

Administrative Audit of Regular Administrative Staff Only

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

During 2022-23

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. Vi	nay kumal					
1.2 Designation	Sx. Assistant						
1.3 Educational Qualification		- Graduation					
1.4 Experience in administration	(Years and	Year		Sections			
Experience in administration (Years and elds like Examinations, RTIs, VC ction, Admission, Finance, etc. pto 3 diff. experience areas)		2022-23	princ	ipal o	Hie		
1.5 Date of joining		03 -	06-20	14			
1.6 Date of Retirement	The second second	31-	06-20	2049	637		
1.7 Qualifications	Year	2012	-	2022	29		
100	Qualification	M.A. engla	n M-SC- 10hy	my B.Ci.s	c.		

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

### 2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation		Progress Periodic Review	Slackness Handled	Addl. Responsibility
Establishment	7 years	4000		Allotted

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

	No. of Draft Notes to process & expedite	No. of Staff to Involved in work- flow		Arrangement for Staff on leave
10 10			90%.	yes

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

Provide Ideas	Cite Instances	Serve as a Resource person	Develop Draft Policy
4	-	li-e-series	

2.4 General Flexibility to Exc	el exist
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	'SMART	٠,	Forg	iving On	e-time Err	ors	Setti	ng Exa	amples by oneself			
Y	es			yes				4	es			
2.5 Communic	ation by	your S	Superior					/				
Day Starts with	h Task T	alks	Oral/W	ritten Ins	tructions	Pers	uasive me	ode	Professional Style			
yes			У	es				1	yes			
2.6 Motivation	provide	d to yo							1-2			
Word of Appro	eciation	High	level ta	sk alloca	tion Exc	hange	Pleasanti	ies	Build Team Spirit			
yes			yes			40	5		Yes			
2.7 Method of	Reportin	g of th		ties carrie	ed out in y							
Through Proper Channel	Directly Head	to the	Daily Basis	Inward	l-Outward M	in-Ma omplet			ress on Confidentiality aintenance			
Yes	_	_	40	Y	es	2 d	and		NO			
3.1 Do you dra Refer Past	Attemp		0.00			Seek Help from			Entrust the Task to subordinates			
Draft Yes	Fresh	[ <del></del>	Update	s S	Supe	riors	from		bordinates			
Draft  Yes  3.2 What is the	Fresh yes system	of filin	Update y d g done	s S in your S	Supe ection?	riors		su	bordinates Y &			
Draft  Yes  3.2 What is the Fopic-wise filing	Fresh yes system	of filin	Update y d g done	in your S	Super ection?	riors		su su	bordinates  Y   C/Registrar Seeks			
Draft  Yes  3.2 What is the Topic-wise filin	Fresh  yes e system of g  Date	of filin e-wise	Update ye g done filing	in your S Confide	Super ection? ntial filing	riors 1 es Sp	ecial files	as V(	bordinates  Y   C/Registrar Seeks			
Draft  Yes  3.2 What is the Topic-wise filin  Yes  3.3 Are inward	Fresh  yes e system g Date and Out	of filin e-wise	Update ye g done filing	in your S Confide Ye egisters n	Super section?  Intial filing  Anaintained	riors 1 es Sp	ecial files	as V(	bordinates  Y   C/Registrar Seeks  s eck the Right Cell)			
Draft  Yes 3.2 What is the  Γορίς-wise filin  Yes 3.3 Are inward  Sta	Fresh  yes e system e g Date and Out tus	of filinge-wise	Update  ye g done filing  apal Re	in your S Confide  gegisters n Inv	Super section?  ntial filing  naintained ward	riors 1 es Sp	ecial files	as V(	bordinates  Y   C/Registrar Seeks  ck the Right Cell)  utward			
Draft  Yes  3.2 What is the Topic-wise filin  Yes  3.3 Are inward  Sta  Maintained	Fresh  yes e system of g  Date and Out tus	of filinge-wise	Update  ye g done filing  apal Re	in your S Confide  Ye egisters n Inv	Super section?  ntial filing  naintained ward	riors 1 es Sp	ecial files	as V(	bordinates  Y   C/Registrar Seeks  s eck the Right Cell)			
Draft  Yes 3.2 What is the  Γορίς-wise filin  Yes 3.3 Are inward  Sta	Fresh  Y S  e system of g  Date and Out	of filin e-wise Y & ward T	Update  ye g done filing apal Re	in your S Confide  Ye egisters n Inv	Super section?  Intial filing  Anaintained ward	riors 1 es Sp	ecial files	as V(	bordinates  Y   C/Registrar Seeks  ck the Right Cell)  utward			
Draft  Yes  3.2 What is the Topic-wise filing  Yes  3.3 Are inward  Sta  Maintained  Not Maintained  3.4 State the not Routine	Fresh  Y & e system of and Out tus  ormal time	of filin e-wise Y & ward T	Update ye g done filing apal Re an to disp	in your S Confide  Ye egisters n Inv	Super ection?  Intial filing an aintained ward  E/paper	riors 1 es Sp	ecial files	sas V(	bordinates  Y   C/Registrar Seeks  ck the Right Cell)  utward			
Draft  yes 3.2 What is the Topic-wise filing yes 3.3 Are inward Sta Maintained Not Maintained 3.4 State the not Routine Letters/Files	Fresh  Y & e system of and Out tus  ormal time	of filinge-wise  Y 63  ward T	Update ye g done filing apal Re an to disp	in your S Confide  Ye egisters n Inv  You pose a file First	Super ection?  Intial filing an aintained ward  Example 2	Sp in you	ecial files	su s	bordinates  Y S  C/Registrar Seeks  seck the Right Cell) utward  CS			
Draft  Yes  3.2 What is the Topic-wise filing  Yes  3.3 Are inward  Sta  Maintained  Not Maintained  3.4 State the not Routine Letters/Files	Fresh  Y S  e system of and Out tus  ormal tim  Exp  Rep	of filinge-wise  Y 63  ward T  the taker lanator orts	Update  ye g done filing  apal Re  n to dispry	in your S Confide Ye egisters n Inv Yo pose a file First conte	Superection?  ntial filing  naintained  vard  e/paper  -time/ Frent Report	Sp in you	Replies Governm	sas V(Chronicon Chronicon	C/Registrar Seeks ck the Right Cell) atward cs Grievance Letters			
Draft  Yes  3.2 What is the Topic-wise filing  3.3 Are inward  Standard Sta	Fresh  yes e system of g Date and Out tus  ormal tim  Exp Rep days of l	of filinge-wise  yes ward T  me taken lanator orts  lanator eave w	Update  ye g done filing  apal Re  n to dispry  yere ava	in your S Confide  Ye egisters n Inv  You pose a file First conte	Superection?  ntial filing  naintained  vard  e/paper  -time/ Frent Report  ou in the l	Sp in your resh s ast 36	Replies Governments?	su su sas V(	C/Registrar Seeks  c/Registrar Seeks  eck the Right Cell  atward  CS  Grievance Letters  2-3 2-45			
Draft  yes 3.2 What is the Topic-wise filing yes 3.3 Are inward Sta Maintained Not Maintained 3.4 State the not Routine Letters/Files	Fresh  Y S  e system of and Out tus  ormal tim  Exp  Rep	of filinge-wise  yes ward T  me taken lanator orts  lanator eave w	Update ye g done filing apal Re at to dispress yere ava ernity/ ical	in your S Confide Ye egisters n Inv Yo pose a file First conte	Superection?  ntial filing  naintained  vard  e/paper  -time/ Frent Report	Sp in your resh s ast 36	Replies Governments?	su su sas V(	C/Registrar Seeks ck the Right Cell) atward cs Grievance Letters			
Draft  Yes  3.2 What is the Topic-wise filing  3.3 Are inward  Sta  Maintained  Not Maintained  3.4 State the not Routine  Letters/Files  3.5 How many	Fresh  yes e system of g Date and Out tus  ormal tim  Exp Rep days of l Duty	of filinge-wise  yes ward T  ne taken lanator orts  Mate Med	Update ye g done filing apal Re at to dispress yere ava ernity/ ical	in your S Confide Ye egisters n Inv Yo pose a file First conte 2 tiled by y Earned	Superection?  ntial filing  naintained  vard  e/paper  -time/ Frent Report  ou in the l  FN Perm	Sp in your resh s ast 36	Replies Governments?	su s	C/Registrar Seeks  ck the Right Cell)  atward  Cs  Grievance  Letters  2-3 2-4			
3.2 What is the Topic-wise filing yes 3.3 Are inward Star Maintained Not Maintained 3.4 State the not Routine Letters/Files 3.5 How many Casual Leave 3.6 Do you work and the star of the	Fresh  yes e system of g Date and Out tus  ormal tim Exp Rep days of l Duty leave	of filinge-wise  Y	Update  ye g done filing  Tapal Re  an to dispry  yere ava ernity/ ical ye  off the o	in your S Confide  Ye egisters n Inv  You  Doose a file First conte 2 illed by y  Earned Leave	Supe ection? ntial filing naintained ward e/paper -time/ F ent Report ou in the l FN Perm 1Hr.	Sp in your resh s ast 36	Replies Governments?	su s	C/Registrar Seeks  ck the Right Cell)  atward  Cs  Grievance  Letters  2-3 2-4			
3.2 What is the Topic-wise filing yes 3.3 Are inward Star Maintained Not Maintained 3.4 State the not Routine Letters/Files   Lay 3.5 How many Casual Leave	Fresh  Y S  system of g  Date  and Out tus  The system of g  and o	of filinge-wise  yes ward T  the taker lanator orts  Mate Med Leav idays/o in the li	g done filing apal Re an to dispry were ava ernity/ ical off the coast one	in your S Confide  Ye egisters n Inv  You pose a file First conte 2 illed by y Earned Leave	Superection?  ntial filing naintained ward  e/paper  -time/ Frent Report ou in the 1 FN Perm 1Hr.	Sp in you resh s ast 36 ission	Replies Governments?	su s	C/Registrar Seeks  ck the Right Cell)  atward  Cs  Grievance  Letters  2-3 2-4			

