

### 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	6. Cotto	Jaugh	buman	0		
1.2 Designation	J. Smitha Tunio	Assista	A.	L		-
1.3 Educational Qualification	M.A: B					
1.4 Experience in administra	tion (Years and	Year		Sections	NY.	
Fields like Examinations Section, Admission, Finance (Upto 3 diff. experience area	2023-24	-				
1.5 Date of joining	and the second	03.0				
1.6 Date of Retirement	and the second second second second	Contract of the second	7. 2039		21/21/2014 1 1	
1.7 Qualifications	Year	2004	2007		2011	1996
	Qualification	BA	MA	BEd.	2011 PGDCA	Typelow

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	Prog Perio	ress odic Review	20.4		Addl. Responsibility		
Junia Auise 2.2 Targets/Time	time 10 year		n Continu's of		~			
2.2 Targets/Time	minus fixed fo	or you	r section s ad	ctivities				
No. of Files to be clear daily	No. of Notes to pr & expedite	ocess	A State of the second		to % of works		Arrangement Staff on leave	for
10 -15	3 - 5-				20.		Yes.	
2.3 Assistance to	Section Head i	n evol	ving policies t	for your S	ection (Pl. Ti	ck, mos	t important two)	
Provide Ideas Cite In			Serve as a Re			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	h Task Ta	lks	Oral/Wr	itten Instruct	ions	Persuasive mode	e Professional Style
	~			~	-	~	~
2.6 Motivation	provided	to you					
			level task allocation Ex			hange Pleasantrie	s Build Team Spirit
							~
2.7 Method of R	eporting	of the	activitie	s carried out	in yc	our Section	The state and state and a
Through Proper Channel	Directly Head		Daily Basis	Inward-Outward		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 Update	you with es	Seek H Superio		rom	1000000000000	rust the Task to ordinates	
V	~			1			MIC	1000	
.2 What is the s	ystem of fi	ling done in	your Secti	on?		A		10 . La	
Topic-wise filir		wise filing			Spe	ecial files	as VC	Registrar Seeks	
·		1 20	1.5	~	-				
.3 Are inward a	nd Outwar	d Tapal Reg	isters main	tained in y	our S	Section? (	Check	the Right Cell)	
	atus		Inwa				ward		
Maintained		0.84	-	-			~		
Not Maintained									
3.4 State the nor		ken to dispo	se a file/pa	aper	-	i se la sul			
Routine	Routine Explanatory		First-			Replies to Governments		Grievance Letters	
Letters/Files	Repo	orts	conte	content Reports					
3.5 How many d	ave of leav	e were avail	ed by you	in the last	36 m	onths?		11.5	
Casual Leave	Duty leave	Maternity/ Medical Leave		FN Permi 1Hr.				Permission of	
30		-			_			<u> </u>	
3.6 Do you work	on holida	ys/off the of	fice hours?	1			-	San less and a	
No. of Holiday					-				
No. of Holiday	s worked i	n the last on	e year by y	our Subor	dinat	e -1			
No. of Holiday									
No. of Holiday									

Page 2 of 5

3.7 What is the time limit your section takes to respond to the Government Communications?

To Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	~	~	~	T	
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		~			Χ.
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	5	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	1	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?	r	5		

#### 5. Legal Matters

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

Document Types	Unive	ersity's A	ct	Ordi	nances			Statutes	S	Reg	ulations	
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick		~			/	10000		~				5

5.2 Are you conversant with the basic provisions of Right to Information Act, 2005?

Document Types	-	ations o c author		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ptions/Gi ejections	ounds		ral/State		Mak RTI	ting Rep s	orts for
% 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?

No

Yes

Page 3 of 5

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%
				191 <u>87</u>

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	Sector 1
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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	-	-	entiren 🚄 🗇	A MANUAL AND A MANUAL AND A
Students	-			- 11

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

Suggestions Sought	Weekly	Monthly	Annually
From Staff		4	
From Students			

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

7.1How 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%	$\leq 30\%$
-------	------	--------	--------	-------------

7.3 How much you have enhanced their Overall capability since last NAAC accreditation to this time? < 21.30%

time? 21-30% 31-40% Specific Remarks: I thank fall to university authorities to utilizenig my leverices as Junior Assilland in VSU college leavali and galso taken additional works in administration as office in charge apart from that Examisinations and other worlds. Signature of the Employee Date: Place: leavali 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 certia in a transporent and fair mannes they need some orientation regarding establishment matters. eethe & Ande page o Registrar Director, IOAC REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY Internal Quality Assurance Cell (IQAC) NELLORE-524 320.7 VIKRAMA SIMHAPURI UNIVERSITY NELLORE - 524 324.

**External Audit:** 

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### 1. Personal Data

1.1 Name of the Employee	R. ADISES	HU	and the second second	dudiad	
1.2 Designation	SEMOR ASS	STANT			
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 <b>9</b>	ept of Budine Unhable & Mah Section E Con	is marcywert nemce 38	Development commatter
1.5 Date of joining			6-2014		1.50
1.6 Date of Retirement	dense un la tra	202	9		
1.7 Qualifications	Year	2006	2002	2003	1992
10	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

allocation Frame done Perio			0	
PA to Honolov C REGISTRAR, RE	MOR-8-Year	Good	-	Taken

	No. of Draft Notes to process & expedite	No. of Staff to Involved in work- flow	% of works to be done as per plan	
06	040	02	85%	Yes
2.3 Assistance to S	Section Head in evo	lving policies for your S	Section (Pl. Tick, mo	ost important two)
Provide Ideas	Cite Instances	Serve as a Resource pe	erson Dev	velop Draft Policy
V		$\checkmark$		V

#### 2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
Yes	100	Ves

#### 2.5 Communication by your Superior

Day Starts wit	h Task T	alks	Oral/Written Instructions Persuasive n		Persuasive mode	e Professional Style	
Y	p		anet fal	Yes	les Yes		-
2.6 Motivation		to you	ι.			110	
Word of Appre	eciation	High	level task	allocation	Exc	hange Pleasantries	Build Team Spirit
Yes			Ye	tes yes		Jes	
2.7 Method of R	eporting	of the	activities	carried out	in yo	ur Section	
Through Proper Channel	Directly Head	/ to the	Daily Basis	Inward-Outv Register		Ain-Max Time for Completion	Stress on Confidentiality Maintenance
V		V	V	V		Yes	NO
						& to 6 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 Attempt Equip you with Seek Help from Entrust the Task to Draft Fresh Updates Superiors subordinates Yes Some-TIMes Yel 10 Ve) 3.2 What is the system of filing done in your Section? Topic-wise filing Confidential filing Date-wise filing Special files as VC/Registrar Seeks ter Ves Vel Yes 3.3 Are inward and Outward Tapal Registers maintained in your Section? (Check the Right Cell) Status Inward Outward Maintained 100 Not Maintained 3.4 State the normal time taken to dispose a file/paper Routine Explanatory First-time/ Fresh Replies to Grievance Letters/Files Reports content Reports Governments Letters 1 to 9 Hos 1- day & 2- day 1, 2, 201 3.5 How many days of leave were availed by you in the last 36 months? Casual Leave Duty Maternity/ FN Permission of Earned AN Permission of leave Medical Leave 1Hr. 1Hr. 1011 Leave L NO NO NO 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

Page 2 of 5

3.7 What is the time limit your section takes to respond to the Government Communications?

To Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	1-2 days	1-2da	5 1 day	1-2- 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. —	-	-	

### 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	1
4.2 Are budgetary allocations fully spent or partially spent?	Full	NO	Part	1
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month	NO	More than a Month	1
4.4 Do you follow- up the bills processed by you and sent to other Sections?	Yes	NO	No	1
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	NO	No	1
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					Regulations			
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	$\checkmark$	-	-	-	V	-	-	V	-	-	$\checkmark$	-

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			
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	-	V	-	V	-	-	-	$\checkmark$	-	$\checkmark$	-	(

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

Nov

Yes

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%
-	- · ·	S. c. mill	-	

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

DII I DI I DI I			
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	<u>`</u>	1	(	
From Students	-		_	1

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	1.0 -	)	1	<u> </u>
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	(	<u> </u>	<u> </u>	-
Students	Sur-	-	-	_

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

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

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

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

Range	>75%	V	51-75%	-	26-50%	-	>25%	~

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

	The second secon		
41-50%	31-40%	- < 30%	
	41-50%	41-50%	$41-50\%$ _ 31-40% _ $\leq 30\%$

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

Range	>40%	V	31-40%	-	21-30%	-	$\leq 20\%$	-
0								

Specific Remarks:

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

them. Date:

Place: Nellore

Adesen

**Internal Audit:** 

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

Andelpsok

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

Registrar

REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320./

**External Audit:** 





### VIKRAMA SIMHAPURI UNIVERSITY,

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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	Y. Sebba	Rav			
1.2 Designation	Sr. Aust			H	
1.3 Educational Qualification	M.SC. B	.Ed.			
1.4 Experience in administration		Year		Sections	
Fields like Examinations, R	TIs, VC	2017-18	Finance /	Account	1
Section, Admission, Finance, etc.		2023-24	· · · · · · · · · · · · · · · · · · ·		A
(Upto 3 diff. experience areas)		and Charles			
1.5 Date of joining		3	6-2014	-72	
1.6 Date of Retirement					
1.7 Qualifications	Year	1993	1993-1995	1995-1998	1999-2001
	Qualification	SSC	Inter	Degree	M.Se.

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	Prog Peri	gress odic Review	Slackness Handled		Addl. Responsibility			
Sr. Aest.	15 Years		tood		-		-		
2.2 Targets/Time	limits fixed f	or you	ir Section's ac	ctivities					
No. of Files to be clear daily			No. of Staff Involved in flow						
12	05		02	-	85	-1.	Yes		
2.3 Assistance to	Section Head	in evo	lving policies	for your S	Section (Pl. T	ick, mos	st important two)		
Provide Ideas .	Cite Instan	ces	Serve as a Re	source pe	source person I		Develop Draft Policy		
V									

### 2.4 General Flexibility to Excel exist

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

#### 2.5 Communication by your Superior

n Task Ta	alks	Oral/Writ	ten Instruct	ions	Persuasive mode	Professional Style
25		1	Yes		Yes	
provided	to you					
eciation	High	level task	allocation	Exc	change Pleasantries	Build Team Spirit
Yes yes					-	
eporting	of the	activities	carried out	in yo	our Section	
Directly Head	to the	Daily Basis	Inward-Outv Register	100000000000000000000000000000000000000		Stress on Confidentiality Maintenance
¥	es	4-05	Tes		3-5 days	No -
	eporting Directly Head	eporting of the Directly to the	es provided to you. reciation High level task eporting of the activities Directly to the Daily Head Basis	es Yey provided to you. eciation High level task allocation yes eporting of the activities carried out Directly to the Daily Inward-Outv Head Basis Register	es Yey provided to you. eciation High level task allocation Exc provided to you. Exc eciation High level task allocation Exc yes eporting of the activities carried out in you Directly to the Daily Inward-Outward Megister	Yes     Yes       porovided to you.     Yes       porovided to you.     Exchange Pleasantries       porovided to you.     Yes       porovided to you.     Exchange Pleasantries       porovided to you.     Yes       porovided to you.     Exchange Pleasantries       porovided to you.     Yes       porovided to you.     Pleasantries       porovided to you.     Pleasantries

#### 3. Office Administration Work:

3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your superiors? Refer Past Attempt Equip you with Seek Help from Entrust the Task to Draft Fresh Updates Superiors subordinates Yes yes Yes Veg 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 44 Yes Not Maintained 3.4 State the normal time taken to dispose a file/paper Routine Explanatory First-time/ Fresh Replies to Grievance Letters/Files Reports content Reports Governments Letters 2 days 2 to 3 days 1 day to 2 day 3.5 How many days of leave were availed by you in the last 36 months? Casual Leave Duty Maternity/ Earned FN Permission of AN Permission of leave Medical Leave 1Hr. 1Hr. Leave 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 Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	-	1 alay	Iday	-	
Taken	Special		1 day	1 day	-	1.0

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	Yry	y ey	yes	Yes	Yes
Consumables/Stationery	Yes	her	Yes	Ves	by

### 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	5
4.2 Are budgetary allocations fully spent or partially spent?	Full		Part	
4.3 Time taken by your Section to process the bills received	Less than a Month	ſ	More than a Month	
4.4 Do you follow- up the bills processed by you and sent to other Sections?	Yes	1. <sup>44</sup>	No	
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	1	No	
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?	ý	-		

### 5. Legal Matters

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

University's Act						Statutes			0	Regulations		
<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	
V				-	-	~	-	-	$\checkmark$	-	-	
	Unive <50%	University's A <50% 50-75%	<50% 50-75% >75%	<50% 50-75% >75% <50%	<50% 50-75% >75% <50% 50-75%	<50% 50-75% >75% <50% 50-75% >75%	<50% 50-75% >75% <50% 50-75% >75% <50%	<50%         50-75%         >75%         <50%         50-75%         >75%         <50%         50-75%	<50%         50-75%         >75%         <50%         50-75%         >75%         <75%	Oniversity's Act         Ordinances         Current         Current <td>Conversity's Act         Ordinances         Conversity's Act           &lt;50%</td> 50-75%         >75%         >50%         50-75%         >75%         <50%	Conversity's Act         Ordinances         Conversity's Act           <50%	

5.2 Are you conversant with the basic provisions of Right to Information Act, 2005?

Document Types	Obliga	ations of c authorities		Exemptions/Grounds			Central/State Commissions		Making Reports for RTIs			
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	V	~	~	V	-	~	-	-	~	-		~

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

No

Yes

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%
~		hard and the	~	

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	
- or me emitersity		I ned 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
From Students	-	-		2 days
				2 deus

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	-	-	_	<b>b</b> 1
Students	-		-	No
				010

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

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

Range >7:	>75%	$\checkmark$	51-75%	-	26-50%	>25%	
				_		- 2570	

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

Danaa		20.022	Contraction of the second second						
Range	>50%	V	41-50%	-	31-40%	~	$\leq 30\%$		
					and the second second			-	

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

Range	>40%	31-40%	21-30%	$\sim 20\%$	-
1 tunge					

Specific Remarks: Our university Administration is very supportive & friendles manner and always provide a lot of facilities to the minity Registran and finance & Accasts Section. I can trappy to work with unsity Actuality

Date:

Place:

#### Internal Audit:

The entitled and it completed based on the performance regarding the preparation of salary bills at maker level, processed to the next level in a acculate method. This employee also involved in preparation of and processing of remoneration bills in a fair manner. And processing of remoneration bills in a fair manner.

