



REPORT ON THE ADMINISTRATION AUDIT 2020-21



Revised

Academic Year

Section Audited: Date: 30.07.21

2021

COE - certificate section

Name of the Auditors	Dr. P. RAVICHANDRAN	Tmt. S. Kaladevi
Designation	Director, CPTDIAT	Asst. Registrar
Address	MS, TVL	UDS MSU, TVL

87.5%

Sl. No.	Name of the File	Availability	Rating (4 - Very Good and 0 - not available)					Remarks
			4	3	2	1	0	
	Brief history of the Administrative section	✓ Yes/No	✓					well maintained
	Objectives of the Administrative section	✓ Yes/No						
	Quality Policies	✓ Yes/No						
1.	Action taken on previous administrative audit report	✓ Yes/No	✓					
2.	Section Functionalities	✓	✓					
3.	Organization Chart	✓ Yes/No	✓					
4.	Stock file - Act & Statutes/Policy/GO/UGC Guidelines/other Statutory guidelines/ work Instructions / Other Regulations related to section	✓ Yes/No	✓					
5.	Proper maintenance of personal registrar Inward/Outward, Communication Register (Distribution Register / Personal Register) ✓	✓ Yes/No	✓					
6.	Circular Folders & Action Taken	✓ Yes/No	✓					
7.	Pending Correspondence - monitoring mechanism (Pending registrar / Reminder Registrar)	✓ Yes/No		✓				
8.	Deadline for various activities	✓ Yes/No			✓			To be improved
9.	Action plans for the year (if applicable)	✓ Yes/No	✓					
10.	Visitor's Book - (if applicable)	✓ Yes/No	✓					
11.	Duties, Responsibilities of each staff member	✓ Yes/No	✓					
12.	Seat specific procedures to carryout work	✓ Yes/No	✓					
13.	Current & Disposed Files / DOC maintained - related to the procedures (with file opening / close dates)	✓ Yes/No	✓					
14.	File indexing	✓ Yes/No	✓					Well done
15.	Display of user related procedures / Guidelines	✓ Yes/No	✓					

