



# University of Patanjali Haridwar

6.5.2

Reports of AQAR,AAA, Participation in NIRF,ISO and other certification



डा० महावीर अग्रवाल  
प्रति - कुलपति  
पतंजलि विश्वविद्यालय, हरिद्वार

# UNIVERSITY OF PATANJALI, HARIDWAR



**UNIVERSITY OF PATANJALI, HARIDWAR**

**(Patanjali Yog Peeth, Roorkee Haridwar Road,  
Haridwar, Uttarakhand- 249405 (INDIA))**

**ACADEMIC AUDIT REPORT**

Session- 2019-20

# UNIVERSITY OF PATANJALI, HARIDWAR

(Patanjali Yog Peeth, Roorkee Haridwar Road, Haridwar, Uttarakhand 249405 (INDIA))

## REPORT OF THE ACADEMIC AUDIT COMMITTEE

- 1- Name of the University : University of Patanjali, Haridwar  
2- Name of the Chairman of the Academic Committee : Dr. V. K. Katiyar  
3- Contact Details : University of Patanjali, Haridwar  
**Email:** contact@uop.edu.in  
**Ph.** 01334-242526 **Website:** www.universityofpatanjali.com

### 4- Name of Academic Audit Committee members :

Sr. No.	Name	Designation	Address
1.	Dr. V. K. Katiyar	Chairman	Dean- Academic and Research
2.	Prof. Shailesh Tiwari	Member	Prof. Uttarakhand Sanskrit University
3.	Prof. Pratibha Shukla	Member	Prof. Uttarakhand Sanskrit University
4.	Dr. Paran Gowda	Member	Professor, University of Patanjali,
5.	Dr. Nidheesh Kumar Yadav	Member	Assistant Professor, University of Patanjali,

The Team visited University of Patanjali, Haridwar (Patanjali Yogpeeth) on and 19-06-2020 its Report as below:

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**Introduction:** The University of Patanjali (UoP) is named after the great Indian sage Patanjali who first compiled the numerous writings on Yoga in the form of aphorisms. The modern education system has restricted itself to gain information for employment purposes and very little stress has given on personality development for social co-existence. From self sustaining use of natural resources to self-destructive materialism, Revered Yog Rishi Swami Ramdev and Ayurveda Shiromani Acharya Balkrishna have given the clarion call of 'Back to Nature' and propounded the path of natural food to health and happiness through Yoga and Ayurveda. With the growing mass following, more Indians are eager to go back to Ancient roots of Wisdom. Asceticism, health care, integral education and entrepreneurship are its major domains of teaching-learning.

**Specialization in the University-** University of Patanjali has five faculties namely Faculty of Yoga, Faculty of Humanities & Ancient Studies, Faculty of Science, Faculty of Medical Science & Research and Faculty of Management. Presently only three faculty's i.e. Faculty of Yoga, Faculty of Humanities & Ancient Studies and Faculty of Science are running in the University. All courses at Graduate, Post Graduate and Doctoral levels include Allied and Applied Science, Yoga Science, Philosophy, Sanskrit Psychology, Tourism, & Physical Education The student strength in this for faculty is satisfactory.

## Current number of academic programs/specialization offered :

Faculty	Name of the Department
Faculty of Yoga Science	DEPT. OF YOGA SCIENCE DEPT. OF PHYSICAL EDUCATION & SPORTS
Faculty of Humanities and Ancient Studies	DEPT. PHILOSOPHY DEPT. OF SANSKRIT DEPT. OF PSYCHOLOGY DEPT. OF TOURISM MANAGEMENT DEPT. OF ENGLISH DEPT. OF MUSIC
Faculty Of Allied And Applied Science	DEPT. OF ALLIED AND APPLIED SCIENCE

1. Nine Academic Programmes in University.
2. There is a scope for introducing courses in other Shastras also.
3. Innovative courses based on Vedic Tradition may be introduced.
4. Index research papers show the performance of the University is outstanding.
5. The curriculum design should be more carrying inter - Interdisciplinary Multidisciplinary approach

### WORKING SPACE AVAILABLE

- The Team is overwhelmed with the infrastructure and observed that the available working area is optimally being utilized.
- The team also noted with appreciation that dedicated smart classes are available for all the departments of the University.
- Additionally, sufficient number of class rooms with all necessary facilities is available in the University. There is Wi-Fi connectivity in the campus.

### DETAILED WORKLOAD OF TEACHERS

- The campus has sufficient workload for teachers having 100% faculty against the sanctioned post.

