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**तमिलनाडु केन्द्रीय विश्‍वविद्यालय**

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

**CENTRAL UNIVERSITY OF TAMIL NADU**

(Established by an Act of Parliament, 2009)

नीलक्‍कुड़ी परिसर/Neelakudi Campus, कंगलान्चेरी/Kangalancherry, तिरुवारूर/Thiruvarur - 610 101

**PROFORMA FOR ADMINISTRATIVE AUDIT**

**AUTHORITIES SECTION**

1. List of Governing Bodies of the Institute.
2. Copy of the MoA.
3. List of members now present in various bodies.
4. Action taken for filling-up of the vacant positions.
5. Whether the meetings of the authorities are conducted as per statues of the Institute?
6. Details of meetings of various bodies held in the last two years (2013-14 and 2014-15).
7. What is the notice period for the conduct of the meetings?
8. Whether the agenda items are sent along with notice?
9. Number of table agendas in each of the bodies in the last one year.
10. What is the time taken for the finalization of minutes of meetings of various bodies?
11. What is the time taken for communication of minutes to the members as well as the departments for taking action?
12. What is the time taken for taking action by the departments and sections?
13. What is the time given for submission of the action taken report?
14. Are there reasons for not taking action on the resolutions reported in the meeting of the authorities?
15. Major decisions taken in the BoM in the last two meetings.
16. Has any authorities given any direction to the administration, if so what is the action taken?
17. Are annual reports submitted to the society in time?
18. Are amendments passed by the Society registered with the Registrar of Societies office?
19. Has the approval of the government obtained for all the amendments?

Signature of Section Head

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**ESTABLISHMENT SECTION**

1. What is the structure of the various sections with staff positions?
2. Are the recruitment rules in place for various positions in the University?
3. Whether promotion avenues are available for teaching and non-teaching posts of the University?
4. How many positions of Teaching and Non-teaching exist as on 26th March 2015?
5. How are the vacant positions for Teaching and Non-teaching staff filled-up?
6. What is the time taken for the issue of appointment order in the case of selected candidates?
7. What is the joining time given for staff after selection?
8. What is the rule position and regarding the acceptance of Foreign Service on deputation / Lien in the case of faculty members?
9. How many Service Register Books are maintained by the Establishment Section?
10. Is the signature of the employee obtained after updating of the Service Registers every year?
11. The time taken for the processing of EL / ML request.
12. Whether CAS for the teachers conducted every year?
13. What is the ratio for Teaching and Non-teaching staff?
14. List the disciplinary action taken against the staff for the wrong doings in the last two years.
15. Are the disciplinary rules put in the website?
16. What is the constitution of Grievance Committee?
17. Are the minutes of the Grievance Committee maintained?
18. What is the action taken on the appeal for redressal?
19. Who is the appellate authority for redressal of punishments?
20. What are the major and minor punishments as per the rules of the Institute?

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1. What is the constitution of Sexual harassment committee?
2. What is the constitution of SC/ST standing committee?
3. How many cases of SC/ST complaints on discrimination received in the last two years?
4. What are the various administration committees constituted?
5. What are the welfare measures for the employees of the Institute?
6. Whether the payment of arrears of salary in time?
7. Whether the encashment of leave salary to the retired staff given in time?
8. What is time taken for disbursement of pension?
9. How may appointments have been made on the basis of compassionate grounds to the members of the family of the deceased staff?
10. How many in-service training programmes have been conducted for non-teaching staff?
11. Is departmental tests conducted for promotion?
12. What are the approved teaching and non-teaching staff association of CUTN?
13. Does the university have a dress code?
14. Is the implementation of reservation policy in toto?
15. What is the roster position for OBC/SC/ST/Disabled for various A, B and C of non-teaching staff?
16. What are the facilities provided to disabled staff?
17. What is the basis for allocation of work within the section?
18. How is the work of employee who is on-leave carried out?

Signature of Section Head

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**ACADEMIC SECTION**

1. When is the academic admission schedule prepared?
2. How is the academic admission schedule monitored?
3. Who is in-charge of admission of various courses?
4. How is the reservation policy implemented for admission?
5. What is the method of admission for each of the courses?
6. What is the application admission ratio for UG, PG, M.Phil., and Ph.D. programmes?
7. How is the admission intimation sent to the students?
8. Are the electronic media used for communication to the selected students?
9. What is the time taken for remittance of fees for admission?
10. What is the time frame for closure of admission?
11. Does the university have a disciplinary committee for students?
12. What is the punishment given for erring students?
13. How are the admissions for Ph.D. made?
14. How are the applications for MoU with other agencies or organizations processed?
15. How many MoU’s are signed in the last two years?
16. Are the copies of the MoU available with the section?
17. How many meetings of the HoD’s are conducted into last two years?
18. How many Students Oriented Programmes are sanctioned in the academic year?
19. How may sanction orders are issued for the conduct of Seminars/Symposia/Workshop/Conferences in the last two years?
20. Are statutory approvals obtained from AICTE/NCTE from time to time?
21. What are the lists of academic programmes approved by UGC?
22. What is the sanction strength of each of the programme for UG and PG level?
23. How many students drop-out at the UG level every year?
24. List of foreign students studying in CUTN.
25. Visa particulars of the foreign students.
26. How many admission notifications are generally given?
27. What is the special efforts taken for the increase of student enrolment?
28. How is the information on academic programme maintained in the section?
29. How many equivalent certificates are given in this academic year?
30. What is the maximum duration of time given for completion of Ph.D. Programme?
31. What is the number of Recognized Ph.D. Supervisors?
32. How many scholars are currently on roll in the Ph.D. Programme (Full-time, Part-time, Male and Female)
33. List of the approved Co-guides of various departments for Ph.D. Programme.
34. List of scholars doing Post-Doctoral research.
35. What is the constitution of RAC?
36. List of employees who have gone abroad in last two years.

