

THE K N S B L ARTS & COMMERCE COLLEGE, KHERALU

Administrative Audit Report

Year- 2016-17

Audit Key Steps


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Audit and Evaluation Prepared by:

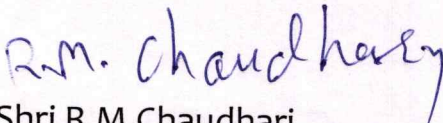
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Acknowledgments

The Team responsible for this audit, Comprised of Shri Bhikhabhai J. Chaudhari (Internal Auditor of Trust), Shri Babubhai F. Desai (Rtd.Professor) and Shri Ramsangbhai M. Chaudhari (Rtd.Professor) would like to thank those individuals who contributed to this project, and particularly, employees who provided insights and comments as part of this audit.


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1.0 Executive Summary

The purpose of the audit was to ensure that the practices followed in the campus are in accordance with the Administrative Policy adopted by the institution. With this in mind, the specific objectives of the audit were to evaluate the adequacy of the management control framework as well as the degree to which the Departments are in compliance with the applicable regulations, policies and standards. During the initial planning of the audit, an analysis was conducted on the methodologies of the administrative policies. The analysis was based upon an examination of the policies, manuals and standards on data analysis, and on the results of preliminary interviews with personnel considered key in the Administrative management in the campus. The criteria and methods used in the audit were based on the identified risks. The methodology used included physical inspection of the campus, review of the relevant documentation, and interviews.

2.0 Statement of Assurance

In our professional judgement, sufficient and appropriate audit procedures were completed and evidence gathered to support the accuracy of the conclusions reached and contained in this report. The conclusions are based on a comparison of the situations as they existed at the time of the audit with the established criteria.

3.0 Summary of Findings

The main findings of the audit show that, in general, all the departments are aware about the need for Administrative policies at a general level. However, on detailed review, it was observed that, though the college is implementing the Administrative Policy, many of the practices followed in the institution are partially in compliance with the Administrative Policy of the institution, and the applicable standards. In addition, certain processes could benefit from further review in order to improve their efficiency, fairness and consistency.

4.0 About the College

The K.N.S.B.L.Arts and Commerce College, Kheralu was established in the year 1986 with a strength of total 135 students.It was affiliated with the Gujarat University, Ahmedabad then thereafter, under the jurisdiction of Mahesana, Patan, Banaskantha and Sabarkantha districts, Hemchandraacharya North Gujarat University, Patan came into existence, consequently, this college received its permanent affiliation with it. Since 2001, the college possesses its permanent affiliation. The KNSBL Arts and Commerce College, Kheralu is located near Siddhpur Cross Road, Ambaji Highway. It has a large campus having 20 acres of land and modern infrastructure.

A Language Laboratory' equipped with 30 computers has also been constructed in the college building. The entire college building is equipped with CCTV cameras. Classrooms have also been digitized and LCD Projectors are installed. The teachers have been provided laptop to incorporate ICT in their teaching-learning process.

The library of the college is very advanced and prosperous. Library is upgraded with five computers with books and reference books as well as CD/DVD/T.V., Xerox machine. This college also holds Girls Hostel with a capacity of 35 rooms. As per the need of time, College has created a website which reflects it bright performance in various fields like: academic, cultural, sports, N.S.S., N.C.C. and number of social activities.

The students are offered education in Arts and Commerce programmes at the graduate level while English and Gujarati as core subjects are offered in Arts stream at postgraduate level. The choices available for students, especially for core compulsory subject in Arts stream are: English, Economics, Gujarati, History and Sociology whereas for core elective and elective open subjects: Sanskrit, Hindi, Sociology and History are made available to the students. The main subjects offered in Commerce Programmes are: Advanced Accountancy and Auditing and subjects like Secretarial Practice, Statistics, Taxation, Business Law, Corporate Communication etc. are offered as Core Elective and Elective Open Papers. In the current year 2302 students are already enrolled in UG and PG Programmes in this institution.

The teaching and administrative members of College are performing their duties with integrity under the visionary leadership and supervision of the President, Secretary and trustees of Kheralu Taluka Uttar Vibhag Kelavani

Mandal. The college has been making strides in education across the 'Anarat' region for over three decades. Every college has its own culture, which plays a crucial role in shaping the character of its students and preservation of national culture and civilization. India's education and education system stress patriotism and character building. The College prime focus is the development of students' mental abilities, Preservation of culture, character and physical development along with social spirit and national pride and patriotism.

5.0 Infrastructural review criteria

The following criteria was used to review the infrastructural facilities of the college

INFRASTRUCTURAL FACILITY

Sr.No	PARTICULARS	ANSWERS
3.1	Campus Area	
		Exemplary
		Good
		Inadequate
3.2	Campus Ownership	Management
3.3	Office Space	
		Exemplary
		Good
		Inadequate
3.4	a. Area of Library	1066 sq.ft
	b. Do you have separate reading area for student & Staff?	No
	c. Do you display the new arrivals?	Yes
	d. Do you maintain Book Volumes?	Yes
		1:8
	e. No. of Books per student	
	f. No. of Issue/Return books per day	10
	g. No. of Research Journals	8

	h. No. of Periodicals		52
3.5	Laboratories		
		Exemplary	
		Good	√
		Inadequate	
3.6	Security		Adequate
3.7	Potable Water facility		
		Exemplary	
		Good	√
		Inadequate	
3.8	Power Backup facility		Adequate
3.9.a	Washroom facility (for Male)		
		Exemplary	√
		Good	
		Inadequate	
3.9.b	Washroom facility (for Female)		
		Exemplary	√
		Good	
		Inadequate	
3.9.c	Washroom facility (for Staff)		
		Exemplary	√
		Good	
		Inadequate	
3.10	Parking		
		Exemplary	
		Adequate	√
		Inadequate	
3.11	Class rooms (as per requirement)		
		Exemplary	√
		Adequate	
		Inadequate	
3.12	Staff room (Tick only one)		
	Individual Staff room with IT facility		
	Staff room with separate cabins		
	Departmental Staff		
	Common		√