### INFRASTRUCTURAL FACILITIES

- Land and Buildings, Class Rooms, Laboratories and equipments, Library, Sports facilities
- Residential accommodation including hostels for (Boys & Girls)
- Easily accessible medical facilities, Yoga halls for Wellness
- Yajya shala for offering prayers
- Residential facilities (officers, faculty & staff)
- Separate hostel for married Research Scholars (Boys / Girls)

### FACULTY PROFILE- (Note: see Attach separate Sheet)

### RESEARCH FACILITIES

- Library, internet, reference material etc., are available in the Campus. The Campus needs to acquire more books, research journals, photocopy facility for students in the library. The departmental libraries need to be stocked with more books and should be provided dedicated library staff.
- The Library should have more titles and reference material to facilitate research.

## STUDENT PROFILE

- Result in the examinations of the students is good.
- Remedial coaching, special classes, study hours in hostels may enhance the capability of academically weak students positively.

## EXTRA-CURRICULAR ACTIVITIES

The students have participated in various activities. Yoga, Yajna and Shashtra Smaran, (Memorization & recitation of Vedas, Upanishads, Geeta & Darshanas etc.)

- Skill oriented Yoga practices training and therapy
- Project work
- Dissertation Work
- Assignments & Presentations
- Field training
- Seminar
- University has dedicated Physical education and Sport Department which trains the students for various Inter University, national and international tournaments. University also organizes various inter and intradepartmental sports competitions on regular basis.

## STRENGTH OF THE UNIVERSITY-

1. **University of Patanjali** is a Private University in state of Uttarakhand with eco-friendly and lush green campus.
2. Yoga Halls, several vast *Yajyashala* have been constructed almost in every complex of Patanjali Yogpeeth including UOP, to make teaching, non-teaching staff members, students and visitors aware about Yoga & Yajya to inculcate interest among them towards traditional Vedic culture through Yoga, *YAJYA* & meditation etc.
3. UOP has a well furnished, air conditioned and acoustically perfect auditorium with a capacity of 2000 persons to carry out various functions of the University.
4. Value added courses, industrial visit, study tours and field training programs are held to enrich knowledge base of students.
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## RECOMMENDATION OF THE TEAM

The academic audit team finds the University campus having outstanding academic culture, facilities infrastructure and strongly recommends for academic excellence.

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1	Dr. V. K. Katiyar	Chairman	VKKK
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3	Prof. Pratibha Shukla	Member	प्रतिभा शुकला
4	Dr. Paran Gowda	Member	P. P. G.
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Session- 2020-21

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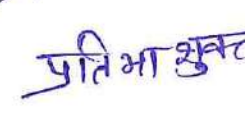


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**ACADEMIC AUDIT REPORT**

Session- 2021-22

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**ADMINISTRATIVE AUDIT REPORT**

Session- 2019-20



# पतंजलि विश्वविद्यालय University of Patanjali

उत्तराखण्ड विधान मण्डल द्वारा पारित पतंजलि विश्वविद्यालय अधिनियम संख्या 4, वर्ष 2006 के अन्तर्गत स्थापित  
Established by Uttarakhand State Legislature Under the University of Patanjali Act No. 4, Year 2006

पत्रांक (Ref.) : UOP/AR-01(19/06/2020)

दिनांक (Date) : 19/06/2020


शैक्षणिक सत्र 2019-20 में एडमिनिस्ट्रेटिव ऑडिट कमेटी गठन के सन्दर्भ में।

पतंजलि विश्वविद्यालय में प्रशानिक स्तर के उत्कर्ष उन्नयन किये जाने हेतु समय-समय पर ऑडिट किया जाना आवश्यक है। समिति द्वारा विश्वविद्यालय के प्रशासनिक गतिविधियों से सम्बन्धित ऑडिट किये जाएंगे। इस हेतु ऑडिट समिति का प्रारूप निम्नलिखित है।

(Session 2019-20)

## Members of Administrative Audit Committee

S. N.	Name	Designation
1.	Prof. Mahavir Agarwal, Pro Vice Chancellor	Chairman
2.	Registrar, Uttarakhand Sanskrit University	Member
3.	Prof. K.N.S. Yadava. In-charge IQAC	Member
4.	Dean Academics & Research	Member


  
(प्रति-कुलपति)

