

## 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. Kamak	kh:				
1.2 Designation	and a second second with the second se	Junior Assistant				
1.3 Educational Qualification	'Degree					
1.4 Experience in administrat	ion (Years and	Year	Sections			
Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas)		2022-23	Finance section			
1.5 Date of joining		03.06	2014			
1.6 Date of Retirement			6.2052			
1.7 Qualifications	Year	2010				
2 V	Qualification					

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

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

#### 2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review		Addl. Responsibility
-		_	-	-

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

		t No. of Staff to Involved in work- flow	% of works to be done as pe plan	
5	2		50 -1.	V
2.3 Assistance to	Section Head in e	volving policies for your		nost important two)
Provide Ideas		Serve as a Resource per		elop Draft Policy
-	~			~

Page 1 of 5

#### 2.4 General Flexibility to Excel exist

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

#### 2.5 Communication by your Superior

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

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	<ul> <li>Machine Constraints and a second s</li></ul>	Min-Max Time for Completion	Stress on Confidentiality Maintenance
V			V		
		1	V		

# 3. Office Administration Work:

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

Additional and

Refer Past Draft		ttempt resh	Equip Update	you with es	Seek H Superio	lelp from ors	Entrust the Task to subordinates	
~		-					-	
3.2 What is t	he sys	stem of fi	ling done	in your Sec	tion?		real millions in the	
Topic-wise fil	ing	Date-wi	se filing	Confident	ial filing	Special file	s as VC/Registrar Seeks	
V		L	/			•		
3.3 Are inwa	rd an	d Outwar	d Tapal R	egisters ma	intained in	n your Sectio	n? (Check the Right Cell)	
S	tatus			Inwa	rd		Outward	
Maintained						H le	$\checkmark$	
Not Maintaine	ed			-			-	

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

Routine	Explanatory	First-time/ Fresh	Replies to	Grievance
Letters/Files	Reports	content Reports	Governments	Letters
10 01	02	-		-

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

Casual Leave	Duty leave		Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
37	-	-	10 day x	V	V

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

No. of Holidays worked in the last one year	10 days
No. of Holidays worked in the last one year by your Subordinate -1	_
No. of Holidays worked in the last one year by your Subordinate -2	
No. of Holidays worked in the last one year by your Subordinate -3	-

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

To Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	01	0'	01	01	Name.
Taken	Special	01	01	01	01	C

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

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

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	03	02	05

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

Issues	Alternative	Tick Here	Alternative	Tick Here
4.1 Do you prepare any budget for your Section?	Yes	V	No	
4.2 Are budgetary allocations fully spent or partially spent?	Full	~	Part	
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month	V	More than a Month	
4.4 Do you follow- up the bills processed by you and sent to other Sections?	Yes	V	No	
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	$\checkmark$	No	
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?	i - pitera	1	1997 - P	

## 5. Legal Matters

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

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

Document Types	÷		*** ang		Commissions		Making Reports for RTIs					
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	1			(in the							100	

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	-	-		0
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	4	~	~	
Students	-	· · · · ·	-	-

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

Suggestions Sought	Weekly	Monthly	Annually
From Staff	1	-	-
From Students	-	-	-

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

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

	0% >25%	
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7.2 How much you have enhanced IT capability since last NAAC accreditation to this time?

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

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

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

Specific Remarks:

our university Providep Asseptandog to develop administrative activitings to fullfil the orequisement of duties in addition to helpful.

Date:

Place: Nellore

X. Camach\_\_\_\_\_\_ Signature of the Employee

Internal Audit:

de por a

Director, IQAC internal Quality Assurance Cell (IQAC VICRAMA SIMHAPURI UNIVERSITY HELLORE - 524 324

External Audit:

P. Sive Re

YOGI VEMANA UNIVERSITY KADAPA - 516005.

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REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.7

Ventesconty

Assistant Registrar YOGI VEMANA UNIVERSITY KADAPA - 516005.

# VIKRAMA SIMHAPURI UNIVERSITY, NELLORE, ANDHRA PRADESH - 524324

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#### 1. Personal Data

1.1 Name of the Employee	A. Marry	the D			
1.2 Designation	Junior				
1.3 Educational Qualification	M.Sc., CR				
1.4 Experience in administration	(Years and	Year		Sections	
Fields like Examinations, Section, Admission, Finance, etc (Upto 3 diff. experience areas)		2022-23	Confidentie Esaminat	1 Section	(Pb),
1.5 Date of joining		03/06	2014		
1.6 Date of Retirement		30106			
1.7 Qualifications	Year	2011	2009	2006	2004
	Qualification	Mise.	B.se.	Intermediate	S.S.C

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

## 2. Job-Execution: Process and Functions

Proactive Job allocation	Time Frame done	Progr Perio	die Pavian	(N/		Addl.	Responsibility	
Confidentel ( 2.2 Targets/Tin	in limits fixed	mits fixed for your Sec		activities	-	Taken		
No. of Files to be clear daily	No. of Draft No. of St Notes to process Involved & expedite flow		No. of Staff Involved in	to % of works			o Arrangement fo er Staff on leave	
As per the Requirement					90%	10	yes.	
2.3 Assistance to	o Section Head	in evo	olving policie	s for your			ost important two)	
Provide Ideas	Cite Instance					Develop Draft Policy		
$\checkmark$	$\checkmark$			-		~		

2.1 Allocation of Duties and Responsibilities

Page 1 of 5

2.4 General Flexibility to Excel exist

der 1. Weitzen mit in der der ge	AND MADE IN A CONTRACTOR OF A CONTRACTOR OFTA CONTRACT	The second
Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
and the state of the	L # 10/1	YRS
Yes	Yes	1~3

2.5 Communication by your Superior

Day Starts with	y Starts with Task Talks   Oral/Written Inst		ten Instructio	ons Persuasive mode		ve mode	Professional Style		
Yes			YE	us		7.	45	-	
2.6 Motivation	provided t	to you	1.						
Word of Appre		ligh	evel task	allocation	Exc	change Ple	asantries	Build Team Spirit	
Yes			Yes		Yes			Yes	
2.7 Method of	Reporting	of the	e activitie	es carried out	in	your Secti	m		
Through Proper Channel	Directly t Head		Daily Basis	Inward-Outw Register	ard	Min-Max Ti Completion	me for	Stress on Confidentiality Maintenance	
Tes	- 4		Yes	Yes		3 to sdays		NO	

# 3. Office Administration Work:

3.3 Are inward and Ou Status Maintained Not Maintained	of filing dor te-wise filing Yez itward Tapal	g Confic Y Registers	Section? lential filing		d files as Yei	(Chec	Yes Registrar Seeks k the Right Cell) ward	
3.2 What is the system Topic-wise filing Da Yes 3.3 Are inward and Ou Status Maintained Not Maintained	of filing dor te-wise filing Yey itward Tapal	g Confic Y Registers	lential filing maintained in award		Yes	(Chec	k the Right Cell)	
Topic-wise filing Da Yes 3.3 Are inward and Ou Status Maintained Not Maintained	te-wise filing العربي tward Tapal	g Confic Y Registers	lential filing maintained in award		Yes	(Chec	k the Right Cell)	
3.3 Are inward and Ou Status Maintained Not Maintained	itward Tapal	Registers	maintained in a second	n your S	Yey ection?	(Chec Out	k the Right Cell) ward	
3.3 Are inward and Ou Status Maintained Not Maintained	itward Tapal	Registers I	nward	n your S	ection?	(Chec Out	k the Right Cell) ward	
Status Maintained Not Maintained		I.	nward			Out	ward	
Not Maintained	ma takan ta d		~				/	
	ma takan ta r		~	—				
3.4 State the normal ti	3.4 State the normal time taken to dis					-	-	
	me cancil to c	dispose a l	ile/paper					
and the second	Explanatory Reports		First-time/ Fresl content Reports		Governments		Grievance Letters	
1 days	E & 3 de	45	2 days		to2 d	Sto 6 days		
3.5 How many days of	f leave were	availed by	you in the la	st 36 m	onths?			
Casual Leave Duty leave	Maternit Medical Leave	y/ Earne	d FN Permi	ssion of	n of AN I 1Hr.		Permission of	
20 -		-		-			-	
3.6 Do you work on h	olidays/off th	ne office h	ours?					
No. of Holidays worked							2 days	
No. of Holidays worked								
No. of Holidays worked No. of Holidays worked								

