



Internal Administrative Audit

2024-25



INTERNAL QUALITY ASSURANCE CELL
SANGAM UNIVERSITY, BHILWARA

INTERNAL ADMINISTRATIVE AUDIT (2024-25)

Index

1	Introduction	1
2	Objectives	1
3	Process	2
4	Administrative Audit Team	3
5	Administrative Audit schedule	3
	Approval of Audit	4
6	Audit Checklist (Department-wise)	5-12
7	Internal Academic Audit Report	
	a) Consolidated Report	13-17
	b) Department-wise Reports	18-41

Sangam University, Bhilwara

INTERNAL ADMINISTRATIVE AUDIT

1. Introduction

Internal Administrative Audit is a systematic, independent and documented review of the administrative functioning of a university. It is conducted to evaluate the effectiveness, efficiency, transparency, and compliance of administrative processes with institutional policies, statutory provisions, and regulatory requirements. The audit supports good governance, risk management, and continuous improvement, and plays a vital role in strengthening institutional quality under IQAC and accreditation frameworks such as NAAC and NIRF.

2. Objectives of Internal Administrative Audit

The key objectives are to:

- Ensure compliance with university statutes, ordinances, rules, and regulatory bodies (UGC/AICTE, etc.).
- Assess efficiency and effectiveness of administrative systems and procedures.
- Strengthen internal control mechanisms and risk management.
- Promote transparency, accountability, and good governance.
- Identify gaps, weaknesses, and areas for improvement.
- Support quality assurance and continuous improvement initiatives.
- Ensure optimal utilization of human, financial, and physical resources.
- Standardize administrative practices across departments.
- Improve service delivery and stakeholder satisfaction.
- Verify proper documentation, record maintenance, and reporting.

3. Process of Internal Administrative Audit

This structured approach ensures **systematic evaluation, accountability, and continuous enhancement of administrative effectiveness** in the university.

1. Audit Planning

- Formation of audit committee
 - Preparation of audit schedule and checklist and Intimation to departments/sections
2. **Data Collection & Review**
 - Examination of documents, records (soft/hard), policies, and reports
 - Interaction with department heads and staff
 3. **Verification & Assessment**
 - Verification of compliance, procedures, and practices
 - Assessment of effectiveness, efficiency, and internal controls
 4. **Observations & Findings**
 - Identification of strengths, non-compliances, gaps, and risks
 - Recording of audit observations
 5. **Recommendations**
 - Suggestion of corrective and preventive actions
 - Best practice recommendations for improvement
 6. **Audit Report Submission**
 - Preparation and submission of audit report to competent authority
 7. **Action Taken Report (ATR) & Follow-up**
 - Submission of ATR by concerned departments
 - Review and monitoring for implementation and continuous improvement



4. INTERNAL ADMINISTRATIVE AUDIT COMMITTEE

Team-A	Team -B
Prof.(Dr.) Preeti Mehta [Director IQAC]	Prof. (Dr.) Rakesh Bhandari, [COE]
Mr. Rajveer Singh [Asth. Registrar] Ms Payal Negi [HR]	Dr. Deepak Kabra [Dy. Director IQAC]

5. SCHEDULE**Time: 3:00 PM to 5:00 PM**

S.No.	Department	Date	Team
1	HR	3-12-2025	A
2	IT Department	3-12-2025	B
3	Examination	10-12-2025	A
4	Student Section	10-12-2025	B
5	Research Cell	09-12-2025	A
6	Asth. Registrar Office	5-12-2025	B
7	T & P Cell	8-12-2025	A
8	Library	8-12-2025	B
9	Store	9-12-2025	B
10	Nursing PHC	9-12-2025	A
11	Fire & Safety		

Sangam University
Internal Quality Assurance Cell

SU/IQAC/2025/

27-11-2025

Office Order

In pursuance to direction from Hon'ble President Sir and Registrar Sir, the Sangam University IQAC is going to conduct Internal Administrative Audit.

It is directed to provide necessary information and documents to Audit team in the provided formats. The formats are communicated in previous mail dated on 19 Nov 2025. All concerned officials are directed to have required audit information of session 2024-2025 (Odd and Even Semester) in Google drive and share the same to IQAC.

INTERNAL ADMINISTRATIVE AUDIT SCHEDULE

Team-A	Team -B
Prof.(Dr.) Preeti Mehta	Prof. (Dr.) Rakesh Bhandari
Mr. Rajveer Singh	Dr. Deepak Kabra

Time: 3:00 PM to 5:00 PM

S.No.	Department	Date	Team
1	HR	3-12-2025	A
2	IT Department	3-12-2025	B
3	Examination	10-12-2025	A
4	Student Section	10-12-2025	B
5	Research Cell	4-12-2025 09/12/2025	A
6	Astt. Registrar Office	5-12-2025	B
7	T & P Cell	8-12-2025	A
8	Library	8-12-2025	B
9	Store	9-12-2025	B
10	Nursing PHC	9-12-2025	A
11	Fire & Safety		


Prof. (Dr.) Preeti Mehta
Director IQAC

For kind approval


Registrar
29/11/25


Pro President
20/11/25


President

6. CHECKLIST**1. . Department: HR**

S. No.	Particulars	Ref. File / Folder No.
1.	HR Manual	SU/HR/01
2.	Process of Recruitment of Staff <ul style="list-style-type: none"> • Requirement of Faculty from respective Department • Post Advertisement in Newspaper/ Website • CV Shortlist • Selection Committee for recruitment • Interview Process Online/Offline • Finalization: 1. Demo 2. Recommendation & Approval • Appointment (1 year Probation period) • Final approval by academic Council 	SU/HR/02
3.	Faculty & Staff Appraisals : Process, Records [PMS]	SU/HR/03
4.	Records of all faculty and staff (Personal File): Appointment Letter, CV, Experience, Academic Credentials, IDs (Adhar ID, PAN Card): Personal File	SU/HR/04
5.	Career Advancement Scheme and Process [CAS]	SU/HR/05
6.	Leave Rules (CL/PL/AL/..)	SU/HR/06
7.	Record of Time Sheet/ Attendance - ERP	SU/HR/07
8.	Record of Faculty left & Joined HR/RO reported to AC	SU/HR/08

