

ADMINISTRATIVE AUDIT REPORT 2018-2023



Internal Quality Assurance Cell

RAMA DEVI WOMEN'S UNIVERSITY

Vidya Vihar, Bhubaneswar-751022, Odisha

E-mail: igac@rdwu.ac.in, Website: <https://rdwu.ac.in>


Director IQAC
Rama Devi Women's University
Bhubaneswar


Registrar
RD Women's University
Bhubaneswar

CERTIFICATE

This to certify that Administrative Audit of the University was done to evaluate the assets and process of functioning of Rama Devi Women's University over a period of five years, 2018-2023. Individual year wise complete report along with related documents (2018-19, 2019-20, 2020-21, 2021-22 and 2022-23) with analyzed data, action taken reports, with incremental data analysis and recommendations are included in this report.

Internal Audit Members

Signature

1. **Dr. Dillip Kumar Bishi,**
Deputy Registrar, Establishment
Rama Devi Women's University,
Bhubaneswar
2. **Mr. Suprit Panigrahi,**
Deputy Controller of Examination,
Rama Devi Women's University,
Bhubaneswar
3. **Dr. Subhasmita Khuntia,**
Assistant Professor, Political Science
Rama Devi Women's University,
Bhubaneswar

Dillip Kumar Bishi

Suprit Panigrahi

Subhasmita Khuntia

External Audit Members

1. **Prof. Sudhakar Patra,**
Professor and Head, Department of Economics
Dean, School of Humanities and Social Sciences,
Berhampur University, Berhampur, Odisha
2. **Dr. Kahnu Charan Dhir, OAS (SAG)**
Registrar, Utkal University,
Vani Vihar, Bhubaneswar

Sudhakar Patra

Kahnu Charan Dhir
Registrar
Utkal University
Vani Vihar, Bhubaneswar-4


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PREFACE

Rama Devi Women's University aims to ensure maintenance and improvements of quality education imparted to girl students with employability goals and in this regard administrative audit intends to monitor the efficacy and effectiveness of the University operation as a whole. Administrative Audit will help the University match all of its initiatives with the accomplishment of its strategic aims. Main objective of the administrative audit is to ascertain the presence and adequacy of quality assurance procedures, their applicability and effectiveness in guaranteeing quality of inputs, processes and outputs. Administrative audit at RDWU is being conducted to review the effectiveness of the systems, infrastructure, practices, HR and facilities in the practice of the institution.

Functioning of the Administrative Audit:

1. The University shall perform an Administrative Audit once a year at the conclusion of the academic year.
2. In June or July, the audit team will visit the institute or department and submit a thorough report to IQAC cell.
3. The IQAC will include the report of the administrative audit in their upcoming meeting.

Audit Committee Structure:

A committee will be appointed by the Registrar, Rama Devi Women's University having tenure for that specific year. The committee will consist of

1. Three Internal Members
 - a. Deputy Registrar (Establishment)- Coordinator
 - b. Deputy Controller of Examination- Member
 - c. Faculty of the University- Member
2. Two External Members
 - a. Present Syndicate Member of the University
 - b. Present / Retired Registrar / Administrative head of a State University

2- ACTION TAKEN REPORT FOR ADMINISTRATIVE AUDIT **2018-19**

The meeting for the approval of action taken initiative by the administration for the year 2018-19 has been conducted on dt.11-01-2020.

The resolutions are as follows.

1. The administrative audit of all the offices & UG and PG departments of the University was conducted for the session 2018-2019 from 14th -24th March 2019 by the following members:

- Dr. Dillip Kumar Bishi, Deputy Registrar, Establishment, RDWU
- Mr. Suprit Panigrahi, Deputy Controller of Examination, RDWU
- Prof. Ranjan Kumar Bal, Syndicate Member, RDWU
- Dr. Bibudhendu Pati, Coordinator, IQAC

2. The audit committee has Verified the audit report, studied the observations and compiled the action taken report for the year 2018-19.

