



# JAWAHARLAL COLLEGE

PO: PATNAGARH, DIST: BALANGIR - 767025

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NAAC Accredited

ISO Certified 9001 : 2015

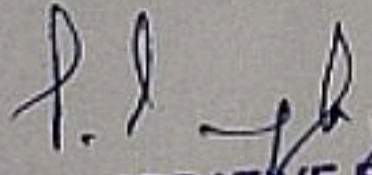
Letter No.

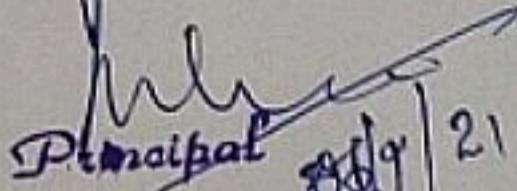
Date.

## Report of Administrative Audit

An internal Administrative Audit has been conducted by me on dt: 06.09.2021. I have noted the following observations.

1. The office records are properly maintained. Issue of official letters is done properly.
2. Sanction of Annual increments of all the employees is done properly.
3. All leave applications (CL, EL and other types of leaves) are routed through me and are sanctioned by the principal as per rules.
4. Examinations, both semesters and internal, are managed by a team of responsible in-charge and committee members. All the examinations are conducted as per directions and rules prescribed by the University.
5. Admission process is conducted smoothly and carried out as per the guidelines provided by SAMS. Teachers are assigned as in-charges to ensure timely completion of admission process.
6. Scholarship disbursements are managed properly by efficient in-charges as per guidelines provided by the government.

  
ADMINISTRATIVE BURSAR  
JAWAHARLAL COLLEGE  
PATNAGARH  
06/09/21

  
Principal  
JAWAHARLAL COLLEGE  
PATNAGARH  
06/09/21