

KAKATIYA UNIVERSITY, WARANGAL



ADMINISTRATIVE AUDIT REPORT



2021-2022



INTERNAL QUALITY ASSURANCE CELL

Kakatiya University - Warangal

Telangana – 506 009

ADMINISTRATIVE AUDIT REPORT

2021-22

Prologue

The 'Administrative Audit' as part of the 'Academic and administrative Audit' initiative, in accordance with the directions of NAAC, was initiated with a fruitful meeting of the all the Administrative Officers of the University.

The Registrar presented an overview of Kakatiya University with specific emphasis on its progress and achievements since its inception. Registrar (Evaluation), Finance Officer, Director of IQAC, and Deans of different faculties were present in the introductory session. This was followed by interactive sessions among all the Administrative Officers, Heads of the Departments, Directors of the Centres, Directors of the Cells etc., where the concerned faculty and staff presented and explained the activities of their sections/departments.

Methodology

A committee was constituted with the following members:

- | | |
|---------------------------------------------------------|-----------------|
| 1. Dr. S. Narasimha Chary, Director, IQAC, KU | Chairman |
| 2. Prof. P. Malla Reddy, Controller of Examinations, KU | Member |
| 3. Sri T. Rajaiah, Finance Officer, KU | Member Convenor |

They visited various administrative wings on the campus and held discussions with the administrative officers on the following areas

1. Record Maintenance
2. Infrastructure Maintenance
3. Physical Security
4. House-Keeping
5. Complaint/feedback receiving and tracking action
6. Performance measurement initiatives

The Committee also visited the student service centres and supporting centers and had detailed discussions with the concerned officers and administrators to have the first-hand information about the various activities, programmes and services.

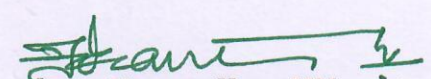
Observations and Recommendations

The Committee discussed in detail on the various issues and concerns expressed by the administrative wings / support centers of the university. The following are the overall observations drawn by the committee:

The following are the overall observations and recommendations:

1. Record maintenance in each of the wings is appropriate and is also accessible. However, this is mostly done in traditional formats. The committee accordingly realised the need to develop record rooms and computerisation of the records.
2. The committee is fully satisfied with the way the infrastructure is maintained. However, the need to strengthen the system in accordance to the energy audit report is observed. Necessary initiatives are being taken for developing strategic guidelines for the same.
3. The physical security of the wings and its infrastructure is done with a centralised system. However, the need to install burglar alarms at some important wings was considered to be imperative.
4. House-keeping is done in an excellent fashion facilitating a good working environment.
5. Complaints/feedback received is dealt on priority. A reflective action in accordance to the existing rules and regulations is done.
6. Performance measurement of the employee within the wing is done in traditional formats with one-to-one communication and motivation. Reflective to the discussion with the respective administrative officers, the need to conduct regular 'Training and Development' programs is emphasised.


Director, IQAC, KU
Director
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Vice-Chancellor, KU
Vice-Chancellor
15.6.22
KAKATIYA UNIVERSITY
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No. 16/1/IQAC/KU/2022


15th June, 2022

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ADMINISTRATIVE WING: DEAN, COLLEGE DEVELOPMENT COUNCIL

SNo.	Criteria	Observations	Recommendations
1.	Maintaining Records	Requiring Improvement	-
2.	Infrastructure Maintenance	Good	-
3.	Physical Security	Good	-
4.	House-Keeping	Satisfactory	-
5.	Complaint/feedback receiving and tracking action	Good	-
6.	Performance measurement initiatives	Good	-

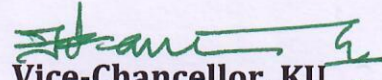

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ADMINISTRATIVE WING: DEAN, ACADEMIC AUDIT

S No.	Criteria	Observations	Recommendations
1.	Maintaining Records	Good	-
2.	Infrastructure Maintenance	Good	-
3.	Physical Security	Good	-
4.	House-Keeping	Good	-
5.	Complaint/feedback receiving and tracking action	Satisfactory	-
6.	Performance measurement initiatives	Satisfactory	-

