



10

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 | N. Vinay Kumar | | | |
| 1.2 Designation | Sr. Assistant | | | |
| 1.3 Educational Qualification | Post Graduation | | | |
| 1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas) | Year | Sections | | |
| | 2022-23 | Principal Office | | |
| 1.5 Date of joining | 03-06-2014 | | | |
| 1.6 Date of Retirement | 31-05-2049 | | | |
| 1.7 Qualifications | Year | 2012 | 2019 | 2022 |
| | Qualification | M.A. English | M.Sc. physics | B.Li.Sc. |

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

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

| Proactive Job allocation | Time Frame done | Progress Periodic Review | Slackness Handled | Addl. Responsibility |
|--------------------------|-----------------|--------------------------|-------------------|----------------------|
| Establishment | 7 years | Good | — | Allotted |

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

| No. of Files to be clear daily | No. of Draft Notes to process & expedite | No. of Staff to Involved in work-flow | % of works to be done as per plan | Arrangement for Staff on leave |
|--------------------------------|--|---------------------------------------|-----------------------------------|--------------------------------|
| 10 | 10 | 1 | 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 |
|-------------------------------------|----------------|----------------------------|----------------------|
| <input checked="" type="checkbox"/> | — | — | — |

2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

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

2.6 Motivation provided to you.

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

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

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

3. Office Administration Work:

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

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

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

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

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

| | | |
|----------------|--------|---------|
| Status | Inward | Outward |
| Maintained | yes | yes |
| Not Maintained | - | - |

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

| | | | | |
|-----------------------|---------------------|-----------------------------------|------------------------|-------------------|
| Routine Letters/Files | Explanatory Reports | First-time/ Fresh content Reports | Replies to Governments | Grievance Letters |
| 1 day | 1 day | 2 days | 1-2 days | 2-3 days |

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

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

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

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

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

| To Whom Meant | | UGC/MHRD | AP Govt. | APSCHE | DST/CSIR, etc. | Other (Pl. specify) |
|---------------|---------|----------|----------|--------|----------------|---------------------|
| Days Taken | Routine | 2-3 days | 1 day | 1 day | 2 to 3 days | |
| | Special | 1 day | 1 day | 1 day | 1 day | |

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

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

3.9 How many subordinates work under your superior?

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

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

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

5. Legal Matters

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

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

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

| Document Types | Obligations of Public authorities | | | Exemptions/Grounds for Rejections | | | Central/State Commissions | | | Making Reports for RTIs | | |
|----------------|-------------------------------------|--------|------|-------------------------------------|--------|------|-------------------------------------|--------|------|-------------------------------------|--------|------|
| | <50% | 50-75% | >75% | <50% | 50-75% | >75% | <50% | 50-75% | >75% | <50% | 50-75% | >75% |
| Pl.Tick | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | |

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

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

| | | | | |
|---------------|-------------------------|-----------------|--------|---------------|
| Always (100%) | Almost Always (95-100%) | Mostly (90-95%) | 85-90% | Less than 85% |
| ✓ | — | — | — | — |

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

| | | | |
|--------------------------|---|------------------------------|---|
| Filed For the University | — | Filed Against the University | — |
|--------------------------|---|------------------------------|---|

6. Grievances Handling

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

| | | | | |
|---------------|-------------------|-------------|-------------|---------------------------|
| | On Administration | On Teachers | On Students | On Specific functionaries |
| From Staff | — | — | — | ✓ |
| From Students | — | — | — | — |

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

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

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

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

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

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

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

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

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

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

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

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

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

Specific Remarks:

clearance of files from time to time
with the help of superiors

Date:

Place: Nellore .



Signature of the Employee

Internal Audit:



Director, IQAC

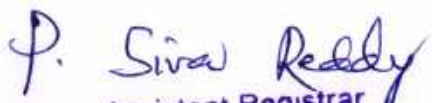
Internal Quality Assurance Cell (IQAC)
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE - 524 324.

External Audit:



Registrar

REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524 320.



Assistant Registrar
YOGI VEMANA UNIVERSITY
KADAPA - 516005.



