

**MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI**  
**BI-ANNUAL REPORT ON RESEARCH ACTIVITIES 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 On Job Training, imparted to the staff members	
3.	Availability of Quality Procedures, Duties & Responsibility.	
4.	Availability of Distribution Registers and Reminder registers	
5.	No. of. Research Scholars pursuing Ph.D as on Date.	
6.	No. of Research Scholars submitted the thesis in previous academic year 2016-17 and still viva has not been conducted.	
7.	Total no. of Research Centres and Research Supervisors as on date	
8.	No. of RTIs received and answered	
9.	No. of Court Cases filed against the section and current status	
10.	Follow up Action on the audit report especially on the criterions in which the section scored less than 3 marks.	
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**