

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	A. Mary Cizitts Renuka				
1.2 Designation	Junear Agristant				
1.3 Educational Qualification	M.Sc., (Bro-chemistry)				
1.4 Experience in administration	(Years and	Years	Sections		
Fields like Examinations, RTIs, VC		2019-20	Purchous	E RTE	
Section, Admission, Finance, etc.		2020-21	purchans	& RTI	
(Upto 4 diff. experience areas)		2021-22			Examination
1.5 Date of joining	der j	03/06	12014	,	
1.6 Date of Retirement		1 2 1	2048		
1.7 Qualifications	Year	2011	2009	2006	2004
	Qualification	M.Sc.	B.Se.,	Enter	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
Junior Arrida	+ 8 years	Good	-	Taken

Exam setting 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		Arrangement for Staff on leave
05	02	02	50%	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
	_		

Purchouse

2.4 General Flexibility to Excel exist

Freedom to be '	SMAR7	7,	Forgiving One-time Errors Se		ors Set	ting E	xamples by oneself	
Yes				Yes			YR	
2.5 Communica	ation by	your S	uperior			10		
Day Starts with	Task T	alks	Oral/Wri	tten Instruc	tions	Persuasive r	node	Professional Style
45			Ye	<u>م</u>		Yes		_
2.6 Motivation		d to you	ıl.		i igii			
Word of Apprec	ciation	High I	level task	allocation	Exc	hange Pleasan	tries	Build Team Spirit
405			Yes	yes yes			400	
2.7 Method of F	Reportin	g of the	e activitie	s carried or	at in y	our Section		
Through Proper Channel	Directly Head	to the	Daily Basis		ward N	lin-Max Time fo ompletion		Stress on Confidentiality
40	_	_	Yes	Yes		3 to 5 day	4	NO
						,		nea (T
3. Office Ad 3.1 Do you draft				1.10.1				
Refer Past	Attemp	nt i	Equip you	u with	Sools	July Coursell or tak		nelp of your superior
Draft	Fresh	1	Updates		Super	Help from		Entrust the Task to ubordinates
429	40		42	3	4	es (Sometin	y)	Yes
3.2 What is the s	system o	of filing	done in	your Section	n?		7	17)

Topic-wise filing	Date-wise filing	Confidential filing	Special files as VC/Registrar Seeks
yes	yes	423	U.
3.3 Are inward an	d Outward Tapal R	egisters maintained	in your Section? (Check the Right Cell)
Status	Inwa		Outward
Maintained			

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
3.5 How many d	ays of leave were availed	E days	16.1.	RTI With in sodays

Casual Leave Duty Maternity/ Earned FN Permission of AN Permission of leave Medical Leave 1Hr. 1Hr. Leave ~ SO Lus

23 days 10 days	9
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	2 days
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 to 3 days	(day	1 day	-	-
	Special		iday	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	483	445	44	Yes	yes
Consumables/Stationery	yes	42	yes	yes	445

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	/
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?	7	~		

5. Legal Matters

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

Document Types	Omitonj oraci			Ordinances			Statutes			Regulations		
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	V	-	-	/	-	-		-	-	/	_	-

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

Document Types				101 1103 1101			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	-	_

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%
/		-1	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	100
rifed for the University	i fied Agamst the Oniversity	-

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		_		\checkmark
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	_	-	_	with Pr. 10 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	-		-	N°C
Students	_	_		NiL

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%	_	

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?

		1						
Range	>40%	/	31-40%	-	21-30%	_	≤ 20%	_

Specific Remarks:

Administration is good and authorities are very supportine to enhance our working and drafting skills. I am feeling very greatful and thankful to being one of the staff member in this vikrama simbapun university. I will give my support as much as i can. Thomking you.

Date:

Place: Nellux

A. May list Rub

VIKRAMA SIMHAPURI UNIVERSITY

NELLORE-524 320.

Signature of the Employee

Director, IQAC

DIRECTOR

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

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

YOGI VEMANA UNIVERSITY KADAPA - 516005.



VIKRAMA SIMHAPURI UNIVERSITY, NELLORE, ANDHRA PRADESH

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During 2017 -2019.

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1. Personal Data

1.1 Name of the Employee	A. Mary	(izith	Renuka	egiciyasi.	A HOUSE		
1.2 Designation	Junior						
1.3 Educational Qualification	M.sc., 189						
1.4 Experience in administration	n (Years and	Years	Sections				
Fields like Examinations,		2017-18 Purchases and RTI					
Section, Admission, Finance, et (Upto 4 diff. experience areas)	2018-19 Purchaus and RTI						
1.5 Date of joining		03/0	6 2014				
1.6 Date of Retirement	2 V	3.3	6/2048				
1.7 Qualifications	Year	2011	2009	2006	2004		
	Qualification	M.SC.	B.Sc.,	2 nter	s.s.c		

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

	Proactive Job allocation		Progress Periodic Review	Slackness Handled	Addl. Responsibility
wchut	Junior Assistat	Lycons	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	02	02	50 %	405	

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'