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



VIKRAMA SIMHAPURI UNIVERSITY,
NELLORE, ANDHRA PRADESH - 524324

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(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 | D. Radhamma | | |
| 1.2 Designation | Senior 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 | |
| | 2022-23 | Examination Section | |
| 1.5 Date of joining | 03-06-2014 | | |
| 1.6 Date of Retirement | 30-06-2036 | | |
| 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 | Time Frame done | Progress Periodic Review | Slackness Handled | Addl. Responsibility |
|--------------------------|-----------------|--------------------------|-------------------|----------------------|
| Senior Assistant | 9.5 years | Good | - | - |

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

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

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

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

2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

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

2.6 Motivation provided to you.

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

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

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

3. Office Administration Work:

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

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

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

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

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

| | | |
|----------------|--------|---------|
| Status | Inward | Outward |
| Maintained | ✓ | ✓ |
| Not Maintained | | |

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

| | | | | |
|-----------------------|---------------------|-----------------------------------|------------------------|-------------------|
| Routine Letters/Files | Explanatory Reports | First-time/ Fresh content Reports | Replies to Governments | Grievance Letters |
| 0.5 to 1hrs | 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?

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

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

| To Whom Meant | | UGC/MHRD | AP Govt. | APSCHE | DST/CSIR, etc. | Other (Pl. specify) |
|---------------|---------|----------|----------|--------|----------------|---------------------|
| Days | Routine | 2 day | 2 day | 2 day | - | - |
| Taken | Special | 3 day | 3 day | 3 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 | ✓ | ✓ | ✓ | ✓ | ✓ |
| 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 | |
| 4.3 Time taken by your Section to process the bills received from Staff/Students | Less than a Month | ✓ | More than a Month | |
| 4.4 Do you follow-up the bills processed by you and sent to other Sections? | Yes | ✓ | No | |
| 4.5 Have you ever suggested simplification of procedures in bill processing? | Yes | ✓ | No | |
| 4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities? | | ✓ | | |

5. Legal Matters

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

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

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

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

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

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

| | | | | |
|---------------|-------------------------|-----------------|--------|---------------|
| Always (100%) | Almost Always (95-100%) | Mostly (90-95%) | 85-90% | Less than 85% |
| ✓ | | | | |

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

| | | | |
|--------------------------|---|------------------------------|---|
| Filed For the University | — | Filed Against the University | — |
|--------------------------|---|------------------------------|---|

6. Grievances Handling

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

| | | | | |
|---------------|-------------------|-------------|-------------|---------------------------|
| | On Administration | On Teachers | On Students | On Specific functionaries |
| From Staff | | | | ✓ |
| From Students | | | | — |

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

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

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

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

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

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

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

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

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

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

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

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

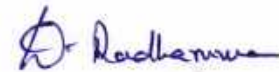
| | | | | | | | | |
|-------|------|---|--------|--|--------|--|------|--|
| Range | >40% | ✓ | 31-40% | | 21-30% | | ≤20% | |
|-------|------|---|--------|--|--------|--|------|--|

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

The university authorities provide lots of work to us in order to sustain under any stress.

Date: 04-03-2024

Place: Nellore



Signature of the Employee

Internal Audit:



Director, IQAC

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

External Audit:



Registrar

REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY/
NELLORE-524 320.



Assistant Registrar
YOGI VEMANA UNIVERSITY
KADAPA - 516005.



(P. Venkateswaraiah)

Assistant Registrar
YOGI VEMANA UNIVERSITY
KADAPA - 516005.



8

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1. Personal Data

| | | | | |
|--|------------------------------------|---|-------|-------|
| 1.1 Name of the Employee | M. JAYANTHI | | | |
| 1.2 Designation | Senior Assistant | | | |
| 1.3 Educational Qualification | M.Com , M.A. Public Administration | | | |
| 1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas) | Year | Sections | | |
| | 2022-23 | Examination section upto June-22 From July-2022, Finance section | | |
| 1.5 Date of joining | 03-06-2014 | | | |
| 1.6 Date of Retirement | 28-02-2035 | | | |
| 1.7 Qualifications | Year | 2004 | 2006 | 2010 |
| | Qualification | H.P.T. | B.Com | 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 | Time Frame done | Progress Periodic Review | Slackness Handled | Addl. Responsibility |
|--------------------------------|-----------------|--------------------------|-------------------|----------------------|
| Examination of Finance Sr Asst | 6-Years | Good | — | Taken |