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

**External Audit:** 



Registrar REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.7

Y. Suld G Signature of the Employee



### 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 RE	BODY -	SUDHA	RANI			
1.2 Designation	Junior	Assistant					
1.3 Educational Qualification	m. A, Tel	Assistant lugu					
1.4 Experience in administration		Year	Sections				
Fields like Examinations,		Dean	CDC				
Section, Admission, Finance, etc	2023-24	V /	2.9	A.2.4			
(Upto 3 diff. experience areas)		and and the					
1.5 Date of joining	,		6-2011				
1.6 Date of Retirement		30-0	6-2041	1	0.50		
1.7 Qualifications	Year	2007	2002	1997	-		
124	Qualification	PG	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	-	ogress Slackness Handled riodic Review		Addl. Responsibility			
Junio Assida	+ 10 ye	oves	how	-			Taken	
2.2 Targets/Time	limits fixed for	or you	r Section's ac	tivities				
No. of Files to be clear daily	No. of Notes to pr & expedite		Constraining and the second second		% of work be done a plan		Arrangement Staff on leave	for
06	20	2	02		90	5%.	Yes	
2.3 Assistance to	Section Head i	n evol	ving policies	for your S	ection (Pl. Ti	ck, mos	st important two)	
Provide Ideas	Cite Instand	ces S	Serve as a Re	source pe	rson	Deve	elop Draft Policy	1
V	V		V	-				

### 2.4 General Flexibility to Excel exist

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

### 2.5 Communication by your Superior

Day Starts with	n Task Ta	alks	Oral/Wri	tten Instruct	ions	Persuasive mod	le	Professional Style
Yes				Yes	101	Yes		-
2.6 Motivation	provided	to you						
Word of Appreciation High			level task allocation			change Pleasantrie	es	Build Team Spirit
Yes			Yes	1	Yes			Yes
2.7 Method of R	eporting	of the	activities	carried out	in yo	our Section		
Through Proper Channel	Directly Head	to the	Daily Basis	Inward-Outv Register	1000000	Min-Max Time for Completion		Stress on Confidentiality Maintenance
V V		/	V	~		2 to 6 day	3	NO
V						2 to 6 day	h	NO

1444 665 1

Web Vorter

### 3. Office Administration Work:

Refer Past	Attempt				0 1 11		0			
Duch				with '	Seek H	~	from		Entrust the Task to	
Draft	Fresh	Upda			Superio				oordinates	
Yes	ye	>	Yer	<u>}</u>	Yest	- 5	Some-Ti	me	Yes	
3.2 What is the sys	tem of fi	ling done in	n you	r Sectio	n?					
Topic-wise filing	Date-	wise filing	Co	nfidenti	ial filing	Sp	ecial files	as VC	/Registrar Seeks	
yer	Y	er	Yes Yes							
3.3 Are inward and					ained in y	our	Section? (	Check	the Right Cell)	
Statu		. 4	Inward					tward		
Maintained	-	-		Yes				Yes		
Not Maintained										
.4 State the norma	l time ta	ken to disp	ose a	file/par	ber					
Routine Explanatory				First-ti		sh	Replies t	0	Grievance	
Letters/Files	Repo		content Reports				Governments		Letters	
1 to 2 HVA	1 day	y or 2d	lay	1,2 dougs			1 day		1 dag	
.5 How many day	s of leav	e were avai	led by	y you ir	the last 3	86 m	onths?		4	
Casual Leave	Duty	Maternity/	/ Ea	arned FN Permissio		ssior	n of AN J		Permission of	
1.4	leave	Medical	Le	ave 1	Hr.			1Hr.	1 Walter Control	
		Leave								
-15-	NO	NO	8	3	-	-			-	
.6 Do you work or	n holiday	s/off the of	fice h	nours?						
No. of Holidays v	vorked in	the last on	e yea	r					8 .	
No. of Holidays w					ur Subord	inat	e -1	4 (3	100	
No. of Holidays v									-	
	The second s									
No. of Holidays w	vorked in	the last on	e vea	r by yo	ur Subord	inate	e -3		-	

3.7 What is the time limit your section takes to respond to the Government Communications?

To Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	1-2 days	1-2day	1 day	1-2 days	-
Taken	Special	1 day	1 day	1 day	- 0	

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	Yel	Yer	Yey	Yes	Jej
Consumables/Stationery	Yes	Yes	Yes	Yes	Les

### 3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos. 01	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	Mes	No	5
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	Univer	rsity's A	ct	Ordi	nances		_	Statutes	5	Reg	ulations	
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	V	1	-	-	V	-	-	~	V	-	-	-

5.2 Are you conversant with the basic provisions of Right to Information Act, 2005?

Document Types	ocument Types Obligatio Public au				nptions/Grounds ejections		Central/State Commissions			Making Reports for RTIs		
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	~	V	-	V	-	-	-	V	~	-	-	-

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

Nov

Yes

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%
-	_	1 El - WEI		IV

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	-
			118-14 C

#### 6. Grievances Handling

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

	On Administration	On Teachers	On Students	On Specific fi	unctionaries
From Staff	5	~	_	-	5
From Students	-	-	[B	-	*

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	041 -	-	-	~

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	-	-	1	~
Students	/	-	~	-

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

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

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

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

Tunge 1570 51-7570 - 20-5070 - 2570	Range	>75%	~	51-75%	-	26-50%	T	>25%	
-------------------------------------	-------	------	---	--------	---	--------	---	------	--

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

Range	>50%	~	41-50%	-	31-40%	-	$\leq 30\%$
-------	------	---	--------	---	--------	---	-------------

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

Range	>40%	$\bigvee$	31-40%	21-30%	$\leq 20\%$	
-------	------	-----------	--------	--------	-------------	--

Specific Remarks:

It is a greate plaque to work Our whitersity authorities. I am very happy to be here and work wilt them.

Date:

......

Place:

#### **Internal Audit:**

The staff concerned to the coc section, observed that actively pontraipated in giving affiliations to the constituent colleges in a liansponent method. The employee need some chientation petains to the pregnation of budget proposals of their concerned section. eether le Jude

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

Registrar REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320./

P. Serdharan; Signature of the Employee

**External Audit:** 





## 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. Y	esdan	i Basha			
1.2 Designation	. Se . A	esiste	i Basha			
1.3 Educational Qualification	Por	+ Gr	advation M.A	Actionsta		
1.4 Experience in administration (	Year	Sections				
Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas)			Examination V.C.'s peshi	(P·G·)		
1.5 Date of joining		28-02-2045				
1.6 Date of Retirement		28	-02- 2045			
1.7 Qualifications	Year	1				
198	Qualification	Sex-				

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

	9 Years		-	_
Proactive Job		Progress Periodic Review	A DECOMPANY AND A DECOMPANY	Addl. Responsibility

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

			$\sim$	
Provide Ideas	Cite Instances	Serve as a Resource pe	erson De	evelop Draft Policy
2.3 Assistance to	Section Head in evo	lving policies for your S	Section (Pl. Tick, m	ost important two)
10	02	. m>		Yes
No. of Files to be clear daily		t No. of Staff to Involved in work- flow	% of works to be done as pe plan	the state of the s

### 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

Directly	to the	Daily	Inward-Outw	ard M	in-Max Time for	Stress on Confidentiality
		T				
eporting of	of the a			in voi	ur Section	-
Word of Appreciation Hig				Excl	hange Pleasantries	Build Team Spirit
					1 -	
	1	Yes			Yes	
n Task Ta	lks	ks Oral/Written Instructi		ions	Persuasive mode	Professional Style
	provided t ciation	provided to you ciation High I	provided to you. ciation High level task porting of the activities	provided to you. ciation High level task allocation <b>Yes</b> eporting of the activities carried out i	brovided to you. ciation High level task allocation Excl yes eporting of the activities carried out in you	provided to you. ciation High level task allocation Exchange Pleasantries 900

### 3. Office Administration Work:

Refer Past Draft	Attempt Fresh	Equip Update	you with es	Seek H Superi	Ielp from ors		trust the Task to pordinates
yes	yes	Y	es			Yes	
3.2 What is the sy	stem of filin	ng done m	your Sect	tion?		-	12
Topic-wise filing	g Date-w	ise filing	Confide	ntial filing	Special fil	es as VC	/Registrar Seeks
	- and -	445	202	-	-	-	
3.3 Are inward an	d Outward	Tapal Reg	isters mai	ntained in y	our Section	? (Check	the Right Cell)
Stat	us			vard			tward
Maintained			Ve			ye	
Not Maintained			1-				3
3.4 State the norm	al time take	n to dispo	se a file/p	aper	1011		and the second second
Routine	Explana		-	-time/ Fre	sh Replies	s to	Grievance
Letters/Files	Reports		-			rnments Letters	
1 day	2 th	o 3 day	1 2	days	143	days	
.5 How many day	ys of leave w	vere availe	d by you	in the last 3	6 months?	p	1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 -
Casual Leave	Duty N leave N	laternity/ ledical eave	Earned Leave	FN Permis		AN Pe 1Hr.	ermission of
20	-	-	-	-	-		
.6 Do you work o					4, 250	a spin a fi	ek i du beg
No. of Holidays	worked in th	ne last one	year				11
No. of Holidays	worked in th	ne last one	year by y	our Subordi	inate -1	130	7
No. of Holidays	worked in th	last one	year by y	our Subordi	inate -2		
No. of Holidays	worked in th	e last one	year by y	our Subordi	inate -3		-

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

3.7 What is the time limit your section takes to respond to the Government Communications?

To Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine		Iday	1 day	Contraction of the second	*
Taken	Special		Iday	Idas		

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

Upkeep of	Sort	Set in Order	Shine	Standardize	Sustain
Machines/ Equipments	Ve	Yes	Y45	Yy	44
Consumables/Stationery	Yes	yes	Yes	755	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	~	No	10.11
	Full		Part	N
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?	7	~	1	

### 5. Legal Matters

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

Document Types	Unive	rsity's A	ct		nances	-		Statutes		0	ulations	10000
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	~	-	-	~	-	-	/	-	-	~	1 -	-

5.2 Are you conversant with the basic provisions of Right to Information Act, 2005?

Document Types		ations of authori			ptions/Gr jections	ounds		ral/State		Mak RTI	ting Rep s	orts for
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	$\checkmark$		-	~		-	-	1-	-	-	1-	-

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

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%
	-	Laber Jahl	<u> </u>	~

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	244 244	443 443	14 Y	nan an

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

particular and a second s	On Specific functionaries
	-
	6

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	· · · ·	_	-	NO
From Students	-		-	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	-	~	-	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

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

Range	>75%	~	51-75%	-	26-50%	-	>25%	
					1		- 2070	and the second

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

Range	>50%	41-50%		21 400/		
runge	- 5078	41-30%	-	31-40%	 $\leq 30\%$	

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

Range	>40%	 31-40%	~	21-30%	-	$\leq 20\%$	-
10000						16	

Specific Remarks:

The	Univer	:4	adrinistra	for	n moi	ides he
WORK.	Cis 14,	10	snuiron the	m	and	Novias
faciliti	es to	the	Employees	to	wak	peacedomy

Date:

Place:

SK Yang

Signature of the Employee

**Internal Audit:** 

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

Internetorality Issurance Cell (IQAC) VIKRAMA SIMHAPURI UNIVERSITY NELLORE - 524 324.

ecettra 6 Registrar

REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320./

**External Audit:** 

JOINT REGISTRAR CATESWARA 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	N-Baby		alice of	A casma	1.000
1.2 Designation	Junior	Assist	tant		
1.3 Educational Qualification	MBAM	mai			
1.4 Experience in administration	Year		Sections		
	RTIs, VC	2023-24	Denote mount	ponnt, 1 tenance	unchase
1.5 Date of joining	rands frank	03/06	12014		
1.6 Date of Retirement	and the state	3010	712045	Summer?	
1.7 Qualifications	Year	2019	2009	2003	2000
	Qualification	M-com	MBA	Bun	Histor S