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 Governme	nt Communications?
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To Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	2-3 days	1 day	Iday	2 to 3 days	
Taken	Special	Iday	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	ves	yes	yes
Consumables/Stationery	yes	Yes	yes	408	Yes

3.9 How many subordinates work under your superior?

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

4. Financial Matters: (Pl. tick wherever boxes are given)

Issues	Alternative	Tick Here	Alternative	Tick Here
4.1 Do you prepare any budget for your Section?	Yes	/	No	
4.2 Are budgetary allocations fully spent or partially spent?	Full	V	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?				

# 5. Legal Matters

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

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

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

Document Types	Obligations of Public authorities					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	~	rilly)-		~		III	V			~	1	

5.3	Are	you	dealing	with	legal	suits	filed	by o	or a	against	the	University	v?
	-	,		110-120-2		-							100

1/	

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%
	- Jan 2 minut	market park	The	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	-		H-	
From Students		_	-	, - <u></u>

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

Time for G or C:	On Administration	On Teachers	On Students	On Specific Personalities
From Staff	-	_	_	-
From Students	_			

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

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

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

Suggestions Sought	Weekly	Monthly	Annually
From Staff			-
From Students			

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

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

bour:					/			
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%	<b>—</b> 31-40%	≤30%	
144150	808.909		Care	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	127

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

Range	>40%	- 3	31-40%	_	21-30%	-	≤20%	
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Specific Remarks:

clearence of tiles from time to time with the Lelp of superiors

Date:

Place: NCIORE

Signature of the Employee

**Internal Audit:** 

Director, IQACR

internal Quality Assurance Cell (IQAC) VIKRAMA SINHAPURI UNIVERSITY NELLORE - 524 324.

YOGI VEMANA UNIVERSITY

KADAPA - 516005.

**External Audit:** 

REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY?

NELLORE-524 320.

Assistant Registrar YOGI VEMANA UNIVERSITY

KADAPA - 516005.



Administrative Audit of Regular Administrative Staff Only

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

During 2022-23

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#### 1. Personal Data

1.1 Name of the Employee	D. Radhamma				
1.2 Designation	Serior Assistant				
1.3 Educational Qualification	M. Com				
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas)		Year		Sections	2
		2022-23	Examina	tim Sec	tion
1.5 Date of joining		03-0	6-2014		
1.6 Date of Retirement		30-01	- 2036		
1.7 Qualifications	Year	2023			
	Qualification	M-Com			

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	Control of the contro	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Serior Assilant	9.5 years	Good	-	

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

	No. of Staff to Involved in work- flow	Arrangement for Staff on leave

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

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

2.4 General Flexibi	lity to Excel	exist
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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
V			~

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	122 C C C C C C C C C C C C C C C C C C	Min-Max Time for Completion	Stress on Confidentiality Maintenance
~	~			- 650	

### 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 subordinates
Draft	Fresh	Updates	Superiors	
~		Section 6	~	The state of the state of the

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		L
Not Maintained		

3.4 State the normal time taken to dispose a file/paper

Routine	Explanatory	First-time/ Fresh content Reports	Replies to	Grievance
Letters/Files	Reports		Governments	Letters
0.5 to this	1-2 days	1-2 days	1-2 days	

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

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
60			_	5	8.

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

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	2 days	2 days	2 days	_	-
Taken	Special	3 days	3 down	Sdawy	-	-

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	~	~	L	~	V
Consumables/Stationery	~	~	-	~	-

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	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	/	No	
4.2 Are budgetary allocations fully spent or partially spent?	Full	~	Part	
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4.4 Do you follow- up the bills processed by you and sent to other Sections?	Yes	<b>L</b>	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?		~	Signe:	

# 5. Legal Matters

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Pl.Tick		~			~			~				-

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Document Types	pes Public authorities					Commissions			Making Reports for RTIs			
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick		~	No.		V			~				~

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

Yes

No -

5.4 Do you take lega	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%
~		Zyngorili nyvěte	I DYM	

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

Filed For the University	F	led Against the University	

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	On Administration	On Teachers	On Students	On Specific functionaries
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Time for G or C:	On Administration	On Teachers	On Students	On Specific Personalities
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From Students		_		RECEIVED AND ADDRESS OF THE PARTY OF THE PAR

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Staff	-			
Students	-		_	_

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From Students			

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

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

Range >50%   41-50%   31-40%   \le 30%   \ld 40%
--

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

Range >40% \( \sqrt{31-40\%} \) 21-30\% \( \leq 20\%

Specific Remarks: Our univorsity administration is very helpful in execution of tarks in time and deals with us in friendly manner.

the university authorities provide lots of work to us inorder to Sentain under any Strees.

Date: 04-03-2024

Place: Nello

De Rudherwan Signature of the Employee

Internal Audit:

Director, IQAC

Internal Quality Assurance Cell (IQAC
VINRAMA SINHAPURI UNIVERSITY

NELLORE - 524 324.

**External Audit:** 

Registrar

REGISTRAR

VIKRAMA SIMHAPURI UNIVERSITY

NELLORE-524 320.

P. Sive Reddy

Assistant Registrar YOGI VEMANA UNIVERSITY KADAPA - 516005. ( P. ventute sussily)

Assistant Registrar YOGI VEMANA UNIVERSITY KADAPA - 516005.



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

During 2022-23

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#### 1. Personal Data

1.1 Name of the Employee	M. JAYA	HTHI				
1.2 Designation	ssista	at				
1.3 Educational Qualification			Ablic Admin	istration		
1.4 Experience in administration		Year		Sections		
Fields like Examinations, Section, Admission, Finance, etc (Upto 3 diff. experience areas)	2022-23	Examination setion upp June of France Section				
1.5 Date of joining		03-06	5-2014			
1.6 Date of Retirement	28-02-2035					
1.7 Qualifications	Year	2004	2006	2010		
	Qualification	H.P.T.	B.Gm	Micom	M.A. Pub. Adl	

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

	ocation Frame done Periodic Review			Addl. Responsibility	
Examination of Finance SX-Assto	6-Years	Good	_	Taken	

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

The same Division residence to the same to	No. of Draft Notes to process & expedite	The state of the s	% of works to be done as per plan	Programme and the second of th
10	03	02	90%	Yes

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

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

2.4 General Flex	xibility t	o Exc	el exist							
Freedom to be 'S	SMART	,	Forgi	ving One	time Err	ors	Settin	g Exa	mples by oneself	
/				/				/		
2.5 Communica	tion by	vour S	uperior					11111		
Day Starts with	Lower Committee of the	SCHOOL STREET	September 1	ritten Ins	tructions	Pers	suasive mo	de 1	Professional Style	
	/	11111				/				
2.6 Motivation	provided	to vo	11			-				
Word of Apprec				sk allocat	ion Exc	hange	Pleasantr	ies	Build Team Spiri	
							/			
2.7 Method of F	Reportin	g of th	e activit	ties carrie	d out in v	our S	ection			
Through Proper Channel	Directly	The state of the s			-Outward		x Time for		ress on Confidentiality	
	/		/	/		2 6	3 days		No	
Refer Past Oraft	Attemp		Update	you with		Help			Entrust the Task to subordinates	
/			орожи	/	- Joseph	/				
3.2 What is the	system o	of filir	ng done	in your S	ection?					
Γopic-wise filing	g Date	e-wise	filing	Confide	ntial filin	g Sp	pecial files	as V(	C/Registrar Seeks	
		_					/			
		ward '	Tapal R		Waller Control Control	l in yo	ur Section		eck the Right Cell	
Stat	us	-	-	Inv	vard			Oı	Outward	
Maintained			4	_/				~		
Not Maintained	1.0		. 1:	<u></u>	1			_		
3.4 State the no	1 222					Z1.	D!!	V	G:	
Routine Letters/Files	2000	lanato orts	ry		time/ I	Fresh	Replies 1 Governm		Grievance Letters	
1 100	1	ko 3	dens		to 2 day		1 00			
3.5 How many				ailed by y	ou in the	last 30		0		
Casual Leave	Duty leave	100000000000000000000000000000000000000	ternity/ dical ve	Earned Leave	Earned FN Permission				Permission of	
30	_			10 dogs	-	_		9		
3.6 Do you wor	k on hol	idays/	off the		ırs?					
No. of Holidays	worked	in the	last one	year					5 days	
No. of Holidays										
No. of Holidays	worked	in the	last one	year by	your Sub	ordina	te -2			
No. of Holidays					1,1,11,21,1					

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

To Who	m Meant	m Meant UGC/MHRD AP Govt. APSO		APSCHE	DST/CSIR, etc.	Other (Pl. specify)	
Days	Routine	2 days	1 day	1 day	1 days		
Taken	Special	1 day	4	1 des	1 dus	_	

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	/		/		1

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	2	1	3

4. Financial Matters: (Pl. tick wherever boxes are given)

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

# 5. Legal Matters

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

Document Types	Unive	rsity's A	ct	Ordi	nances			Statute	S	Regulations		
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	/			/			/			/		

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

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

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

Yes

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

Always (100%)	Almost Always (95-100%)	Mostly (90-95%)	85-90%	Less than 85%
/			_	

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

Filed For the University	 Filed Against the University	

### 6. Grievances Handling

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

	On Administration	On Teachers	On Students	On Specific functionaries
From Staff	-	-	-	
From Students	_	_	_	

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

Time for G or C:	On Administration	On Teachers	On Students	On Specific Personalities
From Staff	-	-	-	
From Students	_	_		_

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

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

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

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

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

7.1How 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?