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

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

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

2.5 Communication by your Superior

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

2.6 Motivation provided to you.

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

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

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

3. Office Administration Work:

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

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

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

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

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

| | | |
|----------------|--------|---------|
| Status | Inward | Outward |
| Maintained | ✓ | ✓ |
| Not Maintained | — | — |

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

| | | | | |
|-----------------------|---------------------|-----------------------------------|------------------------|-------------------|
| Routine Letters/Files | Explanatory Reports | First-time/ Fresh content Reports | Replies to Governments | Grievance Letters |
| 1 day | 2 to 3 days | 1 to 2 days | 1 day | — |

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

| | | | | | |
|--------------|------------|--------------------------|--------------|-----------------------|-----------------------|
| Casual Leave | Duty leave | Maternity/ Medical Leave | Earned Leave | FN Permission of 1Hr. | AN Permission of 1Hr. |
| 30 | — | — | 10 days | — | — |

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

| | |
|--|--------|
| No. of Holidays worked in the last one year | 5 days |
| No. of Holidays worked in the last one year by your Subordinate -1 | — |
| No. of Holidays worked in the last one year by your Subordinate -2 | — |
| No. of Holidays worked in the last one year by your Subordinate -3 | — |

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

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

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

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

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

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

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

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

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

| Always (100%) | Almost Always (95-100%) | Mostly (90-95%) | 85-90% | Less than 85% |
|---------------|-------------------------|-----------------|--------|---------------|
| ✓ | — | — | — | — |

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

| | | | |
|--------------------------|---|------------------------------|---|
| Filed For the University | — | Filed Against the University | — |
|--------------------------|---|------------------------------|---|

6. Grievances Handling

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Specific Remarks:

Our University administrators are very Cooperative and Supportive to staff 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:

M. Jayanthi
Signature of the Employee

Internal Audit:



Director, IQAC

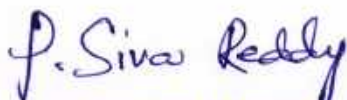
Internal Quality Assurance Cell (IQAC)
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE - 524 324.

External Audit:



Registrar

REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY,
NELLORE-524 320.



Assistant Registrar
YOGI VEMANA UNIVERSITY
KADAPA - 516005.



Assistant Registrar
YOGI VEMANA UNIVERSITY
KADAPA - 516005.



14

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 | Amavasapu. Valli | | | | |
| 1.2 Designation | Junior Steno | | | | |
| 1.3 Educational Qualification | MA | | | | |
| 1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas) | Year | Sections | | | |
| | 2022-23 | Mathematics Department, VSV College, Kauli Computer Science, Dept. VSV College, Nellore Department of Physics, VSV College, Nellore. | | | |
| 1.5 Date of joining | 03.06.2014 | | | | |
| 1.6 Date of Retirement | 31.05.2042 | | | | |
| 1.7 Qualifications | Year | 2007 | 2002 | 1997 | 1995 |
| | Qualification | MA (TEL) | 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

| Proactive Job allocation | Time Frame done | Progress Periodic Review | Slackness Handled | Addl. Responsibility |
|--------------------------|-----------------|--------------------------|-------------------|----------------------|
| Junior Steno | 10 years | Good | - | Taken |

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

| No. of Files to be clear daily | No. of Draft Notes to process & expedite | No. of Staff to Involved in work-flow | % of works to be done as per plan | Arrangement for Staff on leave |
|--------------------------------|--|---------------------------------------|-----------------------------------|--------------------------------|
| 9 | 2 | 1 | 90% | yes |

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

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

2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

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

2.6 Motivation provided to you.

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

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

| | | | | | |
|------------------------|----------------------|-------------|-------------------------|-----------------------------|---------------------------------------|
| Through Proper Channel | Directly to the Head | Daily Basis | Inward-Outward Register | Min-Max Time for Completion | Stress on Confidentiality Maintenance |
| yes | - | yes | yes | 1 day | NO |

3. Office Administration Work:

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

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

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

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

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

| | | |
|----------------|--------|---------|
| Status | Inward | Outward |
| Maintained | yes | yes |
| Not Maintained | | |

