



VIKRAMA SIMHAPURI UNIVERSITY,
NELLORE, ANDHRA PRADESH - 524324
 (Accredited with NAAC 'A' Grade CGPA 3.23)

Administrative Audit of Regular Administrative Staff Only
 (Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst)
During 2023-24

The **administrative audit** is to ensure effective performing of specific functions/responsibilities by administrative staff carried out with a focus on involvement to achieve the goal and purpose of the university. The audit includes incurring of expenditure with cost efficiency and effectiveness and discharging duties in compliance with applicable laws and regulations in force from time- to- time.

1. Personal Data

1.1 Name of the Employee	S. Smritta Jayakumari					
1.2 Designation	Junior Assistant.					
1.3 Educational Qualification	M.A; BEd. : PGDCA					
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas)	Year	Sections				
	2023-24	Administration.				
		Examinations. Finance.				
1.5 Date of joining	03.06.2014.					
1.6 Date of Retirement	31.07.2039.					
1.7 Qualifications	Year	2004	2007	2009	2011	1996
	Qualification	BA	MA	BEd.	PGDCA	Typelocan

Note: Most questions below be answered by Tick Marks; Pl. do the same in the boxes given.

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Junior Assistant	10 years			✓

2.2 Targets/Time limits fixed for your Section's activities

No. of Files to be clear daily	No. of Draft Notes to process & expedite	No. of Staff to Involved in work-flow	% of works to be done as per plan	Arrangement for Staff on leave
10-15	3-5		90%	Yes.

2.3 Assistance to Section Head in evolving policies for your Section (Pl. Tick, most important two)

Provide Ideas	Cite Instances	Serve as a Resource person	Develop Draft Policy
		✓	✓

2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
	✓	

2.5 Communication by your Superior

Day Starts with Task Talks	Oral/Written Instructions	Persuasive mode	Professional Style
✓	✓	✓	✓

2.6 Motivation provided to you.

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

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

Through Proper Channel	Directly to the Head	Daily Basis	Inward-Outward Register	Min-Max Time for Completion	Stress on Confidentiality Maintenance
✓	✓	✓	✓	✓	✓

3. Office Administration Work:

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

Refer Past Draft	Attempt Fresh	Equip you with Updates	Seek Help from Superiors	Entrust 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 Seeks
✓		✓	

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 36 months?

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
30	—	—	—	—	—

3.6 Do you work on holidays/off the office hours?

No. of Holidays worked in the last one year	
No. of Holidays worked in the last one year by your Subordinate -1	
No. of Holidays worked in the last one year by your Subordinate -2	
No. of Holidays worked in the last one year 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	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days Taken	Routine	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	Special					

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

Upkeep of	Sort	Set in Order	Shine	Standardize	Sustain
Machines/ Equipments		<input checked="" type="checkbox"/>			
Consumables/Stationery					

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	03	03	

4. 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	<input checked="" type="checkbox"/>	No	
4.2 Are budgetary allocations fully spent or partially spent?	Full		Part	<input checked="" type="checkbox"/>
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month	<input checked="" type="checkbox"/>	More than a Month	
4.4 Do you follow-up the bills processed by you and sent to other Sections?	Yes	<input checked="" type="checkbox"/>	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?		<input checked="" type="checkbox"/>		

5. Legal Matters

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

Document Types	University's Act			Ordinances			Statutes			Regulations		
	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>

5.2 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		<input checked="" type="checkbox"/>									<input checked="" type="checkbox"/>	

5.3 Are you dealing with legal suits filed by or against the University? Yes No

5.4 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%
✓				

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

Filed For the University	Filed Against the University

6. Grievances Handling

6.1 Does your Section receive grievances/complaints from Staff/Students? (Pl. Tick)

	On Administration	On Teachers	On Students	On Specific functionaries
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 there any appeal to your higher officials against the decision of your Superior in respect of grievances handling?

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

6.4 Does your Superior frequently convene meetings in your Section to receive suggestions for improvement?

Suggestions Sought	Weekly	Monthly	Annually
From Staff		✓	
From Students			

7 General Attitude/ Aptitude / Aptitude for (IT) Enhancement

7.1 How often you have placed Institutional interests above personal interests at critical times for both!

Range	>75%	51-75%	26-50%	>25%
			✓	

7.2 How much you have enhanced IT capability since last NAAC accreditation to this time?

Range	>50%	41-50%	31-40%	≤ 30%
			✓	

7.3 How much you have enhanced their Overall capability since last NAAC accreditation to this time?

Range	>40%	31-40%	✓	21-30%	≤ 20%
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Specific Remarks: I thankfull to univarsity authorities to utilizing my services as Junior Assistant in VSC college kavali and I also taken additional works in administration as office in charge apart from that Examinations and other works.

Date: -

Place: kavali

L. Smithe Jayakumar
Signature of the Employee

Internal Audit:

The employee concerned maintained the entire college office without any interruption of the administration. The staff concerned should involved in conducting university examinations in their centre in a transparent and fair manner. They need some orientation

Chude Prasad
Director, IQAC

DIRECTOR
Internal Quality Assurance Cell (IQAC)
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE - 524 324.

regarding establishment matters.

Jeeetha K
Registrar

REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY,
NELLORE-524 320.

External Audit:

S. Suresh
JOINT REGISTRAR
SRI VENKATESWARA UNIVERSITY
TIRUPATI



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During 2023-24

The **administrative audit** is to ensure effective performing of specific functions/responsibilities by administrative staff carried out with a focus on involvement to achieve the goal and purpose of the university. The audit includes incurring of expenditure with cost efficiency and effectiveness and discharging duties in compliance with applicable laws and regulations in force from time- to- time.

1. Personal Data

1.1 Name of the Employee	R. ADISESHU				
1.2 Designation	SENIOR ASSISTANT				
1.3 Educational Qualification	MBA				
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas)	Year	Sections			
	2023-24	Dept of Business management, Development, purchase & maintenance, Examination section, Confidential section			
1.5 Date of joining	03-06-2014				
1.6 Date of Retirement	2039				
1.7 Qualifications	Year	2006	2002	2003	1994
	Qualification	MBA	BA	PGDIA	SSC

Note: Most questions below be answered by Tick Marks; Pl. do the same in the boxes given.

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
PA to Hon'ble REGISTRAR	REGISTRAR-8 year	Good	-	Taken

2.2 Targets/Time limits fixed for your Section's activities

No. of Files to be clear daily	No. of Draft Notes to process & expedite	No. of Staff to Involved in work-flow	% of works to be done as per plan	Arrangement for Staff on leave
06	04	02	85%	Yes

2.3 Assistance to Section Head in evolving policies for your Section (Pl. Tick, most important two)

Provide Ideas	Cite Instances	Serve as a Resource person	Develop Draft Policy
✓	✓	✓	✓

2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
Yes	Yes	Yes

2.5 Communication by your Superior

Day Starts with Task Talks	Oral/Written Instructions	Persuasive mode	Professional Style
Yes	Yes	Yes	—

2.6 Motivation provided to you.

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

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

Through Proper Channel	Directly to the Head	Daily Basis	Inward-Outward Register	Min-Max Time for Completion	Stress on Confidentiality Maintenance
✓	✓	✓	✓	Yes 2 to 6 days	NO

3. Office Administration Work:

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

Refer Past Draft	Attempt Fresh	Equip you with Updates	Seek Help from Superiors	Entrust the Task to subordinates
Yes	Yes	Yes	Yes Some-Times	Yes

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 Seeks
Yes	Yes	Yes	Yes

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

Status	Inward	Outward
Maintained	Yes	Yes
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
1 to 2 Hrs	1-day & 2-day	1, 2, day	1 day	1 Day

3.5 How many days of leave were availed by you in the last 36 months?

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
16	NO	NO	NO	—	—

3.6 Do you work on holidays/off the office hours?

No. of Holidays worked in the last one year	18
No. of Holidays worked in the last one year by your Subordinate -1	—
No. of Holidays worked in the last one year by your Subordinate -2	—
No. of Holidays worked in the last one year 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	AP Govt.	APSICHE	DST/CSIR, etc.	Other (Pl. specify)
Days Taken	Routine	1-2 days	1-2 days	1 day	1-2 days	-
	Special	1 day	1 day	1-day	-	-

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

Upkeep of	Sort	Set in Order	Shine	Standardize	Sustain
Machines/ Equipments	Yes	Yes	Yes	Yes	Yes
Consumables/Stationery	Yes	Yes	Yes	Yes	Yes

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	-	-	-

4. 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	No	-
4.2 Are budgetary allocations fully spent or partially spent?	Full	NO	Part	-
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month	NO	More than a Month	-
4.4 Do you follow-up the bills processed by you and sent to other Sections?	Yes	NO	No	-
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	NO	No	-
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?	NO	NO		-

5. Legal Matters

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

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

5.2 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	-	✓	-	✓	-	-	-	✓	-	✓	-	-

5.3 Are you dealing with legal suits filed by or against the University? Yes No ✓

5.4 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%
—	—	—	—	✓

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

Filed For the University	—	Filed Against the University	—
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6. Grievances Handling

6.1 Does your Section receive grievances/complaints from Staff/Students? (Pl. Tick)

	On Administration	On Teachers	On Students	On Specific functionaries
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 there any appeal to your higher officials against the decision of your Superior in respect of grievances handling?

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

6.4 Does your Superior frequently convene meetings in your Section to receive suggestions for improvement?

Suggestions Sought	Weekly	Monthly	Annually
From Staff	✓	—	—
From Students	—	—	—

7 General Attitude/ Aptitude / Aptitude for (IT) Enhancement

7.1 How often you have placed Institutional interests above personal interests at critical times for both!

Range	>75%	✓	51-75%	—	26-50%	—	>25%	—
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7.2 How much you have enhanced IT capability since last NAAC accreditation to this time?

Range	>50%	✓	41-50%	—	31-40%	—	≤ 30%	—
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7.3 How much you have enhanced their Overall capability since last NAAC accreditation to this time?

Range	>40%	✓	31-40%	✓	21-30%	—	≤20%	—
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Specific Remarks:

It is a grate pleasure to work with our University Authorities, I am very happy to be here and work with them.

Date:

Place: Nellore


Signature of the Employee

Internal Audit:

During internal audit, the employee involved in the works related to their section actively and also coordinated the supporting staff of the concerned section. They need hands on training particularly maintenance of records in the office.


DIRECTOR
Director, IQAC
Internal Quality Assurance Cell (IQAC)
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE - 524 324.


Registrar
REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524 320.

External Audit:


JOINT REGISTRAR
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TIRUPATI



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During 2023-24

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1. Personal Data

1.1 Name of the Employee	Y. Subba Rao				
1.2 Designation	Sr. Asst.				
1.3 Educational Qualification	M.Sc. B.Ed.				
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas))	Year	Sections			
	2017-18 2023-24	Finance / Accounts " "			
1.5 Date of joining	3-6-2014.				
1.6 Date of Retirement					
1.7 Qualifications	Year	1993	1993-1995	1995-1998	1999-2001
	Qualification	SSC	Inter	Degree	M.Sc.

Note: Most questions below be answered by Tick Marks; Pl. do the same in the boxes given.