2. Department: Assistant Registrar Office

S. No.	Particulars	Ref. File / Folder No.
1.	Record of Approvals & Recognitions: UGC, SU Act, PCI, BCI, GNM, Nursing, NAAC Accreditation. ISO Certification	SU/RO/01
2.	Process & Record of Meeting with BOM (Circular, Agenda Points, MOM, ATR)	SU/RO/02
3.	Process & Record of Academic Council Meeting: (Circular, Agenda Points, MOM, ATR)	SU/RO/03
4.	Process & Record of BOS of various School every semester	SU/RO/04
5.	Format & Record of Circulars	SU/RO/05
6.	Process & Record of MOUs	SU/RO/06
7.	Record of Agenda & Minutes of Meetings <ul style="list-style-type: none"> • VC with Deans & HOD/ Staff • Various Committees 	SU/RO/07
8.	Annual Report of SU	SU/RO/08
9.	AISHE Data submission report	SU/RO/09

3. Department: IT Department

S. No.	Particulars	Ref. File / Folder No.
1.	Stock Register Equipments, Software, Hardware purchase]	SU/IT/01
2.	Repair Maintenance Record	SU/IT/02
3.	Wifi / Network management	SU/IT/03
4.	E- Waste management	SU/IT/04
5.	Website Development & Updation	SU/IT/05
6.	Social Media Marketing	SU/IT/06

7.	ERP management	SU/IT/07
----	----------------	----------

4. Department: Examination Cell

S. No.	Particulars	Ref. File / Folder No.
1.	Exam Manual/ Ordinance	SU/EX/01
2.	Examination Conduction Process	SU/EX/02
3.	Annual Examination Calendar	SU/EX/03
4.	Format & Record of Duty roster in exam	SU/EX/04
5.	Record of MID & END Term Exams both the semesters 2024-25	SU/EX/05
6.	Process and Record of Exam Paper Setting: 3 Sets of Q.papers, External Q.Papers setters, Moderation process	SU/EX/06
7.	Format and Process for Result Analysis [Marksheet, TR Report] and moderation	SU/EX/07
8.	Result declaration Process & record	SU/EX/ 08
9.	Back Exam Process and Record	SU/EX/ 09
10.	Format & Record of Back Exam	SU/EX/ 10
11.	Student Grievances regarding exam [Process and action taken]	SU/EX/ 11
12.	Record of Degrees & Convocation	SU/EX/12

5. . Department: Research Cell

S. No.	Particulars	Ref. File / Folder No.
1.	Research Manual	SU/RC/ 01
2.	Format & Process of Research Scholars Enrollment	SU/RC/ 02
3.	Record of Research Cell Entrance Exam Notification/ Advertisement	SU/RC/ 03

4.	R & D Activity Calendar	SU/RC/ 04
5.	Record of Research Scholars	SU/RC/ 05
6.	Record of Ph. D. Guides	SU/RC/ 06
7.	Format & Process of External Co Guide	SU/RC/ 07
8.	Format & Process of External Examiner	SU/RC/ 08
9.	Record of Ph.D. Awardees	SU/RC/ 09
10.	Record of Research Promotion Schemes & Approvals	SU/RC/ 10
11.	Record of Project & Consultancy	SU/RC/ 11
12.	Process & Record of Research Scholarship	SU/RC/ 12
13.	Process & Record of Research Incentives	SU/RC/ 13
14.	Research Advisory Committee and MOM	SU/RC/14

6. Department: Training & Placement Cell

S. No.	Particulars	Ref. File / Folder No.
1.	List of Placement /Internship companies	SU/TP/01
2.	Process of internship	SU/TP/02
3.	Record of Internship	SU/TP/03
4.	Process of Placement	SU/TP/04
5.	Record of Pre Placement Activities	SU/TP/05
6.	Record of Placement Drives	SU/TP/06
7.	Record of Placed Students	SU/TP/07
8.	Feedback from Industries	SU/TP/08

Alumni Cell

S. No.	Particulars	Ref. File / Folder No.
--------	-------------	------------------------

1.	Alumni Association details and Registration Process	SU/AL/01
2.	Alumni Record	SU/AL/02
3.	Alumni Fund	SU/AL/03
4.	Feedback from & Alumni	SU/AL/04
5.	Record of Alumni Activities	SU/AL/05

7. Department: Student Section

S. No.	Particulars	Ref. File / Folder No.
1.	Admission Form [Filled]	SU/SS/01
2.	Check List of Documents Required to be taken from students: Personal File of student	SU/SS/02
3.	Format & Record of admitted & Pass out students	SU/SS/03
4.	Format & Record of Admit Card of Students	SU/SS/04
5.	Format & Record of Character & Migration Certificate for student	SU/SS/05
6.	Format & Record of Scholarships (Govt. and SU Scholarship)	SU/SS/07
7.	Integration of ERP & Student Section	

8. Department: Store & Purchase Department

S. No.	Particulars	Ref. File / Folder No.
1.	Format & Process of Purchase	SU/SP/01
2.	Approved Vendor List	SU/SP/02
3.	Format and Records of Purchase Order	SU/SP/03