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

| | | | | |
|-----------------------|---------------------|-----------------------------------|------------------------|-------------------|
| Routine Letters/Files | Explanatory Reports | First-time/ Fresh content Reports | Replies to Governments | Grievance Letters |
| 1 day | - | - | - | - |

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

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

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

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

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

| To Whom Meant | | UGC/MHRD | AP Govt. | APSCHE | DST/CSIR, etc. | Other (Pl. specify) |
|---------------|---------|----------|----------|--------|----------------|---------------------|
| Days Taken | Routine | - | - | - | 3 days | |
| | Special | - | - | - | 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 | - | - | - | - | - |
| Consumables/Stationery | - | - | - | - | - |

3.9 How many subordinates work under your superior?

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

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

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

5. Legal Matters

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

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

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

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

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

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

| | | | | |
|---------------|-------------------------|-----------------|--------|---------------|
| Always (100%) | Almost Always (95-100%) | Mostly (90-95%) | 85-90% | Less than 85% |
| | | | | ✓ |

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

| | | | |
|--------------------------|---|------------------------------|---|
| Filed For the University | — | Filed Against the University | — |
|--------------------------|---|------------------------------|---|

6. Grievances Handling

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

| | | | | |
|---------------|-------------------|-------------|-------------|---------------------------|
| | On Administration | On Teachers | On Students | On Specific functionaries |
| From Staff | | | — | |
| From Students | | | ✓ | |

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

| | | | | |
|------------------|-------------------|-------------|-------------|---------------------------|
| Time for G or C: | On Administration | On Teachers | On Students | On Specific Personalities |
| From Staff | — | — | — | — |
| From Students | — | — | — | with in 7 days |

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

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

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

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

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

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

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

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

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

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

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

Specific Remarks:

Employees and Employers of VSO College Kavali, VSR University Nellore are very supportive and to clear all the administration matters from time to time encourage at all the stages.

Date: 4/3/2024

Place: Nellore

A. Valli
Signature of the Employee

Internal Audit:

Aude P...

Director, IQAC

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

External Audit:

[Signature]

Registrar

REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524 320.

P. Siva Reddy

Assistant Registrar
YOGI VEMANA UNIVERSITY
KADAPA - 516005.

[Signature]

(P. Venkateswararaj)

Assistant Registrar
YOGI VEMANA UNIVERSITY
KADAPA - 516005.



15

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 | P. Mohini | | | | |
| 1.2 Designation | Jr. steno | | | | |
| 1.3 Educational Qualification | M.Sc | | | | |
| 1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas) | Year | Sections | | | |
| | 2022-23 | Examinations | | | |
| 1.5 Date of joining | 04-06-2014 | | | | |
| 1.6 Date of Retirement | 30-06-2040 | | | | |
| 1.7 Qualifications | Year | 1995 | 1997 | 2000 | 2003 |
| | Qualification | SSC | Intermediate | BA | M.Sc |

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

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

| Proactive Job allocation | Time Frame done | Progress Periodic Review | Slackness Handled | Addl. Responsibility |
|--------------------------|-----------------|--------------------------|-------------------|----------------------|
| Examinations | 1 year | Good | - | Taken |

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

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

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

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

2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

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

2.6 Motivation provided to you.

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

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

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

3. Office Administration Work:

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

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

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

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

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

| | | |
|----------------|--------|---------|
| Status | Inward | Outward |
| Maintained | Yes | Yes |
| Not Maintained | | |

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

| | | | | |
|-----------------------|---------------------|-----------------------------------|------------------------|-------------------|
| Routine Letters/Files | Explanatory Reports | First-time/ Fresh content Reports | Replies to Governments | Grievance Letters |
| 1 day | 2 to 3 days | 2 days | 1 or 2 days | within one week |

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

| | | | | | |
|--------------|------------|--------------------------|--------------|-----------------------|-----------------------|
| Casual Leave | Duty leave | Maternity/ Medical Leave | Earned Leave | FN Permission of 1Hr. | AN Permission of 1Hr. |
| 20 | - | - | 35 days | - | - |

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

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

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

| To Whom Meant | | UGC/MHRD | AP Govt. | APSCHE | DST/CSIR, etc. | Other (Pl. specify) |
|---------------|---------|----------|----------|--------|----------------|---------------------|
| Days | Routine | - | - | - | - | - |
| Taken | Special | - | - | - | - | - |

