Administrative Audit for the Academic Year 2024-2025

Section	Items	Observation
Registrar Office	Name of the University	
	Name of the Head of the University	
	Designation of the Head	
	Contact details of the University	
	Contact details of the Head	
	Contact details of the IQAC Director	
	Date of establishment	
	Date of Recognition by UGC under section 2f	
	All Committees of the University	
	Programmes Offered (School wise details with programme code)	**Annexure-1**
	Number of students on rolls during year 2024-25	**Annexure-2**
	Number of sanctioned posts during the year 2024-25	**Annexture -3**
	Number of seats filled against seats reserved for various categories as per applicable reservation policy during the year	**Annexture -4**
	Student enrollment pattern and student profile to demonstrate national/international spread of enrolled students from other states and countries	**Annexture -5**
	Number of students benefited by scholarships /free-ships / fee-waivers by Government / Non-Governmental agencies / Institution during the year	**Annexture -6**
	Faculties (Name and Designation School wise) Total Number of Teaching, Non-Teaching Staff and Students	
Exam Cell	Record of Board of Examination Meeting	
	Exam calendar	
	Records of conducted examinations (ESE details, records of evaluation and Award list)	
	Number of days from the date of last semester-end/ year- end examination to the date of declaration of results during the year	**Annexture -7**
	Number of student complaints / grievances about evaluation against the total number of students appeared in the examinations during the year	**Annexture -8**

	Evaluation-related Grievance Redressal mechanism followed by the Institution: **Options (**Opt one which is applicable to you)**:** 1. Double valuation/Multiple valuation with appeal process for re-totaling/revaluation and access to answer script 2. Double Valuation/Multiple valuation with appeal process for revaluation only 3. Double Valuation/Multiple valuation with appeal process for retotaling only 4. Single valuation and appeal process for revaluation 5. Grievance Redressal mechanism does not exist	Provide to the examination procedure and re-evaluation procedure developed by the Institution and duly hosted in the Institution's website Report of the Controller of Examination/ Registrar evaluation regarding the Grievance Redressal mechanism followed by the Institution	
	Reforms in the process and procedure in the conduct of evaluation/examination; including Continuous Internal Assessment to improve the examination system.	Details of examination reforms implemented during the year in 200 words	
	Status of automation of Examination division using Examination Management System (EMS) along with approved online Examination Manual Options (Choose an applicable option): 1. Complete automation of entire division & implementation of Examination Management System (EMS) 2. Student registration, hall ticket issue & result processing 3. Student registration and result processing 4. Result processing 5. Manual methodology	Provide Updated documents	
	Pass percentage of final year students in the year	**Annexture -9**	
	Record of Result Analysis School wise		
	Minutes of meetings convened		
	University Exam Management System		
HR Office			
Account Office	Financial Audit		
	Record of Salary Bills, 16A forms, ITR reports		
	Facility of E-Finance Management		
Computer Centre	Record of Maintenance		
	List of Inventory		
	Log Books Records		

Library	Record of Books with purchase bills	
	Stock Maintenance	
	Book Issuing Record	**Annexure-3**
	E-Library details	
	Methodology of Disposing Books	
	E-Resources provided by the library	