



**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. Kamakshi		
1.2 Designation	Junior Assistant		
1.3 Educational Qualification	Degree		
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas))	Year	Sections	
	2022-23	Finance section	
1.5 Date of joining	03.06.2014		
1.6 Date of Retirement	30.06.2052		
1.7 Qualifications	Year	2010	
	Qualification	Degree	

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

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

**2.1 Allocation of Duties and Responsibilities**

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

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

No. of Files to be clear daily	No. of Draft Notes to process & expedite	No. of Staff to Involved in work-flow	% of works to be done as per plan	Arrangement for Staff on leave
5	2		60-1.	✓

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

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

2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

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

2.6 Motivation provided to you.

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

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

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

**3. Office Administration Work:**

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

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

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

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

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

Status	Inward	Outward
Maintained	✓	✓
Not Maintained	-	-

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

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

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.
37	-	-	10 days	✓	✓

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

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

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

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

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

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

3.9 How many subordinates work under your superior?

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

#### 5. Legal Matters

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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


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

OUR university Provides Assptansary to develop administrative activities to fulfill the requirement of duties in addition to helpful.

Date:

Place: Nellore

  
Signature of the Employee

Internal Audit:

  
Director, IQAC

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

External Audit:

  
Registrar

REGISTRAR  
VIKRAMA SIMHAPURI UNIVERSITY  
NELLORE-524 320.

  
Assistant Registrar  
YOGI VEMANA UNIVERSITY  
KADAPA - 516005.

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



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**During 2022-23**

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**1. Personal Data**

1.1 Name of the Employee	A. Mary Lizith Remuka				
1.2 Designation	Junior Assistant				
1.3 Educational Qualification	M.Sc., (Biochemistry)				
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas))	Year	Sections			
	2022-23	Confidential Section (Pg), Examinations, VSI			
1.5 Date of joining	03/06/2014				
1.6 Date of Retirement	30/06/2048				
1.7 Qualifications	Year	2011	2009	2006	2004
	Qualification	M.Sc.,	B.Sc.	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**

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Exam Section Confidential (Pg)	one year	Good	-	Taken

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

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

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

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

2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

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

2.6 Motivation provided to you.

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

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

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

3. Office Administration Work:

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

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

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

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

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

Status	Inward	Outward
Maintained	—	✓
Not Maintained	✓	—

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

Routine Letters/Files	Explanatory Reports	First-time/ Fresh content Reports	Replies to Governments	Grievance Letters
1 day	2 to 3 days	2 days	1 to 2 days	5 to 6 days

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

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

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

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

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

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

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

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

3.9 How many subordinates work under your superior?

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

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

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

#### 5. Legal Matters

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

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

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

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

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



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

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

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

Filed For the University	Filed Against the University
—	—

## 6. Grievances Handling

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

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

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

Time for G or C:	On Administration	On Teachers	On Students	On Specific Personalities
From Staff	—	—	—	within 2 to 3 days
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 grievances handling?

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

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

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

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

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

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

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

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

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

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

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

Date:

Thanking you.

Place: Nellore,

A. Mayabath Reddy  
Signature of the Employee

Internal Audit:



Director, IQAC

DIRECTOR

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

External Audit:



Registrar

REGISTRAR  
VIKRAMA SIMHAPURI UNIVERSITY/  
NELLORE-524 320

P. Siva Reddy  
Assistant Registrar

YOGI VEMANA UNIVERSITY  
KADAPA - 516005.



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



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**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	S. Gayathri				
1.2 Designation	Junior Assistant				
1.3 Educational Qualification	B.Sc				
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas))	Year	Sections			
	2022-23	0% of the Registrar Examination Section (Confidential Section)			
1.5 Date of joining	03-06-2014				
1.6 Date of Retirement	30-06-2047				
1.7 Qualifications	Year	2008	2004	2002	
	Qualification	BSC	Inter	SSC	

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

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

**2.1 Allocation of Duties and Responsibilities**

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Exam Section (Conf)	One year	Good	-	taken

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

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

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

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

2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

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

2.6 Motivation provided to you.

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

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

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

3. Office Administration Work:

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

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

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

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

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

Status	Inward	Outward
Maintained	Yes	Yes
Not Maintained		

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

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

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

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
10	-	-	-	02	-

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

No. of Holidays worked in the last one year	03
No. of Holidays worked in the last one year by your Subordinate -1	-
No. of Holidays worked in the last one year by your Subordinate -2	-
No. of Holidays worked in the last one year by your Subordinate -3	-

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

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

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

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

3.9 How many subordinates work under your superior?

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

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

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

#### 5. Legal Matters

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Date:

Place: NELLORE

Signature of the Employee

Internal Audit:

Director IQAC

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

External Audit:

Registrar

REGISTRAR  
VIKRAMA SIMHAPURI UNIVERSITY/  
NELLORE-524 320.

