MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI - 12

REPORT ON THE ADMINISTRATION AUDIT 2019-'20

Academic Year 2020 Section Audited: ..Finance..Date.12.11.20

Name of the Auditors	Dr. B. Revathy	Mrs. S. Kala Devi
Designation	Professor	Assistant
Address	Department of Commerce M.S. University Tirunelveli	UDS, MSUC/CC, Legal M.S. University Tirunelveli.

Sl. No.	Name of the File	Availability	Rating (5 – Very Good and 1 - Very Poor) 5	4	3	2	1	Remarks
	Brief history of the Administrative section	Yes/No						To be prepared.
	Objectives of the Administrative section	Yes/No						Objectives should be unambiguous.
	Quality Policies	Yes/No						Should be unique.
1.	Section Functionalities	Yes/No		4				
2.	Organization Chart	Yes/No	5					
3.	Stock file – Policy/GO/UGC Guidelines/Statutory guidelines/ work Instructions / Other Regulations related to work	Yes/No		4				
4.	Inward/Outward Communication Register (Distribution Register / Personal Register)	Yes/No	5					
5.	Circular Folders & Action Taken	Yes/No	5					
6.	Pending Correspondence – monitoring mechanism	Yes/No		4				
7.	Deadline for various activities	Yes/No		4				
8.	Action plans for the year	Yes/No			3			Should be prepared a monthwise mann
9.	Visitor's Book – (it applicable)	Yes/No	5					
10.	Duties, Responsibilities of each staff member	Yes/No	5					
11.	Procedures to carryout work	Yes/No			3			Well defined procedu to be formulated
12.	Current & Disposed Files / DOC maintained – related to the procedures (with file opening / close dates)	Yes/No	5					

45+8+15

13.	File indexing	Yes/No	5					
14.	Display of user related procedures / Guidelines	Yes/No			3			
15.	Suggestions / Feedback Registers	Yes/No		4				
16.	Attendance / Biometric report & Late Register	Yes/No	5					
17.	Name list of employees and their profile (as per attached proforma)	Yes/No	5					
18.	Compliance / Progress monitoring mechanisms	Yes/No			3			
19.	Inventory	Yes/No	5					
20.	Assessment / Appraisal procedure	Yes/No			3			Assessment register has to be maintained.
21.	RTI / CM cell / Collector petition related matters	Yes/No	5					
22.	Website updating related to section	Yes/No			3			A separate menu in the homepage of website has to be allotted
23.	Training register – On Job Training	Yes/No			3			Training register has to be maint[ained]
24.	Classification of Documents / files One year / 3 years / 10 years / Permanent	Yes/No	5					
25.	File Destruction	Yes/No	5					
26.	Tapal / Files – Handed over / Take over	Yes/No	5					
27.	Action taken on pervious administrative audit report	Yes/No		4				
28.	Staff Movement Register	Yes/No	5					
	Total Score							120/140

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.

Dr. B. REVATHY
Professor of Commerce
Manonmaniam Sundaranar University
Tirunelveli - 627 012.

Auditor I
Signature:
Name : Dr. B. Revathy
Designation : Professor
Date : 12.11.20

Auditor -2
Signature:
S. Kala Devi
Assistant Registrar
12.11.20.

Note: The Finance section shall be automated in a phased manner. Every employee shall be provided a login ID to view their financial credentials.