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**FINANCE SECTION**

1. What is the Institution mechanism available to monitor the effective and efficient use of resource?
2. Does the University have the mechanism for internal/external for auditing of Finance?
3. What is the time taken for clearing the proposals?
4. How is the maintenance of books of accounts done whether manually or computerized?
5. Are utilization certificates of the UGC and other grantors sent in time?
6. What is the nature of the audit objection in the last two years?
7. Total numbers of joint sittings conducted for dropping audit paras?
8. What is the constitution of Finance Committee?
9. Provide audited income/expenditure for the last two years.
10. What are the steps taken by the University for Resource Mobilization?
11. What is the amount of corpus funds available?
12. Head-wise UGC development assistance for XII plan.
13. Total budget for Plan/Non-plan expenditure in the last two years.
14. How is the maintenance of project account done?
15. Does the University have manual for a project holder to run the project?
16. Is the refund of deposit to the students done in time?
17. Does the University have manual for finance?
18. What is the procedure followed to invite quotation and finalization of quotations received?
19. Does the University have central purchase committee?
20. Does the University have centralized assets register?
21. Is annual physical verification of stocks done?
22. What is the period of keeping records (Number of years it is safeguarded)?
23. What are the loan facilities available to the staff?
24. What is the total income tax credited in last two months?
25. Is TDS insisted for all vendors?
26. What is the projected budget under plan and non-plan during the 13th and 14th financial year plans?
27. What is the total grant received in last two years towards project?
28. What is the total Institutional charge deducted from project fund?
29. What is the incentive given to the teacher for mobilizing research funds?
30. Number of UGC, JRF fellowship received in the last two years.
31. Provide the details of Rajiv Gandhi fellowship holders?
32. List the special grants received from various agencies?
33. What is the total amount of funds refunded to the grantor to the grantees without incurring the expenditure?
34. What is the total expenditure incurred towards construction of buildings in last two years?
35. Number of defaulters in the payment of fees in the last two years.
36. How are the articles condemned? What is the procedure followed?

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**DEVELOPMENT SECTION**

1. How is the allocation of funds done for various departments?
2. What is the Head-wise budget in the XII plan?
3. Furnish the amount spent for increase of infrastructure in the last two years?
4. How are the land documents maintained?
5. Is digitization of land documents done?
6. How many one-time grants are obtained from the UGC in the last two years?
7. What are the special grants obtained from UGC?
8. What is the total budget received under merged schemes?
9. What are the facilities created for sports, day scholars and physically challenged?
10. How many vehicles are maintained in the University?
11. Does the University have AMC for servicing/the maintenance of vehicles?
12. How is the rent for staff quarters fixed?
13. What are the facilities created to cater to the needs of the students in last two years?
14. What is the enhancement in Hostel facilities?
15. Does the University have a building committee?
16. Does the University have building monitoring committee?
17. Are the minutes of the building committee placed in governing bodies?

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**EXAMINATION SECTION**

1. Number of students appeared for examinations for last two years.
2. Number of question papers setting per semester for UG, PG programmes.
3. Number of un-used question papers available as on date.
4. What are the precautionary steps taken to upkeep and safeguard students records in the Controller of Examination Section?
5. Does the University have strong room for storing the records?
6. Does the University have a pre-examination platform?
7. To what extent computerization done in the examination section?
8. What is the average time taken for publishing the results?
9. How does the University ensure transparency in evaluation processes?
10. What are the security features available in degree and marks certificates?
11. How many examination related complaints have been received in the last two years? What is the action taken?
12. What is the mechanism available for redressal of examination related grievances?
13. How many request for revaluations have been received in last two years?
14. In how many cases the results declared are changed due to appeal for revaluation in the last two semesters?
15. Does the University have facility for electronic generation of hall tickets?
16. Has the University introduced OMR System?
17. How is confidentiality maintained in the saving of information/exchanging of data through LAN?
18. Does the University have alternate server facility for storing records?
19. How long the records of students maintained?
20. What are the examination reforms introduced in the last two years?
21. Does the University have course work for Ph.D Programmes?
22. What is the system for tracking the Ph.D. examiners reports?
23. Does the University have online system of examinations?
24. Does the University ensure that questions are well within the syllabus?
25. What is the allocation of work in the examination section?

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**DEVELOPMENT SECTION (SPARC)**

1. Please attach the guidelines for running of the projects?
2. What is the procedure for forwarding of the proposals?
3. How much time is taken to forward the proposal?
4. How many proposals are forwarded to outside agencies in the last two years?
5. How many projects are on the pipeline as on 1st April 2015?
6. What is the total outlay of the projects completed in the last two years?
7. How many minor research projects are sanctioned to CUTN faculty? What is the financial outlay of these projects?
8. What are the proactive steps taken by SPARC for the promotion of Research Projects?
9. What are the incentives given for the project holder?
10. Are technical reports of the completed projects available with SPARC? If so, how many?
11. Are guidelines for running of the projects of various funding agency available with SPARC?
12. How is the project accounts audited?
13. Are utilization certificates sent to funding agency in time?
14. How are the project fellows recruited
15. Are the project staff allowed to do Ph.D. full time?

Signature of Section Head