## • Audit Checklist (Registrar Office)

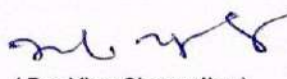
S. No.	Criterion	Verification Yes / No
	<b>Meetings of Authorities of the University of Patanjali</b>	
1.	<b>Board of Governors</b>	
	- Meeting held	- NIL-
2.	<b>Board of Management</b>	
	- Meeting notice of Agenda items	Yes
	- Meetings as per quorum, minutes / proceeding of meeting	Yes
	- Number of meetings	One
3.	<b>Academic Council</b>	
	- Meeting notice of Agenda items	Yes
	- Meetings as per quorum, minutes / proceeding of meeting	Yes
	- Number of meetings	Three
4.	<b>Board of Studies</b>	
	- Meeting notice of Agenda items	Yes
	- Meetings as per quorum, minutes / proceeding of meeting	Yes
5.	Rules for regulation for student attendance	Yes
6.	Rules and regulations – Admission of Students	Yes
7.	<b>Maintaining up-dated academic records of students</b>	
	- Maintaining of student database, who on rolls	Yes
	- Maintain the data base of detained students	Yes
	- Admission file	Yes
	- Personal files of students	Yes
	- Issuing of Bonafide	Yes
	- Attendance Record	Yes
	- Disciplinary File	Yes
	- Files for record of Achievements and Awards	Yes
8.	Register for students' movement outside University	Yes
9.	Provision of Male and Female Security	Yes

  
(Registrar)  
University of Patanjali

  
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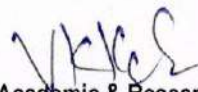
  
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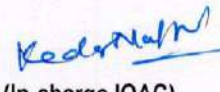
S. No.	Criterion	Verification Yes / No
1.	Rules for Internal and External Evaluation and Regulations	yes
2.	Scheduling of Examination Fee	yes
3.	Timetable for mid examinations	yes
4.	Conducting of all the examinations as per timetable	yes
5.	Sending the appointment orders to the external examiners for conducting practical examinations	yes
6.	Paying the remuneration through online to all the examiners/ invigilators/staff	yes
7.	Issue of Admit Card to all the students	yes
8.	Issuing of Migration /Character Certificate / any other related certificate, on receipt of prescribed fee	yes
9.	Applying the rules of moderation / grace marks for normalization	yes
10.	Declaring the results	yes
11.	Approved results on the web portal	Improvement Needed
12.	Malpractice rules and minutes of the committee meeting	yes



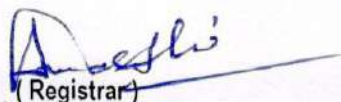
(Registrar)  
University of Patanjali



(Dean - Academic & Research)  
University of Patanjali



(In-charge IQAC)  
University of Patanjali



(Registrar)  
Uttarakhand Sanskrit University



(Pro Vice-Chancellor)  
University of Patanjali

• **Audit Checklist (Accounts Department)**

S. No.	Criterion	Verification Yes / No
1.	<b>Maintenance of computerized Books of accounts :</b>	
	- Voucher entry	yes
	- Expenditure & Income Ledgers.	yes
	- Trail Balance & Balance sheet	yes
	- Student Ledgers	yes
2.	<b>Taxation</b>	
	- Payments of TDS on Contractors	yes
	- Payments of TDS on Professionals	yes
	- Payment & Filling of monthly GST returns	yes
	- Payment & Filling of monthly GST returns	yes
3.	Administrative approvals & Payment approvals from Managements for payments above Rs.10,000/-	yes.
4.	<b>Budget preparations</b>	
	- Calling for Budget proposals	yes
	- Budget approvals	yes
	- Finance committee Meeting	yes
5.	Preparation of Financial Statements & filling of Income Tax Returns.	yes

(Finance Officer)  
University of Patanjali

(Dean – Academic & Research)  
University of Patanjali


(In-charge IQAC)  
University of Patanjali

(Registrar)  
Uttarakhand Sanskrit University

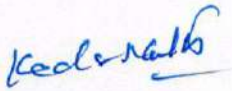
(Pro Vice-Chancellor)  
University of Patanjali

## • Audit Checklist (HR Department)


S. No.	Criterion	Verification Yes / No
1.	List of Positions/Designations of all Teaching (Faculty) and Non-Teaching Staff.	Yes
2.	Policies and Service Rules Manual of Faculty and Staff.	Yes
3.	Appointment Procedure(s) for all positions.	Yes
4.	Notifications/Advertisements for appointing of Faculty and Staff. Recent Notification Details_____	NO
5.	Appointment Orders of the Faculty and Staff.	Yes
6.	Employee Records/Service Registers.	Yes
7.	Confidential reports for administrative staff	Yes
8.	Self-Appraisal formats and submitted Reports by Faculty and Staff.	Yes
9.	Disciplinary Actions, if any.	Yes
10.	Salary Statements record	Yes
11.	Pay slips to employees	Yes
12.	Implementation of Leave Rules.	Yes

