



MADURAI KAMARAJ UNIVERSITY

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



ADMINISTRATIVE AUDIT	STUDENT ADMISSION/ WELFARE SECTION - (Schedule ASA- 3.3)
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1	Statutory approvals where required are obtained from time to time																		
2	Academic programs approved by UGC or other bodies																		
3	Decision on Sanctioned strength of each of the program for UG and PG level																		
4	Month in which academic admission schedule prepared																		
5	Frequency of Periodic Monitoring of the Academic Admission Process and Development																		
6	Admission Notification – Time, Media, Media space for print /time for A-V media, etc																		
7	Admission Committee Members (No. of Members and Role)																		
8	Meetings with HoDs for Admission Process Governance																		
9	Extent of Level of Implementation of reservation policy for admission.																		
10	Method of admission for Programs with higher than 1 demand ratio.																		
11	Method of admission for Programs with lower than 1 demand ratio.																		
12	Method of Admission for New Programs launched during the AY.																		
13	Policy on Extension of time for Admission																		
14	Marks Distribution for Ent. Exam., GD, Interview and Qualifying Exam.																		
15	Transparency in Conduct of Ent. Exam.																		
16	ICT use in Conduct of Ent. Exam- Use of Mobile, E-Hall Ticket, Web-site, etc.																		
17	Application-Admission ratio for various programs (Total Admitted/Total Applied)																		
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;">Cert.</th> <th style="width: 10%;">Dip.</th> <th style="width: 10%;">UG</th> <th style="width: 10%;">PG dip</th> <th style="width: 10%;">Integrated Programs</th> <th style="width: 10%;">PG</th> <th style="width: 10%;">MOOCs</th> <th style="width: 10%;">M.Phil</th> <th style="width: 10%;">Ph.D</th> </tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </tbody> </table>	Cert.	Dip.	UG	PG dip	Integrated Programs	PG	MOOCs	M.Phil	Ph.D									
Cert.	Dip.	UG	PG dip	Integrated Programs	PG	MOOCs	M.Phil	Ph.D											
18	Method of Admission intimation to Selected Candidates																		
19	Time given for Remittance of Admission Fee																		
20	Adjustment of Fee Against Scholarship																		
21	Fee Waiver for Socially/Economically/ Physically disadvantaged persons																		
22	Time frame for Closure of Admission																		
23	Disciplinary Committee for students involved in examination related mal-practices or disorderly behaviour																		
24	Method and types of Punishment given for erring students																		
25	Meetings with HoDs for Process of Admission and Facilitation of selected candidates																		
26	Orientation Program by the University for Freshers	No. of Days of Events																	
27	Orientation Program by the University for Freshers	No. of Guests Speakers																	

28	Orientation Program by the University for Freshers	Themes and Discussion	
29	Orientation Program by the University for Freshers	Graduate Attributes	
30	Orientation Program by the University for Freshers	Feedback	
31	Sanction of Conduct of Seminars/Symposia/ Workshop/ Conferences by Departments		
32	No. of other state students studying		
33	Drop-out ratio for the AY		
34	Foreign students studying the University and their Visa details		
35	Decision Process on Program Equivalence		
36	List of PG/UG Students who participated in overseas programs		
37	List of Students with Overseas Sport/Game/Fine Arts Awards		
38	List of Students with National Sport/Game/Fine Arts Awards		
39	List of Students with Regional Sport/Game/Fine Arts Awards		
40	List of Students with State level Sport/Game/Fine Arts Awards		

Signature of Section Head