



MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI - 12
REPORT ON THE ADMINISTRATIVE AUDIT 2022-23



Section Audited: CENTRE FOR COMPUTING Date: 17/11/23

Name of the Auditor	<u>Dr. SYED UBAKHATHAS</u>	<u>R. Branda Kumar</u>
Designation	<u>Assistant Professor</u>	<u>Asst-Registrar</u>
Address	<u>Dept. of Criminology & Criminal Justice, MSU</u>	<u>DD & CE (Administrative Wing)</u>

Sl. No.	Name of the File	Availability	Rating (4 - Very Good and 0 - not available)					Remarks
			4	3	2	1	0	
1.	Brief history of the Administrative section	Yes/No						
2.	Objectives of the Administrative section	Yes/No						
3.	Quality Policies	Yes/No						
4.	Action taken on previous administrative audit report	Yes/No	✓					
5.	Section Functionalities	Yes/No	✓					
6.	Organization Chart	Yes/No	✓					
7.	Stock file - Act & Statutes/Policy/GO/UGC Guidelines/other Statutory guidelines/ work Instructions / Other Regulations related to section	Yes/No	✓					
8.	Proper maintenance of personal register Inward/Outward Communication Register (Distribution Register / Personal Register)	Yes/No	✓					
9.	Circular Folders & Action Taken	Yes/No	✓					
10.	Pending Correspondence - monitoring mechanism (Pending register / Reminder Register)	Yes/No	✓					
11.	Deadline for various activities	Yes/No						<u>Not Applicable</u>
12.	Action plans for the year (if applicable)	Yes/No		✓				
13.	Visitor's Book - (if applicable)	Yes/No	✓					
14.	Duties and Responsibilities of each staff member	Yes/No	✓					
15.	Seat specific procedures to carry out work	Yes/No		✓				
16.	File indexing	Yes/No	✓					
17.	Display of user related procedures / Guidelines	Yes/No	✓					

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	Name of the File	Availability	4	3	2	1	0	Remark
18.	Suggestions / Feedback Registers	✓ Yes/No	✓					
19.	Attendance & Late Register	✓ Yes/No	✓					
20.	Name list of employees and their profile (as per attached proforma)	✓ Yes/No	✓					
21.	Compliance to the instructions / Procedure	Yes/No						Not Applicable
22.	Inventory	✓ Yes/No	✓					
23.	Assessment / Appraisal procedure	✓ Yes/No	✓					
24.	RTI / CM cell / Collector petition related matters	Yes/No						Not Applicable
25.	Website updating related to the section	✓ Yes/No	✓					
26.	Training register – On-Job Training	Yes/No						Not Applicable
27.	Tapal / Files – Handing over / Taking over	Yes/No						Not Applicable
28.	Staff Movement Register	Yes/No	✓					
		Total Score	✓					
		Grand Total	90 / 92			90 = 97.82		

Remarks by the auditors (add additional sheets if required)

(1) Any other criteria that can be added

(2) Other points

The System in the Lab is 20 in number, purchased during 2009,
New Systems may be purchased at least 45 Systems, for the benefit of students.

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

: 
17/11/2023

Name

: Dr. SYED UMAR HANIF

Designation

: Assistant Professor,
DOCEJ, MSC

Date

: 17/11/2023

Auditor - 2
Signature

: R. Arundhan Kumar

Name

: R. Arundhan Kumar

Designation

: Asst. Registrar
DD&CE

Date

: 17/11/23