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

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

3.9 How many subordinates work under your superior?

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

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

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

5. Legal Matters

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

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

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

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

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

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

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

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

| | | | |
|--------------------------|---|------------------------------|---|
| Filed For the University | - | Filed Against the University | - |
|--------------------------|---|------------------------------|---|

6. Grievances Handling

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

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

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

| Time for G or C: | On Administration | On Teachers | On Students | On Specific Personalities |
|------------------|-------------------|-------------|-------------|---------------------------|
| From Staff | - | - | - | within a week |
| From Students | - | - | - | within time |

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

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

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

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

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

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

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

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

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

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

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

Specific Remarks:

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: nellore.

P. Malvi
Signature of the Employee

Internal Audit:

V. Venkateswaraiah

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

[Signature]

Registrar
REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524 320.

P. Siva Reddy
Assistant Registrar
YOGI VEMANA UNIVERSITY
KADAPA - 516005.

[Signature]
(P. Venkateswaraiah)
Assistant Registrar
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 | K. Sujatha | | | | |
| 1.2 Designation | Junior Assistant | | | | |
| 1.3 Educational Qualification | M.L.T.Sc., M.Phil, P.h.D. | | | | |
| 1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas) | Year | Sections | | | |
| | 2022-23 | PG. Examination Section | | | |
| | 2023-+ till Library | | | | |
| 1.5 Date of joining | 03-06-2014 | | | | |
| 1.6 Date of Retirement | 31.05.2039 | | | | |
| 1.7 Qualifications | Year | 2022 | 2014 | 1999 | 1997 |
| | Qualification | Ph.D | M.Phil | M.L.T.Sc | 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

| Proactive Job allocation | Time Frame done | Progress Periodic Review | Slackness Handled | Addl. Responsibility |
|--------------------------|-----------------|--------------------------|-------------------|----------------------|
| Exam Section | 1 Year | Good | - | - |

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

| No. of Files to be clear daily | No. of Draft Notes to process & expedite | No. of Staff to Involved in work-flow | % of works to be done as per plan | Arrangement for Staff on leave |
|--------------------------------|--|---------------------------------------|-----------------------------------|--------------------------------|
| 10 | 02 | 02 | 80% | 4y |

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

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

2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

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

2.6 Motivation provided to you.

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

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

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

3. Office Administration Work:

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

| | | | | |
|------------------|---------------|------------------------|--------------------------|----------------------------------|
| Refer Past Draft | Attempt Fresh | Equip you with Updates | Seek Help from Superiors | Entrust the Task to subordinates |
| Yes | | | Yes (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 | Yes | Yes |
| Not Maintained | | |

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

| | | | | |
|-----------------------|---------------------|-----------------------------------|------------------------|-------------------|
| Routine Letters/Files | Explanatory Reports | First-time/ Fresh content Reports | Replies to Governments | Grievance Letters |
| one day | 2 to 3 days | 2 days | 1 to 2 days | |

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

| | | | | | |
|--------------|------------|--------------------------|--------------|-----------------------|-----------------------|
| Casual Leave | Duty leave | Maternity/ Medical Leave | Earned Leave | FN Permission of 1Hr. | AN Permission of 1Hr. |
| 20 | 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 Whom Meant | | UGC/MHRD | AP Govt. | APSCHE | DST/CSIR, etc. | Other (Pl. specify) |
|---------------|---------|----------|----------|--------|----------------|---------------------|
| Days Taken | Routine | - | 1 day | 1 day | - | - |
| | Special | - | 1 day | | - | |

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

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

3.9 How many subordinates work under your superior?

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

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

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

5. Legal Matters

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

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

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

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

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

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

| | | | | |
|---------------|-------------------------|-----------------|--------|---------------|
| Always (100%) | Almost Always (95-100%) | Mostly (90-95%) | 85-90% | Less than 85% |
| ✓ | - | - | - | - |

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

| | | | |
|--------------------------|---|------------------------------|---|
| Filed For the University | - | Filed Against the University | - |
|--------------------------|---|------------------------------|---|

6. Grievances Handling

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Specific Remarks:

Our university provides Assisstance to develop Administrative Activity to fulfill the requirement & duties in addition to helpful.

