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	R. ADISESI	40					
1.2 Designation	JUNIORAS						
1.3 Educational Qualification	MBA	37 3 7 - 11	• ,				
1.4 Experience in administration		Years	Sections				
Fields like Examinations,	RTIs, VC	2019-20	010 the	Registra			
Section, Admission, Finance, etc.	С.	2020-21 Mayes D. 127					
(Upto 4 diff. experience areas)		2021-22	plothe D	ectorupho	AM1-30.		
1.5 Date of joining		03-1	6-204	ey v, v, iv			
1.6 Date of Retirement		203	. /				
1.7 Qualifications	Year	2006	202	2003	1994		
	Qualification	MBA	DA	DADIA	SSL		

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 Dailocation	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
JUNIORASISTA	NT 8 Years	Good		Taken

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

No. of Files to be clear daily		No. of Staff to Involved in work- flow	% of works to be done as per plan		for
05	04	02	85%	Tes	

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	V	V

Freedom to be 'Sl	MART'		Forgi	vin	g One-tin	ne Erro	ors	Setti	ng Ex	amples by oneself	
7	les				Yes	ı				Yes	
2.5 Communicati	ion by s	your S	unerior								
Day Starts with 7				ritte	n Instruc	tions	Pers	uasive m	ode	Professional Style	
	les ru	into					1 013	dasive in	ouc	1 Totessional Style	
2.6 Motivation p		to vo	11	Yes yes -							
Word of Appreci				sk a	llocation	Excl	nange	Pleasant	ries	Build Team Spiri	
						+				Yes	
2.7 Method of Re	eporting	of th	e activit	ties	carried or	ut in vo	our Se	ection		Jes	
	Directly				Inward-Out				St	tress on Confidentiality	
	Head		Basis		Register		omplet			laintenance	
								ps.		No	
						a	esay	Awher			
210 1 0	41		1 /		1 /			10 1			
Refer Past	Attemp	ot	Equip :	you		Seek	Help		Е	nelp of your superion	
Refer Past Draft	Attemp Fresh	ot	Equip : Update	you	with	Seek Super	Help riors	from	Е		
Refer Past Draft	Attemp Fresh	ot	Equip : Update	you	with	Seek Super	Help riors		Е	ntrust the Task to	
Refer Past Draft 1.2 What is the s	Attemp Fresh System o	of filin	Equip your Update Years done	you s in y	with	Seek Super Super on?	Help riors	from Timy	E	ntrust the Task to ubordinates Yes	
Refer Past Draft 1.2 What is the s Topic-wise filing	Attemp Fresh System of Date	of filin	Equip y Update ng done filing	you s in y Co	our Section fidentia	Seek Super S	Help riors ome Sp	from	s as V	ntrust the Task to ubordinates Jes C/Registrar Seeks	
Refer Past Draft 3.2 What is the s Topic-wise filing 3.3 Are inward a	Attemp Fresh System of Date	of filin	Equip Update year g done filing Tapal Ro	you es in y Co	our Section fidentia	Seek Super S	Help riors ome Sp	from	s as V	ntrust the Task to ubordinates Yes	
Refer Past Draft 3.2 What is the s Topic-wise filing 3.3 Are inward a Status	Attemp Fresh System of Date	of filin	Equip y Update ng done filing	you es in y Co	our Section fidentia	Seek Super S	Help riors ome Sp	from	E su s as V	ntrust the Task to ubordinates Jes C/Registrar Seeks	
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Refer Past Draft 3.2 What is the s Topic-wise filing 3.3 Are inward a Status Maintained Not Maintained 3.4 State the norr Routine	Attemp Fresh System of Date and Outv	of filing-wise ward	Equip Update Year ag done filing fapal Rear Inwa	you es in y Co	with four Section fidential ters main a file/pa First-tim	Seek Super on? I filing tained	Sp in yo	recial files ur Section Outward	s as V	chtrust the Task to ubordinates C/Registrar Seeks neck the Right Cell Grievance	
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	/ 0
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	/

No. of Holidays worked in the last 36 months by you

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

To Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	1-2 days	1-ndes	1-day	1-ASS	
Taken	Special	1 der	1des	120	_	