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	Addl. Responsibility
Junios ANA	1 yen	( <b>1</b> -)	 -

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	be done as p plan	to Arrangement for per Staff on leave
10	02	01	80 7.	Ver.
2.3 Assistance to S	Section Head in evo	lving policies for your S	Section (Pl. Tick, r	nost important two)
Provide Ideas Cite Instance		Serve as a Resource person		Develop Draft Policy
	V		-	

#### 2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
yey	ye	yej.

### 2.5 Communication by your Superior

Day Starts with Task Talk	s Oral/Written Instruct	ions Persuasive mode	Professional Style	
Yey	yey.	VOS		
2.6 Motivation provided to				
Word of Appreciation H	igh level task allocation	Exchange Pleasantries	Build Team Spirit	

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

Stress on Confidentiality Maintenance
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 Attempt Equip you with Seek Help'from Entrust the Task to Draft Fresh Updates Superiors subordinates Ver Ver (some time Vel 3.2 What is the system of filing done in your Section? Date-wise filing Topic-wise filing Confidential filing Special files as VC/Registrar Seeks les 3.3 Are inward and Outward Tapal Registers maintained in your Section? (Check the Right Cell) Status Inward Outward Maintained yer vel Not Maintained 3.4 State the normal time taken to dispose a file/paper Routine Explanatory First-time/ Fresh Replies to Grievance Letters/Files Reports content Reports Governments Letters tau 2 2 days. 2 week. days to 3 days 3.5 How many days of leave were availed by you in the last 36 months? Casual Leave Duty Earned Maternity/ FN Permission of AN Permission of leave Medical Leave 1Hr. 1Hr. Leave 0  $( \gamma$ 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 Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
		2 to 4 day				-
		2 day		Odaul		-

3.8 Do you follow the "Fore 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	yey	Va	Ve	Yey	yey
Consumables/Stationery	Ver	Ver	yei	Yes	ver

#### 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	V
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	V	No	-
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?	7	~		_

### 5. Legal Matters

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

Document Types				nt Types University's Act Ordinances					Regulations			
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	~	-	1110-				_	_	-		-	-

5.2 Are you conversant with the basic provisions of Right to Information Act, 2005?

Document Types	Obligations of Public authorities		101 100 000			Central/State Commissions			Making Reports for RTIs			
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	~	-	-	~			V		~	$\checkmark$	-	-

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

No

Yes

Page 3 of 5

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%
J. E	-	-		-

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

T'I IT I TT I			
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)

On Administration	On Teachers	On Students	On Specific Personalities
	_	-	
-	-	-	Dr 2 dary
			On Administration On Teachers On 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	-		_	NO
Students				00

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		1000000000000	_

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

7.1How 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%	$- \le 30\%$	
					0	

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

Range	>40%	-	31-40%	-	21-30%	-	$\leq 20\%$	. —
10000						110 million (110 million)		

Specific Remarks: Our Inghitution administration is giving good Cruinonment to work efficiently of Officially of Providing Support learn new thing to excel the job Pentormance. I have good relationship with my authorities, peary, subordinated I have good work working environment. The authorities Support fiving motivuluen to me to work efficiently of to learn Date: Nite

Signature of the Employee

Place:

**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. Duling our observation they require dome exposule on preparation of draft agenda for various meetings year finitemal queity Assurance Cell (IQAC) VIKRAMA SIMHAPURI UNIVERSITY NELLORE - 524 324. Registrar

**External Audit:** 

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	M.V.Laksh	ni Saila	ja							
1.2 Designation	Junior As	Junior Assistant								
1.3 Educational Qualification	M.Sc., B.Ed., PG.DCA, Higher Typewritting									
1.4 Experience in administration	n (Years and	Year	Sections							
Fields like Examinations,			Finance & Accounts section							
Section, Admission, Finance, etc		2023-24	Examinal	in (confind	entralse					
(Upto 3 diff. experience areas)		aleur Aginta	one month							
1.5 Date of joining	Lines	03.0	6.2014	vand en ba	1.11					
1.6 Date of Retirement		30-0	8-2046		Y I					
1.7 Qualifications	Year	2004	2008	M						
	Qualification	B.Sc.	B.Ed.	14.50						

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

2.2 Targets/Time limits fixed for your Section's activities         No. of Files to be clear daily       No. of Draft No. of Staff to Involved in work-         be clear daily       Notes to process         Involved in work-       be done as per         Staff on leave			Progress Periodic Review	Slackness I	landled Add	ll. Responsibility	
No. of Files to be clear dailyNo. of Ores to processDraft Involved in work-No. of Staff to 		limits fixed f	vour Section's a	v ctivities		V	
a expedite now plan	No. of Files to	No. of	Draft No. of Staf	f to % n work- be	e done as p		

m files	00	OY	1007	
2.3 Assistance to S	Section Head in ev	olving policies for your Sect	ion (Pl. Tick	, most important two)
Provide Ideas		Serve as a Resource perso		Develop Draft Policy
	1	V		V

## 2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
$\checkmark$		

### 2.5 Communication by your Superior

Day Starts wit	h Task Ta	lks (	Oral/Writ	ten Instruct	ions	Persuasive mo	ode	Professional Style
~				~		V		V
2.6 Motivation	provided t	to you.					_	and a strength of the
Word of Appre	eciation	High 1	evel task	allocation	Exc	hange Pleasantr	ies	Build Team Spirit
$\checkmark$			$\checkmark$			V	V	
2.7 Method of R	eporting c	of the a	activities of	carried out i	in yo	ur Section	1	
Through Proper Channel	igh Proper Directly to the D		Daily Basis	Daily Inward-Outwar		Ain-Max Time for Completion		tress on Confidentiality Maintenance
$\checkmark$	V			$\checkmark$				V

### 3. Office Administration Work:

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

248.141.14

Refer Past Draft	Attempt Fresh	Equip Update	you with es	Seek H Superio		m		trust the Task to ordinates
And the Version	· Sala	Sec. S.	V		V			V
3.2 What is the sy		g done in	your Sec	tion?				
Topic-wise filing	g Date-wi	se filing	Confide	ntial filing	Speci	al files	s as VC	Registrar Seeks
$\checkmark$		$\checkmark$		0			~	
.3 Are inward and	d Outward 7	apal Reg	isters mai	ntained in y	our Sec	ction?	(Check	the Right Cell)
Stat	us	Socal		vard				ward
Maintained	Saff	143 9	. 22	1				
Not Maintained							~	
.4 State the norm	al time taker	1 to dispo	se a file/p	aper				
Routine	Explana			-time/ Fre	sh R	eplies t	to	Grievance
Letters/Files	Reports	24	conte	ent Reports		overnn		Letters
02-03 day	8 04	days		03 days		ex	daups	os days
.5 How many day			ed by you	in the last 3	6 mont	ths?		F
Casual Leave	leave M	aternity/ edical eave	Earned Leave	FN Permis 1Hr.	sion of		AN Pe 1Hr.	ermission of
.6 Do you work o	n holidays/o	ff the offi	ce hours?	)				
No. of Holidays v								
No. of Holidays v				our Subordi	nate -1		3	(19) d (
No. of Holidays v	worked in the	e last one	vear by v	our Subordi	nate -2			
No. of Holidays v	worked in the	e last one	year by y	our Subordi	nate -3		5	V

3.7 What is the time limit your section takes to respond to the Government Communications?

To Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc	. Other (Pl. s	specify)
Days	Routine		or days ou days		03 days	Esta	
Taken	Special	As dove	03 days	ou days	03 days	PRES	nos ordary
3.8 Do j	you follov	v the "Five S" s/equipments/	' (Sort, Set consumable	in Order, Sl s etc.?	nine, Standardiz	e, and Susta	un) system in
3.8 Do upkeep o Upkeep	of machine	es/equipments/	consumable	in Order, Sl s etc.? et in Order		te, and Susta	Sustain

### 3.9 How many subordinates work under your superior?

Consumables/Stationery

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistant	
Nos. 9	04	103	Op	

### 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	10r	No	
4.2 Are budgetary allocations fully spent or partially spent?	Full	$\checkmark$	Part	
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month	$\checkmark$	More than a Month	
4.4 Do you follow- up the bills processed by you and sent to other Sections?	Yes	~	No	1
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	V	No	
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?	r	$\checkmark$		

### 5. Legal Matters

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

Document Types	Unive	ersity's A	ct	Ordinances			Statutes			Regulations		
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick			$\checkmark$		1.51.14	V		1.000	V		end 1	V

5.2 Are you conversant with the basic provisions of Right to Information Act, 2005?

Document Types	s Obligations of Public authorities			Exemptions/Grounds for Rejections			Central/State Commissions			Making Reports for RTIs		
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick			V			$\checkmark$			V			V

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

No

Yes

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%
A A A A A A A A A A A A A A A A A A A	Hit Marts 12 3	And Anna Anna	1 Week	

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

Ellad Devid II : .			1
Filed For the University		Filed Against the University	
	-	i neu Agamst the Oniversity	

### 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	$\checkmark$	~	-	
From Students	-	- 0 -	110	- L.

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	V	-	-	
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

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

Range	>75%	V	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%	< 200/
<u> </u>		11 5070	51-40/0	$\leq 30\%$

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

Range	>40%	V	31-40%	21-30%	$\leq 20\%$
0					

Specific Remarks:

Preparing Bridget, donnuel accounts for the university. Morensity bills contain in-time drame.

Date:

Place:

#### Internal Audit:

Duling the conduction of internal and it, observed that the employee concurres having vast experiences in preparing annual a counts and budget estimated. The employee actively participated in preparation of each books of the University accounts. They need some orientation on TALLY. Recettal Registrar

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

REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY\_ NELLORE-524 320./

plill. h. di

Signature of the Employee

**External Audit:** 

IOINT REGISTRAR ATESWARA 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.

### Personal Data

1.1 Name of the Employee	Modepalli Jayasimha				
1.2 Designation	Junior Assistant				
1.3 Educational Qualification	B.Tech (CSE), Ac	count Test Pa	ount 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					Nollore
1.6 Date of Retirement		03.06.2014, Junior Assistant, V. S. University, Nello (Regular)			
	Year		2007	2002	2000
1.7 Qualifications	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		Slackness Handled	Addl. Responsibility
Junior Assistant Examinations / Finance / VC Office	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	Hotes to procees	No. of Staff to		Arrangement for Staff on leave
00 01000 0	& expedite		0.0%	122
10	10	03	90%	

3 Assistance to Sect	Instance		Ser	ve as a Re	source	e per	son	D	evelop l	Draft Policy
Tovide rutar	Yes		-			,	ſes			
Yes .4 General Flexibili		el exi	ist							10
.4 General Flexion	IADT'	1	Forgiv	ing One-t	ime Ei	rrors		Setting I	Example	es by oneself
Freedom to be 'SM	IANI	-	1018	Yes					Yes	
Yes	by your S	uner	ior							
2.5 Communication	by your S	Ora	1/Writt	ten Instruc	tions	Per	rsua	sive mode	e Pro	fessional Style
Day Starts with Tas	K Taiks	Ola		Yes				Yes		Yes
Yes	• 1 1 4			105						
2.6 Motivation prov		$\frac{1}{2}$	al tack	allocation	Exc	chan	ge F	leasantrie	s Bu	ild Team Spirit
Word of Appreciati	on High	1 leve	Yes	anocation				es		Yes
Yes 2.7 Method of Repo		1.0.00	tivitia	carried o	ut in v	our	Sec	tion		
	orting of t	ne ac	Daily	Inward-Ou	tward	Mir	n-Ma	ax Time for	Stress	on Confidentiality
Through Proper D Channel	irectly to th Head	le	Basis	Regist				npletion		Maintenance
Yes	Yes		Yes	Yes		By	/ the	e day itself		No
105										
3.1 Do you draft th Refer Past Draft	Administratio Iraft the correspo Attempt Fresh		Equip you with Updates		Seek Help Superio		iors		subordinates	
Voc	Yes		Yes Yes			Yes				
3.2 What is the sys	stem of fi	ling	done ir	n your Sec	tion?				1101	D. : tran Caalta
Topic-wise filing	Date-w	ise fi	ling	Confident	ial fili	ng	Sp	becial files		Registrar Seeks
		1.1.1		Ye	S			C. time	Yes	k the Right Cel
Yes 3.3 Are inward an	d Outwar	d Ta	pal Re	gisters ma	intaine	ed in	you	ur Section	Outv	ward
Status				Inwa	rd				0	es
Maintair	ned			Yes	5		-			-
Not Mainta	ained					_				
3.4 State the norm	nal time ta	aken	to disp	ose a file/	paper	Enge	b	Replie	s to	Grievance
Routine			itory		-time/ ent Re			Governi		Letters
Letters/Files		Repor		com	2 day			2 da		1 to 2 days
1 day 3.5 How many da	1		are ave	ailed by yo	u in th	he la	st 1			
3.5 How many da	ays of lea	Mate	ernity/			I D	(*)	aion of		Permission of
Casual Leave	Duty leave	Me	dical ave	cal Leave 1Hr.		1Hr.				
20										
3.6 Do you work	on holid	ays/c	off the	office hou	rs?		-			24
No of Holidays	vorked in	the l	ast one	e year		1	11.00	ata 1		24
Mr. of Holidove	vorked in	the l	last on	e year by y	our S	ubor	dina	ate -1		24
NL of Holidove	vorked in	the	last on	e year by y	your S	ubor	dilla	ate -2		-
No. of Holidays	worked in	the	last on	e year by y	your S	ubol	ull	ale "J		

						Other (Pl. specify)
		UCCAUDD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (FI. speeny)
To Who	m Meant		1 day	1 day	1 day	
Days	Routine	1 day	1 day		2-3 days	
Days	a 1	2 2 days	2-3 days	2-3 days	2-5 days	1 G ( ) motom i

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

upkeep of machines/equipi	pkeep of machines/equipments/consumables etc					
Upkeep of	Sort	Set in Order	Shine	Standardize Yes	Yes	
Machines/ Equipments	Yes	Yes	Yes		Yes	
		Yes	Yes	Yes	165	
Consumables/Stationery	Yes	Yes	105			

nany subordinates work under your superior?