  
(Head HR)  
Patanjali Yogpeeth

  
(Dean - Academic & Research)  
University of Patanjali

  
(In-charge IQAC)  
University of Patanjali

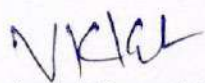
  
Registrar  
Uttarakhand Sanskrit University

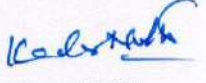
  
(Pro Vice-Chancellor)  
University of Patanjali

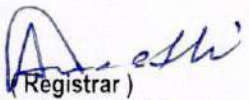
• **Audit Checklist (Purchase Department)**


S. No.	Criterion	Verification Yes / No
1.	Approving Process for procurement of Recurring (consumables) and Nonrecurring (Equipment).	Yes
2.	Purchase process for procurement of Recurring (consumables) and Nonrecurring (Equipment).	Yes
3.	Release of Purchase Orders (Sample Copies)	Yes
4.	Annual Maintenance Contract(s).	Yes
5.	Vehicle Insurance Process and Payments.	Yes
6.	Process for disposal of scrap.	Need improvement
7.	Imprest amount expenditure details	Yes
8.	Internal Purchase Committee Meeting minutes	Yes
9.	Disbursement of payment (procedures) for all purchases	Yes
10.	Maintenance of Stock registers for - Recurring - Non-recurring - Stationary	Yes

  
(Head HR)  
Patanjali Yogpeeth

  
(Dean - Academic & Research)  
University of Patanjali

  
(In-charge IQAC)  
University of Patanjali

  
(Registrar)  
Uttarakhand Sanskrit University

  
(Pro Vice-Chancellor)  
University of Patanjali

• **Suggestions for improvement:**

- i. University advertisements for recruitments through newspapers and media should be maintained properly.
- ii. To improve the ICT facilities in the campus for using audio-visual tools regularly in classroom teaching.
- iii. Interaction with industry / research centres/ educational institutions to be increased.
- iv. Record of Activities (Academic and Cultural-sports etc.) of international students should be maintained.
- v. Keep backup of files at department level.
- vi. Orientation of the staff through organization of workshops etc. to update about the University's rule, regulations, purchase system, maintaining and handling of records.
- vii. Improvement on web portal for examination result needed.

(Dean – Academic & Research)  
University of Patanjali

(In-charge IQAC)  
University of Patanjali

(Registrar)  
Uttarakhand Sanskrit University

( Pro Vice-Chancellor )  
University of Patanjali



# UNIVERSITY OF PATANJALI, HARIDWAR



**UNIVERSITY OF PATANJALI, HARIDWAR**

**(Patanjali Yog Peeth, Roorkee Haridwar Road,  
Haridwar, Uttarakhand- 249405 (INDIA))**

**ADMINISTRATIVE AUDIT REPORT**

Session- 2020-21



# पतंजलि विश्वविद्यालय University of Patanjali

उत्तराखण्ड विधान मण्डल द्वारा पारित पतंजलि विश्वविद्यालय अधिनियम संख्या 4, वर्ष 2006 के अन्तर्गत स्थापित  
Established by Uttarakhand State Legislature Under the University of Patanjali Act No. 4, Year 2006

पत्रांक (Ref.) : UOP/AB-01(19/06/2021)

दिनांक (Date) : 19/06/2021

शैक्षणिक सत्र 2020-21 में एडमिनिस्ट्रेटिव ऑडिट कमेटी गठन के सन्दर्भ में।

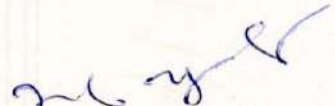
पतंजलि विश्वविद्यालय में प्रशासनिक स्तर के उत्कर्ष उन्नयन किये जाने हेतु समय-समय पर ऑडिट किया जाना आवश्यक है। समिति द्वारा विश्वविद्यालय के प्रशासनिक गतिविधियों से सम्बन्धित ऑडिट किये जाएंगे।

इस हेतु ऑडिट समिति का प्रारूप निम्नलिखित है।

(Session 2020-21)

