

MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI
BI-ANNUAL REPORT ON ADMINISTRATIVE QUALITY FOR THE REVIEW MEETING – JAN 2018

Sl.	Centre/ Section Name: Director's Name:	Section Name: Section Head:
1.	Availability of Policy Folder, consisting of Relevant G.O, Regulations, Meeting Resolutions, Orders of Higher authorities that will govern the staff members in daily works	
2.	Details regarding the On Job Training to the staff members (No of participants, date, topic, etc)	
3.	Availability of Quality Procedures, Duties & Responsibility.	
4.	Availability of Distribution Registers and Reminder registers	
5.	Availability of M.S.U. Act, Statutes and Ordinances and sensitizing the staff members	
6.	No. of RTIs received and answered	
7.	No. of Court Cases filed against the section and current status	
8.	Details of Long pending actions	
9.	Follow up Action on the audit report especially on the criterions in which the section scored less than 3 marks.	
10.	Readiness to supply the section relevant data within 24 Hours	
11.	No. of Staff members without having adequate computer skills on Word, e-mail, printing, scanning, etc. (provide details)	
12.	No. of Suggestions received through suggestion register and its follow up	
13.	Display of Organization Chart, User related Information	
14.	Website Updation with Current Data	
15.	Action plan (Specific, measureable, Achievable, Realistic and Time bound) for the academic year 2018-19	

Section Head

Director