

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)

'A+' Grade, NAAC Accredited

ADMINISTRATIVE AUDIT

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	<p>Designation wise total number of Staff :</p> <table border="1" data-bbox="245 743 1305 945"><thead><tr><th data-bbox="245 743 505 779">Sr. No.</th><th data-bbox="505 743 823 779">Posts</th><th data-bbox="823 743 1305 779">Total No. of staff</th></tr></thead><tbody><tr><td data-bbox="245 779 505 945"></td><td data-bbox="505 779 823 945"></td><td data-bbox="823 779 1305 945"></td></tr></tbody></table>	Sr. No.	Posts	Total No. of staff			
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2	<p>Office Automation</p> <p>2.1 Name of Branch:</p> <p>2.2 Objectives:</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.</p> <p>2.4 Administrative and Financial Powers:</p> <p>2.4.1 Distribution of Work Load:</p>						

	<p>2.4.2 Power to Assign Work:</p> <p>2.5 Maintenance of Record like Diary/Dispatch, Log Book, Issuance of Books, filing system etc.:</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.</p> <p>2.7 Maintenance of Branch/Departmental Accounts (Manually/Computerized/Both):</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?</p> <p>2.9 Mechanism for waste disposal including electrical wastes/e-waste like computers, tube-lights and other like waste engine oil.</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:</p>

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.?
5	Adequate No. of Computers/ICT Equipment Availability/Internet Facility (Fully/Partially Equipped):
6	For what assignment Branch/Department goes for outsource viz. manpower, vehicles, equipments etc. and what procedure they followed for the same?
7.	<p>(i) Admission facility (Manual/online/both):</p> <p>(ii) Fee Collection facility (Manual/online/both):</p> <p>(iii) Result facility (Manual/online/both):</p> <p>(iv) Scholarship Facility (Manual/online/both):</p> <p>(v) Library Facilities (Manual/online/both):</p> <p>(vi) Training Facilities (Inhouse/Outside)</p>

8.	At least Two Major Strengths and Weaknesses of Branch:
9.	Write up on the improvement/updation done during the last five years (up to 500 words)

Signature of Head of the Deptt./Branch Officer