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

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

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	445	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	$\sim$	Part	
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month	$\checkmark$	More than a Month	
4.4 Do you follow- up the bills processed by you and sent to other Sections?	Yes	$\checkmark$	No	
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	$\checkmark$	No	
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?		V		

#### 5. Legal Matters

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

Document Types	Unive	rsity's A	ct	Ordi	nances			Statutes	\$	Regi	ulations	
				<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	V	1		V			V			V		

Document Types	1000-0200	gations o c author	S	la sea la caja mana orani.		Commissions		for I	cing Rep RTIs			
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	50%	50-75% p	>75%	50%	50-75%m	-75%
Pl.Tick	V			V			V			~		

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

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

Always (100%)	Almost Always (95-100%)	Mostly (90-95%)	85-90%	Less than 85%
Always (100 roj	-	-	-	( <u> </u>

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

Filed For the University Filed Against the University	or the University	iled Against the University
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# 6. Grievances Handling

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

	On Administration	On Teachers	On Students	On Specific functionaries
From Staff	-	-	-	$\checkmark$
From Students	-	-	-	V

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

Time for G or C:	On Administration	On Teachers	On Students	On Specific	Personalities
From Staff	-	-		within	2 to sobry
From Students	-	-	-	within	2 to 3 days

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

Appeal to Higher Officials by	On Administration	On Teachers	On Students	On Specific Personalities
Staff	-	1	1	No
Students	-	-	-	NO

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

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

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

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

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

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

With the second s			Contract of the second second second	The second	1
Range	>50%	V	41-50%	31-40%	≤ 30%o

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

Range	>40%	/	31-40%	21-30%	$\leq 20\%$	1
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Specific Remarks:

Admenestration is good and authorships are very supportine to enhance Our working and drapping skills. I can fedring very greatful and Thankful for being one of the staff member in the U.S. University, Nellone. I will give my support as much as i can. Much as P can. Thanking you. A. Way Bizzter Rud Signature of the Employee Place: Nellone, **Internal Audit:** 

Director 1046 internal Quality Assurance Cell (IQAC VIKRAMA SIMHAPURI UNIVERSITY NELLORE - 524 324. **External Audit:** 

REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY / NELLORE-524 320m

Assistant Registrar YOGI VEMANA UNIVERSITY KADAPA - 516005,

Assistant Registrat YOGI VEMANA UNIVERSITY KADAPA - 516005.

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#### 1. Personal Data

1.1 Name of the Employee	S. Gayath	rî				
1.2 Designation	S. Gayath Junior A:	ssistant				
1.3 Educational Qualification	Bisc					
1.4 Experience in administration	(Years and	Year Sections				
Fields like Examinations, Section, Admission, Finance, etc (Upto 3 diff. experience areas)	RTIs. VC	2022 23 Examination Section (Confidential Section)				
1.5 Date of joining		03-06-2014 30-06-2047				
1.6 Date of Retirement						
1.7 Qualifications	Year		2008	2004	2002	
	Qualification		BSC	Inter	SSC	

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

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

#### 2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	1	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Exam Setion Conf	+) One year	Good	-	taken

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

	[2:0] [2:21] - 전망시작 - 12-10.0000	t No. of Staff to s Involved in work- flow	% of works to be done as pe plan		
03	05		90%	Yes	
2.3 Assistance to	Section Head in e	volving policies for your	Section (Pl. Tick,	most important two)	
Provide Ideas	Cite Instances	Serve as a Resource per	rson Dev	elop Draft Policy	
1				1/	

Page 1 of 5

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			
s	Yes		Ye	's	-		
provided to	ou.	1400					
Word of Appreciation High		allocation	Exchange Pleasa	Pleasantries Build Team S			
Yes					Yes		
Reporting of	and the second sec	the first second s	in your Section				
Directly to t Head	ne Daily Basis	Inward-Outwa Register	rd Min-Max Time Completion		Stress on Confidentiality Maintenance		
yes yes		Yes	1 to 2 d	ays			
	s provided to y eciation Hig Reporting of Directly to the Head	seciation High level task Reporting of the activition Directly to the Daily Head Daily	s yes provided to you. beciation High level task allocation I yes Reporting of the activities carried out Directly to the Daily Inward-Outwa Head Basis Register	s /e.s /e.s /e.s /e.s /e.s /e.s /e.s /e.	yes     yes       provided to you.     Section       beciation     High level task allocation       Exchange Pleasantries       yes       Preside       Presid       Preside		

# 3. Office Administration Work:

Refer Past Draft	Attempt Fresh	Equip Updat	you with es	Seek F Superi				trust the Task to pordinates	
Yes	Yes	Ye	28		les			Yes	
3.2 What is the	system of	filing done	in your S	ection?					
Topic-wise filing	Date-v	wise filing	Confider	ntial filing	Spe	cial files	as VC/	Registrar Seeks	
yes		Yes		es			Yes		
3.3 Are inward	and Outwa	ard Tapal R	legisters n	naintained i	n you	r Sectior	1? (Chea	ck the Right Cell	
Stat	us		lnw	vard			Out	ward	
Maintained			Ve	28			Y	Yes	
Not Maintained									
3.4 State the not	rmal time	taken to dis	spose a file	e/paper					
Routine Letters/Files	Expla Repor	natory ts	100.000	-time/ Fre ent Reports	VOID N. LIN			Grievance Letters	
1 day	1 -	to 2 day	\$ 2	days		1 to 2	days	tays 1 to 2 day	
3.5 How many				ou in the la	st 36 i	months?	0		
Casual Leave	Duty leave	Maternity/ Medical Leave					AN Pe 1Hr.	ermission of	
10		~	-		02	<		-	
3.6 Do you wor	k on holid	ays/off the	office hou	irs?					
No. of Holidays	the state of the second state of the second state of the							03	
No. of Holidays	second and the result of the state of the second		the second s					-	
No. of Holidays								-	
No. of Holidays	worked in	the last on	e year by j	your Subor	dinate	-3		-	

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

To Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (PL specify)
Days	Routine	1 day 1 day	1 day	1 day	-	-
Taken	Special	Iday	Iday	1 day	~	5

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

#### 5. Legal Matters

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

Document Types	Unive	rsity's A	ct	Ordi	nances			Statutes		Reg	ulations	
% Awareness	<50%	50-75%	>75%	<50°%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	V			V			V				V	

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

Document Types	-	ations o c author		6.577.571.7	ptions/Gr jections			ral/State mission		Making Rep for RTIs	orts
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	50%	50-75%	>75%	<50% 50-75%	>75%
Pl.Tick	V			~			V			~	

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

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

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

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

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

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

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

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

Time for G or C:	On Administration	On Teachers	On Students	On Specific Personalities
From Staff	-	-		within 1 (01) 2 days
From Students	-		-	within 1 (08) 2 days

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

Appeal to Higher Officials by	On Administration	On Teachers	On Students	On Specific Personalities
Staff	-	1		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	-	$\checkmark$	-
From Students	-	-	

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

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

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

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

Range	>50%	V	41-50%	31-40%	$\leq 30\%$
and the second sec					

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

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

Specific Remarks:

Administration is good and authorities are very supportive to enhance our working skills. I am feeling very grateful and thankfull for being one of the starf member in the V.S. University. I will give my support as much as ican. Thanking you,

Date:

Place: NELLORE

Signature of the Employee

Internal Audit:

deale

Director Orton mternat Quality Assurance Cell (IQAC VIKRAMA SIMHAPURI UNIVERSITY NELLORE - 524 324. External Audit:

Sina Red

Assistant Registrar / YOGI VEMANA UNIVERSITY KADAPA - 516005. Registrar

REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY/ NELLORE-524 320./

f. Ventabe Sund

Assistant Registrar YOGI VEMANA UNIVERSITY KADAPA - 516005.