Observation	Recommendation	Action taken
<ul style="list-style-type: none"> • Lack of Staff (Regular & Non-Teaching) • Obsolete Hardware • No proper room allotted for Staff and Certain Offices. • No regular Staff in Administrative Positions. • Performance appraisal of teaching and non-teaching staff to be updated. • Service books are not updated. 	<ul style="list-style-type: none"> • File docketing and file movement register must be done in proper format. • Manpower support needs to be improved. • Insufficient space, lack of computers and lack of DEOs are to be addressed. • Appropriate CCR format to be developed • Grievance management cell and a helpdesk needs to be created • There should be regular meeting of the CDC with affiliated colleges from time to time. • A Regular CoF posting should be done by Govt. University officials need to initiate works in this regard. • Consolidation of offices (CoF Office, Account Section and Cash Section) is needed. • Proper storage and 	<ul style="list-style-type: none"> • Major staff recruitment was held in this year wherein 31 regular faculties joined under various disciplines. • Modernisation of classrooms was taken up after receiving funds for the same from Dept. of Higher Education, Govt. of Odisha. • Procurement of equipment for setting up of a well-equipped computer lab was started by the university. • Appropriate CCR format was developed. • Service books were opened. • 3 Nos. of MOUs were signed with Centurion University of Technology, Institute of Life Science (ILS) ,Bhubaneswar and Central Institute of Freshwater Aquaculture (CIFA),Bhubaneswar • All audit Process has been conducted for ensuring quality for this session.

	<p>disposal of answer scripts and exam scripts should be made.</p> <ul style="list-style-type: none"> • Dedicated room for maintaining and storing confidential materials needs to be there. • A warden office and dedicated staff to be kept for addressing queries. • New hostel seats have to be created to meet the increased demand for boarding. • Outsourcing and a common kitchen for hostel are required. • Dedicated sports budget needs to be set up so as to create new sports infrastructure. • Proper playground with dedicated sporting facilities for girls needs to be set up. • A new building to accommodate the growing needs of the University is to made functional. • IT professional and specialised library staff are required. • New permanent librarian to be appointed. • Subscription to the latest journals and magazines needs to be initiated. 	
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Dilip Kumar Bishu

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Bibudherdu Pati
Coordinator, IQAC
Rama Devi Women's University
Bhubaneswar

Shapaha
Registrar
RD Women's University
Bhubaneswar

- IQAC related activities should be documented and maintained properly with file coding and indexing.

12. Library

Observations

- Regular librarian and library staffs not available, being managed by contractual/outsourced staffs
- Indexing register should also be in soft copy and online maintenance suggested.
- Training programmes on e-resource facility and various journals books should be conducted for faculties and research scholars.
- Plagiarism-check facility (Turnitin) is available but not adequately accessed by users.
- Lack of latest subject-specific books.
- No facility for visually-challenged students.

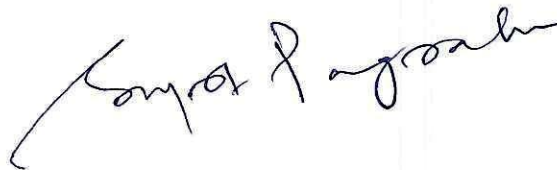
Recommendations

- Regular Librarian, library assistants and attendants need to be recruited.
- Coding and indexing of files should be done properly.
- Digitalisation of books and CCTV surveillance need to be adopted.

Dr. Dillip Kumar Bishi



Mr. Suprit Panigrahi



Coordinator, IQAC
Rama Devi Women's University
Bhubaneswar



Registrar
RD Women's University
Bhubaneswar

5. ACTION TAKEN REPORT FOR ADMINISTRATIVE AUDIT **2019-20**

The meeting for the approval of action taken initiative by the administration for the year 2019-20 has been conducted on dt.06.01.2021.

The resolutions are as follows.

1. The administrative audit of all the offices & UG and PG departments of the University was conducted for the session 2019-20 from 3rd-11th August 2020 by the following members:

- Dr. Dillip Kumar Bishi, Deputy Registrar, Establishment, RDWU
- Mr. Suprit Panigrahi, Deputy Controller of Examination, RDWU
- Prof. Ranjan Kumar Bal, Syndicate Member, RDWU
- Dr. Debabala Swain, Coordinator, IQAC

2. The audit committee has Verified the audit report, studied the observations and compiled the action taken report for the year 2019-20.

Observation	Recommendation	Action taken
<ul style="list-style-type: none"> • Insufficient Non-Teaching Staffs • Inadequate Infrastructure • Non-availability of email ID for Official Correspondence • No Strong Room for storing confidential information. • No dedicated rooms allotted for Sports Council, Warden etc. • No staff recruited as regular PET, Librarian etc. 	<ul style="list-style-type: none"> • Grievance Redressal register should be maintained • A request letter may be sent to government to recruit more non-teaching staffs on an urgent basis • There should be proper indexing, coding and sorting of files. • Training/awareness Programmes should be organised for newly recruited faculties regarding financial, academic and leave rules. 	<ul style="list-style-type: none"> • Biometric machines were installed to maintain transparency in attendance of staff. • More Guest faculty were included to compensate for the lack of regular staff. • Internal Road construction was taken up by the university administration. • Construction of Xerox rooms for students was started by the university. • Skill Development training was started for the undergraduate students in the newly developed Centre for Skill Development • Classroom Modernisation was continuing in full swing in which existing rooms were upgraded with new smart class systems.

