

Noorul Islam Centre for Higher Education

(Deemed to be University u/s 3 of the UGC Act 1956)

Kumaracoil, Thuckalay, Kanyakumari District - 629 180

Accredited by NAAC with 'A' Grade

Administrative Audit Report



NOORUL ISLAM CENTRE FOR HIGHER EDUCATION
(Deemed to be University under section 3 of UGC Act 1956)
Kumaracoil-629 180, Thuckalay, Kanyakumari District, Tamilnadu.

Administrative Audit Report

Administrative Audit is a process of evaluating the efficiency and effectiveness of the administrative policies and procedures. It includes assessment of policies, strategies and functions of the various administrative departments, control of the overall administrative system etc.

The following departments were audited for the Administrative Audit for a period of 3 years (2017 – 2019) from 19.07.2020 – 27.07.2020 and the following observations are made:

1. Academic Affairs
2. Student Affairs
3. Research
4. Library
5. Examination
6. Admission
7. Computing Centre
8. Human Resource
9. Finance
10. Administrative Office

1. INTERNAL ADMINISTRATIVE AUDIT – ACADEMIC AFFAIRS

Sl.No	Name of the Document	Availability (Y/N)	Rating (Excellent-5, Very Good-4, Good-3, Satisfactory-2, Poor-1)				
			5	4	3	2	1
1.	Academic objectives	Y		√			
2.	Academic plan	Y	√				
3.	Academic Calendar	Y		√			
4.	Strategic action plan and schedules for future development	Y		√			
5.	Mechanism to record the incremental academic growth of the students admitted from the disadvantaged sections	Y				√	
6.	Stakeholders involvement in planning, implementing and evaluating the academic programmes	Y		√			
7.	BOS Members / Minutes	Y	√				
8.	Academic Council Members / Minutes	Y	√				
9.	New courses introduced in the current Year	Y	√				
10.	No. of Courses with Employability / Entrepreneurship / Skill Development	Y		√			
11.	Percentage of students undertaking field projects / internships for the current year	Y	√				
12.	Cross cutting issues for curriculum enrichment	Y		√			
13.	No. of Value added courses for curriculum enrichment	Y			√		
14.	Curriculum feedback (Faculty, Alumni, Employer)	Y		√			
15.	Action Plan for the current year	Y				√	

Observations

- Academic affairs office is functioning with well-defined objectives and plans to strengthen the faculty training process and motivate the faculty to work with strong commitment.
- Academic affairs support and encourage students to explore their multiple identities.

- To react thoughtfully, intellectually, appropriately, and competently to the needs of NICHE students, their families, faculty, staff, and alumni pertaining to multicultural affairs.
- Improve the assessment and feedback systems that will assist faculty in achieving, documenting, and maintaining excellence in teaching and student learning.
- Enhance focus on student internship opportunities.
- Increase outreach efforts with potential students.
- Support access, equity, and multicultural initiatives for entire campus community.
- Every year, Action plan is identified and the corresponding Action was taken.

2. INTERNAL ADMINISTRATIVE AUDIT – STUDENT AFFAIRS

Sl.No	Name of the Document	Availability (Y/N)	Rating (Excellent-5, Very Good-4, Good- 3,Satisfactory-2,Poor- 1)				
			5	4	3	2	1
1.	Student Affairs Objectives	Y				√	
2.	Prospectus, handbooks and other student information material annually	Y			√		
3.	Financial aid to students, the type and number of scholarships/ free ships given to the students (other than those provided by the social welfare departments of the State or central governments)	Y				√	
4.	Counseling services available to the students	Y		√			
5.	Developing entrepreneurial skills among the students	N					√
6.	Committee for prevention/action against sexual harassment of women students issues, Internal Complaint and Reservation (SC/ST) students addressed in last two years.	Y				√	
7.	Action Plan for the current year	Y			√		
8.	Alumni Association/Chapters (registered and Functional)	Y			√		
9.	Alumni contribution during each and every year	N					√
10.	Alumni Association / Chapters meetings	N					√

Observations

- Student Affairs provides prospectus, handbooks and other student information material annually.
- Student Affairs provides an array of services dedicated to helping the studentry to make sure that the livelihood and learning surroundings facilitate students to achieve their academic goals.
- The office of Student Affairs not coordinates and supervises services and programs that are concerned with non-academic experiences to achieve total student development.
- Every year, Action plan is identified and the corresponding Action has been taken.