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Sr. Asst.	6 Years	Good	—	—

2.2 Targets/Time limits fixed for your Section's activities

No. of Files to be clear daily	No. of Draft Notes to process & expedite	No. of Staff to Involved in work-flow	% of works to be done as per plan	Arrangement for Staff on leave
12	05	02	85%	Yes

2.3 Assistance to Section Head in evolving policies for your Section (Pl. Tick, most important two)

Provide Ideas	Cite Instances	Serve as a Resource person	Develop Draft Policy
✓	✓		✓

2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
Yes	Yes	Yes

2.5 Communication by your Superior

Day Starts with Task Talks	Oral/Written Instructions	Persuasive mode	Professional Style
Yes	Yes	Yes	—

2.6 Motivation provided to you.

Word of Appreciation	High level task allocation	Exchange Pleasantries	Build Team Spirit
Yes	Yes	—	—

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

Through Proper Channel	Directly to the Head	Daily Basis	Inward-Outward Register	Min-Max Time for Completion	Stress on Confidentiality Maintenance
Yes	Yes	Yes	Yes	3-5 days	No -

3. Office Administration Work:

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

Refer Past Draft	Attempt Fresh	Equip you with Updates	Seek Help from Superiors	Entrust the Task to subordinates
Yes	Yes	Yes	Yes	Yes

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 Seeks
—	Yes	—	—

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

Status	Inward	Outward
Maintained	Yes	Yes
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
1 day	2 to 3 days	2 days	1 to 2 day	—

3.5 How many days of leave were availed by you in the last 36 months?

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
35	—	25+5	—		

3.6 Do you work on holidays/off the office hours?

No. of Holidays worked in the last one year	15 days
No. of Holidays worked in the last one year by your Subordinate -1	15 year
No. of Holidays worked in the last one year by your Subordinate -2	
No. of Holidays worked in the last one year 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	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days Taken	Routine	—	1 day	1 day	—	
	Special		1 day	1 day	—	

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

Upkeep of	Sort	Set in Order	Shine	Standardize	Sustain
Machines/ Equipments	Yes	Yes	Yes	Yes	Yes
Consumables/Stationery	Yes	Yes	Yes	Yes	Yes

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	03	02	03

4. 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 taken by 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?		—		

5. Legal Matters

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

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

5.2 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	✓	—	—	✓	—	✓	—	—	✓	—	—	—

5.3 Are you dealing with legal suits filed by or against the University?

Yes

No ✓

5.4 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%
✓	—	—	—	

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

Filed For the University	Filed Against the University
—	—

6. Grievances Handling

6.1 Does your Section receive grievances/complaints from Staff/Students? (Pl. Tick)

	On Administration	On Teachers	On Students	On Specific functionaries
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	—	—	—	2 days 2 days

6.3 Was there any appeal to your higher officials against the decision of your Superior in respect of grievances handling?

Appeal to Higher Officials by	On Administration	On Teachers	On Students	On Specific Personalities
Staff	—	—	—	
Students	—	—	—	No No

6.4 Does your Superior frequently convene meetings in your Section to receive suggestions for improvement?

Suggestions Sought	Weekly	Monthly	Annually
From Staff	—	✓	✓
From Students	—	—	✓

7 General Attitude/ Aptitude / Aptitude for (IT) Enhancement

7.1 How often you have placed Institutional interests above personal interests at critical times for both!

Range	>75%	51-75%	26-50%	>25%
	✓	—	—	—

7.2 How much you have enhanced IT capability since last NAAC accreditation to this time?

Range	>50%	41-50%	31-40%	≤30%
	✓	—	—	—

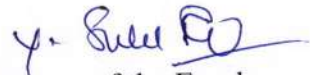
7.3 How much you have enhanced their Overall capability since last NAAC accreditation to this time?

Range	>40%	31-40%	<input checked="" type="checkbox"/> 21-30%	<input type="checkbox"/> ≤20%	<input type="checkbox"/>
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Specific Remarks:

Our University Administration is very supportive & friendly manner and always provide a lot of facilities to the University Registrar and finance & Accounts Section. I am happy to work with university Authorities

Date:



Signature of the Employee

Place:

Internal Audit:

The internal audit completed based on the performance regarding the preparation of salary bills at makes level, processed to the next level in a accurate method. This employee also involved in preparation of and processing of remuneration bills in a fair manner.



Director, IQAC
DIRECTOR
Internal Quality Assurance Cell (IQAC)
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE - 524 324.



Registrar
REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY,
NELLORE-524 320.

External Audit:



JOINT REGISTRAR
SRI VENKATESWARA UNIVERSITY
TIRUPATI



VIKRAMA SIMHAPURI UNIVERSITY,
NELLORE, ANDHRA PRADESH - 524324
 (Accredited with NAAC 'A' Grade CGPA 3.23)

Administrative Audit of Regular Administrative Staff Only
 (Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst)
During 2023-24

The **administrative audit** is to ensure effective performing of specific functions/responsibilities by administrative staff carried out with a focus on involvement to achieve the goal and purpose of the university. The audit includes incurring of expenditure with cost efficiency and effectiveness and discharging duties in compliance with applicable laws and regulations in force from time- to- time.

1. Personal Data

1.1 Name of the Employee	POLAM REDDY SUDHARANI				
1.2 Designation	Junior Assistant				
1.3 Educational Qualification	M.A., Telugu				
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas))	Year	Sections			
	2023-24	Dean, CDC			
1.5 Date of joining	03-06-2024				
1.6 Date of Retirement	30-06-2044				
1.7 Qualifications	Year	2007	2002	1997	-
	Qualification	PC	Degree	SSC	-

Note: Most questions below be answered by Tick Marks; Pl. do the same in the boxes given.

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Junior Assistant	10 Years	Good	-	Taken

2.2 Targets/Time limits fixed for your Section's activities

No. of Files to be clear daily	No. of Draft Notes to process & expedite	No. of Staff to Involved in work-flow	% of works to be done as per plan	Arrangement for Staff on leave
06	05	02	90%	Yes

2.3 Assistance to Section Head in evolving policies for your Section (Pl. Tick, most important two)

Provide Ideas	Cite Instances	Serve as a Resource person	Develop Draft Policy
✓	✓	✓	✓

2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
Yes	Yes	Yes

2.5 Communication by your Superior

Day Starts with Task Talks	Oral/Written Instructions	Persuasive mode	Professional Style
Yes	Yes	Yes	-

2.6 Motivation provided to you.

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

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

Through Proper Channel	Directly to the Head	Daily Basis	Inward-Outward Register	Min-Max Time for Completion	Stress on Confidentiality Maintenance
✓	✓	✓	✓	2 to 6 days	NO

3. Office Administration Work:

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

Refer Past Draft	Attempt Fresh	Equip you with Updates	Seek Help from Superiors	Entrust the Task to subordinates
Yes	Yes	Yes	Yes - Some-Time	Yes

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 Seeks
Yes	Yes	Yes	Yes

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

Status	Inward	Outward
Maintained	Yes	Yes
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
1 to 2 Hrs	1 day or 2 day	1, 2 days	1 day	1 day

3.5 How many days of leave were availed by you in the last 36 months?

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
-15-	NO	NO	8	-	-

3.6 Do you work on holidays/off the office hours?

No. of Holidays worked in the last one year	8
No. of Holidays worked in the last one year by your Subordinate -1	-
No. of Holidays worked in the last one year by your Subordinate -2	-
No. of Holidays worked in the last one year 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	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days Taken	Routine	1-2 days	1-2 day	1 day	1-2 days	-
	Special	1 day	1 day	1 day	-	-

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

Upkeep of	Sort	Set in Order	Shine	Standardize	Sustain
Machines/ Equipments	Yes	Yes	Yes	Yes	Yes
Consumables/Stationery	Yes	Yes	Yes	Yes	Yes

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	01	01	-

4. 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	No	-
4.2 Are budgetary allocations fully spent or partially spent?	Full	NO	Part	-
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month	NO	More than a Month	-
4.4 Do you follow-up the bills processed by you and sent to other Sections?	Yes	Yes	No	-
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	Yes	No	-
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?		Yes		-

5. Legal Matters

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

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

5.2 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	-	✓	-	✓	-	-	-	✓	-	✓	-	-

5.3 Are you dealing with legal suits filed by or against the University?

Yes

No ✓

5.4 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%
-	-	-	-	✓

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

Filed For the University	-	Filed Against the University	-
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6. Grievances Handling

6.1 Does your Section receive grievances/complaints from Staff/Students? (Pl. Tick)

	On Administration	On Teachers	On Students	On Specific functionaries
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 there any appeal to your higher officials against the decision of your Superior in respect of grievances handling?

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

6.4 Does your Superior frequently convene meetings in your Section to receive suggestions for improvement?

Suggestions Sought	Weekly	Monthly	Annually
From Staff	✓	-	-
From Students	-	-	-

7 General Attitude/ Aptitude / Aptitude for (IT) Enhancement

7.1 How often you have placed Institutional interests above personal interests at critical times for both!

Range	>75%	✓	51-75%	-	26-50%	←	>25%	
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7.2 How much you have enhanced IT capability since last NAAC accreditation to this time?

Range	>50%	✓	41-50%	-	31-40%	-	≤ 30%	
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7.3 How much you have enhanced their Overall capability since last NAAC accreditation to this time?

Range	>40%	✓	31-40%	21-30%	≤ 20%
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Specific Remarks:

It is a great pleasure to work
our University authorities. I am very happy
to be here and work with them.

Date:

P. Seidharani

Place:

Signature of the Employee

Internal Audit:

The staff concerned to the CDC section, observed that actively participated in giving affiliations to the constituent colleges in a transparent method. The employee need some orientation pertains to the preparation of budget proposals of their concerned section.


DIRECTOR
Director, IQAC
Internal Quality Assurance Cell (IQAC)
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE - 524 324.


Registrar
REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524 320./

External Audit:


JOINT REGISTRAR
SRI VENKATESWARA UNIVERSITY
TIRUPATI



21

VIKRAMA SIMHAPURI UNIVERSITY,
NELLORE, ANDHRA PRADESH - 524324
(Accredited with NAAC 'A' Grade CGPA 3.23)

Administrative Audit of Regular Administrative Staff Only
(Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst)
During 2023-24

The **administrative audit** is to ensure effective performing of specific functions/responsibilities by administrative staff carried out with a focus on involvement to achieve the goal and purpose of the university. The audit includes incurring of expenditure with cost efficiency and effectiveness and discharging duties in compliance with applicable laws and regulations in force from time- to- time..

1. Personal Data

1.1 Name of the Employee	SK. Yeshdani Bashe		
1.2 Designation	Sr. Assistant		
1.3 Educational Qualification	POST Graduation M.A. (Public Administration)		
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas))	Year	Sections	
	2023-24	Examination (P.G.) V.C.'s Dept	
1.5 Date of joining	03-06-2014		
1.6 Date of Retirement	28-02-2045		
1.7 Qualifications	Year		
	Qualification		

Note: Most questions below be answered by Tick Marks; Pl. do the same in the boxes given.

