

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="245 745 1305 947"><thead><tr><th data-bbox="245 745 505 947">Sr. No.</th><th data-bbox="505 745 824 947">Posts</th><th data-bbox="824 745 1305 947">Total No. of staff</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr></tbody></table> | Sr. No. | Posts | Total No. of staff | | | |
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| Sr. No. | Posts | Total No. of staff | | | | | |
| | | | | | | | |
| 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> | | | | | | |

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| | <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> |

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| 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> |

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| 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