	1 2001	1 /	1 44 5004	21 4007	- 200/	
Range	>50%		41-50%	31-40%	≤ 30%	

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

Range	>40%	/	31-40%	21-30%	≤ 20%	
		~	21 1070	21 3070	22070	

### Specific Remarks:

Our University administrators are very Cooperative and Supportive to Statist members and give good suggestions to improve our working skills for smooth running the office work. I am feeling very happy to work with University Authorities.

Date:

Place:

N. Joyalai Signature of the Employee

### Internal Audit:

Director, IQAC

internal Quality Assurance Cell (IQAC VICRAMA SIMHAPURI UNIVERSITY NELLORE - 524 324.

**External Audit:** 

Registrar

REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY!
NELLORE-524 320.

Assistant Registral
YOG! VEMANA UNIVERSITY
KADAPA - 516005.

YOGI VEMANA UNIVERSITY
KADAPA - 516005.



Administrative Audit of Regular Administrative Staff Only

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

During 2022-23

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	Amavasapu.	Valli		llan et Salama		
1.2 Designation	Junior Stemo					
1.3 Educational Qualification	MA					
1.4 Experience in administration		Year		Sections		
Fields like Examinations, Section, Admission, Finance, e (Upto 3 diff. experience areas)	RTIS, VC rathomatics Department VSU					
1.5 Date of joining		03.06.20	14	o (marp)	VSC COTTOGE,	
1.6 Date of Retirement	reads at 5 a load	31.05.2		SV.		
1.7 Qualifications	Year	2007	2,002	1997	1995	
(3)	Qualification		BA	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

& expedite

2

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility			
Junios Stemo 2.2 Targets/Tin		for your Section's	activities				
		Draft No. of Staff ocess Involved in			Arrangement Staff on leave	for	

plan

90%

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

flow

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

2.6 Motivation provided to you.  Word of Appreciation High level task allocation Exchange Pleasantries Build Team S  2.7 Method of Reporting of the activities carried out in your Section  Through Proper Directly to the Head Basis Register Completion Maintenance  Yes — Yes Yes I dow NO  3. Office Administration Work:  3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your supplements of the subordinates subordinates subordinates subordinates 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 Section Status Inward Outward Maintained Yes Yes Not Maintained  3.4 State the normal time taken to dispose a file/paper Routine Explanatory Reports Content Reports Governments Letters Files Reports Content Reports Governments  1. First-time/ Fresh Replies to Grievance Letters Files Reports Content Reports Governments Letters Files Reports Content Reports Governments Letters Files Reports Content Reports Governments	Freedom to be '	SMART	,	Forgi	ving One-tir	ne Err	rors	Setting	g Exa	mples by oneself
Day Starts with Task Talks  Oral/Written Instructions  Persuasive mode  Professional Status  Inward  Outward  Age	19	_			_			-		
2.6 Motivation provided to you.  Word of Appreciation High level task allocation Exchange Pleasantries Build Team S  2.7 Method of Reporting of the activities carried out in your Section  Through Proper Directly to the Basis Register Completion Maintenance  Yes Yes I dow No  3. Office Administration Work:  3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your supplements Superiors Subordinates  Yes Yes Yes Yes I dow No  3. Office Administration Work:  3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your supplements Superiors Subordinates  Yes Yes Yes Yes Yes Yes Yes Yes Subordinates  Yes Yes Yes Yes Yes Yes Yes Yes Yes Subordinates  Yes	2.5 Communic	ation by	your S	uperior						
2.6 Motivation provided to you.  Word of Appreciation  High level task allocation  Exchange Pleasantries  Build Team S  2.7 Method of Reporting of the activities carried out in your Section  Through Proper Channel  Directly to the Plaily Basis  Register  Completion  Maintenance  No  3. Office Administration Work:  3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your sur Refer Past  Attempt Equip you with Seek Help from Entrust the Task Superiors  Pes	Day Starts with	Task T	alks	Oral/W	ritten Instruc	ctions	Pers	uasive mo	ie :	Professional Style
2.6 Motivation provided to you.  Word of Appreciation  High level task allocation  Exchange Pleasantries  Build Team S  2.7 Method of Reporting of the activities carried out in your Section  Through Proper Channel  Head  Directly to the Pasity Register  No  3. Office Administration Work:  3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your surfactor and the position of the substitution of the proper of the position of the proper of the position of the	_			Ves				-		_
2.7 Method of Reporting of the activities carried out in your Section  Through Proper Directly to the Channel Head Basis Register Completion Maintenance  Yes Jes I day No  3. Office Administration Work:  3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your sur Refer Past Attempt Equip you with Seek Help from Entrust the Task Superiors Subordinates  Yes Jes Yes Yes Yes Yes Yes Yes Yes Yes Yes Y	2.6 Motivation	provide	d to you	u.	100					
Through Proper Channel Basis Register Completion Maintenance  Yes Yes I doug No  3. Office Administration Work:  3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your support of the Presh Updates Superiors Subordinates Superiors Subordinates  Yes Yes Yes I doug No  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 Servers  Yes	CSCHOOL CONTRACTOR CONTRACTOR	•		(22-5)	sk allocation	Exc	change	Pleasantri	es	Build Team Spiri
Through Proper Channel Basis Register Completion Maintenance  Yes Yes I doug No  3. Office Administration Work:  3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your support of the Presh Updates Superiors Subordinates Superiors Subordinates  Yes Yes Yes I doug No  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 Servers  Yes										
Attempt Equip you with Seek Help from Entrust the Task subordinates  Yes	2.7 Method of	Reportin	g of the	e activit						
3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your sur Refer Past Attempt Equip you with Seek Help from Superiors Subordinates Yes Yes Yes Yes Yes 3.2 What is the system of filing done in your Section?  Topic-wise filing Date-wise filing Confidential filing Special files as VC/Registrar Ser Yes			y to the		The state of the s					ress on Confidentialit aintenance
3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your sur Refer Past Attempt Equip you with Seek Help from Superiors Subordinates Yes Yes Yes Yes Yes 3.2 What is the system of filing done in your Section?  Topic-wise filing Date-wise filing Confidential filing Special files as VC/Registrar Ser Yes	Yes		_	Ves	Yes		10	lay		No
3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your sup Refer Past				1				0		
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 Section?  3.3 Are inward and Outward Tapal Registers maintained in your Section? (Check the Right Outward Status Inward Outward Maintained Yes	3.1 Do you dra	ft the co	rrespor	ndence/o	circulars/not					
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 Section?  3.3 Are inward and Outward Tapal Registers maintained in your Section? (Check the Right Outward Status Inward Outward Maintained Yes	3.1 Do you dra Refer Past	ft the co	rrespor	ndence/o	circulars/not	Seek	k Help		E	ntrust the Task to
Topic-wise filing Date-wise filing Confidential filing Special files as VC/Registrar Section?  3.3 Are inward and Outward Tapal Registers maintained in your Section? (Check the Right Outward Status Inward Outward Maintained Yes Yes Yes Not Maintained Yes Yes Yes Not Maintained Tapal Registers maintained Yes	3.1 Do you dra Refer Past Draft	Attem Fresh	pt	Equip y	circulars/not you with	Seel Supe	k Help eriors		E	ntrust the Task to abordinates
Status Inward Outward  Maintained Yes 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  1 day	3.1 Do you dra Refer Past Draft	Attem Fresh	pt	Equip y	circulars/not you with	Seel Supe	k Help eriors		E	ntrust the Task to abordinates
Status Inward Outward  Maintained Yes 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  1 day	3.1 Do you dra Refer Past Draft  yes 3.2 What is the	Attem Fresh	pt of filin	Equip y Update	eirculars/not you with s in your Sect	Seek Superion?	k Help eriors Yes	from	E	ntrust the Task to abordinates
Maintained  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 dou	3.1 Do you dra Refer Past Draft  3.2 What is the Topic-wise filin	Attem Fresh  system  g Dat	of filin	Equip y Update You g done filing	circulars/not you with es in your Sect Confidentia	Seek Supe ion?	k Help eriors Yes ng Sp	from pecial files	as V	ntrust the Task to abordinates Yes C/Registrar Seeks
Not Maintained  3.4 State the normal time taken to dispose a file/paper  Routine Explanatory First-time/ Fresh Content Reports Governments Letters  Letters/Files Reports content Reports Governments Letters  3.5 How many days of leave were availed by you in the last 36 months?	3.1 Do you dra Refer Past Draft  3.2 What is the Topic-wise filin	Attem Fresh  system  g Dat	of filin	Equip y Update You g done filing	circulars/not you with es in your Sect Confidentia	Seek Superion? al filin	k Help eriors Yes ng Sp	from pecial files	as Vo	ntrust the Task to abordinates  Yes  C/Registrar Seeks  neck the Right Cell
3.4 State the normal time taken to dispose a file/paper  Routine Explanatory First-time/ Fresh Governments  Letters/Files Reports content Reports Governments  1 dou	3.1 Do you dra Refer Past Draft 3.2 What is the Topic-wise filin  yes 3.3 Are inward Sta	ft the co Attem Fresh system g Dat and Ou	of filin	Equip y Update You g done filing	circulars/not you with es in your Sect Confidentia	Seek Superion? al filin	k Help eriors Yes ng Sp	from pecial files	as Vo	ntrust the Task to abordinates  Yes  C/Registrar Seeks  neck the Right Cell
Routine Explanatory First-time/ Fresh Content Reports Governments Letters    Low	3.1 Do you dra Refer Past Draft  3.2 What is the Topic-wise filin  1.3 Are inward Sta Maintained	ft the co Attem Fresh system g Dat and Ou	of filin	Equip y Update You g done filing	circulars/not you with s in your Sect Confidentia — egisters main	Seek Superion? al filin	k Help eriors Yes ng Sp	pecial files ur Section	as Vo	ntrust the Task to abordinates  Yes  C/Registrar Seeks  neck the Right Cell
Letters/Files Reports content Reports Governments Letters    dou	3.1 Do you dra Refer Past Draft  3.2 What is the Topic-wise filin  3.3 Are inward  Sta Maintained Not Maintained	Attem Fresh  system g Dat and Outtus	of filing te-wise Yes	Equip y Update Yes g done filing	circulars/not you with es in your Sect Confidentia — egisters main Inware	Seek Superion? al filin	k Help eriors Yes ng Sp	pecial files ur Section	as Vo	ntrust the Task to abordinates  Yes  C/Registrar Seeks  neck the Right Cell
3.5 How many days of leave were availed by you in the last 36 months?	3.1 Do you dra Refer Past Draft  3.2 What is the Topic-wise filin  3.3 Are inward  Sta Maintained Not Maintained	Attem Fresh system g Dat and Outtus	of filin te-wise yes tward I	Equip y Update You g done filing Tapal Re	circulars/not you with es in your Sect Confidentia  registers main Inward yes pose a file/pose	Seek Superion? al filin ntained d	k Help eriors Yes ng Sp d in yo	pecial files our Section	as Vo	ntrust the Task to abordinates  Yes  C/Registrar Seeks  neck the Right Cell utward
3.5 How many days of leave were availed by you in the last 36 months?	3.1 Do you dra Refer Past Draft  3.2 What is the Topic-wise filin  3.3 Are inward  Sta Maintained Not Maintained 3.4 State the no	Attem Fresh  system g Dat and Outus  ormal tin Exp	of filing te-wise tward I	Equip y Update You g done filing Tapal Re	circulars/not you with es in your Sect Confidentia — egisters main Inware yes pose a file/p	Seek Superion? al filin ntained d aper	k Help eriors Yes ag Sp d in yo	pecial files aur Section	as Vo	ntrust the Task to abordinates  Yes  C/Registrar Seeks  eck the Right Cell utward  Grievance
	3.1 Do you dra Refer Past Draft  3.2 What is the Topic-wise filin  3.3 Are inward  Sta Maintained Not Maintained 3.4 State the no Routine Letters/Files	Attem Fresh  system g Dat and Outus  ormal tin Exp	of filing te-wise tward I	Equip y Update You g done filing Tapal Re	circulars/not you with es in your Sect Confidentia — egisters main Inware yes pose a file/p	Seek Superion? al filin ntained d aper	k Help eriors Yes ag Sp d in yo	pecial files aur Section	as Vo	ntrust the Task to abordinates  Yes  C/Registrar Seeks  eck the Right Cell utward  Grievance
Casual Leave Duty leave Duty Maternity/ Earned FN Permission of 1Hr.  Leave Hr. AN Permission of 1Hr.	3.1 Do you dra Refer Past Draft  3.2 What is the Topic-wise filin  Yes 3.3 Are inward  Sta Maintained Not Maintained 3.4 State the no Routine Letters/Files	Attem Fresh  system g Dat and Outtus  crmal tin Exp Rep	of filing te-wise tward I	Equip y Update You g done filing Tapal Re	circulars/not you with es in your Sect Confidentia  registers main Inward  yes pose a file/pose a file/pose content	Seek Superion? al filin ntained aper me/ Report	k Help eriors Yes ag Sp d in yo Fresh	recial files ur Section Replies t	as Vo	ntrust the Task to abordinates  Yes  C/Registrar Seeks  eck the Right Cell utward  Grievance