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Sr. Asst.	9 Years	Good	—	—

2.2 Targets/Time limits fixed for your Section's activities

No. of Files to be clear daily	No. of Draft Notes to process & expedite	No. of Staff to Involved in work-flow	% of works to be done as per plan	Arrangement for Staff on leave
10	02	03	80%	Yes

2.3 Assistance to Section Head in evolving policies for your Section (Pl. Tick, most important two)

Provide Ideas	Cite Instances	Serve as a Resource person	Develop Draft Policy
✓	—	—	✓

2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
yes	yes	yes

2.5 Communication by your Superior

Day Starts with Task Talks	Oral/Written Instructions	Persuasive mode	Professional Style
yes	yes	yes	—

2.6 Motivation provided to you.

Word of Appreciation	High level task allocation	Exchange Pleasantries	Build Team Spirit
yes	yes	—	—

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

Through Proper Channel	Directly to the Head	Daily Basis	Inward-Outward Register	Min-Max Time for Completion	Stress on Confidentiality Maintenance
yes	yes	yes	yes	3 to 5 days	NO

3. Office Administration Work:

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

Refer Past Draft	Attempt Fresh	Equip you with Updates	Seek Help from Superiors	Entrust the Task to subordinates
yes	yes	yes	yes	yes

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 Seeks
—	yes	—	—

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

Status	Inward	Outward
Maintained	yes	yes
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
1 day	2 to 3 day	2 days	1 to 2 days	—

3.5 How many days of leave were availed by you in the last 36 months?

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
20	—	—	—	—	—

3.6 Do you work on holidays/off the office hours?

No. of Holidays worked in the last one year	4
No. of Holidays worked in the last one year by your Subordinate -1	—
No. of Holidays worked in the last one year by your Subordinate -2	—
No. of Holidays worked in the last one year 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	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	—	1 day	1 day		
Taken	Special	—	1 day	1 day		

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

Upkeep of	Sort	Set in Order	Shine	Standardize	Sustain
Machines/ Equipments	yes	yes	yes	yes	yes
Consumables/Stationery	yes	yes	yes	yes	yes

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	02	01	—

4. 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	<input checked="" type="checkbox"/>	No	
4.2 Are budgetary allocations fully spent or partially spent?	Full		Part	<input checked="" type="checkbox"/>
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month	<input checked="" type="checkbox"/>	More than a Month	
4.4 Do you follow-up the bills processed by you and sent to other Sections?	Yes	<input checked="" type="checkbox"/>	No	
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	<input checked="" type="checkbox"/>	No	
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?		<input checked="" type="checkbox"/>		

5. Legal Matters

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

Document Types	University's Act			Ordinances			Statutes			Regulations		
	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
% Awareness												
Pl. Tick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.2 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%
% Awareness												
Pl. Tick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.3 Are you dealing with legal suits filed by or against the University?

~~Yes~~

No

5.4 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%
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Filed For the University	<input type="checkbox"/>	Filed Against the University	<input type="checkbox"/>
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6. Grievances Handling

6.1 Does your Section receive grievances/complaints from Staff/Students? (Pl. Tick)

	On Administration	On Teachers	On Students	On Specific functionaries
From Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NO
From Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NO

6.3 Was there any appeal to your higher officials against the decision of your Superior in respect of grievances handling?

Appeal to Higher Officials by	On Administration	On Teachers	On Students	On Specific Personalities
Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NO
Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NO

6.4 Does your Superior frequently convene meetings in your Section to receive suggestions for improvement?

Suggestions Sought	Weekly	Monthly	Annually
From Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7 General Attitude/ Aptitude / Aptitude for (IT) Enhancement

7.1 How often you have placed Institutional interests above personal interests at critical times for both!

Range	>75%	<input checked="" type="checkbox"/> 51-75%	<input type="checkbox"/> 26-50%	<input type="checkbox"/> >25%	<input type="checkbox"/>
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7.2 How much you have enhanced IT capability since last NAAC accreditation to this time?

Range	>50%	<input checked="" type="checkbox"/> 41-50%	<input type="checkbox"/> 31-40%	<input type="checkbox"/> ≤ 30%	<input type="checkbox"/>
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7.3 How much you have enhanced their Overall capability since last NAAC accreditation to this time?

Range	>40%	—	31-40%	✓	21-30%	—	≤20%	—
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Specific Remarks:

The university administration provides the work culture environment and provides facilities to the employees to work peacefully.

Date:

SK Singh

Place:

Signature of the Employee

Internal Audit:

During internal audit observed the work performance of the concerned staff is satisfactory. He is very good coordinator pertains to the valuation work particularly in PG section of the Examinations.

Arde Pooja
DIRECTOR
 Director, IQAC
 Internal Quality Assurance Cell (IQAC)
 VIKRAMA SIMHAPURI UNIVERSITY
 NELLORE - 524 324.

Jeeetha
 Registrar
REGISTRAR
 VIKRAMA SIMHAPURI UNIVERSITY
 NELLORE-524 320.

External Audit:

[Signature]
JOINT REGISTRAR
 SRI VENKATESWARA UNIVERSITY
 TIRUPATI



VIKRAMA SIMHAPURI UNIVERSITY,
NELLORE, ANDHRA PRADESH - 524324
 (Accredited with NAAC 'A' Grade CGPA 3.23)

Administrative Audit of Regular Administrative Staff Only
 (Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst)
During 2023-24

The **administrative audit** is to ensure effective performing of specific functions/responsibilities by administrative staff carried out with a focus on involvement to achieve the goal and purpose of the university. The audit includes incurring of expenditure with cost efficiency and effectiveness and discharging duties in compliance with applicable laws and regulations in force from time- to- time.

1. Personal Data

1.1 Name of the Employee	N-Baby				
1.2 Designation	Junior Assistant				
1.3 Educational Qualification	MBA, M-com				
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas))	Year	Sections			
	2023-24	Development, Purchase, & maintenance			
1.5 Date of joining	03/06/2014				
1.6 Date of Retirement	30/07/2045				
1.7 Qualifications	Year	2019	2009	2003	2000
	Qualification	M-com	MBA	B-com	Higher Secondary

Note: Most questions below be answered by Tick Marks; Pl. do the same in the boxes given.

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Junior Asst	1 year		—	—

2.2 Targets/Time limits fixed for your Section's activities

No. of Files to be clear daily	No. of Draft Notes to process & expedite	No. of Staff to Involved in work-flow	% of works to be done as per plan	Arrangement for Staff on leave
10	02	01	80%	yes

2.3 Assistance to Section Head in evolving policies for your Section (Pl. Tick, most important two)

Provide Ideas	Cite Instances	Serve as a Resource person	Develop Draft Policy
✓	✓	—	✓

2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
yes	yes	yes

2.5 Communication by your Superior

Day Starts with Task Talks	Oral/Written Instructions	Persuasive mode	Professional Style
yes	yes	yes	—

2.6 Motivation provided to you.

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

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

Through Proper Channel	Directly to the Head	Daily Basis	Inward-Outward Register	Min-Max Time for Completion	Stress on Confidentiality Maintenance
yes	yes	yes	yes	2 to 4 days	NO

3. Office Administration Work:

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

Refer Past Draft	Attempt Fresh	Equip you with Updates	Seek Help from Superiors	Entrust the Task to subordinates
—	yes	—	yes (some time)	yes

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 Seeks
—	yes	—	—

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

Status	Inward	Outward
Maintained	yes	yes
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
1 day	2 to 3 days	3 days	1 to 3 days	1 week

3.5 How many days of leave were availed by you in the last 36 months?

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
25	—	—	10	—	—

3.6 Do you work on holidays/off the office hours?

No. of Holidays worked in the last one year	1 day
No. of Holidays worked in the last one year by your Subordinate -1	1 day
No. of Holidays worked in the last one year by your Subordinate -2	
No. of Holidays worked in the last one year 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	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	2 to 4 days	1 day	1/2 day	-	-
Taken	Special	1 day	2 days	2 days	-	-

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

Upkeep of	Sort	Set in Order	Shine	Standardize	Sustain
Machines/ Equipments	yes	yes	yes	yes	yes
Consumables/Stationery	yes	yes	yes	yes	yes

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	5	1	3

4. 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 taken by 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?		✓		-

5. Legal Matters

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

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

5.2 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	✓	-	-	✓	-	-	✓	-	-	✓	-	-

5.3 Are you dealing with legal suits filed by or against the University?

Yes

No ✓

5.4 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%
✓	—	—	—	—

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

Filed For the University	—	Filed Against the University	—
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6. Grievances Handling

6.1 Does your Section receive grievances/complaints from Staff/Students? (Pl. Tick)

	On Administration	On Teachers	On Students	On Specific functionaries
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	—	—	—	1 or 2 days
From Students	—	—	—	1 or 2 days

6.3 Was there any appeal to your higher officials against the decision of your Superior in respect of grievances handling?

Appeal to Higher Officials by	On Administration	On Teachers	On Students	On Specific Personalities
Staff	—	—	—	NO
Students	—	—	—	NO

6.4 Does your Superior frequently convene meetings in your Section to receive suggestions for improvement?

Suggestions Sought	Weekly	Monthly	Annually
From Staff	—	✓	✓
From Students	—	—	—

7 General Attitude/ Aptitude / Aptitude for (IT) Enhancement

7.1 How often you have placed Institutional interests above personal interests at critical times for both!

Range	>75%	✓	51-75%	—	26-50%	—	>25%	—
-------	------	---	--------	---	--------	---	------	---

7.2 How much you have enhanced IT capability since last NAAC accreditation to this time?

Range	>50%	✓	41-50%	—	31-40%	—	≤30%	—
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7.3 How much you have enhanced their Overall capability since last NAAC accreditation to this time?

Range	>40%	—	31-40%	—	21-30%	✓	≤20%	—
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Specific Remarks: Our Institution administration is giving good environment to work efficiently & effectively & Providing support learn new things to excel the job performance. I have good relationship with my authorities, Peery, Subordinates etc.: I have good work working environment. The authorities support giving motivation to me to work efficiently & to learn new things

Date: _____
 Place: _____
 Signature of the Employee: *N.B*

Internal Audit:
 The staff involved in almost all works related to the maintenance of buildings and also processed the files related to the University hostels in a effective manner. During our observation they require some exposure on preparation of draft agenda for various meetings related to the University works.

Hand Based
DIRECTOR
 Director, IQAC
 Internal Quality Assurance Cell (IQAC)
 VIKRAMA SIMHAPURI UNIVERSITY
 NELLORE - 524 324.

Jeetha
 Registrar
REGISTRAR
 VIKRAMA SIMHAPURI UNIVERSITY
 NELLORE-524 320.

External Audit:
Srinivas
JOINT REGISTRAR
 SRI VENKATESWARA UNIVERSITY
 TIRUPATI



VIKRAMA SIMHAPURI UNIVERSITY,
NELLORE, ANDHRA PRADESH - 524324
 (Accredited with NAAC 'A' Grade CGPA 3.23)

Administrative Audit of Regular Administrative Staff Only
 (Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst)
During 2023-24

The **administrative audit** is to ensure effective performing of specific functions/responsibilities by administrative staff carried out with a focus on involvement to achieve the goal and purpose of the university. The audit includes incurring of expenditure with cost efficiency and effectiveness and discharging duties in compliance with applicable laws and regulations in force from time- to- time.