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## 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	Gona	SWARCO	o kishon	0.	
1.2 Designation	JONOR A				
1.3 Educational Qualification	GRAD	and a straight of the second second			
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas)		Year	Sections		ns
		2022-23	FINANC	ε	
1.5 Date of joining	-	02 -	06-201		
1.6 Date of Retirement		<u>03-06-2010</u> <u>31-05-2019</u>			
1.7 Qualifications	Year	2004-01	and her		
	Qualification	Degree.			

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

## 2. Job-Execution: Process and Functions

#### 2.1 Allocation of Duties and Responsibilities

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

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

		t 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 e	volving policies for your	Section (Pl. Tick, n	nost important two)
		Serve as a Resource per	T IT I I I I I I I I I I I I I I I I I	elop Draft Policy

2.4 General Flexibility to Excel exist

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

#### 2.5 Communication by your Superior

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

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	and the second part of the second second second	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		ttempt resh	Equip Update	you with es	Seek H Superio	lelp from ors	Entrust the Task to subordinates			
1		/	-	/		-	-			
3.2 What is t	he sy	stem of fi	ling done	in your Sec	tion?		1 1 1 1 1 1 h			
		se filing	Confident	ial filing						
/	-		4			-	~			
3.3 Are inwa	rd an	d Outwar	d Tapal R	egisters ma	intained in	n your Sectio	n? (Check the Right Cell			
	tatus			Inwa			Outward			
Maintained					/					
Not Maintaine	ed	and the second	and the second	*	-	-				
	C. Sectors .				10-040 million (1998)					

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

Routine	Explanatory	First-time/ Fresh	Replies to	Grievance
Letters/Files	Reports	content Reports	Governments	Letters
01	02	01	01	01

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

Casual Leave	Duty leave		Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
20	-	1	30	-	-

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

No. of Holidays worked in the last one year	12
No. of Holidays worked in the last one year by your Subordinate -1	-
No. of Holidays worked in the last one year by your Subordinate -2	-
No. of Holidays worked in the last one year by your Subordinate -3	-

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

To Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	01	01	01	1	2
Taken	Special	01	01	01	-	-

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

Upkeep of	Sort	Set in Order	Shine	Standardize	Sustain
Machines/ Equipments	~	/	/		Æ
Consumables/Stationery					V

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	03	02	05

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

Issues	Alternative	Tick Here	Alternative	Tick Here
4.1 Do you prepare any budget for your Section?	Yes	1	No	
4.2 Are budgetary allocations fully spent or partially spent?	Full	1	Part	
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month	1	More than a Month	
4.4 Do you follow- up the bills processed by you and sent to other Sections?	Yes	1	No	
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	1	No	ī
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?		-	-1 -0	

# 5. Legal Matters

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

University's Act			Ordinances		Statutes			Reg	ulations		
<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
-						-			191 4915		-
			-		-						B

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

Document Types	-	gations o c author			ptions/G	2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-	1.	ral/State		N.C. COMPANY	cing Rep RTIs	oorts
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	/			99.2	V M 12 -							

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	-	-	~
From Students	-	-	-	-

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

Appeal to Higher Officials by	On Administration	On Teachers	On Students	On Specific Personalities
Staff	-	-	1	
Students		-	-	-

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

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

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

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

Range	>75%	1	51-75%	26-50%	>25%	
10000						

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

		11			1 1 2 0 0 0 /	
Range	>50%	1	41-50%	31-40%	$\leq 30\%$	

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

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

Specific Remarks:

Date:

Place: Nellore

Internal Audit:

Kung) Kung Signature of the Employee

Ande Porke

Directore LQAG mternal Quality Assurance Cell (IQAC VIKRAMA SIMHAPURI UNIVERSITY NELLORE - 524 324. External Audit:

P. Siva Redd

YOGI VEMANA UNIVERSITY KADAPA - 516005.



VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.

Prencotesum

Assistant Registrar YOGI VEMANA UNIVERSITY KADAPA - 516005.



# VIKRAMA SIMHAPURI UNIVERSITY, NELLORE, ANDHRA PRADESH

#### Administrative Audit of Regular Administrative Staff Only

(Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst) During 2022-2023.

The **administrative audit** is to ensure effective performing of specific functions/responsibilities by administrative staff carried out with a focuson 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	Thripuraribhotal Naresh Chandra					
1.2 Designation	Junior Assistant					
1.3 Educational Qualification	M.A. English, Accounts Test Part – I& II, PGDCA, PGDPR, PGD IR & PM Typewriting Higher					
1.4 Experience in administrati		Years	Sections			
Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 4 diff. experience areas)		2022-23	VC Peshi			
1.5 Date of joining		03.06.2014				
1.6 Date of Retirement		02.06.2049				
1.7 Qualifications	Year	2012	2008	2005	2003	
	Qualification	M.A.English	B.Sc.,	Intermediate	SSC	

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

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

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Junior Assistant VC Office	8 Years	Very Good		Assigned duties as PA to Vice-Chancellor

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

No. of Files to be clear daily		No. of Staff to Involved in work- flow	% of works to be done as per plan	
10	10	03	90%	

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

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

#### 2.4 General Flexibility to Excel exist

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

#### 2.5 Communication by your Superior

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

Yes	High level task allocation Yes		<b>I</b>
105	162	Yes	Yes

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

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

# 3. Office Administration Work:

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

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

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

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

Status	Inward	Outward
Maintained	Yes	Yes
Not Maintained	-	1999 1999

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

Routine	Explanatory	First-time/ Fresh	Replies to	Grievance
Letters/Files	Reports	content Reports	Governments	Letters
1 days	1 to 2 days	2 days	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.
20	0	0	0	0	0

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

No. of Holidays worked in the last 36 months by you	85
No. of Holidays worked in the last 36 months by your Subordinate -1	80
No. of Holidays worked in the last 36 months by your Subordinate -2	80
No. of Holidays worked in the last 36 months by your Subordinate -3	

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

To Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	1 days	1 days	1 day	1 day	1 <del>444</del>
Taken	Special	2 - 3 days	2-3 day	2-3 day	2-3 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	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	02	02	00

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

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

#### 5. Legal Matters

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

Document Types	Unive	ersity's A	ct	Ordi	nances			Statutes	5	Reg	ulations	
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	V			V	<u></u>		V				$\checkmark$	

Document Types		utions of authori	Exemptions/Grounds for Rejections			ntral/State		Making Reports for RTIs			
% Awareness	wareness <50% 50-75% >75% <50% 50-75% >75%		<50%	50-75%	>75%	<50%	50-75%	>75%			
Pl.Tick		V	 V		-	****				V	

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

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

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

No

Always (100%)	Almost Always (95-100%)	Mostly (90-95%)	85-90%	Less than 85%
N			• • •	++++

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

Filed For the University	 Filed Against the University	
r near of the Oniversity	r ned Agamat the Oniversity	

## 6. Grievances Handling

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

	On Administration	On Teachers	On Students	On Specific functionaries
From Staff				V
From Students				$\checkmark$

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

Time for G or C:	On Administration	On Teachers	On Students	On Specific Personalities
From Staff	1 <u>1111</u>			With in 1 or 2 days
From Students				With in 1 or 2 days

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

Appeal to Higher Officials by	On Administration	On Teachers	On Students	On Specific Personalities
Staff			12020	
Students				

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

Suggestions Sought	Weekly	Monthly	Annually
From Staff	N	N	Contraction of the second s
From Students		122.22	

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

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

Range	>750/							
Range	>75%	N	51-75%		26-50%		>25%	
			and the second second	-	20 2010	-	-2570	

7.2 How much you have enhanced IT capability since last NAAC accreditation to this time?Range>50% $\sqrt{41-50\%}$ --31-40%--< 30%--

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

Kange $>40\%$ $\vee$ 31-40% - 21-30% - <20% -	Danaa	- 1004	- I and -	Carlos augustos	 		
	Range	>40%	V	31-40%	 21-30%	 < 20%	

Date:

Place:

# Specific Remarks:

Our university administration demonstrates exceptional support in facilitating timely task execution and maintains a friendly rapport with us. They assign ample responsibilities to ensure our resilience under any pressure.

