



**OFFICE OF THE PRINCIPAL**  
**GOVERNMENT AUTONOMOUS COLLEGE, ANGUL, ODISHA-759143**  
ସରକାରୀ ସ୍ୱୟଂଶାସିତ ମହାବିଦ୍ୟାଳୟ, ଅନୁଗୋଳ, ଓଡ଼ିଶା: ୭୫୯୧୪୩  
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### **ADMINISTRATIVE AND FINANCIAL AUDIT**

**2024-25**

Government Autonomous College, Angul, is a premiere institute of higher education in the state that caters to the educational needs of about 3800 students of the state. The institute stands committed to quality. In order to identify the grey areas and especially those that need to be improved, it was decided to carry out an Administrative and Financial Audit of the college.

As a first step, Academic Bursar, Administrative Bursar, Accounts Bursar, Controller of Examinations; OICs of Admissions, scholarships, Rovers and Rangers, Placement cell, Website; PIO, RTI; ANO, NCC; PO, NSS were requested vide letter no 1720, dated 25.07.2024 to instruct the concerned Dealing assistants and other officials to keep relevant records ready along with a brief record of their section. The audit was likely to be held during the 2<sup>nd</sup> week of August 2024.

An Audit Team was constituted under the Chairmanship of the Principal vide letter no 1719, dated 25.07.2024. The other members of the team were as follows:

1. Academic Bursar
2. Administrative Bursar
3. Accounts Bursar
4. Legal Bursar
5. Controller of Examinations
6. Coordinator, IQAC, Member Secretary

The Audit was scheduled to be held as per the following programme vide letter no 1721, dated 25.07.2024.

Sl No	Section/ Department	Date of Audit	Time of Audit
01	Academic Section Admission Scholarship	06.08.2024	03:30 pm onwards
02	Establishment Section RTI RUSA OHEPEE	07.08.2024	-do-
03	Accounts Section Library Reading Room	08.08.2024	-do-
04	Examination Section Placement Cell	09.08.2024	-do-
05	IQAC Website NSS YRC Rovers and Rangers	10.08.2024	-do-

On 06.08.2024, the team visited Academic Section, Admission and Scholarship Sections as scheduled.

The officials of the **Academic Section** were advised to keep the following data/ documents ready.

1. Number of programmes (UG & PG) running on Regular, Self-financing and PPP mode.
2. Affiliation data of permanent and temporary programmes.
3. On-Line deposit of fees.
4. Previous Year ROM.
5. Resolution of the Academic Council Meeting.
6. Resolution of the Board of Studies Meeting.

7. Admission Register printing (2024 admission batch) soon after the admission process is over.
8. 2016-17 to present day student strength of each year with Boys and Girls data for General, SC, ST, PH etc. to be prepared.
9. Data of Classroom, laboratory and other Academic facilities to be kept ready.
10. Academic Calendar for 2024-25 to be prepared.
11. Academic Policy to be prepared.
12. Stickers of Almirahs to be taken up.

The officials of the **Scholarship Section** were requested to keep the following documents ready.

1. Number and types of scholarships offered by the HEI every year.
2. Number of schemes on offer.
3. Amount of Scholarship on offer.
4. Any other scholarship offered by outside organizations.
5. Preparation of Annual Report for 2017-18 onwards.

The **Admission Team** was requested to keep the following documents ready.

1. Current Status of admissions. (Both UG and PG)
2. Report on admission from 2016-17 till date to be prepared.
3. Order of preference of students to be fetched from SAMS data.
4. Admission Policy to be prepared.

On 07.08.2024, the team visited the Establishment Section, RTI, RUSA, and OHEPEE sections.

The officials were requested to keep the following documents ready.

#### **Establishment Section**

- a. Use of HRMS portal.
- b. Leave Updation
- c. Service Rules
- d. Cadre Rules.

- e. Promotion Rules.
- f. Faculty Position.
- g. Non-teaching position.
- h. Infrastructural position.
- i. Grievance Redressal System.

### **RTI Section**

- 1. RTI rules and regulations.
- 2. Number of applications received.
- 3. Number of Grievances disposed of or addressed.

### **RUSA**

- 1. Amount Sanctioned.
- 2. Amount Released.
- 3. Amount Utilized.
- 4. Balance Amount lying in the account.
- 5. Obstacle or hurdles in the implementation of different projects.

### **OHEPEE**

- 1. Amount Sanctioned under different heads.
- 2. Amount already released.
- 3. Amount Utilized.
- 4. Balance amount lying with the college.
- 5. Any proposals to be taken up by the college.

On 08.08.2024, the tam visited the following sections, went through the documents available, and requested the officials to get all documents ready before the visit of NAAC team. The sections were Accounts Section, Library and Reading Room.

### **Accounts Section**

The section should keep the following documents ready for verification by NAAC.

- 1. Total fees collected.

2. Govt. grants received.
3. Scholarships received.
4. Alumni contribution.
5. Amount of donation received.
6. College share from PPP courses.
7. Amount received under different schemes.
8. Amount of expenditure under different heads like Academic facilities, examination, teaching materials, organization of sports and games, building and purchase of equipment, organization of cultural function, seminars, procurement policy etc.
9. Budget of the previous years and current year.
10. Present balance in different accounts.
11. Status of Audit.

### **Library and Reading Room**

1. Number of journals, books, newspapers procured.
2. Steps taken for automation of the library.
3. Books issued to the students.
4. Amount of contingency spent.
5. Reading Room Usage.

On **09. 08. 2024**, the team visited Examination Section and met officials of placement Cell. The officials were advised to keep the following documents ready before the visit of the NAAC team.

### **Examination Section**

1. Data of students passed since 2018.
2. Number of boys and girls.
3. Toppers data.
4. Expenditure under different heads.
5. ABC id creation.
6. Academic Bank of Credit creation.
7. Automatisation of Examination system.

8. Upload of data in DIGI Locker.

### Placement Cell

1. Data on number of placement camps held
2. Number of students placed.
3. Placement awareness trainings held.

The team members met officials dealing with IQAC, Website, NSS, YRC, Rovers and Rangers, NCC on **10.08.2024**. Officers in charge of the youth organizations joined. The following decisions were taken in the meeting.

1. The officers shall get data of various activities conducted by the team with evidence in the form of letters, photographs and any other document.
2. Annual reports should be prepared.
3. Achievements of students with photographs.

### Members of the Audit Committee

1. Academic Bursar *Poochella Chandor Reddy 12/8/24*
2. Administrative Bursar *M. M. Rao 12/8/24*
3. Accounts Bursar *N.S. 12/08/24*
4. Legal Bursar *Chilla 12/8/24*
5. Controller of Examinations *[Signature] 12/8/2024*
6. Coordinator, IQAC, Member Secretary *[Signature] 12/8/2024*

*[Signature]*  
12/8/24  
PRINCIPAL-CUM-CHAIRMAN  
Principal  
Govt. Auto. College, Angul