3. INTERNAL ADMINISTRATIVE AUDIT – RESEARCH

Sl.No	Name of the Document	Availability (Y/N)	Rating (Excellent-5, Very Good-4, Good-3, Satisfactory-2, Poor-1)				
			5	4	3	2	1
1.	Research objectives	Y		√			
2.	Research Policy	Y		√			
3.	Formation of Research Committee to facilitate and monitor research activity	Y	√				
4.	Provision in the institutional budget for research and development.	Y			√		
5.	Participation of the students in research activities	Y	√				
6.	Major research facilities	Y				√	
7.	Initiatives taken by the institution for collaborative research	Y			√		
8.	Budget allocation for research	Y		√			
9.	Research fellowship for students / providing infrastructure facilities	Y	√				
10.	Institution facilities faculty to undertake research by providing research funds (seed money)	N					√
11.	Encourage and promote research culture (eg. Teaching work load remission, opportunities for attending conference etc.)	Y			√		
12.	Initiate research by collaborating with other research organizations / industry	Y		√			
13.	Faculty recognition for guiding research	Y	√				
14.	Research guides and research students	Y	√				
15.	Programmes to obtain Research / Consultancy Projects	N					√
16.	Ongoing Faculty Research Projects	Y		√			
17.	Ongoing Student Research Projects	Y		√			
18.	Research scholars JRF/ Ph.D. awards per year	Y	√				
19.	Total outlay for research & development, patents and Research Journals	Y	√				
20.	Departments getting UGC/SAP/FIST and Action Research/ student projects	Y			√		
21.	Research papers published in National referred journals/ Research papers published in International referred journals/ Books published by faculty (specify per faculty)	Y	√				
22.	Research papers published in referred	Y	√				

	journals by the faculty – citation index and impact factor						
23.	Publications of the faculty – Books/Articles/Conference/Seminar	Y	√				
24.	Action Plan for the current year	Y			√		
25.	Institution receives significant quantum of research grants from external agencies	Y		√			
26.	Render consultancy services to industries / Government / Non-government organizations / community / public	Y	√				
27.	Resources (financial and material) generated through consultancy services	N					√
28.	Partnership with University / Research institutions / Industries / NGOs etc. for extension activities.	Y	√				
29.	Local community benefit from the institution.	Y	√				

Observations

- The Board of Research, Development and Consultancy (BRDC) is the statutory and apex body to provide activities by encouraging and regulating the research activities.
- Policies and Objectives strengthen the Research activities of NICHE.
- Projects sponsored by the university or external agencies are multi-disciplinary and are carried out by teams from different disciplines.
- Institution encourages patentable invention are recorded.
- MoUs with various institution, Universities of National and International repute and industries are maintained.
- Providing Infra structure facilities for research fellowship is maintained.
- Research incentives are given to the faculty members every year.
- Research papers published in National referred journals/ International referred journals/ Books are well documented.
- Every year, Action plan is identified and the corresponding Action was taken.
- Efforts have been taken to improve consultancy by the institution.
- Linkage and collaboration needs to be extended.

4. INTERNAL ADMINISTRATIVE AUDIT – LIBRARY

Sl.No	Name of the Document	Availability (Y/N)	Rating (Excellent-5, Very Good-4, Good-3, Satisfactory-2, Poor-1)				
			5	4	3	2	1
1.	Library policy	N					√
2.	Organization chart	Y				√	
3.	Library objectives	N					√
4.	Library advisory committee and its functioning	Y				√	
5.	Duties, Responsibilities of each staff member	N					√
6.	Use and security of library materials	Y	√				
7.	Interlibrary borrowing facility communication register	Y	√				
8.	Visitor register	Y	√				
9.	Access of the on-line and Internet services in the library to the students and faculty	Y	√				
10.	Action plan for the year	Y	√				
11.	Pending Correspondence	Y			√		
12.	Files / DOC maintained – related to the procedures (with file opening / close dates)	N				√	
13.	Computerization of library Use of INFLIBNET / DELNET / IUC facilities? If yes, give Details	Y	√				
14.	Storage to Research works	Y	√				
15.	Number of journals (National + International) and other library resources	Y			√		
16.	Book Issue Register	Y		√			
17.	Data Back up	Y	√				
18.	Book Catalogue	Y	√				
19.	Book arrangements	Y	√				
20.	Suggestions / Feedback Registers	Y			√		
21.	Compliance / Progress monitoring mechanisms	N					√
22.	Library stock / Library operation and facilities	Y	√				
23.	Library services and automation and internet services	Y	√				
24.	Library resources are augmented every year with newer editions and titles	Y	√				
25.	Reading room facility for faculty and students	Y	√				
26.	Internet facility for information retrieval	Y	√				
27.	Reprographic facilities	Y	√				
28.	Networking with other Libraries	N					√
29.	Availability as per UGC Norms – Books						