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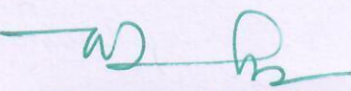
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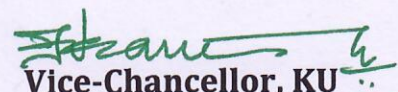
ADMINISTRATIVE WING: ACADEMIC WING

S No.	Criteria	Observations	Recommendations
1.	Maintaining Records	Good	-
2.	Infrastructure Maintenance	Good	-
3.	Physical Security	Good	-
4.	House-Keeping	Good	-
5.	Complaint/feedback receiving and tracking action	Satisfactory	-
6.	Performance measurement initiatives	Good	-


Director, IQAC, KU

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ADMINISTRATIVE WING: CENTRE FOR FOREIGN RELATIONS, RESEARCH AND CONSULTANCY (CFRAC)

S No.	Criteria	Observations	Recommendations
1.	Maintaining Records	Good	-
2.	Infrastructure Maintenance	Good	-
3.	Physical Security	Good	-
4.	House-Keeping	Good	-
5.	Complaint/feedback receiving and tracking action	Good	-
6.	Performance measurement initiatives	Satisfactory	-



Director, IQAC, KU

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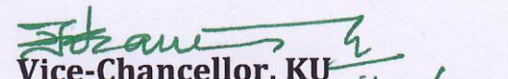
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ADMINISTRATIVE WING: MEMBER-IN-CHARGE, UNIVERSITY CENTRAL LIBRARY

S No.	Criteria	Observations	Recommendations
1.	Maintaining Records	Good	-
2.	Infrastructure Maintenance	Good	-
3.	Physical Security	Satisfactory	-
4.	House-Keeping	Good	-
5.	Complaint/feedback receiving and tracking action	Good	-
6.	Performance measurement initiatives	Satisfactory	-


Director, IQAC, KU

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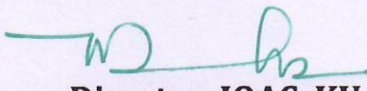
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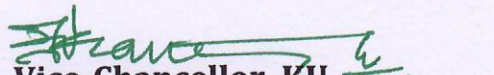
ADMINISTRATIVE WING: FINANCE WING – AUDIT AND ACCOUNTS

S No.	Criteria	Observations	Recommendations
1.	Maintaining Records	Satisfactory	-
2.	Infrastructure Maintenance	Good	-
3.	Physical Security	Satisfactory	-
4.	House-Keeping	Good	-
5.	Complaint/feedback receiving and tracking action	Satisfactory	-
6.	Performance measurement initiatives	Satisfactory	-


Director, IQAC, KU

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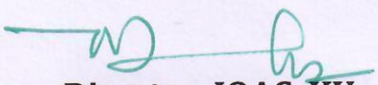
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ADMINISTRATIVE WING: VICE-CHANCELLORS OFFICE

S No.	Criteria	Observations	Recommendations
1.	Maintaining Records	-	-
2.	Infrastructure Maintenance	Good	-
3.	Physical Security	Good	-
4.	House-Keeping	Good	-
5.	Complaint/feedback receiving and tracking action	Good	Automation
6.	Performance measurement initiatives	Good	Training and Development

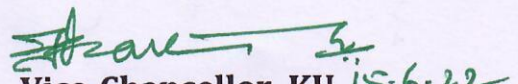

Director, IQAC, KU

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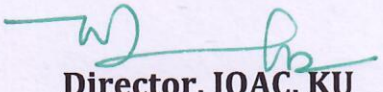
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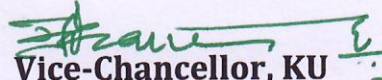
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ADMINISTRATIVE WING: ADMINISTRATION (NON-TEACHING)

S No.	Criteria	Observations	Recommendations
1.	Maintaining Records	Good	-
2.	Infrastructure Maintenance	Good	-
3.	Physical Security	Good	-
4.	House-Keeping	Good	-
5.	Complaint/feedback receiving and tracking action	Good	-
6.	Performance measurement initiatives	Satisfactory	-


