

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 2019-2022.

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

1. Personal Data

1.1 Name of the Employee	D. Radha	mma		and the second second
1.2 Designation	stant			
1.3 Educational Qualification	vister	9 M-com		
1.4 Experience in administration	Years	Sections		
Fields like Examinations,	RTIs, VC	2019-20	Purchases, RT	I
Section, Admission, Finance, etc	с.	2020-21		and the second
(Upto 4 diff. experience areas)		2021-22	Finance & Acco	with Examination
1.5 Date of joining	and an a state of the state	11000	6-2014	37
1.6 Date of Retirement		30-06	- 2034	
1.7 Qualifications Year		2008		
	Qualification	B.com		

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

2. Job-Execution: Process and Functions

2.1 Allocation of Duties and Responsibilities

	Proactive Job	Time	Progress	Slackness Handled	Addl. Responsibility
_	allocation	Frame done	Periodic Review		in the second
Finance	allocation Purchases Sec Servior Allesfor	1 8 years	Goud	-	-

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 to 15	10 to 15	-	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
-	-	V	V

2.4 General Flexibility to Excel exist

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

2.5 Communication by your Superior

Day Starts with	h Task T	alks	lks Oral/Written Instructio		ions	ons Persuasive mode		Professional Style
r	-		~			-		r
2.6 Motivation	provide	d to you	1.	1. S. S. C. C.	08.3			
Word of Appreciation High		High I	level task allocation E		Exchange Pleasantries		es	Build Team Spirit
~			r			8121	a submer to the second	
2.7 Method of	Reportin	ig of the	e activiti	ies carried ou	t in y	our Section		and the second second
Through Proper Directly Channel Head		y to the	Daily Basis	Inward-Outv Register		Min-Max Time for Completion		tress on Confidentiality laintenance
				V		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
V	V			-

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
\checkmark	r	1. 10 9 1 C 1 1	
3.3 Are inward an	d Outward Tapal R	egisters maintained	in your Section? (Check the Right Cell)
Status	Inw	ard	Outward
Maintained		1	V

Not Maintained

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

Routine	Explanatory	First-time/ Fresh content Reports	Replies to	Grievance
Letters/Files	Reports		Governments	Letters
1-5 hosto Ihrs	1-2 days	1-2 days	1-2 days	-

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

Casual Leave	Duty leave	Maternity/ Medical Leave		FN Permission of 1Hr.	AN Permission of 1Hr.
45 days	-		_	-	-

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

No. of Holidays worked in the last 36 months by you	-
No. of Holidays worked in the last 36 months by your Subordinate -1	21 11 - 21 11
No. of Holidays worked in the last 36 months by your Subordinate -2	
No. of Holidays worked in the last 36 months by your Subordinate -3	

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

To Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	2 days	2 days	2 days	3 days	
Taken	Special	3 days	3 days	3 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	v	~	~	~	V
Consumables/Stationery	r	~	V	V	V

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

5. Legal Matters

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

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

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

Document Types	-	gations o c author			ptions/Gr	rounds		ral/State		Mak for l	ting Rep RTIs	orts
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	-	~	-	-	~	-	-	~	~	-	-	r

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%
~	-182	Alexand - Mana	-	

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	On Administration	On Teachers	On Students	On Specific Personalities
Officials by	-	and the second second	Section Constants	
Staff	-		_	_
Students			-	-

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

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

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

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

Range	>75%	-	51-75%	-	26-50%	-	>25%	-
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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%	~	$\leq 20\%$	
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Specific Remarks:	Our currenty administration is very helpful! En of tarks in time and dels with us in manner
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friendly	Manner
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tous	The university and britter provide tots of codie invader to scertain maler any street

Date:

Place: Nellore Jude Director, IQAC

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

A Radhamma

Signature of the Employee

Reg REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.

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DEPUTY REGISTER Directorate of Distance Service Sri Venkateswara Un 🔹 🦙 TIRUPATI-517 502

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SSISTANT REGISTRAR YOGI VEMANA UNIVERSITY KADAPA - 516005.



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1. Personal Data

1.1 Name of the Employee	D. Radhamong					
1.2 Designation	Senior Assistant					
1.3 Educational Qualification	B. Com					
1.4 Experience in administration	n (Years and	Years	Sections			
Fields like Examinations,	RTIs, VC	2017-18	Reschard, RTT			
Section, Admission, Finance, etc (Upto 4 diff. experience areas)	2.	2018-19	purchases, RTI	64		
1.5 Date of joining	They are a second	03-0	06-2014			
1.6 Date of Retirement		30-6	66-2034			
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	Qualification	B. Com	N			

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

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2.1 Allocation of Duties and Responsibilities

	Time	Progress	Slackness Handled	Addl. Responsibility
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10 to 15	10-to 15	-	90%		and the second
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Provide Ideas	Cite Instances	erve as a Resource person		Deve	elop Draft Policy

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Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
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Word of Appre	eciation	High l	level tas	evel task allocation Exchange Pleasantrie		5	Build Team Spirit	
V	an saidh	GREE	~	-		112	and Hall March	
2.7 Method of	Reporting	g of the	e activiti	ies carried ou	t in	your Section		so fina estimato.
Through Proper Channel	Directly Head	to the	Daily Basis	Inward-Outv Register		Min-Max Time for Completion		ress on Confidentiality aintenance
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Status	Inward	Outward	
Maintained	Man Man Star	-	
Not Maintained		territoria de la construction de la	No Leader

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

3.5 How many days of leave were availed by you in the last 24 months?

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

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

No. of Holidays worked in the last 26 months by you	- Ded
No. of Holidays worked in the last 26 months by your Subordinate -1	
No. of Holidays worked in the last 26 months by your Subordinate -2	-
No. of Holidays worked in the last 26 months by your Subordinate -3	

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

		UGC/MHRD				Other (Pl. specify)
Days	Routine	1-2 days	1-2day	s 1-2 days	1-2 days	
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Machines/ Equipments	V	V	~	~	~
Consumables/Stationery	~	~	V	~	~

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Pl.Tick	-	~	-	~	_	-	r	-	-	-	V	

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Document Types	Public authorities for Rejection			ounds Central/State Commissions				Making Reports for RTIs				
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	-	r	-	-	V	1	-	~	-	-	-	~

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Always (100%)	Almost Always (95-100%)	Mostly (90-95%)	85-90%	Less than 85%
~	Cythand	porti - port	Anon I	~

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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From Students	-	~	-	

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From Students	-	-	-	-

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Staff		-	~	1
Students	-	-	-	

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Specific Ren	marks: Our xocution of	curi	comity a	drin	estration	S	very he	appel ")
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Date:

Place:

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Director, IQAC

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

A tta. Love

DEPUTY REGISTER Directorate of Distance Education Sri Venkateswara University TIRUPATI-517 502

P. Siva Reday ASSISTANT REGISTRAR

YOGI VEMANA UNIVERSIT KADAPA - 516005.

Signature of the Employee

AR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.