



Janata Shikshan Prasarak Mandal's  
**Marutraoji Ghule Patil Art's ,Commerce and  
Science College,Ahmednagar**

**INTERNAL QUALITY ASSURANCE CELL**

**OFFICE ADMINISTRATION AUDITS CHEAKLIST**

The Internal Administrative Audit – 20 .....of all sections of MGP college was conducted on / / by different committees approved by the Competent Authority. The summarised report of audit of all sections is given below:

Office Administration process includes the following activities	Remarks
Inward and Outward of Letters	
Collection and Deposit of Fees	
Staff leave/permission	
Payments	
Housekeeping/Cleanliness	
Maintenance of Photocopying Machine	
Furniture Stock Verification	
Key management	
<b>Receipt and Dispatch of Letters</b>	<b>Remarks</b>
Office maintains register for inward and outward of the letter correspondence	
Reply to AICTE, letters is done as per Principal's instructions.	
Reply to Sanstha office letters is done as per Principal's instructions.	
Reply to University office letters is done as per Principal's instructions.	
<b>Collection of fees</b>	
Students admission fees (only for all year students-UG )	
Examination fees (semester wise fees-UG	
Transportation fees	
Brakeage fee (example Lab equipment's)	
Fees for value added courses/ Paneity	

<b>Staff Leave/Permission Process</b>	<b>Remarks</b>
Staff Leave/Permission Casual Leave	
Special Casual Leave:	
Medical Leave:	
Maternity Leave:	
Vacation Leave	
On-duty Leave	
Reliving of Staff Records	
Payments records	

<b>House Keeping/Cleanliness</b>	<b>Remarks</b>
Housekeeping/cleaning is done in the following areas daily once.	
All Toilets	
All Class Rooms/Labs/workshops/office/Principal room	
Entrance and Walk way	
Open area/gardening	
Records of housekeeping maintained by the House keeping In-charge	
<b>Maintenance of Photo copying machine</b>	
<b>Annual furniture stock verification</b>	
<b>ADMISSION PROCESS</b>	
Procedure manual and committee	
admission through government quota	
admission through management quota	
storage, control of student original certificates by the administrative office	
<b>ACADEMIC PROCESS</b>	
staff recruitment procedure	
yearly increments	
positions and pay scales	
<b>Benefits Extended to Faculty and Non-Teaching Staff</b>	
Employees Provident Fund (EPF).	
Group Insurance	
Free Transport.	
Incentives and Rewards	
promotional policies	
<b>Incentives policy</b>	
<b>Purchase department</b>	
Selection of suppliers and monitoring performance	
Text book publishers and stationary suppliers	
Computer, hardware/software/communication	

device/suppliers/maintenance contractors	
Value added service providers (Educational consultants/Software training/soft	
Laboratory chemical suppliers e. Furniture suppliers	
Plumbers and electrical contractors	
Vehicle service shops	
Machinery maintenance service providers	
Canteen contractors	
<b>Purchase Process</b>	
Quality Check at receipt stage and Issue of Materials	
Storage of Materials at central Stores	
Materials are stored in the central stores with proper identification.	
<b>Scholarship Record</b>	
<b>Free ship record</b>	
<b>Account Section</b>	
Financial Audit Record	
Annual Financial Audit	
Exam Financial Audit	
Various ledger maintains	
Cheque issuing register	
Bank Reconciliation	
Account software (Automation )	

Recommendation and comment

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Sr. No.	Name of Committee members	Sign.

IQAC

Vice Principal

Principal