Director, IQAC, KU

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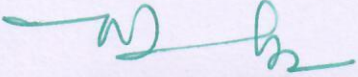
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ADMINISTRATIVE WING: ADMINISTRATION (TEACHING & GAZETTED)

S No.	Criteria	Observations	Recommendations
1.	Maintaining Records	Good	Upgradation & Digitalization is needed
2.	Infrastructure Maintenance	Good	Cubical seating is desired
3.	Physical Security	Good	-
4.	House-Keeping	Satisfactory	Separate Record Room for office files
5.	Complaint/feedback receiving and tracking action	Good	e-office functioning
6.	Performance measurement initiatives	Satisfactory	Strategic


Director, IQAC, KU

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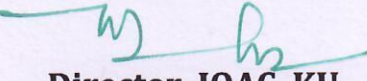
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ADMINISTRATIVE WING: REGISTRAR OFFICE

S No.	Criteria	Observations	Recommendations
1.	Maintaining Records	Good	-
2.	Infrastructure Maintenance	Satisfactory	-
3.	Physical Security	Good	-
4.	House-Keeping	Good	-
5.	Complaint/feedback receiving and tracking action	Satisfactory	-
6.	Performance measurement initiatives	Satisfactory	-


Director, IQAC, KU

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ADMINISTRATIVE WING: DIRECTOR, SELF-FINANCE

S No.	Criteria	Observations	Recommendations
1.	Maintaining Records	Good	Use digital methods
2.	Infrastructure Maintenance	Satisfactory	-
3.	Physical Security	Good	-
4.	House-Keeping	Good	-
5.	Complaint/feedback receiving and tracking action	Good	-
6.	Performance measurement initiatives	Satisfactory	-

Director, IQAC, KU

Director

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ADMINISTRATIVE WING: CO-ORDINATOR, UGC UNIT

S No.	Criteria	Observations	Recommendations
1.	Maintaining Records	Good	Need to improve the preservation of old records
2.	Infrastructure Maintenance	Good	-
3.	Physical Security	Good	-
4.	House-Keeping	Good	-
5.	Complaint/feedback receiving and tracking action	Good	-
6.	Performance measurement initiatives	Satisfactory	Need to conduct the training programs on regular basis


Director, IQAC, KU
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ADMINISTRATIVE WING: UNIVERSITY COMPUTER CENTRE

S No.	Criteria	Observations	Recommendations
1.	Maintaining Records	Good	-
2.	Infrastructure Maintenance	Good	-
3.	Physical Security	Satisfactory	-
4.	House-Keeping	Good	-
5.	Complaint/feedback receiving and tracking action	Satisfactory	-
6.	Performance measurement initiatives	Requires improvement	-


Director, IQAC, KU

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ADMINISTRATIVE WING: DIRECTORATE OF ADMISSIONS

S No.	Criteria	Observations	Recommendations
1.	Maintaining Records	Good	-
2.	Infrastructure Maintenance	Satisfactory	-
3.	Physical Security	Good	-
4.	House-Keeping	Good	-
5.	Complaint/feedback receiving and tracking action	Satisfactory	-
6.	Performance measurement initiatives	Satisfactory	-

Director, IQAC, KU

Director

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ADMINISTRATIVE WING: OFFICE OF THE PRINCIPAL, UNIVERSITY COLLEGE

S No.	Criteria	Observations	Recommendations
1.	Maintaining Records	Satisfactory	Requires automation
2.	Infrastructure Maintenance	Good	-
3.	Physical Security	Requires Improvement	-
4.	House-Keeping	Good	-
5.	Complaint/feedback receiving and tracking action	Satisfactory	-
6.	Performance measurement initiatives	Good	-


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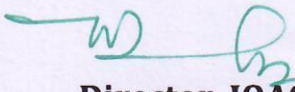
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ADMINISTRATIVE WING: OFFICE OF THE DIRECTOR, UNIVERSITY HOSTEL

S No.	Criteria	Observations	Recommendations
1.	Maintaining Records	Good	-
2.	Infrastructure Maintenance	Good	-
3.	Physical Security	Good	-
4.	House-Keeping	Satisfactory	-
5.	Complaint/feedback receiving and tracking action	Good	-
6.	Performance measurement initiatives	Good	-


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