MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI - 12

REPORT ON THE ADMINISTRATIVE AUDIT

Academic Year: 2018-19   Section Audited: ....Date...............

Name of the Auditors		
Designation		
Address		

Sl. No.	Name of the File	Availability	Rating (5 – Very Good and 1 - Very Poor)					Remarks
			5	4	3	2	1	
	Brief history of the Administrative section	Yes/No						
	Objectives of the Administrative section	Yes/No						
	Quality Policies	Yes/No						
41.	Section Functionalities	Yes/No						
42.	Organization Chart	Yes/No						
43.	Policy Folder – Policy/GO/UGC Guidelines/Statutory guidelines/ work Instructions / Other Regulations related to work	Yes/No						
44.	Inward/Outward Communication Register	Yes/No						
45.	Circular Folders / Files related to communication	Yes/No						
46.	Pending Correspondence – monitoring mechanism	Yes/No						
47.	Deadline for various activities	Yes/No						
48.	Action plans for the year	Yes/No						
49.	Visitor's Book – (it applicable)	Yes/No						
50.	Duties, Responsibilities of each	Yes/No						

	staff member							
51.	Procedures to carryout work	Yes/No						
52.	Files / DOC maintained – related to the procedures (with file opening / close dates	Yes/No						
53.	File indexing	Yes/No						
54.	Display of user related procedures	Yes/No						
55.	Suggestions / Feedback Registers	Yes/No						
56.	Attendance / Biometric report	Yes/No						
57.	Name list of employees and their profile	Yes/No						
58.	Compliance / Progress monitoring mechanisms	Yes/No						
59.	Inventory	Yes/No						
60.	Assessment / Appraisal procedure	Yes/No						
61.	RTI related matters	Yes/No						
62.	Website updating related to section	Yes/No						
63.	Training register – On Job Training	Yes/No						
	Total Score							

Note: The auditor can provide his constructive suggestions for the quality enhancement in an elaborate manner as appendix, mentioning the serial numbers. Further they can write their detailed remarks in a separate sheet.

<div align="center">Auditor</div>

Name: ………………………….

Designation: ………………………….

Date: ………………………......