



MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI - 12



REPORT ON THE ADMINISTRATIVE AUDIT

Academic Year: 2018-19

Section Audited: C.D. Section Date: 07/03/2019

Name of the Auditors	Prof. B. WILLIAM DHARMA RAGAN	Mr S. RAJACHANDRASEKAR
Designation	Professor & Head	AR
Address	Dept of Educational MSU	PLD, UDS, RTI & Legal MSU.

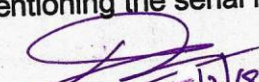
Sl. No.	Name of the File	Availability	Rating (5 - Very Good and 1 - Very Poor)					Remarks
			5	4	3	2	1	
	Brief history of the Administrative section	Yes/No						
	Objectives of the Administrative section	Yes/No						
	Quality Policies	Yes/No						
1.	Section Functionalities	Yes/No	4					
2.	Organization Chart	Yes/No	5					
3.	Policy Folder - Policy/GO/UGC Guidelines/Statutory guidelines/work Instructions / Other Regulations related to work	Yes/No		4				
4.	Inward/Outward Communication Register	Yes/No	5					
5.	Circular Folders / Files related to communication	Yes/No	5					
6.	Pending Correspondence - monitoring mechanism	Yes/No	5					
7.	Deadline for various activities	Yes/No		4				
8.	Action plans for the year	Yes/No			3			

24 8 3

8/13/19

9	Visitor's Book – (if applicable)	Yes/No	Not applicable					
10.	Duties, Responsibilities of each staff member	Yes/No	5					
11.	Procedures to carryout work	Yes/No	4					
12.	Files / DOC maintained – related to the procedures (with file opening / close dates	Yes/No	5					
13.	File indexing	Yes/No	4					
14.	Display of user related procedures	Yes/No	5					
15.	Suggestions / Feedback Registers	Yes/No	Not applicable					
16.	Attendance / Biometric report	Yes/No	5					
17.	Name list of employees and their profile	Yes/No	4					
18.	Compliance / Progress monitoring mechanisms	Yes/No	4					
19.	Inventory	Yes/No	4					$9 \times 5 = 45$
20.	Assessment / Appraisal procedure	Yes/No		3				$10 \times 4 = 40$
21.	RTI related matters	Yes/No	5					$3 \times 3 = 9$
22.	Website updating related to section	Yes/No	4					$21 \quad 91$
23.	Training register – On Job Training	Yes/No	4					$21 \times 5 = 105$
Total Score 35 24 3								

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 7/3/19

(91)

S. Rajachandrasekar,
Auditor 7/3/19

Name: B. WILLIAM DHARMA RAO
Designation: Professor & Head - Educational
Date: 07/03/2019

S. Rajachandrasekar,
Asst. Registrar
P&D, UDS, Legal, & RTI