



**MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI - 12**  
**REPORT ON THE ADMINISTRATIVE AUDIT 2022-23**



Section Audited:

Date:

Name of the Auditor		
Designation		
Address		

Sl. No.	Name of the File	Availability	Rating (4 – Very Good and 0 – not available)					Remarks
			4	3	2	1	0	
1.	Brief history of the Administrative section	Yes/No						
2.	Objectives of the Administrative section	Yes/No						
3.	Quality Policies	Yes/No						
4.	Action taken on previous administrative audit report	Yes/No						
5.	Section Functionalities	Yes/No						
6.	Organization Chart	Yes/No						
7.	Stock file – Act & Statutes/Policy/GO/UGC Guidelines/other Statutory guidelines/ work Instructions / Other Regulations related to section	Yes/No						
8.	Proper maintenance of personal register Inward/Outward Communication Register (Distribution Register / Personal Register)	Yes/No						
9.	Circular Folders & Action Taken	Yes/No						
10.	Pending Correspondence – monitoring mechanism (Pending register / Reminder Register)	Yes/No						
11.	Deadline for various activities	Yes/No						
12.	Action plans for the year (if applicable)	Yes/No						
13.	Visitor's Book – (if applicable)	Yes/No						
14.	Duties and Responsibilities of each staff member	Yes/No						
15.	Seat specific procedures to carry out work	Yes/No						
16.	File indexing	Yes/No						
17.	Display of user related procedures / Guidelines	Yes/No						

	Name of the File	Availability	4	3	2	1	0	Remark
18.	Suggestions / Feedback Registers	Yes/No						
19.	Attendance & Late Register	Yes/No						
20.	Name list of employees and their profile (as per attached proforma)	Yes/No						
21.	Compliance to the instructions / Procedure	Yes/No						
22.	Inventory	Yes/No						
23.	Assessment / Appraisal procedure	Yes/No						
24.	RTI / CM cell / Collector petition related matters	Yes/No						
25.	Website updating related to the section	Yes/No						
26.	Training register – On-Job Training	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) Any other criteria that can be added
(2) 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 :** .....