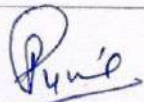
## Members of Administrative Audit Committee

S. N.	Name	Designation
1.	Prof. Mahavir Agarwal, Pro Vice Chancellor	Chairman
2.	Registrar, Uttarakhand Sanskrit University	Member
3.	Prof. K.N.S. Yadava. In-charge IQAC	Member
4.	Dean Academics & Research	Member

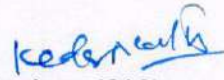
  
(प्रति-कुलपति)

## • Audit Checklist (Registrar Office)


S. No.	Criterion	Verification Yes / No
	<b>Meetings of Authorities of the University of Patanjali</b>	
1.	<b>Board of Governors</b>	
	- Meeting notice of Agenda items	yes
	- Meeting as per quorum, minutes / proceeding of meeting	yes
	- Number of meetings	one
2.	<b>Board of Management</b>	
	- Meeting held	- NIL -
3.	<b>Academic Council</b>	
	- Meeting notice of Agenda items	yes
	- Meetings as per quorum, minutes / proceeding of meeting	yes
	- Number of meetings	one
4.	<b>Board of Studies</b>	
	- Meeting notice of Agenda items	yes
	- Meetings as per quorum, minutes / proceeding of meeting	yes
5.	Rules for regulation for student attendance	yes
6.	Rules and regulations – Admission of Students	yes
7.	<b>Maintaining up-dated academic records of students</b>	
	- Maintaining of student database, who on rolls	yes
	- Maintain the data base of detained students	yes
	- Admission file	yes
	- Personal files of students	yes
	- Issuing of Bonafide	yes
	- Attendance Record	yes
	- Disciplinary File	yes
	- Files for record of Achievements and Awards	yes
8.	Register for students' movement outside University	yes
9.	Provision of Male and Female Security	yes

  
(Registrar)  
University of Patanjali

  
(Dean – Academic & Research)  
University of Patanjali

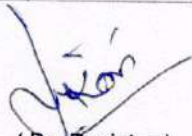
  
(In-charge IQAC)  
University of Patanjali

  
(Registrar)  
Uttarakhand Sanskrit University


  
(Pro Vice-Chancellor)  
University of Patanjali

• **Audit Checklist (Examination Section)**

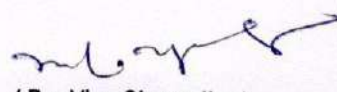
S. No.	Criterion	Verification Yes / No
1.	Rules for Internal and External Evaluation and Regulations	Yes
2.	Scheduling of Examination Fee	Yes
3.	Timetable for mid examinations	Yes
4.	Conducting of all the examinations as per timetable	Yes
5.	Sending the appointment orders to the external examiners for conducting practical examinations	Yes
6.	Paying the remuneration through online to all the examiners/ invigilators/staff	Yes
7.	Issue of Admit Card to all the students	Yes
8.	Issuing of Migration /Character Certificate / any other related certificate, on receipt of prescribed fee	Yes
9.	Applying the rules of moderation / grace marks for normalization	Yes
10.	Declaring the results	Yes
11.	Approved results on the web portal	Improvement needs
12.	Malpractice rules and minutes of the committee meeting	Yes

  
(Dy. Registrar)  
University of Patanjali

  
(Dean - Academic & Research)  
University of Patanjali

  
(In-charge IQAC)  
University of Patanjali

  
(Registrar)  
Uttarakhand Sanskrit University

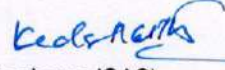
  
(Pro Vice-Chancellor)  
University of Patanjali

• **Audit Checklist (Accounts Department)**

S. No.	Criterion	Verification Yes / No
1.	<b>Maintenance of computerized Books of accounts :</b>	
	- Voucher entry	yes
	- Expenditure & Income Ledgers.	yes
	- Trail Balance & Balance sheet	yes
	- Student Ledgers	yes
2.	<b>Taxation</b>	
	- Payments of TDS on Contractors	yes
	- Payments of TDS on Professionals	yes
	- Payment & Filing of monthly GST returns	yes
	- Payment & Filing of monthly GST returns	yes
3.	Administrative approvals & Payment approvals from Managements for payments above Rs.10,000/-	yes
4.	<b>Budget preparations</b>	
	- Calling for Budget proposals	yes
	- Budget approvals	yes
	- Finance committee Meeting	yes
5.	Preparation of Financial Statements & filling of Income Tax Returns.	yes

