

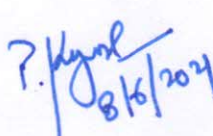
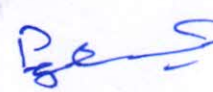




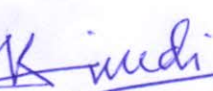
**MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE,
GWALIOR – 474005**

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to R.G.P.V. Bhopal, M.P.)


**Administrative Audit
2020- 2021**

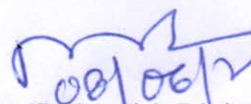
Action Taken Report

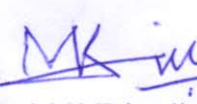
As per the Ref no 893-A Date 01/06/2021, A committee to conduct the administrative audit is formed by the director. Committee visited various departments during 7-8 June 2021 and observed the administrative structure, policies and working as per the attached detailed formats for ^{VITIS} sections. Following are the observation and action taken observed. _{VITIS}

S.No	Name of Section	Comments (on the basis of previous audit report)	Signature (Section I/C)
1	General Office	1.Different agencies report was kept by coordinator/Nodal officer earlier which is now a part of office documentation 2.Record of correspondence is now available in office 3.Information related to admissions and scholarships is floated on social media	 P. K. Singh 8/6/2021
2	HR / Establishment	1.Digital documentation is kept nicely and improved 2.Appreciation letters to staff is issued for motivation	
3	Security	1.Display board that arms are prohibited in campus is displayed. 2.Notices related to security is displayed at main gate and other security points	
4	Housekeeping / Guest House / Garden	1.Assest register is kept and updated with all related entries	
5	EDC	1.Utilisation certificates are attached in files	
6	Dispensary	1.Equipments are repaired and in working condition	
7	Hostels	NOT Applicable (Closed during Visit)	


(Dr.Anshu Chaturvedi)
Professor


(Dr.Manish Sagar)
Professor


(Dr.Manish Dixit)
Professor


(Dr.M.K.Trivedi)
Professor

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

ADMINISTRATIVE AUDIT REPORT

For the year - 2020-21

General Office Particulars	Availability of Evidence / Records Yes / No	Observations					Comments/Action to be taken
		Below average	Average	Good	Very Good	Excellent	
PART-I							
INFRASTRUCTURE							
Space available	Yes			3			
Office Furniture (Tables, Chairs, File Cabinets etc)	Yes				4		
Drinking water availability	Yes				4		
Electric Fixtures including Fans and coolers	Yes					5	
Communication facility	Yes					5	
Computers, Printers, Scanners availability	Yes				4		
Internet facility and speed	Yes					5	Dedicated Leased line available
e- Data resource availability	Yes				4		
Human resource availability	Yes				4		
General Office Asset Register	Yes					5	
SECURITY OF RECORDS							
Files and documents are placed properly	Yes					5	
Fire fighting equipment are place properly (as per safety norms and standard)	Yes					5	
File/ Document movement register is available and being used properly	Yes			3			
HUMAN RESOURCE DEVELOPMENT							
Training program/ workshop etc attended by the staff of establishment to uplift their skill/ knowledge	Yes			3			

P. / 16/2021
7/6/2021

AS

MSI

[Signature]

[Signature]
02/06/21

PART-II

PART-II							
GOVERNANCE							
Record of Delegation of power and responsibilities	Yes					5	
IMPORTANT DOCUMENTS							
STUDENTS							
Record of sanctioned intake – UG and PG (Branch wise, category wise)	Yes					5	
Rules of admission	Yes					5	
Fee Structures of different programs/ categories wise (last three years)	Yes					5	Structure is also uploaded on website regularly
List of admitted students – UG and PG (Category-wise, Gender Diversity, branch-wise)	Yes					5	Complete set is available
Details of vacant seats of UG and PG (Branch wise, categories wise)	Yes					5	Record upto last day of admission/cancellation is available
List of students other than MP domicile (UG and PG)	Yes				4		
List of Foreign students admitted (UG and PG)	Yes						Some publicity to attract specific target countries may be done
List of Ph.D Scholars registered under different schemes.	Yes					5	
List of total UG/PG/Ph.D Students enrolled in the Institute.	Yes					5	
Maintenance of students records	Yes				4		
Maintenance of TC records	Yes				4		
Correspondence	Yes				4		
Incoming / Outgoing correspondence register							
Corresponding records with different agencies such as AICTE, RGPV, DTE, Local administration etc	Yes				4		
Corresponding records with students/ or their parents	Yes			3			
Internal corresponding records	Yes				4		
Scholarships							
Record of different scholarship available to students (UG, PG and Ph.D) along with their criteria	Yes				4		
Publicity mechanism of different scholarships	Yes				4		Need to publish in print media to attract SC/ST/OBC and other entitled students in concerned target areas
Records of beneficiaries (scholarship wise)	Yes					5	

