



MADURAI KAMARAJ UNIVERSITY

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



Form 3.1

ADMINISTRATIVE AUDIT SECTION – A (AUTHORITIES) (Schedule ADA- 1)

1. Act and Statutes, etc of the Institution

Name	i.	iii.
Year of Passing		
Name	ii.	iv.
Year of Passing		

2. Statutory Bodies

Name	Senate					Syndicate				
Member Types										
Member Eligibility										
No. of Members										
Minimum No. of Meetings in an Academic Year (July to June)										
No. of Meetings Held in the Last 5 Academic Years	2018-19	2017-18	2016-17	2015-16	2014-15	2018-19	2017-18	2016-17	2015-16	2014-15

Name	Planning Board (PB)					Finance Committee (FC)				
Member Types										
Member Eligibility										
No. of Members										
Minimum No. of Meetings in an Academic Year (July to June)										
No. of Meetings Held in the Last 5 Academic Years	2018-19	2017-18	2016-17	2015-16	2014-15	2018-19	2017-18	2016-17	2015-16	2014-15

Name	Academic Council (AC)					Any Other				
Member Types										
Member Eligibility										
No. of Members										
Minimum No. of Meetings in an Academic Year (July to June)										
No. of Meetings Held in the Last 5 Academic Years	2018-19	2017-18	2016-17	2015-16	2014-15	2018-19	2017-18	2016-17	2015-16	2014-15

3. Action taken for filling-up of the vacant positions, if any.

Bodies	Senate	Syndicate	PB	FC	AC
Vacancies as of 1 st July, 2018					
Vacancies as 31 st Dec. 2018					

4. Details of meetings of various bodies held in the last two academic years

S.No.	Name of the Body	Last Academic Year – 2018-19 (July-June)			Previous to Last Academic Year - 2017-18 (July-June)		
		Date	No. of Agenda Items	Items Approved	Date	No. of Agenda Items	Items Approved

5. Issues of Interest dealt below	Senate	Syndicate	PB	FC	AC
i. What is the notice period for the conduct of the meetings?					
ii. Whether the agenda items are sent along with notice?					
iii. Number of table agendas in each of the bodies in the last one year.					
iv. What is the time taken for the finalization of minutes of meetings of various bodies?					
v. What is the time taken for communication of minutes to the members as well as the departments for taking action?					
vi. What is the time taken for taking action by the Departments and Admn. Sections?					

vii. What is the time given for submission of the Action Taken Report?					
viii. Are there reasons for not taking action on the resolutions reported in the meeting of the authorities?					

6. Three Major Decisions (MD) taken in the last two meetings of the Syndicate

Details	Date of Previous to Last Meeting:	Date of Last Meeting
MD1		
MD2		
MD3		

7. Is the Annual Report of Last Academic Year Submitted and Approved:	Yes		No.	
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8. Processing of Applications for MoU with other agencies or organizations
i.
ii.
iii.

9. Structure of the various sections with staff positions:

Details	VC Section	Registrar				COE	FO/ & LF	IQAC /SO (P&D)	Library	EDM (C&E)	Hostels/ GHs/	Re- search
		Autho- rities	ES- Teaching	ES -Non- Teaching	All other Sections							
DRs./ Dean/ Chief Warden/Matron												
ARs/ Dy. Wardens												
SOs												
ASOs												
Assistants												
Total [31 May, Academic Year (AY) audited]												

10. MoUs signed during the last Academic Year

S.No.	Institution Name	Country	Date of Signing	Signatory's Name (Other side)

Signature of Section Head