  
(Finance Officer)  
University of Patanjali

  
(Dean – Academic & Research)  
University of Patanjali

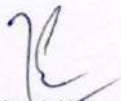
  
(In-charge IQAC)  
University of Patanjali

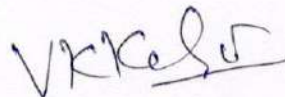
  
(Registrar)  
Uttarakhand Sanskrit University


  
(Pro Vice-Chancellor)  
University of Patanjali

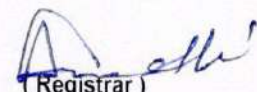
• **Audit Checklist (Purchase Department)**

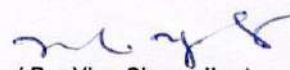
S. No.	Criterion	Verification Yes / No
1.	Approving Process for procurement of Recurring (consumables) and Nonrecurring (Equipment).	Yes
2.	Purchase process for procurement of Recurring (consumables) and Nonrecurring (Equipment).	Yes
3.	Release of Purchase Orders (Sample Copies)	Yes
4.	Annual Maintenance Contract(s).	Yes
5.	Vehicle Insurance Process and Payments.	Yes
6.	Process for disposal of scrap.	Needs improvement
7.	Imprest amount expenditure details	Yes
8.	Internal Purchase Committee Meeting minutes	Yes
9.	Disbursement of payment (procedures) for all purchases	Yes
10.	Maintenance of Stock registers for - Recurring - Non-recurring - Stationary	Yes

  
( Head-HR )  
Patanjali Yogpeeth

  
(Dean – Academic & Research)  
University of Patanjali

  
(In-charge IQAC)  
University of Patanjali

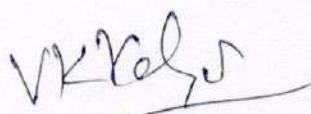
  
(Registrar)  
Uttarakhand Sanskrit University

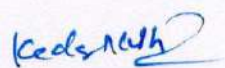
  
( Pro Vice-Chancellor )  
University of Patanjali


• **Audit Checklist (HR Department)**

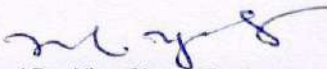
S. No.	Criterion	Verification Yes / No
1.	List of Positions/Designations of all Teaching (Faculty) and Non-Teaching Staff.	Yes
2.	Policies and Service Rules Manual of Faculty and Staff.	Yes
3.	Appointment Procedure(s) for all positions.	Yes
4.	Notifications/Advertisements for appointing of Faculty and Staff. Recent Notification Details_____	No
5.	Appointment Orders of the Faculty and Staff.	Yes
6.	Employee Records/Service Registers.	Yes
7.	Confidential reports for administrative staff	Yes
8.	Self-Appraisal formats and submitted Reports by Faculty and Staff.	Yes
9.	Disciplinary Actions, if any.	Yes
10.	Salary Statements record	Yes
11.	Pay slips to employees	Yes
12.	Implementation of Leave Rules.	Yes

  
( Head HR)  
Patanjali Yogpeeth

  
(Dean - Academic & Research)  
University of Patanjali

  
(In-charge IQAC)  
University of Patanjali

  
(Registrar)  
Uttarakhand Sanskrit University

  
( Pro Vice-Chancellor )  
University of Patanjali

• **Suggestions for improvement:**

- i. University advertisements for recruitments through newspapers and media should be maintained properly.
- ii. To improve the ICT facilities in the campus for using audio-visual tools regularly in classroom teaching.
- iii. Interaction with industry / research centres/ educational institutions to be increased.
- iv. Record of Activities (Academic and Cultural-sports etc.) of international students should be maintained.
- v. Keep backup of files at department level.
- vi. Orientation of the staff through organization of workshops etc. to update about the University's rule, regulations, purchase system, maintaining and handling or records.
- vii. Improvement on web portal for examination result needed.