9 How many suborumat	Temp. Staff	Office subordinates	Junior Assistants
Subordinate Type	1 •····L	02	00
Nos. 02	01	02	

## ial Matters: (Pl. tick wherever boxes are given)

4. Financial Matters: (Pl. tick wherever boxed and Issues	Alternative	Tick Here	Alternative	Tick Here
	Yes	V	No	
<ul><li>4.1 Do you prepare any budget for your Section?</li><li>4.2 Are budgetary allocations fully spent or partially spent?</li></ul>	Full	V	Part	
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month	٧	More than a Month	
4.4 Do you follow- up the bills processed by you and sent to other Sections?	Yes	V	No	
4.5 Have you ever suggested simplification of procedures in bill processing?		٧	No	
4.6 Have you ever suggested measures to achieve econom and efficiency in your Section's activities?	У			

## 5. Legal Matters

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

5.1 Extent of yo	1		STATE -	0.1:	nances			Statutes	S		lations	
Document Types	Unive	ersity's A 50-75%	ci	Ofui	lan arn	250/	-50%	50-75%	>75%	<50%	50-75%	>75%
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>/3%	~3070	30 1010				V
		-	V	-	-	V		-	V	-		
Pl.Tick		'th the	basic	provi	sions of	Right	to Info	ormatior	Act,	2005	?	

Document	Oblig	gations o ic author	f	Exem for Re	ptions/Gr	ounds	Com	imissions	5	RTI		4
			10100			>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
% Awareness	<50%	50-75%	>/5%	~30%	50-1570				N	-	-	V
Pl.Tick	-	-	V	-	-	V		-	v			

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

5.4 Do you take legal notices/Court judgments etc. immediately to the notice of your Superior

Officers? (Please	e lick)	Mostly (90-95%)	85-90%	Less than 85%
Always (100%)	Almost Always (95-100%)	-	-	-
V	-			

a a User such any legal suit for or against the University? (Tick if done)

5.5 Have you ever filed any legal su	It for of againet and	-
5.5 Have you ever the set	Filed Against the University	
Filed For the University		
Flied For the Omreasy		

## 6. Grievances Handling

(1 Description receive grievances/complaints from Staff/Students? (Pl. Tick)

6.1 Does your Se	ection receive grieva	On Teachers	On Students	On Specific functionaries
	On Administration	On reactions	Union	V
D. CLEF	V	V	V	21
From Staff	1	V	V	V
From Students	V	v		

6.2 What is the time limit to handle such grievances/complaints? (State in No. of working Days

	On Administration On Teachers On Students On Specific Personalities
Time for G of C.	On Administration On Tedents Within 1 or 2 days
From Staff	Within 1 or 2 days
From Students	

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

grievances handlin	ig:	- m 1	On Students	On Specific Personalities
Appeal to Higher Officials by		On Teachers	Off Students	-
Staff	-	-	-	-
Students	-	-		

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

improvement?			Annually
Suggestions Sought	Weekly	Monthly	Annually
From Staff	V	-	-
From Students	V	-	

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

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

both!				26 500/	>25%
Range	>75%	V	51-75%	26-50%	

7.2 How muc	h you have enna	anceu r.		31-40%	< 30%
Range	>50%	V	41-50%	31-4070	

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

time:				21 200/	$\leq 20\%$
Range	>40%	V	31-40%	21-30%	22070

#### 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.

Signature of the Employee

Date:

Place: Nellore

#### **Internal Audit:**

The staff concelled & actively coordinated the works selated to the staff conceller's office fasticularly in the campoffice. The employee having very good exposure on e-office managementand resolved the problems arrived in e-office of the univarity.

DIREC Internal Quality Assurance Cell (IQAC)

VIKRAMA SIMHAPURI UNIVERSITY NELLORE - 524 324.

othe Registrar

REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.

**External Audit:** 

JOINT REGISTRAR SRI VENKATESWARA UNIVERSITY Page 5 of 5 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	Thripuraribhotla	Naresh Chandra	a				
1.2 Designation	Junior Assistant	1					
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 administra	Year		Sections				
and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas)		2023-24	2023-24 VC Peshi				
1.5 Date of joining							
1.6 Date of Retirement		03.06.2014, (Regular)	Junior Assista	nt, V. S. Universit	y, Nellore		
	Year	2012	2008	2005	2003		
1.7 Qualifications	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

