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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  | 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 4 diff. experience areas)) | Years            | Sections                            |      |       |      |
|   | 2019-20          | Finance Section                     |      |       |      |
|   | 2020-21          | Finance Section                     |      |       |      |
|   | 2021-22          | Finance Section & Ofc The Registrar |      |       |      |
| 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 |
|--|-----------------|--------------------------|-------------------|----------------------|
| Finance Section of the Registrar<br>Junior Assistant | 8 years         | Good                     | -                 | -                    |

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

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

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. |
| 30           | -          | -                        | 24           | 04                    | 08                    |

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

|   |         |
|---|---------|
| No. of Holidays worked in the last 36 months by you                 | 10 days |
| 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. | APSCH | 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.             | 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 checked="" type="checkbox"/> | Part              | <input 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? | yes               | <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 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%                     |
| 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       | -                 | -           | -           | Within One (or) Two days  |
| From Students    | -                 | -           | -           | Within One (or) Two 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?

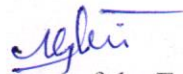
|       |      |   |        |   |        |   |      |   |
|-------|------|---|--------|---|--------|---|------|---|
| Range | >40% | ✓ | 31-40% | — | 21-30% | — | ≤20% | — |
|-------|------|---|--------|---|--------|---|------|---|

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



Director, IQAC

**DIRECTOR**

Internal Quality Assurance Cell (IQAC)

VIKRAMA SIMHAPURI UNIVERSITY

NELLORE - 524 324.

~~Registrar~~

**REGISTRAR**

VIKRAMA SIMHAPURI UNIVERSITY

NELLORE-524 320.



**DEPUTY REGISTER**

Directorate of Distance Education

Sri Venkateswara University

TIRUPATI-517 502



**ASSISTANT REGISTRAR**

YOGI VEMANA UNIVERSITY

KADAPA - 516005.



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

**Administrative Audit of Regular Administrative Staff Only**  
(Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst)  
**During 2017 -2019.**

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 4 diff. experience areas)) | Years            | Sections        |      |              |      |
|   | 2017-18          | Finance Section |      |              |      |
|   | 2018-19          | Finance 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  | Intermediate | SSC  |

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

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

2.1 Allocation of Duties and Responsibilities

| Proactive Job allocation         | Time Frame done | Progress Periodic Review | Slackness Handled | Addl. Responsibility |
|----------------------------------|-----------------|--------------------------|-------------------|----------------------|
| Finance Section Junior Assistant | 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 |
|--------------------------------|--|---------------------------------------|-----------------------------------|--------------------------------|
| 05                             | 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                        | -                     | 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                     | 2 to 3 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                 | -                                   |

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            | 1 to 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           | -          | -                        | -            | 08                    | 07                    |

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

|   |        |
|---|--------|
| No. of Holidays worked in the last 36 months by you                 | 5 days |
| 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 Taken    | Routine | -        | 1 to 2 days | 1 to 2 days | -              | -                   |
|               | Special | -        | 1 to 2 days | 1 to 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   | 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.             | 03          | -                   | 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? | 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       | -                 | -           | -           | within one week           |
| 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                      | -                 | -           | -           | -                         |

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?

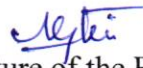
|       |      |   |        |   |        |   |      |   |
|-------|------|---|--------|---|--------|---|------|---|
| Range | >40% | ✓ | 31-40% | — | 21-30% | — | ≤20% | — |
|-------|------|---|--------|---|--------|---|------|---|

Specific Remarks:

Our University Administration is very supportive and friendly manner and always provides a lot of facilities to the Finance Section. I am happy to work with University Authorities.

Date:

Place: NELLORE

  
Signature of the Employee



Director, IQAC

**DIRECTOR**

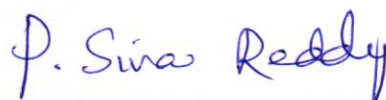
Internal Quality Assurance Cell (IQAC)  
VIKRAMA SIMHAPURI UNIVERSITY  
NELLORE - 524 324.

  
Registrar

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



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



**ASSISTANT REGISTRAR**  
YOGI VEMANA UNIVERSITY  
KADAPA - 516005.