3.13	Seminar Room	
	Exemplary	
	Adequate	√
	Inadequate	
3.14.a	Common room (Boys)	
	Exemplary	
	Adequate	
	Inadequate	√
3.14.b	Common room (Girls)	
	Exemplary	
	Adequate	√
	Inadequate	
3.15	Medical Centre facility	MOU draft with Alka Hospital
	Health Centre facility	
	First-aid facility	√
3.16	Sports Facility	
	(2 mark for separate ground for each sport)	Yes
	(Maximum 6)	
3.17	Indoor Sports facility	Carom
	(2 mark for each indoor sports facility)	
	(Maximum 4)	
3.18	Gymnasium	No
3.19.a	Hostel (Boys)	
	Exemplary	No
	Adequate (with mess)	
	Inadequate	
3.19.b	Hostel (Girls)	Yes
	Exemplary	
	Adequate (with mess)	√
	Inadequate	
3.20	Transportation for students	No
3.21	Support services (**Bank/PO/**Xerox)	***Yes
3.22	Canteen	Yes

3.23	Approach Road	Yes
3.24	Garden	Yes
3.25	Auditorium/ Assembly hall	Yes
3.26	Internet facility	
	For Staff & students :	Yes
	For staff only:	Yes
3.27	Overall Maintenance	
	Exemplary	
	Satisfactory	Yes
	Not satisfactory	
4.3.1	How many Faculty members/ Administrative staff can operate MS-Word/ Power point and Microsoft Excel?	Teaching-80% Non-teaching >50%
4.3.2	Did your College arrange for Training of Faculty members in the use of Computers?	Yes
4.3.3	How many Computers do you have in the College?	45
4.3.4	Does the College have Internet facilities?	Yes-Wi-Fi campus
4.3.5	Have your Faculty members undergone Training for NME-ICT? If yes, How many?	Yes 4
4.3.6	List out names of Faculty and non-teaching Staff	Available in file
4.4.	PLACEMENT ACTIVITY	
4.4.1	Has the Placement cell/ **Career Counselling Cell been formed in your college?	**Yes
4.4.2	How many students have been enrolled?	85
4.4.3	Has there has been any campus placement?	No
4.4.4	Have you conducted any pre placement Training for student's placements? If yes, then Specify	Yes GSSEB Exam Preparation

4.4.5	Have you organized any company visits or guidance camp for students?	Yes Milk Chilling Centre, Kheralu
4.4.6	Does the placement cell maintain the record of job opportunities and students?	No
4.4.7	Are the students provided computers and Internet to search job, to down load application forms etc?	Yes
4.4.8	Does the college have a system of registering students at the Employment office?	Yes
4.4.9	Does the college subscribe to magazines like Employment News, Rojgar Samachar etc? If yes, Give names of magazines.	Yes Employment News and Liberty Careers News
4.8.1	Does your College have a Digital English Language Lab ?	Yes
4.8.2	Do you propose to apply for a DELL ?	No
4.8.3	How many students use the DELL in a day ?At least 10%	59
A.	Does your College facilitate Academic links/collaboraions/ MoU, etc with other centers of higher learning ?	No
B.	Does the college have a functional Alumni Association?	Yes
C.	Number of students enrolled	158
	Activities of Alumni Association Data not available Give details of any Progressive Practices of The Institution if any.	No <ul style="list-style-type: none"> NSS and NCC Units organized service camp for pedestrian on Bhadrapadi Purnima.

		<ul style="list-style-type: none"> Started new Certificate course on Soft skills and Personality Development
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6.0 Recommendations

Following the audit, several recommendations were made to the management.

- The placement cell and Career Guidance Cell framed by the institution but it may be strengthened
- There is not enough facility for the students for indoor sports
- Initiate collaborations with other institutions.
- College should regularly conduct remedial coaching for improvement of results.
- Needs more infrastructural development viz computers for the benefit of the students.
- More emphasis should be given for documentation and presentation data.
- Advised to organise more workshops and seminars.
- Number of computers may be increased as the computer student ratio is poor
- Teachers have to pay more attention to publish research papers in reputed journals.
- Library facilities may be strengthened, software may be introduced for issue and return.
- Separate reading room may be introduced for the teacher and students
- Proper input and output profile of the students to be maintained.

- It is observed that college is having good library with rich book collection but the usage rate seems to be very low. Steps should be taken to improve this.
- Feedback system should be strengthen. An online feedback system may be advised and links may be provided on the website.

7.0 Methodology

The committee visited all departments, Library, sports section, Computer Laboratories, NCC office, NSS office, office of the college and other offices. The faculty members made presentation about the performance about their respective departments and the members of the Committee interacted with them to assess the academic and administrative performance of the college. The Committee interacted with all stakeholders namely students, management, to assess the academic and administrative performance of the college. Other general facilities like drinking water, wash rooms, class rooms, ventilation and lighting. We verified the facilities provided for the students of SC, ST, OBC, Minorities and female students

Review of the Documentation

For the purpose of this audit the Academic Policy of the institute was reviewed

Interviews

Interviews were conducted with the Principal, and also faculties and students.

Physical Inspection

The audit team was in college to inspect the campus.

8.0 Declaration

We agree with all the recommendation and observation mentioned in this report.

Administrative Audit Team:

Signatures

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