25

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

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

No. of Holidays worked in the last one year

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	-	_	_	3 days	
Taken	Special	-	2777	_	2 days	

3.8 Do you follow the "Five S" (Sort, Set in Order, Shine, Standardize, and Sustain) system in

upkeep of machines/equipments/consumables etc.?

Upkeep of	Sort	Set in Order	Shine	Standardize	Sustain
Machines/ Equipments	-		( <del>-</del>		_
Consumables/Stationery	-1		-	-	-

3.9 How many subordinates work under your superior?

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

4. Financial Matters: (Pl. tick wherever boxes are given)

Issues	Alternative	Tick Here	Alternative	Tick Here
4.1 Do you prepare any budget for your Section?	Yes	~	No	
4.2 Are budgetary allocations fully spent or partially spent?	Full	~	Part	
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month	~	More than a Month	
4.4 Do you follow- up the bills processed by you and sent to other Sections?	Yes	V	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?	3	~	94	

# 5. Legal Matters

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

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

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

Document Types	Obligations of Public authorities			Exemptions/Grounds for Rejections			Central/State Commissions			Making Reports for RTIs		
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick			i ie	11114		THE B	8.11				The second	

5.3 Are you dealing with legal suits filed by or against th	he University?
---	----------------

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%	
	2-20			V	

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

2.2 1.4.0 10.0 0.00			
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			12-7	
From Students	To All III		~	

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	-		_	with in 7days

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	-	-	-	Mil
Students	-	-		nu l

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!

DOIII:						
Range	>75%	~	51-75%	26-50%	>25%	

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

A Maria Caraca Cara Cara Cara Cara Cara Cara C	A CARL SALE OF THE PARTY OF THE	Where the same and	IXII G. DOLLAR, E. C.	The state of the s		
Range	>50%	41-50%	/	31-40%	≤ 30%	

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

>40% Range 31-40% 21-30% ≤20%

Specific Remarks:

Employees and employers of VSU cottege kauli, Vsuriversety Nellore are very supportive and to clear all the administration matters from time to time encourge at all the stages.

Date: 4 3 2024

Place: Nellove

Internal Audit:

Director JQAC

internal Quality Assurance Cell (IQAC) VIKRAMA SINHAPURI UNIVERSITY NELLORE - 524 324.

External Audit:

REGISTRAN'S\_ VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.

Signature of the Employee

p. Venterte sward) Assistant Registrar YOGI VEMANA UNIVERSITY

KADAPA - 516005.

Assistant Registra YOGI VEMANA UNIVERSITY

P. Siva Reddy

KADAPA - 516005.



