



MADURAI KAMARAJ UNIVERSITY

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



Form 3.2B

ADMINISTRATIVE AUDIT	SECTION - (Establishment Non-Teaching) (Schedule ASA -2B) (Data/Information/Details)
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1. Staff Structure

Position (30-6-2019)	DRs	ARs	SOs	ASOs	Assistants	Others	Total
Nos.							

2. Staff as on 1st July(Beginning)of &30th June (End) of last Academic Year 2018-19

Details	1 st July	Filled During the Academic Year	30 th June
Registrar			
Deputy Registrars/Dy. Directors			
Asst. Registrars/Asst. Directors			
System Engineers/Programmers/ JEs/ Aes/etc.			
Superintendents			
Assts. And Jr. Assistants			
OAs, Record Clerks, Gardeners, etc.			

3. Service Register Books are maintained by the Establishment Section: Yes/No.

4. Whether Signature of the employee obtained after updating of the Service Registers every year? Yes/No.

5. Days taken for the processing of EL / ML request.	Minimum		Maximum	
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6. No. of Staff members Applied and Promoted	Applied		Promoted	
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7. A. List the Non-teaching Staff Development Training Programs conducted in the last AY.

Event	Dates	No. Attended

B. Whether Departmental test conducted for Promotion	Yes		No	
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8. Whether Disciplinary Rules placed on the website	Yes		No	
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9. List the disciplinary action taken against the staff for the wrong doings in the AY.				
i.				
ii.				

10. Whether Staff Charter placed in the Website?	Yes		No	
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11. Whether Student Charter placed in the Website?	Yes		No	
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12. Whether Mentor-Mentee Program for students placed in the Website?	Yes		No	
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13. Whether Graduate Attributes placed in the Website and students given orientation	Detail			Yes		No	
	Website Display						
	Semester-wise Orientation	I	II	III	IV	V	VI
	No. of Days Orientation						

14.	A. Grievance Procedure put in the website?	Yes		No	
	B. Minutes of the Grievance Committee maintained	Yes		No	
	C. Whether Appeal for Redressal maintained	Yes		No	

15. A. Detail the Constitution of Sexual Harassment Prevention Committee (SHPC)?			
S.No.	Name	Regular Designation	SHC Designation

B. Activities of Sexual Harassment Prevention Committee (SHPC)		
S.No.	Date	Quarterly Activities

16. A. The Constitution of SC/ST Cell (SC/ST Cell)			
S.No.	Name	Regular Designation	SHC Designation
B. Activities of SC/ST Cell			
S.No.	Date	Quarterly Activities	
C. Complaints, if any, of discrimination received from the SC/ST Cell			
Date of Complaint	Complaint Descript		Remedial Taken

17. Various administration committees constituted and their nature.

S.No.	Committee	No. of Members	Responsibilities

18. Welfare measures for the employees	i	
	ii	
	iii	
	iv	
	v	
	vi	
	vii	
	viii	
	ix	
	x	
	xi	
	xii	

18. Wellbeing Measures	Days taken
Days taken to Pay Arrears of Salary/DA	
Days taken for Encashment of leave salary to the retired staff	
Days taken for disbursement of pension	
Months taken for appointments on compassionate grounds	

19. Approved non-teaching staff association

Names of Staff Association	Membership	Date of Estt.	% of Staff Represented		

20. University dress code. (If any)	Women Staff	
	Men- Staff	
	Uniformed Staff	

21. Is the implementation of reservation policy in toto?	Group	SC/ST	MBC	BC(M)	BC
	Statutory Per Cent				
	Actual Per cent (30 th June.)				

22. Roster position for OBC/SC/ST/Disabled for various A, B and C of non-teaching staff?	Yes		No.	
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23. Facilities provided to disabled staff	i.		
	ii.		
24. Basis for allocation of work within the section concern concerned	i		
	ii		
25. How is the work of employee who is on-leave carried out?	i	1 or 2 days	
	ii	3 to 5 days	
	iii	1-2 Week	
	iv	>2 Weeks	

30. Performance Attributes of the staff members (Please provide % distribution of employees)

Select Performance Attributes	0-20%	21-40%	41-60%	61-80%	81-100%
'Punctuality+ Commitment' is fully followed					
'Going beyond the Miles' - A cherished happening					
'Tendency to help others' is inherent					
'Cordiality with functionaries from other sections' is valued					
'Cordiality with functional/casual visitors from outside' is valued					
'Treating issues on merit, not personality involved' is practiced					

31. Staff Happiness

Aspects of Happiness	0-20%	21-40%	41-60%	61-80%	81-100%
Happy towards work and institution					
Eager to finish the tasks on hand, on time					
Cute enough to experiment with innovations					
Eager to participate in social get-togethers, picnics, etc					
Willing to take part in literary/fine-arts and other events					

Signature of Officer