

## INTERNAL ADMINISTRATIVE AUDIT REPORT 2021-22



St. Bede's College  
Shimla - 171002  
(UGC-NAAC "A+" Grade Re-Accredited)  
College with Potential for Excellence  
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### SCHEDULE FOR INTERNAL ADMINISTRATIVE AUDIT -2021-22

Day	Time: 10:00 a.m. onwards	Audit Teams
25 <sup>th</sup> May 2022	I. Infrastructure and Learning Resources II. Student Support III. Governance Leadership and Management	Team-1 Mrs. Anuja Sharma Mr. Anoop Dila Ms. Preeti Kaundal
25 <sup>th</sup> May 2022	IV. Audits And Quality Checks V. Rankings, Accreditations VI. Fundings VII. Campus Sustainability	Team-2 Dr. Shramja Munjal Dr. Pankaj Aashish Dr. Deepti Pajni

  
PRINCIPAL

Principal  
St. Bede's College  
Shimla - 2

➤ **Infrastructure and learning resources**

The college campus is equipped with 19 routers. Classrooms are well lit and spacious. Staffroom is well furnished with 4 computers, one scanner, one oven, 50 chairs, one notice board, two heaters, one blueboard, 22 lockers for teachers, 3 tables, one aqua guard, one almirah. The college auditorium has an advanced sound and lighting system. Seminar room has an OPS and a video conferencing camera. Canteen area is spacious and the open area outside the canteen can be modified with fibre rooftop for protection from monkeys, rain, and snow. The common room is the recreation centre with facilities for indoor games like table tennis, carrom board, chess etc. A television is also installed for the students. A yoga centre and a gymnasium equipped with cardio and workout training equipment help students and staff improve their mental and physical well-being. The ratio of toilets per students is 1:80 and construct of new toilets is under process. The Gymnasium is well furnished with all working equipment. College has the facility of Basketball and Badminton. College has a total of Eight Aqua guards (4- in college, 4-in Hostel). The college has a generator and computers having a UPS facility for the power back up There is a need to add more items to the first aid box kept in the infirmary. Hostel facility is available for the students with all amenities. Cyber has 10 computers but some of them need to be upgraded. The college has a large well stocked library with ample sitting and reading area and an Archive section comprising rare and ancient books, Infilbnet, N-list provides access to innumerable e- books and e- journals. The library has a digital resource centre with computers, printers, reprography and scanning facility for the staff and students. The library also has a book bank facility to help economically weaker students. Technology enabled rooms are allotted for counselling, research, placement and IQAC. College has a well functional examination cell. CBCS guidelines are followed as per HPU norms. All the notifications, meetings, date sheets related to examinations are properly maintained and displayed in the college. Results and other records are retained by the office. Stock registers are required to be maintained. All departments have faculty rooms, laptops and departmental libraries, for carrying out the academic work. Records of physical infrastructure are available in each department. Stock registers are annually checked.

➤ **Student Support**

Two Security guards are appointed and for CCTV surveillance f 49 CCTV cameras have been installed for the safety and security of the students and staff. The St. Bede's Student Council is elected by the student body after careful screening criteria and the student representatives are part of various societies and committees and are constantly involved in the college activities. Notices for Government and Non-Government scholarship are circulated and displayed to the students. College campus has ramp for differently abled students. College conducts value education classes (One class per week). An alumnus of the college is appointed as the counsellor, who is available three days per week. Counseling services need to be highlighted more for greater reach.

➤ **Governance leadership and management**

There is a well-defined Governing Body and for ensuring participative management for smooth functioning of the college following committees are operative purchase committee, discipline committee, internal complaint committee, library committee, student council committee, admission committee, IQAC, maintenance committee, PTA, anti-ragging committee, staff council, examination committee. Regular meetings are conducted for the smooth functioning of various activities. Minutes of the meetings are uploaded on college website. Code of conduct is uploaded on college website.

➤ **Audits and quality checks:**

- There is a well-managed ERP system to keep a record of salary of the employees, leave, admission process, fees, refund, concession, hostel data, student categories, and class wise list of students.
- The software used for finance related matters of the college are Tally, MS-Office, Campus Whiz and PFSM.
- Internal audit is done annually by a hired chartered accountant and the external audit is done by the office of the Accountant General periodically.
- Hard copies of salary sheets, various vouchers, receipts, cashbooks are available and are well maintained

➤ **Ranking and Accreditations:**

- Certificate of accreditation (3<sup>rd</sup> Cycle) by NAAC is available.
- The college has applied for NIRF Ranking, the result of which is awaited.
- To establish the Skill Lab, funding has been given by SIDBI.
- The grant received under RUSA is used as per norms.
- Remuneration to the resource persons, examinees etc. are given and the vouchers are available, and all entries are made in the cashbook.

➤ **Campus sustainability:**

- Green audit, Energy audit, Fire audit have been conducted.
- Cleanliness drive and waste segregation is done regularly
- Energy conservation measures are undertaken like LED Bulbs, solar energy, rainwater harvesting, paper recycling unit, herbal garden. All these projects are operational.
- The use of plastic is totally banned in the campus.