Administrative Audit of Regular Administrative Staff Only

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

During 2022-23

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	P. Mohini						
1.2 Designation	The state of the s						
1.3 Educational Qualification	Tristeno Misc						
1.4 Experience in administration	Year		Sections				
Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas)		2022-23	Examinations 23				
1.5 Date of joining		-1 -1					
1.6 Date of Retirement		30-06-2014					
1.7 Qualifications	Year	1995	1997	2000	2003		
Note: Most questions but I	Qualification	SSC	Intermedia		Mise		

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	Time Frame done	Perio	rogress Slackness Handled Addl. Respon		Slackness Handled		Responsibility	
Examinations 2.2 Targets/Tin	1 Year	for yo	nur Section's	activities			Taken	
No. of Files to be clear daily	No. of Notes to pro	Draft ocess	No. of Staff Involved in	to work-	% of works to be done as per			
neguirement 2.3 Assistance to	As per the	in eve	olving policie	s for your	90-/.	Tiek m	Yes ost important two)	
Provide Ideas	Cite Instance	s Se	erve as a Rese	ource per	son	Devel	lop Draft Policy	
~						Develop Dian Foney		

2.4	General	Flexibi	lity to	Excel	exist

Freedom to be			Forgiving One-time Errors				Setting Examples by oneself		
70	5			445			Yes		
2.5 Communic	cation by	Vour Si	merior						
Day Starts wit				ritten Instrue	tions	Darenne		D - C - 3 - 1 C - 1	
Yes		MAR I						Professional Style	
2.6 Motivation		to you	1	Yes		4	es	1	
Word of Appr				k allocation	Evelo	moe DL	nonntriae	Duild Torre Cuta	
465		TO THE OWNER.			1.0000110			Build Team Spiri	
2.7 Method of		g of the	yes	ies carried or	it in you	ye.	\$	Yes	
Through Proper Channel		to the		Inward-Out	ward Min		me for	Stress on Confidentiality	
YES		_	yes			term to	days	No	
			11.00	103			20075	100	
3. Office Ac					sere vo	auself o	ir taka tha	halp of your monic	
3.1 Do you dra Refer Past		respone	fence/e	irculars/notes	Seek H	elp fron	n	Entrust the Task to	
3.1 Do you dra Refer Past Orafi Yes	Attemp	respond	fence/e :quip y /pdates	ou with	Seek He Superio	elp fror ors	n	Entrust the Task to subordinates	
3.1 Do you dra Refer Past Oraft Yes 3.2 What is the	Attemp Fresh System o	respond	dence/e equip y pdates y done ii	ou with	Seek Ho Superio Yes on?	elp from ors Same	times	Entrust the Task to subordinates  Yes	
3.1 Do you dra Refer Past Draft  Yes  3.2 What is the Topic-wise filin	Attemp Fresh System o	respond	dence/e equip y pdates y done ii	ou with	Seek Ho Superio Yes on?	elp from ors Same	times	Entrust the Task to subordinates  Yes	
3.1 Do you dra Refer Past Oraft Yes 3.2 What is the Topic-wise filin	Attemp Fresh System of	responder 1	dence/c quip y /pdates y done ii	ou with  Source Section  Confidential	Seek Ho Superior Yes n? filing	elp from ors <b>Some</b> Specia	limes	Entrust the Task to subordinates  Yes  VC/Registrar Seeks	
3.1 Do you dra Refer Past Oraft  Yes  3.2 What is the Topic-wise filin  Yes  3.3 Are inward	Attempt Fresh yes system of Date and Outv	responder 1	dence/c quip y /pdates y done ii	es n your Section Confidential Yes gisters mainta	Seek Ho Superior Yes n? filing	elp from ors <b>Some</b> Specia	limes	Entrust the Task to subordinates  Yes  VC/Registrar Seeks	
3.1 Do you dra Refer Past Oraft  Yes 3.2 What is the Topic-wise filin  Yes 3.3 Are inward  Sta	Attempt Fresh yes system of Date and Outv	responder 1	dence/c quip y /pdates y done ii	ou with  Source Section  Confidential	Seek Ho Superior Yes n? filing	elp from ors <b>Some</b> Specia	limes I files as V	Entrust the Task to subordinates  Yes  VC/Registrar Seeks	
3.1 Do you dra Refer Past Draft  Yes  3.2 What is the opic-wise filin  Yes  3.3 Are inward  Statantained	Attempt Fresh yes system of Date and Outv	responder 1	dence/c quip y /pdates y done ii	es n your Section Confidential Yes gisters mainta	Seek Ho Superior Yes n? filing	elp from ors <b>Some</b> Specia	l files as V	Entrust the Task to subordinates  Yes  VC/Registrar Seeks  Theck the Right Cell)	
3.1 Do you dra Refer Past Orafi Yes 3.2 What is the Topic-wise filin Yes 3.3 Are inward Star Maintained Not Maintained	Attempt Fresh yes system of Date and Outvitus	of filing wise filing	dence/e equip y pdates done it iling	es n your Sectio Confidential Yes gisters mainta Inward Yes	Seek He Superior Yes n? filing ained in	elp from ors <b>Some</b> Specia	l files as V	Entrust the Task to subordinates  Yes  VC/Registrar Seeks  Theck the Right Cell) Outward	
3.1 Do you dra Refer Past Draft  Yes 3.2 What is the Topic-wise filin Yes 3.3 Are inward Star Maintained Not Maintained 3.4 State the no	Attempt Fresh yes system of Date and Outvetus	respond of filing of filing wise filing ward I a	dence/c equip y pdates done it iling pal Rep	es n your Sectio Confidential Yes gisters mainta Inward Yes ose a file/pap	Seek He Superior Yes on? filling ained in	Special your S	limes  I files as V	subordinates Yes VC/Registrar Seeks Theck the Right Cell) Outward	
3.1 Do you dra Refer Past Draft  Yes  3.2 What is the Topic-wise filin  Yes  3.3 Are inward	Attempt Fresh yes system of Date and Outvetus	of filing wise filing ward I a	dence/c equip y pdates done it iling pal Rep	es n your Sectio Confidential Yes gisters mainta Inward Yes	Seek He Superior Yes n? filing ained in	Special your S	l files as V	Entrust the Task to subordinates  Yes  VC/Registrar Seeks  Theck the Right Cell) Outward  Yes  Grievance	

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 1Hr.

Leave

Leave

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?

o Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR_etc	Other (Pl. specify)
Days	Routine	_				other (11. speeny)
Taken	Special	_				
de la company			-		_	

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			110000000000000000000000000000000000000
Consumables/Stationery	425	Yes	485 485	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
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	~	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	~		_

# 5. Legal Matters

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

Document Types	Univer	sity's A	ct	Ordi	nances				Regulations			
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	~	_	_	~	_	_	~	_		~		-

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

Document Types		Public authorities   for			exemptions/Grounds or 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	_	_	~	_	_	/	-	-

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

Always (100%)	Almost Alv	vays (95	-100%)	Mos	tly (90-95%)	85-90%	Less than 85%
-		-			_	_	-
5.5 Have you eve	er filed any le	egal suit	for or no	ainst t	he University	Tiol if d	anal
Filed For the Un			_		Against the Uni		onej
6. Grievances			Y .		-		
6.1 Does your So	On Administr	e grieva	on Teac		on Students		
From Staff	_	14-27-0-17	On reac	ners	On Students	On Spe	cific functionaries
From Students		20	_				V
From Students 6.3 Was there are	anneal to w	ur bioli	or official	- la a a a .			hin time
6.3 Was there any	anneal to ve	ur hioh	er officia	le anai	net the decicie		Superior in respec
grievances handli	ng?			io ugui	not the decion	ni or your	superior in respec
Appeal to Higher Officials by	On Administ	ration	On Teac	hers	On Students	On Sp	ecific Personalities
Staff	-			_	_		_
Studente	-			_	-		_
Students							
Andrewson: O. J.			onvene m	-	s in your Se	ction to re	ceive suggestions
6.4 Does your Su improvement? Suggestions Soug From Staff				-		ction to re	ceive suggestions
Suggestions Soug From Staff From Students	ht Weekly	ude / A	fonthly  Aptitude	Ar e for	TT) Enhan	cement	
6.4 Does your Suimprovement? Suggestions Soug From Staff From Students 7 General Attit	ht Weekly	ude / /	fonthly  Aptitude	Ar e for	TT) Enhan	cement	s at critical times

51-75%

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

√ 26-50%

- 31-40%

\_ >25%

>50%

Range

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

Range - 31-40% \_ 21-30% -40° a

Specific Remarks:

clearance of files from Administration is quick and very supportive for all aspects in the section so we are glad to be the part of v.s. university.

Date:

Place: wellore.

Internal Audit:

internal Quality Assurance Cell (IQAC) VIKRAMA SIMHAPURI UNIVERSITY

REGISTRAR 1 VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320#

P. Siva Re

YOGI VEMANA UNIVERSITY

KADAPA - 516005.

Assistant Registrar YOGI VEMANA UNIVERSITY

KADAPA - 516005.



