



ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਇੰਜ: ਕਾਲਜ
GURU NANAK DEV ENGINEERING COLLEGE

An Autonomous College u/s 2(f) and 12(B) of UGC Act, 1956
Institute accredited by NAAC (A Grade) & TCS
Institution of Engineers (India) Accredited UG Programmes
AICTE Approved, Affiliated to IKG Punjab Technical University, ISO : 9001:2015 Certified



No. RK 38/ 3447

Academic Branch
COE
Accounts Section
TPo
Library
Alumni Affairs
IQAC
Consultancy
Establishment Branch

20.2.2020

A copy of Administrative audit conducted on 30.10.2019 is sent herewith for further action at your end, please by 05.03.2020

Coordinator
IQAC

DR - Acad Bu na
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GURU NANAK DEV ENGINEERING COLLEGE LUDHIANA

Subject : Conduct of administrative audit.

As a part of mandate of NAAC for AAA and based on practices of the Institution, administrative audit is conducted on 30/10/2019 by the following committee members :-

- | | |
|--|-----------------|
| 1. Dr. Jagbir Singh, Professor (Civil) - | Chairman |
| 2. Dr. Rupinder Singh, Professor (Prod.) - | Internal Expert |
| 3. Dr. Sandeep Grover, Professor & Dean Institutions
J.C. Bose University of Science & Technology,
YMCA, Faridabad - | External Expert |
| 4. Dr. Hari Om, Professor and Director IQAC,
J.C. Bose University of Science & Technology,
YMCA, Faridabad - | External Expert |
| 5. Dr. Harwinder Singh, Professor & Director IQAC- | Convener |

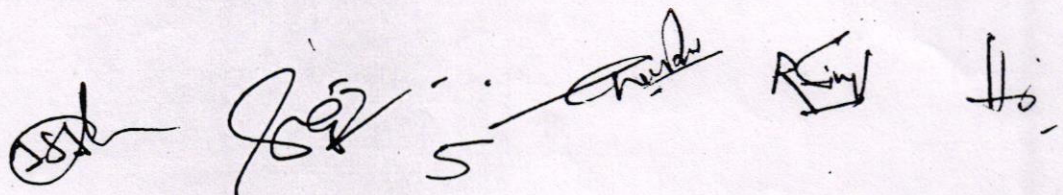
The administrative audit was conducted for the following sections / offices :-

- A. Academic Section
- B. COE
- C. Accounts Section
- D. TPO
- E. Library
- F. Alumni Affairs
- G. IQAC
- H. Consultancy
- I. Establishment Branch

(A) ACADEMIC SECTION :

Observations:

- (i) Maintains all students records.
- (ii) Maintains record of Academic Council Meetings.
- (iii) Liasons with IKGPTU on all academic matters.
- (iv) Caters student needs viz.
 - (a) Scholarships
 - (b) Certificates-like Bonafide, Character, PDC, Transcripts etc.
 - (c) Bus/Railway Passes
 - (d) Migrations
 - (e) Re-admissions
 - (f) Verification of student records(for outside agencies)
- (v) Maintains records for Schemes & Syllabus



Suggestions :

- (i) To maintain demand ratio for different courses.

(B) CONTROLLER OF EXAMINATIONS :

Observations:

- (i) There exists a fully functional Examination Management System.
- (ii) Students are shown answer sheets to ensure transparency.
- (iii) Blind procedure is followed for re-evaluation / evaluation.
- (iv) Results are uploaded on College website.
- (v) Maintains the record of examination schedule and date of declaration of results.
- (vi) Maintains the record of grievances and re-evaluation requests.

Suggestions :

- (i) Consolidated examination manual / ordinance needs to be prepared and it should be uploaded on College website.

(C) ACCOUNTS SECTION :

Observations:

- (i) Maintaining balance sheet and final audited statement is put on website.
- (ii) Internal / external audit is conducted regularly.
- (iii) Routine / day to day accounts functions being done.
- (iv) Students / staff interaction on need basis.
- (v) Most functions are online / e-governed.

Suggestions:

- (i) Comprehensive record of sources of funds.
- (ii) Budget allocation details for research, green initiatives, infrastructure augmentation, waste management etc. to be maintained.