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

  
(P. Venkateshwar)

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	GODA SWAROOP KUMAR		
1.2 Designation	JUNIOR ASSISTANT		
1.3 Educational Qualification	GRADUATE		
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas))	Year	Sections	
	2022-23	FINANCE	
1.5 Date of joining	03-06-2010		
1.6 Date of Retirement	31-05-2049		
1.7 Qualifications	Year	2004-07	
	Qualification	Degree	

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

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

**2.1 Allocation of Duties and Responsibilities**

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

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

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

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

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



2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

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

2.6 Motivation provided to you.

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

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

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

**3. Office Administration Work:**

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

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

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

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

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

Status	Inward	Outward
Maintained	✓	✓
Not Maintained	-	-

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

Routine Letters/Files	Explanatory Reports	First-time/ Fresh content Reports	Replies to Governments	Grievance Letters
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	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
20	-	-	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 Whom Meant		UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	01	01	01	-	2
Taken	Special	01	01	01	-	2

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

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

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	03	02	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	✓	No	
4.2 Are budgetary allocations fully spent or partially spent?	Full	✓	Part	
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month	✓	More than a Month	
4.4 Do you follow-up the bills processed by you and sent to other Sections?	Yes	✓	No	
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	✓	No	
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?		✓		

#### 5. Legal Matters

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Date:

Place: *Nellore*

Signature of the Employee

Internal Audit:

Director-IQAC

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

External Audit:

Registrar

REGISTRAR  
VIKRAMA SIMHAPURI UNIVERSITY  
NELLORE-524 320.

- Assistant Registrar  
YOGI VEMANA UNIVERSITY  
KADAPA - 516005.

Assistant Registrar  
YOGI VEMANA UNIVERSITY  
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**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 administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 4 diff. experience areas)	Years	Sections			
	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	Adtl. 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 Draft Notes to process&expidite	No. of Staff to Involved in work-flow	% of works to be done as per plan	Arrangement for Staff on leave
10	10	03	90%	--

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

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

2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

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

2.6 Motivation provided to you.

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

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

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

**3. Office Administration Work:**

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

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

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

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

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

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

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

Routine Letters/Files	Explanatory Reports	First-time/ Fresh content Reports	Replies to Governments	Grievance Letters
1 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 Whom Meant		UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	1 days	1 days	1 day	1 day	---
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	√	No	----
4.2 Are budgetary allocations fully spent or partially spent?	Full	----	Part	√
4.3 Time taken by your Section to process the bills received from Staff/Students	Less than a Month	√	More than a Month	----
4.4 Do you follow-up the bills processed by you and sent to other Sections?	Yes	√	No	----
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	√	No	----
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?	Yes	√	----	----

**5. Legal Matters**

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

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

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

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

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

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

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

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

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

## 6. Grievances Handling

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

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

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

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

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

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



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

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

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

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

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

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

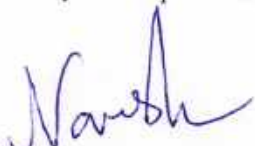
Date:

  
SIGNATURE

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, IQAC

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

  
Registrar

REGISTRAR  
VIKRAMA SIMHAPURI UNIVERSITY  
NELLORE-524 320

  
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YOGI VEMANA UNIVERSITY  
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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	M.V. Lakshmi Sailaja				
1.2 Designation	Junior Assistant				
1.3 Educational Qualification	M.Sc. Bed. PNDCA. Type Higher.				
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas))	Year	Sections			
	2022-23	Finance & Accounts Section			
1.5 Date of joining	03.06.2014				
1.6 Date of Retirement	31-08-2044				
1.7 Qualifications	Year	2008	2004	2001	1999
	Qualification	M.Sc.	B.Sc	B.A	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 Asst	06 years	Good	—	—

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

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

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

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

2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

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

2.6 Motivation provided to you.

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

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

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

3. Office Administration Work:

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

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

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

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

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

Status	Inward	Outward
Maintained	yes	yes
Not Maintained	—	—

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

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

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

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
(20+5) * 3	—	150 days	—	—	—