Signature of the employee

Date:

Place: Nellore

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

Assistant Registrar YOGI VEMANA UNIVERSITY KADAPA - 516005.

Registrar

REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320+

Registrar ANA UNIVERSITY

- 516005

Page 5 of 5



# 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.V.Lavel						
1.2 Designation	14. V. Lakshmi Sailaja						
1.3 Educational Qualification	Junior A						
	M.Sc. BEd.	PODCA.	Type Hid	las a			
1.4 Experience in administration Fields like Examinations,	i (i cars and	Year	in any	Sections			
Section, Admission, Finance, etc (Upto 3 diff. experience areas)	RTIs, VC 2.	2022-23	Finance		nte feetion		
1.5 Date of joining		Ber Mark					
1.6 Date of Retirement			26.2014				
1.7 Qualifications	1	31-0	8-2041	4			
Quantications	Year	2008	2004	2001	1999		
Note: Most questions below by	Qualification	msc.	B.SC	Intu	SCC		
Note: Wost anestione holom h				conte	260		

ions 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 Propoting Lab

allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Jumin As At	06 years	Gove		
2.2 Targets/Tin	ne limits fixed	for your Section's		

our Section's activities No. of Ell

be clear daily	No. of Draft Notes to process & expedite	No. of Staff to Involved in work- flow	, per	Arrangement for Staff on leave
0	(m )		plan	
2.3 Assistance to	Soution II	02-	80%	yes

Provide Ideas	Cite Instances	Some B	(PI. TICK, most important two)
10000	Cite instances	Serve as a Resource person	Develop Draft Policy
$\sim$		-	Severop Dran Foncy

Page 1 of 5

# 2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

Day Starts with	th Task Ta	alks	Oral/Writ	tten Instruct	ions	Persuasive mode	e Professional Style
ye	ß			Jes		Jes	r Toressional Style
2.6 Motivation	n provideo	d to yo				Jus	
Word of Appr			and the second se	allocation	Exc	hange Pleasantries	Build Team Spirit
yes			He	3		-	bund ream spirit
2.7 Method of	Reportin	g of th	e activitie	s carried ou	t in v	our Section	
Through Proper Channel	Directly Head	to the	Daily Basis	Inward-Outw Register	vard N	Iin-Max Time for ompletion	Stress on Confidentiality Maintenance
yes	4	10)	Yej	yes	_	3 to 5 days	NU

# 3. Office Administration Work:

Draft	Fresh	Upda	you wit	h Seek F Superi	felp f	from	Er	elp of your superi ntrust the Task to bordinates
yes	46		yes	U	to be a second second		Su	The second second
3.2 What is th	e system	of filing done	e in vour	Section?	-			yes
Topic-wise fili	ng Dat	e-wise filing		ential filing	Can	nial Cl	VC	1/12
		Yes	Connic	endar ming	Spe	cial me	s as VC	C/Registrar Seeks
3.3 Are inwar	d and Out	ward Tapal F	Paristere	maintained in		C. C	0.701	eck the Right Cell
Sta	atus	ind rupurr	Legisters	ward	i you	r Section		
Maintained								tward
Not Maintained	1			1es			Ye	1
3.4 State the n		e taken to di	mara a C				-	
Routine	Eva	lanatory			-			
Letters/Files	Rep			st-time/ Fres tent Reports		Replies Governn		Grievance Letters
1 dey		2 to 3 day	H	John		1 1	o 2 day	
3.5 How many	days of l	eave were av	ailed by y	you in the las	t 36 n	nonthe?	020009	¥
Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permis 1Hr.	sion o	of	AN Pe 1Hr.	ermission of
(20+5) ×3		180 day			-	_	-	
3.6 Do you wor	rk on holi	days/off the d	office hou	irs?				
No. of Holidays	worked i	n the last one	vear					
No. of Holidays	worked in	n the last one	vear by	your Subordi	noto	1		2
No. of Holidays	worked in	the last one	vear by	your Subordin	nate -	2		
No. of Holidays	worked in	the last one	year by	your Subordin	nate -	2		-
		i die fast offe	year by y	our Subordii	nate -	3		

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

fo Who	m Meant	UGC/MHRD	AP Govt	APSCHE	Detroot	
Days	Routine	-	Iday	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	DS1/CSIR, etc.	Other (Pl. specify)
Taken	Special	-	1	( deep	~	-
1922 AND ADDRESS OF	F		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.?

opacep of	Sort	Set in Order	China	<b>C</b> . 1	
Machines/ Equipments			Shine	Standardize	Sustain
		yep	Yes	yes	Yer
Consumables/Stationery	yes	yes	yes		
			19	yy	yes

# 3.9 How many subordinates work under your superior?

Subordinate Type	Toma Cr. CC	T-mor.	
Nos.	Temp. Staff	Office subordinates	Junior Assistants
1405.	0 F	01	

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

4.1 Do you prepare any budget for your Section?	Alternative	Tick Here	Alternative	Tick Here
4.2 Are budgetary alloget for your Section?	Yes	1	No	mere
4.2 Are budgetary allocations fully spent or partially spent?	Full		Part	V
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month		More than a Month	-
4.4 Do you follow- up the bills processed by you and sent to other Sections?	Yes	V	No	
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	U	No	
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?		V		

# 5. Legal Matters

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

Document Types	the second se				inances			Statute	e	D	ulations	-10
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>750/	-500/	co marti		Reg	ulations	5
Pl.Tick	1	50-75%	ar -r	1	50 1578	-15%	~30%	50-75%	>75%	<50%	50-75%	>75%
5.2 Are you conv	versant v	with the	basic	Provio		1-	V	1-	-	~		-

	Public	ations o c author		Exen	jeectoris		0		Making Reports for RTIs			
% Awareness	<50%	50-75%	>75%	<50%	50-75%					101	K11s	
Pl.Tick	V				50-75%	1370	-50%	50-75%	>75%	<50%	50-75%	>75%
			-	V	-	-	~	-	-	V	-	-

Yes

No

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

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

Always (100%)	Almost Always (05 1000()			
1	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	O T I		(II. IICK)
From Staff		On Teachers	On Students	On Specific functionaries
From Students				Jan Continues
			-	1

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

On Administration	0- T 1	6	
	On Teachers	On Students	On Specific Personalities
	On Administration	On Administration On Teachers	On Administration On Teachers On Students

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

Appeal to Higher Officials by	On Administration	On Teachers	On Students	On Specific Personalities
Staff		-		
Students	-			100
				NO

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

Weekly	Monthly	
	wontiny	Annually
	Weekly	Weekly Monthly

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

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

Range	>75%	£ 51 750/			
	1070	V 51-75%	- 26-50%	>250/	

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

- compe	2012/0	11 5004			1110.
	10070	41-50%	31-40%	── ≤ 30%	-

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

Kange	>40%	21 1001	T			
	10.70	31-40%	21-30%		1	
			21-5076	-	$\leq 20\%$	

Specific Remarks:

Our university administration is very suppositive & family manner and always provides a lot of facilities to the University staff. I am happy to work with university Antonines.

Date:

Place:

Internal Audit:

L. U. L. J.

Juse por

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

P. Sivar Red

Assistant Registrar YOGI VEMANA UNIVERSITY KADAPA - 516005.



REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY J NELLORE-524 320-

alle)

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	N. Baby				
1.2 Designation	JUNEY	Assista	nt		
1.3 Educational Qualification	MBA, Mil			Duc 1	
1.4 Experience in administratio		Year		Sections	
Fields like Examinations, Section, Admission, Finance, et (Upto 3 diff. experience areas)	RTIs, VC c.	2022-23	Estab	lishment	
1.5 Date of joining		0310	612014		
1.6 Date of Retirement			7/2045	USE .	
1.7 Qualifications	Year	2019	2009	2003	2000
144	Qualification	M.con	MBA	B-con	1+ishqueenda

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	1074 Harrison M	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Junio + AH	Iveen		100 C	-

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

	No. of Draft Notes to process & expedite	No. of Staff to Involved in work- flow		Arrangement for Staff on leave
10	02	01	80%	vel.

D 11 71	lot a		
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
NOS	Yeg	ye

# 2.5 Communication by your Superior

Day Starts with	n Task Talk	s O	Oral/Written Instruction		ons Persuasive mode		Professional Style
Ver			V	Ver		ver	-
2.6 Motivation	provided to	o you.		•		1 1	
						change Pleasantries	Build Team Spirit
4							
2.7 Method of	Reporting of	of the	activitie	es carried ou	t in	your Section	
Through Proper Channel	Directly to Head		Daily Basis	Inward-Outv Register	1.000000000	Min-Max Time for Completion	Stress on Confidentiality Maintenance
Ves	Ver		yes	yes		2 to 4 day	NO
	1.		-			. 1	

# 3. Office Administration Work:

Refer Past Draft	Attempt Fresh	Equip Update	you with es	Seek H Superio	lelp from ors		rust the Task to ordinates		
	Ver	-	÷ .	Veg (	Some time)		14		
3.2 What is the		ling done	in your Se	ction?					
Topic-wise filing	e filing Date-wise filing Confidential filing Special files as VC				as VC/	Registrar Seeks			
	Vel					-			
3.3 Are inward	and Outwar	d Tapal R	egisters ma	aintained in	n your Section'	? (Cheo	ck the Right Cell		
Stat	us		Inwa	ard		Outward			
Maintained			ver		2	Ver			
Not Maintained			1-						
3.4 State the nor	rmal time ta	ken to dis	spose a file	/paper					
Routine Letters/Files	Explana Reports			time/ Fre nt Reports	esh Replies to Governm		Grievance Letters		
1 dog 3.5 How many	2 to days of leav	3 day		days ou in the la	st 36 months?	day	I week		
Casual Leave	Duty M leave M	Aaternity/ Aedical eave	Earned Leave	FN Permi 1Hr.		AN Pe 1Hr.	ermission of		
23	-	-	10	-			-		
3.6 Do you wor	k on holida	ys/off the	office hour	rs?					
No. of Holidays	worked in t	he last on	e year				4 down		
No. of Holidays	worked in t	he last on	e year by y	our Suboro	dinate -1		2 days		
No. of Holidays							01		
No. of Holidays	worked in t	he last on	e year by y	our Subor	dinate -3		1		

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

To Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	2 to 4 deep	1 day	1/2 day	-	~
Taken	Special	2 to 4 day	2 days	2 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	Yer	Ver	Ve	Ver	JPI
Consumables/Stationery	Vei	Vei	Ver	Ver	Ver
	17	11	17	1	Y 4.

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants		
Nos.	7	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	1	More than a Month	1
4.4 Do you follow- up the bills processed by you and sent to other Sections?	Yes	~	No	-
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	~	No	-
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?			_	-

## 5. Legal Matters

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

Document Types	Unive	ersity's A	ct	Ordi	nances			Statutes	5	Reg	ulations	3
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	-	-	-	-	-		-	-		1	_	1

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

Document Types	Public authorities for Rejections Commissions			Making Reports for RTIs								
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	~	-	-	~			1	-	-	·V		

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

No

Yes

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

Always (100%)	Almost Always (95-100%)	Mostly (90-95%)	85-90%	Less than 85%
1		101. 14 1945	The	1

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

 Filed For the University
 —
 Filed Against the University

#### 6. Grievances Handling

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

	On Administration	On Teachers	On Students	On Specific functionaries
From Staff	-	-		
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 on 2 days
From Students	-	-	-	in 2 days

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

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

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

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

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

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

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

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

Range	>50%	V	41-50%	- 31-40%	$- \le 30\%$	/
	a contract and a					

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

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

Our Institution administration is giving Specific Remarks: good environment to work efficiency. I have good relationship with my authorities of It is giving boost to enhance the work of an happy working with my colleque quality orities. I learned in how concel the exordinary situation with the people.

Place: Nellore

Signature of the Employee

Internal Audit:

de pock of

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

P. Sino Reday

Assistant Registrar YOGI VEMANA UNIVERSITY KADAPA - 516005.

Registrar

REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY \* NELLORE-524 320.\*

V. Venkabescarel

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	SR. Ye	idani	Rah	he	
1.2 Designation	asten	L			
1.3 Educational Qualification			unstration	2)	
1.4 Experience in administration	Year	1.064	Contraction of the Address of the Ad	9	
Fields like Examinations, J Section, Admission, Finance, etc (Upto 3 diff. experience areas)	2022-23	Cocar	vination (	p. (r.)	
1.5 Date of joining		0	8-06-	2014	
1.6 Date of Retirement		2	8-02.	2014	
1.7 Qualifications	Year	Set			
	Qualification				

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

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

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation		Progress Periodic Review	Slackness Handled	Addl. Responsibility
Jr. AB)	6 years	Good	-	

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

	No. of Draf Notes to process & expedite			Arrangement for Staff on leave
10	02	03 80		Yes
2.3 Assistance to	Section Head in e	volving policies for your	Section (Pl. Tick, n	nost important two)
Provide Ideas		Serve as a Resource per		elop Draft Policy
~	/	-		-

2.4 General Flexibility to Excel exist

Page 1 of 5

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

#### 2.5 Communication by your Superior

Day Starts with	n Task Ta	lks (	Dral/Writt	en Instructi	ons	Persuasive mode	Professional Style	
Yes			Ý	es yes			-	
2.6 Motivation	provided	to you	<i>,</i>					
Word of Appre	eciation	High 1	evel task	allocation	Ex	change Pleasantries	Build Team Spiri	
Yes			Y 28			-	-	
2.7 Method of	Reporting	g of the	e activities	s carried ou	t in	your Section		
Through Proper Channel	Directly Head	to the	Daily Basis	Inward-Outw Register	concepts.	Min-Max Time for Completion	Stress on Confidentiality Maintenance	
1100	v	12	4.1	405		3to5 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 Update	you with s	Seek H Superio		from		rust the Task to ordinates	
Ver	yes	Y.	es	V	es			405	
3.2 What is th	e system of	filing done	in your Se					,	
Topic-wise fili		wise filing			Sp	ecial files	as VC/	/Registrar Seeks	
		pes	-	_					
3.3 Are inwar	d and Outwa	ard Tapal R	egisters m	aintained in	n you	ur Section	? (Chec	k the Right Cell	
	atus	C - 100		ard				ward	
Maintained			V	es					
Not Maintained	d		-	-			yes		
3.4 State the r		taken to dis	pose a file	e/paper					
Routine Letters/Files	Expla	Explanatory Reports		First-time/ Fresh Replies to content Reports Government		Carlo Contractore de la contra	Grievance Letters		
1 day	2.10	3 days	3	2 day	is	1 to 2	days		
3.5 How man	- I - I		1						
Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permi 1Hr.	ssioi	n of	AN Permission of 1Hr.		
20	1		-		-	and all	1000	1 (2a)	
3.6 Do you w	ork on holid	lays/off the	office hou	urs?					
No. of Holiday	s worked in	the last one	e year					4	
No. of Holiday				your Subord	dinat	e -1		-	
No. of Holiday								-	
No. of Holiday				Construction of the second second	10 J. H. M. D.	the second se	-1-17	0/	

To Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	-	Iday			_
Taken	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	ves	Yes	Yes	yes	445
Consumables/Stationery	yes	yes	44	705	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	V	No	
4.2 Are budgetary allocations fully spent or partially spent?	Full		Part	/
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month	~	More than a Month	
4.4 Do you follow- up the bills processed by you and sent to other Sections?	Yes	~	No	
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	/	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?

