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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 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. Radhamma		
1.2 Designation	Senior Assistant		
1.3 Educational Qualification	B.com; purchasing M.com		
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 4 diff. experience areas))	Years	Sections	
	2019-20	Purchases, RTI	
	2020-21	Purchases, RTI	
	2021-22	Finance & Accounts, Examinations	
1.5 Date of joining	03-06-2014		
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 allocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
Finance / Purchases Section Senior Assistant	8 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 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
-	-	✓	✓

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
✓			✓	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
✓	✓	✓	✓	✓

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

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

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

Status	Inward	Outward
Maintained	✓	✓
Not Maintained	✓	✓

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

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

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

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
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	✓
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 Whom 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	✓	✓	✓	✓	✓
Consumables/Stationery	✓	✓	✓	✓	✓

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	—
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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 administration is very helpful in execution of tasks in time and deals with us in friendly manner

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

Date:

Place: Nellore

D. Radhamma

Signature of the Employee

Uday Prasad

Director, IQAC

DIRECTOR

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

~~XXXX~~
Registrar

REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524 320.

Sowetha .A

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

P. Siva Reddy
ASSISTANT REGISTRAR
YOGI VEMANA UNIVERSITY
KADAPA - 516005.



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1. Personal Data

1.1 Name of the Employee	D. Radhamma		
1.2 Designation	Senior Assistant		
1.3 Educational Qualification	B. Com		
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 4 diff. experience areas))	Years	Sections	
	2017-18	Purchases, RTI	
	2018-19	Purchases, RTI	
1.5 Date of joining	03-06-2014		
1.6 Date of Retirement	30-06-2034		
1.7 Qualifications	Year	2008	
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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
Purchase Section Senior Asst	5 yrs	Good	—	—

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

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

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
✓	—	—	✓	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
✓	✓	—	✓	—

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

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

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

Casual Leave	Duty leave	Maternity/ Medical 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 24 months by you	—
No. of Holidays worked in the last 24 months by your Subordinate -1	—
No. of Holidays worked in the last 24 months by your Subordinate -2	—
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Date:

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Signature of the Employee

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~~Registrar~~

REGISTRAR

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Suneetha. A

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