



Date: .....

**Internal Administrative Audit – Girls Hostel**

**Date of Audit:**

**Period:**

**Hostel No:**

- 01. Official (s) are aware with office protocol and practices Yes/No
- 02. Files maintained – properly Yes/No
- 03. Letter dispatch/received record available & properly maintained Yes/No
- 04. Staff is well averse with the roles and responsibilities Yes/No
- 05. Record related to accounts department maintained properly Yes/No
- 06. Inventory record available Yes/No
- 07. Grievance register available Yes/No
- 08. Staff attendance & leave record available Yes/No
- 09. Information updated on website Yes/No
- 10. Staff available Yes/No

Name	Designation

**11. No. of hostel admissions**

<b>Years</b>	2023-24
<b>No. of students</b>	

- 12. Allotment process related record available Yes/No
- 13. List of students (2023-24) Yes/No

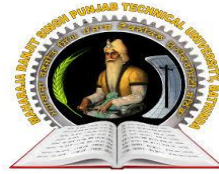
**14. Details of various committees :**

- i. Mess
- ii. Disciplinary
- iii. Common Room
- iv. First aid
- v. House keeping
- vi. Student committee

**15. Hostel stock register available:**

- i. Purchase record available
- ii. Consumption record available

- 16. Co-operative mess stock register available Yes/No
- 17. Co-operative mess purchase record available Yes/No
- 18. Hostel account related record available Yes/No
- 19. Charge handover/take over record available Yes/No
- 20. Grievance/complaint book available Yes/No
- 21. In house recreation & Entertainment activity related record Yes/No
- 22. Anti-ragging duty record available Yes/No
- 23. Sanitary Pad disposal machine available Yes/No



Date: .....

24. Ambience/Cleanliness/Hygiene/Waste management/Drinking water  
(Within the hostel and surroundings) Yes/No

25. Facilities:

- i. Recreation
- ii. Entertainment
- iii. Sports
- iv. Reading
- v. Drinking water
- vi. Hot water
- vii. Mess
- viii. Internet (wifi)
- ix. Anti-ragging committee display
- x. Xerox/Printing facility

26. Entry/Exit register available Yes/No

27. Visitor entry/exit register available Yes/No

28. Home going register available Yes/No

29. Local guardian visit record available Yes/No

30. Student Grievances

	2023-24
No. of student grievances received in last year	

31. Record of student grievances and resolution maintained Yes/No

32. Any other information (to be added by Department)

33. Observations/suggestions of Internal Audit Committee

Internal Audit Committee

Chairperson

Member-1

Member-2