4.	Record of Maintenance of equipments	SU/SP/04
5.	Record of Purchase	SU/SP/05

9. Department: Fire & Safety Department

S. No.	Particulars	Ref. File / Folder No.
1	Record of Safety/Security measures	SU/FS/01
2	Emergency Response Plan	SU/FS/02
3	Mock Drill	SU/FS/03

10. Department: Nursing Facility: PHC

S. No.	Particulars
1	<p>Infrastructure & Equipment</p> <ul style="list-style-type: none"> • First Aid Kits • Examination bed • Blood pressure apparatus • Digital thermometer, pulse oximeter • Glucometer (if applicable) • Essential medicines stock • Wheelchair (if available) • Clean and sanitized room environment
2	<p>Documentation for Audit</p> <ul style="list-style-type: none"> <input type="checkbox"/> Daily patient register <input type="checkbox"/> Stock register of medicines <input type="checkbox"/> Purchase records of medical supplies <input type="checkbox"/> Maintenance log of equipment <input type="checkbox"/> Emergency referral records <input type="checkbox"/> First Aid Kit replenishment record <input type="checkbox"/> Any compliance report related to health facilities
3	Emergency contact numbers displayed

11. Department: Central Library

S. No.	Particulars
1.	<p>A. Physical Infrastructure</p> <ul style="list-style-type: none"> • Total area of the library (floor-wise details) • Reading hall seating capacity • Dedicated sections: <ul style="list-style-type: none"> ○ Circulation Section ○ Reference Section ○ Periodicals Section ○ Digital Library / E-Resource Center ○ Book Bank ○ Research/Thesis Section ○ Competitive Exam Corner (if available) ○ Newspaper & Magazine Section • CCTV facility records • Fire safety equipment availability • Internet/Wi-Fi facility details • Number of computers for users and staff
2	<p>Library Services</p> <ul style="list-style-type: none"> • Book borrowing/return (circulation) services • Reference and research support services • Digital library services (NPTEL, SWAYAM, DELNET, Shodhganga, e-books, e-journals, etc.) • Reprography/printing facility (if available) • OPAC / Web-OPAC system • Library orientation programs for students • Extended hours during exams, Hostlers
3	<p>Administrative & Policy Documents</p> <ul style="list-style-type: none"> • Library Advisory Committee minutes • Library Rules and Regulations • Stock Verification Reports (Physical & Digital) • Accession Register (Physical Books) • Gifted/Donated Books Record • Library Budget Allocation & Expenditure Records
4	<p>Collection Records</p> <ul style="list-style-type: none"> • Accession Registers (Books) • Journal/Periodical Subscription Register • E-Resources Subscription Records (INFLIBNET/N-LIST, DELNET, etc.)

	<ul style="list-style-type: none"> • Daily Newspaper Register • Book Bank Record • Thesis/Dissertation Register • Digital Resource Usage Statistics
4	<p>User Records</p> <ul style="list-style-type: none"> • Student & Faculty Membership Register • Issue/Return Register (manual) and LMS reports • Visitor Register • Gate Entry Register (manual/biometric)
5	<p>Technical Records</p> <ul style="list-style-type: none"> • Cataloguing Records (Classified & Catalogued as per DDC/UDC) • Shelf List Register • Barcode/Labeling Record • Vendor details & purchase invoices • Library Software/LMS license and renewal proofs
6	<p>Digital Library Records</p> <ul style="list-style-type: none"> • E-resources subscription proof • Download/usage statistics • Plagiarism checking records (if applicable) • Digital repository/Institutional Repository backups • Computer maintenance and AMC files
7	<p>Staff Records</p> <ul style="list-style-type: none"> • List of Library Staff with qualifications • Duty roster / working hour allocation • Training & FDP participation documents

Sangam University, Bhilwara
Internal Quality Assurance Cell (IQAC)

18-12-2025

Consolidated Internal Administrative Audit Report -2025

The Internal Administrative Audit 2025 was conducted to evaluate the effectiveness, efficiency, and compliance of administrative processes across various departments of Sangam University. The audit aimed to identify good practices, gaps, and areas for improvement in alignment with institutional objectives and quality benchmarks.

1. Scope of Audit

The audit covered the following departments/cells:

1. Human Resource (HR)
2. Information Technology (IT)
3. Registrar Office
4. Training & Placement Cell and Alumni Cell
5. Library
6. Examination Section
7. Research Cell
8. Store
9. Primary Health Centre (PHC)
10. Fire & Safety
11. Student Section

2. Audit Methodology

The audit was conducted through:

- Verification of records (soft and hard copies)
- Interaction with departmental heads and staff
- Review of policies, registers, reports, and compliance documents
- Observation-based assessment against standard administrative practices

4. Key Strengths Observed

- Most departments maintain essential records and documentation in a systematic manner.
- Defined processes exist for core administrative functions.
- Active involvement of departmental heads in compliance and coordination.
- Student-centric services are operational in the Student Section, Examination, Library, and PHC.
- IT infrastructure and digital support systems are functional and supportive of academic and administrative needs.

5. Observations and Areas for improvement

- Records are generally maintained; however, periodic updating and uniform formats are required across departments.
- Some policies and SOPs need formal approval, circulation, and periodic review.
- Safety & Emergency Preparedness: Irregular mock drills and equipment expiry monitoring, Safety risks during emergencies, Safety-related measures such as fire extinguishers and mock drills require regular monitoring and documentation.
- Inter-departmental coordination can be further strengthened, especially between Registrar Office, Student Section, and Examination Section.
- IT Security & Data Backup : Limited cyber security documentation and user awareness, Risk to data integrity and confidentiality, Cyber-security policy, regular backups, staff training, IT documentation require strengthening
- Limited structured training for administrative staff, Regular training and exposure programs for them.