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%	

Vest       Ves       Serve as a Resource person       Develop Draft Policy         Yes       Yes       Yes       Yes       Yes         2.4 General Flexibility to Excel exist       Yes       Yes       Yes       Yes         Yes       Yes       Yes       Yes       Yes       Yes         2.5 Communication by your Superior       Day Starts with Task Talks       Oral/Written Instructions       Persuasive mode       Professional Styl         Yes       Yes       Yes       Yes       Yes       Yes       Yes         2.6 Motivation provided to you.       Word of Appreciation       High level task allocation       Exchange Pleasantries       Build Team Spir         Yes       Yes       Yes       Yes       Yes       Yes       Yes         2.7 Method of Reporting of the activities carried out in your Section       Stress on Confidentialin       Maintenance         Through Proper       Directly to the       Daily       Inward-Outward       Min-Max Time for       Stress on Confidentialin         Yes       Yes       Yes       Yes       Yes       Yes       Yes         3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your superio       Subordinates       Subordinates       Subordinates         3.2 What	Provide Idea	s Cito	on Hea	id in ev	volv	ing po	licies	for you	ur Sectior	n (Pl. Tick	, most important two)	
2.4 General Flexibility to Excel exist       Yes       Yes         Yes       Yes       Yes       Yes         Day Starts with Task Talks       Oral/Written Instructions       Persuasive mode       Professional Styl         Ves       Yes       Yes       Yes       Yes         2.5 Communication by your Superior       Persuasive mode       Professional Styl         Ves       Yes       Yes       Yes         2.6 Motivation provided to you.       Yes       Yes       Yes         Word of Appreciation       High level task allocation       Exchange Pleasantries       Build Team Spir         Yes       Yes       Yes       Yes       Yes       Yes         2.7 Method of Reporting of the activities carried out in your Section       Through Proper       Directly to the Daily Inward-Outward Min-Max Time for Stress on Confidentialin Maintenance         Yes       Yes       Yes       Yes       Yes       Yes         3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your superior subordinates       Yes       Yes       Yes         Yes       Yes       Yes       Yes       Yes       Yes       Yes         3.2 What is the system of filing done in your Section?       Topic-wise filing       Confidential filing       Special files		s che	mstan	Dev								
Freedom to be 'SMART'         Forgiving One-time Errors         Setting Examples by oneself           Yes         Yes         Yes         Yes           2.5 Communication by your Superior         Day Starts with Task Talks         Oral/Written Instructions         Persuasive mode         Professional Styl           Wes         Yes         Yes         Yes         Yes         Yes           2.6 Motivation provided to you.         Word of Appreciation         High level task allocation         Exchange Pleasantries         Build Team Spir           Yes         Yes         Yes         Yes         Yes         Yes           2.7 Method of Reporting of the activities carried out in your Section         Through Proper         Directly to the Basis         Register         Completion         Maintenance           Yes         Yes         Yes         Yes         Yes         By the day itself         No           3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your superio         Subordinates         Yes		Flexibility	res to Ex	cel ev	ict	-		-				
Yes         Yes         Yes         Yes         Yes           2.5 Communication by your Superior         Day Starts with Task Talks         Oral/Written Instructions         Persuasive mode         Professional Styl           2.6 Motivation provided to you.         Word of Appreciation         High level task allocation         Exchange Pleasantries         Build Team Spir           Yes         Yes         Yes         Yes         Yes         Yes           2.7 Method of Reporting of the activities carried out in your Section         Immed MineMax Time for         Stress on Confidentialin           Through Proper         Directly to the         Basis         Register         Completion         Maintenance           Yes         Yes         Yes         Yes         Stress on Confidentialin         Maintenance           Yes         Yes         Yes         Yes         Basis         Register         Completion         Maintenance           3.0 Office Administration Work:         3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your superio         subordinates         Subordinates           Yes         Yes         Yes         Yes         Yes         Yes         Yes           3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your superio         subordinates	Freedom to	be 'SM	ADT'	1								
2.5 Communication by your Superior       Yes       Yes         Day Starts with Task Talks       Oral/Written Instructions       Persuasive mode       Professional Styl         Yes       Yes       Yes       Yes       Yes       Yes         2.6 Motivation provided to you.       Word of Appreciation       High level task allocation       Exchange Pleasantries       Build Team Spir         Yes       Yes       Yes       Yes       Yes       Yes         2.7 Method of Reporting of the activities carried out in your Section       Min-Max Time for Maintenance       Stress on Confidentialin Maintenance         Through Proper Channel       Directly to the 		100	AIX I		For	giving	One-	time E	errors	Setting	Examples by oneself	
Day Starts with Task Talks         Oral/Written Instructions         Persuasive mode         Professional Style           Yes         Yes         Yes         Yes         Yes         Yes           2.6 Motivation provided to you.         Word of Appreciation         High level task allocation         Exchange Pleasantries         Build Team Spir           Yes         Yes         Yes         Yes         Yes         Yes           2.7 Method of Reporting of the activities carried out in your Section         Imvard-Outward         Min-Max Time for Completion         Stress on Confidentiali Maintenance           Yes         Yes         Yes         Yes         By the day itself         No           3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your superion         Subordinates         Yes         Yes           Yes         Yes         Yes         Yes         Yes         Yes         Yes         Yes           3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your superion         Subordinates         Yes         Subordinates			Nour	<u> </u>		_	Yes	_				
Yes     Yes     Yes     Yes     Yes     Yes       2.6 Motivation provided to you.     Word of Appreciation     High level task allocation     Exchange Pleasantries     Build Team Spir       Yes     Yes     Yes     Yes     Yes     Yes       2.7 Method of Reporting of the activities carried out in your Section     Through Proper     Directly to the Daily     Inward-Outward     Min-Max Time for     Stress on Confidentiali       Through Proper     Directly to the Daily     Inward-Outward     Min-Max Time for     Stress on Confidentiali       Yes     Yes     Yes     Yes     Basis     Register     Completion     Minetastion       3.0 Office Administration Work:     3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your superiors     Subordinates       Yes     Yes     Yes     Yes     Yes     Yes       Yes     Yes     Yes     Yes     Yes     Yes       3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your superio     Subordinates     Subordinates       Yes     Yes     Yes     Yes     Yes     Yes       2.2 What is the system of filing done in your Section?     Special files as VC/Registrar Secks     Yes       Yes     Yes     Yes     Yes     Yes       3.3 Are inward a	Day Starts w	ith Tools	T-11		_			102		a station	the state of the s	
2.6 Motivation provided to you.       Yes       Yes       Yes       Yes         Word of Appreciation       High level task allocation       Exchange Pleasantries       Build Team Spir         Yes       Yes       Yes       Yes       Yes       Yes         2.7 Method of Reporting of the activities carried out in your Section       Inward-Outward       Min-Max Time for Completion       Stress on Confidentiali 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 superio       Refer Past       Attempt       Equip you with       Seek Help from Superiors       Entrust the Task to subordinates         Yes       Yes       Yes       Yes       Yes       Yes       Yes         3.2 What is the system of filing done in your Section?       Torait filing       Date-wise filing       Confidential filing       Special files as VC/Registrar Seeks         Yes       Yes       Yes       Yes       Yes       Yes         3.3 Are inward and Outward Tapal Registers maintained in your Section?       Goernments       Letters         Maintained       Yes       Yes       Yes       Yes         3.4 State the normal time taken to dispose			Taiks	Oral/Written Instructions Persuasive mode				e Professional Style				
Word of AppreciationHigh level task allocationExchange PleasantriesBuild Team SpirYesYesYesYesYes2.7 Method of Reporting of the activities carried out in your SectionDirectly to theDailyInward-OutwardMin-Max Time for CompletionStress on Confidentiali MaintenanceThrough Proper ChannelHeadBasisRegisterCompletionMaintenanceYesYesYesYesBy the day itselfNo3. Office Administration Work:Stress on Confidentiali RegisterSuperiorsEntrust the Task to subordinates3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your superioSuperiorsSubordinatesYesYesYesYesYesYesYesYesYesYesYesYes3.2 What is the system of filing done in your Section?Draft freshConfidential filing VesSpecial files as VC/Registrar SeeksYesYesYesYesYesYes3.3 Are inward and Outward Tapal Registers maintained in your Section?Check the Right Cell)MaintainedYesYesYesNot MaintainedYesYesYes1 day1 to 2 days2 days1 to 2 days3.5 How many days of leave were availed by you in the last 12 months?AN Permission of 1 Hr.20202020 <td></td> <td></td> <td>1.</td> <td></td> <td></td> <td>Yes</td> <td></td> <td></td> <td></td> <td>Yes</td> <td></td>			1.			Yes				Yes		
Yes     Yes     Yes     Yes       2.7 Method of Reporting of the activities carried out in your Section     Through Proper     Directly to the Daily Inward-Outward Register     Min-Max Time for Completion     Stress on Confidentialin Maintenance       Yes     Yes     Yes     Yes     Yes     Basis     Register     Completion     Maintenance       Yes     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 superior     Entrust the Task to Superiors     Subordinates       Yes     Yes     Yes     Yes     Yes     Yes     Yes       Yes     Yes     Yes     Yes     Yes     Yes     Yes       Superiors     Superiors     Subordinates     Subordinates     Subordinates       Yes     Yes     Yes     Yes     Yes     Yes       3.2 What is the system of filing done in your Section?     Colcheck the Right Cell)     Subordinates     Yes       Yes     Yes     Yes     Yes     Yes     Yes     Yes       3.3 Are inward and Outward Tapal Registers maintained in your Section? (Check the Right Cell)     Status     Inward     Outward       Maintained <td< td=""><td>Word of App</td><td>reciption</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>	Word of App	reciption										
2.7 Method of Reporting of the activities carried out in your SectionYesYesThrough Proper ChannelDirectly to the HeadDaily BasisInward-Outward RegisterMin-Max Time for CompletionStress on Confidentialin MaintenanceYesYesYesYesYesBy the day itselfNo3. Office Administration Work: 3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your superioNoRefer Past PresAttempt PreshEquip you with UpdatesSeek Help from SuperiorsEntrust the Task to subordinatesYesYesYesYesYesYesYesYesYesYesYesYesYesYesYesYes3.2 What is the system of filing done in your Section?Special files as VC/Registrar Seeks YesYesYesYesYesYesYes3.3 Are inward and Outward Tapal Registers maintained in your Section?OutwardMaintained		rectation	High	i level			ation	Exc	hange Pl	easantries	Build Team Spir	
Introgen Proper ChannelDirectly to the HeadDaily BasisInward-Outward RegisterMin-Max Time for CompletionStress on Confidentiali MaintenanceYesYesYesYesBy the day itselfNo3. Office AdministrationWork:		Penartia			Yes	<u></u>			Yes	5		
Channel       Head       Basis       Inward Outward Register       Completion       Stress on Confidentialin Maintenance         Yes       Yes       Yes       Yes       Yes       Basis       Register       Completion       Maintenance         3. Office Administration Work:       3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your superion       No         Birds       Attempt       Equip you with       Seek Help from       Entrust the Task to subordinates         Draft       Fresh       Updates       Superiors       Subordinates         Yes       Yes       Yes       Yes       Yes       Yes         Jest Past       Date-wise filing       Confidential filing       Special files as VC/Registrar Seeks         Yes       Yes       Yes       Yes       Yes         Yes       Yes       Yes       Yes       Yes         Status       Inward       Outward       Outward         Maintained       Yes       Yes       Yes       Yes         Not Maintained       Yes       Yes       Yes       Yes         Not Maintained       Yes       Content Reports       Governments       Letters         3.5 How many days of leave were availed by you in the last 12 months?<	Through Prope	r Direct	ig of th	ie actr	vitie	es carri	ied ou				A second second	
Yes       Yes       By the day itself       No         3. Office Administration       Work:       State the correspondence/circulars/notes etc. yourself or take the help of your superiors       Superiors       Equip you with subordinates       Superiors       Entrust the Task to subordinates         Past       Attempt       Equip you with Updates       Superiors       Entrust the Task to subordinates         Yes       Yes       Yes       Yes       Yes       Yes         Yes       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       Yes       Yes       Yes         3.3 Are inward and Outward Tapal Registers maintained in your Section?       Outward       Maintained           Status       Inward       Outward       Outward       Outward       Seck and the normal time taken to dispose a file/paper          Routine       Explanatory       First-time/ Fresh content Reports       Replies to Grievance Governments       Grievance Letters         1 day       1 to 2 days       2 days       2 days       1 to 2 days       2 days	Channel	H	ead	Ba	sis						Stress on Confidentialit Maintenance	
3. Office Administration Work:         3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your superior         Refer Past         Attempt       Equip you with       Seek Help from       Entrust the Task to         Draft       Fresh       Updates       Superiors       Subordinates         Yes       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       Yes       Yes         3.3 Are inward and Outward Tapal Registers maintained in your Section?       Outward       Outward         Maintained	165		Yes	Y	es		Yes	-	By the d	ay itself		
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DraftFreshUpdatesSuperiorsEntrust the Task to subordinatesYesYesYesYesYesYes3.2 What is the system of filing done in your Section?Date-wise filingConfidential filingSpecial files as VC/Registrar SeeksYesYesYesYesYesYesYesYesYes3.3 Are inward and Outward Tapal Registers maintained in your Section? (Check the Right Cell)StatusInwardOutwardMaintainedYesYes3.4 State the normal time taken to dispose a file/paperYesRoutineExplanatoryFirst-time/ Fresh content ReportsReplies to Governments1 day1 to 2 days2 days2 days1 to 2 days3.5 How many days of leave were availed by you in the last 12 months?Internet LeaveFN Permission of LeaveAN Permission of 1Hr.203.6 Do you work on holidays/off the office hours?Internet Leave240. of Holidays worked in the last one year by your Subordinate -1240. of Holidays worked in the last one year by your Subordinate -224	Refer Past	Atter	npt	Fau	in v	ou wit	h	etc. y	ourself o	r take the	help of your superior	
3.2 What is the system of filing done in your Section?       Yes       Yes       Yes         Topic-wise filing       Date-wise filing       Confidential filing       Special files as VC/Registrar Seeks         Yes       Yes       Yes       Yes       Yes         3.3 Are inward and Outward Tapal Registers maintained in your Section? (Check the Right Cell)       Status       Inward       Outward         Status       Inward       Yes       Yes       Yes         3.4 State the normal time taken to dispose a file/paper       Yes       Yes       Yes         Routine       Explanatory       First-time/ Fresh content Reports       Replies to Governments       Grievance Letters         1 day       1 to 2 days       2 days       2 days       1 to 2 days       2 days         3.5 How many days of leave were availed by you in the last 12 months?       AN Permission of IHr.       IHr.       1 Hr.         20               3.6 Do you work on holidays/off the office hours?              0. of Holidays worked in the last one year by your Subordinate -1       24       24       24       24       24       24		Free	sh	[	Upd	ates	.11					
Topic-wise filing YesDate-wise filing YesConfidential filing YesSpecial files as VC/Registrar Seeks Yes3.3 Are inward and Outward Tapal Registers maintained in your Section? (Check the Right Cell)StatusInwardOutwardMaintainedYesYesNot MaintainedYesYes3.4 State the normal time taken to dispose a file/paperYesYesRoutine Letters/FilesExplanatory ReportsFirst-time/Fresh content ReportsReplies to GovernmentsGrievance Letters1 day1 to 2 days2 days2 days1 to 2 days3.5 How many days of leave were availed by you in the last 12 months?Maternity/ LeaveEarned LeaveFN Permission of HeritsAN Permission of 1Hr.203.6 Do you work on holidays/off the office hours?In the last one year by your Subordinate -1240. of Holidays worked in the last one year by your Subordinate -2240. of Holidays worked in the last one year by your Subordinate -224		Yes	S C C L	1	Ye	es			Yes			
YesYesYesYesYes3.3 Are inward and Outward Tapal Registers maintained in your Section? (Check the Right Cell)StatusInwardOutwardMaintainedYesYesNot MaintainedYesYes3.4 State the normal time taken to dispose a file/paperYesYesRoutineExplanatoryFirst-time/ Fresh content ReportsReplies to GovernmentsGrievance Letters1 day1 to 2 days2 days2 days1 to 2 days3.5 How many days of leave were availed by you in the last 12 leaveMaternity/ Medical LeaveFN Permission of 1Hr.AN Permission of 1Hr.203.6 Do you work on holidays/off the office hours?Itel as one year by your Subordinate -1240. of Holidays worked in the last one year by your Subordinate -124240. of Holidays worked in the last one year by your Subordinate -22424	Topic-wise filin	Day Det		g done								
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       Yes       Yes         3.4 State the normal time taken to dispose a file/paper       Yes       Yes         Routine       Explanatory       First-time/ Fresh content Reports       Replies to 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?       AN Permission of Leave       1Hr.       1Hr.         20              3.6 Do you work on holidays/off the office hours?             0. of Holidays worked in the last one year by your Subordinate -1       24       24       24       24         0. of Holidays worked in the last one year by your Subordinate -2       24       24       24       24		ig Date		niing	C				VC/Registrar Seeks			
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I day1 to 2 days2 days2 days1 to 2 days3.5 How many days of leave were availed by you in the last 12 months?Casual LeaveDuty leaveMaternity/ Medical LeaveEarned LeaveFN Permission of 1Hr.AN Permission of 1Hr.203.6 Do you work on holidays/off the office hours?0. of Holidays worked in the last one yearyour Subordinate -1240. of Holidays worked in the last one year by your Subordinate -2240. of Holidays worked in the last one year by your Subordinate -224	Letters/Files			-								
3.5 How many days of leave were availed by you in the last 12 months?       110 2 days         Casual Leave       Duty       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?            0. of Holidays worked in the last one year       24       24         0. of Holidays worked in the last one year by your Subordinate -1       24         0. of Holidays worked in the last one year by your Subordinate -2       24         0. of Holidays worked in the last one year by your Subordinate -2       24			1 to 2 d	ays			2 day					
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20          3.6 Do you work on holidays/off the office hours?         3.6 Do you work on holidays/off the office hours?         5.6 Do you work on holidays/off the office hours?         5.6 Do you work on holidays/off the office hours?         5.6 Do you work on holidays/off the office hours?         5.6 Do you work on holidays worked in the last one year     24       6. of Holidays worked in the last one year by your Subordinate -1     24       7.0 of Holidays worked in the last one year by your Subordinate -2     24       8.0 of Holidays worked in the last one year by your Subordinate -2     24	Casual Leave	Duty	Mater Med	ical	Ea	rned		Perm	nission of			
3.6 Do you work on holidays/off the office hours?          Io. of Holidays worked in the last one year       24         Io. of Holidays worked in the last one year by your Subordinate -1       24         Io. of Holidays worked in the last one year by your Subordinate -1       24         Io. of Holidays worked in the last one year by your Subordinate -2       24         Io. of Holidays worked in the last one year by your Subordinate -2       24	20						-				11fl.	
o. of Holidays worked in the last one year24o. of Holidays worked in the last one year by your Subordinate -124o. of Holidays worked in the last one year by your Subordinate -224o. of Holidays worked in the last one year by your Subordinate -224	3.6 Do you work	on holic	lays/of	f the o	offic	e hour	\$?	-	-			
o. of Holidays worked in the last one year by your Subordinate -1       24         o. of Holidays worked in the last one year by your Subordinate -2       24         o. of Holidays worked in the last one year by your Subordinate -2       24	o. of Holidays v	vorked in	the las	st one	vea	r						
o. of Holidays worked in the last one year by your Subordinate -2 24	o. of Holidays v	vorked in	the las	st one	vea	r by vo	our Su	bordi	nate 1	- Alteria		
of Holidays worked in the last one year by your Subordinate -3	0. of fiolidays v	vorked in	the las	st one	vear	hv vc	ur Cu	handin				
	o. of Holidays v	vorked in	the las	st one	year	· by yo	our Su	bordir	nate -3			

2.3 Assistance to Section Head in evolving ...

To Who	om 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	V	No	
4.2 Are budgetary allocations fully spent or partially spent?	Full	v	Part	
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month	٧	More than a Month	
4.4 Do you follow- up the bills processed by you and sent to other Sections?	Yes	v	No	
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	٧	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	Unive	ersity's A	ct	Ordi	nances			Statute	S	Reg	ulations	
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	-	-	V	-	-	V	-	-	V	-	-	V

Document Types	C.C. C.C. C.C.	gations of author			ptions/Gr		1000	ral/State mission		Mak RTI	ting Repo s	orts for
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	-	-	V	-	-	V	-	-	V		-	V

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%
V	-	-	-	-

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	V	V	V	V
From Students	V	V	V	V

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		W	/ithin 1 or 2 day	'S
From Students		N	/ithin 1 or 2 day	'S

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	-	-	-	- 10

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

Suggestions Sought	Weekly	Monthly	Annually
From Staff	V		-
From Students	٧	-	-

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

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

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

Range	>50%	V	41-50%	31-40%	$\leq 30\%$	
-------	------	---	--------	--------	-------------	--

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

Range	>40%	V	31-40%	21-30%	$\leq 20\%$	
-------	------	---	--------	--------	-------------	--

#### 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

**Internal Audit:** 

Signature of the Employee

During the process of internal administrative and it, the employee is having very good office skills is maintain the Harible vice chancellar office. He also completed the lasks enternated to him in a effective manner and asoched to the satisfaction of the university anthon thes.

e de Director DALIN Assurance Cell (IQAC) VIKRAMA SIMHAPURI UNIVERSITY NELLORE - 524 324.

ceetha la

Registrar REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.

