

## ADMINISTRATIVE AUDIT

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

Dated: 7<sup>th</sup> March 2019

Sr. No.	Statement	Evaluation		
		Yes	Somewhat	No
1.	Awareness of the responsibilities of the division			
2.	Execution of the work according to duty chart <b>(Check and Report)</b>			
3.	Are the employees appointed on the basis of their requisite qualification for the concerned division? <b>(Check and Report)</b>			
4.	Procedure of filing and maintaining the records <b>(Check and Report)</b>			
5.	Filing system	Poor	Good	Excellent
	a. Documentation			
	b. Coding			
	c. Indexing			
	d. Storing and retrieving filing			
	e. Security system of filing			
	f. Time line followed for disposal of files	More than 5 days	5 days	3 Days
6.	Security and safety measures for original and important documents to avoid theft, fire, rain or any other peril or whatsoever nature	Poor	Good	Excellent

7.	Performance evaluation system of the division <b>(Check and Report)</b>		
8.	Are system(s)/procedure(s) of protection from calamities like fire, chemical spill over, etc. in place?	Yes	No
	If yes, what type of system(s)/procedure(s) available/present? <b>(Check and Report)</b>		
9.	Are the appropriate type of Fire Extinguishers for controlling fire in different sections available?	Yes	No
10.	What is the frequency of inspection, date and time of the last inspection and what are the date of expiries? <b>(Check and Report)</b>		
11.	Are the security personnel, staff, students and faculty trained to use, operate the calamities protection systems, especially fire extinguishers?	Yes	No
12.	What is the training schedule of the above personnel and when the last training was conducted and by whom? <b>(Check and Report)</b>		
13.	Whether any fire drills were carried out <b>(Check and Report)</b>		
14.	Whether security personnel are aware of the evacuation priorities in case of fire emergency?	Yes	No

15.	Whether the records of the outsourced and security personnel available?  Records of the background verification of the outsourced and security personnel. <b>(Check and Report)</b>	Yes	No
16.	Whether ID badges/cards are issued to all the outsourced employees / contractors	Yes	No
17.	Check whether the preventive maintenance is carried out as per the schedule	Yes	No
18.	Is there any procedure for receiving complaints, tracking and closing those? <b>(Check and Report)</b>		
19.	Strength and weakness of the division <b>(Check and Report)</b>		
20.	Any exemplary practice followed by the division		

16. Whether the results of the outboard and security personnel  
personnel available. (Check and Report)

17. Whether the personnel are trained to all the outboard  
personnel. (Check and Report)

18. Check whether the preventive maintenance is carried out  
at the school. (Check and Report)

19. Whether any procedure for recording complaints, tracking and clearing  
complaints. (Check and Report)

20. Strength and weakness of the system. (Check and Report)

21. Any example of practice followed by the division.