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

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

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

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

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

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

3.9 How many subordinates work under your superior?

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

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

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

#### 5. Legal Matters

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

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

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

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

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

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

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

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

Filed For the University	Filed Against the University
—	—

## 6. Grievances Handling

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Date:

Place:

*H. U. S. S. S.*  
Signature of the Employee

Internal Audit:

*Uthale P. R. P.*

Director, IQAC

DIRECTOR

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

External Audit:

*[Signature]*

Registrar

REGISTRAR  
VIKRAMA SIMHAPURI UNIVERSITY  
NELLORE-524 320

*P. Siva Reddy*

Assistant Registrar

YOGI VEMANA UNIVERSITY  
KADAPA - 516005.

*[Signature]*

(P. Venkateswara)

Assistant Registrar  
YOGI VEMANA UNIVERSITY  
KADAPA - 516005.



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

**Administrative Audit of Regular Administrative Staff Only**  
(Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst)  
**During 2022-23**

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

**1. Personal Data**

1.1 Name of the Employee	N. Baby				
1.2 Designation	Junior Assistant				
1.3 Educational Qualification	MBA, M. com				
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas)	Year	Sections			
	2022-23	Establishment			
1.5 Date of joining	03/06/2014				
1.6 Date of Retirement	30/07/2045				
1.7 Qualifications	Year	2019	2009	2003	2000
	Qualification	M. com	MBA	B- com	Higher Secondary

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

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

2.1 Allocation of Duties and Responsibilities

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

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

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

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

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

### 2.4 General Flexibility to Excel exist

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

### 2.5 Communication by your Superior

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

### 2.6 Motivation provided to you.

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

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

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

## 3. Office Administration Work:

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

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

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

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

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

Status	Inward	Outward
Maintained	yes	yes
Not Maintained	-	-

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

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

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

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
23	-	-	10	-	-

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

No. of Holidays worked in the last one year	4 days
No. of Holidays worked in the last one year by your Subordinate -1	2 days
No. of Holidays worked in the last one year by your Subordinate -2	
No. of Holidays worked in the last one year by your Subordinate -3	



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

To Whom Meant		UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days Taken	Routine	2 to 4 days	1 day	1/2 day	-	-
	Special	1 day	2 days	2 days	-	-

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

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

3.9 How many subordinates work under your superior?

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

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

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

#### 5. Legal Matters

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Our institution administration is giving good environment to work effectively. I have good relationship with my authorities & It is giving boost to enhance the work. I am happy working with my colleague & authorities. I learned in how to excel the extraordinary situation with the people.

Date:

Place: Nellore

N. B.  
Signature of the Employee

Internal Audit:

*[Handwritten Signature]*

Director, IQAC  
DIRECTOR

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

External Audit:

*[Handwritten Signature]*

Registrar

REGISTRAR  
VIKRAMA SIMHAPURI UNIVERSITY  
NELLORE-524 320.

*[Handwritten Signature]*

Assistant Registrar  
YOGI VEMANA UNIVERSITY  
KADAPA - 516005.

*[Handwritten Signature]*

*[Handwritten Signature]*

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. Yesdani Radha		
1.2 Designation	Jr. Assistant		
1.3 Educational Qualification	M.A. (Public Administration)		
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas)	Year	Sections	
	2022-23	Examination (P.C.)	
1.5 Date of joining	03-06-2014		
1.6 Date of Retirement	28-02-2045		
1.7 Qualifications	Year		
	Qualification		

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

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

**2.1 Allocation of Duties and Responsibilities**

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

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

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

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

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

**2.4 General Flexibility to Excel exist**

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

### 2.5 Communication by your Superior

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

### 2.6 Motivation provided to you.

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

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

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

## 3. Office Administration Work:

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

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

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

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

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

Status	Inward	Outward
Maintained	yes	yes
Not Maintained	—	—

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

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

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

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

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

No. of Holidays worked in the last one year	4
No. of Holidays worked in the last one year by your Subordinate -1	—
No. of Holidays worked in the last one year by your Subordinate -2	—
No. of Holidays worked in the last one year by your Subordinate -3	—

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

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

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

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

3.9 How many subordinates work under your superior?

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

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

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

**5. Legal Matters**

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

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

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

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

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

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

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

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

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

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

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

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

Time for G or C:	On Administration	On Teachers	On Students	On Specific Personalities
From Staff	—	—	—	NO
From Students	—	—	—	NO

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

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

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

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

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

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

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

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

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

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

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

Specific Remarks:

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

Date:

SR [Signature]

Place:

Signature of the Employee

Internal Audit:

[Signature]

Director IQAC

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

External Audit:

[Signature]  
Registrar

REGISTRAR  
VIKRAMA SIMHAPURI UNIVERSITY  
NELLORE-524 320

P. Siva Reddy

Assistant Registrar  
YOGI VEMANA UNIVERSITY  
KADAPA - 516005.

