ADMINISTRATIVE AUDIT

Name of the Division: **Examination**
Audit Period: Session 2018 - 19

Sr. No.	Statement	Evaluation		
1.	Awareness about the responsibilities of the division	Yes	Somewhat	No
2.	Execution of the work according to duty chart **(Check and Report)**			
3.	Filing system a. Documentation b. Coding c. Indexing d. Storing and retrieving filing e. Security system of filing f. Time schedule followed for disposal of files	Poor More than 5 days	Good 5 days	Excellent 3 Days
4.	Security and safety measures for original and important documents to avoid theft, fire, rain or any other peril or whatsoever nature	Poor	Good	Excellent
5.	Performance evaluation system **Check and Report**			
6.	Process and procedure of examination & evaluation **Check and Report**			

7.	Preparation and implementation of Academic Calendar (**Check and Report**)
8.	**Admissions** a. Advertisement for Admissions b. Counselling c. Counselling Details d. No. of Allocated Seats in the programme (**Check and Report**)
9.	**Maintaining record of Students** i. Admitted Students ii. Students Left iii. Present Students (**Check and Report**)
10.	Practices to enhance admissions (**Check and Report**)

11.	Question Bank – System, record, implications **(Check and Report)**		
12.	Scheduling of Examination **(Check and Report)**		
13.	Declaration of Results	Less than 7 days	More than 7 days
	(Check and Report)		
14.	System of evaluation of Research Projects and Dissertation **Check and Record**		
15.	**Research Projects** i. Process and Procedure **(Check and Report)** ii. Appointments under projects **(Check and Report)**		

	iii. Project Reports (**Check and Report**)
16.	Delays of external evaluation and action taken **Check and Report**
17.	Academic standing of students based on examination rules and regulations (**Check and Report**)
18.	Feedback of performance of students to parents (**Check and Report**)
19.	Report on same students failing in different subjects (**Check and Report**)
20.	No. of students who cleared all courses **Check and Report**

21.	How do you get complaints of your division and what is the track of closure? (**Check and Report**)
22.	Strength and weakness of the division (**Check and Report**)
23.	Any exemplary practice of your division (**Check and Report**)