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| | <ul style="list-style-type: none"> • An online mode of admission should be adopted for fair and fast processing of applications for selection and merit list preparation. • Adequate regular staffs (including a section officer) should be appointed with better infrastructures (updated computers, multipurpose printers etc.) along with one more each of group C and group D employee. • Department-wise bank accounts should be maintained for proper accounting and decentralization. • A database (both hardcopy and soft copy) containing current e-mails and phone numbers of principals and IQAC coordinators of affiliated colleges should be maintained. • More meetings with the affiliated college authorities should be conducted more often for making them aware of | <ul style="list-style-type: none"> • Computer Labs under the Computer Science Department was set up. • Administrative building became functional and dedicated offices of higher officials were set up. • 3 Nos. of MOUs were signed with Kalinga International Foundation, Miranda House, Delhi and SNDT Women's University, Maharashtra. • All audit Process has been conducted for ensuring quality for this session. |
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	<p>NAAC accreditation and other activities as mandated by DHE, Govt. of Odisha.</p> <ul style="list-style-type: none"> • A digitized HRMS platform may be adopted for salary preparation, increment and other financial activities. • Requisition should be sent to government to appoint a regular CoE, section officers and assistants. • A strong room with CCTV surveillance for confidential materials needs to be implemented • Financial Audit may be initiated. • An office designated for DSW is highly necessary with basic infrastructures. • Common kitchen facility should be implemented for hostels. • Regular, specialised coach should be appointed. • Experienced PET should be recruited. • A regular NSS Programmer needs to be appointed. 	
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	<ul style="list-style-type: none"> • Satisfaction survey of students, staff and faculty to be conducted annually. • IQAC related activities should be documented and maintained properly with file coding and indexing. • Regular Librarian, library assistants and attendants need to be recruited. 	
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Dilip Kumar Bishui

Sanjay Patra

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Coordinator, IQAC
 Rama Devi Women's University
 Bhubaneswar

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Registrar
 RD Women's University
 Bhubaneswar

11. IQAC Cell

Observations

- No proper office and infrastructure, inadequate supportive staffs
- Improper filing, coding and indexing
- Lack of assistant staffs

Recommendations

- A designated office with adequate infrastructure and supporting staffs is required
- Satisfaction survey of students, staff and faculty to be conducted annually
- IQAC related activities should be documented and maintained properly with file coding and indexing

12. Library

Observations

- Regular librarian and library staffs not available, being managed by contractual/outsourced staffs.
- Lack of latest subject-specific books .
- Footfall has decreased in the library owing to COVID 19 restrictions.
- Proper COVID 19 safety measures are in place.
- Less facility for visually-challenged students.

Recommendations

- Recruitment of staffs as against official vacancy must be made.
- New titles should be procured.
- Library Digitisation should be implemented as soon as possible.
- Better provisions should be made for visually impaired students.

Dr. Dillip Kumar Bishi



Mr. Suprit Panigrahi



Director IQAC
Rama Devi Women's University
Bhubaneswar

7. ACTION TAKEN REPORT FOR ADMINISTRATIVE AUDIT **2020-21**

The meeting for the approval of action taken initiative by the administration for the year 2020-21 has been conducted on dt.07.02.2022.

The resolutions are as follows.

1. The administrative audit of all the offices & UG and PG departments of the University was conducted for the session 2020-21 from 5th -14th July 2021 by the following members:

- Dr. Dillip Kumar Bishi, Asst. Professor of Bio-technology, RDWU
- Mr. Suprit Panigrahi, Asst. Professor of Gender Studies, RDWU
- Prof. Ranjan Kumar Bal, Retired Professor of Commerce
- Prof. Chandi Charan Rath, Director, IQAC

2. The audit committee has Verified the audit report, studied the observations and compiled the action taken report for the year 2020-21.