(Dean - Academic & Research)  
University of Patanjali

(In-charge IQAC)  
University of Patanjali

(Registrar)  
Uttarakhand Sanskrit University

(Pro Vice-Chancellor)  
University of Patanjali



# UNIVERSITY OF PATANJALI, HARIDWAR



**UNIVERSITY OF PATANJALI, HARIDWAR**

**(Patanjali Yog Peeth, Roorkee Haridwar Road,  
Haridwar, Uttarakhand- 249405 (INDIA))**

**ADMINISTRATIVE AUDIT REPORT**

Session- 2021-22



# पतंजलि विश्वविद्यालय University of Patanjali

उत्तराखण्ड विधान मण्डल द्वारा पारित पतंजलि विश्वविद्यालय अधिनियम संख्या 4, वर्ष 2006 के अन्तर्गत स्थापित  
Established by Uttarakhand State Legislature Under the University of Patanjali Act No. 4, Year 2006

पत्रांक (Ref.) : UOP/AB-01(19/06/2022)

दिनांक (Date) : 19/06/2022

शैक्षणिक सत्र 2021-22 में एडमिनिस्ट्रेटिव ऑडिट कमेटी गठन के सन्दर्भ में।

पतंजलि विश्वविद्यालय में प्रशासनिक स्तर के उत्कर्ष उन्नयन किये जाने हेतु समय-समय पर ऑडिट किया जाना आवश्यक है। समिति द्वारा विश्वविद्यालय के प्रशासनिक गतिविधियों से सम्बन्धित ऑडिट किये जाएंगे।

इस हेतु ऑडिट समिति का प्रारूप निम्नलिखित है।

(Session 2021-22)

## Members of Administrative Audit Committee


S. N.	Name	Designation
1.	Prof. Mahavir Agarwal, Pro Vice Chancellor	Chairman
2.	Registrar, Uttarakhand Sanskrit University	Member
3.	Prof. K.N.S. Yadava. In-charge IQAC	Member
4.	Dean Academics & Research	Member

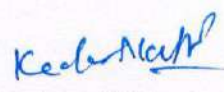
  
(प्रति-कुलपति)

## • Audit Checklist (Registrar Office)


S. No.	Criterion	Verification Yes / No
	<b>Meetings of Authorities of the University of Patanjali</b>	
1.	<b>Board of Governors</b>	
	- Meeting notice of Agenda items	Yes
	- Meeting as per quorum, minutes/ proceeding of meeting	Yes
	- No of meetings	01
2.	<b>Board of Management</b>	
	- Meeting held	Nil
3.	<b>Academic Council</b>	
	- Meeting notice of Agenda items	Yes
	- Meetings as per quorum, minutes / proceeding of meeting	Yes
	- Number of meetings	01
4.	<b>Board of Studies</b>	
	- Meeting notice of Agenda items	Yes
	- Meetings as per quorum, minutes / proceeding of meeting	Yes
5.	Rules for regulation for student attendance	Yes
6.	Rules and regulations – Admission of Students	Yes
7.	<b>Maintaining up-dated academic records of students</b>	
	- Maintaining of student database, who on rolls	Yes
	- Maintain the data base of detained students	Yes
	- Admission file	Yes
	- Personal files of students	Yes
	- Issuing of Bonafide	Yes
	- Attendance Record	Yes
	- Disciplinary File	Yes
	- Files for record of Achievements and Awards	Yes
8.	Register for students' movement outside University	Yes
9.	Provision of Male and Female Security	Yes

  
(Dy. Registrar)  
University of Patanjali

  
(Dean – Academic & Research)  
University of Patanjali

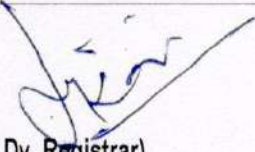
  
(In-charge IQAC)  
University of Patanjali

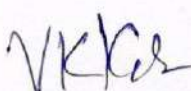
  
(Registrar)  
Uttarakhand Sanskrit University

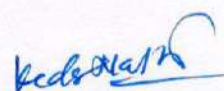
  
(Pro Vice-Chancellor)  
University of Patanjali

• Audit Checklist (Examination Section)

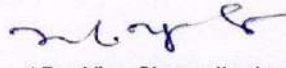
S. No.	Criterion	Verification Yes / No
1.	Rules for Internal and External Evaluation and Regulations	Yes
2.	Scheduling of Examination Fee	Yes
3.	Timetable for mid examinations	Yes
4.	Conducting of all the examinations as per timetable	Yes
5.	Sending the appointment orders to the external examiners for conducting practical examinations	Yes
6.	Paying the remuneration through online to all the examiners/ invigilators/staff	Yes
7.	Issue of Admit Card to all the students	Yes
8.	Issuing of Migration /Character Certificate / any other related certificate, on receipt of prescribed fee	Yes
9.	Applying the rules of moderation / grace marks for normalization	Yes
10.	Declaring the results	Yes
11.	Approved results on the web portal	Improvement needed
12.	Malpractice rules and minutes of the committee meeting	Yes