	Percentage of Recent books	Y			√		
	Hard copy journals	Y			√		
	E – Journals	N			√		
	Other E – Resources / Databases	Y	√				
	OPAC	Y	√				
	Digital Library	Y			√		
	NPTEL	Y	√				
	SWAYAM Facilities	Y	√				
	CCTV	Y	√				
	Reference Sections	Y	√				
	Racks, furniture	Y	√				
	Bills	Y		√			
	Invoices	Y		√			
	Quotations	Y			√		
	News Paper	Y	√				
30	Special facilities offered by the library to the visually and physically Challenged persons	N					√
31	Seminar/ Conferences/ Workshops organized	Y			√		
32	University News Letter Publication Initiatives	N					√
33	Additional Library Services	N					√
34	Remote access - Details	N					√
35	Percent of budget and amount spent on new books and journals for the current year	N					√

Observations

- Library automation effectively manages all the in-house functions of a library.
- Online public access catalogue (OPAC) is an interface which assists to access resources of library.
- Books are arranged in the form of Dewey Decimal Classification (DDC).
- Library policy has to be strengthened.
- Good number of visitors to Library and number of books Circulated and consultation is higher.
- Various library sections usage is good by enhancing the information literacy skill among students
- Participation in resource sharing consortia / network fulfils the user needs.

- DELNET, Wi-Fi facility, CCTV surveillance, Reprography, Printing and Document Delivery services are exceptional.
- Facility to the visually challenged, Reprographic Service, Newspaper clipping services are excellent.
- Suggestion Box & timely Response improves library service.
- Creating library Brochure and library manual is excellent.
- Through shodhganga uploading higher number of theses contribution is Excellent.
- National Digital library India is very good interactive with open access the rare & unique books available in digital format.
- The library has 82,651 books with 24x7 campus security.
- Needs financial support for more books and journals in the library.
- Need to network the library.
- Should take steps to digitalize the library.
- Remote access be permitted.

5. INTERNAL ADMINISTRATIVE AUDIT – EXAMINATION

Sl.No	Name of the Document	Availability (Y/N)	Rating (Excellent-5, Very Good-4, Good-3, Satisfactory-2, Poor-1)				
			5	4	3	2	1
1.	Examination Manual	Y	√				
2.	Examination Reforms	Y		√			
3.	Digitalization of Examination Process	Y		√			
4.	Peer evaluation / Moderation/ Revaluation	Y		√			
5.	Transparency in evaluation measures	Y	√				
6.	Grievance Redressal	Y		√			
7.	Student grievances regarding evaluation results are Addressed	Y	√				
8.	Declares results within two months of the examinations	Y	√				
9.	Security of the evaluation system is ensured	Y	√				
10.	List of Programmes, Syllabi	Y				√	
11.	Notifications File	Y	√				
12.	Files regarding Registration of students and issue of hall tickets	Y		√			
13.	Membership	Y			√		
14.	Inward/ Outward Registers	Y	√				

Observations

- Policies and Objectives strengthen the Examination activities of NICHE.
- The functioning of the Examination Cell (Invigilation duty, Hall and Seating arrangements, Absentee statement, Malpractices, Packing of Answer scripts) is good.
- Transparency in evaluation measures is maintained.
- Confidentiality is maintained in dealing with question papers.
- All cases of malpractice are dealt with as per the university regulation was envisaged.
- A vibrant Grievance Redressal cell is functional.
- Previously our institution is membership with National Academic Depository (NAD). At present E-Sanad membership is in process.
- Conducting examinations strictly as per the schedule fixed for the year and declaring the results timely.
- Confidentiality for the evaluation system is maintained.
- Digitization in examination process is recorded.