Univer	sity's A	.ct	Ordi	nances			Statutes		Reg	ulations	
50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
~	-	-	1	-	-	1	-	-	~	-	-
14.1	50%	50% 50-75%	50% 50-75% >75%	50% 50-75% >75% <50%	V / -	50% 50-75% >75% <50% 50-75% >75%	50% 50-75% >75% <50% 50-75% >75% <50%	50% 50-75% >75% <50% 50-75% >75% <50% 50-75%	50% 50-75% >75% <50% 50-75% >75% <50% 50-75% >75%	50% 50-75% >75% <50% 50-75% >75% <50% 50-75% >75% <50%	50% 50-75% >75% <50% 50-75% >75% <50% 50-75% >75% <50% 50-75%

Document Types	1000 State 1000	gations o c author		111111111111111111111111111111111111111	ptions/Gi jections			ral/State mission		100420 - 201	cing Rep RTIs	oorts
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	~	-	-	N	-	-	~	-	-	/	-	-

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

No

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	-		<u> </u>	

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

Time for G or C:	On Administration	On Teachers	On Students	On Specific Personalities
From Staff		-		MD
From Students		-	+	NO

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

Appeal to Higher Officials by	On Administration	On Teachers	On Students	On Specific Personalities
Staff		-	· · · · · · · · · · · · · · · · · · ·	200
Students				NO

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

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

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

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

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

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

Range	>50%	41-50%	- 31-40%	← ≤30%	-

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

Range	>40%	-	31-40%	V	21-30%	-	< 20%	
				1		-	= 2070	

Specific Remarks:

The university administration provides the book culture Environment and providies facilityes to the Employees to work peacefring SK Jung

Date:

Place:

Signature of the Employee

Internal Audit:

I dude Pork

Director LOAG internal Quality Assurance Cell (IQAC VIKRAMA SIMMAPURI UNIVERSITY NELLORE - 524 324

External Audit:

P. Siva Ready

Assistant Registrar **YOGI VEMANA UNIVERSITY** KADAPA - 516005.



REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY / NELLORE-524 320-

P. Vententegenerted

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	POLAM RE	FDDY	SUDHA	RANI		
1.2 Designation	JUNIOR					
1.3 Educational Qualification	M.A. T				- 14	
1.4 Experience in administration	Year		Sections			
Fields like Examinations, Section, Admission, Finance, et (Upto 3 diff. experience areas)	2022-23 Callege Development					
1.5 Date of joining		03.0	6. 2014			
1.6 Date of Retirement			6. 2041	1		
1.7 Qualifications	Year		2007	2002	1997	
	Qualification		PG	Degree	SSC	

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

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

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	The second se	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Junio A85	istant 9	yeary Gropa		Taken

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

	No. of Draft Notes to process & expedite	No. of Staff to Involved in work- flow	% of works to be done as per plan	Arrangement for Staff on leave
05	04	02	90%	Yer

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

Page 1 of 5

2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

Day Starts with Task Talks		ilks	Oral/Wri	tten Instruct	ions	Pers	uasi	ve mode	Profes	sional Style
1	Les			Les	eg yeg				-	
2.6 Motivation	n provided	l to you	ı.							
Word of Appro	eciation	High l	level tasl	allocation	Exe	change	Plea	asantries	Build	Team Spirit
Yer	Yes		Leg	Yes		,	Les			
2.7 Method of	Reporting	g of the	e activiti	es carried ou	t in y	your Se	ectio	n		
Through Proper Channel	Directly Head	to the	Daily Basis	Inward-Outv Register	000000000	Min-Ma Complet		ne for	Stress on Maintenar	Confidentiality ace
~		/	~	~		2	to	6 days	3	JO
								0,		

# 3. Office Administration Work:

Refer Past Draft	Attempt Fresh	Equip Update	you with es	Seek H Superio	lelp from ors	100000	trust the Task to bordinates	
Yes	Ye		ter	49-Some-Time		Yes		
3.2 What is the	system of	filing done	in your S					
Topic-wise filin	opic-wise filing Date-wise filing 0		Confide	ntial filing	Special files	s as VC	C/Registrar Seeks	
Yes	4	er	Ye	1	C	les		
3.3 Are inward	and Outwa	ard Tapal R	egisters n	naintained in	n your Section	n? (Che	eck the Right Cell	
Sta	tus		Inv	vard		Ou	itward	
Maintained			Ye	1		Y	Yes	
Not Maintained	Aaintained				-			
3.4 State the no	ormal time	taken to dis	spose a fil	e/paper				
Routine Letters/Files	A REAL PROPERTY OF A REAL PROPER		1000000	First-time/ Fres content Reports		to nents	Grievance Letters	
1 to 2 H	1 days of lea	for 2 d		2 days	I day st 36 months?	4	(day	
Casual Leave	Duty leave	Maternity/ Medical Leave		1			Permission of	
-16-	NO	100NO	8	-				
3.6 Do you wo			office hou	urs?				
No. of Holidays	worked in	the last one	e year				7	
No. of Holidays	worked in	the last one	e year by	your Subord	linate -1		-	
No. of Holidays	worked in	the last one	e year by	your Subord	linate -2		-	
No. of Holidays worked in the last one year by your Subordinate -2 No. of Holidays worked in the last one year by your Subordinate -3								

fo Who	m Meant	UGC/MHRD	AP Govt	ADSCHE	Damigar	
Days	Routine	1-2 days	1 001	AFSCHE		Other (Pl. specify)
Taken	Special	1-2 days		(day	1-2 days	
	von fall		Iday	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.?

Opkeep of	Sort	Set in Order	C11 1		
Machiner (T		Set in Order	Shine	Standardize	Sustain
Machines/ Equipments		Yei	Yer	10	1.1
Consumables/Stationery	Yes	Yes	1.	les	les
	They -	1 pes	yes	400	401

# 3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos. Ol	01	A CONTRACTOR OF	
-	01	0	_

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

CCHAS	~			
4 1 Do you pronone la la c	Alternative	Tick Here	Alternative	Tick Here
4.1 Do you prepare any budget for your Section?	Yes	NO	No	mere
4.2 Are budgetary allocations fully spent or partially spent?	Full	NO	Part	
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month	Xea	More than a Month	
4.4 Do you follow- up the bills processed by you and sent to other Sections?	Yes	Yer	No	_
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	Yes	No	-
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?	Yey !	Yes	-	_
	1			

### 5. Legal Matters

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

	ersity's A	CL	Ordi	nances			Statutes		Dam	alat	
50%	50-75%	>75%	<50%	50-75%	>750/	-500/	Statutes	,	Reg	ulations	1
				50-1570	-1570	<30%	50-75%	>75%	<50%	50-75%	>75%
V	-	-		1	-	_	~			1/	-
5	0%	0% 50-75%	0% 50-75% >75%	0% 50-75% >75% <50%	0% 50-75% >75% <50% 50-75%	0% 50-75% >75% <50% 50-75% >75%	0% 50-75% >75% <50% 50-75% >75% <50%	0% 50-75% >75% <50% 50-75% >75% <50% 50-75%	0% 50-75% >75% <50% 50-75% >75% <50% 50-75% >75%	0% 50-75% >75% <50% 50-75% >75% <50% 50-75% >75% <50%	0% 50-75% >75% <50% 50-75% >75% <50% 50-75% >75% <50% 50-75%

Document Types	Obligations of Public authorities			Public authorities for Rejections		of Exemptions/Grounds Central for Rejections Commi					Mal	Making Reports for RTIs	
% Awareness	<50%	50-75%	>75%	<50%	50-75%							1	
Pl.Tick	-	1.0				1070	-5070	50-75%	-13%	50%	50-75%	>75%	

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

No v

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	-	5	1	-
From Students	~	_	-	-

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

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

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

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

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

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

Range	>75%	V	51-75%	-	26-50%	1.30	>25%	
	1.64.755		the second s					

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

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

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

Range	>40%	1	24 4004			
- things	24070	V	31-40%	21-30%	< 200/	
				21-2/070	$\leq 20\%$	

Specific Remarks:

It is a greate plasure to work our university authonities. I am very happy to be here and work with them.