**External Audit:** 

IOINT REGISTRAR SWARA UNIVERSITY **FIRUPATI** Page 5 of 5



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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 SK	AROOP KUL	HAR.	
1.2 Designation	JUNIOR &			
1.3 Educational Qualification	B.Sc. (Com			
1.4 Experience in administration (	Years and	Year		Sections
Fields like Examinations, R Section, Admission, Finance, etc.	2023-24	Finance Sections		
(Upto 3 diff. experience areas)				
1.5 Date of joining		03.06.	2014	
1.6 Date of Retirement	and some of the	31.05.	2049	we dedla he was
1.7 Qualifications	Year	20041007	2003	2001
	Qualification	BSC,	Inter	SSL

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		Progress Periodic Review		Addl. Responsibility
1	1	Can /	-	-

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

		t No. of Staff to s Involved in work-		to Arrangement for er Staff on leave
be crear dury	& expedite	flow	plan	
06	-	01	80%	-
2.3 Assistance to S	Section Head in evo	olving policies for your S	Section (Pl. Tick, m	nost important two)
Provide Ideas	ovide Ideas Cite Instances Serve as a Resource pers		erson De	evelop Draft Policy
	1			-

#### 2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
1		A. 4 4. 11

#### 2.5 Communication by your Superior

tructions 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	Min-Max Time for Completion	Stress on Confidentiality Maintenance
	/	1		

## 3. Office Administration Work:

3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your superiors? Refer Past Attempt Equip you with Seek Help from Entrust the Task to Draft Fresh Updates Superiors 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 1 Not Maintained 3.4 State the normal time taken to dispose a file/paper Routine Explanatory First-time/ Fresh Replies to Grievance Letters/Files Reports content Reports Governments Letters 3.5 How many days of leave were availed by you in the last 36 months? Casual Leave Duty Maternity/ Earned FN Permission of AN Permission of leave Medical Leave 1Hr. 1Hr. Leave 12 15 3.6 Do you work on holidays/off the office hours? No. of Holidays worked in the last one year OY 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

Го Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	01	01	01	01	
Taken	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	1	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	1	More than a Month	ž
4.4 Do you follow- up the bills processed by you and sent to other Sections?	Yes	1	No	
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	1	No	
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?		-		1

## 5. Legal Matters

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

Document Types	Unive	ersity's A	ct	Ordi	nances			Statutes	S	Reg	ulations	
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick		/			/			1				1

5.2 Are you conversant with the basic provisions of Right to Information Act, 2005?

Document Types		gations o c author		1000 C 1000 C 100	ptions/Gr ejections	ounds		ral/State		Mak RTI	ting Rep s	orts for
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick			/	-	/		1				1	

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%
	1.6%	10 10	K.	1

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	-	-	-	7
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			1
From Students			

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

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

Range >75% \(\not\) 51-75%	26-50%	>25%
----------------------------	--------	------

Range	>50%	1	41-50%	31-40%	$\leq 30\%$
-------	------	---	--------	--------	-------------

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

Range	>40%	5	31-40%	21-30%	$\leq 20\%$	
-------	------	---	--------	--------	-------------	--

Specific Remarks:

Date:

Place: Nellorc

**Internal Audit:** 

Gound Lug. Signature of the Employee

The employee is actively participated in preparation and placessing of salary bills, budget estimates of all the deptis/sections/cells of the University. The employee resolved the technical interes pertains he the e-office. He need some orientation on TALLY.

VIKRAMA SIMHAPURI UNIVERSITY NELLORE - 524 324.

Secttre Registrar

REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320

**External Audit:** 

JOINT REGISTRAR SRIVENKATESWARA 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	5 Gayatt	าชเ			
1.2 Designation	5 Gayath Junior Ase	istant-	_		
1.3 Educational Qualification	B-Sc.		MAL AND		
1.4 Experience in administration	on (Years and	Year		Sections	
Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas)		2023-24	(Ph.D)	ico contia	lential Section
1.5 Date of joining	These state	03-06	5-2014		in service day
1.6 Date of Retirement	and the second second second	30-00	6-2014		Yes
1.7 Qualifications	Year		2008	2004	2002
244	Qualification	108	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	· · · · · · · · · · · · · · · · · · ·	Addl. Responsibility
Examination 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.
	Section Head in evo	lving policies for your S	ection (Pl. Tick, mo	ost important two)
Provide Ideas	Cite Instances	Serve as a Resource person		velop Draft Policy
		_		V

## 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 wit	h Task Tal	ks (	Oral/Wri	tten Instruct	ions	Persuasive mode	Professional Style
Yo	28			Yes Yes		-	
2.6 Motivation	provided to	o you		100 E 100			
Word of Appro	eciation 1	High l	evel task	task allocation Exchange Pleasantries		Exchange Pleasantries Build Te	
Yes	s Yes				-	Yes	
2.7 Method of R	eporting o	f the a	activities	carried out	in yo	our Section	
Through Proper Channel	Directly Head	to the	Daily Basis	Inward-Outv Register		Min-Max Time for Completion	Stress on Confidentiality Maintenance
Yes	Yes		Yes	Yes		1 to 2 days	-
						•	

## 3. Office Administration Work:

Refer Past Draft	Attempt Fresh	Equip Updat	you with			from		trust the Task to
Yes		Ye			Superiors		subordinates	
.2 What is the sy	yes vstem of filin		10.00	i co policia i integ		YES		
Topic-wise filin		-		ential filing	Sr	pecial files as	VC	Registrar Seeks
Yes	-	se ming		es	1.01	Yes		Registial Seeks
.3 Are inward ar			isters ma	intained in v	our	Section? (C)	heck	the Right Cell)
Sta				ward				tward
Maintained	1. 12	1 2.2		1761389.07810				es
Not Maintained		Yes yes		5				
.4 State the norn	nal time take	n to dispo	se a file/	oaper				
Routine Letters/Files	Explana Reports	tory	-36-130-6025	t-time/ Fre tent Reports		Replies to Governme	nts	Grievance Letters
1. Day		days		2 Days		-		-
.5 How many da			ed by you		<b>U</b> n	nonths?		
Casual Leave	leave N	aternity/ edical eave	Earned Leave				Permission of r.	
18 days						-		
.6 Do you work	on holidays/o	off the of	fice hours	?				
No. of Holidays	worked in th	e last one	e year					3 days
No. of Holidays								-
No. of Holidays								-
No. of Holidays	worked in th	e last one	e year by	your Subord	linat	te -3		-

To Who	m 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	ies

#### 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	V	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	$\checkmark$	More than a Month	
4.4 Do you follow- up the bills processed by you and sent to other Sections?	Yes	V	No	
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	$\checkmark$	No	1-1-F
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	Univ	ersity's .	Act	Ordinances		Statutes			Regulations			
% Awareness	<50%	50-75%	6 >75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	V	-	-	~	-	-	V	-	-	V	-	-
5.2 Are you conv	ersant v	with the	basic p	rovisi	ons of R	ight to	Inform	nation A	Act, 20	005?		
	-	tions of authoriti			tions/Gr ections	ounds		ral/State mission		Mal RTI	king Rej s	oorts fo
% Awareness <	50%	50-75% >	75% <5	50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	V	_	-	$\checkmark$	-	-	V	-	-	V	-	-

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%
V	_	_	-	2

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		+		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	_	-	-	101

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

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

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

Range	>50%	V	41-50%	-	31-40%	-	$\leq$ 30%	
-------	------	---	--------	---	--------	---	------------	--

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

Range $24076$ $31-4076$ $21-3076$ $\leq 2076$	Range	>40%	V	31-40%	-	21-30%	-	$\leq 20\%$	
---	-------	------	---	--------	---	--------	---	-------------	--

Specific Remarks:

Administration is good and authorities are very supportive. to enhance our working and Inapling Skills. I am fueling very greatful and thankful to being one of the staff member in this Vibrama Simhapuri University. I will give my support as much as ican. Thanking you,

Date:

Place: Nellore.

**Internal Audit:** 

redei Signature of the Employee

The internal and it observation is the employee is very supportive to their superiors authorities while dischanging their dulies in the section. The employee completed the works in a transport and fair manner without any deviations. They need exposule on TALLY. dade pages

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

Registrar

REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY, NELLORE-524 320./

**External Audit:** 





## 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 L	IZITH	RENUKA				
1.2 Designation		ASSISTANT					
1.3 Educational Qualification	3 Pochen	nistry)		120.00			
1.4 Experience in administration	(Years and	Year Sections					
Fields like Examinations, I Section, Admission, Finance, etc. (Upto 3 diff. experience areas)	2023-24	Examina	tion Section	m (PG)			
1.5 Date of joining	REPORT ROLL	03	06/2014	Soft 1 au	(Deserver)		
1.6 Date of Retirement		30/06/2048					
1.7 Qualifications	Year	2011	2009	2006	2004		
	Qualification	M.SC.	Bisc.	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

2.1 Allocation of	Duties and R	espon	sidinues					
Proactive Job	Time	Prog	ress	Slackne	ess Handled	Addl.	Responsibility	
allocation	Frame done	Perio	dic Review					
Examination Section, Jr. Ak	5 I year		bool		-		-	
2.2 Targets/Time	e limits fixed for	or you	r Section's ad	ctivities				
No. of Files to	No. of	Draft	No. of Staff	f to	% of wor	ks to	Arrangement	for
be clear daily	Notes to pr	ocess	Involved in	n work-	be done as per S		Staff on leave	
	& expedite		flow		plan			
As per this	+ 365		0	i	50%	10	Yes	
2.3 Assistance to	Section Head i	n evol	ving policies	for your S	Section (Pl. Ťi	ick, mos	t important two)	
Provide Ideas	Cite Instand	ces S	Serve as a Re	esource person Develop Draft			elop Draft Policy	

V

## 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	h Task Ta	alks	Oral/Written Instruction		ions	Persuasive mode	Professional Style
Ye	}			Yes		Yes	-
2.6 Motivation	provided	to you					- Contraction of the second se
Word of Appro	eciation	n High level task allocation		Exe	change Pleasantries	Build Team Spirit	
Yes			Y	es	12	Yes	Yes
2.7 Method of R	eporting	of the	activities	s carried out	in yo	our Section	
Through Proper Channel	Directly Head	to the	Daily Basis	Inward-Outv Register	1000000 E	Min-Max Time for Completion	Stress on Confidentiality Maintenance
Yes	-	_	Yes	Yes		3 to 5 days	NO
							and this part of the

## 3. Office Administration Work:

The second secon	-							245 C		of your superiors
Refer Past		empt	Equip		with	Seek H		from		trust the Task to
Draft	Free	ST 5555	Update	es		Superi	ors		sub	pordinates
Yey		les		es		Yes	(5	ome times)	1 3	Yes
.2 What is the s	ystem	of fili	ng done in	you	ir Secti	ion?		-		a restant of the
Topic-wise filir	ng I	Date-w	vise filing	Co	onfiden	tial filing	Sp	oecial files a	as VC	/Registrar Seeks
Yes		Ye	5	Yes Yes			3			
.3 Are inward a	nd Ou	tward	Tapal Reg	ister	rs mair	ntained in y	our	Section? (C	Check	the Right Cell)
Sta	itus			Inward			Ou	tward		
Maintained					Yes Y			NS		
Not Maintained										
.4 State the norm	nal tin	ne tak	en to dispo	se a	file/pa	aper				
Routine Explanatory		natory		First-	time/ Fre	esh	Replies to	)	Grievance	
Letters/Files	H	Report	S	content Reports		Governm	ents	Letters		
1 dery		2 t	3 day	13 2 days -						
.5 How many da	ays of	leave	were avail	ed b	y you	in the last .	<b>ig</b> n	nonths?		
Casual Leave	Dut	y I	Maternity/	Ea	arned	FN Permission of		AN Permission of		
	leav		Medical	Le	eave	1Hr.			1Hr.	
	_	]	Leave							
20		-	-				-			_
.6 Do you work										
No. of Holidays	s work	ted in t	the last one	e yea	ar					3 days
No. of Holidays	s work	ted in t	the last one	e yea	ar by y	our Subord	linat	e -1		-
No. of Holidays	s work	ted in t	the last one	e yea	ar by y	our Subord	linat	e -2		_
No. of Holidays	s work	ted in t	the last one	e yea	ar by y	our Subord	linat	e -3		

To Who	m 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	Mes	Yes	405	Yes	Yes
Consumables/Stationery	Yes	Yel	Yes	Yes	Yey

#### 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	11, 1175
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	$\checkmark$	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	s Univ	versity's	s Act	Ordi	inances			Statutes	5	Regi	ulations	
% Awareness	<50%	50-75	% >75%	6 <50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	V	~	-	$\checkmark$	-		V	-	-	V	-	-
5.2 Are you conv	versant	with the	e basic	provisi	ons of R	ight to	Infor	mation A	Act, 20	005?		
Document Types	0	ations of authori			otions/Gi jections	ounds		ral/State		Mak RTI	king Rep s	ports fo
% Awareness	<50%	50-75%	>75% <	50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	~	-	-	$\checkmark$	-	-	$\checkmark$	-	-	V	-	-

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%
N				

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

	1.000	- · · · · · · · · · · · · · · · · · · ·	
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	<u>~</u>		<u> </u>	V

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		-	-	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			_	Nîl
Students				NI

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

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

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

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

Range	>75%	$\checkmark$	51-75%		26-50%	-	>25%	1
-------	------	--------------	--------	--	--------	---	------	---

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

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

Range	>40%	$\checkmark$	31-40%	-	21-30%	-	$\leq 20\%$	-

Specific Remarks:

Administration is good and authorities are very Reprostine to enhance our working and drafting skills. I am feeling very greatful and trankful to being one of the staff member in this Vikrama Simbapari University. I will give my support as much as i Can. Thanking you. A. Mony lisite R.

