

***P. R. Nadkarni, M.A., M.Ed.***

Former Chairman, Goa Board of Secondary & Higher Secondary Education, Govt. of Goa.

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Approved as Consultant by NABET under Quality Council of India, Govt. of India, New Delhi.

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**Dated 06<sup>th</sup> Jan., 2022**

To,  
The Principal,  
V M Salgaocar College of Law,  
Miramar, Panaji-Goa, 403 001.

**Sub: PRE-NAAC Administrative Audit of your College.**

Sir,

This has reference to the request from Shri D.P. Pednekar, the Administrator of the College and accordingly the Pre-NAAC Administrative Audit was conducted by me on 04<sup>th</sup> and 05<sup>th</sup> January 2022 and accordingly the report in form of the Check List/Format is enclosed herewith for your ready reference as well as further needful action at your end.

It may please be noted as under:


1. The records and registers are verified on random sample basis and therefore it is open for further scrutiny.
2. The areas marked in red and so also the suggestions could be thought for further excellence in administration.
3. Overall it appears that the staff connected with the administration and accounts are making their efforts to maintain the up-to-date records.
4. It appears that in past there was no proper guidance and many aspects of maintenance and up-keeping of the record were not on proper lines.

5. However, in the recent years due to the efforts of Prin. Pednekar, the Administrator as well as the follow-up by you, the streamlining is being done which is positive aspect.

I appreciate the co-operation extended by you, the Administrator, the Head Clerk, the Accountant, the System Administrator, Librarian and other staff for their co-operation and full support and because of which my work was made very easy.

Thanking you,

Yours sincerely,

  
06/01/2022  
(P R NADKARNI)

Encl: The format .

## CHECK LIST FOR ADMINISTRATIVE AUDIT

Name of the Institution: V. M. Salgaokar College of Law, Miramar - Panaji.

### ADMISSIONS

- General Register - Yearwise names are recorded every year. The separation be avoided
- Leaving Certificates
- Mark lists
- Eligibility Certificates
- Migration Certificates
- Fees Collection- Cross Check

### LEAVING/TRANSFER

- Issue of Transfer Certificates.
- Record of the Certificates Printed - No. Computerized certificates are issued.
- Changes in the Record if any - No changes as reported.

### APPOINTMENTS

- Advertisement
- Interview Minutes
- Selection Letter - offer of appointment is issued.
- Acceptance Letter - May be obtained henceforth.
- Medical Certificate
- Appointment Order
- Joining Letter
- Approval of DHE
- Pay Fixation Approval
- PPN/GPF A/c Opening

### PERSONAL FILE

- Selection Letter - offer of appointment is placed in the file.
- Acceptance Letter - obtained and be filed henceforth.
- Medical Certificate
- Appointment Order
- Joining Letter
- Approval of DHE
- Pay Fixation Approval
- PPN/GPF A/c Opening
- Nominations
- Headquarter Declaration - May be obtained.
- Family Details



- Edu. Certificates-SSC onwards
- Professional Certificates
- Experience Certificates if any
- Residence Certificate
- Employment cert-if applicable
- Caste Certificate-if applicable
- Disability Cert-if applicable
- Recovery Undertaking
- Resignation Letter
- Acceptance Order
- Relieving Order
- Last Pay Certificate
- Birth certificate

It was reported by the Head clerk, that no such appointments were done in past. However, some appointments have been done recently in respect of Reserved category. So ~~also~~ there is no case of resignation.

### SERVICE BOOKS

- 1st Entry
- Entry of Medicals Fitness
- Pay Fixation
- Annual Entry
- Annual Service Verification
- Maternity/CCL/
- EOL with Med. Cert.
- EOL without Med. Cert.
- Up gradation/Promotion
- Pay Fixation
- Pay Commissions-Pay Fixation
- Leave record

### PENSION PAPERS

- Pre-submission work
- Submission on time
- Pension order before retirement
- PF Closure
- Leave Encashment

### LEAVE REGISTER

- Updated Record *Leave Register may be maintained.*
- Leave Application
- Sanction Order *may be issued and copy be maintained.*
- C.L. Register
- CCL Record
- LTC Record

## PURCHASES

- Requirements
- Dead stock & Consumables
- Quotations
- Certification
- Purchases
- Tender- Terms & Conditions
- Comparative Chart
- Purchase order
- Delivery Check
- Bills
- Certification entry
- Consumable entry
- Dead stock Entry

Dead Stock entry should be in such a way so that write off could be recorded against individual items.