1. Personal Data

1.1 Name of the Employee	M.V. LAKSHMI SAILAJA				
1.2 Designation	Junior Assistant				
1.3 Educational Qualification	M.Sc., B.Ed., PGDCA, Higher Typewriting				
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas))	Year	Sections			
	2023-24	Finance & Accounts Section Examination (Confidential Section) one month			
1.5 Date of joining	03.06.2014				
1.6 Date of Retirement	30-08-2016				
1.7 Qualifications	Year	2004	2008	2016.2019	
	Qualification	B.Sc.	B.Ed.	M.Sc.	

Note: Most questions below be answered by Tick Marks; Pl. do the same in the boxes given.

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Adtl. Responsibility
✓	✓	✓	✓	✓

2.2 Targets/Time limits fixed for your Section's activities

No. of Files to be clear daily	No. of Draft Notes to process & expedite	No. of Staff to Involved in work-flow	% of works to be done as per plan	Arrangement for Staff on leave
10 files	06	09	100%	✓

2.3 Assistance to Section Head in evolving policies for your Section (Pl. Tick, most important two)

Provide Ideas	Cite Instances	Serve as a Resource person	Develop Draft Policy
✓	✓	✓	✓

2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
✓	✓	✓

2.5 Communication by your Superior

Day Starts with Task Talks	Oral/Written Instructions	Persuasive mode	Professional Style
✓	✓	✓	✓

2.6 Motivation provided to you.

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

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

Through Proper Channel	Directly to the Head	Daily Basis	Inward-Outward Register	Min-Max Time for Completion	Stress on Confidentiality Maintenance
✓	✓	✓	✓	✓	✓

3. Office Administration Work:

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

Refer Past Draft	Attempt Fresh	Equip you with Updates	Seek Help from Superiors	Entrust 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 Seeks
✓	✓	✓	✓

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
02-03 days	04 days	03 days	05 days	05 days

3.5 How many days of leave were availed by you in the last 36 months?

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.

3.6 Do you work on holidays/off the office hours?

No. of Holidays worked in the last one year	
No. of Holidays worked in the last one year by your Subordinate -1	
No. of Holidays worked in the last one year by your Subordinate -2	
No. of Holidays worked in the last one year 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	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	05 days	05 days	06 days	03 days	02 days 02 days
Taken	Special	03 days	03 days	06 days	03 days	02 days 02 days

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

Upkeep of	Sort	Set in Order	Shine	Standardize	Sustain
Machines/ Equipments	✓	✓	✓	✓	✓
Consumables/Stationery	✓	✓	✓	✓	✓

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	9	04	03

4. 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 taken by 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?		✓		

5. Legal Matters

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

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

5.2 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			✓			✓			✓			✓

5.3 Are you dealing with legal suits filed by or against the University?

Yes ✓ No

5.4 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%
✓				

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

Filed For the University	✓	Filed Against the University	
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6. Grievances Handling

6.1 Does your Section receive grievances/complaints from Staff/Students? (Pl. Tick)

	On Administration	On Teachers	On Students	On Specific functionaries
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	one week	—	—	—
From Students	—	—	—	—

6.3 Was there any appeal to your higher officials against the decision of your Superior in respect of grievances handling?

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

6.4 Does your Superior frequently convene meetings in your Section to receive suggestions for improvement?

Suggestions Sought	Weekly	Monthly	Annually
From Staff	—	✓	✓
From Students	—	—	—

7 General Attitude/ Aptitude / Aptitude for (IT) Enhancement

7.1 How often you have placed Institutional interests above personal interests at critical times for both!

Range	>75%	✓	51-75%		26-50%		>25%	
-------	------	---	--------	--	--------	--	------	--

7.2 How much you have enhanced IT capability since last NAAC accreditation to this time?

Range	>50%	✓	41-50%		31-40%		≤ 30%	
-------	------	---	--------	--	--------	--	-------	--

7.3 How much you have enhanced their Overall capability since last NAAC accreditation to this time?

Range	>40%	✓	31-40%		21-30%		≤20%	
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Specific Remarks:

Preparing Budget, annual accounts for the university, processing bills within in-time frame.

Date:

M. V. L. L.

Place:

Signature of the Employee

Internal Audit:

During the conduction of internal audit, observed that the employee concerned having vast experiences in preparing annual accounts and budget estimates. The employee actively participated in preparation of cash books of the university accounts. They need some orientation on TALLY.

V. S. S. S.

DIRECTOR
Internal Quality Assurance Cell (IQAC)
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE - 524 324.

S. S. S. S.

Registrar

REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY,
NELLORE-524 320.

External Audit:

S. S. S. S.

JOINT REGISTRAR
SRI VENKATESWARA UNIVERSITY
TIRUPATI



VIKRAMA SIMHAPURI UNIVERSITY,
NELLORE, ANDHRA PRADESH - 524324
(Accredited with NAAC 'A' Grade CGPA 3.23)

Administrative Audit of Regular Administrative Staff Only
 (Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst)
During 2023-24

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1. Personal Data

1.1 Name of the Employee	Modepalli Jayasimha				
1.2 Designation	Junior Assistant				
1.3 Educational Qualification	B.Tech (CSE), Account Test Paper 08				
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas))	Year	Sections			
	2023-24	VC Peshi			
1.5 Date of joining					
1.6 Date of Retirement	03.06.2014, Junior Assistant, V. S. University, Nellore (Regular)				
1.7 Qualifications	Year	2007	2002	2000	
	Qualification	B.Tech	Intermediate	SSC	

Note: Most questions below be answered by Tick Marks; Pl. do the same in the boxes given.

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Junior Assistant Examinations / Finance / VC Office	10 Years	Very Good	--	Assigned duties as PA to Vice-Chancellor

2.2 Targets/Time limits fixed for your Section's activities

No. of Files to be clear daily	No. of Draft Notes to process & expedite	No. of Staff to Involved in work-flow	% of works to be done as per plan	Arrangement for Staff on leave
10	10	03	90%	--

2.3 Assistance to Section Head in evolving policies for your Section (Pl. Tick, most important two)

Provide Ideas	Cite Instances	Serve as a Resource person	Develop Draft Policy
Yes	Yes	-	Yes

2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
Yes	Yes	Yes

2.5 Communication by your Superior

Day Starts with Task Talks	Oral/Written Instructions	Persuasive mode	Professional Style
Yes	Yes	Yes	Yes

2.6 Motivation provided to you.

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

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

Through Proper Channel	Directly to the Head	Daily Basis	Inward-Outward Register	Min-Max Time for Completion	Stress on Confidentiality Maintenance
Yes	Yes	Yes	Yes	By the day itself	No

3. Office Administration Work:

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

Refer Past Draft	Attempt Fresh	Equip you with Updates	Seek Help from Superiors	Entrust the Task to subordinates
Yes	Yes	Yes	Yes	Yes

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 Seeks
Yes	Yes	Yes	Yes

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

Status	Inward	Outward
Maintained	Yes	Yes
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
1 day	1 to 2 days	2 days	2 days	1 to 2 days

3.5 How many days of leave were availed by you in the last 12 months?

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
20	--	--	--	--	--

3.6 Do you work on holidays/off the office hours?

No. of Holidays worked in the last one year	24
No. of Holidays worked in the last one year by your Subordinate -1	24
No. of Holidays worked in the last one year by your Subordinate -2	24
No. of Holidays worked in the last one year 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	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	1 day	1 day	1 day	1 day	
Taken	Special	2-3 days	2-3 days	2-3 days	2-3 days	

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

Upkeep of	Sort	Set in Order	Shine	Standardize	Sustain
Machines/ Equipments	Yes	Yes	Yes	Yes	Yes
Consumables/Stationery	Yes	Yes	Yes	Yes	Yes

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos. 02	01	02	00

4. 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 taken by 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?	--	--		

5. Legal Matters

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

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

5.2 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%
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	-	-	✓	-	-	✓	-	-	✓	-	-	✓

5.3 Are you dealing with legal suits filed by or against the University? Yes No(v)

5.4 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%
√	-	-	-	-

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

Filed For the University	-	Filed Against the University	-

6. Grievances Handling

6.1 Does your Section receive grievances/complaints from Staff/Students? (Pl. Tick)

	On Administration	On Teachers	On Students	On Specific functionaries
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	Within 1 or 2 days			
From Students	Within 1 or 2 days			

6.3 Was there any appeal to your higher officials against the decision of your Superior in respect of grievances handling?

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

6.4 Does your Superior frequently convene meetings in your Section to receive suggestions for improvement?

Suggestions Sought	Weekly	Monthly	Annually
From Staff	√	-	-
From Students	√	-	-

7 General Attitude/ Aptitude / Aptitude for (IT) Enhancement

7.1 How often you have placed Institutional interests above personal interests at critical times for both!

Range	>75%	√	51-75%	26-50%	>25%

7.2 How much you have enhanced IT capability since last NAAC accreditation to this time?

Range	>50%	√	41-50%	31-40%	≤ 30%

7.3 How much you have enhanced their Overall capability since last NAAC accreditation to this time?

Range	>40%	✓	31-40%		21-30%		≤ 20%
-------	------	---	--------	--	--------	--	-------

Specific Remarks:

It has been a pleasure to work with the support of the University authorities, and I am deeply grateful for their recognition of our hard work, honesty, accountability, and dedication. I sincerely thank the University authorities for giving me the opportunity to serve as a part of the University, allowing me to apply my skills and efforts for the benefit of the University and my own personal growth.

Date:

Place: Nellore


Signature of the Employee

Internal Audit:

The staff concerned is actively coordinated the works related to the Honble Vice Chancellor's office particularly in the camp office. The employee having very good exposure on e-office management and resolved the problems arisen in e-office of the University.


DIRECTOR
Internal Quality Assurance Cell (IQAC)
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE - 524 324.


Registrar
REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524 320.

External Audit:


JOINT REGISTRAR
SRI VENKATESWARA UNIVERSITY
TIRUPATI



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VIKRAMA SIMHAPURI UNIVERSITY,
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(Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst)
During 2023-24

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1. Personal Data

1.1 Name of the Employee	Thripuraribhotla Naresh Chandra				
1.2 Designation	Junior Assistant				
1.3 Educational Qualification	M.A. English, M.C.A, Accounts Tests Part – I & Part – II, PGDCA, PGDPR, PGDIR&PM, B.Li.Sc, Typewriting Higher				
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas)	Year	Sections			
	2023-24	VC Peshi			
1.5 Date of joining					
1.6 Date of Retirement	03.06.2014, Junior Assistant, V. S. University, Nellore (Regular)				
1.7 Qualifications	Year	2012	2008	2005	2003
	Qualification	M.A. (English)	B.Sc.,	Intermediate	SSC

Note: Most questions below be answered by Tick Marks; Pl. do the same in the boxes given.

