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Behind Circuit House, Jaipur Road Sikar (Raj.)-332001

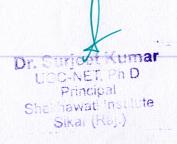
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ACADEMIC AND ADMINISTRATIVE AUDIT

Date of Audit	06.03.2023
Name of Expert:	Mr. Manish Mathur [INTERNALT
Designation of Expert:	그 사이 [20 교회에서 20 개발 보다 이 사람들은 회사에서 하고 있다면 하는 것이 되었다면 하는 것이 되었다. 그는 사람들은 사람들은 사람들은 사람들이 되었다면 그는 사람들이 그는
Name of Expert:	Dr. Surendra FEXTERNALJ
Designation of Expert:	Associate Professor - JTTU, Thurshun
Internal Committee Members	Mr. 5 yed I kramuddin Soys
	Mr. Mahipal ours. mound

	Mission And Goal			
Item	Verification Yes/No	Suggestions for improvement		
Clarity Of Mission and Goal	Yes	•		
Dissemination Of Mission and Goals to Stakeholders	Yes	Parents to know		
Programme Compatibility with Mission	Yes	-		
Social Relevance and National Development	Yes	-		
Meeting Globalization Needs and Quality Dimensions/Value Orientation/Heritage	Yes	need some extenision		
Whether administrative authorities like GC, AC and BOS formed?	Yes (But)	need to be a member of Bas in the affiled		





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CURRICULAM BASED PROFILE

	Curriculum Developmen	t	
Item	Verification Yes/No	Suggestions for improvement	
Steps Followed in Designing the Syllabus and Curriculum	yes	Always take Suggestion From the Stake holder	
Content Of the Curriculum	403		
Credits Allotted/ Distribution Logic	no	no credit systems	
Curriculum Update Process			
	Curriculum Transaction		
Item	Verification Yes/No	Suggestions for improvement	
Teaching Methods and Teaching Aids	Yes	ICT facilities Should be mare than 80%	
E-Learning Modules	yes	Solight improvement libra	7.1.
Project Work UG/PG	yes	- Interest of the second	4
Internal Assessment- Components-Uniqueness	Y 8	<u> </u>	
Student Support-Remedial Coaching	yes	Good	

Flexibility Of Curriculum	Verification Yes/No	Suggestions for improvement
1.CBCS	No	
2.Core Syllabus	yes	
3. Elective Options	403	
FEED BACK	Verification Yes/No	Suggestions for improvement
Feedback From Students	yes	Choociulum Base
Feedback From Alumni	ves	- COS SCALATITION
Feedback From Parents	LOS	Should be
Feedback Of Industrial/Organization Representatives	yes	37,834,92 35
Steps Were Taken on The Feedback	408	
ITEMS	Verification Yes/No	Suggestions for improvement
Project Completed/Ongoing	488	0
SEMINARS/Conferences Attended	yes	
Papers/Articles/Books/Published	ves	bood
Preparation OF E-Learning Material/Contents	403) VICE
Acted As Resource Persons	1108	

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Faculty/Staff Development Programmes	Suggestions For Imp	provement
Refresher Courses		
Faculty Development Program		
HRD Programmes	good hui	t upcomming
Orientation Programs	YDN9 S	hall minking
Faculty Exchange Programme	TEW CO	THE PROPERTY
Staff Training Conducted by The University		
Staff Training Conducted by The University		
Staff Training Conducted by The Institutions		
Summer/Winter Schools, Workshops, Etc		
HR Policies		
Event organized	Verification Yes/No	Suggestions for improvement
International Level	YPS	A manifest years as
National Level	VPS	nood imper vems
State LEVEL	Yes	The real management



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ACADEMIC PROFILE

Δ	Academic Activities	
ITEMS	Verification	Suggestions for
	Yes/No	improvement
Syllabus	Yes	
ARR (Academic Rules and	U00	
Regulation)	403	
Time Table	yes	
Seminar	yes	good in
Webinar	yes	
Students Handbook	yes	1280 Gl PSS
Course Plan	yes	pay care
CR/LR Meeting Minutes	ves	
Dissertation Record (If Applicable)	yes	
Internship Record (If Applicable)	108	
Departmental Mom	VES	
	LIBRARY	
ITEMS	Verification	Suggestions for
	Yes/No	improvement
Text Books	488	
Reference Books	ves	
Print Journal	yes	Doui stosportion
E-Journal E-Journal	yes) My SE WHEN
Digital Database	yes	
LMS	1108	
E-Governance	70	
ACTIV	TITIES OF DEPARTMENT	
ITEMS	Verification	Suggestions for
	Yes/No	improvement
MOUs Signed	yes.	
Guest Lectures	UPS	
Conference/Seminar/Workshop	79	
Conducted	468	
Extension Activities	V08	
Interaction With Industries,	16)	
Research Centres, Educational	1108	
Institutions	yes	
Newsletters/ Magazine	yes	
Field Activity	Yes	
Internship Dissertation Training	7 <i>e</i> \$	
Placement	100	^
NSS Unit	YEY	