6. INTERNAL ADMINISTRATIVE AUDIT – ADMISSIONS

Sl.No	Name of the Document	Availability (Y/N)	Rating (Excellent-5, Very Good-4, Good-3, Satisfactory-2, Poor-1)				
			5	4	3	2	1
1.	Admission Policy	Y				√	
2.	Admission Meeting	Y		√			
3.	Wide publicity of the admission process through Prospectus/ Website/ Advertisement in Regional / National Newspapers	Y		√			
4.	Students selection for admission	Y		√			
5.	AICTE Approval	Y	√				
6.	Transparency in the Admission process – Admissions are made as per the predetermined Criteria	Y				√	
7.	Strategies deployed for ensuring equity and access to students specifically: Students from disadvantaged community /Women / Physically Challenged / Economically weaker sections / Sports personnel	Y			√		
8.	Selection criteria (Merit, Interview score, Entrance test)/ Reservation rules / Access to economically weaker section/ Provision for sports quota / Physically handicapped/ Women students	Y			√		
9.	Action plan for the current Year	Y			√		

Observations

- Admission members have been involved in participating actively in meetings to deliberate about strengthening the admissions department was recorded.
- Quality and responsiveness of the admission process is continually improved.
- Empower applicants by allowing them to manage their applications through online was successfully executed.
- University's legal liabilities are managed effectively through unswerving and appropriate admissions processes are ensured.
- Policies have to be strengthened the admission activities of NICHE.
- Selection criteria based on economically weaker section was encouraged.

- Queries of parents and students interested in taking admission to the different programs of the university can be handled smoothly.
- Online admission should be increased.

7. INTERNAL ADMINISTRATIVE AUDIT – COMPUTING CENTRE

Sl.No	Name of the Document	Availability (Y/N)	Rating (Excellent-5, Very Good-4, Good-3, Satisfactory-2, Poor-1)				
			5	4	3	2	1
1.	IT policy and Strategies	Y				√	
2.	Security Control Room	Y	√				
3.	Security Measures: Information Security, Network Security and Surveillance	Y			√		
4.	Stock register	Y		√			
5.	Total computers in the campus	Y		√			
6.	Computer Fault / Rectification Report	Y	√				
7.	Software for academic and administrative purpose	Y			√		
8.	In-house development of softwares	N					√
9.	Discarding obsolete computers / Replacing computers - policy	N					√
10	Internet facility	Y	√				
11	Overall Maintenance	Y			√		
12	Bills	Y			√		
13	Invoices	Y			√		
14	Quotations	Y			√		
15	Programmes organized	Y	√				
16	Action plan for the current year	Y		√			

Observations

- Computer Centre provides ICT infrastructure for education, research and e-Governance.
- A Unified Threat Management Elucidation has been applied to protect the network from hackers, for filtering excessive traffic, streamlining traffic by identifying priorities, and blocking unwanted sites.
- IT policies and strategies have to be strengthened.
- Intellectual property right policy, IT policy and Privacy policy have been outlined and executed to prevent unauthorized admittance of information.

- University has a security control room.
- 1 Gbps Internet connectivity is being provided through NKN.
- Service call registers to be maintained duly signed by the respective HoDs.
- Network utilization should be checked regularly
- Licensed software should be renewed as per the recent needs.
- More care should be given to UPS throughout the campus.
- Discarding obsolete computers / replacing computers can be done by introducing policy decision.
- Cloud Computing has added 7 more servers making the total capacity to 10 TB.

8. INTERNAL ADMINISTRATIVE AUDIT – HUMAN RESOURCE

Sl.No	Name of the Document	Availability (Y/N)	Rating (Excellent-5, Very Good-4, Good-3, Satisfactory-2, Poor-1)				
			5	4	3	2	1
1.	HRM objectives	Y			√		
2.	Welfare measures for the staff and faculty	Y		√			
3.	Mechanisms in place for performance assessment of faculty to improve teaching and research	Y			√		
4.	Strategies to recruit and retain diverse faculty and other staff who have the desired qualifications, knowledge and skills	Y		√			
5.	Policies, resources and practices of the institution that support and ensure the professional development of the faculty (Ex., Budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc. and Membership and active involvement in local, state, national and international professional associations)	Y				√	
6.	Staff development programme for skill up-gradation and training of the staff	Y	√				
7.	Conducts self-appraisal of teaching and non-teaching staff	Y			√		
8.	Institutional initiatives in planning the manpower (teaching and non-teaching staff)	Y			√		
9.	Institutional initiatives to fill up vacancies	Y			√		
10.	Continuously makes efforts to improve the overall organizational effectiveness, capabilities and development	Y				√	
11.	Action plan for the current year	Y		√			

Observations

- Accessibility of the resources, easy access to data, on-time payroll, confirming compliances, etc. were properly executed and ensured.
- Competent and motivated employees help the organization to work effectively and efficiently based on the goals were attained.
- Available human resources were commendably utilized.
- Employee's job happiness and self-actualization is improved to the fullest.
- The quality of work life (QWL) which makes employment in the organization was developed and maintained.
- Ethical policies and behaviour inside and outside the organization were maintained.
- Establish cordial relations between employees and management were maintained.

