

Report of the Administrative Audit, 2022

GTN Arts COLLEGE, Dindigul

The Administrative Audit was held on 18.10.2022. The member of the Audit Pro.E.Ramganes, Dean and Director, IECD, Bharathidasan University, Trichy-23 has visited the following Departments/Offices/Centres and scrutinized the available records despite of interacting with concerned officer and staff in-charge:

- Principal and Administrative Office
- Library
- Office of COE

After the careful scrutiny of the records and functions of above said offices/centres, the following suggestions are made to enhance the functioning of these offices to deliver goods to their stakeholders:

Principal Office


The Principal's room needs to be bid spacious and there may be a separate space for the guests to be waited to meet the Principal and to avoid guests waiting in the office side as office has to maintain its privacy with confidential documents and files. The room may be renovated for a gate exclusively for the Principal.

Administrative Office

While appreciating Partial automation for file Maintenance, PF, Health insurance, Concession towards of the staff, filing audit paras, etc prevailing in the office, the following are suggested to still better their functions to continue to win the confidence of its stakeholders:

- Orientation for the administrative staff in file drafting skill, file maintenance, interpersonal communication, personality development etc
- Separate counters may be created to access of the administrative office to avoid keeping students in the different sections of the office.
- Steps may be taken to fill up vacant Non-Teaching positions
- Initiatives be taken to fill the existing vacant positions
- Efforts may be expedited to clear the pending papers with Regional Joint Director of Collegiate Education.
- Duty structure / chart for all Non-Teaching Staff may be visible for the stakeholders.
- Tally and MIS may be established in the office
- A mechanism may be evolved to implement online admission / payments.




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- While taking steps in strengthening research project from funding agencies as it needs to go long way, a policy may be drafted to us the contingency for the development of the particular department and the same may be approved by Governing Body.
- Purchase all items/equipment pertaining to lab/library may be done through GEM, for which an ID may be created.
- Student / Staff welfare scheme may be strengthened.
- Interest accrued in Bank Accounts may be utilized to poor students, Physically Challenged, NCC and NSS students.
- Encashment of EL for staff policy declaration may be taken to Governing body.
- Make use of Star Health Insurance for students and staff
- A separate office may be established for self-financing courses for administrative convenience.
- Office Key may be made available in the office of the Principal and Security.
- Every college policy matter may be placed in the Governing Body for its approval.
- Annual Field trips be arranged for staff and officers
- Corpus fund be initiated exclusively for the security of staff.
- Tally prime software be installed and DCB may be maintained

College Library

While appreciating the creation of Public access, book collection from people, the following are suggested to still better their functions to continue to win the confidence of its stakeholders:

- Library space along with number of books, titles, research journals, e-journals be strengthened dramatically.
- Rare Collections may be established:
 - ✓ Oolaichuvadi (Palm Readers)
 - ✓ Books for Blind Students
 - ✓ Not available books in market
 - ✓ Survey books (Statistical)
- E- Recourses consortium may be established
 - OER-Open Education Research
 - College H index
 - *Publons, Scopus and Google scholar Index*
- Open Education: MOOC –Source Details may be displayed in the Library Website.
- GTN Centre for Knowledge repository be established



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- Garden Library (Green Library) may be established for Parents and students
 - Children Library with Children Reading books, Play books & Play Games be established
 - Library may allow public access for few hours in a week for people to prepare for Competition Exams.
 - Blind People Walking Path may be established in the library
 - Wheel chair & Lift be created
 - Audio and video pertaining to curriculum may be made available in the Library
 - Springer-E Resource be downloaded for the award
 - SDI- Selective dissemination Information Service may be established
 - List of Service:
 - New Arrival Book & Journal Intimation
 - Selected Books & journals Intimation
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- Books on Yoga, fine arts be purchased and made available to readers
 - Reading Room needs to be spacious
 - The library may install with 30 PCs with internet facility to facilitate readers
 - C.LISc. be introduced as the college is autonomous

Office of the Controller of Examinations

While appreciating best practices such as confidentiality of conduct of Examinations, security system, automation, infrastructure, data base etc, the following are suggested to still better their functions to continue to win the confidence of its stakeholders:

The following are the observations of the expert.

- ✓ Office of the CoE has been neatly maintained its ambience and records. The Question Bank System, Publication of Results online on the same day of the awards committee are considered to be the best practices.
- ✓ The security system and strong room are properly erected.
- ✓ Security features given with the Semester Grade and Consolidated mark Statement are appreciable level.

The following are the suggestions for the improvement:

- ✓ The results may be published within 10 days from the last date of the Examination.
- ✓ The MIS System may be implemented for examination process, though a well-functioning ERP is in function, MIS considered to be the present-day demand.
- ✓ A special examination may be conducted for the students who involve in Sports during the duration of regular semester examination, upon the submission of required documents. However, proper records may be maintained for this process.
- ✓ Compulsory minimum mark may be fixed for Continuous Internal Assessment Examinations.



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- ✓ Failure analysis may be made during each semester.
- ✓ Credit Transfer System may be implemented.
- ✓ Choices in Core paper be experimented
- ✓ Self-study course be experimented
- ✓ Workshop in Evaluation Reforms be periodically organized
- ✓ Criterion reference evaluation be experimented
- ✓ Online Grievance cell be established

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[Handwritten date: 18/10/2022]

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