6. Recommendations

1. **Standardization of Documentation:** Develop uniform formats for registers, reports, and files across all administrative units.
2. **Policy Review and Approval:** Ensure all administrative policies, SOPs, and guidelines are formally approved, communicated, and reviewed annually.
3. **Capacity Building:** Organize periodic training programs for administrative staff on record management, digital tools, and compliance requirements.

4. Safety and Security Measures:

- Conduct regular fire safety audits, mock drills, and equipment checks.
- Maintain updated emergency response plans with clear roles and responsibilities.

5. Digitization and Data Management:

- Enhance digitization of records and ensure regular data backup.
- Strengthen IT security protocols and user awareness.

6. Monitoring and Review:

- IQAC may monitor the implementation of audit recommendations through periodic reviews.
- Action Taken Reports (ATR) should be prepared by each department.

7. NAAC Criterion-wise Mapping of Administrative Audit

NAAC Criterion	Administrative Areas Covered	Relevance
Criterion II – Teaching-Learning & Evaluation	Examination Section, Student Records	Ensures transparent and efficient evaluation processes
Criterion III – Research, Innovations & Extension	Research Cell, IPR, Consultancy	Strengthens research governance and documentation
Criterion IV – Infrastructure & Learning Resources	Library, IT, Fire & Safety	Supports academic delivery and safety compliance
Criterion V – Student Support & Progression	Student Section, T&P Cell, Alumni, PHC	Enhances student services and progression tracking
Criterion VI – Governance, Leadership & Management	Registrar, HR, Store, Administrative SOPs	Ensures effective leadership, policy implementation, and quality assurance

8. Department-wise Observations & Action Taken Report (ATR)

S.No.	Department / Cell	Key Observations	Recommendations
1	Registrar Office	Records maintained; need better SOP documentation	Develop and circulate SOPs for key administrative processes.
2	Human Resource (HR)	Service books and attendance records maintained	Digitization of HR records and periodic performance review, Modification in PMS criteria, CAS Scheme for Non teaching staff.
3	IT Department	Functional IT infrastructure; limited cybersecurity documentation	Strengthen cybersecurity policy and data backup protocols, E waste management record
4	Training & Placement Cell	Placement data maintained; alumni engagement needs strengthening	Increase PDP, communication skills, aptitude, and interview training. Expand collaboration with core and domain-specific companies; identify target recruiters for each program and establish MoUs
5	Alumni Cell	Alumni records partially available	Regular alumni meets and contribution tracking
6	Library	Adequate resources and automation in place	Regular user orientation and e-resource training,
7	Examination Section	Examination process systematic,	Strengthen grievance redressal documentation, Integration of IT in Examination, OBE based Q.Paper formats, Uniform syllabus, nomenclature and code for same paper like EVS, Communication Skills, Basics of

			Computer application etc. running in different programs.
8	Student Section	Student services functional	Improve response time and digitized grievance handling, Scholarship records
9	Research Cell	Research records maintained	Promote funded projects, Research incentives policy approval and IPR awareness workshops, Strictly adhere to UGC guidelines in Research process: Approval of research supervisor, notifications, previous UGC compliance.
10	Store	Stock registers maintained	Periodic physical verification, digitization of records
11	Fire & Safety	Fire extinguishers available	Regular mock drills and expiry checks
12	Primary Health Centre (PHC)	Basic medical facilities available	Maintain health records and periodic health camps

9. Conclusion

The Internal Administrative Audit 2025 reflects that Sangam University has a functional and committed administrative system. With focused improvements in standardization, documentation, safety compliance, and digital governance, administrative efficiency and quality assurance can be further enhanced. The audit committee appreciates the cooperation and support extended by all departments during the audit process.

Audit Team Signature

Sangam University, Bhilwara
Internal Quality Assurance Cell
Internal Administrative Audit 2025

Department: HR Department

Date: 03-12-2025

Department Head: Ms Payal Singh Negi

Audit Team Members: Prof. Preeti Mehta, Mr. Rajveer Singh

S.No.	Document	File (Soft/ Hard)	Observation	Re commendations
1	HR Manual	SU/HR/01 Soft File	Some Modifications are still pending	Circulate soft copy of complete HR Manual to all employees including Code of Ethics, Leave Rules, and HR Policies.
2	Process of Recruitment of Staff <ul style="list-style-type: none"> · Requirement of Faculty from respective Department · Post Advertisement in Newspaper/ Website · CV Shortlist · Selection Committee for recruitment · Interview Process Online/Offline · Finalization: 1. Demo 2. Recommendation & Approval · Appointment (1 year Probation period) · Final approval by academic Council 	SU/HR/02 Soft File	<ol style="list-style-type: none"> 1. Faculty requirement submissions by Deans are not in a uniform format. 2. Post Advertisement : only on Linkden and Website fothr session 2024-25 3. Selection Committee, Selection Procedure format are defined 4. Process beyond probation period not fully documented. 5. List of Approval of Staff by AC: 2024-25 ? 	<ol style="list-style-type: none"> 1. Develop standardized format for faculty requirements across Schools. 2. As per UGC norms, vacancy advertisements should be released in reputed newspapers (at least once or twice annually). 3. Define and document continuation/confirmation process post-probation.

