colleges in Punjab state.
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	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, Forms & Sheds for Agricultural & Allied Activities, Prestigious Gurudwara and Health Centre, Canteen Facilities etc.
A.7	Education Streams & Branches	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.8	Affiliations:	Guru Nanak Dev University.
A.9	Controllers.	Khalsa College Charitable Society.
A.10	Power & Energy:	Approved electricity connections, 700 Kw Solar Plant together with the installed Generator Sets are sufficient to meet day to day requirements.



A.11	Communications:	Campus is equipped with Wi-Fi facility, required telephone connections enable the campus to stay connected with outside world.
B	SECURITY CHECKS	AUDIT REMARKS
B.1	Weapons	No weapons are reported owned by institute.
B.2	Ammunitions	No ammunicions are reported held.
B.3	Fire Extinguishers & Smoke Alarms.	<ul style="list-style-type: none"> a. The institute has the centralized control & records of all fire extinguishers & smoke alarms. b. There is routine of time to time checking and replacement of devices by the vendors. c. Before refilling / servicing the fire extinguishers expired, the waste contents <i>suggested</i> to be used to demonstrate fire fighting exercise to all concerned , may be guards, NCC / NSS volunteers etc.
B.4	Street Lights / Security Lights	There are sufficient security lights for protections purpose, overnights.
B.5	CCTV Surveillance	95 CCTV cameras are installed which act as an additional security measure and activities control monitor cum control
B.6	Electric Wiring.	No loose wiring or risk of short circuit was observed in random inspections.
B.7	Emergency Numbers Charts	Emergency contact numbers were displayed at prominent places concerned.
B.8	Sexual Harassment	<ul style="list-style-type: none"> a. Anti Sexual Harassment Committee has been constituted under Mrs Arvinder Kaur Kahlon. b. Though no complaint has ever been reported, the certificate in this regards is <i>suggested</i> to be written in the minutes of the meetings of the committee. c. The report of Internal Complaint Cell (ICC) is submitted to UGC every year.
B.9	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.10	Anti Termite Treatments	Anti termite treatments provided to records, books, libraries, old stationeries etc. are advised to be evidenced by display of certificate of regular services in this regards.
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 systematically.
D	HUMAN RESOURCES	AUDIT REMARKS
D.1	Strength of staff :	The college is managing decently with the existing strength attributed to staff involved with dedication & spirit. 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	<ul style="list-style-type: none"> a. Regular training programs to teaching staff on different skills such as computer applications, bakery items etc are provided under Faculty Development Programmes every year. b. Training imparted in computer applications for non-teaching staff concerned. c. Some more programmes for professional development of non-teaching staff are <i>suggested</i>, if convenient d. Footfall increase is <i>suggested</i> to be focused in the library, both for faculty and students.
D.4	Incentives / Promotion etc.	Systematic as applicable from time to time.
D.5	Staff Welfare Activities	Health Centre, staff quarters, physiotherapy OPD, fee concessions to siblings, staff club etc are main activities performed .
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	<ul style="list-style-type: none"> 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 / auditors concerned.
E.4	Income Leakage	Arrears of pending fees from students, reimbursements from authorities etc, are <i>advised</i> 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	Reserves	Reserves for Research and Development are <i>suggested</i> to be reviewed for adequacy at quarterly intervals.
E.7	Provisions	Provisions for payment of Superannuation Benefits are <i>suggested</i> to be reviewed for adequacy at quarterly intervals



E.8	Fixed Assets	<p>a. Annual Verification Certificate, AMCs, Warranty Cards etc., advised to be held with incumbents concerned.</p> <p>a. Capacity of classrooms, laboratories and faculty rooms is <i>suggested</i> to be reviewed and added, if scope exists.</p>
F	Students Welfare	<p>b. More than 200 scholarships are available to eligible students under separate streams.</p> <p>c. Fee concessions are approved to deserving students as a matter of routine.</p> <p>d. A few of the class rooms & hostels premises <i>need</i> focused improvements.</p> <p>e. Visibility for Anti-Ragging Cell, and Prevention of Sexual Harassment Cell with contact numbers <i>need</i> to be improved.</p>
G	Examination Cell	<p>a. Separate and safe isolated examination cell is operational to ensure applied security measures & confidentiality.</p> <p>b. Question papers and Answer Sheets are <i>advised</i> to be preserved under joint key custodian system.</p>
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	Mail sent & received are well controlled through transit / postage books, as applied.
J	Non Curriculum Activities	The institute is famous for its multiple Non Curriculum Activities including Sports , Declamations, Book Fares, NCC, NSS, Cultural Events, Gurpurab Celebrations , Group Discussions , Guidance Centre etc.
K	Green Audit	Green Audit is beyond the purview of this audit but is <i>suggested</i> to be got conducted separately.
L	General Procedures	Standardized Formats are <i>advised</i> to be introduced in documentations concerned.

Date:

15/11/23




Signatures of Auditor.