Central University of Himachal Pradesh

(Established under Central Universities Act 2009
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ADMINISTRATIVE OFFICE				
Sr. No.	Particular	Key Aspects	Observations with documentary evidence (Yes/No)	Remarks
1.	**General Administration**	• Does the University/Schools/Departments specify and fix the responsibility of the Admin Staff?		
		• Does the staff go for training from time to time?		
		• Does the University/Schools/Departments delegates duties to alternate in case of absence of the technical staff?		
		• Record of all equipment/activities/decisions maintained?		
		• Are maintenance procedures documented?		
		• Has the Procedures & periodicity of maintenance of equipment is being followed as per the prescribed norms?		
		• Are mechanical volumetric devices checked for accuracy on a quarterly basis?		
		• Equipment for which AMC are done		

		compulsorily		
		• Are maintenance procedures documented?		
		• Do the Office/Accounts/Laboratories have work instructions?		
		• Are all documentation entries signed or initiated by responsible staff?		
		• Proper record & display of Files is maintained		
		• Proper Utilization of existing storage/ Amirah		
		• Repairing of electric, sanitary & wooden appliances/furniture		
		• How much time is taken in disbursement of circulars?		
		• Are Display of Do's and Don'ts are properly placed?		
		Workshops attended by non-teaching/Office staff Provide Details of List of members benefitted		
		Training attended by non-teaching/Office staff Provide Details of List of members benefitted		
		Knowledge of ICT/ Computers –of non-teaching staff Provide Details of separate List of members		
2.	**Stock Register**	• Lab Development Fund: planning, procurement, upgradation, deployment and maintenance of Laboratories/departments		
		• Expenditure Control Register		
		• Stock register to be maintained in proper format i.e. As per rules GFR-4		
		• Receipt of goods in good condition and full		

		quantity		
		• Authentication by stock keeper/In-charge		
		• Verification by Stock In-charge		
		• Annual Physical verification of stock with signatures of stock-keepers as per GFR-Rule 192		
		• Record of issue of items.		
		• Record of excess stock/material		
		• Proper maintenance of Balances		
		• Procedure and record of written-off items		
		• Entries to be verified by Store In-charge/supervisory official		
		• Page certificate on the first page to be recorded		
		• Balances to be maintained properly		
		• Co-relation between issue of items and written-off items		
		• Proper record of use of equipment		
		• Record of consumables and non-consumables		
3.	**Admissions Procedures**	• OFFLINE/ONLINE		
		• PUBLICITY (Measures of wider publicity)		
		• PROCEDURES o PROCESS o MIGRATION/CANCELLATION		
		• GRIEVANCES		
		• FEE COLLECTIONS & DISBURSEMENT		

		• ALLOCATION OF		
		o Section		
		o Optional papers		
		o Co-curricular activities (NCC/NSS/SPORTS)		
		o Club Activities		
		• Identity Card		
		• Enrolment		
		• E- Suvidha		
		• Eligibility		
4.	**Examinations** **i.** **Home Exam** **i.** **Internal Assessment** **i.** **Semester Exam** **(Odd & Even)**	• Submission of Examination Form & Fee		
		• Distribution of Exam Admission Ticket		
		• Verification of Internal Assessment		
		• Grievances (If Any)		
5.	**Attendance Record**	• Process of attendance (Online/offline)		
		• Date/frequency of uploading attendance on website		
		• Person responsible for attendance uploading		
		• Process of rectification of any problem		
		• Does all the teachers upload attendance		
6.	**Recommendations**	TIME OF DISBURSEMENT • Bonafide certificates		

		• Character certificates		
		• Provisional certificates/Degree		
7.	**Concessions**	• RAILWAY		
		• BUS		
8.	**Inward and Outward Registers** • **Office** • **Accounts** • **Osd/spa** • **Library** • **Laboratories**	• PROCEDURE		
		• MAINTAINANCE		
		• Verification		
		• Checking & Counter Signed by Section/Departmental In-charge		
9.	**Dead Stock Registers** • **Office** • **Accounts** • **Osd/spa** • **Library** • **Laboratories**	PROCEDURES STORAGE • Verification		
		• Checking & Counter Signed by Section/Departmental In-charge		
10.	**Records of Minutes of** • **Office** • **Accounts**	• Committee		
		• Societies		
		• Department		