P/amp

AS

AKR

AS

M

programme wise)							
Total amount distributed to students (Program wise) through scholarship (last three years)	Yes				4		For new programs it is to be completed
Average response time / No. of pending students application for Scholarships	Yes				4		No pendency, immediate reply on mail may be improved
Automation , Computerisation etc							
Digitization of records	Yes				3		
Internet usage	Yes				4		
e-data resource usage	Yes				4		
Important circulars / orders/ notices related to students are being uploaded regularly on institute website	Yes					5	
Average time for letter/information circulation	Yes				4		
Average time for document / file retrieval	Yes					5	
GRIEVANCES / COMPLAINTS							
(a) Records of grievances /complaint received (direct) from students.							
Grievance/ complaints re-dressed mechanism	Yes				4		
Records of grievances resolved	Yes			3			
Average response time	Yes					5	
(b) Received Through RTI							
Record of applications received under RTI act	Yes				4		
Record of action taken/ reply given under RTI	Yes				4		
Record of fee received (and deposited) under RTI act	Yes				4		
Average response time	Yes				4		
(c) Received Through CM help line							
Records of complaint received through CM help line	Yes					5	
Records of action taken on complaint received from CM help line	Yes					5	
Average response time	Yes					5	
(d) Received Through Electronic/ Print media etc.							
Records of complaint received through Electronic/ Print media	Yes		2				Negative news in print may also be keep in file so complaints may be avoided.
Records of action taken on complaints	Yes		2				
Average response time	Yes			3			
(e) Miscellaneous							
Procedure for maintenance of records	Yes			3			
General Store Inventory/Mechanism/ Verification	Yes				4		
Stationery consumption record (Departments / Sections month-wise)	Yes		2				
Completeness of Stock Register	Yes						

P. K. Singh

RS

M. S. P. Singh

m

Profile of Staff engaged displayed	Yes			3			
Students Indiscipline case inventory	Yes					5	
Student Appreciation case inventory	Yes					5	
Display of Notices and orders	Yes					5	On Website
Feedback mechanism	Yes					5	
Last Stock verification report	Yes				4		
Last Administrative audit report	Yes				4		
Improvement over last administrative report (Action taken report on last Administrative Audit)	Yes				4		Need some more efforts



(Dr. Anshu Chaturvedi)
Professor



(Dr. Manish Sagar)
Professor




(Dr. Manish Dixit)
Professor



(Dr. M.K. Trivedi)
Professor

Date:

P. / 
7/6/2024

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

ADMINISTRATIVE AUDIT REPORT

For the year - 2020-21

PART-I

HR / Establishment	Availability of Evidence / Records Yes / No	Observations					
Particulars		Below average	Average	Good	Very Good	Excellent	
INFRASTRUCTURE							
Space available	Yes			3			
Office Furniture (Tables, Chairs, File Cabinets etc)	Yes				4		
Drinking water availability	Yes					5	
Electric Fixtures including Fans and coolers	Yes					5	
Communication facility	Yes					5	
Computers, Printers, Scanners availability	Yes					5	
Internet facility and speed	Yes					5	
e- Data resource availability	Yes				4		Digital documentation is good
Man power availability	Yes				4		
Documents of Institute land record	Yes					5	
Institute Asset Register	Yes				4		
SECURITY OF RECORDS							
Files and documents are placed properly	Yes				4		
Fire fighting equipment are place properly (as per safety norms and standard)	Yes				4		
File/ Document movement register is available and being used properly	Yes				4		
HUMAN RESOURCE DEVELOPMENT							
Training program/ workshop etc attended by the staff of establishment to uplift their skill/ knowledge	Yes				4		Online