3	Faculty & Staff Appraisals : Process, Records [PMS]	SU/HR/03	<p>1. PMS process is defined; however, key evaluation parameters for faculty—such as student feedback, subject result analysis, and additional roles/responsibilities beyond academics—are currently not included</p> <p>Performance assessment criteria need to be updated based on the staff level, especially performance tests</p>	Modify PMS as per staff hierarchy and role-specific performance indicators.
4	Records of all faculty and staff (Personal File): Appointment Letter, CV, Experience, Academic Credentials, IDs (Adhar ID, PAN Card): Personal File	SU/HR/04	Personal File need updation of latest academic credentials, updated resume, IDs Caste certificate etc	Verification of all the records with originals, Experience certificates of other institutes
5	Career Advancement Scheme and Process [CAS]	SU/HR/05	Scheme exists as per UGC 2018 Regulations; Procedure unclear	Define the procedure clearly. Ensure verification of all applications and calculation of Research Score as per UGC-prescribed API Score guidelines.
6	Leave Rules (CL/PL/AL/..)	SU/HR/06	Mentioned in HR Manual	Circulate among faculty members
7	Record of Time Sheet/ Attendance - ERP	SU/HR/07	ERP	
8	Record of Faculty left & Joined HR/RO reported to AC	SU/HR/08	Last 5 Years Record approved by AC	Exit Feedback of Staff must be conducted before leaving

Name & Signature

Sangam University, Bhilwara
Internal Quality Assurance Cell
Internal Administrative Audit 2025

Department: Astd. Registrar Office

Date 5-12-2025

Department Head: Mr. Rajveer Singh

Audit Team Members: Prof. (Dr.) Preeti Mehta,

Ms Payal Negi

S.N.	Document	File (Soft/ Hard)	Observation of	Re commendations
1	Record of Approvals & Recognitions: UGC, SU Act, PCI, BCI, GNM, Nursing, NAAC Accreditation. ISO Certification	SU/RO/01	Records are complete and uploaded on the University website	Continue periodic review and timely updating of approvals and recognitions
2	Process & Record of Meeting with BOM (Circular, Agenda Points, MOM, ATR)	SU/RO/02	Available; last five years' records must be ensured. Any gaps should be filled as per prescribed guidelines	Minimum two BOM meetings to be conducted annually: one before the start/end of the academic session and the second prior to convocation
3	Process & Record of Academic Council Meeting: (Circular, Agenda Points, MOM, ATR)	SU/RO/03	Available; records of the last five years must be maintained for NAAC compliance	Ensure systematic documentation and availability of records for accreditation purposes
4	Process & Record of BOS of various School every semester	SU/RO/04	Not available	Conduct at least two BOS meetings annually; adopt a uniform BOS format across all Schools; collect and compile BOS records of the last five years from all School Deans

5	Format & Record of Circulars	SU/RO/05	Completed; circular register is properly maintained	Continue maintaining records in a standardized and systematic manner
6	Process & Record of MOUs	SU/RO/06	Available.	MOUs should be active, outcome-oriented, and supported by evidence of collaborative activities
7	Record of Agenda & Minutes of Meetings · VC with Deans & HOD/ Staff · Various Committees	SU/RO/07	Available; agendas, minutes, and ATRs of all committees for the last five years to be compiled	Centralize and systematically archive all meeting records for ease of audit and reference
8	student verification record	SU/RO/08	Maintained	Continue regular verification and updating of student records
9	Annual Report, AISHE Record	SU/RO/09	Completed	Ensure timely preparation, submission, and compliance with statutory requirements

Name & Signature

Sangam University, Bhilwara
Internal Quality Assurance Cell
Internal Administrative Audit 2025

Department: IT Department

Date: 03-12-2025

Department Head: Mr. Mahaveer Pareek

Audit Team Members: Prof. Rakesh Bhandari, Dr. Deepak Kabra

S.No.	Document	File (Soft/ Hard)	Observation	Re commendations
1	Stock Register Equipments, Software, Hardware purchase]	SU/IT/01	The stock register is properly maintained. Consolidated DSR and lab-wise DSR are available. The last bill/invoice is available in the DSR. Invoice records are properly maintained. Only one software was purchased this year, which is G-Star. Last year, 30 PCs were purchased with Windows installed.	
2	Repair Maintenance Record	SU/IT/02	The procedures are duly followed. Service response time is satisfactory. Records are properly maintained in the register.	Records should be maintained in Google Sheets; the average service time needs to be calculated.

3	Wifi / Network management	SU/IT/03	Total Wi-Fi user IDs: 3,054. Active users at a time: 500–600. The complete campus is connected through Wi-Fi. Wi-Fi connectivity is required in mesh areas. AMC cost per PC: ₹750. Total capacity: 300 Mbps. Average consumption is 240 Mbps, including night usage.	As per NAAC requirements, 1 Gbps bandwidth is required, and higher speed is required during daytime.
4	E- Waste management	SU/IT/04	E-waste has been disposed of only once, in accordance with the policy.	Frame the policy for E waste disposal.
5	Website Development & Updation	SU/IT/05	Information received from the Dean, Registrar's office, VC office, or the concerned department is uploaded on the website. All faculty CVs are updated on the website.	It is generally required to upload official, signed, and dated documents on letterhead from recognized governing or partnering bodies that certify the institution's status.
6	Social Media Marketing	SU/IT/06		
7	ERP management	SU/IT/07	ERP is used in Accounts, Exams, Student Attendance, HR, and Store. Overall usage is only 60%.	ERP is not used in many areas such as T&P, Payroll, Timetable, etc.

