

# Shri Guru Ram Rai University

( Estd.By Govt. of Uttarakhand, vide Shri Guru Ram Rai university Act.03 of 2017)

Patel Nagar, Dehradun -248001, Uttarakhand

## Administrative Audit for the Academic Year 2021-2022

Section	Items	Observation
<b>Registrar Office</b>	Name of the University	
	Name of the Head of the University	
	Designation of the Head	
	Contact details of the University	
	Contact details of the Head	
	Contact details of the IQAC Director	
	Date of establishment	
	Date of Recognition by UGC under section 2f	
	All Committees of the University	
	Faculties (Name and Designation School wise) Total Number of Teaching, Non-Teaching Staff and Students	<b>Annexure-1</b>
	Programmes Offered (School wise details with programme code)	<b>Annexure-2</b>
<b>Account Office</b>	Financial Audit	
	Record of Salary Bills, 16A forms, ITR reports	
	Facility of E-Finance Management	
<b>Exam Cell</b>	Record of Board of Examination Meeting	
	Exam calendar	
	Records of conducted examinations (ESE details, records of evaluation and Award list)	
	Record of Result Analysis School wise	
	Minutes of meetings convened	
	University Exam Management System	
<b>Computer Centre</b>	Record of Maintenance	
	List of Inventory	
	Log Books Records	

<b>Library</b>	Record of Books with purchase bills	
	Stock Maintenance	
	Book Issuing Record	<b>Annexure-3</b>
	E-Library details	
	Methodology of Disposing Books	
	E-Resources provided by the library	