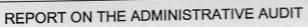


## MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI - 12





Academic Year: 2018-19

	A 1"1 - J.	Date
Section	Auditea:	Date

Name of the Auditors	
Designation	
Address	

SI. No.	Name of the File	Availability	1.056	- Ve	Ratinery G	ood a	ınd 1	Remarks
			5	4	3	2	1	
	Brief history of the Administrative section	Yes/No						
	Objectives of the Administrative section	Yes/No						
	Quality Policies	Yes/No						
41.	Section Functionalities	Yes/No						
42.	Organization Chart	Yes/No						
43.	Policy Folder – Policy/GO/UGC Guidelines/Statutory guidelines/ work Instructions / Other Regulations related to work	Yes/No						
44.	Inward/Outward Communication Register	Yes/No						
45.	Circular Folders / Files related to communication	Yes/No						
46.	Pending Correspondence – monitoring mechanism	Yes/No						
47.	Deadline for various activities	Yes/No						
48.	Action plans for the year	Yes/No						
49.	Visitor's Book – (it applicable)	Yes/No						
50.	Duties, Responsibilities of each	Yes/No						

staff member							
Procedures to carryout work	Yes/No						
Files / DOC maintained – related to the procedures (with file opening / close dates	Yes/No						
File indexing	Yes/No						
Display of user related procedures	Yes/No						
Suggestions / Feedback Registers	Yes/No						
Attendance / Biometric report	Yes/No						
Name list of employees and their profile	Yes/No						
58. Compliance / Progress monitoring mechanisms							
Inventory	Yes/No						
Assessment / Appraisal procedure	Yes/No						
RTI related matters	Yes/No						
Website updating related to section	Yes/No						
Training register – On Job Training	Yes/No						
	Procedures to carryout work  Files / DOC maintained – related to the procedures (with file opening / close dates  File indexing  Display of user related procedures  Suggestions / Feedback Registers  Attendance / Biometric report  Name list of employees and their profile  Compliance / Progress monitoring mechanisms  Inventory  Assessment / Appraisal procedure  RTI related matters  Website updating related to section  Training register – On Job	Procedures to carryout work  Files / DOC maintained – related to the procedures (with file opening / close dates  File indexing  Display of user related procedures  Suggestions / Feedback Registers  Attendance / Biometric report  Name list of employees and their profile  Compliance / Progress monitoring mechanisms  Inventory  Assessment / Appraisal procedure  Yes/No  RTI related matters  Yes/No  Website updating related to yes/No  Training register – On Job Yes/No	Procedures to carryout work  Files / DOC maintained – related to the procedures (with file opening / close dates  File indexing  Display of user related procedures  Suggestions / Feedback Registers  Attendance / Biometric report  Name list of employees and their profile  Compliance / Progress monitoring mechanisms  Inventory  Assessment / Appraisal procedure  Yes/No  RTI related matters  Yes/No  Website updating related to Yes/No section  Training register – On Job Yes/No	Procedures to carryout work  Files / DOC maintained – related to the procedures (with file opening / close dates  File indexing  Display of user related procedures  Suggestions / Feedback Registers  Attendance / Biometric report  Name list of employees and their yes/No profile  Compliance / Progress monitoring yes/No mechanisms  Inventory  Assessment / Appraisal procedure  Yes/No  RTI related matters  Yes/No  Website updating related to yes/No section  Training register – On Job Yes/No	Procedures to carryout work  Files / DOC maintained – related to the procedures (with file opening / close dates  File indexing  Display of user related procedures  Suggestions / Feedback Registers  Attendance / Biometric report  Name list of employees and their profile  Compliance / Progress monitoring mechanisms  Inventory  Assessment / Appraisal procedure  Yes/No  RTI related matters  Yes/No  Website updating related to yes/No  Section  Training register – On Job Yes/No	Procedures to carryout work  Files / DOC maintained – related to the procedures (with file opening / close dates  File indexing  Display of user related procedures  Suggestions / Feedback Registers  Attendance / Biometric report  Name list of employees and their profile  Compliance / Progress monitoring mechanisms  Inventory  Assessment / Appraisal procedure  Yes/No  RTI related matters  Yes/No  Website updating related to yes/No  Training register – On Job Yes/No	Procedures to carryout work  Files / DOC maintained – related to the procedures (with file opening / close dates  File indexing  Procedures (with file opening / close dates  File indexing  Yes/No  Display of user related procedures  Suggestions / Feedback Registers  Yes/No  Attendance / Biometric report  Yes/No  Name list of employees and their profile  Compliance / Progress monitoring mechanisms  Inventory  Assessment / Appraisal procedure  Yes/No  RTI related matters  Yes/No  Website updating related to yes/No section  Training register – On Job Yes/No

Note: The auditor can provide his constructive suggestions for the quality enhancement in an elaborate manner as appendix, mentioning the serial numbers. Further they can write their detailed remarks in a separate sheet.

## **Auditor**

Name:	
Designation:	
Date:	