Name & Signature

Sangam University, Bhilwara
Internal Quality Assurance Cell
Internal Administrative Audit 2025

Department: Examination Cell

Date: 10-12-2025

Department Head: Prof. (Dr.) Rakesh Bhandari

Audit Team Members: Prof. (Dr.) Preeti Mehta, Ms Payal Negi

S.No.	Document	File (Soft/ Hard)	Observation	Re commendations
1	Exam Manual/ Ordinance	SU/EX/01	Prepared with revisions and submitted to the Registrar's office for BOM approval	To be uploaded on the University website after approval by competent authorities
2	Examination Conduction Process	SU/EX/02	Process is documented in the Examination Manual	
3	Annual Examination Calendar	SU/EX/03	Included in the University Academic Calendar	A separate Examination Cell calendar should be prepared, detailing all examination-related activities
4	Format & Record of Duty roster in exam	SU/EX/04	Records maintained; invigilation guidelines are available	Examination duties should be distributed uniformly; CCTV cameras must be installed in each examination room
5	Record of MID & END Term Exams both the semesters 2024-25	SU/EX/05	Records properly maintained	
6	Process and Record of Exam Paper Setting: 3 Sets of Q.papers, External Q.Papers setters, Moderation process	SU/EX/06	Since 2020–21, only one set of question papers is prepared; external question papers are selected randomly; moderation is conducted at the school level under the Dean's supervision	Minimum three sets of question papers should be prepared; at least one set for selected courses must be prepared by an external examiner

7	Format and Process for Result Analysis [Marksheet, TR Report] and moderation	SU/EX/07	TR reports are shared with Deans; result analysis is conducted at the school level	Result moderation should be completed before declaration as per committee recommendations; faculty-level result analysis should be conducted to assess faculty performance; as per CBCS, practical marks should be distributed with 70% weightage for continuous assessment and 30% for end-term practical examination
8	Result declaration Process & record	SU/EX/ 08	Process is well defined	
9	Back Exam Process and Record	SU/EX/ 09	Records are maintained	increased integration of ERP is required at various stages of the examination process
10	Format & Record of Back Exam	SU/EX/ 10	Records are maintained	
11	Student Grievances regarding exam [Process and action taken]	SU/EX/ 11	Grievances are collected and documented in hard copy; cases are resolved by the committee	Grievances should be collected through Google Forms for ease of record maintenance and tracking
12	Record of Degrees & Convocation	SU/EX/12	Records are maintained	Security features in marksheets are ensured; hologram is not required as per Examination Cell recommendation

Name & Signature

Internal Quality Assurance Cell
Internal Administrative Audit 2025

Department: Research Cell

Date 12-12-2025

Department Head: Prof. (Dr.) Vikas Somani

Available: Ms Divya, Mr. Karim

Audit Team Members: Prof. Preeti Mehta, Ms Payal Negi

S.No.	Document	File (Soft/ Hard)	Observation	Re commendations
1	Research Manual	SU/RC/ 01	Research Manual has been revised, updated, and uploaded on the University website; however, the nomenclature of the Research Advisory Committee (RAC) is mentioned under different categories without adequate justification	RAC nomenclature and categorization should be clearly defined and justified in line with UGC guidelines
2	Format & Process of Research Scholars Enrollment	SU/RC/ 02	Entrance examination and interview process is mentioned; qualifying criteria for admission are not specified	Qualifying marks/criteria for entrance examination and interview should be clearly stated in the Research Manual
3	Record of Research Cell Entrance Exam Notification/ Advertisement	SU/RC/ 03	Records are well maintained	Continue systematic documentation and digital archiving of all notifications

4	R & D Activity Calendar	SU/RC/ 04	R&D activity calendar is prepared	Research capacity-building programs, workshops on advanced research tools and techniques, and development programs for research supervisors and scholars should be incorporated into the calendar
5	Record of Research Scholars	SU/RC/ 05	Records are properly maintained	Awarded Ph.D Thesis Uploaded on Shodh-ganga
6	Record of Ph. D. Guides	SU/RC/ 06	Records are not properly maintained	A comprehensive database of Ph.D. supervisors should be maintained, including designation, year of Ph.D. award, number of scholars allotted, enrolled, and awarded; guidelines for eligibility of newly awarded Ph.D. faculty as supervisors should be framed
7	Format & Process of External Co Guide	SU/RC/ 07	Department-wise list of co-guides is not available; co-guide discontinuation procedure is not defined	A complete record of co-guides (name, designation, year of Ph.D., affiliation, number of scholars supervised) should be maintained in Excel format; a formal co-

				guide discontinuation policy should be documented
8	Format & Process of External Examiner	SU/RC/ 08	Process and format are complete	Periodic review of the external examiner panel should be conducted to ensure quality and compliance
9	Record of Ph.D. Awardees	SU/RC/ 09	Updated records are available on the University website	Regular updating and verification of awarded Ph.D. data should be ensured
10	Record of Research Promotion Schemes & Approvals	SU/RC/ 10	Research promotion schemes have been revised	It should be clearly specified that publications in Web of Science and Scopus indexed journals contributing to the University's H-index are considered under promotion schemes
11	Record of Project & Consultancy, Seed money	SU/RC/ 11	Seed money utilization reports are not available	All project, consultancy, and seed money details should be centralized at the Research Cell, along with utilization reports

12	Process & Record of Research Scholarship	SU/RC/ 12	Scholarship criteria and details of scholarships provided to research scholars are not clearly documented	Scholarship eligibility criteria should be clearly defined; data for the last five years should be maintained for NAAC documentation
13	Process & Record of Research Incentives	SU/RC/ 13	Incentive process is defined in policy and records are maintained	Periodic review of incentive policy effectiveness and timely dissemination to faculty members is recommended
14	Research Advisory Committee and MOM	SU/RC/14	Minutes of Meetings (MoM) and Action Taken Reports (ATR) are not documented	MoM and ATR should be systematically recorded, approved, and archived for audit and accreditation purposes

Name & Signature

Sangam University, Bhilwara
Internal Quality Assurance Cell
Internal Administrative Audit 2025