Date:

Place:

Internal Audit:

P-Serd la Raki Signature of the Employee

Ande pose

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

External Audit:

P. Siva Reddy

Assistant Registrar YOGI VEMANA UNIVERSITY KADAPA - 516005.



Venkatzewart

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	Y. SUBBA	RAO				
1.2 Designation	Junia A	internet				
1.3 Educational Qualification			pe: lower,	(Higher		
1.4 Experience in administration	(Years and	Year Sections				
Fields like Examinations,	2017-18	8 Finance & Accounts				
Section, Admission, Finance, etc	2022-23	•1				
(Upto 3 diff. experience areas)						
1.5 Date of joining	a selection of the					
1.6 Date of Retirement						
1.7 Qualifications	Year	1999-2001	1993-1998	1-992-1993	1992	
and the second s	Qualification	M.Sc	B.Sc	Inter	SSC	

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

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

#### 2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Contraction in the second	Progress Periodic Review	Slackness Handled	Addl. Responsibility
JUNIO Kest	5 years	900d .	-	-

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

	11572 ct	t No. of Staff to s Involved in work- flow	% of works to be done as per plan	Arrangement for Staff on leave
12	04	02	85-1.	Yei
2.3 Assistance to	Section Head in e	volving policies for your	Section (Pl. Tick, m	ost important two)
		Serve as a Resource per		lop Draft Policy

### 2.4 General Flexibility to Excel exist

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

# 2.5 Communication by your Superior

Day Starts with	n Task Ta	lks (	Oral/Writ	ten Instruct	ions	Persuasive mode	Professional Style
Yes	3			Yes		yey	
2.6 Motivation	provided	to you	а.				
			level task	allocation	Exe	change Pleasantries	Build Team Spirit
Yes			Yes			~	-
2.7 Method of	Reporting	g of the	e activitie	s carried ou	t in y	your Section	
Through Proper Channel	Directly Head	to the	Daily Basis	Inward-Outv Register		Min-Max Time for Completion	Stress on Confidentiality Maintenance
YLY	Y	y	44	yes		3 to 5 days	N0 -
725	Y	9	79	Tes		STUS Cay	1/2 ~

# 3. Office Administration Work:

Refer Past Draft	Attempt Fresh	Equip Update	you with es	Seek H Superio		from	TORA SPEC	rust the Task to ordinates
Yes	Yes		Yes	44	SC		Yes	
3.2 What is the s	system of f	ling done	in your S	ection?				
Topic-wise filing	Date-w	ise filing	Confide	ntial filing	Sp	pecial files as VC/Registrar Seel		/Registrar Seeks
		145						
3.3 Are inward a	and Outwar	d Tapal R	egisters n	naintained in	n you	ur Sectior	? (Che	ck the Right Cell
Status		Inv	vard			Out	tward	
Maintained	ined		Yes		Yes			
Not Maintained	ot Maintained		and the second second		-	A. Barrison		
3.4 State the nor	mal time ta	ken to dis	pose a fil	e/paper				
Routine Letters/Files	Explan Reports	Sec		-time/ Fre ent Reports		Replies Governm		Grievance Letters
1 day	2.	n 2 Ann	,	2 days	at 26	160 2	days	-
3.5 How many d							AND	· · · · · · · · · · · · · · · · · · ·
Casual Leave	leave N	/laternity/ /ledical .eave	Earned Leave	FN Permi 1Hr.	SSIOI	n of	AN P 1Hr.	ermission of
35		-	25+5	-	-			
3.6 Do you work	k on holida	ys/off the	office hou	ırs?		100		
No. of Holidays v			-					10 days
No. of Holidays v								5 days
No. of Holidays v	and the second se		the second s			10.00		
No. of Holidays v	worked in t	he last on	e vear by	your Subord	linat	e -3		

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

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

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

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

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

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

Alternative	Tick Here	Alternative	Tick Here
Yes		No	
Full	-	Part	
Less than a Month	1	More than a Month	
Yes	-	No	1
Yes	1	No	
long beng	-	102/201	
	Yes Full Less than a Month	Here       Yes       Full       Less than a       Month       Yes       Yes       Yes	HereYesNoFullPartLess than a MonthMore than a MonthYesNoYesNo

### 5. Legal Matters

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

Document Types	Unive	ersity's A	ct	Ordi	nances		1	Statutes	s	Reg	ulations	1440
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	V	-	-	V	-	-	V	-	-	V	-	-

5.2 Are you c	conversant with the ba	sic provisions of Right to	o Information Ac	t, 2005?
Document	Obligations of	Examptiona/Grounda	Control/State	Malina Dana

Document Types		gations o c author		1	otions/Gi ections	rounds		ral/State mission		Mak for I	ting Rep RTIs	orts
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	~		r	V	-	-	V	-	-	~	-	-

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

No

Yes

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)

	and the second se		
Filed For the University	_	Filed Against the University	Series 1

#### 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		and the second	~	-
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	2 days
From Students	-	-	-	2 das

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	-		~	2 days No
Students	-	-	-	2 day 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	-	-	1

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

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

Range	>75%	V	51-75%	-	26-50%	-	>25%	-
		1.4	-				10	

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%	21-30%	$- \leq 20\%$		-	
				-	7			

Specific Remarks:

our university Administration is very supportive & friendly manner and always provides a lot of facilities to the University Registron peshi. Dam happy to work with unereity Authorities.

Date:

Place:

Internal Audit:

y. Sher &

Signature of the Employee

dude Bon

Directore LOAC internal Quality Assurance Cell (IQAC VIKRAMA SIMHAPURI UNIVERSITY NELLORE - 524 324. External Audit:

P. Siva Really

Assistant Registrar YOGI VEMANA UNIVERSITY KADAPA - 516005.



REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.

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	R. ADISES	(41)				
1.2 Designation	JUNIOR ASSI		2002/100			
1.3 Educational Qualification	MBA	SIANI				
1.4 Experience in administratio	Year	Year Sections				
Fields like Examinations, Section, Admission, Finance, et (Upto 3 diff. experience areas)	2022-23	Dept of Business Managem				
1.5 Date of joining	Charles No. 1	03-1	06-2014			
1.6 Date of Retirement		20-			100	
1.7 Qualifications	Year	2006	2002	2003	1994	
N. 4. N. 4	Qualification	MBA	BA	PGDIA	SSC	

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

# 2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	23.705705	Progress Periodic Review	Slackness Handled	Addl. Responsibility	
JUNIOR ASS	Nr 9. years	Good		Taken	

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

	No. of Draft Notes to process & expedite	No. of Staff to Involved in work- flow	% of works to be done as per plan	Arrangement for Staff on leave
05	04	02	85%	Yes

Provide Ideas	Cite Instances	Serve as a Resource person	Develop Draft Policy
V		$\checkmark$	1

Page 1 of 5

# 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

> -
ntries Build Team Spirit
Yes
for Stress on Confidentiality Maintenance
days NO