9. INTERNAL ADMINISTRATIVE AUDIT – FINANCE

Sl.No	Name of the Document	Availability (Y/N)	Rating (Excellent-5, Very Good-4, Good-3, Satisfactory-2, Poor-1)				
			5	4	3	2	1
1.	Finance policy and manual	Y	√				
2.	Budget allocations through income expenditure statements, future planning, resources allocated during the current year, and excess/deficit	Y	√				
3.	Regularity of audited – internal and external audit	Y		√			
4.	Computerization of finance management systems	Y		√			
5.	Resource mobilization by Tuition fees, other fees/Donations and Endowments/ Letting out premises	Y			√		
6.	Budgeting/ Current fee structure/Allocation of finance	Y			√		
7.	Internal monitoring/ Financial audit/ Utilization of grants	Y			√		
8.	Budgetary provisions for academic and administrative activities (including maintenance)	Y			√		
9.	Institutional initiatives for mobilization of funds and the optimal utilization of resources	Y				√	
10.	Financial support to attend conferences/workshops and towards membership fee of professional bodies	Y	√				
11.	Funds / Grants received from government, non-government bodies, individuals, philanthropies	Y		√			
12.	Bills	Y		√			
13.	Invoices	Y		√			
14.	Action plan for the current year	N	√				

Observations

The goals for a finance department include strategic budgeting, cost containment, cash flow management, debt servicing, tax planning and accurate record keeping.

- Policies and Objectives strengthen the Finance activities of NICHE.
- Budgetary provisions for academic and administrative activities (including maintenance) were carried out.
- Financial support to attend conferences/workshops and towards membership fee of professional bodies are maintained.

- The attached income, academic fee collection, other fee collection and grant-in- aids with their relevant primary documents like cash receipt counterfoils, pay in slip etc and other evidences are maintained.
- Internal and External audits and controls, tax and reporting functions are effectively managed.
- Resource mobilization by Tuition fees, other fees/Donations and Endowments/ Letting out premises were managed effectively
- Regularity of internal and external audit was recorded.

10. INTERNAL ADMINISTRATIVE AUDIT – ADMINISTRATIVE OFFICE

Sl.No	Name of the Document	Availability (Y/N)	Rating (Excellent-5, Very Good-4, Good-3,Satisfactory-2,Poor-1)				
			5	4	3	2	1
1.	Organizational structure	Y		√			
2.	Functions of the academic and administrative bodies of the institution	Y		√			
3.	Administrative Meeting Minutes	Y	√				
4.	Decisions made by these bodies regarding finance	Y			√		
5.	Infrastructure and Learning Resources	Y		√			
6.	Faculty recruitment Process	Y		√			
7.	Research and Development	Y		√			
8.	Performance evaluation of teaching and nonteaching staff	Y		√			
9.	Decentralization and participative Management	Y		√			
10.	Collaborates with other sections / departments of the institution to improve and plan the quality of educational provisions	Y		√			
11.	A grievance redressal cell for its employees	Y			√		
12.	Effective functioning of the Grievance cell	Y		√			
13.	Management meet the staff periodically to discuss various academic and administrative issues	Y			√		
14.	Coordination of all statutory bodies and advisory committees like BoS, AC, BoM etc	Y	√				
15.	Action plan for the current year	Y		√			

- Provides useful and timely information to administrative units of the University for decision making relative to planning, implementation, and assessment.
- Functions of the academic and administrative bodies of the institution are recorded.
- Administrative duties such as curriculum development, evaluating quality and methods of instruction, researching and recommending new programs and/or revisions to existing programs are monitored and maintained.
- Provides the necessary financial and other operational information needed by the University and its subdivisions for the appropriate budgeting and expenditure of resources.
- Includes budget and financial management; Administrative and Office Management prepares students to plan, organize, direct, and control the functions and processes of a organization and be successful in a work environment.
- Maintains the coordination of all statutory bodies and advisory committees like BoS, AC, BoM, planning and monitoring board etc.

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