

Kumaun University, Nainital
Internal Quality Assurance
Cell Administrative Auditing
Format

(To be filled by different administrative units/section of *Kumaun University*)
(Main Admin Building/Director's Offices of DSB and Sir JC Bose)
Campuses/Faculty/Department)

ADMINISTRATIVE AUDITING

It can be defined as a process of evaluating the efficiency and effectiveness of the administrative procedure. It can include Assessment policies strategic and functions of the various administrative departments control the overall administrative system etc.

1. Name of the Department: **Department of History**
2. In charge of the Section: **Professor Sanjay Ghildiyal**
3. Name of the working condition equipment's and number
 - a. Computer – **02 in Department and 06 in Himalaya Museum**
 - b. Photostat machine –**NIL**
4. Office automation
 - a. Online – (*Access to University Portal for Uploading and downloading marks/credits*)
 - b. Offline– *Maintenance and updating of day-to-day office works.*
 - c. Maintenance of records: examination, declaration of result, fee collection, maintenance of account, employee leaves, increment, purchase, distribution, planning and development, house allotment, collage record, affiliation, PhD student records etc.

Record available in our department: Employees leaves, Purchase, Distribution, PhD student records.

5. Useful contents on the university websites: Results, Pass percentage, merit list, all type of application forms for issuance of degree/provisional degree/certificates/marksheets etc.: **NA**
6. Security measure: CCTV, security staffs: **NA**
7. Sport facilities: **NA**
8. Details of medical facilities: **NA**
9. Employee detail:

Sl No.	Name	Designation	Type of Work	Computer Knowledge	Remark
1	Prof. G.S. Negi	Professor	Teaching & Research	Basic Knowledge	
2	Prof. Savitri Kaira Jantwal	Professor	Teaching and Research	Basic Knowledge	
3	Prof. Sanjay Ghildiyal	Professor (HOD)	Teaching, Research & Administration	Basic Knowledge	
4	Prof. Sanjay Kumar Tamta	Professor	Teaching and Research	Basic Knowledge	
5	Dr. Shivani Rawat	Assistant Professor	Teaching and Research	Basic Knowledge	
6	Dr. Manoj Bafila	Assistant Professor (C)	Teaching and Research	Basic Knowledge	
Himalayan Museum					
8	Dr B C Arya	Assistant curator	Conservation and management	Basic Knowledge	
9	Dr P S Adhikari	Assistant curator	Conservation and management	Basic Knowledge	
10	Dr BC Sharma	Assistant curator	Conservation and management	Basic Knowledge	
11	Dr HS Jalal	Document Assistant	Documenting things of museum & museum activities	Basic Knowledge	
Supportive Staff					
12	Suhail Ahmed Siddiqi	Office	Office Work	Basic Knowledge	
13	Shivraj Singh Kapkoti	MTS	Multi Tasking	Basic Knowledge	
14	Bhuwan Pathak	MTS	Multi Tasking	Basic Knowledge	

DIARY OF DAILY ACTIVITY TURNOVER REPORT Not Applicable

Reference Period: Finance Year (From 1st April to 31st March of Succeeding Year)

Sl.No	Date	File No.	Subject of the File	File Initiated Section/Department	Received date to the section	Dispatched (Date from the section)	Output/Decision	Action taken (I brief)


Head
Dept. of History
D.S.B. Campus
Kumaun University, Nainital

Signature of the HOD

Office Seal

Date: 20.05.2024