

MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI
BI-ANNUAL REPORT ON ELECTRONIC DATA PROCESSING FOR THE REVIEW MEETING – JAN 2018

Sl.	Subject	Remarks
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 objectives of the EDP sections.	
3.	Functionalities of EDP Section	
4.	Details regarding the technical training undergone by the staff members during 2017-18 (Staff name, date, topic, etc)	
5.	No. of RTIs received and answered	
6.	Availability of Quality of Procedures, Organization Chart, Duties and Responsibilities	
7.	Details of Long pending actions	
8.	Follow up Action on the audit report especially on the criterions in which the section scored less than 3 marks.	
9.	Details regarding the e – governance activity initiated by the section.	
11.	No. of Staff members with adequate programming skills, database administration, web technology, networking, etc. (Provide details)	
15.	Action plan (Specific, measureable, Achievable, Realistic and Time bound) for the academic year 2018-19	

Section Head

Controller of Examination