



MADRURAI KAMARAJ UNIVERSITY

University with Potential for Excellence
(Re-accredited by NAAC with 'A' Grade in the 3rd Cycle)
PALKALAI NAGAR, MADURAI - 625021



Form 2.1

(ARs/DRs/Directors/Officers/Administrative Members of Staff)

The **Outcome Based Administrative Audit** is to ensure that the specific functions/responsibilities of the administrative staff personnel with executive authority are carried out with a focus on **contribution to achievement** of the goal and purpose of the institution, with efficiency including cost efficiency and effectiveness, besides complying with applicable laws and regulations in vogue from time to time.

(Most questions need to be answered by Tick Marks; Pl. do the same in the boxes provided)

I Personal Data

| | | | | | |
|---|----------------------|-----------------|--|--|--|
| 1.1 Name of the Employee | | | | | |
| 1.2 Current Designation | | | | | |
| 1.3 Educational Qualification | | | | | |
| 1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 4 diff. experience areas)) | Years | Sections | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 1.5 Date of joining the University | | | | | |
| 1.6 Date of Retirement | | | | | |
| 1.7 Qualifications acquired | Year | | | | |
| | Qualification | | | | |

II Managerial Functions and Responsibilities

2.1 Your Involvement in planning the activities of your Division/Section (Please Tick)

| | | | | |
|-------------------|--------------|---------------------|------------------------|---------------|
| Very Often | Often | Occasionally | When told to do | Rarely |
| | | | | |

2.2 Mention Areas of Planning Involved

| Work Allocation | Work Schedule | Meeting Deadlines | Time Management | Cost Control |
|-----------------|---------------|-------------------|-----------------|--------------|
| | | | | |

2.3 Targets/Time limits fixed for your activities of your Section/Division

| No. of Files to clear daily | No. of Draft Notes to do | No. of Staff to Remind work-flow | % of works done as per plan | Arrangement for Staff on leave |
|-----------------------------|--------------------------|----------------------------------|-----------------------------|--------------------------------|
| | | | | |

2.4 Nature of Assistance to Higher Official in evolving policies (Pl. Tick, most important two)

| Provide Ideas | Cite Instances | Serve as a think tank personality | Develop Draft Policy |
|---------------|----------------|-----------------------------------|----------------------|
| | | | |

2.5 Nature of Duties and Responsibilities of yourself

| Job allocation | Time Table | Periodic Review | Slackness Handled | Addl. Responsibility |
|----------------|------------|-----------------|-------------------|----------------------|
| | | | | |

2.6 Delegation of the authority to your immediate subordinates:

| Freedom to be 'SMART' | Everything as set out | Setting Examples by oneself |
|-----------------------|-----------------------|-----------------------------|
| | | |

2.7 Communicating with your subordinates

| Start Day with Task Talks | Oral/Written Instructions | Persuasive mode | Professional Style |
|---------------------------|---------------------------|-----------------|--------------------|
| | | | |

2.8 Motivation provided to your fellow employees.

| Word of Appreciation | High level task allocation | Exchange Pleasantries | Build Team Spirit |
|----------------------|----------------------------|-----------------------|-------------------|
| | | | |

2.9 Method of Reporting of the activities carried out in your Section

| | | |
|-----------------------------|------------------------------------|--|
| Thro' Proper Channel | Direct to the Head | Inward-Outward Register |
| | | |
| Daily Basis | Min-Max Time for Completion | Stress on Confidentiality Maintenance |
| | | |

III Office Administration Work

3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your superiors?

| | | | | |
|-----------------------------|----------------------|-------------------------------|---------------------------------|--------------------------------------|
| Refer Past and Draft | Attempt Fresh | Equip you with Updates | Seek Help from Superiors | Pass the Task to subordinates |
| | | | | |

3.2 What is the system of filing done in your Section?

| | | | |
|--------------------------|-------------------------|----------------------------|--|
| Topic-wise filing | Date-wise filing | Confidential filing | Special files as VC/Registrar Needs |
| | | | |

3.3 Are inward and Outward Tapal Registers maintained in your Section? (Check the Right Cell)

| | | |
|----------------|---------------|----------------|
| Status | Inward | Outward |
| Maintained | | |
| Not Maintained | | |

3.4 State the normal time taken to dispose a file/paper?

| | | | | |
|------------------------------|----------------------------|--|-------------------------------|--------------------------|
| Routine Letters/Files | Explanatory Reports | First-time/ Fresh content Reports | Replies to Governments | Grievance Letters |
| | | | | |

3.5 How many days of leave were availed by you in the last Academic Year?

| | | | | | |
|---------------------|------------|-----------|-----------|------------------------------|------------------------------|
| Casual Leave | RHs | ML | EL | FN Permission of 1Hr. | AN Permission of 1Hr. |
| | | | | | |

3.6 Do you work on/ motivate your subordinates also to work on holidays/off the office hours?

| | |
|---|--|
| No. of Holidays worked in the last 12 months by you | |
| No. of Holidays worked in the last 12 months by your Subordinate -1 | |
| No. of Holidays worked in the last 12 months by your Subordinate -2 | |
| No. of Holidays worked in the last 12 months by your Subordinate -3 | |

3.7 What is the time limit your section takes to respond to the Government Communications?

| To Whom Meant | | UGC/MHRD | TN Govt. | TANSCH | DST/DBT, etc. | Other (Pl. specify) |
|---------------|---------|----------|----------|--------|---------------|---------------------|
| Days Taken | Routine | | | | | |
| | Special | | | | | |