Observation	Recommendation	Action taken
<ul style="list-style-type: none"> • No proper setup for virtual meeting is in place, as meetings are conducted regularly in Virtual mode. • COIVD 19 restrictions have made several delays in academic and administrative fronts. • Staff shortage and lack of infrastructure have had a crippling effect. • University has adopted a virtual style of work in COVID pandemic, has adopted newer innovative measures in conduct of exams and administrative work. 	<ul style="list-style-type: none"> • Virtual Board room required for meetings. • Grievance Redressal register should be maintained. • E-office implementation should be started in the office so as to manage exigencies • A committee may be constituted for disposal of obsolete items at various offices and departments. • Lack of Wi-Fi has made virtual meetings quite an arduous task at hand. • Measures to be taken up by the university to 	<ul style="list-style-type: none"> • Repair and Renovation work started in the previous year i.e., 2019-2020 have been delayed due to non-availability of workers due to COVID 19 pandemic. • Personal files of newly joined University faculties are opened and docketed. • Local fund audit for the financial year 2015-16, 2016-17, 2017-18, 2018-19,2019-20 was conducted and report was submitted. • All audit Process has been conducted for ensuring quality for this session.

<ul style="list-style-type: none"> • No hostel provision for Ph.D and Research scholar • No staff quarter for teaching and non-teaching staff members 	<ul style="list-style-type: none"> • conduct online exams whenever need arises. • Financial audit need to be initiated. • Official room for DSW is highly necessary with basic infrastructures • Students can be accommodated in the hostel on partial basis by following COIVD 19 regulations as directed by the Government. • Supportive staffs (Group-C and Group D) for NSS • Recruitment of staffs as against official vacancy must be made. • New titles should be procured. • Library Digitisation should be implemented as soon as possible. • Better provisions should be made for visually impaired students. 	
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Dillip Kumar Bishoi

Soyat P. J. Singh

D. D. D.


Director IQAC
 Rama Devi Women's University
 Bhubaneswar

Shapaba
Registrar
 RD Women's University
 Bhubaneswar

Acharya
Vice Chancellor

14. Library

Observations

- Automation (RFID), Internet Connectivity, CCTV Surveillance, e-resources facilities etc., are made available successfully.
- Training programmes have been conducted for creating awareness about e-resources for faculty, research scholar, UG and PG students as per the requirement.
- Intimation of the webinar to faculty and students is being timely made.
- Plagiarism-check facility is available.
- Lack of latest subject-based books.
- Access to the digital journal and magazines is very poor.
- Shortage of manpower.
- Library assistants for helping visually challenged students are not available.
- No regular staff.

Recommendations

- IT professional and specialised library staff are required.
- Backlogs need to be updated.
- Full-fledged accessibility of all floors needs to be done.
- Subscription of digital journals and e-resources and Jstor should be enhanced.
- Digitalisation of books needed.

Dr. Dillip Kumar Bishi, Convener



Mr. Suprit Panigrahi, Member



Dr. Subhasmita Khuntia, Member




Registrar
RD Women's University
Bhubaneswar


Director IQAC
Rama Devi Women's University
Bhubaneswar

9. ACTION TAKEN REPORT FOR ADMINISTRATIVE AUDIT

2021-22

The meeting for the approval of action taken initiative by the administration for the year 2021-22 has been conducted on dt.19.12.2022.

The resolutions are as follows.

1. The administrative audit of all the offices & UG and PG departments of the University was conducted for the session 2021-22 from 16th -23rd July 2022 by the following members:

- Dr. Dillip Kumar Bishi, Deputy Registrar, Establishment, RDWU
- Mr. Suprit Panigrahi, Deputy Controller of Examination, RDWU
- Prof. Ranjan Kumar Bal, Syndicate Member, RDWU
- Prof. Chandi Charan Rath, Director IQAC, RDWU

2. The audit committee has Verified the audit report, studied the observations and compiled the action taken report for the year 2021-22.

Observation	Recommendation	Action taken
<ul style="list-style-type: none">• Need of E-office for smooth movement of files• Lack of ID Cards for all employees• Lack of Efficient hardware in offices• No dedicated Section officers in different offices of the University• Dedicated space for IQAC, IDP and NCC etc.• Library has not been automated.• Obsolete items are there in various offices and departments.	<ul style="list-style-type: none">• E-office needs to be implemented.• An entry-exit record is required at the office.• e-HRMS needs to be developed for faculties and staffs.• Automation is needed in the establishment by using digital software for service books entry.• There are requirements for a security officer for campus security, a supervisor for campus supervision and a development officer to deal with government agencies for all	<ul style="list-style-type: none">• Campus illumination work was started.• Hostel upgradation works started wherein existing Ananya Hostel was extended.• Construction works for G+3 residential building inside the campus premises was started.• Furniture procurement for the Academic and Administrative Buildings were initiated under the RUSA scheme.• Process for Library upgradation was initiated by the University under IDP - World Bank Plan• 10 New Non-teaching staffs were appointed by SSC, Odisha

