

ADMINISTRATIVE OFFICES, UNITS & FACILITIES

1. Registrar and his officers of Administration
2. Finance Section
3. Engineering Cell
- 4.
5. Controller of Examinations
6. Health Centre
7. Sports Office & Facilities
8. Library

OBSERVATIONS AND FINDINGS

☑ INTERACTION WITH REGISTRAR INCLUDING ENGINEERING SECTION:

1. Based on the interaction with the Registrar & other officers attached to Office of Registrar the committee observed that there is evidence of good leadership in the Administration. However, the management information system (MIS) is yet to be integrated by the administration.
2. The Stock Registers need to be maintained by all the Academic & Administrative Units in the University. The purchase & procurement need to be done centrally through the established procedure as per GOI guidelines. There is the necessity for decentralization of purchase & procurement, as appropriate.
3. The legal matters in the University are very efficiently dealt. There are no major concerns related to RTI queries.
4. The Establishment Section deals with both Teaching & Non-Teaching service matters. It is recommended to use more ICT for office system.
5. The Hindi Cell under the supervision of Hindi Officer needs to translate all circulars and notifications in Hindi.

On the basis of the above findings the committee recommends as follows:

1. The process of e-governance with emphasis on integrated MIS needs to be implemented.
2. The purchase & procurement manual in tune with GOI norms needs to be formulated.
3. A proper manpower policy for professional Human Resource Management needs to be formulated & adopted by the University.
4. The online file tracking system for Administration, Finance & Other Offices needs to be in place
5. For monitoring construction activities project-wise Monitoring Committee may be constituted for quality assurance.

Page 12 of 12

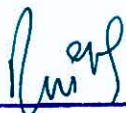
6. Assets register of the University needs to be maintained properly and updated regularly

☑ INTERACTION WITH FINANCE OFFICER

The committee members interacted with the Finance Officer in-charge and other officials. The Finance Officer post is presently vacant and is looked after by a Professor.

On the basis of the above findings the committee recommended as follows:

1. The o/o Finance Officer needs to be filled up at the earliest.
2. The finance section has implemented software for maintaining Financial Operations but its integration with Administration is absent.
3. The Internal Audit Cell of the finance section needs to be made operational.


IQAC- Coordinator
University of Technology
Vatika, Gurgaon

☑ INTERACTION WITH CONTROLLER OF EXAMINATIONS

The committee members interacted with the Controller of Examinations in-charge.

The Committee makes the following recommendations:

1. The o/o Controller of Examinations need to be filled- up at the earliest.
2. The examination reforms need to be initiated with revisiting present system with emphasis on parity between UG and PG courses in the perspective of CBCS.
3. For Distance mode of examinations a separate cell may be created.
4. A new examination building needs to be constructed with high priority.


☑ INTERACTION WITH LIBRARIAN AND OTHER OFFICERS IN THE LIBRARY

The infrastructure facilities in the Central Library in the University are good. The library services are digitized to a great extent with RFID system. The committee therefore, recommends the following:

1. The library may be operational on both in weekdays and holidays including evening time.
2. Library has started automation of catalogue and issue system. However, average number of visits is very low. Some incentives like Best Reader award semester wise may be considered.
3. The cafeteria facilities in the University need to be strengthened.
4. The reading rooms need to be facilitated with biometric recording system.
5. The existing system of procurement of books needs to be reviewed for more transparency.

☑ INTERACTIONS WITH HEALTH CENTRE

The Committee members visited the infrastructural facilities available at the Health Centre for consultations, tests and other medical facilities. The Centre is well-equipped


QAC- Coordinator
University of Technology
Vatika, Jaipur