ADMINISTRATIVE AUDIT

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

Sr. No.	Statement	Evaluation		
1.	Awareness of the responsibilities of the computer centre	Yes	Somewhat	No
2.	Execution of the work according to duty chart **(Check and Report)**			
3.	Are the employees appointed on the basis of their requisite qualification for the computer centre? **(Check and Report)**			
4.	Procedure of filing and maintaining the records **(Check and Report)**			
5.	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	Good	Excellent
		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.	Communication Systems with the users of computer centre **(Check and Report)**			
8.	Status of job description of employees of the computer centre? **(Check and Report)**			
9.	Regular website updation of CUPB	Poor (After two days)	Good (within 48 hours)	Excellent (Same day)
	(Check and Report)			
10.	Maintenance of university networking system by the centre **(Check and Report)**			
11.	Maintenance of hardware equipment (PCs and networking devices) by the centre **(Check and Report)**			
12.	Maintenance and updation of softwares in the PCs of Computer Centre **(Check and Report)**	10 days	15 days	More than 15 days

13.	Security system and maintenance of server and server room of computer centre **(Check and Report)**			
14.	Updation and maintenance of registers (stock register, log book, issue and return register) **(Check and Report)**			
15.	Purchase procedures of Computer Centre **(Check and Report)**			
16.	Working record time of all the employees of computer centre is maintained or not? **(Check and Report)**	Yes	Partial	No
17.	Storage of equipment/CDs/other devices, etc. **(Check and Report)**			
18.	How do you get complaints of computer centre and what is the track of closure? **(Check and Report)**			

19.	Strength and weakness of the computer centre **(Check and Report)**
20.	Any exemplary practice followed by computer centre