



**UNIVERSITY**

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"CELEBRATING DREAMS"

**Ref.: ITMU/RO/2019**

**Date: 08/05/2019**

**To:**

All Department Heads  
ITM University, Gwalior

**Subject:** Notification of the Administrative Audit Report Format

Dear Deans/HoDs/Administrative Deptt. Heads,

In accordance with the University's commitment to maintaining excellence in administrative operations, all departments are required to submit their **Administrative Audit Report** for the specified academic year using the standardized format. This will ensure uniformity, clarity, and comprehensive evaluation across all departments.

The **Administrative Audit Report Format** is as follows:

**Administrative Audit Report Format**

**1. Introduction**

- Overview of the audit's purpose, scope, and objectives.

**2. Addressing Issues from the Previous Year**

- **Steps Taken:** Outline the progress and improvements made based on the prior audit recommendations.

**3. Department-Wise Audit**

- Each department must include the following sub-sections:

**[Department Name]**

- **Positives:** Key achievements and improvements made during the year.
- **Issues:** Challenges, gaps, or areas needing improvement.
- **Recommendations:** Actionable steps proposed to address the identified issues.

Departments to be covered:

- Administration
- Human Resources (HR)
- Finance
- ERP (Enterprise Resource Planning)
- Mess
- Hostel





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- Examination “ CELEBRATING DREAMS ”
- Admissions
- Bus Services
- Maintenance
- Security

**4. Conclusion**

- Summary of the year's achievements.
- Highlight unresolved challenges and set priorities for the next academic year.

**Instructions:**

1. Ensure reports are comprehensive yet concise.
2. Any deviations from the format must be pre-approved by the Registrar's Office.

We look forward to your cooperation in enhancing the University's administrative standards through these audits. Should you have any queries regarding the format, feel free to contact the Registrar's Office at [Registrar's Email/Phone Number].

Thank you for your attention and prompt action.

**Sincerely,**

  
Dr. Omveer Singh

REGISTRAR  
ITM UNIVERSITY  
Gwalior (M.P.)