

ADMINISTRATIVE AUDIT

Name of the Division: **Residential facilities including mess and Tuck Shop**

Audit Period: Session 2018 - 2019

Sr. No.	Statement	Evaluation		
1.	Maintenance of guest house			
2.	Record of guests	Poor	Appropriate	Excellent
3.	Record of consumable and non-consumables (Stock register)			
4.	Feedback system from guests			
5.	Contract record - tuck shop			
6.	Feedback system for mess and canteen			
7.	Quality control of food of mess and canteen			

8.	Inspection process of eatables
9.	Record of menu (Type, quality, frequency, feedback)
10.	Hygiene and cleanliness
11.	Sitting, water and electricity facilities
12.	Rate list (Display, variation)
13.	How do you get complaints of your division and what is the track of closure?

14.	Strength and weakness of the division
15.	Any exemplary practice of your division