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(D) TRAINING & PLACEMENT CELL

Observations:

- (i) Good number of students placed in different companies.
- (ii) Online record of placements is maintained and available on College website.
- (iii) Two week pre-induction programme is organised for students undergoing six months industrial programme.
- (iv) Mobile app for Placement is functional.

Suggestions :

- (i) More number of core companies must be invited for placement.
- (ii) More focus required for placement of post graduate students.

(E) LIBRARY

Observations:

- (i) Rich library with over 94560 volume and 21212 titles.
- (ii) Seating capacity of about 300.
- (iii) Issue / Return automated.
- (iv) E content IEEE, IEL, ASME, ASCE, EBESCO, J Gate, Splinter, Science dillet available.
- (v) Over 7000 e-books available.
- (vi) Good collection in reference section.

Suggestions :

- (i) More awareness to stakeholders on e-resources.
- (ii) Separate section to be maintained for rare books, manuscripts etc..

(F) ALUMNI AFFAIRS

Observations:

- (i) Registered alumni association.
- (ii) Executive Meetings of the association are held regularly.
- (iii) Silver and Golden celebration for different batches being held every year,
- (iv) Many alumni are holding top position in Government / Industries / Institutions.
- (v) International chapters available.
- (vi) Contribution in monetary / non-monetary form made by alumni.

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- (vii) List of prominent alumni is available on College website.

Suggestions :

- (i) Record of contributions to be maintained as per NAAC requirements.

(G) IQAC

Observations:

- (i) Minutes of meetings are displayed on College website..
(ii) The annual quality assurance reports (AQAR) of 2018 - 2019 is displayed on College website.
(iii) IQAC meetings are held regularly however frequency should be increased.
(iv) The College is ISO certified since 2003, UG programmes NBA accredited since 2005, TCS since 2010, IEI since 2015

Suggestions :

- (i) AQAR of previous years should also be displayed on College website.
(ii) Participation in the NIRF ranking be done.
(iii) Quality initiative suggested in previous report should be recorded.
(iv) Core value should be displayed at website as well as at prominent places.
(v) IQAC should be involved in the CAS procedure.

(H) TESTING & CONSULTANCY CELL :

Observations:

- (i) Well defined procedure to deal with consultancy work / projects.
(ii) Good clientele from various Govt. departments, private agencies and contractors.
(iii) Generating average annual revenue of around Rs. 1.25 Crores.
(iv) Good record keeping and documentation regarding the consultancy and testing assignments, rules, procedures, revenue distribution among the College and consultants, etc.
(v) The current rate list, facilities / services and the consultancy rules are available on its webpage <https://gndec.ac.in/>

Suggestions :

- (i) Explore MoU with industries, firms, etc. to offer technical advice / consultancy to improve their products / service, etc.
(ii) Motivate more departments to start / improve the consultancy services being rendered by them.

(Handwritten signatures and initials)

(I) ESTABLISHMENT BRANCH :

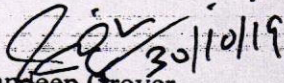
Observations:

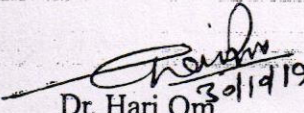
- (i) Maintains personal files of all staff.
- (ii) Maintains record for FDP / Conference for faculty.
- (iii) Maintains record for agenda / minuts for BOG / Academic Council / Finance Committee meetings.
- (iv) Service rules and promotion policy available.
- (v) Maintains performance appraisal for staff.
- (vi) Maintains leave record for staff.
- (vii) Maintains record for recruitment.

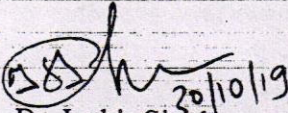
Suggestions :

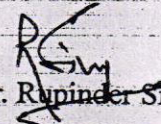
- (i) Record of TEQIP funded FDP to be merged / updated in establishment branch.
- (ii) Copy of service / promotion rules to be kept in the Library.

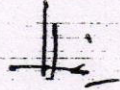
As far as possible, all relevants information will be made available on college website.


Dr. Sandeep Grover


Dr. Hari Om


Dr. Jagbir Singh


Dr. Rupinder Singh


Dr. Harwinder Singh