Date:

Place:

Sijathi h
Signature of the Employee

Internal Audit:

[Handwritten Signature]

Director, IQAC
DIRECTOR

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

External Audit:

[Handwritten Signature]
Registrar

REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524 320

P. Siva Reddy

Assistant Registrar
YOGI VEMANA UNIVERSITY
KADAPA - 516005.

[Handwritten Signature]
(P. Venkateswaraiah)

Assistant Registrar
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 | Pamthangi Mohan | | | | |
| 1.2 Designation | Junior Assistant | | | | |
| 1.3 Educational Qualification | M.A. | | | | |
| 1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas)) | Year | Sections | | | |
| | 2022-23 | Tapala | | | |
| 1.5 Date of joining | 13.04.2016 | | | | |
| 1.6 Date of Retirement | 30.04.2050 | | | | |
| 1.7 Qualifications | Year | 2013 | 2011 | 2008 | 2006 |
| | Qualification | M.A. | B.A. | Inter | SSC |

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

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

| Proactive Job allocation | Time Frame done | Progress Periodic Review | Slackness Handled | Addl. Responsibility |
|--------------------------|-----------------|--------------------------|-------------------|----------------------|
| Jr: Asst. | 07 yrs | Good | | |

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

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

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

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

2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

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

2.6 Motivation provided to you.

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

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

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

3. Office Administration Work:

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

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

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

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

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

| | | |
|----------------|--------|---------|
| Status | Inward | Outward |
| Maintained | Yes | Yes |
| Not Maintained | — | — |

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

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

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

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

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

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

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

| To Whom Meant | | UGC/MHRD | AP Govt. | APSCHE | DST/CSIR, etc. | Other (Pl. specify) |
|---------------|---------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Days Taken | Routine | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Special | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

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

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

3.9 How many subordinates work under your superior?

| Subordinate Type | Temp. Staff | Office subordinates | Junior Assistants |
|------------------|-------------|-------------------------------------|-------------------------------------|
| Nos. | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

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

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

5. Legal Matters N.A.

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

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

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

| Document Types | Obligations of Public authorities | | | Exemptions/Grounds for Rejections | | | Central/State Commissions | | | Making Reports for RTIs | | |
|----------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | <50% | 50-75% | >75% | <50% | 50-75% | >75% | <50% | 50-75% | >75% | <50% | 50-75% | >75% |
| Pl.Tick | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

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

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

| Always (100%) | Almost Always (95-100%) | Mostly (90-95%) | 85-90% | Less than 85% |
|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

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

6. Grievances Handling

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

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

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

| Time for G or C: | On Administration | On Teachers | On Students | On Specific Personalities |
|------------------|--------------------------|--------------------------|--------------------------|---------------------------|
| From Staff | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| From Students | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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

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

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

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

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

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

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

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

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

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

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

Specific Remarks:

I feel very happy and proud to serve in VSV with the supporting of supervisor and staff. I never feel as handicapped (VH) in this institution and get every facility.

Date:

Place: Nellore



(LTI)
Signature of the Employee

Internal Audit:

(Handwritten signature)

Director, IQAC

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

External Audit:

(Handwritten signature)
Registrar

REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524 320.

(Handwritten signature)

Assistant Registrar
YOGI VEMANA UNIVERSITY
KADAPA - 516005.

(Handwritten signature)

(P. Venkateswara)
Assistant Registrar
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 | V. SRI PRIYA | | |
| 1.2 Designation | JUNIOR ASSISTANT | | |
| 1.3 Educational Qualification | MSc (ORGANIC CHEMISTRY) | | |
| 1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas)) | Year | Sections | |
| | 2022-23. | EXAMINATION SECTION & YCAN | |
| 1.5 Date of joining | 13-11-2014 | | |
| 1.6 Date of Retirement | | | |
| 1.7 Qualifications | Year | 2018 | |
| | Qualification | MSc | |

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

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

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

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

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

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

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

2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

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

2.6 Motivation provided to you.

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

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

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

3. Office Administration Work:

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

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

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

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

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

| | | |
|----------------|--------|---------|
| Status | Inward | Outward |
| Maintained | | |
| Not Maintained | | |