[Signature]

L.P. Venkateswararao  
Assistant Registrar  
YOGI VEMANA UNIVERSITY  
KADAPA - 516005.





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

**Administrative Audit of Regular Administrative Staff Only**  
(Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst)  
**During 2022-23**

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

**1. Personal Data**

1.1 Name of the Employee	POLAM REDDY SUDHARANI				
1.2 Designation	JUNIOR ASSISTANT				
1.3 Educational Qualification	M.A. TELUGU				
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas))	Year	Sections			
	2022-23	College Development Council			
1.5 Date of joining	03.06.2014				
1.6 Date of Retirement	30.06.2044				
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	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Junior Assistant	9	Years Good	-	Taken

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

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

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

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

2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

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

2.6 Motivation provided to you.

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

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

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

3. Office Administration Work:

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

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

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

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

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

Status	Inward	Outward
Maintained	Yes	Yes
Not Maintained	-	-

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

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

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

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

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

No. of Holidays worked in the last one year	7
No. of Holidays worked in the last one year by your Subordinate -1	-
No. of Holidays worked in the last one year by your Subordinate -2	-
No. of Holidays worked in the last one year by your Subordinate -3	-

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

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

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

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

3.9 How many subordinates work under your superior?

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

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

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

#### 5. Legal Matters

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Date:

Place:

P. Senthakrishna  
Signature of the Employee

Internal Audit:



Director IQAC

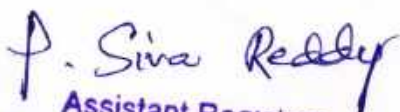
Internal Quality Assurance Cell (IQAC)  
VIKRAMA SIMHAPURI UNIVERSITY  
NELLORE - 524 324.

External Audit:



Registrar

REGISTRAR  
VIKRAMA SIMHAPURI UNIVERSITY  
NELLORE-524 320.



Assistant Registrar

YOGI VEMANA UNIVERSITY  
KADAPA - 516005.



C.P. Venkateswaraiah

Assistant Registrar  
YOGI VEMANA UNIVERSITY  
KADAPA - 516005.



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

**Administrative Audit of Regular Administrative Staff Only**  
(Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst)  
**During 2022-23**

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

**1. Personal Data**

1.1 Name of the Employee	Y. SUBBA RAO				
1.2 Designation	Junior Assistant				
1.3 Educational Qualification	M.Sc. B.Ed, Type: lower & Higher				
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas))	Year	Sections			
	2017-18	Finance & Accounts			
	2022-23	"			
1.5 Date of joining					
1.6 Date of Retirement					
1.7 Qualifications	Year	1999-2001	1993-1998	1992-1993	1992
	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	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Junior Asst	5 years	good.	—	—

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

No. of Files to be clear daily	No. of Draft Notes to process & expedite	No. of Staff to Involved in work-flow	% of works to be done as per plan	Arrangement for Staff on leave
12	04	02	85%	Yes

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

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

2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

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

2.6 Motivation provided to you.

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

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

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

**3. Office Administration Work:**

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

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

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

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

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

Status	Inward	Outward
Maintained	Yes	Yes
Not Maintained	—	—

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

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

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

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

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

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

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

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

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

3.9 How many subordinates work under your superior?

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

#### 5. Legal Matters

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

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

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

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

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

✓



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

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

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

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

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

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

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

Time for G or C:	On Administration	On Teachers	On Students	On Specific Personalities
From Staff	—	—	—	2 days
From Students	—	—	—	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	—	—	—	<del>2 days</del> NO
Students	—	—	—	<del>2 days</del> NO

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

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

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

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

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

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

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

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

our university Administration is very supportive & friendly manner and always provides a lot of facilities to the university Registrar Peshi. I am happy to work with university authorities.

Date:

Y. Suler

Place:

Signature of the Employee

Internal Audit:

*K. S. S. S. S.*

Director, IQAC

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

External Audit:

*[Signature]*  
Registrar

REGISTRAR  
VIKRAMA SIMHAPURI UNIVERSITY  
NELLORE-524 320.

