

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

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

Former State Project Director, Sarva Shiksha Abhiyan, Govt. of Goa.

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

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**Dated 06<sup>th</sup> April, 2023**

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

**Sub: PRE-NAAC Administrative Audit of your College for the year, 2022-23.**

Sir,

This has reference to the request from Shri D.P. Pednekar, the Administrator of the College and accordingly the Pre-NAAC Administrative Audit of the college was conducted by me on 23<sup>rd</sup> and 24<sup>th</sup> March, 2023 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 and this creates obstructions due to backlog of initial years.

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,

  
(P R NADKARNI)

Encl: The format.

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**AS-1, ORCHID GREEN, Alto-Duler, Dangui Colony, Mapusa-Goa, 403507. Mobile-9326139252**

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## **CHECK LIST FOR ADMINISTRATIVE AUDIT**

**Name of the Institution:** V. M. Salgaonkar Law College, Miramar- Panaji-Goa, 403 001

### **ADMISSIONS**

- General Register
- Leaving Certificate
- Mark lists/Passing Cert.
- Eligibility Certificates
- Migration Certificates
- Fees Collection
- Cross Check of Fees Collection

### **LEAVING/TRANSFER**

- Issue of Transfer Certificates.
- Record of the Certificates Printed
- Changes in the Record if any

### **APPOINTMENTS**

- Advertisement
- Interview Minutes
- Selection Letter
- Acceptance Letter
- Medical Certificate
- Appointment Order
- Joining Letter
- Approval of DHE
- Pay Fixation Approval
- NPS/GPF A/c Opening

### **PERSONAL FILE**

- Application for the post
- Selection Letter
- Acceptance Letter



- Medical Certificate
- Appointment Order
- Joining Letter
- Approval of DHE
- Pay Fixation Approval
- NPS/GPF A/c Opening
- Nominations
- Headquarter Declaration
- 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

### **SERVICE BOOKS**

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



## **PENSION PAPERS**

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

## **LEAVE REGISTER**

- Updated Record
- Leave Application
- Sanction Order
- 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/Numbering

## **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





## LIBRARY

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

## COMPUTER/CYBER LABORATORY

- Record of Practical & Attendance
- Repairs & Maintenance
- Dead stock
- Physical verification
- Repair Record of Computers
- Write Off
- Updating Website

Not Applicable

## \*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
- LCD Projectors
- Smart Boards
- D.G. Set - Not Applicable

Checked

## **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**

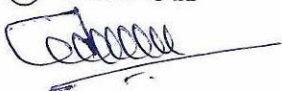
- Class wise registers
- Certification
- Class wise Time-Table
- Teacher wise Time Table
- Annual Plans of Teachers
- Plan for Assignment/Project

## **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
- Write Off



## GYMKHANA

- Dead Stock
- Physical verification
- Utilization Record
- Maint. & Repairs

## RESULTS

- Class wise results
- Cross Checking
- Signatures on records

Compiled and declared by the University

## SALARY GRANT

- Claims
- Disbursement of Salary & Arrears
- Salary Register
- DA Arrears- Claim & Disbursement

## NON-SALARY GRANT

- Utilization
- Assessment sheet

## ANY OTHER GRANT

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

Not applicable

## CADRE WISE SENIORITY LISTS

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

## ACCOUNTS

- Tally Package
- Cash Book
- 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-imburements Record
- Tuition Fees Re-imburement Record
- Deposits Refund
- Yly NPS/GPF Statements

### 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

### SCHOLARSHIP RECORD

- \_\_\_\_\_
- Disbursement/Transfer

online submission of the applications and  
online transfer of money to the beneficiaries

### MULTI-PURPOSE HALL

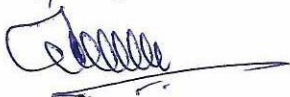
- Cleanliness
- Repairs & Maintenance
- Record of Utilization

Not Applicable

### COLLEGE PLAGROUND

- Cleanliness
- Repairs & Maintenance

Not Applicable



# ANTI SEXUAL HARASSMENT COMMITTEE

Whether Updated

Annual Report - Available upto 2020-21.

## COLLEGE BUILDINGS

Cleanliness

Beautifications

Maintenance & Repairs

## COLLEGE GARDEN

Cleanliness

Beautification

Maintenance

## OPEN SPACES UTILITY

Cleanliness

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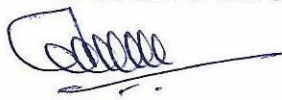
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## OBSERVATIONS:

1. The administration has been set up on right lines under the able guidance of, Shri D.P. Pednekar, the Administrator of the College.
2. However backlog continues due to the neglect on certain aspects of the administration during the initial years of the college which are mentioned in the suggestions given.
3. *The administrative audit is on random sample basis and therefore open for further scrutiny.*

## SUGGESTIONS FOR FURTHER IMPLEMENTATION

1. The items RED marked as above may be maintained/updated as per requirement.
2. Physical Verification Committees for the dead stock, Libraries, Computer Lab, Sports Equipments, Gymkhana Equipments be constituted before the close of the financial year so that actual physical verification could be done as on 31<sup>st</sup> March every year.
3. Actual physical verification including the specifications and other quality parameters of the purchases be done by a person other than making purchases.
4. The Purchases of the Dead Stock should not be registered in bulk and each item to be numbered with continuation of the serial number. This will help for the write off record.
5. A list of all the Dead Stock to be written up, be prepared and signed by the members of the Physical Verification Committee and to be countersigned by the Principal and thereafter to be placed in the Governing Body for approval and subsequently to be submitted to the DHE. The guidelines if any issued by DHE should be followed.
6. Service Books of the staff, though recording is updated, the signatures of the Principal be obtained and so also the Service Book of the Principal be signed by the Chairman

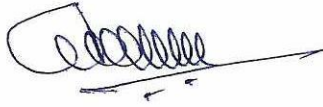


or Secretary of the Governing Body or Administrator be authorised by the Governing Body.


7. A procedure for the Deposit Refund of the students be followed. Every year after the declaration of the results of the final year, a notice may be put up that the students have to avail the refund on or before a particular date as per the guidelines issued by the DHE/University. Thereafter, the amount may transferred to different head and could be utilized as per the guidelines issued by the DHE/University,


Place: 04<sup>th</sup> April, 2023

Dated: Misamas-Pangje



(P R NADKARNI)

  
Principal  
Vidya Bharti's  
SHREE GANESH HIGHER SECONDARY SCHOOL  
Ganeshpuri, Mhapsa  
Bardesh - Goa 403 507

  
Mr. Praveer Navik  
Principal  
Saraswati Vidyalaya  
P. Colapalkar Higher  
Sec. School  
Mafusa Poo

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(c) Mr. P R Nadkarni, Mobile:- 9326139252. Email: prnadkarni@gmail.com

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