2.5 Communica Day Starts with 2.6 Motivation Word of Apprec	Task T	d to you High	Oral/V ou. level ta	Vritten Yes ask all		ctions		asive mode	Examples by onesel		
Day Starts with 2.6 Motivation Word of Apprecedant A	provide ciation Reportin	d to you High	Oral/V ou. level ta	Vritten Yes ask all				asive mode			
Day Starts with 2.6 Motivation Word of Apprecedant A	provide ciation Reportin	d to you High	Oral/V ou. level ta	Vritten Yes ask all				70 Feb. 1981	Professional Style		
2.6 Motivation Word of Apprec	provide ciation Reportin	d to yo High	ou. level ta	yes ask all				70 Feb. 1981	Professional Style		
2.6 Motivation Word of Apprec	provide ciation Reportin	High	ou. level ta	ask all			,	101	_		
Word of Apprec	Reportin	High	level ta		ocation	Yes					
2.7 Method of R	Reportin	g of th			ocation						
2.7 Method of R	Reportin	g of th				n Exc	hange F	Pleasantries	Build Team Spir		
Z./ Method of R	Directly	g of the	ne activi					14.59% S	- Common Spin		
	Directly	to the		ities ca	arried o	out in ye	our Sec	tion	er and it have been regularly un		
Through Proper Channel	Ticau		Daily Basis	Inv	ward-Ou	itward M	lin-Max	Time for	Stress on Confidentialit		
40			14.		C	Completion		Maintenance			
7.9	1		yes yes			3 to 50		NO			
								1-	Per and Leading		
Oraft	Fresh		Updates S		Super	iors		Entrust the Task to subordinates			
			Equip you with Supplement		Seek I	Help fro	om I	Entrust the Task to			
3.2 What is the s	44	5 3 4	ye	3		Yes	.21	me times			
3.2 What is the s	ystem o	of filin	g done	in you	r Section	on?			yes		
ropic wise filling	Date	-wise	Illing	Confi	dential	filing	Spec	ial files as V	/C/Registrar Seeks		
224	4	es	(2)	4	es			425	/C/Registrar Seeks heck the Right Cell)		
3.3 Are inward an	nd Outv	vard T	apal Re	gisters	main	tained i	n your	Section? (C)	heck the Right Cell		
	P) (1)		Inwa	rd	lint		0	utward	and reight cell		
Maintained Not Maintained	13.7	2		Yes	()			Yes			
	. 1							719	same application		
3.4 State the norn Routine	nal time	taken	to disp	ose a	file/pap	oer					
etters/Files		anatory	У	Fir	st-time	e/ Fre	sh R	eplies to	Grievance		
	Repo			CO	ntent k	enorts	I G	OVIORNIN ONA-	Letters		
3.5 How many da	vs of lo	- to 3	deys	1. 11	2 d	erys	h	9 thon skyw	ated one week		
asual Leave	Outy	Mata	avai	led by	you in	the las	t 24 m	onths?			
_	eave	Medi	rnity/ Earned FN cal Leave 1H		The second second	Permis	sion of	AN I	Permission of		
34		Leave		<i>i</i> - 1				10 (3) June 10 2			
3.6 Do you work o	on holid	1800	Stys of	5 day	rd	- They	_				
o. of Holidays wo	rkad in	the 1-	tine of	lice h	ours?	Ye	3				
o. of Holidays wo	1 1 1	the la	st 30 m	onths l	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 Who	m Meant	UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days	Routine	2 to 3 days	1 day	1 day	_	-
Taken	Special	1 day	Iday	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	425	Yes	Yes	Yes
Consumables/Stationery	Yes	405	421	Yen	424

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)

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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	-14
4.4 Do you follow- up the bills processed by you and sent to other Sections?	Yes	1	No	
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	1	No	
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Pl.Tick	~		-	/	-	_	/	1-	_	-	-	_

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

Document Types		gations of author				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	/	-	_	/	-	1	7		-	1	-	-

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

Yes

No V

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

Always (100%)	Almost Always (95-100%)	Mostly (90-95%)	85-90%	Less than 85%
~		-	7 2	

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Pil-1P d vv.		(Tiok ii doi)	ic)	
Filed For the University		Ellad Assistation at the second	The state of the s	
		Filed Against the University		
	,			

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	0 11 11	Total State State His: (11. 11ck)				
A	On Administration	On Teachers	On Students	On Specific functionaries		
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Time for G or C:	On Administration	On Teachers	On Students	On Specific Personalities
From Staff	_		on students	on specific Personalities
From Students				A .
Trom Students			- 7	with in lo de

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Appeal to Higher Officials by	On Administration	On Teachers	On Students	On Specific Personalities
Staff				
Students		-	_	Ni
Students			_	NPI

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

Weekly	Monthly	Annually
-	-	_
	_	
	Weekly	Weekly Monthly

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	>750/	/	7				Sarah Kalendara	
Range	>75%	-	51-75%	-	26-50%	-	>25%	
			•				- 4370	

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

	in the state of th						
Range >50% 41-50% - 3	1-40% - < 30% -	\neg					

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:

Administration is good and authorities are very supportine to enhance our working skills and drafting skills. I am feeling very greatful and thankful for being one of the shaft wember in this Vikrama Simbopuri University. I will give my support as much as I can. Thouking you.

Date:

Place:

A. Menylizith Ruh

Signature of the Employee

Director, IQAC

DIRECTOR

Internat Quality Assurance Cell (IQAC)
VIKRAMA SIMHAPUM UNIVERSITY
NELLORE - 524 324.

Registrar

VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320,

Surell. A

DEPUTY REGISTER
Directorate of Distance For Stri Venkateswara University TIRUPATI-517 562

ASSISTANT REGISTRAR
YOGI VEMANA UNIVERSITY
KADAPA-516005.