# 3. Office Administration Work:

Refer Past Draft	Attempt Fresh		you with		elp from	Ent	p of your superio rust the Task to ordinates
Yes	Yes		tes	ysy-son	ne-Times		Yes
3.2 What is the	system of	filing done	in your Se	ection?			
Topic-wise filing	g Date-v	wise filing	Confider	itial filing	Special file	s as VC	/Registrar Seeks
Yes		100	Y	es		Yes	
3.3 Are inward	and Outwa	ard Tapal R	legisters m	aintained in	n your Sectio	n? (Che	ck the Right Cell
Stat	us	2.1.15	Inw	vard		Ou	tward
Maintained	41/1-50	1.0	Yes	0		tes	
Not Maintained							
3.4 State the no	ormal time	taken to di					Station of the second sec
Routine Letters/Files				Grievance Letters			
1. 40 2.14	1	tes t-21	ar	1, 2, day	s Ide		1 day
3.5 How many	days of le	ave were av	ailed by y	ou in the la	st 36 months	?	
Casual Leave	Duty leave	Maternity/ Medical Leave			FN Permission of		Permission of
-16 -	no	NO	po	-	-		
3.6 Do you wo				urs?			
M. CIT-L'days		n the last or				_	15
	1 1 1	the last or	he year by	your Subor	dinate -1		-
No. of Holidays							
	s worked in	n the last or	ne year by	your Subor	dinate -2		-

		UGC/MHRD			DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	1-22 ays	1-2-240	1-201	1-2-days	~
Taken	Special	1 day	1200	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	YS	Yes	Yes	Yes	Yes
Consumables/Stationery	yes	Yes	yes	yes !	Yes

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

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

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

Issues	Alternative	Tick Here	Alternative	Tick Here
4.1 Do you prepare any budget for your Section?	Yes	NO	No	-
4.2 Are budgetary allocations fully spent or partially spent?	Full	NO	Part	-
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month	NO	More than a Month	1
4.4 Do you follow- up the bills processed by you and sent to other Sections?	Yes	NO	No	1
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	NO	No	-
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?	NO	No	-	r

### 5. Legal Matters

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

Document Types	Univer	sity's A	ct	Ordi	nances			Statute	s	Reg	ulations	6
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	~	-	-	-	V	-	-	V	-	-	V	

5.2 Are you c	onversant wi	th the ba	sic prov	visions of Ri	ight to Inf	ormation A	Act, 2005?
THE CONTRACTOR STATE	1		1000000000			100 750 Sectors	

Document Types	-	gations o c author			ptions/G jections	10 C C C C C C C C C C C C C C C C C C C		tral/State		Mal for l	cing Rej RTIs	oorts
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	-	V	-	V	-	-	-	~	-	V		-

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

Nov

Yes

Always (100%)	Almost Always (95-100%)	Mostly (90-95%)	85-90%	Less than 85%
	-	Service The Service of	The la	

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

		Concerning and the concerning of the second state of the second st	
Filed For the University	1	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		0	~	<u> </u>
From Students	-	<u> </u>	6	L -

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

Time for G or C:	On Administration	On Teachers	On Students	On Specific Personalities
From Staff		5	-	-
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	15	-	-	

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

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

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

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

Range	>75%	V	51-75%	-	26-50%	>25%	-
0				- 7			

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

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

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

Range	>40%	~	31-40%		21-30%	-	≤20%	-
Specific Rer	marks: J	is	a grate	e ple	asure h	o ho	1/4 our	Oniun
ayhori	)- 2 am	Very	happy	tobe	hove	and	Woh	k.
With Date: 041			U			1		
Place: Ne					Si	gnature	dissest-	oyee

Internal Audit:

Ander A-

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

**External Audit:** 

p. Siva Reddy

Assistant Registrar YOGI VEMANA UNIVERSITY KADAPA - 516005.



(P. Verketeluser)

Assistant Registrar YOGI VEMANA UNIVERSITY KADAPA - 516005.



VIKRAMA SIMMAPURI UNIVERSIT

7074

6

### VIKRAMA SIMHAPURI UNIVERSIT 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	1. South	Tauak	hereas?	i e					
1.2 Designation	Tunia	I Smithe Jayabumani Janio? Assistant							
1.3 Educational Qualification	MA: BI	MA; BEd., (Paper.							
1.4 Experience in administration	Year		Sections						
Fields like Examinations, RTIs, VC			Admis						
Section, Admission, Finance, e (Upto 3 diff. experience areas)	tc.	2022-23	Finan Exam		-				
1.5 Date of joining		03.06							
1.6 Date of Retirement		31.07							
1.7 Qualifications	Year	2004		2009	204	1996			
	Qualification		MA.	BED	Paper	1996 Type Lower			

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

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

2.1 Allocation of Duties and Responsibilities

allocation,	Time Frame done	Prog Peric	ress odic Review	Slackness Handled		Addl. Responsibility	
Dunichand da	1 ingean	for yo	our Section's	activities	;		yes.
No. of Files to be clear daily		Draft	No. of Staff	' to	% of wor		Arrangement for Staff on leave
560	2/8 3		3		80.	1.	Yes
2.3 Assistance to	o Section Head	in ev	olving policies	s for your	Section (Pl.	Tick, m	ost important two)
Provide Ideas	Cite Instances Serve as a Re						lop Draft Policy
				~			

Page 1 of 5

# 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
· · · · ·	~	~	5

2.6 Motivation provided to you.

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

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

Through Proper Channel	Directly to the Head	Daily Basis		Min-Max Time for Completion	Stress on Confidentiality Maintenance
~			~	·	~

# 3. Office Administration Work:

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

Refer Past Draft	Attemp Fresh	ot Equip Update	you with es	Seek H Superio		from	107-00-001	rust the Task to ordinates		
~	~	~	~							
3.2 What is the	e system o	of filing done	in your S	ection?						
Topic-wise filir	ng Date	e-wise filing	filing Confidential filing Special files as VC/R		Registrar Seeks					
~				~						
3.3 Are inward	and Out	ward Tapal R	egisters n	naintained in	n yo	ur Section	? (Cheo	k the Right Cell		
Sta	atus		Inv	vard			Out	ward		
Maintained			13	~				~		
Not Maintained										
3.4 State the n	ormal tim	e taken to dis	pose a file	e/paper						
Routine	Exp	lanatory	First-time/ Fresh		Replies to		Grievance			
Letters/Files	Rep	orts	content Rep			Governments		Letters		
265 how	and the lot of the lot	20ays		2 Days			3 Days	4 Days		
3.5 How many	days of l	and the second se	ailed by y	ou in the las	st 36	months?				
Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permis 1Hr.	Permission of		Permission of Ir.		AN Pe 1Hr.	ermission of
45		24	2R		+					
3.6 Do you wo	ork on hol	idays/off the	office hou	irs?						
No. of Holidays	worked i	in the last one	e year							
No. of Holidays	worked i	in the last one	year by y	our Subord	inat	e -1				
No. of Holidays	worked i	in the last one	year by y	our Subord	inate	e -2				
No. of Holidays										

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To Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
	Routine	Spays.	1 pay.	2 Days		s and (r in speen())
Taken	Special	4 pays	0		and the second sec	

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	100 mg	Yes
	tes	753	100	yes	la

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	06		

# 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	1	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?

University's Act		University's Act		Ordinances		t Ordinances Statute		Statutes		Reg	ulations	8
<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	
										~		
				Chevrolite Chevrolite The State of the Poly State								

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

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

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

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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			100	su operne functionaries
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	~		Students	on specific reisonanties
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				NO
				NO

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

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

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

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

Range	>750/	1	C1 0504	1.0.0		
Range	>75%	1	51-75%	26-50%	>25%	
				5	2010	

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

Range	>50%	-	41-50%	31-40%	< 30%	

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

Danaa	1004				
Range	>40%	31-40%	21-30%	≤20%	
				2070	1 mm

Specific Remarks:

Date:

Place: V-S. V. College leavali

Internal Audit:

Signature of the Employee

dude Director IQAC

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

P. Siva Re

Assistant Registrar V YOGI VEMANA UNIVERSITY KADAPA - 516005.

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REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.

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Assistant Registrar YOGI VEMANA UNIVERSITY KADAPA - 516005.