Department: Training & Placement Cell

ent: Alumni Cell

Date: 8-12-2025

Department Head: Dr. Anurag Sharma

Audit Team Members: Prof. (Dr.) Preeti Mehta

S.N.	Document	File (Soft/ Hard)	Observation	Re commendations
1	List of Placement /Internship companies	SU/TP/01	Records of internship and placement partners are maintained	Database should be periodically updated; categorize companies sector-wise, salary-wise, and program-wise for better planning
2	Process of internship	SU/TP/02	Internship process is well defined (30–45 days and 6 months)	Academic departments should actively participate in internship planning, monitoring, and report evaluation; departments must take ownership of student internships
3	Record of Internship	SU/TP/03	Internship records are properly maintained	Regular training sessions, mock interviews, and industry-oriented workshops
4	Process of Placement	SU/TP/04	Placement process is clearly defined	Expand collaboration with core and domain-specific companies; identify target recruiters for each program and establish MoUs

5	Record of Pre Placement Activities	SU/TP/05	Records of pre-placement activities are maintained	Increase PDP, communication skills, aptitude, and interview training; involve language and management faculty for structured grooming programs
6	Record of Placement Drives	SU/TP/06	Placement drive records are maintained	Conduct placement-readiness programs in each school; departments should mentor students and ensure active participation
7	Record of Placed Students	SU/TP/07	Placement data is maintained	Focus on improving placement ratio and average salary package; maintain records of student entrepreneurs and self-employed graduates
8	Feedback from Industries	SU/TP/08	taken at the time of internship report and at the time of recruitment interviews Feedback collected during internships and recruitment	Organize at least one Industry–Academia Meet annually; utilize feedback for curriculum revision, skill enhancement, and training alignment

Name &
Signature

Alumni Cell

S.N.	Document	File (Soft/ Hard)	Observation of audit committee	Re commendations of academic audit committee
1	Alumni Association details and Registration Process	SU/AL/01	Registered Alumni, Ahemdabad, Jaipur alumni chapters are established	Expand alumni chapters to additional regions; strengthen digital alumni portal and social media engagement
2	Alumni Record	SU/AL/02	Record maintained	Update alumni database regularly with employment details, achievements, and professional profiles
3	Alumni Fund	SU/AL/03	Alumni registration contributions are received	Increase alumni fund through active involvement of well-established alumni, periodic meetings, fundraising drives, and utilization of funds for scholarships and social initiatives
4	Feedback from & Alumni	SU/AL/04	Not avilable	Implement structured alumni feedback through online surveys; use feedback for curriculum improvement and institutional development
5	Record of Alumni Activities	SU/AL/05	Alumni interaction sessions are conducted and documented	Organize at least one annual Alumni Meet at the University; encourage alumni participation in mentoring, internships, placements, and guest lectures

Name & Signature

Sangam University, Bhilwara
Internal Quality Assurance Cell
Internal Administrative Audit 2025

Department: Student Section

Date 12-12-2025

Department Head: Mr. Prakash Singh

Audit Team Members: Prof. Rakesh Bhandari, Dr. Deepak Kabra

S. No.	Particulars	Ref. File / Folder No.	Observation	Re commendations
1	Admission Form [Filled]	SU/SS/01	The completed form has been received from the admission cell.	Prepare a hard-copy file containing year-wise student details such as left students, current students, nationality, and caste-wise information.
2	Check List of Documents Required to be taken from students: Personal File of student	SU/SS/02	Mandatory documents: Aadhaar, 10th and 12th mark sheets, qualifying mark sheet, two photographs, and caste certificate (if applicable).	A minority certificate is to be collected from the student at the time of admission, if applicable.
3	Format & Record of admitted & Pass out students	SU/SS/03	Records are maintained only in soft copy for admitted students, not for pass-out students.	Grade sheets are distributed through the student section to ensure proper record maintenance in the personal file.
4	Format & Record of Admit Card of Students	SU/SS/04	Admit card format is available and generated through the ERP.	A hard copy of every student's admit card, organized session-wise, must be maintained in a box file.
5	Format & Record of Character & Migration Certificate for student	SU/SS/05	Maintain in the student's personal file.	The signature is not placed in the proper place on the student's admission form.

6	Format & Record of Scholarships (Govt. and SU Scholarship)	SU/SS/06	Maintain in soft copy and send by email.	A file containing government scholarship details must be maintained year-wise.
7	Integration of ERP & Student Section and APPAR id's	SU/SS/07	Working and reports are managed through ERP.	ABC IDs for Nepali students are pending. APPAR IDs should be prepared or created for old students from 2012 to 2020, and for ITM students from 2003 to 2011 in the future.

Name & Signature

Sangam University, Bhilwara
Internal Quality Assurance Cell
Internal Administrative Audit 2025

Department: Store & Purchase Department

Date: 12-12-2025

Department Head: Mr. Rathore

Audit Team Members: Prof. Rakesh Bhandari, Dr. Deepak Kabra

<u>S.No.</u>	Document	File (Soft/ Hard)	Observation	Re commendations
1	Format & Process of Purchase	SU/SP/01	Format available.	Formal process to be created.
2	Approved Vendor List	SU/SP/02	Available with no contact no. and email id.	Prepare a vendor list with contact no. address and email id.
3	Format and Records of Purchase Order	SU/SP/03	Records are maintained and verified with the gate register.	
4	Record of Maintenance of equipments	SU/SP/04	Physical maintenance records from the external agency are maintained, and the civil KRA is maintained	
5	Record of Purchase	SU/SP/05	Records of purchases are maintained both in the ERP system and in hard copy.	The bill generated through ERP does not show or include GST.

