

**MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI - 12**

**REPORT ON THE ADMINISTRATIVE AUDIT**

Academic Year:

Section Audited: .....Date.....

<b>Name of the Auditors</b>		
<b>Designation</b>		
<b>Address</b>		

Sl. No.	Name of the File	Availability	Rating ( 5 – Very Good and 0 - Very Poor)						Remarks
			5	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.	Section Functionalities	Yes/No							
2.	Organization Chart	Yes/No							
3.	Policy Folder – Policy/GO/UGC Guidelines/Statutory guidelines/work Instructions / Other Regulations related to work	Yes/No							
4.	Inward/Outward Communication Register	Yes/No							
5.	Circular Folders / Files related to communication	Yes/No							
6.	Pending Correspondence – monitoring mechanism	Yes/No							
7.	Deadline for various activities	Yes/No							
8.	Action plans for the year	Yes/No							

9.	Visitor's Book – (it applicable)	Yes/No							
10.	Duties, Responsibilities of each staff member	Yes/No							
11.	Procedures to carryout work	Yes/No							
12.	Files / DOC maintained – related to the procedures (with file opening / close dates	Yes/No							
13.	File indexing	Yes/No							
14.	Display of user related procedures	Yes/No							
15.	Suggestions / Feedback Registers	Yes/No							
16.	Attendance / Biometric report	Yes/No							
17.	Name list of employees and their profile	Yes/No							
18.	Compliance / Progress monitoring mechanisms	Yes/No							
19.	Inventory	Yes/No							
20.	Assessment / Appraisal procedure	Yes/No							
21.	RTI related matters	Yes/No							
22.	Website updating related to section	Yes/No							
23.	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.

**Auditor 1**

**Auditor 2**

**Name:** .....

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**Designation:** .....

.....

**Date:** .....

.....

**MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI – 12**

**INDICATIVE LIST OF PARAMETERS THAT SHALL BE OBSERVED IN EACH SECTION**

**DURING ADMINISTRATIVE AUDIT 2017**

<b>S.No.</b>	<b>Name of the File</b>	<b>Remarks</b>
	Brief history of the Administrative section	
	Objectives of the Administrative section	
	Quality Policies	
1.	Section Functionalities	
2.	Organization Chart	
3.	Policy Folder – Policy/GO/UGC Guidelines/Statutory guidelines/ work Instructions / Other Regulations related to section	
4.	Inward/Outward Communication Register	
5.	Circular Folder / Files related to the communication	
6.	Pending Correspondence - monitoring mechanism	
7.	Deadline for various activities	
8.	Action plans for the year	
9.	Visitor's Book (it applicable)	
10.	Duties, Responsibilities of each staff member	
11.	Procedures to carryout work	
12.	Files / DOC maintained – related to the procedures (with file opening / close dates)	
13.	File indexing	
14.	Display of user related procedures	
15.	Suggestions / Feedback Registers	
16.	Attendance / Biometric report	
17.	Name list of employees and profiles	
18.	Compliance / Progress monitoring mechanisms	
19.	Inventory	
20.	Assessment / Appraisal procedure	
21.	RTI related matters	
22.	Website updating related to section	
23.	Training register – On Job Training	