	<p>construction-related activities.</p> <ul style="list-style-type: none"> • Awareness programmes should be organised for all staff and faculties regarding financial, administrative and leave rules. • Obsolete materials needs to be identified and steps may be taken to dispose. • University should develop various policies for administrative and academic functionaries. • Green campus initiative may be taken up. • MOUs may be initiated with national and international agencies for national and global presence. • Decentralisation of academic-related activities is required. • A separate administration department is required for the smooth disposal of grievances. • Provision for IT-based equipment should be made. • Cost-accountant is required. • Safety measures need to 	<ul style="list-style-type: none"> • Strengthening the IT infrastructure of the University exam section was initiated by the University Administration. • Increase in existing Security and Clearing staff of the University. • File scanning for e-office processing was initiated. • A hostel dedicated for Ph.D and research scholars was made functional. • Four (4) Nos. of MOUs were signed with KISS-Deemed to be University, Bhubaneswar, Inflibnet Centre, Gandhi Nagar, TCIL, New Delhi And NIIT Foundation, New Delhi. • All audit Process has been conducted for ensuring quality for this session.
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be developed for cash-section.

- Store-keeping for confidential materials needs to be improved.
- Digilocker registration and ABC credit needs to be implemented.
- National-level sports team and the advisory board need to be set up.
- Provision of athletic items for physically handicapped students needs to be made.
- Experienced PET should be recruited.
- Recruitment of a permanent NSS programme coordinator should take place.
- Proper Infrastructure for counselling needs to be set up.
- A full-time psychologist should be appointed.
- CDC office needs to coordinate with UGC Cell.
- IT professional and specialised library staff are required.
- Full-fledged accessibility of all floors needs to be done.

	<ul style="list-style-type: none"> • Subscription of digital journals and e-resources and Jstor should be enhanced. • Digitalisation of books needed. 	
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Dilip Kumar Bishui

Gayatri Patra

DD

Gou
Director IQAC
 Rama Devi Women's University
 Bhubaneswar

Shekha
Registrar
 RD Women's University
 Bhubaneswar

Achoway
Vice Chancellor

		<p>Special Education, Bhubaneswar, Centre for Youth and Social Development, Bhubaneswar, Concentrix, Bhubaneswar, Bhubaneswar City Knowledge innovation Cluster Foundation, Bhubaneswar, ICAR-central Institute for Women in Agriculture(ICAR-CIWA) Bhubaneswar, GM University, Sambalpur, San Beda University, Nandi Foundation, Hyderabad.</p> <p>24. All audits have been conducted on timely basis.</p>
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Dilip Kumar Bisht *Comptroller* *D. S. Dal*

S. Mahanta
Director, IQAC
 Rama Devi Women's University
 Bhubaneswar

Shapeta
Registrar
 RD Women's University,
 Bhubaneswar

Arora
Vice Chancellor

12. CONCLUSION AND OVERALL RECOMMENDATION

The administrative audit of the University has detailed its findings, recommendations and action taken report year-wise from 2018-2023 along with incremental data analysis. Overall there is significant increase in the quality and infrastructure over a span of 05 years (2018-2023) considering the number of various government sponsored projects implemented, new buildings constructed, departments and centers upgraded, manpower engaged for campus security and surveillance, overall digitization of file processing and network connectivity in the campus. Although this is a new University with conception in 2015, there is need of significant upgradation in terms of regular teaching and non-teaching staff members, as many posts are lying vacant and run by contractual and outsourcing staff members and guest faculties. In this regard, following suggestions are recommended.

- Department of Higher Education, Government of Odisha may be requested to fill-up the vacant teaching and non-teaching posts on urgent basis.
- Awareness programmes should be organised for all staff members and faculties regarding financial, administrative and leave rules.
- Significant numbers of sports activities (in kabaddi, khokho, cricket and hockey) is being attended by students. Inter-University and Intra-University Women's Hockey tournament organized by sports council of RDWU and such activities should be fostered to bring laurel to the university.
- University health centre should have dedicated medical officer and nurse for the benefit of all stakeholders and run on regular basis.
- The library is digitized with special reading corners for visually challenged girl students. More such initiatives should be taken for the benefits of students.
- University has opened up a bank extension counter, a canteen and shopping complex for the benefit of stake holders. A centralized kitchen for hostel inmates should be implemented.
- More women-centric schemes sponsored by National and State government should be implemented to make it one of the best Women's University in the country.