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

| | | | | |
|-----------------------|---------------------|-----------------------------------|------------------------|-------------------|
| Routine Letters/Files | Explanatory Reports | First-time/ Fresh content Reports | Replies to Governments | Grievance Letters |
| 1-2 days | | 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. |
| 25 | - | - | 30 | - | - |

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

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

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

| To Whom Meant | | UGC/MHRD | AP Govt. | APSICHE | DST/CSIR, etc. | Other (Pl. specify) |
|---------------|---------|----------|----------|---------|----------------|---------------------|
| Days | 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 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | |
| Consumables/Stationery | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | |

3.9 How many subordinates work under your superior?

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

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

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

5. Legal Matters

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

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

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

| Document Types | Obligations of Public authorities | | | Exemptions/Grounds for Rejections | | | Central/State Commissions | | | Making Reports for RTIs | | |
|----------------|-----------------------------------|--------|-------------------------------------|-----------------------------------|--------|------|---------------------------|--------|------|-------------------------|--------|------|
| | <50% | 50-75% | >75% | <50% | 50-75% | >75% | <50% | 50-75% | >75% | <50% | 50-75% | >75% |
| Pl.Tick | | | <input checked="" type="checkbox"/> | | | | | | | | | |

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

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

| | | | | |
|-------------------------------------|-------------------------|-----------------|--------|---------------|
| Always (100%) | Almost Always (95-100%) | Mostly (90-95%) | 85-90% | Less than 85% |
| <input checked="" type="checkbox"/> | | | | |

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

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

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

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

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

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

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

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

Specific Remarks:

The employees and Employers, Administrative authorities of V.S. University Nellore are co-operative to make themselves work comfortably. The Admin. authorities encourage the employees in all aspects of work.

Date:

Place: NELLORE

V. Sri Pragna
Signature of the Employee

Internal Audit:

[Handwritten Signature]

DIRECTOR

Director, IQAC

Internal Quality Assurance Cell (IQAC)

VIKRAMA SIMHAPURI UNIVERSITY

NELLORE - 524 324.

External Audit:

[Handwritten Signature]

Registrar

REGISTRAR

VIKRAMA SIMHAPURI UNIVERSITY

NELLORE-524 320.

[Handwritten Signature]

Assistant Registrar

YOGI VEMANA UNIVERSITY

KADAPA - 516005.

[Handwritten Signature]

(P. Venkateswararao)

Assistant Registrar

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

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

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

| Proactive Job allocation | Time Frame done | Progress Periodic Review | Slackness Handled | Addl. Responsibility |
|--------------------------|-----------------|--------------------------|-------------------|----------------------|
| IOAC, Jv. Asst | 2 years | Good | — | Taken |

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

| No. of Files to be clear daily | No. of Draft Notes to process & expedite | No. of Staff to Involved in work-flow | % of works to be done as per plan | Arrangement for Staff on leave |
|--------------------------------|--|---------------------------------------|-----------------------------------|--------------------------------|
| 03 | 03 | 02 | 95% | Yes |

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

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

2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

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

2.6 Motivation provided to you.

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

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

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

3. Office Administration Work:

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

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

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

| | | | |
|-------------------|------------------|---------------------|-------------------------------------|
| Topic-wise filing | Date-wise filing | Confidential filing | Special files as VC/Registrar Seeks |
| Yes | Yes | Yes | Yes if need. |

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

| | | |
|----------------|--------|---------|
| Status | Inward | Outward |
| Maintained | Yes | Yes |
| Not Maintained | — | — |

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

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

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

| | | | | | |
|--------------|------------|--------------------------|--------------|-----------------------|-----------------------|
| Casual Leave | Duty leave | Maternity/ Medical Leave | Earned Leave | FN Permission of 1Hr. | AN Permission of 1Hr. |
| (1575) 20 | — | — | — | 4 hrs. | 3 hrs. |

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

| | |
|--|--------|
| No. of Holidays worked in the last one year | 8 days |
| No. of Holidays worked in the last one year by your Subordinate -1 | 6 days |
| No. of Holidays worked in the last one year by your Subordinate -2 | 5 days |
| No. of Holidays worked in the last one year by your Subordinate -3 | — |