	• **Osd/spa**	• Quality Assurance Cell		
	• **Library**	• Governing body		
	• **Laboratories**			
11.	**Records of Computers, Printers, Lap Tops, Scanners, Projectors and Licensed Software's**	• Existing		
		• Newly Added		
	• **Office**			
	• **Accounts**	• Maintenance		
	• **Spa**			
	• **Library**	• Issue and receipt (Transfer or handover)		
	• **Laboratories**			
		• Annual Verification		
		a. Consumable		
	• **Process of Procurement and installation of Genuine/original Software(s) should be ascertained**	b. Non-consumable		
12.	**Accounts and Finance Section:**	• Cashbook		
		• Ledger		
		• Salary Registers		
		• Salary Bills		

		• Vouchers		
		• Receipt Books		
		• Fee Registers, etc.		
		• Maintenance of Medical bills		
		• (claim and reimbursements)		
		• Child allowances (claim and reimbursements)		
13.	**Budgets and Audited Balance Sheet**	• ***ESTIMATE/ALLOCATION of Budget (Augmentation for following facilities in Rs.)(See Annexure 1)***	Amount (Rs.)	
		• Campus Area Existing • Class rooms Existing • Laboratories Existing • Laboratories Newly Added • Seminar Halls Existing • Classrooms with LCD facilities Existing • Seminar halls with ICT facilities Existing • Number of important equipments purchased (Greater than 1-0 lakh) during the current year • Number of important equipments purchased (Greater than 1-0 lakh) during the current year • Newly Added Classrooms with Wi-Fi OR LAN • Sports/Gymnasium • Divyangjan • Guest house		
		• ***EXPENDITURE*** • ***(Augmented for the above facilities in Rs.)***		
		• Assigned Budget on academic facilities		

		• Expenditure incurred on maintenance of academic facilities		
		• Assigned budget on physical facilities		
		• Expenditure incurred on maintenance of physical facilities		
		• *Audited Balance Sheet*		
		• *ACCOUNTS*		
14.	**Annual Maintenance Contract Records of :** • **OFFICE** • **ACCOU NTS** • **OSD/SPA** • **Library** • **LABOR ATORIES** • **Class rooms**	• Pest Control • Air Conditions, • Water Coolers, • CCTV, • Fire Extinguishers, • Computers and • Printers • GENERATOR • LAB EQUIPMENTS		
15.	**Non- Teaching Staff Welfare**	**Provide Details of List of:** • Schemes, • Members Enrolled • Members Benefitted, • Actual amount allocated • Actual expenditure		

16.	**Teaching Staff Welfare**	**Provide Details of List of:** • Schemes, • Members Enrolled • Members Benefitted, • Actual amount allocated • Actual expenditure		
17.	**Membership of Health Centre/Health Schemes**	Existing Membership (Any Health Centre/Health Scheme)		
		Efforts for subscription from all members (Any Health Centre/Health Scheme)		
		List of members (Teaching and Non-Teaching)		
18.	**Rtis/Legal/Grievances** **/ICC**	List of Nodal Officers/Conveners/In charges		
		Number of cases raised		
		Number of cases resolved		
19.	**Assessment / Audit Reports** • **OFFICE** • **ACCOUNTS** • **OSD/SPA** • **LIBRARY** • **LABORATORIES**	CONCERNING OBSERVATIONS		
		ACTION TAKEN		

ACCOUNTS AND FINANCE SECTION

Sr. No.	Particular	Key Aspects	Observation	Remarks
1.	**Budget**	**Budget allocated (See Annexure 1)**		
		a. Infrastructure augmentation (Follow the list in para 13 of Administrative Office)		
		b. Academic purposes		
		c. Research		
		d. Skill Enhancement		
		e. Training (Teaching, Non-Teaching, Students)		
		f. Facilities		
		Budget utilized:		
		a. Infrastructure development (Follow the list in para 13 of Administrative Office)		
		b. Academic purposes		
		c. Research		
		d. Skill Enhancement		
		e. Training (Teaching, Non-Teaching, Students)		
		f. Facilities		
2.	• **Ledger,** • **Salary Registers,** • **Salary Bills,** • **Vouchers,** • **Receipt Books,** • **Fee Registers**	• Procedure		
		• Maintenance		
		• Verification		
		• Procedure of Checking & Counter Sign by Section In-charge, SO, FO,		
3.	**Cash Book**	• Procedure		
		• Maintenance of Cash Book		
		• Verification		