## PHYSICAL VERIFICATION

- Committee for Verification
- Report of the committee
- List of Repairs & Maintenance
- List of Write off
- Approval of Gov. Body
- Approval of DHE
- Write off Process

The process be initiated. The purpose of verification is to confirm that the dead stock is in intact. It also helps in identifying the items of minor repairs and major repairs and so also the items to be written off with due procedure. It also helps to finalize the new purchases.

## LIBRARY

- Accession Register
- News Paper Record
- Magazine Record
- Record of Books not returned- Students/Staff
- Penalty Received
- Physical Verification
- Repairs & Maintenance
- Write Off
- Sale of Raddi/Magazines

## COMPUTER/CYBER LABORATORY

- Record of Practical & attendance
- Repairs & Maintenance
- Dead stock
- Physical verification

- Repair Record of Computers

### SCIENCE LABORATORY

- Record of Practical & Attendance
- Dead Stock
- Consumable Register
- Physical Verification
- Requirements
- Repairs & Maintenance
- Write off

### REPAIRS & MAINT. RECORD

- Photo Copier
- Copier
- Computers
- Printers

} It is suggested to maintain itemwise record of the repairs & maintenance if done by some other technician to keep the track of the repairs and maintenance.

### OFFICE

- Inward Register
- Outward Register
- Cross Check-up
- Register of Registers ✓
- Register of Files ✓
- Key Board and Record of Keys

### STAFF ATTENDANCE

- Attendance Register-Cross check up with leave record
- Daily signatures
- Monthly verifications
- Movement Register ✓
- Duties of Non-Teaching Staff ✓
- Duty Hours of Non-teaching Staff ✓

### CLASS ATTENDANCE

- Class wise registers ✓
- Certification
- Class wise Time-Table ✓
- Teacher wise Time Table ✓
- Annual Plans of Teachers ✓
- Plan for Assignment/Project ✓



## EXAMINATIONS

- Stock of Stationery
- Use of Stationery
- Record of Question Papers
- Sale of Old Answer Books & Question Papers

## SPORTS EQUIPMENTS

- Requirements
- Dead Stock & Consumables
- Purchases
- Physical Verifications
- Repairs & maintenance - *only in respect of the Gymkhana items / Gymnasium items.*
- Write Off

## RESULTS

- Class wise results
- Cross Checking
- Signature on records

## SALARY GRANT

- Claims
- Disbursement of Salary & Arrears
- Salary Register

## NON-SALARY GRANT

- Utilization

## ANY OTHER GRANT

- UGC Grant & Utilization
- RUSA Grant & Utilization
- \_\_\_\_\_
- \_\_\_\_\_

## CADRE WISE SENIORITY LISTS

- Asst. Professor
- Asso. Professor
- Professor
- UDCs
- LDCs
- MTS

*It is suggested to maintain these Seniority Lists on regular basis which may help at the time of promotion and particularly of the Non-teaching staff.*

## ACCOUNTS

- Cash Book - Tally
- Ledger
- Voucher File
- Receipt Counter Foils
- Petty Cash Book
- Receipt Book Record
- Entry in Dead Stock Registers
- Entry in Consumable Registers
- Cash Verification
- Budget
- Audited Statements
- Govt. Audit Report/Compliance File
- LTC Record/Register
- Medical Re-imbursments Record
- Tuition Fees re-imburement Record

## INCOME TAX MATTERS

- TDS of Staff/Contractors
- Bank Deposits of TDS
- Quarterly Returns
- Annual returns
- TDS Certificates

## WORKSHOPS FOR OFFICE STAFF

- LDC
- UDC
- Head clerk
- Accountant
- MTS

In-house training be conducted periodically.

Principal  
Vidya Bharti's

Sub hash Navik  
Fmr- Principal  
Saraswati V. (Higher)  
P. Walawalkar  
Mapusa

(C.P.R. NADKARNI)

Note:

1. The items marked as above may be maintained/updated as per requirement.

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