3.8 Do you follow the “Five S” (Sort, Set in Order, Shine, Standardize and Sustain) system in upkeep of office machines/equipment/consumables etc.?

| Upkeep of: | Sort | Set in Order | Shine | Standardize | Sustain |
|------------------------|------|--------------|-------|-------------|---------|
| Machines/ Equipments | | | | | |
| Consumables/Stationery | | | | | |

3.9 How many subordinates work under your supervision?(Cluster Equivalent Positions together)

| Subordinate Type | Temp. Staff | OAs/Similar | JAs/As. | ASOs./SOs | Tech. Staff | Others (Pl state) |
|------------------|-------------|-------------|---------|-----------|-------------|-------------------|
| Nos. | | | | | | |

3.10 Indicate your disposition to the following: SA, A, DA, SDA(S=Strongly; A=Agree, D=Dis.)

| Issue | Paperless Office | ICT Culture | University Welfare First | Green/Clean Office | Shortened Workflow | Proactive, No excuse-seeking |
|-------------|------------------|-------------|--------------------------|--------------------|--------------------|------------------------------|
| Disposition | | | | | | |

IV Financial Matters: (Pl. tick wherever boxes are given)

| Issues | Alternative | Tick Here | Alternative | Tick Here |
|---|-------------------|-----------|-------------------|-----------|
| 4.1 Do you prepare any budget for your Section? | Yes | | No | |
| 4.2 Are budgetary allocations fully spent or partially spent? | Full | | Part | |
| 4.3 Time is taken in your Section to process the bills received from Staff/Students | Less than a Month | | More than a Month | |

| | | | | |
|--|-----|--|----|--|
| 4.4 Do you follow- up the bills processed by you and sent to other Sections? | Yes | | No | |
| 4.5 Have you ever suggested simplification of procedures in bill processing? | Yes | | No | |
| 4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities? | | | | |

Please Mention two important suggestions you have given in regard to each 4.5 and 4.6 above.

| S.No. | Description | Implemented (Yes/No) |
|-------|-------------|----------------------|
| 4.5 | i. | |
| | ii. | |
| 4.6 | i. | |
| | ii. | |

V Legal Matters

5.1 Extent of your awareness of the University's Act, Statutes, Ordinances and regulations?

| Document Types | University's Act | | | Ordinances | | | Ordinances | | | Regulations | | |
|----------------|------------------|--------|------|------------|--------|------|------------|--------|------|-------------|--------|------|
| | <50% | 50-75% | >75% | <50% | 50-75% | >75% | <50% | 50-75% | >75% | <50% | 50-75% | >75% |
| Pl.Tick | | | | | | | | | | | | |

5.2 Are you familiar with the Tamil Nadu Government's F.R., S.R. etc?

| Document Types | TN Govt. FRs | | | TN Govt. SRs | | | TN Govt.OSRs. | | |
|----------------|--------------|--------|------|--------------|--------|------|---------------|--------|------|
| | <50% | 50-75% | >75% | <50% | 50-75% | >75% | <50% | 50-75% | >75% |
| Pl.Tick | | | | | | | | | |

5.3 Are you conversant with the basic provisions of Right to Information Act, 2005?

| Document Types | Obligations of Public authorities | | | Exemptions/Grounds for Rejections | | | Central/State Commissions | | | Making Reports for RTIs | | |
|----------------|-----------------------------------|--------|------|-----------------------------------|--------|------|---------------------------|--------|------|-------------------------|--------|------|
| | <50% | 50-75% | >75% | <50% | 50-75% | >75% | <50% | 50-75% | >75% | <50% | 50-75% | >75% |
| Pl.Tick | | | | | | | | | | | | |

| | | | | |
|--|-----|--|----|--|
| 5.4 Are you dealing with legal suits filed by or against the University? | Yes | | No | |
|--|-----|--|----|--|

5.5 Do you take legal notices/Court judgments etc. immediately to the notice of your Superior Officers? (Please Tick)

| Always (100%) | Almost Always (95-100%) | Mostly (90-95%) | 85-90% | Less than 85% |
|---------------|-------------------------|-----------------|--------|---------------|
| | | | | |

5.6 Have you ever filed any legal suit for or against the University? (Tick if done)

| Filed For the University | | Filed Against the University | |
|--------------------------|--|------------------------------|--|
| | | | |

VI Grievances Handling

6.1 Do you receive grievances/complaints from Staff/Students? (Pl. Tick)

| | On Administration | On Teachers | On Students | On Specific Personalities |
|---------------|-------------------|-------------|-------------|---------------------------|
| From Staff | | | | |
| From Students | | | | |

6.2 What is the time limit to handle such grievances/complaints? (State in No. of working Days since receipt of the Grievance/complaint)

| Time for G or C: | On Administration | On Teachers | On Students | On Specific Personalities |
|------------------|-------------------|-------------|-------------|---------------------------|
| From Staff | | | | |
| From Students | | | | |

6.3 Was any appeal to your higher officials against your decision in on grievances handling?

| Appeal to Higher Officials by | On Administration | On Teachers | On Students | On Specific Personalities |
|-------------------------------|-------------------|-------------|-------------|---------------------------|
| Staff | | | | |
| Students | | | | |

6.4 Do you frequently convene meetings of your subordinates of your Section/Division to receive suggestions for improvement?

| Suggestions Sought | Weekly | Bi-weekly | Monthly | Bi-monthly | Quarterly |
|--------------------|--------|-----------|---------|------------|-----------|
| From Staff | | | | | |
| From Students | | | | | |

(Thank You for your time and effort!!!!)