Administrative Audit of Regular Administrative Staff Only

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

During 2022-23

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. Sujath	a						
1.2 Designation	Junior A							
1.3 Educational Qualification	M.L. I.Sc., M.							
1.4 Experience in administration	(Years and	Year	Sections					
Fields like Examinations, Section, Admission, Finance, etc (Upto 3 diff. experience areas)	2022-23 Fill Library							
1.5 Date of joining	musical Fire	31.05.2034						
1.6 Date of Retirement	The state of the state of							
1.7 Qualifications	Year	2022	2014	1999	1997			
	Qualification	Pho	M. Phil	M.L.5.5c	BA			

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

	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Exam scotion	1 year	Good	-	-

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

	No. of Draft Notes to process & expedite	No. of Staff to Involved in work- flow	% of works to be done as per plan	
10	02	02	80%.	79

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

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

2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

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

2.6 Motivation provided to you.

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

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

Through Proper Channel	Directly to the Head	Daily Basis	The state of the s	Min-Max Time for Completion	Stress on Confidentiality Maintenance
Yes	Yey	19	Yes	3-to slogg	No
19	19	79	79	3-40 2 NOH	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 subordinates
Draft	Fresh	Updates	Superiors	
79		CHECK CONTRACTOR	Yy (sometimes)	Yes

3.2 What is the system of filing done in your Section?

Topic-wise filing	Date-wise filing	Confidential filing	Special files as VC/Registrar Seeks
_	Yes		

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

Status	Inward	Outward
Maintained	70	Yes
Not Maintained		

3.4 State the normal time taken to dispose a file/paper

Routine Letters/Files	Explanatory Reports	First-time/ Fresh content Reports		Grievance Letters
one day	2 to sdays	2 days	1 to 2 days	

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

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

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

No. of Holidays worked in the last one year	3	
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)
	Routine		1 day	1 day	-	
	Special	-	1 day		-	1 System system

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	40	44	44	yes	Yes
Consumables/Stationery	Yes	405	40	49	44

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	02	01	4

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	~
	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	0.	No	1
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	-	No	V
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?	-	, II-	,	-

# 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	-	nances			Statutes	T	-	ulations	
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	1	11-	-	~	-	-	~	-	-	V	55	-

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

Document Types	3777773375	gations o			ptions/Gr ejections		Com	mission	S	for I		
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	~	-	-	V	-	-	~	-	-	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	VOUR	Suporior
Officers? (Please Tick)		Proposition Commission		,		the.	notice	OI	your	Superior

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)

Charles and the second of the			The state of the s
Filed For the University	-	Filed Against the University	-

# 6. Grievances Handling

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

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

# 6.2 What is the time limit to handle such grievances/complaints? (State in No. of working Days since receipt of the Grievance/complaint)

Time for G or C:	On Administration	On Teachers	On Students	On Specific Personalities
From Staff		1	4	1 or 2 days
From Students	_	-	10.4	-

# 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	-	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%	1	51-75%	-	26-50%		>25%	_
-------	------	---	--------	---	--------	--	------	---

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

Range	>50%	V	41-50%	-	31-40%	4	≤ 30%	-
-------	------	---	--------	---	--------	---	-------	---

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

time:			- 1			_	75275232027	1 55
Range	>40%	V	31-40%	-	21-30%	-	≤ 20%	
1xange			The State of the Particular Control			_		

Specific Remarks:

Our university provides Assistancy to develop Administrative Activities to bullfil the requirement of duties in addition to helfful.

Date:

Place:

Sujathi h Signature of the Employee

Internal Audit:

Director, IOAC

internal Quality Assurance Cell (IQAC) VIKRAMA SIMHAPURI UNIVERSITY

NELLORE - 524 324. External Audit:

REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320-

Assistant Registrar

YOGI VEMANA UNIVERSITY KADAPA - 516005.

Assistant Registrar YOGI VEMANA UNIVERSITY

KADAPA - 516005.



### Administrative Audit of Regular Administrative Staff Only

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

During 2022-23

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	Parntho	mq;	Moham	4986		
1.2 Designation	Tunior		tane		16	
1.3 Educational Qualification	M-A.	4-11-5		The state of the s		
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas)		Year		Sections	11	
		2022-23	Tapal			
1.5 Date of joining		13.04. 2016				
1.6 Date of Retirement		30.0	14. 200	50		
1.7 Qualifications	Year	2013	2011	2008	2006	
	Qualification	MrA.	B.A.	Inter	222	

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	Slackness Handled	Addl. Responsibility
Jr: Dert.	0774	hood		

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

No. of Draft Notes to process & expedite	Transfer of the second	The state of the s	Arrangement for Staff on leave
	600	60%	_

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

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

2.4 General F	lexibility to	Excel exist
---------------	---------------	-------------

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

20		1		<b>m</b> •
25	Communication	by	VOIII	Superior
Aller a pur	CONTRACTORIAN COLUMN		7.45.444	COURT WAY OF

Day Starts with Task Talks	Oral/Written Instructions	Persuasive mode	Professional Style
yes	Yes	345	yes
2.6 Motivation provided to y	ou.	. 0	. 0

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

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
-	_	-	yes	_	No
			4		

### 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 Updates	Seek Help from	Entrust the Task to	
Draft	Fresh		Superiors	subordinates	
Mes	-		yes ( If need		

3.2 What is the system of filing done in your Section?

Topic-wise filing	Date-wise filing	Confidential filing	Special files as VC/Registrar Seeks
	•		

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

Status	Inward	Outward
Maintained	.yes	The same of the sa
Not Maintained	0	

3.4 State the normal time taken to dispose a file/paper

Routine	Explanatory	First-time/ Fresh content Reports	Replies to	Grievance
Letters/Files	Reports		Governments	Letters
-	-	_	_	

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

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

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

No. of Holidays worked in the last one year	-
No. of Holidays worked in the last one year by your Subordinate -1	-
No. of Holidays worked in the last one year by your Subordinate -2	~
No. of Holidays worked in the last one year by your Subordinate -3	_

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

To 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	-		24		_
Consumables/Stationery					

3.9 How many subordinates work under your superior?

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

4. Financial Matters: (Pl. tick wherever boxes are given)

Issues	Alternative	Tick Here	Alternative	Tick Here
4.1 Do you prepare any budget for your Section?	Yes	7	No	1
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?	- ,1	-		0-

# 5. Legal Matters N · A ·

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

Document Types	Unive	University's Act Ordinances		Statutes			Regulations					
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick		1	-	V	-		٠,_	V			~	-

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

Document Types		ations o		2000	tions/G ections			ral/State mission		Mal for	cing Rep RTIs	orts
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	V					~	~	4700	-	-	-	_

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)

Alamana (100%)	Almost Always (95-100%)	Mostly (90-95%)	85-90%	Less than 85%
Always (10076)	Allifost Always (95 Toors)	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
	_	-	-	

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

3.3 Have you ever med any regarder	
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		-		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	_	22.5	<del></del>	
From Students			-	-

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

grievances handling?

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

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

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

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

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

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

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

	Contract to the contract of th	CONTRACTOR OF THE PARTY	The state of the s	 		The second second second	
Range	>50%	_	41-50%	31-40%	-	≤30%	-

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

Dames	- 4007					
Range	>40%	_ 31-40%	_	21-30%	 ≤20%	

Specific Remarks:

Date:

Place: Melle

Signature of the Employee

Internal Audit:

Director LQAGR

VIKRAMA SIMHAPURI UNIVERSIT™ NELLORE - 524 324

**External Audit:** 

Registrar

REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.

Assistant Registrar
YOGI VEMANA UNIVERSITY
Paget6408PA - 516005.

Assistant Registrar

YOGI VEMANA UNIVERSITY

KADAPA - 516005.



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

During 2022-23

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

#### 1. Personal Data

1.1 Name of the Employee	V.SRI	PRIYA	
1.2 Designation	JUNIOI		1870-17
1.3 Educational Qualification			ANIC CAEMISTRY)
1.4 Experience in administration	(Years and	Year	Sections
Fields like Examinations, Section, Admission, Finance, etc (Upto 3 diff. experience areas)		2022-23.	EXAMINATION SECTION & Yearn
1.5 Date of joining		13-1	1-2014
1.6 Date of Retirement			
1.7 Qualifications	Year	2018	
	Qualification	MSC	

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

### 2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
			1 95	

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

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

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

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

2.4 General Flexibility to Excel exist

reedom to be 'S	MART'		Forgiv	ing One-	time Er	rors	Settin	g Exar	mples by oneself		
								/			
2.5 Communica	tion by yo	our Sup	perior								
Day Starts with	Task Talk	cs O	ral/Wri	tten Inst	ructions	Per	suasive mo	ode I	Professional Style		
2.6 Motivation	provided t	o you.		110 14							
Word of Apprec			level task allocation			change	e Pleasanti	ies	Build Team Spirit		
2.7 Method of F	Reporting	of the	activiti	es carrie	d out in	your S	Section				
hrough Proper	to the	Daily	Inward-	Outward	Min-M	ax Time for		ess on Confidentiality			
Channel	Head		Basis	Registe	r	Comple	etion	Ma	intenance		
4											
efer Past	Past Attempt		Equip you with		Sec	s etc. yourself or take Seek Help from Superiors		Er	Entrust the Task to subordinates		
Draft	Fresh	- 13	Updates Superiors si		Su	Cordinacos					
3.2 What is the	evetem o	f filing	donei	n vour S	ection?			-			
		-wise f		Confide		ng G	necial file	e as V	C/Registrar Seeks		
Γopic-wise filin	g Date-	-WISC I	mig	Connuc	mai III	115	peciai me	0 40 Y	. SizieBiona Deems		
3.3 Are inward	and Outv	vard T	anal Re	gisters n	naintain	ed in v	our Sectio	n? (Ch	eck the Right Cell		
Sta Sta		,	i pui rec		vard				utward		
Maintained	tus		1	1111	ruici						
Not Maintained				1000							
3.4 State the no	ormal time	e taken	to disr	ose a file	e/paper						
Routine		anator			-time/	Fresh	Replies	to	Grievance		
Letters/Files	Repo	-delenner and	J.S	Comment and St.	ent Rep		Govern		Letters		
1 - 2 day				-	2 day						
		eave w	ere ava				36 months	?	W		
	days of le			Earned		FN Permission of A			N Permission of Hr.		
3.5 How many	Duty leave	Mate Med Leav	ical	Leave	1Hr.		011.02	1Hr.			
3.5 How many Casual Leave	Duty	Mate Med	ical		1Hr.			1Hr.			
3.5 How many Casual Leave	Duty leave	Mate Med Leav	ical /e	Leave				1Hr.			
3.5 How many Casual Leave 2.5 3.6 Do you wo	Duty leave — rk on holi	Mate Med Leav	ical e off the c	Leave 30 office hor		_		1Hr.	2 days		
3.5 How many Casual Leave  2.5 3.6 Do you wo No. of Holidays	Duty leave rk on holi	Mate Med Leav idays/o	off the cast one	Leave 30 office horyear	urs?	bordin		1Hr.			
3.5 How many Casual Leave  2.5 3.6 Do you wo No. of Holidays No. of Holidays	Duty leave rk on holi worked i	Mate Med Leav idays/on the l	off the cast one	Leave 30 office horyear year by	urs? your Su		ate -1	1Hr.			
3.5 How many Casual Leave	Duty leave rk on holi worked i	Mate Med Leav idays/on the l in the l	off the cast one ast one ast one	30  ffice hor year year by year by	urs? your Su your St	bordin	ate -1 ate -2	1Hr.			

