

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	N. Vinay Kumah					
1.2 Designation	Senior					
1.3 Educational Qualification	Post Gra	duatio	m	90.00		
1.4 Experience in administration (Years and	Years	Sections			
Fields like Examinations, R	TIs, VC	2019-20	Estebli	shuent		
Section, Admission, Finance, etc.	48	2020-21 Sports Board & poincipal o 2021-22 principal office				
(Upto 4 diff. experience areas)		2021-22	mincip	1 office	-	
1.5 Date of joining			06- 2010			
1.6 Date of Retirement	Lafast Rea	210	-05-20		7.55	
1.7 Qualifications	Year	2012	2019	2021		
	Qualification	MAGYL	ish M.Sc. Johykics	AGOCLS IPR		

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		Progress Periodic Review	Slackness Handled	Addl.	Addl. Responsibility		
Sr. ASJ.	8years	Periodic Review		- Alloteo			
		for your Section's	activities				
No. of Files to		Draft No. of Staf			Arrangement Staff on leave	for	

be clear daily	Notes process& expidite	to Involved in work- flow	be done as per plan	Staff on leave
10	07	02	901	yes
2.3 Assistance	to Section Head in	evolving policies for your	r Section (Pl. Tick, m	ost important two)
Provide Ideas	Cite Instances	Serve as a Resource per	rson Deve	lop Draft Policy
\checkmark	2	~	-	

Page 1 of 5

2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
Y-45	yes	yes

2.5 Communication by your Superior

Day Starts with Task Ta	alks Oral/Written Instruct	tions Persuasive mode	Professional Style			
Yes	Yes	yes y				
2.6 Motivation provided	d to you.		1.2			
Word of Appreciation	High level task allocation	Exchange Pleasantries	Build Team Spirit			
Yes	Yes	Yes	Yes			

yes		yes		Yes	YUS
2.7 Method of	Reporting of the	e activitie	es carried out in	your Section	
Through Proper Channel	Directly to the Head	Daily Basis		Min-Max Time for Completion	Stress on Confidentiality Maintenance
y is	-	703	Yes	2-3 days	No

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	t Equip Update	you with es					trust the Task to bordinates	
yes	Yes	4-	es	C	103			Yes	
3.2 What is th		f filing done	in your S	ection?					
Topic-wise filin	ng Date-	wise filing	Confide	ntial filing	Spe	ecial files	s as VC	/Registrar Seeks	
4-13	e	tes	Yes yes					,	
3.3 Are inward	d and Outw	vard Tapal R	egisters n	naintained in	n you	r Section	n? (Che	eck the Right Cell)	
Status	02-12	Inwa	ard	Outward			1		
Maintained	DC (- 15 510	25 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1	Vel	Vers		Y	es		
Not Maintained	1	a count	1.2			1	-		
3.4 State the n	ormal time	taken to dis	pose a fil	e/paper					
Routine	Expla	anatory	First	First-time/ Fresh		Replies to		Grievance	
Letters/Files	Repo	rts	cont	content Reports		Governments		Letters	
1 day		day	2				-2 days 2-3		
3.5 How many	days of le	ave were ava	ailed by y	ou in the las	t 36	months?			
Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permis 1Hr.	sion	of	AN P 1Hr.	ermission of	
2 todays	-	-		-					
3.6 Do you wo	ork on holic	lays/off the o	office hou	irs?					
No. of Holidays	s worked in	the last 36 i	months by	y you				3 days	
No. of Holidays	worked in	the last 36 i	months by	your Subor	dina	te -1		-	
No. of Holidays	worked in	the last 36 i	months by	your Subor	dina	te -2		10- 01	
No. of Holidays	worked in	the last 36 i	months by	your Subor	dina	te -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	2-3 days	1 day	Iday	2-3 days 1 day	- \
Taken	Special	1 day	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	yee	yes	yes	yes	yes
Consumables/Stationery	Yy	73	Yes	Yes	Yes

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	-	05	06

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	1	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	1	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		t Ordinances		Statutes			Regulations				
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	-	V	-	-	~	*	-	~	+	-	~	-

Document Types-	-	gations o c author			otions/Gr			ral/State			king Rep RTIs	oorts
% 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

No L

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%
	- OPANO SY	Loop - hop	3 days	-

 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	-	-	-	~
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!

	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%	-	$\leq 30\%$	-
		A CONTRACTOR OF A CONTRACTOR A						

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:

cleanance of files from Azminstration is quick and supportive for all aspects.

Date:

Place: Nellove

Director, IOAC

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

Signature of the Employee

Registrar REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.