Name & Signature

Sangam University, Bhilwara
Internal Quality Assurance Cell
Internal Administrative Audit 2025

Department: Fire & Safety Department

Date 09-12-2025

Department Head: Mr. Susheel Sen, Fire & Safety department

Audit Team Members: Prof. (Dr.) Preeti Mehta, Ms Payal Negi

<u>S.No.</u>	<u>Document</u>	<u>File (Soft/ Hard)</u>	<u>Observation</u>	<u>Re commendations</u>
1	Record of Safety/Security measures	SU/FS/01	Record are Maintained The fire extinguishers expired on November 2025.	Safety equipment, including fire extinguishers, should be periodically inspected for expiry dates and refilled as required
2	Emergency Response Plan	SU/FS/02	ERP plan has been prepared	The plan should be discussed with the Registrar for effective implementation across the campus
3	Mock Drill	SU/FS/03	Mock drill conducted during the current semester under SDG activities	Phase-wise and regular mock drills should be organized for security guards, technical assistants, and students

Name & Signature

Sangam University, Bhilwara
Internal Quality Assurance Cell
Internal Administrative Audit 2025

Department: PHC

Date 09-12-2025

Department Head: Ms. Sumitra Sharma

Audit Team Members: Prof. (Dr.) Preeti Mehta, Ms Payal Negi

S.N.	Document	File (Soft/ Hard)	Observation of audit committee	Re commendations of academic audit committee
1	Infrastructure & Equipment <ul style="list-style-type: none"> · First Aid Kits · Examination bed · Blood pressure apparatus · Digital thermometer, pulse oximeter · Glucometer (if applicable) · Essential medicines stock · Wheelchair (if available) · Clean and sanitized room environment 	SU/PHC/01	All required facilities are available	First Kits must be available in sensitive labs like Chemistry lab, mechanical workshop, Pharmacy labs and regularly check by nursing staff
2	Documentation for Audit <ul style="list-style-type: none"> · Daily patient register · Stock register of medicines · Purchase records of medical supplies · Maintenance log of equipment · Emergency referral records · First Aid Kit replenishment record · Any compliance report related to health facilities 	SU/PHC/02	All records are properly maintained	Recommendation: Student Benefits from Soni Hospital for treatment
3	Emergency contact numbers displayed		Displayed	

Name & Signature

Sangam University, Bhilwara
Internal Quality Assurance Cell
Internal Administrative Audit 2025

Department: Central Library

Date 8-12-2025

Department Head: Dr. Anil Sharma

Audit Team Members: Prof. Rakesh Bhandari, Dr. Deepak Kabra

S.N.	Document	File (Soft/ Hard)	Observation	Re commendations
1	<p>A. Physical Infrastructure Total area of the library (floor-wise details) Reading hall seating capacity Dedicated sections: Circulation Section Yes Reference Section Yes Periodicals Section Yes Digital Library / E-Resource Center No Book Bank No Research/Thesis Section Yes Competitive Exam Corner (if available) Yes Newspaper & Magazine Section Yes CCTV facility records Yes (14 Active camera) Fire safety equipment availability Yes available (Only 1 available with passed expiry) Internet/Wi-Fi facility details Yes 32 MBPS Number of computers for users and staff Available user 0 and for staff 4</p>	file soft and hard copy available	Area mention , data available.	The library area is required as per NAAC. Files with photographs need to be maintained. 15 systems are required for users to access digital resources.

2	<p>Library Services Book borrowing/return (circulation) services Reference and research support services Digital library services (NPTEL, SWAYAM, DELNET, Shodhganga, e-books, e-journals, etc.) Reprography/printing facility (if available) OPAC / Web-OPAC system Available in ERP Library orientation programs for students Extended hours during exams, Hostlers Not given</p>	Maintained properly	As per the register, 80–90 students visit the library per day.	Improvement Mechanism in Usage of online journals like J Gate / Manupatra to be Explored.
3	<p>Administrative & Policy Documents Library Advisory Committee minutes Library Rules and Regulations Stock Verification Reports (Physical & Digital) Accession Register (Physical Books) Gifted/Donated Books Record Library Budget Allocation & Expenditure Records</p>		Files are maintained. Accession register is available. Data is available, and the register is properly maintained.	The average number of meetings is low. Physical verification was last conducted in 2020. A policy should be prepared, and verification should be conducted every three years. The last book purchase was on April 25. The budget file needs to be maintained.

4	<p>Collection Records Accession Registers (Books) Journal/Periodical Subscription Register E-Resources Subscription Records (INFLIBNET/N-LIST, DELNET, etc.) Daily Newspaper Register Book Bank Record Not available Thesis/Dissertation Register Digital Resource Usage Statistics</p>		Available.	
5	<p>User Records Student & Faculty Membership Register Issue/Return Register (manual) and LMS reports Visitor Register Gate Entry Register (manual/biometric) Manual</p>			Both manual and digital systems are maintained.
6	<p>Technical Records Cataloguing Records (Classified & Catalogued as per DDC/UDC) Shelf List Register Barcode/Labeling Record Vendor details & purchase invoices Library Software/LMS license and renewal proofs</p>	Processors using ERP	Not available and not required. Barcoding has been done but is not utilized.	Shall be done for one section
7	<p>Digital Library Records E-resources subscription proof Download/usage statistics Plagiarism checking records (if applicable) Digital repository/Institutional Repository backups Computer maintenance and AMC files</p>	Not Maintained	E-Book 50-60 K books available and available in hard disk.,Maintenance of system is done through System Admin to the	

			satisfaction of Library Staff	
8	Staff Records List of Library Staff with qualifications Duty roster / working hour allocation Training & FDP participation documents	All personnels possess necessary qualification		

Name & Signature

Internal Administrative Audit 2024-25



HR Department



Assistant Registrar Office



Central Library



Examination Cell



Training & Placement Cell & Alumni Cell



Physical Health Service [PHC]



Research Cell



IT Cell