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

Γο Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine					
Taken	Special				I RELIE	

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	Sog	D	Set in	Order	Shine	Standardize	Sustain
Machines/ Equipments	1		/				
Consumables/Stationery	1		/				

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos. 0			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	1
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month	1	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	3	Reg	ulations	
% 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	100000000000000000000000000000000000000	gations o			ptions/Gr ejections	ounds		ral/State mission		Mal for l	cing Rep RTIs	orts
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick			/									

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

Yes

No

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

Officers: (Ficas	N//2020/00M	The second secon	0= 000/	T th 050/
Always (100%)	Almost Always (95-100%)	Mostly (90-95%)	85-90%	Less than 8376
rimays (coord)	-			

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

5.5 Have you ever med any legar sun		
Filed For the University	Filed Against the University	
Filed For the University		

## 6. Grievances Handling

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

O.1 Does your s	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)

since receipt of the			O C .C. Desceptition	
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?

grievances nandin				O. C. 'C. Demonalities
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!		-		The second second		
Range	>75%	/	51-75%	26-50%	>25%	
Canec	- 1 J 1 U					

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

Danga	>50%	41-50%	31-40%	≤ 30%	- 1
Range	2070				

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

time?		-			1 - 22 02 0	
Range	>40%	/	31-40%	21-30%	≤20%	

Specific Remarks:

The employeer and Employen, Administrative authorities of V.S. University wellone are co-operative to make

Ourselver worke Comfortably. The Admin. authorities excourage the Euployeer in Marpects Of worke.

V. Sn. prija.

Signature of the Employee

Place: NELLORE

Internal Audit:

internal Qualificator, IQAC ty Assurance Cell (IOAC) VIKRAMA SIMHAPURI UNIVERSITY NELLORE - 524 324.

External Audit:

REGISTRAR VIKRAMA SIMHAPURI UNIVERSIT NELLORE-524 320.

KADAPA - 516005.

Page 5 of 5

Assistant Registrar YOG! VEMANA UNIVERSITY KADAPA - 516005.



## VIKRAMA SIMHAPURI UNIVERSITY, NELLORE, ANDHRA PRADESH - 524324

Administrative Audit of Regular Administrative Staff Only

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

During 2022-23

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	IN M Rao Mudoaboyina					
1.2 Designation	Junior Assistant					
1.3 Educational Qualification	M·A·					
1.4 Experience in administration	(Years and	Year		Sections		
Fields like Examinations,		2022-23	IOAC			
Section, Admission, Finance, etc				37		
(Upto 3 diff. experience areas)						
1.5 Date of joining		01-07-2014				
1.6 Date of Retirement		30-06-2043				
1.7 Qualifications	Year	2011	2008	1998	1996	
	Qualification	AM	BA	PDC	SSC	

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

#### 2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation		Progress Periodic Review	Addl. Responsibility
DA. W. AG	2 70013	Good	Taren

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

	No. of Draft Notes to process & expedite			Arrangement for Staff on leave
03	03	02	95%	7-29

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

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

Freedom to be	'SMART	""	Forg	iving On	e-time	e Erro	rs	Setti	ng Ex	amples by oneself
	Ye	>		yes				Yes		
~=:::=::::::::::::::::::::::::::::::::	7155								П	
2.5 Communic	cation by	your S	uperior							
Day Starts with	h Task T	alks	Oral/W	ritten Ins	tructio	ons	Persu	asive m	ode	Professional Style
	les			yes	yes		yes	yes -		
2.6 Motivation	provide			U			101	-		
Word of Appre	eciation	High		sk allocat	tion	Exch		Pleasant	ries	Build Team Spir
429			ye					fus		Jes
2.7 Method of			e activi	ties carrie	ed out	in yo	ur Se	ction		BLUE BLUE
Through Proper Channel	Directly Head	to the	Daily Basis	Inward Registe			n-Max mpleti	Time for		tress on Confidentialit faintenance
Jes	-		Jus	, 7	es	3	3-4	days		NO
					·			1		
Refer Past	Attemp	ot	Equip y	you with	S	Seek I	lelp f		E	elp of your superion ntrust the Task to
	T the con	respon	dence/	circulars/i	notes	etc. ye	ourse	f or take	the h	elp of your superio
Refer Past	Attemp	ot	Equip y	you with	S	Seek I	lelp f		E	ntrust the Task to
Refer Past	Attemp Fresh	ot	Equip y Update	you with	S	Seek F Superi	lelp f ors		E	ntrust the Task to abordinates
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Refer Past Draft  3.2 What is the Topic-wise filing	Attemp Fresh system of	of filing	Equip y Update g done	you with es in your S Confiden	ection ntial fi	Seek F Superion?	Spe	rom	E su	ntrust the Task to abordinates  Yes  C/Registrar Seeks
Refer Past Draft 3.2 What is the Topic-wise filing 3.3 Are inward Stat	Attemp Fresh system of Date	of filing	Equip y Update g done	you with es in your S Confider	ection ntial fi	Seek F Superion?	Spe	rom	E st	ntrust the Task to abordinates  Yes  C/Registrar Seeks
Refer Past Draft 3.2 What is the Topic-wise filing 3.3 Are inward Stat Maintained	Attemp Fresh system of Date	of filing	Equip y Update g done	you with es in your S Confider	ection ntial fi	Seek F Superion?	Spe	rom	E st	C/Registrar Seeks
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Refer Past Draft  3.2 What is the Topic-wise filing  3.3 Are inward  State Maintained Not Maintained 3.4 State the no Routine	Attemp Fresh system of Date and Outstus	of filing e-wise ward T	Equip y Update g done filing apal Re	you with s in your S Confider  egisters m Inw oose a file First	ection ntial fi naintai vard	Seek F Superion? illing ined in	Spe Spe	cial files	E st	C/Registrar Seeks Leck the Right Cell utward  Grievance
Refer Past Draft 3.2 What is the Topic-wise filing 3.3 Are inward State Maintained Not Maintained 3.4 State the no Routine Letters/Files	Attemptersh System of Date and Outstus	of filing e-wise ward T	Equip y Update g done filing apal Re	you with s in your S Confider  egisters m Inw oose a file First	ection ntial fi naintai vard	Seek F Superior 1? Tiling ined in	Spe Spe	rom cial files r Section Replies	E st	C/Registrar Seeks  Leck the Right Cell  utward
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Refer Past Draft  3.2 What is the Topic-wise filing  3.3 Are inward State Maintained Not Maintained 3.4 State the no Routine Letters/Files  1 Jay  3.5 How many	Attemptersh and Outrottus  Explanation  Explanation  Explanation  Explanation  Report	e taken lanator orts Mate Medi	Equip y Update g done filing apal Re to disp y ere ava mity/ ical	you with es in your S Confider  gegisters m Inw  oose a file First- conte	ection ntial fr naintai vard e/pape etime/ ent Re ou in t	Seek I-Superior	Spe Spe St 36 r	rom cial files r Section Replies Governm	E st	C/Registrar Seeks  C/Registrar S
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Refer Past Draft  3.2 What is the Topic-wise filing 3.3 Are inward State Maintained Not Maintained 3.4 State the no Routine Letters/Files  1 Jay 3.5 How many Casual Leave  3.6 Do you work 3.6 Do you work 3.7 Do you work 3.8 Do you work 3.8 Do you work 3.9 Do you work 3.	Attemptership Fresh system of g Date and Outstus Explanation Report and State of the Control of	e taken lanator orts  Mate Medi Leav	Equip y Update g done filing apal Re a to disp y ere ava mity/ cal e	you with es in your Se Confider  Confider  Inw  Oose a file  First- conte  iled by your  Earned Leave  ffice hour	ection ntial fi naintai vard e/pape -time/ ent Re ou in t	Seek I-Superior	Spe	rom  cial files r Section  Replies Governmenths?	as Vo	C/Registrar Seeks  C/Registrar S
Refer Past Draft  3.2 What is the Topic-wise filing 3.3 Are inward State Maintained Not Maintained 3.4 State the no Routine Letters/Files  1 Jay 3.5 How many Casual Leave	Attemptership Fresh system of g Date and Outstus Explored and Outstus Explored and Duty leave k on holi worked i worked i	e taken lanator orts  Mate Medi Leav days/on the la	Equip y Update g done filing apal Re a to disp y ere ava mity/ cal e ff the o ast one	you with s in your S Confider  Confider  Inw  Soose a file  First- conte  iled by your  Earned Leave  ffice hour  year  year by y	ection ntial fr naintai vard  e/pape time/ ent Re ou in t FN F 1Hr.	iling ined in Free ports the last Permis	Spe	rom  cial files r Section  Replies Governm  John months?	as Vo	C/Registrar Seeks  C/Registrar S