1 104

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

P. Siva Redy

ASSISTANT REGISTRAR V YOGI VEMANA UNIVERSITY KADAPA - 516005.



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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	NIV	inay kur	nag			
1.2 Designation1.3 Educational Qualification	Sen	inay levi	int		Sec. 1	
1.4 Experience in admi		Years	Sections			
(Years and Fields like Exar	2017-18	h hent				
RTIs, VC Section, Admission, Finance, etc. (Upto 4 diff. experience areas)		2018-19	GS teblish ment			
1.5 Date of joining		03-06-2014				
1.6 Date of Retirement		03-06-2014 51-05-2047				
1.7 Qualifications	Year	2012	2019			
2.9	Qualification	M.A. OgGSL	phyfics			

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	Frame done	Progress Periodic Review	Slackness Handled	Ad	dl. Responsibili	ty
Stablishien St. ASSt.	5 years	Good		A	loted	
2.2 Targets/Tin	ne limits fixed	for your Section's	activities			
No. of Files to	No. of	Draft No. of Staff	to % of wor	ks to	Arrangement	for

10	expidite	02	90'/.	44
be clear daily	Notes process&	to Involved in work- flow	be done as per plan	Staff on leave
	the second se	aft No. of Staff to		Arrangement for

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

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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

		Yes	Yes	2-3 days	alo.
Through Proper Channel	Directly to Head	he Daily Basis	Inward-Outwar Register	d Min-Max Time for Completion	Stress on Confidentiality Maintenance
2.7 Method of	Reporting of	Y <i>t</i> s the activitie	es carried out i	y es n your Section	Yes
Word of Appreciation High		gh level task	allocation E	xchange Pleasantries	Build Team Spirit
2.6 Motivation		yes			Yes
Day Starts wit	h Task Talks			ns Persuasive mode	Professional Style

3. Office Administration Work:

Refer Past Draft	Attempt Fresh	Equ Upc	iip you lates	with	Seek H Superio		from		trust the Task to ordinates
yes	40	5 20	1.03		403		yes		
3.2 What is the	system of	filing do	ne in y	our Se	ection?				farmer constant
Topic-wise filing	g Date-	wise filin	ig Co	nfider	tial filing	Sp	ecial file	s as VC	/Registrar Seeks
4.05	L.	ies	ne.	4	es		Y	es	
	and Outw	ard Tapa	l Regis	ters m	aintained in	n you	ur Section	n? (Che	ck the Right Cel
Status		Ir	iward		201		Outward		
Maintained	2	Sicheros	ye	5	M·A·M	yes			
Not Maintained			,	-			-		
3.4 State the no	rmal time	taken to	dispose	e a file	/paper				
Routine	Expla	natory		First-	time/ Fre	sh	Replies	to	Grievance
Letters/Files	Repor	ts		conte	ent Reports		Govern	ments	Letters
1 day		Jay		2	days		1-20	dangs	2-3 day
3.5 How many	days of lea	ave were			the state of the second s	st 24	months?	>	U
Casual Leave		Maternit	-		FN Permis	ssion	n of	1 1	ermission of
	leave	Medical	Le	ave	1Hr.			1Hr.	1
0.1		Leave							
20 days	k on holid	ava/aff th	no offici	a hour					
3.6 Do you wor									
No. of Holidays	allow a distant of the second second second second					edin	ata 1		-
No. of Holidays	the second s				the second with the second second			80	- 01
No. of Holidays	the set of the lot of the set of the lot of	the second second second second second		and the second se					
No. of Holidays	worked in	the last s	so mon	uns by	your Subo	rama	ale -5		-

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Upkeep of	Sort	Set in Order	Shine	Standardize	Sustain
Machines/ Equipments	Yes	425	Yes	Yes	4.5
Consumables/Stationery	yes	4.05	425	745	945

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos.	-	00 01	or 02
		Ne	N

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Pl.Tick		\checkmark			~			V			~	

5.2 Are you conversant	with the basic	provisions of	f Right to	Information	Act, 2005?
			~ .	0 1/0	NOT D

Document Types	Publi	ations o c author	ities	for Rejections		See.	Commencerens		Making Reports for RTIs			
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	~	1		~			~					

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	Conner Edit	hos the pi	Story S	24.7 -

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Specific Remarks:

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Date:

Place:

delpa

Director, IQAC DIRECTOR Internal Quality Assurance Cell (IQAC) VIKRAMA SHEHAPURI UNIVERSITY NELLORE - 524 324.

Signature of the Employee

RegistrasTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.

A.

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

P. Siva Ready

ASSISTANT REGISTRAR YOGI VEMANA UNIVERSITY KADAPA - 516005.