Date:

Place: Nellone.

**Internal Audit:** 

The employee is vory actively completed the works allotted by the superiors ) authorities. The employee having and the office skills to complete the laters pertains to the concerned fection. They need optimistican on Examination related matters particularly in preparation of budget. ecether le Director, IOARECTOR Registrar

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

REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.

Signature of the Employee

**External Audit:** 





## 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. KAMAK	SHI	Salar and the salar she
1.2 Designation	Jr. Assista	1	
1.3 Educational Qualification	Degree		
1.4 Experience in administration	(Years and	Year	Sections
Fields like Examinations,	RTIs, VC	2023-24	
Section, Admission, Finance, etc	. The second		Finance section
(Upto 3 diff. experience areas)			
1.5 Date of joining	1-18-2 - 5-2 <u>1</u>	03.06	. 2014
1.6 Date of Retirement	and the second	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		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		to Arrangement for ber Staff on leave
06	03	- 60.1.		V
	Section Head in evo	lving policies for your S	Section (Pl. Tick, r	nost 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
1/10	V	

#### 2.5 Communication by your Superior

Day Starts wit	h Task T	alks	Oral/Wr	itten Instruct	ions	Persuasive mod	le ]	Professional Style	
V				a state of		1	21	V	
2.6 Motivation	provided	to you				No. of the second		A REAL PROPERTY OF	
Word of Appreciation Hig			level task allocation Ex			hange Pleasantrie	es	Build Team Spir	
2.7 Method of R	eporting	of the	activitie	s carried out	in yo	ur Section			
Through Proper Channel	Directly Head	to the	Daily Basis	Inward-Outw Register		Ain-Max Time for Completion		ess on Confidentiality	
$\checkmark$				V		$\checkmark$			

## 3. Office Administration Work:

3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your superiors? Refer Past Attempt Equip you with Seek Help from Entrust the Task to Draft Fresh Updates Superiors 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 V Not Maintained 3.4 State the normal time taken to dispose a file/paper Routine Explanatory First-time/ Fresh Replies to Grievance Letters/Files Reports content Reports Governments Letters 03 OU 3.5 How many days of leave were availed by you in the last 36 months? Casual Leave Duty Maternity/ Earned FN Permission of AN Permission of leave Medical Leave 1Hr. 1Hr. Leave 38 ~ 1 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

To Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	01	0 1	1	1	
Taken	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	~	V	V	V	~
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	V	No	
4.2 Are budgetary allocations fully spent or partially spent?	Full	V	Part	
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month	V	More than a Month	
4.4 Do you follow- up the bills processed by you and sent to other Sections?	Yes	V	No	
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	$\checkmark$	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	Unive	rsity's A	.ct	Ordi	nances			Statutes	S	Reg	ulations	
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	V	5.012.50	ALC:	-	11:50	of states	~	(also)	10.1	12114	c	V

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			
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	V	(and	2000		1.20	- 70	1	1.1.2	-	14202.4		

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



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		- 1	~
From Students	-	-	-

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

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

Range $//3/0$ $//3/0$ $//3/0$ $//3/0$ $//3/0$	nge	>75%		51-75%	26-50%	>25%
---	-----	------	--	--------	--------	------

Range	>50%	$\checkmark$	41-50%	31-40%	$\leq$ 30%	
-------	------	--------------	--------	--------	------------	--

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

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

Specific Remarks:

our University Provides Assistancy to develop admensstrative activities to toutin the requirement of duties in addition to helpful.

Date:

Place: Nellore

K. Kamal K. Signature of the Employee

The employee concerned , actively completed the works pertaining to the 15 of the staff of the University. They requise orientation in TALLY and other his procedures. **Internal Audit:** 

Aude Bake

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

**External Audit:** 

eeethee le Registrar

REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.

NT REGISTRAR VENKATESWARA UNIVERSITY TIRUPATI Page 5 of 5



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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	Devalla C	hamerde	ewari			
1.2 Designation	Junior A	isistant				
1.3 Educational Qualification	MCA		one egge		1	
1.4 Experience in administration	(Years and	Year	ter for the second s	Sections		
Fields like Examinations, 1		Establ	ighneut			
Section, Admission, Finance, etc.		2023-24	h			
(Upto 3 diff. experience areas)		nuissos na				
1.5 Date of joining		04.	06.2014		1 A ALLE	
1.6 Date of Retirement		31.	03.2051		22,7	
1.7 Qualifications	Year	2010	8007	2004	2002	
	Qualification	MCA	B.Sc.	gutermede	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	-	ogress Slackness Handled A		Addl.	Addl. Responsibility		
Establishment	05				-	Takey		
2.2 Targets/Time	limits fixed f	or you	r Section's ad	ctivities		157		
No. of Files to be clear daily	No. of Notes to pr & expedite				% of works to be done as per plan		Arrangement f Staff on leave	
05	05		02		95%		yes	
2.3 Assistance to	Section Head i	n evol	ving policies	for your S	ection (Pl. Ti	ck, mos	t important two)	
Provide Ideas	Cite Instand	ces S	Serve as a Re	source pe	rson	Deve	elop Draft Policy	
$\checkmark$	V					1	/	

## 2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
Yes	488	488

## 2.5 Communication by your Superior

Day Starts with	h Task Tall	ks (	Oral/Writ	tten Instruct	ions	Persuasive mode	e Professional Style
495	5			Yes		Yes	-
2.6 Motivation	provided to	o you.		ing for		4	
Word of Appre	eciation   I	High l	evel task	allocation	Ex	change Pleasantries	Build Team Spirit
Yes			yes		yes		yes
2.7 Method of R	eporting o	f the a	activities	carried out	in yo	our Section	
Through Proper Channel	Directly t Head	to the	Daily Basis	Inward-Outv Register		Min-Max Time for Completion	Stress on Confidentiality Maintenance
Yes	***	-	Yes	450		2-3 days	No
11						0	

## 3. Office Administration Work:

Yeg 2 What is the sys Topic-wise filing Yeg 3 Are inward and		g done in	ies				Sub	ordinates
Topic-wise filing		g done in			Ye	8		yes
Topic-wise filing			your Secti	on?	1			4
Yes			Confiden		Sp	ecial files	as VC.	/Registrar Seeks
2 Are word and	Y	48	yes			if	need	In the second second
5 Ale mwalu and	l Outward	apal Reg	isters main	tained in y	our	Section? (	Check	the Right Cell)
Statu	15		Inwa	urd			ward	
Maintained			485			1.1	eg	
Not Maintained			-				-	
4 State the norma	al time take	n to dispo	se a file/pa	per				
Routine	Explana		7 K.A.H. (1983-1985-1985-1985-1985-1985-1985-1985-1985	time/ Fre		Replies		Grievance
Letters/Files	Reports		conte	nt Reports	100	Governments		Letters
1 day	1	day		days				1 day
5 How many day	's of leave v	vere avail	ed by you i	n the last 3	36 m	nonths?	0	0
Casual Leave		faternity/	and the second se	FN Permi	ssio	n of		ermission of
		ledical eave	Leave	1Hr.			1Hr.	ne sta T
(20+5) 25	-	-		4-	HYP	>	1	SHYB
6 Do you work o	n holidays/	off the off	fice hours?					
No. of Holidays v	worked in th	ne last one	e year					6 days
No. of Holidays v	worked in th	ne last one	e year by y	our Suborc	linat	te -1	-	- 0
No. of Holidays v	worked in th	ne last one	e year by y	our Subord	linat	te -2		-

Го Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine		2 days	1 day	Girl - Alexandri	
Taken	Special	-	-0	-0		_

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

Sort	Set in Order	Shine	Standardize	Sustain
Yes	Vies	yes	Yes	Vier
Ves	1/	Yes		Yes
		Yes yes	Yes yes 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	
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	V	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	V	No	
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?	yes	V		

## 5. Legal Matters

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

Document Type	s Uni	versity'	s Act	Ord	inances			Statute	S	Reg	ulations	
% Awareness	<50%	50-7:	5% >75	% <50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick		V			-	~			~		V	
5.2 Are you conv	versant	with th	e basic	provisi	ions of R	ight to	Infor	mation A	Act, 20	005?		
Document Types	-	ations o c author			ptions/Gi jections	rounds		ral/State		Mal RTI	-	ports for
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%

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

Yes

No

Pl.Tick

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%
~		7	-	-

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

-	Filed Against the University	
	-	<ul> <li>Filed Against the University</li> </ul>

## 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	s	-	-	
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 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	5	-	_	Nil

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

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

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

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

Range	>75%		51-75%	1	26-50%	-	>25%	
-------	------	--	--------	---	--------	---	------	--

Range	>50%		41-50%	-	31-40%	-	$\leq 30\%$	
-------	------	--	--------	---	--------	---	-------------	--

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

Range	>40%		31-40%	21-30%	$\leq 20\%$	
-------	------	--	--------	--------	-------------	--

Specific Remarks:

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

Date:

Place:

Signature of the Employee

NELLORE-524 320.

Internal Audit: Duling the internal audit observalian, the employee is enthusiastically completed the lasks day detervise with the support of the superiors in a systematic manner. The employue laken additional responsibility entensted by their superiors from time to time and executed the same in a accused method and also maintain the seconder in a proper way. They need some developed approve hands on experience in service methods. Director, ICARECTOR **Internal Audit:** Director, IORECTOR ternal Quality Assurance Cell (IQAC) VIKRAMA SIMHAPURI UNIVERSITY REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE - 524 324.

**External Audit:** 

JOINT REGISTRAR SRI VENKATESWARA UNIVERSITY 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	NM ROD	mud	raboying	λ			
1.2 Designation	Assistan	st					
1.3 Educational Qualification	an Stevic	- per-amber	net rusti	al heat			
1.4 Experience in administration	Year		Sections	- 6.9 - 3			
Fields like Examinations, Section, Admission, Finance, etc (Upto 3 diff. experience areas)		2023-24	IQAC	(U.Y			
1.5 Date of joining	Anishing a subsci	01-07-2014					
1.6 Date of Retirement	-	30-04	6 - 204-	3	C.Y.		
1.7 Qualifications	Year	2011	2008	1998	1996		
Yes	Qualification	MA	BA	PDC	sse		

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

70A Jr. Am		Goot	7-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	Takan
Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility

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

	Contraction Contractions	t No. of Staff to s Involved in work- flow	% of works to be done as per plan	Arrangement for Staff on leave
oy	04	03	95%.	yes
2.3 Assistance to S	Section Head in ev	olving policies for your S	ection (Pl. Tick, mo	st important two)
Provide Ideas	Cite Instances	Serve as a Resource pe	rson Dev	elop Draft Policy
V	V			V

## 2.4 General Flexibility to Excel exist

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

## 2.5 Communication by your Superior

Day Starts with Task Talks		lks	Oral/Written Instructions		Persuasive mode		Professional Style		
yey			Yes		yen		yet		
2.6 Motivation p	provided	to you		10-62	2 m	• /			
Word of Appreciation Hi		High	h level task allocation E		Ex	<b>Exchange</b> Pleasantries		Build Team Spirit	
Yey			yes	74			Yet		
2.7 Method of Re	eporting	of the	activities	carried out	in yo	our Section		iz na wan	
Through Proper Channel	Directly Head	to the			ward Min-Max Time for Completion		Stress on Confidentiality Maintenance		
yex -			yes yes			3-4 days		NO	
29			12	19		5-40-4		140	

. 1

C

# 3. Office Administration Work:

3.1 Do you draft	-						-			
Refer Past	Attempt		you with	Seek H		from		rust the Task to		
Draft	Fresh	Update		Superio				ordinates		
YUT	49	Ye	1	74				yes		
3.2 What is the s	ystem of fi	ling done in	your Secti	on?		1000	9.000 000	17月11人 中国 18月1日十十		
Topic-wise filir	ng Date-	wise filing	Confidential filing Special files			as VC	as VC/Registrar Seeks			
· Yey yey			YU	Yer int			nus	un		
3.3 Are inward a	nd Outwar	d Tapal Reg	isters main	tained in y	our	Section?	(Check	the Right Cell)		
Status			Inward			Outward				
Maintained			yer			Yor				
Not Maintained			-	-			_			
3.4 State the nor		ken to dispo	se a file/pa	aper						
Routine		anatory		time/ Fre	esh	Replies	to	Grievance		
Letters/Files	Repo		conte	nt Reports		Govern		Letters		
1 dary	1	day	2	dayy		L OPTY		1 day		
3.5 How many d	ays of leav	e were avail	ed by you	in the last 2	36 n	nonths?				
Casual Leave	Duty	Maternity/	Earned	FN Permi	ssio	n of	AN P	ermission of		
	leave	Medical	Leave	1Hr.	10	4.2	1Hr.			
		Leave				1000				
20	-	-	07				03			
3.6 Do you work	on holiday	ys/off the off	fice hours?							
No. of Holiday	s worked in	n the last one	e year				1.1.1.1	10 days		
No. of Holiday	s worked in	n the last one	e year by y	our Suborc	lina	te -1	1			
No. of Holiday	s worked in	n the last one	e year by y	our Subord	lina	te -2				
No. of Holiday	the second s									
								N.		