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

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

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

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

3.9 How many subordinates work under your superior?

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

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

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

5. Legal Matters

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

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

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

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

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

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

| | | | | |
|---------------|-------------------------|-----------------|--------|---------------|
| Always (100%) | Almost Always (95-100%) | Mostly (90-95%) | 85-90% | Less than 85% |
| ✓ | — | — | — | — |

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

| | |
|--------------------------|------------------------------|
| Filed For the University | Filed Against the University |
| — | — |

6. Grievances Handling

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

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

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

| | | | | |
|------------------|-------------------|-------------|-------------|---------------------------|
| Time for G or C: | On Administration | On Teachers | On Students | On Specific Personalities |
| From Staff | ✓ | ✓ | ✓ | ✓ 1 day |
| From Students | ✓ | ✓ | ✓ | ✓ 1 day |

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

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

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

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

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

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

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

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

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

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


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

Specific Remarks:

All the authorities of the university have been monitoring the overall capability and help to enforce strictness for the best output.

Date:

Place:


Signature of the Employee

Internal Audit:


Director, IQAC

DIRECTOR
Internal Quality Assurance Cell (IQAC)
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE - 524 324
External Audit:


Registrar

REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524 320.


Assistant Registrar
YOGI VEMANA UNIVERSITY
KADAPA - 516005.


Assistant Registrar
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 | Devala. Chamunderewari | | | | |
| 1.2 Designation | Junior Assistant | | | | |
| 1.3 Educational Qualification | MCA | | | | |
| 1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas) | Year | Sections | | | |
| | 2022-23 | Establishment | | | |
| 1.5 Date of joining | 04-06-2024. | | | | |
| 1.6 Date of Retirement | 31-03-2049. | | | | |
| 1.7 Qualifications | Year | 2010 | 2007 | 2004 | 2002 |
| | Qualification | MCA | B.Sc. | Intermed | SSC |

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

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

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

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

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

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

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

2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

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

2.6 Motivation provided to you.

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

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

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

3. Office Administration Work:

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

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

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

| | | | |
|-------------------|------------------|---------------------|-------------------------------------|
| Topic-wise filing | Date-wise filing | Confidential filing | Special files as VC/Registrar Seeks |
| yes | yes | yes | if need |

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

| | | |
|----------------|--------|---------|
| Status | Inward | Outward |
| Maintained | yes | yes |
| Not Maintained | - | - |

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

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

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

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

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

| | |
|--|-------------------|
| No. of Holidays worked in the last one year | 8 days |
| No. of Holidays worked in the last one year by your Subordinate -1 | 6 days |
| No. of Holidays worked in the last one year by your Subordinate -2 | 5 days |
| No. of Holidays worked in the last one year by your Subordinate -3 | - |

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

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

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

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

3.9 How many subordinates work under your superior?

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

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

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

5. Legal Matters

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

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

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

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

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

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

| Always (100%) | Almost Always (95-100%) | Mostly (90-95%) | 85-90% | Less than 85% |
|---------------|-------------------------|-----------------|--------|---------------|
| — | — | — | — | — |

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

| | | | |
|--------------------------|---|------------------------------|---|
| Filed For the University | — | Filed Against the University | — |
|--------------------------|---|------------------------------|---|

6. Grievances Handling

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

| | On Administration | On Teachers | On Students | On Specific functionaries |
|---------------|-------------------|-------------|-------------|---------------------------|
| From Staff | — | — | — | ✓ |
| From Students | — | — | — | ✓ |

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

| Time for G or C: | On Administration | On Teachers | On Students | On Specific Personalities |
|------------------|-------------------|-------------|-------------|---------------------------|
| From Staff | — | — | — | 1 day |
| From Students | — | — | — | 1 day |

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

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

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

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

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

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

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

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

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

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

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

Specific Remarks:

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

Date:

Place:

Chani
Signature of the Employee

Internal Audit:

Venule Prasad
DIRECTOR

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

External Audit:

[Signature]
Registrar

REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524 320.

P. Siva Reddy
Assistant Registrar
YOGI VEMANA UNIVERSITY
KADAPA - 516005.

[Signature]
(P. Venkateswarthy)
Assistant Registrar
YOGI VEMANA UNIVERSITY
KADAPA - 516005.