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		2 days	Edous	-	
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	74	yy	Jus	Mes
Consumables/Stationery	Yes	The	Ty	Jes	Mes

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	1	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?	10	/	MINI SILKS	um

### 5. Legal Matters

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

Document Types	The committee of the		Ordi	Ordinances			Statutes			Regulations		
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick		V				V			V		1	

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			Commissions			Making Reports for RTIs			
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick		14 14/11	V						~		1	1

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

Yes

No

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

Always (100%)	Almost Always (95-100%)	Mostly (90-95%)	85-90%	Less than 85%
1	_	HELL WILL	-	-

#### 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	100	-	-	- Iday
From Students		_	-	1 day

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

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

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

Suggestions Sought	Weekly	Monthly	Annually
From Staff	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%	-	51-75%	V	26-50%	-	>25%	

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

					Contraction Carried States	
Range	>50%	1	41-50%	31-40%	≤30%	

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

				2.424	
Range	>40%	31-40%	21-30%	≤ 20%	

Specific Remarks:

Let the authorities of the univerty have been monotoning the overall capabilly and helps to enches time time for the best out puls.

Date:

Place:

Internal Audit:

Director, IQAC

internal Quality Assurance Cell (IQAC) VIKRAMA SINHAPURI UNIVERSITY

External Audit 324

REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.

Assistant Registrar

YOGI VEMANA UNIVERSITY - KADAPA - 516005.

YOGI VEMANA UNIVERSITY KADAPA - 516005.

### VIKRAMA SIMHAPURI UNIVERSITY, NELLORE, ANDHRA PRADESH - 524324

Administrative Audit of Regular Administrative Staff Only

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

During 2022-23

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.	Cham	undelwa	YL			
1.2 Designation	Junior -	Assistan	t				
1.3 Educational Qualification	MCA						
1.4 Experience in administration	(Years and	Year		Sections			
Fields like Examinations, Section, Admission, Finance, etc (Upto 3 diff. experience areas)	2022-23	Establish meut					
1.5 Date of joining		04-06-2014.					
1.6 Date of Retirement		31.	-03-20	49.			
1.7 Qualifications	Year	2010	2007	2004	2002		
	Qualification	MCA	B.Sc.	Jutermett	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	
Extablishant	05	Good	Taken	

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

	No. of Draft Notes to process & expedite		1 100 55	Arrangement for Staff on leave
05 05		02	95-1.	yes

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

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

Freedom to be	198			VIES	e-time l'iri				imples by onesel
1	,-			12	<u> </u>			1.	7
2,5 Communic	cation by	your S	Superior						
Day Starts wit	h Task Ta	alks	Oral/W	ritten Ins	structions	Pers	suasive m	ode	Professional Sty
Yes	ic C. <mark>-</mark>			yes			708		-
2.6 Motivation	provideo	d to yo	u.	17		-	1/		
Word of Appro	eciation	High	level ta	sk alloca	tion Exc	hange	Pleasant	ries	Build Team Sp
1.000000									Yep
2.7 Method of	Reportin	g of th	e activi	ties carri	ed out in y	our S	ection		(/
Through Proper Channel	Directly Head				i-Outward N		ax Time for		ress on Confidential
Yes	-		49	8 4	es	9-	3 days		No
V			11	1			8		
	Attemp	н	Equip	you with	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Help	110111	EI	ntrust the Task t
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Oraft  Yes  3.2 What is the Topic-wise filin	Fresh yes	of filin	Update g done filing	es /es in your S Confide	Super section? ntial filing	riors  V SI	ecial file	s as V(	bordinates  758  C/Registrar Seek
Oraft  Yes  3.2 What is the Topic-wise filin  Yes  3.3 Are inward	Fresh System of Date and Out	of filin	Update g done filing	es in your S Confide egisters n	Super section? ntial filing maintained	riors  V SI	ecial file	s as VC	C/Registrar Seek
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Oraft  Yes  3.2 What is the Topic-wise filing  Yes  3.3 Are inward  Sta  Maintained	Fresh ys g Date and Out tus	of filinge-wise	Update g done filing	in your S Confide egisters in	Super section? ntial filing maintained	riors  V SI	ecial file	s as VC	C/Registrar Seek
Oraft  Yes  3.2 What is the Topic-wise filin  Yes  3.3 Are inward  Sta  Maintained  Not Maintained	Fresh System of Barbara and Out	of filinge-wise	Update of the second of the se	in your S Confide egisters in	Super dection? ntial filing maintained ward	riors  V SI	ecial file	s as VC	C/Registrar Seek eck the Right Ce
Oraft  Yes  3.2 What is the Topic-wise filing  Yes  3.3 Are inward  Sta  Maintained  Not Maintained  3.4 State the no	Fresh  98  system of g Date and Out	of filinge-wise	Update of the second of the se	in your S Confide egisters in	Super dection? ntial filing maintained ward e/paper	riors  SI  in yo	pecial file	sas VC	C/Registrar Seek eck the Right Ce utward
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3.2 What is the Topic-wise filing 1988 3.3 Are inward Standard Standard Not Maintained 3.4 State the not coutine setters/Files	Fresh  98  system of g Date and Out	of filinge-wise ward The taken	Update of done filing Fapal Roman to dis	in your S Confide egisters in Inv	Super section?  Intial filing section and section?  Intial filing section and section and section?  Intial filing section and	riors  SI  in your resh	pecial files	su su sas VC	C/Registrar Seek eck the Right Ce utward Grievance Letters
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To Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine		2 days	Iday		-
Taken	Special	_	_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	408	448	458	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 Assistant		
Nos.	0.411	-	-		

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	V	Part	
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month	<b>V</b>	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	<b>V</b>	No	
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?	yes	~		

### 5. Legal Matters

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

Document Types	University's Act			Ordinances			Statutes			Regulations		
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick		V		0		V		9	V		V	

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

Document Types		gations o					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?

Yes

No

	Almost Always (9	32-10030	Mosti	λ (a(n-d2a <sup>n</sup> )   3	5-90%	Less man 85%
	-		40		-	
5.5 Have you eve	r filed any legal su	iit for or aga	ainst th	e University?	Tick if d	one)
Filed For the Uni				Against the Univ		
6. Grievances 6.1 Does your Se	Handling ection receive grieve	vances/com	plaints	from Staff/St	idents? (	Pl. Tick)
	On Administration	On Teac		On Students	I	ecific functionaries
From Staff				_	- CAL SP	\/
From Students				-	1	
From Staff	-		_	On Students		ecific Personalities
From Students 6.3 Was there any		gher officia	ls agair	nst the decision	n of your	Superior in respec
From Students 6.3 Was there any grievances handli		gher officia		onst the decision		Superior in respec
From Students 6.3 Was there any grievances handli Appeal to Higher Officials by	ng?					Superior in respect
From Students 6.3 Was there any grievances handli Appeal to Higher Officials by	ng?					Superior in respec
From Students  6.3 Was there any grievances handli appeal to Higher Officials by staff students  6.4 Does your Sumprovement?	On Administration  On Frequently	On Teac	chers	On Students	On Sj	Superior in respectorecific Personalities
From Students  6.3 Was there any grievances handli Appeal to Higher Officials by Staff Students  6.4 Does your Stimprovement?  Suggestions Soug	On Administration  On Frequently	On Teac	chers	On Students	On Sj	Superior in respect
From Students 6.3 Was there any grievances handli Appeal to Higher Officials by Staff	On Administration  On Frequently	On Teac	chers	On Students	On Sj	Superior in respect

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

31-40%

41-50%

but Div you take legal nances Court judgments etc. immediately to the notice of your Superior

>50%

Range

Officers' (Phone Lick)

7.3 How much you have enhanced their Overall capability since has NAAC accreditation to this

>40% 31-40% Range 21-30%

Specific Remarks:

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

Date:

Place:

Signature of the Employee

Internal Audit:

Director, JOACOR

internal Quality Assurance Cell (IQAC VIKRAMA SIMHAPURI UNIVERSITY

NELLORE - 524 324

**External Audit:** 

Registrar

REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.

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Assistant Registrar YOGI VEMANA UNIVERSITY KADAPA - 516005.

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Assistant Registrar YOGI VEMANA UNIVERSITY

KADAPA - 516005.