3.7 What is the time limit your section takes to respond to the Government Communications?

To Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
	Routine		2 days	1 0-4/2		~
Taken	Special		-"	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	49	yes	708	48	74
Consumables/Stationery	ys	YU	Yed	79	Yes

#### 3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.		01	10

### 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	V	No	
4.2 Are budgetary allocations fully spent or partially spent?	Full	V	Part	1.5
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	V	No	
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?	Yer	~		

#### 5. Legal Matters

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

Document Type	s Uni	iversity's	s Act	Ord	inances	1		Statute	S	Reg	ulations	
% Awareness	<50%	50-75	5% >75%	6 <50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick		~	-		1.0	V		0.0451	V		V	
5.2 Are you con	versant	t with the	e basic	provisi	ons of R	ight to	Infor	mation A	Act, 20	005?		
Document Types	-	ations of c authori	are in the second		otions/Gi jections	rounds	1.1.5.0.1.0.0.0	ral/State		Mak RTI	ting Rej s	ports fo
% Awareness	<50%	50-75%	>75% <	50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick			~	-1.5		~			~			V

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%
-	-	-	-	2

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

15 14

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		_	-	$\checkmark$
From Students	_ 10	-	_	$\checkmark$

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 -	-	-	1 day
From Students	14 -	/	- 1	1 94

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	V	-	-
From Students	-	-	(

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

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

Range	>75%	51-75%	V	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%	$\leq 30\%$	
-------	------	---	--------	--------	-------------	--

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

Range	>40%	31-40%	V	21-30%	$\leq 20\%$	
						-

I well known about the pureus of 1000000 in the puriod of 2022-24, administrative give opportunity for the better achinement works leade to get At grade by IQAC Dirula.

Date:

Place: Nulle

1:204 Signature of the Employee

Duling intelled and it identify the handwork and committeent of the employue white discharging the dulies in the concernes section. The concernes by the discharging the dulies in the concernes section. The tasks en a time bound manner.

AudeDIRECTOR Dieccab QUOIN Assurance Cell (IQAC) VIKRAMA SIMHAPURI UNIVERSITY NELLORE - 524 324.

reethale

Registrar REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.

**External Audit:** 





### 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. SR	1 PRIY	ΥΔ
1.2 Designation	JUNIOR		
1.3 Educational Qualification	MSC (		( CHEMISTRY )
1.4 Experience in administration	(Years and	Year	Sections
Fields like Examinations,		-	
Section, Admission, Finance, etc		2023-24	
(Upto 3 diff. experience areas)		1100041	a second s
1.5 Date of joining	Support Support	13-1	11-2014
1.6 Date of Retirement	in the second second		
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	Addl. Responsibility

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

		t No. of Staff to Involved in work- flow	% of works to be done as per plan			
2.3 Assistance to S	Section Head in evo	lving policies for your S	Section (Pl. Tick, mo	st important two)		
Provide Ideas				stances Serve as a Resource person		velop 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			1			
Word of Appreciation	Word of Appreciation   High		Excl	hange Pleasantries	Build Team Spiri	
/				. /	1	

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

Through Proper Channel	Directly to the Head	Daily Basis	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	Attemp Fresh	ot Equip Update	you with es		Seek Help from Superiors		and a second	rust the Task to ordinates		
3.2 What is the s	system of	filing done in	your Sect	ion?	_					
		e-wise filing	-	ntial filing	Sp	ecial files	s as VC	/Registrar Seeks		
3.3 Are inward a	and Outw:	ard Tanal Reg	isters mair	ntained in v	our	Section?	(Check	the Right Cell)		
	atus		Inw					tward		
Maintained	arab		0.1.545.02							
Not Maintained	đ									
3.4 State the nor		taken to dispo	se a file/pa	aper	0.1-					
Routine Letters/Files	Explanatory Reports		First-time/ Fresh content Reports			h Replies to Governments		Grievance Letters		
3.5 How many c	lava of lar	wa wara avail	ed by you	in the last '	36 m	onths?				
	-						AND	ermission of		
Casual Leave	Duty leave	Maternity/ Medical Leave	Leave	FN Permission of 1Hr.				11 01	1Hr.	
3.6 Do you worl	k on holid	ays/off the of	fice hours?	?	-	5 5 7 7 2				
No. of Holiday	s worked	in the last on	e year					oydays		
No. of Holiday	s worked	in the last on	e year by y	your Subord	dinat	te -1		Oy days		
No. of Holiday	ys worked	in the last on	e year by y	your Subord	dinat	te -2		P		
No. of Holiday	ys worked	in the last on	e year by y	your Subord	dinat	te -3				

3.7 What is the time limit your section takes to respond to the Government Communications?

To Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine					(in speeny)
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					~
Consumables/Stationery		V		~	4/

#### 3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants	
Nos. O2		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	Unive	ersity's A	ct	Ordi	nances			Statutes	5	Reg	ulations	
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick		185(11)	~	9.11	121.50	1	34	-1-1	~		~	-

5.2 Are you conversant with the basic provisions of Right to Information Act, 2005?

Document Types	-	gations o c author			ptions/Gr ejections	ounds		tral/State		Mal RTI	cing Rep s	orts for
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	en fe	100102	1 m	2		12 ort	0.00					1

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)

	Etted A second the University	
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	~		11-11-1 <del>1</del> -1-11-11-11-11-11-11-11-11-11-11-11-11	t spind the loop of grad
From Students				SER. The second second

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			17.1.1

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

7.1How 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%	$\leq 30\%$	
-------	------	--------	---	--------	-------------	--

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

$\leq 20\%$	Range	>40%	31-40%	21-30%	$\leq 20\%$
-------------	-------	------	--------	--------	-------------

Specific Remarks:

Head of the Department in Co-operative and extends support and Co-ordination in departmental worker Encourages team spirit and extends appreciation.

Date:

Place: Nellone

**Internal Audit:** 

The employue supports their superiors/heads in all activities of the concelled department. The employee also completed the works in a fair mannes. They need exposule on office management to enhance them office shills. cecture le Aude pork

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

Registrar REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.

V. Snipriga. Signature of the Employee

**External Audit:** 

JOINT REGISTRAR SRI VENKATESWARA UNIVERSITY Page 5 of **JIRUPATI** 



## 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	panthamsi	Moh	010		
1.2 Designation	Junia	Appillion	7.5		Contraction of
1.3 Educational Qualification	MiA	13181 87445			
1.4 Experience in administration	(Years and	Year	( hu )	Sections	
Fields like Examinations, Section, Admission, Finance, etc (Upto 3 diff. experience areas)	RTIs, VC	2023-24	Japo		
1.5 Date of joining	Roge in mill	13.04	1.2016	and an	
1.6 Date of Retirement		30.04			-
1.7 Qualifications	Year	2013	2011	2008	2006
N. A. M. M. A. M. M. A. M. M. A. M. M. A. M. M. M. A. M. M. M. A. M.	Qualification	AVA	BA	Inter	SSE

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 Time allocation Frame done		Progress Periodic Review	Slackness Handled	Addl. Responsibility
Jr. Assed	otyur	(good	and the second	Contraction of the second

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

		t No. of Staff to s Involved in work- flow	% of works be done as plan	to An per St	rangement aff on leave	for
•	~	-	60%			
2.3 Assistance to S	Section Head in evo	olving policies for your S	ection (Pl. Tick,	most im	portant two)	-
Provide Ideas · Cite Instances Serve		Serve as a Resource pe		Develop Draft Policy		
V .	_	V		-	_	-

#### 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		alks	Oral/Written Instructions			Persuasive mode	Professional Style
14			es	pes		44	
2.6 Motivation	provided	to you				n Carl	
Word of Appreciation Hig			level tas	k allocation	Exc	change Pleasantries	Build Team Spirit
							Yez
.7 Method of R	eporting	of the	activities	s carried out	in yo	our Section	
Through Proper Channel		y to the		Inward-Outv Register	ward	Min-Max Time for Completion	Stress on Confidentiality Maintenance
		-	- 79			-	NO
							e and a later barren

### 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	Attemp Fresh		quip yo pdates	ou with	Seek H Superio	ors	0		rust the Task to ordinates	
Yel	-		~		40	1_0	(Ince)			
.2 What is the s	vstem of	filing dor	ne in yo	our Sectio	on?		1.6.1.2	17.63	- The second second	
Topic-wise filing Date-wise fi		iling Confidential filing Sp			Spe	ecial files	as VC/	Registrar Seeks		
	-	-		-	-		-			
.3 Are inward a	nd Outwa	ard Tapal	Regist	ters main	tained in y	our S	Section? (	Check	the Right Cell)	
	Status			Inwa	urd		Out	ward		
Maintained				y09				40	1	
Not Maintained	1						March 1	-	the second se	
3.4 State the nor		taken to d	lispose	e a file/pa	per					
Routine			y First-time		time/ Fre	ne/ Fresh Replies			Grievance	
Letters/Files	Rep	oorts		conte	nt Reports	l	Governn	nents	Letters	
e		-						-	-	
3.5 How many d	ays of lea	ave were	availed	l by you	in the last	36 m	onths?			
Casual Leave	Duty leave	Mater Medic Leave	nity/ cal	Earned Leave	FN Permi 1Hr.	ssio	n of	AN Permission of 1Hr.		
20	-			-						
3.6 Do you worl	c on holic	lays/off tl	he offic	ce hours?						
No. of Holiday									~	
No. of Holiday	s worked	l in the la	st one	year by y	our Subor	dinat	te -1		-	
No. of Holiday	s worked	l in the la	st one	year by y	our Subor	dina	te -2		-	
	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 Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSID ata	Oth(D11C_)
Days	Routine	-	-		DST/CSIK, etc.	Other (Pl. specify)
Taken	Special	-	-		-	-
0.0	I I		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	C. 1 11	
Machines/ Equipments		Set in Order	Snine	Standardize	Sustain
		-	_	-	
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 41 Decementaria	Alternative	Tick Here	Alternative	Tick Here
4.1 Do you prepare any budget for your Section?	Yes	4	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	1	No	(
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	1	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	Unive	rsity's A	ct	Ordi	nances			Statute	S	Reg	ulations	
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	750/
Pl.Tick	V	-	-	V	-	-			1070	-5070	50-7570	-157
2.4							-	~	-	-	V	-

5.2 Are you conversant with the basic provisions of Right to Information Act, 2005?

Document Types		gations o ic author		Exem for Re	ptions/Grejections	rounds		tral/State		Mal RTI	king Rep s	orts for
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	V	-	-	-	1	-	-	-	-	1		

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

No

Yes

5.4 Do you take legal notices/Court judgments etc. immediately to the notice of your Superior Officers? (Please Tick)

11 (1000/)	Almost Always (95-100%)	Mostly (90-95%)	85-90%	Less than 85%
Always (100%)	Alliost Always (75 10070)			
~	-	<u> </u>		

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

5.5 Have you ever med any regard		
	Filed Against the University	
Filed For 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 functionarie	
	on the		_	-	
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 Personalitie	
Time for e er er	_	~	_	<u> </u>	
From Staff		-	-		
From Students					

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

Appeal to Higher Officials by		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	<u> </u>	-	-	

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

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

boun:				-		1	> 0.50/	
Range	>75%	-	51-75%	-	26-50%	× .	>25%	
Range								

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

7.2 110 w much	i you nave ennum		1 -	-			< 200/	
Range	>50%	-	41-50%		31-40%	-	$\leq 30\%$	
Range								

1

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

Range >40%							
Range	>40%	 31-40%	_	21-30%	-	$\leq 20\%$	
				=1 5070	1.5	24070	

Specific Remarks:

Date:

Place:

**Internal Audit:** 

Signature of the Employee (L'T.I i mohan.p)

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.

Directori Quality Assurance Cell (IQAC) VIKRAMA SIMHAPURI UNIVERSITY NELLORE - 524 32-1

celtrer 6. Registrar

REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.

**External Audit:** 



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