



MADURAI KAMARAJ UNIVERSITY

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



Form 3.5

ADMINISTRATIVE AUDIT: FINANCE SECTION (Schedule ASA- 5)

Some questions need to be answered by Tick Mark

1. Institution mechanism available to monitor the effective and efficient use of resource.

Std. Proposal	Tender	Bid Negotiate	Budget	Sanction	Compliance

2. University mechanism for internal/external for auditing of Finance. (Tick Available one)

Concurrent Audit		Local Fund Audit		AG Audit	

3. What is the time taken for clearing the proposals?

Type	Earmarked Funds	Budgeted Proposals	Discretionary Proposal	Urgent Compulsion
Days				

4. How is the maintenance of books of accounts done whether manually or computerized?

Type	General Fund		Earmarked Fund		Plan Fund		Other Fund	
	Receipts	Payments	Receipts	Payments	Receipts	Payments	Receipts	Payments
% ICT-done								

5. Are utilization certificates of the UGC and other grantors sent in time?

Type of UGC/Other	Development Grant		Earmarked Grant		DST/DBT Grants		Other Grants	
	Building	Other	Equipment	Other	Equipment	Other	Infrastruc	Others
% UCs in time								

6. Nature of the audit objection in the previous Financial Year and Joint sittings to drop audit objections (AOs.)

Details	Objection by Audit	Nature of Objection	Jt. Sittings to Drop AOs.	Disposal %

7. Constitution of Finance Committee

Type	Univ. Administrative	Syndicate	Government	Others	Total
Numbers					

8. Measures for Resource Mobilization by University

S.No.	Fee Based Initiatives	Project Based Initiatives	From State Govt.	UGC/RUSA/MHRD	Public-Private Partnership	Others (Pl. Mention)
i						
ii						
iii						
iv.						

9. Amount of corpus funds available: Rs. ----- Crs.

10. Head-wise UGC development assistance for XII plan.

S.No.	Head	Rs. Lakhs	S.No.	Head	Rs. Lakhs

11. Total budget for Plan/Non-plan expenditure for last 5 Academic Years.

Year	2014-15	2015-16	2016-17	2017-18	2018-19
Amount Rs. Crs.					

12. No. of one-time grants are obtained from the UGC in the last Academic Year

S.No.	Purpose of the Grant	Rs. Lakhs

13. Special grants obtained from UGC

S.No.	Name of Special Grant	Rs. Lakhs

14. Total budget received under merged schemes

S.No.	Budgeted Grant under Merged Schemes	Rs. Lakhs

15. Handling of the Project account

Dealing with Receipts	
Dealing with Payments	
Advance Sanction Pending Receipts	
Utilization Certificates	
Account Completion on Project completion	

16. University manual for Principal Investigators

Duties	Rights	Obligations

17. Refund of deposit to the students in time

Details	Non-research Courses	Research courses
Time Taken (Days)		

18. University's Finance Manual

Duties of the Stakeholders	Duties of the University

19. Procedure for inviting quotations and finalization of quotations received

Details	Procedure for Calling Quotations/Tenders	Procedure for Finalization
Upto Rs. 5 Lakhs		
6-50 Lakhs		
51-200 Lakhs		
>200 Lakhs.		

20. University's Purchase Committee

Members	Functions	Periodicity of Meets	Finalization of Quotes

21. University's centralized assets register for:

Type of Register	Land & Blds.	Furniture & Fittings	Res./Lab Equipment	Electricals incl. Gensets	Books, Jnls. etc.	Sporting Facilities	ICTs.

22. Physical verification of stocks done

Items Verified	Land & Blds.	Furniture & Fittings	Res./Lab Equipment	Electricals incl. Gensets	Books, Jnls. etc.	Sporting Facilities	ICTs.
Visit day 1							
Visit day 2							
Visit day 3							

23. Period of keeping records (Number of years it is safeguarded):-----

24. Loan facilities available to the staff

Types	Vehicle	Personal	Home	Thrift coop.	Festival Adv.	Others	Total
No. of Borrowers							
Outstanding Loan Amt. Rs.Lakhs.							

25. Total income tax credited in last two AYs. Rs. Crores.	Last Year		Previous to LY.	
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26. TDS insisted for all vendors: Yes for Transaction values of Rs.....or more.

27. Budget under plan and non-plan during the last two financial year plans.

Details	Previous to Last Year		Last Year	
	Plan	Non-plan	Plan	Non-plan
Rs. Crores				

28. Total grant received in last two years towards project

Type of UGC/Other (Rs. Lakhs)	UGC	RUSA	DST	DBT	ICSSR	Banks	Other Institutions	Total

29. Institutional charge deducted from project fund: Rs.-----

30. Incentive to the teachers

1. Awards --
2. Limited Financial Freedom --
3. Meeting Expenses on Research Publications, etc. --
4. Personal and Scholar Comforts --

31. Number of UGC/CSIR JRF/SRF fellowship received in the last two AYs.

Details	Last Year (2017-18)	Previous to Last Year (2018-19)	Total
UGC/CSIR JRF/SRF			

32. Rajiv Gandhi fellowship holders' details

Details	Last Year	Previous to Last Year	Total
UGC RGF (Nos.)			

33. University Research Fellowship holders' details

Details	Last Year	Previous to Last Year	Total
URF (Nos.)			

34. Total expenditure (Rs. Crs.) incurred towards construction of buildings in last two years?

Details	Administration Buildings/Addn.	Faculty/Students	Hostels/GHs.	Gardens	Others	Total
No. of works						
Amount (Rs. Crs.)						

35. Number of defaulters in the payment of fees in the last 5 years.

Details	2014-15	2015-16	2016-17	2017-18	2018-19
No. of works					
Amount (Rs. Crs.)					

36. Procedure followed for writing off of assets

S.No.	

Signature of Section Head

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