PART-II

GOVERNANCE

IMPORTANT DOCUMENTS - available

Important documents related to Scindia Engg College Society	Yes					5	
Important documents related to Institute	Yes					5	
BOG minutes	N/A						

Documents of Institute Rules and regulations along with amendments (compiled)					5	
Leave rules are available	Yes			4		
Record of Faculty / Staff / Students Grievances Redressal Mechanism.	Yes			4		
Record of Delegation of power and responsibilities	Yes			4		
Documents related to Approval of statutory Bodies						
Documents related to different approvals, extensions of seats, approval/closure of courses (AICTE, Govt of MP/DTE etc)	Yes			4		
Appointment / promotions/ Career advancement related Documents						
List of sanctioned posts (category wise) along with approvals.	Yes			4		
List of filled posts (category wise)	Yes			4		
List of vacant posts (category wise)	Yes			4		
Documents related to appointments (such as Notification, Minutes of Selection Committees, appointment letter issued along with joining reports)	NA					Confidential documents are not shown, rest are seen
Documents related to Promotions/ career advancement schemes	Yes			4		
List of beneficiaries under CAS, TBP or any other schemes	Yes			4		
Schemes available for attaining higher education	Yes		3			
List of beneficiaries sponsored for higher education	Yes			4		
List of beneficiaries attended training program under different schemes of Government	Yes			4		
Automation , computerisation etc						
Digitization of important documents	Yes		3			Some more digitization is required
Internet usage	Yes			4		
e-data resource usage	Yes			4		
Important circulars / orders/ notices are being uploaded regularly on institute website	Yes				5	
Average time for letter/information circulation	Yes				5	
Average time for document / file retrieval	Yes			4		
Maintenance of Service book of employees	Yes				5	
Maintenance of Leave records of employees	Yes	2				
Maintenance of confidential documents of employees	Yes				5	
GRIEVANCES / COMPLAINTS Received directly						
Grievances re-dressed mechanism	Yes			4		
Record of grievances received from employee	Yes	2				
Record of grievances resolved of employee	Yes			4		
Average response time	Yes			4		
Received Through RTI						
Record of applications received under RTI act	Yes		PS	4		MAA [Signature]

Record of action taken/ reply given under RTI	Yes				4		
Record of fee received (and deposited) under RTI act	Yes				3		
Average response time	Yes				3		
Received Through CM help line							
Records of complaint received through CM help line	Yes				4		
Records of action taken on complaint received from CM help line	Yes				4		
Average response time	Yes				4		Good
Received Through Electronic/ Print media etc.							
Records of complaint received through Electronic/ Print media	No						
Records of action taken on complaints	No						
Average response time	No						
FUNDING							
Records of funds received from state Govt.	Yes				4		
Records of Grant received from different funding agencies such as AICTE, DST; UGC, TEQIP etc. Along with their UC	Yes				4		
Records of fund received through ALUMI for institute development , students scholarship etc.	No						
Miscellaneous							
Feedback mechanism	Yes		2				
Procedure for maintenance of personal records of employees	Yes				4		
Record of order issued along with their compliance	Yes					5	
Stock register maintenance	Yes				4		
Document Receipt system	Yes					5	
Document Despatch system	Yes					5	
Document circular system	Yes					5	
Record of Legal cases	Yes			3			
Record of police cases	Yes			3			
In disciplinary case inventory	Yes				4		
Appreciation case inventory	Yes			3			
Last NAAC reports	Yes					5	
Last NBA reports	Yes					5	
Last Stock verification report	Yes					5	
Last Administrative audit report (Action taken report on last Administrative Audit)	Yes					5	Maintained nicely

(Dr. Anshu Chaturvedi)
Professor

(Dr. Manish Sagar)
Professor

(Dr. Manish Dixit)
Professor

(Dr. M.K. Trivedi)
Professor

Date:

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

ADMINISTRATIVE AUDIT REPORT

For the year – 2020-21

Security Date:	Availability of Evidence / Records Yes / No	Observations					Comments/Action to be taken
		Below average	Average	Good	Very Good	Excellent	
Record for service contract awarding procedure	Yes				4		
Contract details available.	Yes				4		May be displayed also
Terms and conditions of contract and its compliance	Yes				4		
Records of Security personnel to be deployed (such as police verification, AADHAR photocopy, PF details, contact no., current address proof etc)	Yes					5	Data must be upto date
ESI / PF liability certificates by the contractor	Yes				4		
Gun man licence and their renewal	Yes					5	
Details of Guards provided by Contractor in the starting of each month.	Yes				4		
Attendance record	Yes			3			Should be digitized
Details of security points/ deployment plan	Yes				4		
Responsibilities assigned to Security Guards	Yes				4		
Supervisory system of security	Yes				4		
Mock drill record / reports	Yes					5	
Bill of the contractor accompanied by the attendance sheet along with certificate that terms & conditions of contract have been complied.	Yes				4		
Security lapse and their redressal	Yes			3			
Records of In house Security checks and balances -	Yes			3			
Guest Entry Register	Yes					5	Need to be strengthened
Register of usage of facilities like telephone etc.,	Yes			3			
Records of visit / checking by Incharge –security / or any other authority	Yes			3			
Bill approved by the Head of the Administration.	Yes				4		
Display of Notices and orders at Security installation	Yes			3			
Daily drill records	Yes				4		Photo of drilling are required to keep
Asset register	Yes				4		

PS

[Handwritten Signature]

[Handwritten Mark]

Record of Grievances Redressal Procedure	NA						
Last Stock verification report	Yes				4		
Last Administrative audit report (Action taken report on last Administrative Audit)	Yes				4		Satisfactory




(Dr. Anshu Chaturvedi)
Professor



(Dr. Manish Sagar)
Professor



(Dr. Manish Dixit)
Professor



(Dr. M.K. Trivedi)
Professor

Date:


MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR


(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

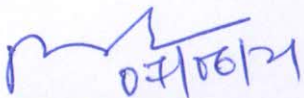
ADMINISTRATIVE AUDIT REPORT


For the year 2020-21

Housekeeping / Guest House / Garden	Availability of Evidence / Records Yes / No	Observations					Comments/Action to be taken
		Below average	Average	Good	Very Good	Excellent	
Date:							
Record of Housekeeping person category-wise	Yes			3			
Responsibilities and area of work	Yes				4		
Housekeeping records daily basis	Yes					5	
Compliance of orders	Yes				4		
Guest House reservation policy, tariff and procedure	Yes				4		
Display of names of employees who are on duty	Yes		2				
Records of assets installed in Guesthouse	Yes				4		
Register of usage of facilities like telephone etc.,	NA						Not required
Guest occupancy register along with their ID proofs	Yes					5	
Display of food items available and their price	NA						
Renovation and maintenance procedure	Yes				4		
(a) Guest House	Yes				4		
(b) Gardens	Yes			3			
(c) Housekeeping of premises	Yes				4		
Last Stock verification report	Yes					5	
Assurance to cleanliness / Hygiene	Yes					5	
Last Administrative audit report (Action taken report on last Administrative Audit)	Yes				4		Satisfactory


(Dr. Anshu Chaturvedi)
Professor


(Dr. Manish Sagar)
Professor


(Dr. Manish Dixit)
Professor


(Dr. M.K. Trivedi)
Professor

Date:


MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR


(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)


ADMINISTRATIVE AUDIT REPORT


For the year 2020-21

EDC Date:	Availability of Evidence / Records Yes / No	Observations					Comments/Action to be taken
		Below average	Average	Good	Very Good	Excellent	
Staff List	Yes				4		
Duties and responsibilities	Yes			3			May be defined clearly
Stock registers							
(a) Permanent assets	Yes				4		
(b) Consumables	Yes				4		
No. of Programmes sanctioned along with budget	Yes					5	
No. of Programmes completed along with UC	Yes			3			
No. of Programmes pending	Yes			3			
Various programme files	Yes					5	
Leave record file	Yes					5	
Telephone usage file	NA						Not required
Correspondence file	Yes				4		
Visitors registration	Yes		2				No entries
Industry data	Yes				4		
Entrepreneurship / Start up data	Yes			3			
Previously completed programmes	Yes					5	
Annual Beneficiary records – Caste, Gender-wise,	Yes				4		
Last Stock verification report	Yes					5	
Last Administrative audit report (Action taken report on last Administrative Audit)	Yes					5	Satisfactory


