



Academic Year

Date:

Section Audited:

Name of the Auditors		
Designation		
Address		

Sl. No.	Name of the File	Availability	Rating (4 – Very Good and 0 –not available)					Remarks
			4	3	2	1	0	
	Brief history of the Administrative section	Yes/No						
	Objectives of the Administrative section	Yes/No						
	Quality Policies	Yes/No						
1.	Action taken on pervious administrative audit report	Yes/No						
2.	Section Functionalities							
3.	Organization Chart	Yes/No						
4.	Stock file – Act & Statutes/Policy/GO/UGC Guidelines/other Statutory guidelines/ work Instructions / Other Regulations related to section	Yes/No						
5.	Proper maintenance of personal registrar Inward/Outward Communication Register (Distribution Register / Personal Register)	Yes/No						
6.	Circular Folders & Action Taken	Yes/No						
7.	Pending Correspondence – monitoring mechanism (Pending registrar / Reminder Registrar)	Yes/No						
8.	Deadline for various activities	Yes/No						
9.	Action plans for the year (if applicable)	Yes/No						
10.	Visitor's Book – (if applicable)	Yes/No						
11.	Duties and Responsibilities of each staff member	Yes/No						
12.	Seat specific procedures to carry out work	Yes/No						
13.	Current & Disposed Files / DOC maintained – related to the procedures (with file opening / close dates)	Yes/No						
14.	File indexing	Yes/No						
15.	Display of user related procedures / Guidelines	Yes/No						
16.	Suggestions / Feedback Registers	Yes/No						
17.	Attendance / Biometric report & Late Register	Yes/No						
18.	Name list of employees and their profile (as per attached proforma)	Yes/No						

	Name of the File	Availability	4	3	2	1	0	Remark
19.	Compliance to the instructions / Procedure	Yes/No						
20.	Inventory	Yes/No						
21.	Assessment / Appraisal procedure	Yes/No						
22.	RTI / CM cell / Collector petition related matters	Yes/No						
23.	Website updating related to section	Yes/No						
24.	Training register – On Job Training	Yes/No						
25.	Classification of Documents / files based on Retention period (One year / 3 years / 10 years / Permanent)	Yes/No						
26.	File Destruction	Yes/No						
27.	Tapal / Files – Handing over / Taking over	Yes/No						
28.	Staff Movement Register	Yes/No						
Total Score								
Grand Total								

Remarks by the auditors (add additional sheets if required)

(1) On HR Requirements
(2) On other Resources Required
(3) Staff members who are working more than 3 years
(4) Any other criteria that can be added
(5) Other points

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.

Auditor - 1

Signature : _____
Name : _____
Designation : _____
Date : _____

Auditor – 2

Signature : _____
Name : _____
Designation : _____
Date : _____