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Junior Assistant VC Office	10 Years	Very Good	--	Assigned duties as PA to Vice-Chancellor

2.2 Targets/Time limits fixed for your Section's activities

No. of Files to be clear daily	No. of Draft Notes to process & expedite	No. of Staff to Involved in work-flow	% of works to be done as per plan	Arrangement for Staff on leave
10	10	03	90%	--

2.3 Assistance to Section Head in evolving policies for your Section (Pl. Tick, most important two)

Provide Ideas	Cite Instances	Serve as a Resource person	Develop Draft Policy
Yes	Yes	-	Yes

2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
Yes	Yes	Yes

2.5 Communication by your Superior

Day Starts with Task Talks	Oral/Written Instructions	Persuasive mode	Professional Style
Yes	Yes	Yes	Yes

2.6 Motivation provided to you.

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

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

Through Proper Channel	Directly to the Head	Daily Basis	Inward-Outward Register	Min-Max Time for Completion	Stress on Confidentiality Maintenance
Yes	Yes	Yes	Yes	By the day itself	No

3. Office Administration Work:

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

Refer Past Draft	Attempt Fresh	Equip you with Updates	Seek Help from Superiors	Entrust the Task to subordinates
Yes	Yes	Yes	Yes	Yes

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 Seeks
Yes	Yes	Yes	Yes

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

Status	Inward	Outward
Maintained	Yes	Yes
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
1 day	1 to 2 days	2 days	2 days	1 to 2 days

3.5 How many days of leave were availed by you in the last 12 months?

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
20	--	--	--	--	--

3.6 Do you work on holidays/off the office hours?

No. of Holidays worked in the last one year	24
No. of Holidays worked in the last one year by your Subordinate -1	24
No. of Holidays worked in the last one year by your Subordinate -2	24
No. of Holidays worked in the last one year 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	AP Govt.	APSCH	DST/CSIR, etc.	Other (Pl. specify)
Days Taken	Routine	1 day	1 day	1 day	1 day	
	Special	2-3 days	2-3 days	2-3 days	2-3 days	

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

Upkeep of	Sort	Set in Order	Shine	Standardize	Sustain
Machines/ Equipments	Yes	Yes	Yes	Yes	Yes
Consumables/Stationery	Yes	Yes	Yes	Yes	Yes

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos. 02	01	02	00

4. 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 taken by 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?	--	--		

5. Legal Matters

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

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

5.2 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	-	-	✓	-	-	✓	-	-	✓	-	-	✓

5.3 Are you dealing with legal suits filed by or against the University? Yes No(v)

5.4 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%
√	-	-	-	-

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

Filed For the University	-	Filed Against the University	-
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6. Grievances Handling

6.1 Does your Section receive grievances/complaints from Staff/Students? (Pl. Tick)

	On Administration	On Teachers	On Students	On Specific functionaries
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	Within 1 or 2 days			
From Students	Within 1 or 2 days			

6.3 Was there any appeal to your higher officials against the decision of your Superior in respect of grievances handling?

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

6.4 Does your Superior frequently convene meetings in your Section to receive suggestions for improvement?

Suggestions Sought	Weekly	Monthly	Annually
From Staff	√	-	-
From Students	√	-	-

7 General Attitude/ Aptitude / Aptitude for (IT) Enhancement

7.1 How often you have placed Institutional interests above personal interests at critical times for both!

Range	>75%	√	51-75%		26-50%		>25%	
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7.2 How much you have enhanced IT capability since last NAAC accreditation to this time?

Range	>50%	√	41-50%		31-40%		≤ 30%	
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7.3 How much you have enhanced their Overall capability since last NAAC accreditation to this time?

Range	>40%	✓	31-40%		21-30%		≤ 20%	
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Specific Remarks:

It has been a pleasure to work with the support of the University authorities, and I am deeply grateful for their recognition of our hard work, honesty, accountability, and dedication. I sincerely thank the University authorities for giving me the opportunity to serve as a part of the University, allowing me to apply my skills and efforts for the benefit of the University and my own personal growth.

Date:

Place: Nellore

Signature of the Employee

Internal Audit:

During the process of internal administrative audit, the employee is having very good office skills to maintain the Hon'ble vice chancellor office. He also completed the tasks entrusted to him in an effective manner and worked to the satisfaction of the university authorities.

DIRECTOR
Internal Quality Assurance Cell (IQAC)
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE - 524 324.

Registrar
REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524 320.

External Audit:

JOINT REGISTRAR
SRI VENKATESWARA UNIVERSITY
TIRUPATI



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VIKRAMA SIMHAPURI UNIVERSITY,
NELLORE, ANDHRA PRADESH - 524324
(Accredited with NAAC 'A' Grade CGPA 3.23)

Administrative Audit of Regular Administrative Staff Only

(Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst)
During 2023-24

The **administrative audit** is to ensure effective performing of specific functions/responsibilities by administrative staff carried out with a focus on involvement to achieve the goal and purpose of the university. The audit includes incurring of expenditure with cost efficiency and effectiveness and discharging duties in compliance with applicable laws and regulations in force from time- to- time.

1. Personal Data

1.1 Name of the Employee	GODA SWAROOP KUMAR			
1.2 Designation	JUNIOR ASSISTANT			
1.3 Educational Qualification	B.Sc (Computer Science)			
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas)	Year	Sections		
	2023-24	Finance Sections		
1.5 Date of joining	03.06.2014			
1.6 Date of Retirement	31.05.2049			
1.7 Qualifications	Year	2004 to 07	2003	2001
	Qualification	B.Sc,	Inter	SSC

Note: Most questions below be answered by Tick Marks; Pl. do the same in the boxes given.

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
✓	✓	✓	-	-

2.2 Targets/Time limits fixed for your Section's activities

No. of Files to be clear daily	No. of Draft Notes to process & expedite	No. of Staff to Involved in work-flow	% of works to be done as per plan	Arrangement for Staff on leave
06	-	01	80%	-

2.3 Assistance to Section Head in evolving policies for your Section (Pl. Tick, most important two)

Provide Ideas	Cite Instances	Serve as a Resource person	Develop Draft Policy
-	✓	✓	✓

2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
✓		

2.5 Communication by your Superior

Day Starts with Task Talks	Oral/Written Instructions	Persuasive mode	Professional Style
✓	✓		

2.6 Motivation provided to you.

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

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

Through Proper Channel	Directly to the Head	Daily Basis	Inward-Outward Register	Min-Max Time for Completion	Stress on Confidentiality Maintenance
	✓	✓			

3. Office Administration Work:

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

Refer Past Draft	Attempt Fresh	Equip you with Updates	Seek Help from Superiors	Entrust 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 Seeks
	✓		

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 36 months?

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
12	-	-	15	-	-

3.6 Do you work on holidays/off the office hours?

No. of Holidays worked in the last one year	04
No. of Holidays worked in the last one year by your Subordinate -1	-
No. of Holidays worked in the last one year by your Subordinate -2	-
No. of Holidays worked in the last one year 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	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days Taken	Routine	01	01	01	01	
	Special	01	01	01	01	

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

Upkeep of	Sort	Set in Order	Shine	Standardize	Sustain
Machines/ Equipments	✓	✓	✓	✓	✓
Consumables/Stationery					

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	-	01	-

4. 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 taken by 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?		-		-

5. Legal Matters

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

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

5.2 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			✓	✓			✓				✓	

5.3 Are you dealing with legal suits filed by or against the University? Yes No

5.4 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%
				✓

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

Filed For the University	Filed Against the University

6. Grievances Handling

6.1 Does your Section receive grievances/complaints from Staff/Students? (Pl. Tick)

	On Administration	On Teachers	On Students	On Specific functionaries
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 there any appeal to your higher officials against the decision of your Superior in respect of grievances handling?

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

6.4 Does your Superior frequently convene meetings in your Section to receive suggestions for improvement?

Suggestions Sought	Weekly	Monthly	Annually
From Staff			✓
From Students			

7 General Attitude/ Aptitude / Aptitude for (IT) Enhancement

7.1 How often you have placed Institutional interests above personal interests at critical times for both!

Range	>75%	51-75%	26-50%	>25%
	✓			

7.2 How much you have enhanced IT capability since last NAAC accreditation to this time?

Range	>50%	41-50%	31-40%	≤ 30%
	✓			


7.3 How much you have enhanced their Overall capability since last NAAC accreditation to this time?

Range	>40%	✓	31-40%		21-30%		≤ 20%	
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Specific Remarks:

Date:

Place: Nellore


Signature of the Employee

Internal Audit:

The employee is actively participated in preparation and processing of salary bills, budget estimates of all the depts/sections/cells of the university. The employee resolved the technical issues pertains to the e-office. He need some orientation on TALLY.


DIRECTOR
Director Quality Assurance Cell (IQAC)
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE - 524 324.


Registrar
REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524 320.

External Audit:


JOINT REGISTRAR
SRI VENKATESWARA UNIVERSITY
TIRUPATI



VIKRAMA SIMHAPURI UNIVERSITY,
NELLORE, ANDHRA PRADESH - 524324
 (Accredited with NAAC 'A' Grade CGPA 3.23)

Administrative Audit of Regular Administrative Staff Only
 (Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst)
During 2023-24

The **administrative audit** is to ensure effective performing of specific functions/responsibilities by administrative staff carried out with a focus on involvement to achieve the goal and purpose of the university. The audit includes incurring of expenditure with cost efficiency and effectiveness and discharging duties in compliance with applicable laws and regulations in force from time- to- time.

1. Personal Data

1.1 Name of the Employee	S. Gayathri			
1.2 Designation	Junior Assistant			
1.3 Educational Qualification	B.Sc.			
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas)	Year	Sections		
	2023-24	Examination Confidential Section (Ph.D)		
1.5 Date of joining	03-06-2014			
1.6 Date of Retirement	30-06-2047			
1.7 Qualifications	Year	2008	2004	2002
	Qualification	BSc	Inter	SSC

Note: Most questions below be answered by Tick Marks; Pl. do the same in the boxes given.

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Examinations Confid. Section - Jr. Asst.	One year	Good	-	-

2.2 Targets/Time limits fixed for your Section's activities

No. of Files to be clear daily	No. of Draft Notes to process & expedite	No. of Staff to Involved in work-flow	% of works to be done as per plan	Arrangement for Staff on leave
05	03	-	90%	Yes.

2.3 Assistance to Section Head in evolving policies for your Section (Pl. Tick, most important two)

Provide Ideas	Cite Instances	Serve as a Resource person	Develop Draft Policy
✓	✓	-	✓

2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
Yes	Yes	Yes

2.5 Communication by your Superior

Day Starts with Task Talks	Oral/Written Instructions	Persuasive mode	Professional Style
Yes	Yes	Yes	-

2.6 Motivation provided to you.

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

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

Through Proper Channel	Directly to the Head	Daily Basis	Inward-Outward Register	Min-Max Time for Completion	Stress on Confidentiality Maintenance
Yes	Yes	Yes	Yes	1 to 2 days	-

3. Office Administration Work:

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

Refer Past Draft	Attempt Fresh	Equip you with Updates	Seek Help from Superiors	Entrust the Task to subordinates
Yes	Yes	Yes	Yes (Some Times)	Yes

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 Seeks
Yes	Yes	Yes	Yes

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

Status	Inward	Outward
Maintained	Yes	Yes
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
1 Day	2-3 days	2 days	-	-

3.5 How many days of leave were availed by you in the last 12 months?

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
18 days	-	-	-	-	-

3.6 Do you work on holidays/off the office hours?

No. of Holidays worked in the last one year	3 days
No. of Holidays worked in the last one year by your Subordinate -1	-
No. of Holidays worked in the last one year by your Subordinate -2	-
No. of Holidays worked in the last one year 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	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	-	-	-	-	-
Taken	Special	-	-	-	-	-

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

Upkeep of	Sort	Set in Order	Shine	Standardize	Sustain
Machines/ Equipments	yes	yes	yes	yes	yes
Consumables/Stationery	yes	yes	yes	yes	yes

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	-	-	01

4. 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 taken by 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?	yes	✓		

5. Legal Matters

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

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

5.2 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	✓	-	-	✓	-	-	✓	-	-	✓	-	-

5.3 Are you dealing with legal suits filed by or against the University?

Yes

~~No~~

5.4 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%
✓	-	-	-	-

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

Filed For the University	-	Filed Against the University	-
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6. Grievances Handling

6.1 Does your Section receive grievances/complaints from Staff/Students? (Pl. Tick)

	On Administration	On Teachers	On Students	On Specific functionaries
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	-	-	-	Nil
From Students	-	-	-	Nil

6.3 Was there any appeal to your higher officials against the decision of your Superior in respect of grievances handling?

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

6.4 Does your Superior frequently convene meetings in your Section to receive suggestions for improvement?

Suggestions Sought	Weekly	Monthly	Annually
From Staff	-	✓	-
From Students	-	-	-

7 General Attitude/ Aptitude / Aptitude for (IT) Enhancement

7.1 How often you have placed Institutional interests above personal interests at critical times for both!

Range	>75%	✓	51-75%	-	26-50%	-	>25%	-
-------	------	---	--------	---	--------	---	------	---

7.2 How much you have enhanced IT capability since last NAAC accreditation to this time?

Range	>50%	✓	41-50%	-	31-40%	-	≤ 30%	-
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7.3 How much you have enhanced their Overall capability since last NAAC accreditation to this time?


Range	>40%	✓ 31-40%	- 21-30%	- ≤ 20%	-
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Specific Remarks:

Administration is good and authorities are very supportive to enhance our working and drafting skills. I am feeling very grateful and thankful to being one of the staff members in this Vikrama Simhapuri University. I will give my support as much as I can. Thanking you,

Date:

Place: Nellore.


Signature of the Employee

Internal Audit:

The internal audit observation is the employee is very supportive to their superiors/authorities while discharging their duties in the section. The employee completed the works in a transparent and fair manner without any deviations. They need exposure on TALLY.


DIRECTOR
Internal Quality Assurance Cell (IQAC)
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE - 524 324.


Registrar
REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY,
NELLORE-524 320.

External Audit:


JOINT REGISTRAR
SRI VENKATESWARA UNIVERSITY
TIRUPATI



VIKRAMA SIMHAPURI UNIVERSITY,
NELLORE, ANDHRA PRADESH - 524324
 (Accredited with NAAC 'A' Grade CGPA 3.23)

Administrative Audit of Regular Administrative Staff Only
 (Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst)
During 2023-24

The **administrative audit** is to ensure effective performing of specific functions/responsibilities by administrative staff carried out with a focus on involvement to achieve the goal and purpose of the university. The audit includes incurring of expenditure with cost efficiency and effectiveness and discharging duties in compliance with applicable laws and regulations in force from time- to- time.

1. Personal Data

1.1 Name of the Employee	A.MARY LIZITH RENUKA				
1.2 Designation	JUNIOR ASSISTANT				
1.3 Educational Qualification	M. SC. (Biochemistry)				
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas)	Year	Sections			
	2023-24	Examination Section (PE)			
1.5 Date of joining	03/06/2014				
1.6 Date of Retirement	30/06/2048				
1.7 Qualifications	Year	2011	2009	2006	2004
	Qualification	M.Sc.	B.Sc.	Inter	S.S.C.

Note: Most questions below be answered by Tick Marks; Pl. do the same in the boxes given.

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Examination Section, Jr. Asst	1 year	Good	—	—

2.2 Targets/Time limits fixed for your Section's activities

No. of Files to be clear daily	No. of Draft Notes to process & expedite	No. of Staff to Involved in work-flow	% of works to be done as per plan	Arrangement for Staff on leave
As per the requirement	3 to 5	01	50%	Yes

2.3 Assistance to Section Head in evolving policies for your Section (Pl. Tick, most important two)

Provide Ideas	Cite Instances	Serve as a Resource person	Develop Draft Policy
✓	—	—	✓

2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
Yes	Yes	Yes

2.5 Communication by your Superior

Day Starts with Task Talks	Oral/Written Instructions	Persuasive mode	Professional Style
Yes	Yes	Yes	—

2.6 Motivation provided to you.

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

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

Through Proper Channel	Directly to the Head	Daily Basis	Inward-Outward Register	Min-Max Time for Completion	Stress on Confidentiality Maintenance
Yes	—	Yes	Yes	3 to 5 days	NO

3. Office Administration Work:

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

Refer Past Draft	Attempt Fresh	Equip you with Updates	Seek Help from Superiors	Entrust the Task to subordinates
Yes	Yes	Yes	Yes (Sometimes)	Yes

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 Seeks
Yes	Yes	Yes	Yes

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

Status	Inward	Outward
Maintained	Yes	Yes
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
1 day	2 to 3 days	2 days	—	—

3.5 How many days of leave were availed by you in the last 12 months?

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
20	—	—	—	—	—

3.6 Do you work on holidays/off the office hours?

No. of Holidays worked in the last one year	3 days
No. of Holidays worked in the last one year by your Subordinate -1	—
No. of Holidays worked in the last one year by your Subordinate -2	—
No. of Holidays worked in the last one year 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	AP Govt.	APSCHE	DST/CSIR, 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 machines/equipments/consumables etc.?

Upkeep of	Sort	Set in Order	Shine	Standardize	Sustain
Machines/ Equipments	Yes	Yes	Yes	Yes	Yes
Consumables/Stationery	Yes	Yes	Yes	Yes	Yes

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	—	—	01

4. 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 taken by 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?	Yes	✓		

5. Legal Matters

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

Document Types	University’s Act			Ordinances			Statutes			Regulations		
	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	✓	—	—	✓	—	—	✓	—	—	✓	—	—

5.2 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	✓	—	—	✓	—	—	✓	—	—	✓	—	—

5.3 Are you dealing with legal suits filed by or against the University? Yes No ✓

5.4 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%
✓	—	—	—	—

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

Filed For the University	—	Filed Against the University	—
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6. Grievances Handling

6.1 Does your Section receive grievances/complaints from Staff/Students? (Pl. Tick)

	On Administration	On Teachers	On Students	On Specific functionaries
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	—	—	—	x
From Students	—	—	—	within 10 days

6.3 Was there any appeal to your higher officials against the decision of your Superior in respect of grievances handling?

Appeal to Higher Officials by	On Administration	On Teachers	On Students	On Specific Personalities
Staff	—	—	—	Nil
Students	—	—	—	Nil

6.4 Does your Superior frequently convene meetings in your Section to receive suggestions for improvement?

Suggestions Sought	Weekly	Monthly	Annually
From Staff	—	✓	—
From Students	—	—	—

7 General Attitude/ Aptitude / Aptitude for (IT) Enhancement

7.1 How often you have placed Institutional interests above personal interests at critical times for both!

Range	>75%	✓	51-75%	—	26-50%	—	>25%	—
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7.2 How much you have enhanced IT capability since last NAAC accreditation to this time?

Range	>50%	✓	41-50%	—	31-40%	—	≤ 30%	—
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7.3 How much you have enhanced their Overall capability since last NAAC accreditation to this time?

Range	>40%	✓	31-40%	—	21-30%	—	≤20%	—
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Specific Remarks:

Administration is good and authorities are very supportive to enhance our working and drafting skills. I am feeling very grateful and thankful to being one of the staff member in this Vikrama Simhapuri University. I will give my support as much as I can. Thanking you.

Date:

Place: Nellore.

A. Manjivitha Rani
Signature of the Employee

Internal Audit:

The employee is very actively completed the works allotted by the superior/authorities. The employee having ~~very~~ ^{more} office skills to complete the tasks pertains to the concerned section. They need orientation on Examination related matters particularly in preparation of budget.

Uday Prasad
Director, IQAC
Internal Quality Assurance Cell (IQAC)
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE - 524 324.

Jeetha
Registrar
REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524 320.

External Audit:

Sri Venkateswara
JOINT REGISTRAR
SRI VENKATESWARA UNIVERSITY
TIRUPATI



VIKRAMA SIMHAPURI UNIVERSITY,
NELLORE, ANDHRA PRADESH - 524324
 (Accredited with NAAC 'A' Grade CGPA 3.23)

Administrative Audit of Regular Administrative Staff Only

(Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst)

During 2023-24

The **administrative audit** is to ensure effective performing of specific functions/responsibilities by administrative staff carried out with a focus on involvement to achieve the goal and purpose of the university. The audit includes incurring of expenditure with cost efficiency and effectiveness and discharging duties in compliance with applicable laws and regulations in force from time- to- time.

1. Personal Data

1.1 Name of the Employee	K. KAMAKSHI		
1.2 Designation	Jr. Assistant		
1.3 Educational Qualification	Degree		
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas))	Year	Sections	
	2023-24	Finance Section	
1.5 Date of joining	03.06.2014		
1.6 Date of Retirement	30.06.2054		
1.7 Qualifications	Year	210	
	Qualification	Degree	

Note: Most questions below be answered by Tick Marks; Pl. do the same in the boxes given.

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
—	—	—	—	—

2.2 Targets/Time limits fixed for your Section's activities

No. of Files to be clear daily	No. of Draft Notes to process & expedite	No. of Staff to Involved in work-flow	% of works to be done as per plan	Arrangement for Staff on leave
06	03	—	60%	✓

2.3 Assistance to Section Head in evolving policies for your Section (Pl. Tick, most important two)

Provide Ideas	Cite Instances	Serve as a Resource person	Develop Draft Policy
—	—	—	—

2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
	✓	✓

2.5 Communication by your Superior

Day Starts with Task Talks	Oral/Written Instructions	Persuasive mode	Professional Style
✓	✓	-	✓

2.6 Motivation provided to you.

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

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

Through Proper Channel	Directly to the Head	Daily Basis	Inward-Outward Register	Min-Max Time for Completion	Stress on Confidentiality Maintenance
✓			✓	✓	

3. Office Administration Work:

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

Refer Past Draft	Attempt Fresh	Equip you with Updates	Seek Help from Superiors	Entrust 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 Seeks
✓	✓	✓	✓

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
03	04	-	-	-

3.5 How many days of leave were availed by you in the last 36 months?

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
38	-	-	-	✓	✓

3.6 Do you work on holidays/off the office hours?

No. of Holidays worked in the last one year	08
No. of Holidays worked in the last one year by your Subordinate -1	-
No. of Holidays worked in the last one year by your Subordinate -2	-
No. of Holidays worked in the last one year 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	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days Taken	Routine	01	01	1	1	-
	Special	01	01	1	1	-

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

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

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	03	02	04

4. 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 taken by 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?		✓		

5. Legal Matters

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

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

5.2 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	✓											

5.3 Are you dealing with legal suits filed by or against the University?

Yes

No ✓

5.4 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%
—	—	—	—	—

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

Filed For the University	—	Filed Against the University	—
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6. Grievances Handling

6.1 Does your Section receive grievances/complaints from Staff/Students? (Pl. Tick)

	On Administration	On Teachers	On Students	On Specific functionaries
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 there any appeal to your higher officials against the decision of your Superior in respect of grievances handling?

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

6.4 Does your Superior frequently convene meetings in your Section to receive suggestions for improvement?

Suggestions Sought	Weekly	Monthly	Annually
From Staff	—	—	—
From Students	—	—	—

7 General Attitude/ Aptitude / Aptitude for (IT) Enhancement

7.1 How often you have placed Institutional interests above personal interests at critical times for both!

Range	>75%	✓	51-75%	26-50%	>25%
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7.2 How much you have enhanced IT capability since last NAAC accreditation to this time?

Range	>50%	✓	41-50%	31-40%	≤ 30%
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7.3 How much you have enhanced their Overall capability since last NAAC accreditation to this time?

Range	>40%	✓	31-40%		21-30%		≤ 20%	
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Specific Remarks:

Our University Provides Assistance to develop administrative activities to fulfill the requirement of duties in addition to helpul.

Date:

Place: Nellore

K. Kamal K.
Signature of the Employee

Internal Audit:

The employee concerned, actively completed the works pertaining to the IS of the staff of the University. They require orientation in TALLY and other HR procedures.

Ude Park
DIRECTOR
Director, IQAC
Internal Quality Assurance Cell (IQAC)
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE - 524 324.

Seetha
Registrar
REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524 320.

External Audit:

Srinivas
JOINT REGISTRAR
SRI VENKATESWARA UNIVERSITY
TIRUPATI



VIKRAMA SIMHAPURI UNIVERSITY,
NELLORE, ANDHRA PRADESH – 524324
 (Accredited with NAAC 'A' Grade CGPA 3.23)

Administrative Audit of Regular Administrative Staff Only

(Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst)

During 2023-24

The **administrative audit** is to ensure effective performing of specific functions/responsibilities by administrative staff carried out with a focus on involvement to achieve the goal and purpose of the university. The audit includes incurring of expenditure with cost efficiency and effectiveness and discharging duties in compliance with applicable laws and regulations in force from time- to- time.

1. Personal Data

1.1 Name of the Employee	Devala Chandravarani				
1.2 Designation	Junior Assistant				
1.3 Educational Qualification	MCA				
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas)	Year	Sections			
	2023-24	Establishment			
1.5 Date of joining	04.06.2014				
1.6 Date of Retirement	31.03.2051				
1.7 Qualifications	Year	2010	2007	2004	2002
	Qualification	MCA	B.Sc.	governments	SSC

Note: Most questions below be answered by Tick Marks; Pl. do the same in the boxes given.

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Establishment	05	Good	—	Taken

2.2 Targets/Time limits fixed for your Section's activities

No. of Files to be clear daily	No. of Draft Notes to process & expedite	No. of Staff to Involved in work-flow	% of works to be done as per plan	Arrangement for Staff on leave
05	05	02	95%	Yes

2.3 Assistance to Section Head in evolving policies for your Section (Pl. Tick, most important two)

Provide Ideas	Cite Instances	Serve as a Resource person	Develop Draft Policy
✓	✓	—	✓

2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
yes	yes	yes

2.5 Communication by your Superior

Day Starts with Task Talks	Oral/Written Instructions	Persuasive mode	Professional Style
yes	yes	yes	-

2.6 Motivation provided to you.

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

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

Through Proper Channel	Directly to the Head	Daily Basis	Inward-Outward Register	Min-Max Time for Completion	Stress on Confidentiality Maintenance
yes	-	yes	yes	2-3 days	No

3. Office Administration Work:

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

Refer Past Draft	Attempt Fresh	Equip you with Updates	Seek Help from Superiors	Entrust the Task to subordinates
yes	yes	yes	yes	yes

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 Seeks
yes	yes	yes	if need

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

Status	Inward	Outward
Maintained	yes	yes
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
1 day	1 day	2 days	1 day	1 day

3.5 How many days of leave were availed by you in the last 36 months?

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
(20+5) 25	-	-	-	4 hrs	3 hrs

3.6 Do you work on holidays/off the office hours?

No. of Holidays worked in the last one year	6 days
No. of Holidays worked in the last one year by your Subordinate -1	-
No. of Holidays worked in the last one year by your Subordinate -2	-
No. of Holidays worked in the last one year 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	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days Taken	Routine	-	2 days	1 day	-	-
	Special	-	-	-	-	-

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

Upkeep of	Sort	Set in Order	Shine	Standardize	Sustain
Machines/ Equipments	yes	yes	yes	yes	yes
Consumables/Stationery	yes	yes	yes	yes	yes

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	-	-	-

4. 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	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
4.2 Are budgetary allocations fully spent or partially spent?	Full	<input checked="" type="checkbox"/>	Part	<input type="checkbox"/>
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month	<input checked="" type="checkbox"/>	More than a Month	<input type="checkbox"/>
4.4 Do you follow-up the bills processed by you and sent to other Sections?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?	yes	<input checked="" type="checkbox"/>		<input type="checkbox"/>

5. Legal Matters

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

Document Types	University's Act			Ordinances			Statutes			Regulations		
	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>

5.2 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		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>

5.3 Are you dealing with legal suits filed by or against the University?

Yes

No

5.4 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%
—	—	—	—	—

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

Filed For the University	—	Filed Against the University	—
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6. Grievances Handling

6.1 Does your Section receive grievances/complaints from Staff/Students? (Pl. Tick)

	On Administration	On Teachers	On Students	On Specific functionaries
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	—	—	—	1 day
From Students	—	—	—	1 day

6.3 Was there any appeal to your higher officials against the decision of your Superior in respect of grievances handling?

Appeal to Higher Officials by	On Administration	On Teachers	On Students	On Specific Personalities
Staff	—	—	—	Nil
Students	—	—	—	Nil

6.4 Does your Superior frequently convene meetings in your Section to receive suggestions for improvement?

Suggestions Sought	Weekly	Monthly	Annually
From Staff	✓	—	—
From Students	—	—	—

7 General Attitude/ Aptitude / Aptitude for (IT) Enhancement

7.1 How often you have placed Institutional interests above personal interests at critical times for both!

Range	>75%	—	51-75%	✓	26-50%	—	>25%	—
-------	------	---	--------	---	--------	---	------	---

7.2 How much you have enhanced IT capability since last NAAC accreditation to this time?

Range	>50%	✓	41-50%	—	31-40%	—	≤ 30%	—
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7.3 How much you have enhanced their Overall capability since last NAAC accreditation to this time?

Range	>40%	✓	31-40%		21-30%		≤ 20%	
-------	------	---	--------	--	--------	--	-------	--

Specific Remarks:

All the authorities of the University have been monitoring the overall capability and helps to enhance time to time for the best outputs.

Date:

Place:

Chai
Signature of the Employee

Internal Audit:

During the internal audit observation, the employee is enthusiastically completed the tasks day/date wise with the support of the superiors in a systematic manner. The employee taken additional responsibility entrusted by their superiors from time to time and executed the same in a accurate method also maintain the records in a proper way. They need some exposure/hands on experience in service matters.

Audited
DIRECTOR
Director, IQAC
Internal Quality Assurance Cell (IQAC)
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE - 524 324.

Seetha
Registrar
REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524 320.

External Audit:

Seetha
JOINT REGISTRAR
SRI VENKATESWARA UNIVERSITY
TIRUPATI



VIKRAMA SIMHAPURI UNIVERSITY,
NELLORE, ANDHRA PRADESH - 524324
 (Accredited with NAAC 'A' Grade CGPA 3.23)

Administrative Audit of Regular Administrative Staff Only
 (Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst)
During 2023-24

The **administrative audit** is to ensure effective performing of specific functions/responsibilities by administrative staff carried out with a focus on involvement to achieve the goal and purpose of the university. The audit includes incurring of expenditure with cost efficiency and effectiveness and discharging duties in compliance with applicable laws and regulations in force from time- to- time.

1. Personal Data

1.1 Name of the Employee	N M Rao Mudraboyina				
1.2 Designation	Junior Assistant				
1.3 Educational Qualification	M.A.				
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas))	Year	Sections			
	2023-24	IQAC			
1.5 Date of joining	01-07-2014				
1.6 Date of Retirement	30-06-2043				
1.7 Qualifications	Year	2011	2008	1998	1996
	Qualification	MA	BA	PDC	SSC

Note: Most questions below be answered by Tick Marks; Pl. do the same in the boxes given.

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
IBA Jr. Asst	2 years	Spot	-	Takam

2.2 Targets/Time limits fixed for your Section's activities

No. of Files to be clear daily	No. of Draft Notes to process & expedite	No. of Staff to Involved in work-flow	% of works to be done as per plan	Arrangement for Staff on leave
04	04	03	95%	Yes

2.3 Assistance to Section Head in evolving policies for your Section (Pl. Tick, most important two)

Provide Ideas	Cite Instances	Serve as a Resource person	Develop Draft Policy
✓	✓	-	✓

2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
yes	yes	yes

2.5 Communication by your Superior

Day Starts with Task Talks	Oral/Written Instructions	Persuasive mode	Professional Style
yes	yes	yes	yes

2.6 Motivation provided to you.

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

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

Through Proper Channel	Directly to the Head	Daily Basis	Inward-Outward Register	Min-Max Time for Completion	Stress on Confidentiality Maintenance
yes	-	yes	yes	3-4 days	NO

3. Office Administration Work:

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

Refer Past Draft	Attempt Fresh	Equip you with Updates	Seek Help from Superiors	Entrust the Task to subordinates
yes	yes	yes	yes	yes

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 Seeks
yes	yes	yes	in files

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

Status	Inward	Outward
Maintained	yes	yes
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
1 day	1 day	2 days	1 day	1 day

3.5 How many days of leave were availed by you in the last 36 months?

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
20	-	-	07	-	03

3.6 Do you work on holidays/off the office hours?

No. of Holidays worked in the last one year	10 days
No. of Holidays worked in the last one year by your Subordinate -1	
No. of Holidays worked in the last one year by your Subordinate -2	
No. of Holidays worked in the last one year 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	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days Taken	Routine	-	2 days	1 day	-	-
	Special	-	-	-	-	-

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

Upkeep of	Sort	Set in Order	Shine	Standardize	Sustain
Machines/ Equipments	Yes	Yes	Yes	Yes	Yes
Consumables/Stationery	Yes	Yes	Yes	Yes	Yes

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	-	01	01

4. 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 taken by 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?	Yes	✓		

5. Legal Matters

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

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

5.2 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			✓			✓			✓			✓

5.3 Are you dealing with legal suits filed by or against the University? Yes No

5.4 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%
—	—	—	—	—

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

Filed For the University	Filed Against the University
—	—

6. Grievances Handling

6.1 Does your Section receive grievances/complaints from Staff/Students? (Pl. Tick)

	On Administration	On Teachers	On Students	On Specific functionaries
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	—	—	—	1 day
From Students	—	—	—	1 day

6.3 Was there any appeal to your higher officials against the decision of your Superior in respect of grievances handling?

Appeal to Higher Officials by	On Administration	On Teachers	On Students	On Specific Personalities
Staff	—	—	—	NIL
Students	—	—	—	NIL

6.4 Does your Superior frequently convene meetings in your Section to receive suggestions for improvement?

Suggestions Sought	Weekly	Monthly	Annually
From Staff	✓	—	—
From Students	—	—	—

7 General Attitude/ Aptitude / Aptitude for (IT) Enhancement

7.1 How often you have placed Institutional interests above personal interests at critical times for both!

Range	>75%	51-75%	26-50%	>25%
	—	—	✓	—

7.2 How much you have enhanced IT capability since last NAAC accreditation to this time?

Range	>50%	41-50%	31-40%	≤ 30%
	—	✓	—	—

7.3 How much you have enhanced their Overall capability since last NAAC accreditation to this time?


Range	>40%	31-40%	✓	21-30%	≤ 20%
-------	------	--------	---	--------	-------

Specific Remarks:

I well known about the process of NAAC in the period of 2023-24, administrators give opportunity for the better achievement works leads to get A+ grade by NAAC District.

Date:

Place: Nellore


Signature of the Employee

Internal Audit:

During internal audit identify the hardwork and commitment of the employee while discharging the duties in the concerned section. The employee taken additional responsibility and completed all the tasks in a time bound manner.


DIRECTOR
Director Quality Assurance Cell (IQAC)
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE - 524 324.


Registrar
REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524 320.

External Audit:


JOINT REGISTRAR
SRI VENKATESWARA UNIVERSITY
TIRUPATI



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VIKRAMA SIMHAPURI UNIVERSITY,
NELLORE, ANDHRA PRADESH - 524324
(Accredited with NAAC 'A' Grade CGPA 3.23)

Administrative Audit of Regular Administrative Staff Only
(Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst)
During 2023-24

The **administrative audit** is to ensure effective performing of specific functions/responsibilities by administrative staff carried out with a focus on involvement to achieve the goal and purpose of the university. The audit includes incurring of expenditure with cost efficiency and effectiveness and discharging duties in compliance with applicable laws and regulations in force from time- to- time.

1. Personal Data

1.1 Name of the Employee	V. SRI PRIYA			
1.2 Designation	JUNIOR ASSIST			
1.3 Educational Qualification	MSc (ORGANIC CHEMISTRY)			
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas))	Year	Sections		
	2023-24	—		
1.5 Date of joining	13-11-2014			
1.6 Date of Retirement				
1.7 Qualifications	Year	2018		
	Qualification	MSc		

Note: Most questions below be answered by Tick Marks; Pl. do the same in the boxes given.

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
✓	✓	✓	✓	✓

2.2 Targets/Time limits fixed for your Section's activities

No. of Files to be clear daily	No. of Draft Notes to process & expedite	No. of Staff to Involved in work-flow	% of works to be done as per plan	Arrangement for Staff on leave

2.3 Assistance to Section Head in evolving policies for your Section (Pl. Tick, most important two)

Provide Ideas	Cite Instances	Serve as a Resource person	Develop Draft Policy
✓			

2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
✓	✓	

2.5 Communication by your Superior

Day Starts with Task Talks	Oral/ Written Instructions	Persuasive mode	Professional Style
	✓		

2.6 Motivation provided to you.

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

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

Through Proper Channel	Directly to the Head	Daily Basis	Inward-Outward Register	Min-Max Time for Completion	Stress on Confidentiality Maintenance
	✓				

3. Office Administration Work:

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

Refer Past Draft	Attempt Fresh	Equip you with Updates	Seek Help from Superiors	Entrust 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 Seeks

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 36 months?

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.

3.6 Do you work on holidays/off the office hours?

No. of Holidays worked in the last one year	04 days
No. of Holidays worked in the last one year by your Subordinate -1	04 days
No. of Holidays worked in the last one year by your Subordinate -2	
No. of Holidays worked in the last one year 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	AP Govt.	APSICHE	DST/CSIR, 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 machines/equipments/consumables etc.?

Upkeep of	Sort	Set in Order	Shine	Standardize	Sustain
Machines/ Equipments					
Consumables/Stationery	✓	✓		✓	✓

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	02	01	01

4. 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 taken by 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?		—		

5. Legal Matters

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

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

5.2 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												

5.3 Are you dealing with legal suits filed by or against the University?

Yes

No ✓

5.4 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%
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Filed For the University	Filed Against the University
<input type="checkbox"/>	<input type="checkbox"/>

6. Grievances Handling

6.1 Does your Section receive grievances/complaints from Staff/Students? (Pl. Tick)

	On Administration	On Teachers	On Students	On Specific functionaries
From Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.3 Was there any appeal to your higher officials against the decision of your Superior in respect of grievances handling?

Appeal to Higher Officials by	On Administration	On Teachers	On Students	On Specific Personalities
Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.4 Does your Superior frequently convene meetings in your Section to receive suggestions for improvement?

Suggestions Sought	Weekly	Monthly	Annually
From Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7 General Attitude/ Aptitude / Aptitude for (IT) Enhancement

7.1 How often you have placed Institutional interests above personal interests at critical times for both!

Range	>75%	51-75%	26-50%	>25%
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7.2 How much you have enhanced IT capability since last NAAC accreditation to this time?

Range	>50%	41-50%	31-40%	≤ 30%
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

7.3 How much you have enhanced their Overall capability since last NAAC accreditation to this time?

Range	>40%	31-40%	21-30%	≤ 20%
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Specific Remarks:

Head of the Department is co-operative and extends support and co-ordination in departmental works. Encourages team spirit and extends appreciation.

Date:

Place: Nellore

V. Sriniger,
Signature of the Employee

Internal Audit:

The employee supports their superiors/heads in all activities of the concerned department. The employee also completed the works in a fair manner. They need exposure on office management to enhance their office skills.


DIRECTOR
Internal Quality Assurance Cell (IQAC)
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE - 524 321.


Registrar
REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524 320.

External Audit:


JOINT REGISTRAR
SRI VENKATESWARA UNIVERSITY
TIRUPATI
Page 5 of 5



VIKRAMA SIMHAPURI UNIVERSITY,
NELLORE, ANDHRA PRADESH - 524324
 (Accredited with NAAC 'A' Grade CGPA 3.23)

Administrative Audit of Regular Administrative Staff Only
 (Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst)
During 2023-24

The **administrative audit** is to ensure effective performing of specific functions/responsibilities by administrative staff carried out with a focus on involvement to achieve the goal and purpose of the university. The audit includes incurring of expenditure with cost efficiency and effectiveness and discharging duties in compliance with applicable laws and regulations in force from time- to- time.

1. Personal Data

1.1 Name of the Employee	Pantnamsi Mohan				
1.2 Designation	Junior Assistant				
1.3 Educational Qualification	M.A				
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas))	Year	Sections			
	2023-24	Talapala			
1.5 Date of joining	13.04.2016				
1.6 Date of Retirement	30.04.2050				
1.7 Qualifications	Year	2013	2011	2008	2006
	Qualification	M.A	B.A	Inter	SSC

Note: Most questions below be answered by Tick Marks; Pl. do the same in the boxes given.

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Jr. Asst	07 Yrs	Good		

2.2 Targets/Time limits fixed for your Section's activities

No. of Files to be clear daily	No. of Draft Notes to process & expedite	No. of Staff to Involved in work-flow	% of works to be done as per plan	Arrangement for Staff on leave
—	—	—	60%	—

2.3 Assistance to Section Head in evolving policies for your Section (Pl. Tick, most important two)

Provide Ideas	Cite Instances	Serve as a Resource person	Develop Draft Policy
✓	—	✓	—

2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
—	—	—

2.5 Communication by your Superior

Day Starts with Task Talks	Oral/Written Instructions	Persuasive mode	Professional Style
Yes	Yes	Yes	Yes

2.6 Motivation provided to you.

Word of Appreciation	High level task allocation	Exchange Pleasantries	Build Team Spirit
—	—	—	Yes

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

Through Proper Channel	Directly to the Head	Daily Basis	Inward-Outward Register	Min-Max Time for Completion	Stress on Confidentiality Maintenance
—	—	—	Yes	—	NO

3. Office Administration Work:

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

Refer Past Draft	Attempt Fresh	Equip you with Updates	Seek Help from Superiors	Entrust the Task to subordinates
Yes	—	—	Yes (if need)	—

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 Seeks
—	—	—	—

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

Status	Inward	Outward
Maintained	Yes	Yes
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 36 months?

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
20	—	—	—	—	—

3.6 Do you work on holidays/off the office hours?

No. of Holidays worked in the last one year	—
No. of Holidays worked in the last one year by your Subordinate -1	—
No. of Holidays worked in the last one year by your Subordinate -2	—
No. of Holidays worked in the last one year 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	AP Govt.	APSCHE	DST/CSIR, 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 machines/equipments/consumables etc.?

Upkeep of	Sort	Set in Order	Shine	Standardize	Sustain
Machines/ Equipments	—	—	—	—	—
Consumables/Stationery					

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	1	—	—

4. 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 taken by 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?		—		—

5. Legal Matters N.A

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

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

5.2 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	✓	—	—	—	—	—	—	—	—	—	—	—

5.3 Are you dealing with legal suits filed by or against the University? Yes No

5.4 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%
—	—	—	—	—

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

Filed For the University	Filed Against the University
—	—

6. Grievances Handling

6.1 Does your Section receive grievances/complaints from Staff/Students? (Pl. Tick)

	On Administration	On Teachers	On Students	On Specific functionaries
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 there any appeal to your higher officials against the decision of your Superior in respect of grievances handling?

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

6.4 Does your Superior frequently convene meetings in your Section to receive suggestions for improvement?

Suggestions Sought	Weekly	Monthly	Annually
From Staff	—	✓	—
From Students	—	—	—

7 General Attitude/ Aptitude / Aptitude for (IT) Enhancement

7.1 How often you have placed Institutional interests above personal interests at critical times for both!

Range	>75%	51-75%	26-50%	>25%
	—	—	—	—

7.2 How much you have enhanced IT capability since last NAAC accreditation to this time?

Range	>50%	41-50%	31-40%	≤ 30%
	—	—	—	—

7.3 How much you have enhanced their Overall capability since last NAAC accreditation to this time?

Range	>40%	—	31-40%	—	21-30%	—	≤20%	✓
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Specific Remarks:

Date:

Place:



Signature of the Employee
(L.T.I. Madan.p)

Internal Audit:

During internal audit observation, the employee did his works very sincere and dedicatively. The employee also communicated very effectively with the stakeholders of the University.


DIRECTOR
Director, IQAC Assurance Cell (IQAC)
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE - 524 321.


Registrar

REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524 320.

External Audit:


JOINT REGISTRAR
SRI VENKATESWARA UNIVERSITY
TIRUPATI