(Dr. Anshu Chaturvedi)
Professor


(Dr. Manish Sagar)
Professor


(Dr. Manish Dixit)
Professor


(Dr. M.K. Trivedi)
Professor

Date:


MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR


(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)


ADMINISTRATIVE AUDIT REPORT


For the year - 2020-21

Dispensary Date:	Availability of Evidence / Records Yes / No	Observations					Comments/Action to be taken
		Below average	Average	Good	Very Good	Excellent	
No. of Staff members	Yes			3			
Timings	Yes			3			Timing to be increased
Display of names of employee on duty	Yes				4		
Patient record	Yes				4		Need digitization with authentication like aadhar card
Medicines stock register	Yes					5	
Policy for distribution of medicines	Yes		2				
Medicine procurement procedure	Yes				4		May be strengthen
List of students / staff with Blood Group	Yes			3			Digitized record required
Waste disposal system , Dead stock disposal system	Yes					5	
Doctors duty record / Register	Yes					5	
Special care procedures	Yes				4		
General Hygienic conditions	Yes				4		May be improved
No. of Health Camps organized	Yes			3			Need improvement
No. of patient referred to higher Hospitals	Yes			3			
No. of Faculty / Staff / Students beneficiaries	Yes					5	
Equipment maintenance records including calibration	Yes			3			Need improvement
Last Stock verification report	Yes					5	
Last Administrative audit report (Action taken report on last Administrative Audit)	Yes					5	


(Dr. Anshu Chaturvedi)
Professor


(Dr. Manish Sagar)
Professor


(Dr. Manish Dixit)
Professor


(Dr. M.K. Trivedi)
Professor

Date:

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

ADMINISTRATIVE AUDIT REPORT

For the year – 2020-21

ALL Hostels (NOT APPLICABLE)	Availability of Evidence / Records Yes / No	Observations					Comments/Action to be taken
		Below average	Average	Good	Very Good	Excellent	
Date:							
No. of students residing in the Hostels	Yes						
Room allotment details	Yes						
List of vacant rooms	Yes						
General Condition of Rooms	Yes						
General Condition of common room	Yes						
Ambiance of the hostel	Yes						
Cleaning	Yes						
Safety and security	Yes						
No. Of supportive staff							
(a) Clerical	Yes						
(b) Non-clerical	Yes						
Distribution of work	Yes						
Availability of stock register	Yes						
(a) Permanent assets	Yes						
(b) Recurring	Yes						
Daily students register	Yes						
Visitor's register	Yes						
Maintenance records / register	Yes						
Hostel Leaving file	Yes						
Students daily exit file	Yes						
Grievances file & redressal	Yes						
Hostel Warden's/ other authority visiting file	Yes						
Mess contract details							
(a) Name of Mess contractor, contact details	Yes						
(b) Display of Menu	Yes						
(c) Food quality maintenance records	Yes						
(d) Cleaning and hygienic conditions	Yes						
(e) Mess Grievances Redressal system	Yes						
(f) Mess Staff details (Identity cards / Aadhar Card)	Yes						
Sports facilities	Yes						
Paste control, Fogging records	Yes						
RO , Washing Machine, greaser, TV, Fire fighting equipment etc. Maintenance record	Yes						

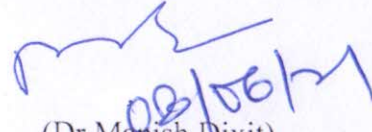
Asset register	Yes						
Last Stock verification report	Yes						
Last Administrative audit report (Action taken report on last Administrative Audit)	Yes						



(Dr. Anshu Chaturvedi)
Professor



(Dr. Manish Sagar)
Professor



(Dr. Manish Dixit)
Professor



(Dr. M.K. Trivedi)
Professor

Date: