PARAMETERS FOR INTERNAL ADEMINSTRTIVE AUDIT (Date : 17/12/2023, Time : 02:30 PM)

(1) Institutional Vision and Leadership (..... marks)

S No.	Audit Criteria	Dept. Input	Maximum Marks	Internal Audit Committee Marks	Remarks, if any
1.1	*Whether the governance of the institution is reflective of an effective leadership in tune with the vision and mission of the University*	**The organizations' management system is developed and implemented through different committees constituted from time to time in accordance with statutory provisions.** **Interaction with its stakeholder's is established through collective assignment.** **A culture of excellence is ensured through different assignments.** **The committees are entrusted with assignments identifying organizational needs and strive to fulfill them.**	03	03	

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1.2	***Whether the institution practices decentralization and participative management and there is delegation of powers among difference authorities/ officers of the University?***	For effective functioning of the University under the authority of the Vice-Chancellor, the offices of the Registrar, the Finance officer and the Examination Officer work sincerely. Besides, there are other officials like the Chief Proctor, the Dean Students' Welfare. The Director Research and the Director Research Publications and Coordinator UGC unit who external their services of the University administration.	03	03	
1.3	***Whether the Sanskrit-Version of vision, mission statement of the university, the Act, Statute, Rules, Official notification/information, Regulations are available in institutional website? If, no, whether, any initiatives/ measures has been taken for the same?***	No It will be uploaded on website soon.	04	02	
1.4	***Whether Sanskrit is adopted as medium in the process of administration/ management/ writing of notes on files/ official notification on notice board/ faculty information etc., in the University?***	Yes, But only 50%	03	02	

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(2) Strategy Development and Deployment (….. marks)

S No.	Audit Criteria	Dept. Input	Maximum Marks	Internal Audit Committee Marks	Remarks, if any
2.1	***Whether the governance of the institution is reflective of an effective leadership in tune with the vision and mission of the University***	**The Sampurnanand Sanskrit University. Executives Council, Academic Council, Examination committee, Finance Committee are the bodies which play an active role in deciding and formulating policies with regard to academic and infrastructure develop0ments.**	03	03	
2.2	***Whether the University has implemented e-governance in its various areas of operations like*** ***1. Planning and Development*** ***2. Administration***	**Planning and Development:-** SSU follows all the policies and the rules implemented by the GOVT. of U.P. As per the orders of Government of Uttar Pradesh, procurement is also done through GEM portal. In case of unavailability of product/item/ service on GEM portal, the procurement is done through open market on lowest price. SSU follows the policies, procedures, terms & conditions laid down by Government.	04		

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		Administration:- SSU has its own website. All the information are uploaded on the site to make employees aware about each and every information. Information regarding recruitment, GOs, service rules and so on are available on that.			
2.3	***The effectiveness of University's various bodies/ cell/ committee are evident through minutes of meetings and implementation of their resolutions and are displayed on University's website?***	**Yes**	04	04	
2.4	***Whether the institution has effective welfare measures for teaching and non-teaching staff like Staff Association, Health Centre, Gym, Recreation Centre etc.? If yes, whether such establishments are properly maintained and functioning?***	**Yes**	06	06	
2.5	***Whether the teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies.***	~~**Yes**~~ No	03	-	

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S No.	Audit Criteria	Dept. Input	Maximum Marks	Internal Audit Committee Marks	Remarks, if any
2.6	*Whether the University organize professional development / administrative training Programmes for teaching and non-teaching staff?*	Yes	04	04	
2.7	*Whether, the University follows the prescribed reservation criteria in recruitment process of Teaching and Non-Teaching positions?*	Yes	03	03	
2.8	*Whether, the University conducts the Special Recruitment Drive (SRD) for unfilled post on account of non-availability of candidates for reserved Post as per Govt. of India norms? If yes, details of such SRD may be provided.*	~~Yes~~	04		
2.9	*Whether, the University has adopted the Career Advancement Scheme (CAS) for promotion of faculty staff? If yes, does the University follow the UGC Guidelines and norms therein like Minimum API Requirement and other eligibility Criteria for advancement from Assistant Professor to Associate Professor and Associate Professor to Professor?*	Yes	06	06	
2.10	*No. of teachers attending professional development Programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the years.*	~~07~~ 09	02	02	

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S No.	Audit Criteria	Dept. Input	Maximum Marks	Internal Audit Committee Marks	Remarks, if any
2.11	**Whether the University has a clear Performance Appraisal System and Promotional aspects like DPC, MACP, Promotions for non-teaching staff? If Yes, Whether such promotions, DPC, MACP are conducted in a time bound manner?**	Yes	04	04	
2.12	**Whether, the University conducts Administrative Audit regularly? If yes, date of lastadministrative audit may be provided.**	Yes	04	04	

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(3) Financial Management and Resource Mobilization (..... marks)

S No.	Audit Criteria	Dept. Input	Maximum Marks	Internal Audit Committee Marks	Remarks, if any
3.1	**Whether the University conducts internal and external financial audits regularly? If Yes, does the Audit reports are published in public domain?**	**External financial audits**	02	02	
3.2	**Details of Funds/ Grants received from non-government bodies, individuals, philanthropers during the year (INR in Lakhs)**	**Yes**	05		
3.3	**Does the University allocate sufficient and separate budget for professional and administrative programs for Teaching and Non-Teaching Staff? If yes, details may be provided.**	**No**	03		
3.4	**Whether the University allocate separate funds for overall development of Faculty like Cumulative Professional Development Allowance (CPDA) etc.**	**No**	04		
3.5	**Whether the University has implemented e-governance software in areas of Finance & Accounts like Online Payment, ERP for accounting, budgeting, tax deposition, cashbook etc.? If yes, does such softwares are updated regularly and used at optimum level so as to reduce the human / manual efforts?**	**Yes**	04	04	

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S No.	Audit Criteria	Dept. Input	Maximum Marks	Internal Audit Committee Marks	Remarks, if any
3.6	Whether the University has effective strategies for mobilisation of funds and the optimal utilisation of resources in the areas like Budget Distribution, CSR Funding, Philanthropic activities, Alumni Contribution etc.	Yes	04	04	

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(4) Internal Quality Assurance System (..... marks)

S No.	Audit Criteria	Dept. Input	Maximum Marks	Internal Audit Committee Marks	Remarks, if any
4.1	**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes.**	Yes	05	05	
4.2	**Whether the University reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms**	Yes	05	05	
4.3	**Quality initiatives by IQAC for promoting quality culture during the year.**	Yes	05	05	
4.4	**Whether the IQAC of the University meets in regular interval during the year ?**	Yes	05	05	
4.5	**Whether the Annual Quality Assurance Report of the University submitted on time ?**	Yes	05	05	
4.6	**Whether the University conducts Academic and Administrative Audit (AAA), Social Audit etc. on regular intervals to meet its objectives in tune with vision, mission and act of the University?**	Yes	05	05	

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(5) Institutional Values and Social Responsibilities (..... marks)

S No.	Audit Criteria	Dept. Input	Maximum Marks	Internal Audit Committee Marks	Remarks, if any
5.1	**Whether the University organize gender equity promotion Programmes on regular interval ?**	Yes	05	05	
5.2	**Whether the University shows gender sensitivity in providing facilities such as:** **a) Safety and Security** **b) Counseling** **c) Common Room**	Yes	05	05	
5.3	**Whether the University uses alternate energy sourcesmet by the renewable energy sources ?**	Yes	10	10	
5.4	**The University has sufficient measures for waste management like:-** **-Solid Waste management** **-Liquid Waste Management** **-E-waste management**	Yes	10	10	
5.5	**The University has sufficient measures for Rain water harvesting structures and utilization in the campus ?**	Yes	10	10	
5.6	**The University has implemented Green Practices like:-** **-Pedestrian Friendly Roads** **-Plastic Free Campus** **-Green landscaping with sufficient trees and plants**	Yes	10	10	

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S No.	Audit Criteria	Dept. Input	Maximum Marks	Internal Audit Committee Marks	Remarks, if any
5.7	**Whethe the University incur sufficient amount of expenditure on green initiatives and waste management excluding salary component ?**	Yes	05	05	
5.8	**Whether Differently abled (Divyangjan) Friendliness Resources available in the institution ?** **1) Physical facilities** **2) Provision for lift** **3) Ramp/ Rails** **4) Braille Software/ facilities** **5) Rest Rooms** **6) Scribes for examination**	Yes	05	05	
5.9	**Whether Existence Code of Conduct Handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff ?**	Yes	05	05	

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S No.	Audit Criteria	Dept. Input	Maximum Marks	Internal Audit Committee Marks	Remarks, if any
5.10	**The institutional functioning is as per professional code, prescribed / suggested by statutory bodies / regulatory authorities for different professions. (Yes/No)**	Yes	03	03	
5.11	**Does the institution offer a course on Human Values and professional ethics on the basis of Vedic and Sanskrit literature?**	Yes	02	02	
5.12	**Institution conducts Value based Moral Education Programmes based upon Ancient Indian Texts like Bhagavadgeeta, Ramayana etc, and organizes national festivals and birth / death anniversaries of the great Indian personalities. (Yes/ No)**	Yes	04	04	
5.13	**Whether the University maintains complete transparency in its financial, academic, administrative and auxiliary functions?**	Yes	06	06	
5.14	**Does the University conduct transparency audit so as to meet the norms as in 5.1.3 above?**	Yes	04	04	

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