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	705	Yes	Yes	1/2
Consumables/Stationery	Yes	Yas	Xen	Yes	ys

3.9 How many subordinates work under your superior?

Subordinate Ty	ordinate Type Te	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	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	NP	No	
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?	10	MO	_	_

5. Legal Matters

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

Document Types	Unive	rsity's A	.ct	Ordinances			Statutes			Regulations		
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	/	1	_	_	/	_	-	~		-	V	_

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

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

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

Yes

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

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

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

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

TOTAL TANKS								
Range	>75%	~	51-75%	_	26-50%	_	>25%	-

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

7.2 110	ci ila i c cimian	/	, capacine,			
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% - \(\leq 20\%

Specific Remarks:

It is a grate pleasure to work with our University authorship - I from very happy to be here and work with Them.

Date:

Place: Nellove

Signature of the Employee

REGISTRAR

VIKRAMA SIMHAPURI UNIVERSITY

NELLORE-524 320.

Director, IQAC

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

Seventta. A

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

ASSISTANT REGISTRARY
YOGI VEMANA UNIVERSITY
KADAPA-516005.



VIKRAMA SIMHAPURI UNIVERSITY, NELLORE, ANDHRA PRADESH

Administrative Audit of Regular Administrative Staff Only

(Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst) **During 2017 -2019.**

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1. Personal Data

1.1 Name of the Employee	R. ADISES	SHU		
1.2 Designation	JUNIOR ASS			
1.3 Educational Qualification	MBA	101.101		
1.4 Experience in administration		Years	Sections	
Fields like Examinations,		2017-18	0/0- The Registrar	
Section, Admission, Finance, etc (Upto 4 diff. experience areas)	2.	2018-19	O/o The Registrar	
1.5 Date of joining		03-06-2014		
1.6 Date of Retirement		20		
1.7 Qualifications	Year		5 2002 2003 1994	
	Qualification	MBA	BA PADIA 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 Johns	Time Frame done	Progr Perio	ess dic Review	Slackne	ss Handled	Addl.	Responsibility	
JUNIORASCES 2.2 Targets/Tim	wi -5-Jest ne limits fixed	for yo	Good our Section's	activities	_	J	aken	
No. of Files to be clear daily	No. of Notes process& expidite	Draft to	No. of Staff Involved in flow				Arrangement Staff on leave	for
03	02		02	-	85').	Yes	
2.3 Assistance to	Section Head	l in evo	olving policies	s for your	Section (Pl.	Tick, m	ost important two))