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	AUDIT		
ITEMS	Verification Yes/No	Suggestions for improvement	
Examination Audit Done	Yes		
Finance Audit Done	Yes	OP	
-Governance Audit Done	yes	J	
	COMMITTEE FORMED		
ITEMS	Verification Yes/No	Suggestions for improvement	
Board Of Studies	Yes	Need to conect wit	
Departmental Committee	Yes		
T/SC Grievance Cell	Yes		
nti-Gadding Committee	yes	OR	
ultural Committee	yes		
oman Development Cell	yes		
PLEA	SE COMMENT ON SWOC ANA	ALYSIS	
ITEMS	Verification Yes/No	Suggestions for improvement	
trength	yes	90% maintained	
Veakness	Yes	decomm must be no	
)pportunities	yes	utilisption of reso	
hallenges	yes	Emplement shoul	
nnovations Of the Department	yes	decomm must be mo utilisption of reso fmplements shoul appsopriate need to	
uture Plans of The Department	YRD	brain stemen se	





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ADMINISTRATIVE AUDIT

Name of the College	SHEKHOWATI INSTITUTE
Address of the College	Behind circuit house, Jaipun Road sikances;
Audit Period	2012-2023
Prepared by	Mr. Syed I Kramuddin
Reviewed by	Mr. Manish Mather

Note: Wherever test checks are to be carried out, obtain instructions from Audit In-charge.

Particulars	Yes	NO	NA	REMARKS
1. General Instructions	•			
1.1 Have you looked at the existing software solutions for the books of accounts?	-			
1.2 Have you reviewed the financial statements and IT returns from the previous year?	V			
1.3 Have you verified the number of years that accurate financial records have been maintained?				
2. Opening Balance				
2.1 Have you looked up the opening balance of				
1. Cash book	-			
2. Bank Book	-			
3. General Ledger				Ban in istrat
4. Other Subsidiary ledgers, showing the closing balance?				7.7
3. Vouching				
Vouching includes the following:	1 1 1/9			
3.1 Cash book and bank book receipts and payments?		-	101	
3.2 Have you verified that the payments and invoices related to the book are correct?	_			
1. Account Head	-		1	
2. Date	-	4		
3.Amount				





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3.3 Are the vouchers duly authorized and backed up by the relevant internal and/or external documentation? 3.4 Does the transaction have anything to do with the audited accounting? 3.5 Have you verified the sum and subtotal? 4. Cash book / Bank book 4.1 Have you verified if transactions have been entered into the bank or cash book for collection together with counter filler copies of the receipts? 4.2 Have you verified that the money collected is deposited into the bank at appropriate intervals? 4.3 Have you examined the bank reconciliation statement and the reconciliation entries that were cleared for the bank statements for the next month? 4.4 Have you confirmed that checks or direct deposits have been used for any payments over Rs. 10,000? 4.5 Have you verified that the contra entries for cash withdrawals and deposits show in the cash L book or bank book on the same date? 4.6 Have you verified that payments have only been made for charitable purposes or related projects/programs, such as aid to the underprivileged, education, or medical care? 5. Journal Vouching 5.1 Have you examined every journal voucher -NT with the head of account? 6. Salaries / Wages / Honorarium 6.1 Have you looked at the salary register and its summaries in the bank book or cash book? 6.2 Have you looked deductions for over the required 1. Provident Fund 2. Income Tax 3. Any other Items 6.3 Have you verified that the deductions have been made to the appropriate departments in a timely and correct manner? 7. Ledger Posting and Security 7.1 Have you reviewed postings from the journal register, bank book, cash book, and all other main books?



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7.2Have you examined closely			
(a) Loan staff ledger			
(B) Advanced Ledger			
7.3 Have you thoroughly reviewed all trust/institutional asset accounts to ensure that only assets related to the trust/society are recorded?			
7.3 Have you reviewed all of the trust's or institution's liabilities accounts to confirm that only liabilities related to the trust or society are recorded?	_		
7.4 Have examined all spending accounts, particularly those of			
a) Building Repairsb) Machine Repairsc) Other Repairs)))		
8. Tax Matters			
8.1Have you verified that the A/C number and TDS returns are filed on a quarterly basis?	~		
9. Other Records			
Have you looked?			
(a)Fixed Deposit Register	V		
(b)Fixed Assets Register	-	1	





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Members	Signature
Signature Of the Academic & Administrative Audit Experts (INTERNAL)	mm
Signature Of the Academic & Administrative Audit Experts (EXTERNAL)	Dus
SIGNATURE OF THE PRINCIPAL WITH SEAL	Dr. Surjeet Kumar UGC-NET, Ph.D Principal Shekhawati Institute Sikar (Raj.)
OVERALL SUGGESTI	ONS BY THE EXPERTS
up coming years 100 4. E	ng more maintained but in should accomplished.
COPY TO: 1. Principal 2. IQAC 3. Administration Office	





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ACTION TAKEN REPORT ACADEMIC AND ADMINISTRATIVE AUDIT

Department:

B.SC

Audit Held on Date:

06-03-2023

Chairmen of Audit:

Mr-manish mathun

Academic Year:

2012-2023

S.NO.	ITEMS	COMMENTS IN AUDIT	ACTION TAKEN
1.	IcT Facilities	should be more then 80%.	70 y. achieved
2.	4c/Ac meetings	meed to be a member in Bos	in process
3.	OBE	maintain cospo	Done



APPROVED/NOT APPOROVED

COPY TO:

- Principal
- **IQAC**
- **Administration Office**

Dr. Surjeet Kumar UGC-NET, Ph.D Principal Shekhawati Institute Sikar (Raj.)

PRINCIPAL