



**MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES
FARIDABAD**

Format for Administrative Audit

Part-A

Name of Cluster:

AY:

(To be filled by each concerned section/ branch under cluster)

Name of the Section/Office	
Administrative Head of the Section/Office	
1	Work domain/ areas of work of section/ office. (Describe in 500 words)
2	Organizational Structure/ Organogram of section/office with defined roles/ responsibilities of each associated staff member
3	Standard Operating Procedures/Processes followed by the Section/Branch as per assigned mandate/ roles and responsibilities
4	Details of record maintained by the section/ office. (Enlist records and documents used in section/office)
5	Innovative practices (Describe any two innovative practices of section/office)
6	Compliance to previous audit (Action Taken Reports for Previous Audits)

Part-B

(To be filled by Audit Team)

Cluster:

Section/Office:

Date of Visit:

A. Para-wise observations/ remarks on **Part A** highlighting strengths and areas of concerns:

1	Work domain/ areas of work of section/ office. (Describe in 500 words)	
2	Organizational Structure/ Organogram of section/office with defined roles/ responsibilities of each associated staff member	
3	Standard Operating Procedures/ Processes followed by the Section/Branch as per assigned mandate/ roles and responsibilities	
4	Details of record maintained by the section/ office. (Enlist records and documents used in section/office)	
5	Innovative practices (Describe any two innovative practices of section/office)	
6	Compliance to previous audit (Action Taken Reports for Previous Audits)	

B. Suggestions for improvements:

Signature and Name
Head of Section/Office

Signature and Name
Audit Team members