  
(Dy. Registrar)  
University of Patanjali

  
(Dean - Academic & Research)  
University of Patanjali


  
(In-charge IQAC)  
University of Patanjali

  
(Registrar)  
Uttarakhand Sanskrit University

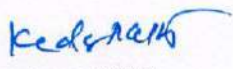
  
(Pro Vice-Chancellor)  
University of Patanjali

• **Audit Checklist (HR Department)**

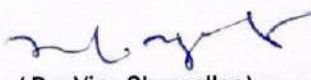
S. No.	Criterion	Verification Yes / No
1.	List of Positions/Designations of all Teaching (Faculty) and Non-Teaching Staff.	Yes
2.	Policies and Service Rules Manual of Faculty and Staff.	Yes
3.	Appointment Procedure(s) for all positions.	Yes
4.	Notifications/Advertisements for appointing of Faculty and Staff. Recent Notification Details_____	NO
5.	Appointment Orders of the Faculty and Staff.	Yes
6.	Employee Records/Service Registers.	Yes
7.	Confidential reports for administrative staff	Yes
8.	Self-Appraisal formats and submitted Reports by Faculty and Staff.	Yes
9.	Disciplinary Actions, if any.	Yes
10.	Salary Statements record	Yes
11.	Pay slips to employees	Yes
12.	Implementation of Leave Rules.	Yes

  
(Head HR)  
Patanjali Yogpeeth

  
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University of Patanjali

  
(In-charge IQAC)  
University of Patanjali

  
(Registrar)  
Uttarakhand Sanskrit University

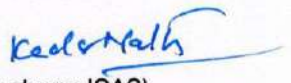
  
(Pro Vice-Chancellor)  
University of Patanjali

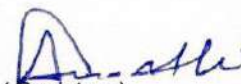
**Audit Checklist (Purchase Department)**

S. No.	Criterion	Verification Yes / No
1.	Approving Process for procurement of Recurring (consumables) and Nonrecurring (Equipment).	Yes
2.	Purchase process for procurement of Recurring (consumables) and Nonrecurring (Equipment).	Yes
3.	Release of Purchase Orders (Sample Copies)	Yes
4.	Annual Maintenance Contract(s).	Yes
5.	Vehicle Insurance Process and Payments.	Yes
6.	Process for disposal of scrap.	Need improvement
7.	Imprest amount expenditure details	Yes
8.	Internal Purchase Committee Meeting minutes	Yes
9.	Disbursement of payment (procedures) for all purchases	Yes
10.	Maintenance of Stock registers for - Recurring - Non-recurring - Stationary	Yes

  
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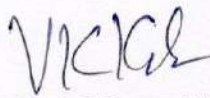
  
(Registrar)  
Uttarakhand Sanskrit University

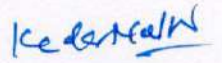
  
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University of Patanjali

• Audit Checklist (Accounts Department)

S. No.	Criterion	Verification Yes / No
1.	<b>Maintenance of computerized Books of accounts :</b>	
	- Voucher entry	yes
	- Expenditure & Income Ledgers.	yes
	- Trail Balance & Balance sheet	yes
	- Student Ledgers	yes
2.	<b>Taxation</b>	
	- Payments of TDS on Contractors	yes
	- Payments of TDS on Professionals	yes
	- Payment & Filling of monthly GST returns	yes
	- Payment & Filling of monthly GST returns	yes
3.	Administrative approvals & Payment approvals from Managements for payments above Rs.10,000/-	yes
4.	<b>Budget preparations</b>	
	- Calling for Budget proposals	yes
	- Budget approvals	yes
	- Finance committee Meeting	yes
5.	Preparation of Financial Statements & filling of Income Tax Returns.	yes

  
(Finance Officer)  
University of Patanjali

  
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Uttarakhand Sanskrit University

  
(Pro Vice-Chancellor)  
University of Patanjali

• **Suggestions for improvement:**

- i. University advertisements for recruitments through newspapers and media should be maintained properly.
- ii. To improve the ICT facilities in the campus for using audio-visual tools regularly in classroom teaching.
- iii. Interaction with industry / research centres/ educational institutions to be increased.
- iv. Record of Activities (Academic and Cultural-sports etc.) of international students should be maintained.
- v. Keep backup of files at department level.
- vi. Orientation of the staff through organization of workshops etc. to update about the University's rule, regulations, purchase system, maintaining and handling of records.
- vii. Improvement on web portal for examination result needed.

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