		• Checking & Counter Signed by Section In-charge, SO, FO,		
		• In case of alterations, corrections or modifications		
		• Who gives authorization for such corrections		
		• Who maintains record of authorization		
4.	**Bank reconciliation statements**	• Frequency of their preparation		
		• Certification		
5.	**Reconciliation of deposits**	• Frequency of their preparation		
		• Certification		
6.	**Government Scholarships and Free Ships**	• Declaration		
		• Attestation		
		• Time taken in Disbursement		
		• List of beneficiaries		
		• Record Keeping		
7.	**University SCHOLARSHIPS AND FREE SHIPS**	• Declaration		
		• Attestation		
		• Time taken in disbursement		
		• Record keeping		
8.	**Membership of Health Centre/Health Schemes**	• Existing Membership		
		• Efforts for subscription from all members		
9.	**Claim and reimbursements**	• Maintenance of Medical bills (list)		
		• Child allowances		
		• LTC/HTC		
		• Others		
10.	**Pay Bill**	• Separate record of serving and retired employees is maintained		

	Register	• [Name Dealing Person (s)]		
		• Authentication		
11.	**Expenditure Control Register**	• Estimate		
		• Expenditure		
12.	**Record of Projects** • **Infrastructure Projects** • **Research Projects** • **Seminars etc.**	• Separate record maintained [Name Dealing Person (s)]		
		• Utilization Certificates a. Prepared b. Submitted c. Record Kept		
13.	**Mode of Payments** • **NEFT/ RTGS** • **Cheque Payment** • **Cash Payment**	• Record of each mode is separately maintained [Name Dealing Person(s)]		
		• Tax deducted at source (If not please specify) [Name Dealing Person(s)]		

Annexure 1

S.No.	Details of augmentation in infrastructure facilities during the year			
	Facilities	Existing	Newly added	Remarks
14.	Campus area			
15.	Class rooms			
16.	Laboratories			
17.	Seminar Halls			
18.	Classrooms with LCD facilities			
19.	Classrooms with Wi-Fi/ LAN			
20.	Seminar halls with ICT facilities			
21.	Video Centre			
22.	No. Of important equipment purchased (< 1 lakh) during the current year.			
23.	No. Of important equipment purchased (≥ 1 lakh) during the current year.			
24.	Total Value of the equipment purchased during the year (Rs. In Lakhs)			
25.	Sports/Gymnasium			
26.	Divyangjan			
27.	Guest house			
28.	Green Waste Management			
29.	Electronic waste management			

Academic Records

S.No.	Particular	Key Aspects	Observations	Remarks
	Teachers Workload	Department wise		
		Course wise		
		Student-teacher ratio of each department		
	Position Filled/vacant (Teaching staff)	Record of i. Regular ii. Temporary iii. Contract		
	Position Filled/vacant (Non-teaching)	Record of i. Regular i. Contractual i. Hired/outsourced		
	Time Tables	Course-wise		
		Class-wise		
		Teacher-wise		
		Room-wise		
	Service Books (Teaching and Non – Teaching Staff)	i. Yearly verification of services		
		i. Yearly signed by employee		
		i. Police verification & medical verification of newly appointed employees		
		v. Declaration of nominee		
		v. Inclusion of Aadhaar		
	Leave Records (Teaching and Non – Teaching Staff)			

LIBRARY

Sr. No.	Particular	Key Aspects	Observation	Remarks
1.	Library Collection Policy Statement			
2.	Receipt of fine	i. Details of students and fault		
3.	Untraceable books	i. Track of such books i. Efforts for their recovery		
4.	To Write Off Books	i. Procedure i. Initiative taken		
5.	Digitalization			

Collection Controls

		Observation	Remarks
1.	How often Library Collection Policy Statement is prepared and reviewed?		
2.	The Library manages collections order, purchase and budget		
Circulation Controls			
3.	Automation of Library is completed		
4.	Every user including students in the Access Services area has been issued an individual sign-on/ unique login.		
5.	Passwords have been updated and the administrator access has been limited to the Library Systems Department		
6.	The workflow process is reviewed by a multi-departmental group		
7.	Fines/fees are managed against patrons who retain library resources beyond the established loan period.		

8.	The issue of non-returned items by faculty is managed.		
9.	How the process of weeding materials from the collection is managed?		
10.	Repair items are returned to circulation in a timely manner.		
Financial Controls			
11.	Library resources are the responsibility of the University Library for accounting and inventory control.		
12.	Library resources are capitalized and recorded at cost at the date of acquisition or at estimated fair value at the date received in the case of gifts.		
13.	Library resources are reported as part of the University's depreciable capital assets		
14.	Capital asset accounts for the Library are maintained		
Action Plan			
15.	Are Display of Do's and Don'ts are properly placed?		
16.	Complete Automation		
17.	Additional reading area		
Workstation			
18.	Workstation are provided for the access to intranet/e-resources		
19.	Separate Workstation are provided for differently abled/Divyangjan		
20.	Workstations are adequately protected from malicious code.		