MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI - 12

REPORT ON THE ADMINISTRATIVE AUDIT 2021-'22

Academic Year 2021-2022 **Date:** 01.08.2022

Section Audited: P.G./M.Phil - CoE University Departments

Name of the Auditors	Dr. K. Murugan	Mrs. K. Mabel Rajasekari
Designation	Prof. & Head	Assistant Registrar
Address	Dept. of Bio-Technology	PG D/UDS/MSUF/ Online Courses/ Edn.

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						
	Objectives of the Administrative section	✓Yes/No						
	Quality Policies	✓Yes/No						
1.	Action taken on pervious 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			✓			
9.	Action plans for the year (if applicable)	✓Yes/No		✓				
10.	Visitor's Book – (if applicable)	✓Yes/No	✓					
11.	Duties and Responsibilities of each staff member	✓Yes/No	✓					
12.	Seat specific procedures to carry out 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		✓				
15.	Display of user related procedures / Guidelines	✓Yes/No		✓				

	Name of the File	Availability	4	3	2	1	0	Remark
16.	Suggestions / Feedback Registers	✓ Yes/No			✓			To be improved
17.	Attendance / Biometric report & Late Register	✓ Yes/No			✓			
18.	Name list of employees and their profile (as per attached proforma)	✓ Yes/No	✓					
19.	Compliance to the instructions / Procedure	✓ Yes/No		✓				
20.	Inventory	✓ Yes/No	✓					
21.	Assessment / Appraisal procedure	✓ Yes/No		✓				
22.	RTI / CM cell / Collector petition related matters	✓ Yes/No	✓					
23.	Website updating related to section	✓ Yes/No		✓				
24.	Training register – On Job Training	✓ Yes/No		✓				
25.	Classification of Documents / files based on Retention period (One year / 3 years / 10 years / Permanent)	✓ Yes/No	✓					
26.	File Destruction	~~Yes/No~~						
27.	Tapal / Files – Handing over / Taking over	✓ Yes/No			✓			
28.	Staff Movement Register	✓ Yes/No		✓				
		Total Score						
		Grand Total	88/					

Remarks by the auditors (add additional sheets if required)

(1) Any other criteria that can be added
(2) Other points

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 - 1

Signature : [signature]

Name : Dr. K. Murugan

Designation : Prof. & Head

Date : 01. 08. 2022

Auditor – 2

Signature : K. Mabel Rajasekari

Name : Mrs. K. Mabel Rajasekari

Designation : Assistant Registrar

Date : 01. 08. 2022