*P. Siva Reddy*

Assistant Registrar  
YOGI VEMANA UNIVERSITY  
KADAPA - 516005.

*[Signature]*

(P. Venkateswarlu)  
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. ADISESHU				
1.2 Designation	JUNIOR ASSISTANT				
1.3 Educational Qualification	MBA				
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas))	Year	Sections			
	2022-23	Dept. of - Business Management			
1.5 Date of joining	03-06-2014				
1.6 Date of Retirement	2039				
1.7 Qualifications	Year	2006	2002	2003	1994
	Qualification	MBA	BA	PGDIA	SSC

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

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

2.1 Allocation of Duties and Responsibilities

Proactive Job allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
JUNIOR ASSISTANT	9 years	Good	-	Taken

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

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

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

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

2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

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

2.6 Motivation provided to you.

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

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

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

3. Office Administration Work:

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

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

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

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

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

Status	Inward	Outward
Maintained	Yes	Yes
Not Maintained	—	—

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

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

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

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

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

No. of Holidays worked in the last one year	15
No. of Holidays worked in the last one year by your Subordinate -1	—
No. of Holidays worked in the last one year by your Subordinate -2	—
No. of Holidays worked in the last one year by your Subordinate -3	—

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

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

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

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

3.9 How many subordinates work under your superior?

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

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

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

#### 5. Legal Matters

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

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

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

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

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

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

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

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

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

## 6. Grievances Handling

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

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

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

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

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

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

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

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

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

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

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

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

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

It is a grate Pleasure to work over University  
authorities. I am very happy to be here and work  
with them.

Date: 06/03/2024

Place: Nellore

R. Adisesuli  
Signature of the Employee

Internal Audit:

*Uthale Prasad*

Director, IQAC

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

External Audit:

*[Signature]*  
Registrar

REGISTRAR  
VIKRAMA SIMHAPURI UNIVERSITY  
NELLORE-524 320.

*P. Siva Reddy*

Assistant Registrar  
YOGI VEMANA UNIVERSITY  
KADAPA - 516005.

*[Signature]*

(P. Venkateshwarlu)  
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**

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**1. Personal Data**

1.1 Name of the Employee	P. Smita Jayabumari					
1.2 Designation	Junior Assistant					
1.3 Educational Qualification	MA; BEd, PGDCA					
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 3 diff. experience areas))	Year	Sections				
	2022-23	Admission				
		Finance				
		Examinations				
1.5 Date of joining	03.06.2014					
1.6 Date of Retirement	31.07.2039					
1.7 Qualifications	Year	2004	2007	2009	2011	1996
	Qualification	BA	MA	BEd	PGDCA	Typewriter

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
(Principal club) 10/10/2023	10/10/2023			Yes

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

No. of Files to be clear daily	No. of Draft Notes to process & expedite	No. of Staff to Involved in work-flow	% of works to be done as per plan	Arrangement for Staff on leave
5 to 10	2 to 3	3	80%	Yes

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

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



2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

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

2.6 Motivation provided to you.

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

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

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

3. Office Administration Work:

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

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

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

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

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

Status	Inward	Outward
Maintained	✓	✓
Not Maintained		

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

Routine Letters/Files	Explanatory Reports	First-time/ Fresh content Reports	Replies to Governments	Grievance Letters
2 to 5 hours.	2 days	2 days	1 to 3 days	4 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.
45	-	24	22	-	-

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

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

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

To Whom Meant		UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days Taken	Routine	3 days.	1 Day.	2 Days	—	—
	Special	4 Days	2 Days	3 Days	—	—

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

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

3.9 How many subordinates work under your superior?

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

#### 5. Legal Matters

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Date:

Place: *V.S.V. College Kavali*

*S. Smith Jayalenu*  
Signature of the Employee

Internal Audit:

*Vidya Prasad*

Director IQAC

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

External Audit:

*[Signature]*  
Registrar

REGISTRAR  
VIKRAMA SIMHAPURI UNIVERSITY  
NELLORE-524 320.

*P. Siva Reddy*  
Assistant Registrar

YOGI VEMANA UNIVERSITY  
KADAPA - 516005.

*[Signature]*  
(P. Venkateshwar)

Assistant Registrar  
YOGI VEMANA UNIVERSITY  
KADAPA - 516005.