

Department of Mechanical Engineering
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
(Established by State Legislature Act 17 of 1995)
'A+' Grade, NAAC Accredited

ADMINISTRATIVE AUDIT Report (Annual Year 2024-25)

It is the process of evaluating the efficiency and effectiveness of the administrative procedure and includes assessment of policies, strategies & functions of the various administrative departments, control of the overall administrative system etc.

PROFORMA FOR GETTING INFORMATION ABOUT ADMINISTRATIVE AUDIT

1	Designation wise total number of Staff :		
	Sr. No	Name of Staff	Post Held
	1	Dr. Amitesh Goswami	Workshop Supdt.
	2.	Sh. Ishwar Singh	Workshop Instructor
	3.	Sh. Amrik	Workshop Instructor
	4.	Sh. Kuldeep Singh	Workshop Instructor
	5.	Sh. Krishan	Workshop Instructor
	6.	Sh. Rajender Kumar	Workshop Instructor
	7.	Sh. Sachin	Workshop Instructor
	8.	Sh. Mandeep	Workshop Instructor
	9.	Sh. Joginder Pattar	Tech. Grade-1
	10.	Sh. Rambilas	Lab Technician
	11.	Sh. Brij Lal	Lab Technician
	12.	Sh. Vijay	Lab Technician
	13.	Sh. Harish	Lab Attendant
	14.	Sh. Mandeep Yadav	Lab Attendant
	15.	Sh. Sunil Kumar	Lab Attendant
	16.	Sh. Ashish Dhingra	Clerk
	17.	Mrs. Anita	Clerk
	18.	Sh. Kulbir	Clerk
	19.	Sh. Pardeep	Peon
20.	Mrs. Rajesh Kumari	Peon	

2	<p>Office Automation</p> <p>2.1 Name of Branch: Mechanical Engineering Department</p> <p>2.2 Objectives: To assess the effectiveness and efficiency of administrative processes, resource management, and compliance with department and institutional Standards</p> <p>2.3 Details of working of Branch/office:</p> <p>2.3.1 Is there any regular mechanism of review meetings of various officers/employees of the Branch/office ? If yes, provide details. Yes, administrative assignments are distributed, monitored and reviewed on daily basis by chairperson or concerned coordinator. Regular Staff council, DRC and BOSR have been made to discuss and resolve the various departmental issues</p> <p>2.4 Administrative and Financial Powers:</p> <p>2.4.1 Distribution of Work Load: As per skill, hierarchy and availability of the staff.</p>
	<p>2.4.2 Power to Assign Work: Chairperson of the department assigns work to different administrative staff.</p> <p>2.5 Maintenance of Record like Diary/Dispatch, Log Book, Issuance of Books, filing system etc.: YES</p> <p>2.6 Do you have the proper mechanism for maintenance of consumable and non-consumable items and proper mechanism of periodical checking/Audit. Yes</p> <p>2.7 Maintenance of Branch/Departmental Accounts (Manually/Computerized/Both): Both, Manual and Computerized</p> <p>2.8 Procedure for lodging and solution of complaints/grievance. Whether it is manual/online or both and in how many days the solutions are made i.e. within 15 days or 30 days or 02 months or more? Relevant complaints/ grievance are received in manual/online mode and resolved from 15 to 30 days as per the nature of the complaint.</p> <p>2.9 Mechanism for waste disposal including electrical wastes/e-waste like computers, tube-lights and other like waste engine oil. Yes, waste and e-waste are disposed at central level as per University/State Govt. Rules</p>
3	<p>Whether all major decisions and mandatory disclosures of the branch are uploaded or made available at University Website? Main disclosures of the Branch/Department: Yes, All major decisions and mandatory disclosures of the department are available at University website. Main Disclosure of the department are:</p> <ul style="list-style-type: none"> • Curriculum and Course Information • Faculty and Staff Information • Facilities and Infrastructure • Student Support Services • Alumni Details

4	Does Administrative Staff is ICT Skilled and what percentage of staff is competent with the working of operating M.S./Power point/M.S. excel/Emails etc.? Yes, around 85% of the staff is ICT skilled.
5	Adequate No. of Computers/ICT Equipment Availability/Internet Facility (Fully/Partially Equipped): Yes, fully equipped with internet facilities.
6	For what assignment Branch/Department goes for outsource viz. manpower, vehicles, equipments etc. and what procedure they followed for the same? Department rarely goes for outsource of assignments.
7.	(i) Admission facility (Manual/online/both): Both (ii) Fee Collection facility (Manual/online/both): Online (iii) Result facility (Manual/online/both): Both (iv) Scholarship Facility (Manual/online/both): Both (v) Library Facilities (Manual/online/both): Both (vi) Training Facilities (Inhouse/Outside) Both, Inhouse and Outside
8.	At least Two Major Strengths and Weaknesses of Branch: Strength of Department: 1. Experienced and dedicated staff 2. Well-Equipped Labs and Facilities Weakness of Department 1. Lack of skill up gradation of technical staff 2. Lack of Industrial collaboration
9.	Write up on the improvement/updation done during the last five years (up to 500 words) Over the past five years, the Mechanical Engineering Department has made significant strides in enhancing academic offerings, administrative efficiency, and collaborations to ensure its alignment with evolving industry trends and academic standards. The department has introduced new programs, upgraded its administrative processes, and invested in resources and training aimed at strengthening its overall performance. The Mechanical Engineering Department has introduced two new programs in last five years, including the B.Sc. (Aviation) in 2024-25 and B.Tech. (Working Professional) in 2023-24, catering to emerging industry demands. The department is actively investing in advanced ICT tools to improve teaching and research capabilities. Several MoUs have been signed with industry partners to foster collaboration, research, and student placement opportunities. The department is committed to continuous growth, ensuring high-quality education and strong industry ties. These initiatives aim to provide students with cutting-edge knowledge and real-world experience.

Signature of Head of the Deptt./Branch Officer