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

2.4 General F	Elexibility to	Excel exist
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	xibility t	o exce	CAISI								
Freedom to be 'S	SMART	,	Forgi	ivin	g One-	time Err	ors	Settin	g Exa	mples by oneself	
	res				Ne	3				Yes	
2.5 Communica	ition by	your Si	uperior		,						
Day Starts with	Task Ta	lks	Oral/W	ritte	en Instr	uctions	Pers	uasive mo	de I	Professional Style	
^	Yer				Ve	,		Yes			
2.6 Motivation	provided	to you	ı.		10						
Word of Apprec				sk a	allocatio	on Exc	hange	Pleasantr	ies	Build Team Spirit	
Xe				Ye	y			Yes		Yel	
2.7 Method of F	Reporting	g of the	e activit	ties	carried	out in y	our Se	ection			
Through Proper Channel	Directly Head	to the	Daily Basis	- 1	Inward-(Register		Min-Ma Complet	x Time for		ress on Confidentiality	
	~		1				V	ter		NO	
							as a	nd Who	_	/ • •	
							CAM	Metal	n		
3. Office Ad3.1 Do you draf					ulars/n	otes etc.	yours	elf or take	the he	elp of your superio	
Refer Past	Attemp		Equip y		with	Seek	Help	from	En	ntrust the Task to	
Draft	Fresh		Update	S		-	riors			subordinates	
Yes	7	es	,	Xe	>	Ye	35	one Il	ne	Yes	
3.2 What is the						ction?				7/2	
Topic-wise filing	g Date	e-wise	filing	C	onfiden	tial filing	$2 \mid Sp$	pecial files	as VC	C/Registrar Seeks	
162		~ 1 .					1				
3 3 Are inward	and Out	yerd T		anie	ye tare me)			Ve	5	
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3.3 Are inward Status	and Out				sters ma)		ur Section Outward	Ye ? (Che	5	
3.3 Are inward Status Maintained	and Out		apal Re		yes sters ma)		ur Section Outward	ye ? (Che	5	
3.3 Are inward Status Maintained Not Maintained		ward T	apal Re Inwa	ard	yes	nintained		ur Section Outward	Ye ? (Che	5	
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3.3 Are inward Status Maintained Not Maintained 3.4 State the no Routine Letters/Files 1 + 0 2 + + 3.5 How many	rmal tim Exp Rep days of l Duty leave	e taker lanator orts eave w	Inwa Inwa Inwa In to dispry	pos dejaile Ea	e a file/ First-t conter d by you	paper ime/ For Report 2, 2a u in the	Fresh ts	Replies t Governn months?	? (Che	Grievance Letters	
3.3 Are inward Status Maintained Not Maintained 3.4 State the no Routine Letters/Files Letters/Files 3.5 How many of Casual Leave	rmal tim Exp Rep days of I Duty leave	e taker lanator orts eave w Mate Med Leav	Inwa Inwa Inwa Inwa Inwa Inwa Inwa Inwa	pos Bille Ea	e a file/ First-t contend d by you	paper ime/ For Report 2, 2a u in the FN Perr 1Hr.	Fresh ts	Replies t Governn months?	? (Che	Grievance Letters	
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3.3 Are inward Status Maintained Not Maintained 3.4 State the no Routine Letters/Files Letters/Files 3.5 How many of Casual Leave 3.6 Do you wor No. of Holidays	rmal tim Exp Rep days of I Duty leave k on hol worked	e taker lanator orts Mate Med Leav idays/c in the l	Inwa Inwa Inwa Inwa Inwa Inwa Inwa Inwa	pos Bile Ea Le	e a file/ First-t conter d by yo arned eave	/paper ime/ F nt Repor 2, &a u in the FN Perr 1Hr. s?	Fresh ts last 24 mission	Replies t Governm M d months?	? (Che	Grievance Letters	
3.3 Are inward Status Maintained Not Maintained 3.4 State the no Routine Letters/Files 102H 3.5 How many of Casual Leave 3.6 Do you wor No. of Holidays No. of Holidays	Exp Report Industrial Exp days of I Duty leave	e taker lanator orts Mate Med Leav idays/c in the l	Inwa Inwa In to dispry Vere ava ernity/ lical ve Off the coast 26 r	pos degile Ea Le Doffie mon	e a file/ First-t contended by your contended by	paper ime/ F nt Repor u in the FN Perr 1Hr. s? you your Su	Fresh ts last 24 mission	Replies to Government of	? (Che	Grievance Letters	
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3.7 What is the time limit your section takes to respond to the Government Communications?

The state of the s		UGC/MHRD	STATE OF STA			Other (Pl. specify)
Days	Routine	2 thany	263 dany	2 days	1 day	1 day
	Special			,	d	

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	1/	1			

3.9 How many subordinates work under your superior?

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

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

Issues	Alternative	Tick Here	Alternative	Tick Here
4.1 Do you prepare any budget for your Section?	Yes	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?	20	No		

5. Legal Matters

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

Document Types	Univer	sity's A	ct	Ordi	nances			Statutes	S	Regi	ulations	
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick .	/	_	-	_		-	\ <u>-</u>	V	_	-		_

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

Document Types		ations o			otions/Gr jections			ral/State mission			cing Rep RTIs	orts
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	V	-	_	/	-	-	-		-	/	_	_

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

Yes

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

Always (100%)	Almost Always (95-100%)	Mostly (90-95%)	85-90%	Less than 85%
		_	4	

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			1	_
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	_			7
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!

								4
Range	>75%	51-75%	-	26-50%	-	>25%	_	

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

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

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

Range	>40%	1	31-40%	21-30%	_	< 20%	_
							1 1

Specific Remarks:

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

Date:

Place:

Signature of the Employee

VIKRAMA SIMHAPURI UNIVERSITY

NELLORE-524 320.

Director, IQAC

Internal Quality Assurance Cell (IQAC)
VIKRAMA SIMHAPURI UNIVERSITY
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