

# 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	P. Suda	Romi				
1.2 Designation	Tunior	A88-181	tant			
1.3 Educational Qualification	MA /Te	elugu)			2-71 - 30	
1.4 Experience in administration			Sections	iğnə il		
Fields like Examinations, l	RTIs, VC	2019-20	Fetabli	ehmon	+ Section	n
Section, Admission, Finance, etc.	(P) (-2) Y	2020-21		do -		
(Upto 4 diff. experience areas)		2021-22 Establishment & DEAN CA Seculiar				
1.5 Date of joining		03.06.				
1.6 Date of Retirement		737	2042		ZPF	
1.7 Qualifications	Year	2016	2002	1999	1997	
	Qualification	M. A Gel	) B.com	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	Time Frame done	Progress Periodic Review		Addl. Responsibility
Tunior Assist	+ Syeary	Periodic Review	_	-

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

No. of Files to be clear daily			% of works to be done as per plan	Arrangement for Staff on leave
10	02	02	90%	les

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
$\checkmark$		_	

2.4 General Flex	ibility to	o Exce	el exist									
Freedom to be 'S	MART'		Forgi	ving	g One-t	ime Er	rors	3	Setting	g Exa	mples by oneself	
Yes					Yes		10.0			1	les	
	)				)							
2.5 Communicat	ion by y	our S	uperior									
Day Starts with	Task Ta	lks	Oral/Wi	itte	n Instru	ictions	F	Persu	asive mo	de I	Professional Style	
Yel				40	24		7		Yes		-	
2.6 Motivation p	rovided	to you	1.	•								
Word of Apprec			level tas	k a	llocatio	n Ex	cha	nge	Pleasantri	es	Build Team Spirit	
Yes			Yes			0.0		Y	el	i salay	Yel	
2.7 Method of R	eporting	g of the	e activit	ies	carried	out in	you	ır Se	ction	12.01		
Through Proper	Directly		Daily	I	Inward-C		Min	-Max	Time for		ress on Confidentiality	
Channel	Head		Basis	Register Completion			Ma	aintenance				
Yes	_	7	Ye	5	70	29_	7	36	o 5 day	1	No	
3.1 Do you draft	t the cor	respor	ndence/o	circ	ulars/no	otes etc	e. yc	ourse	elf or take	the h	elp of your superio	
Refer Past	Attemp	ot	Equip :	you	with				from		ntrust the Task to	
Draft	Fresh	2.1	Update	S		Suj	perio	ors	_	-	subordinates	
· Yes	Ys		4	بو	)			le	ConeT	in)	yes	
3.2 What is the								Τ ~		* * *	0/2 1 0 1	
Topic-wise filing	Date	e-wise	filing	Co	onfident	ial fili	ng	Sp			C/Registrar Seeks	
yes.	10.	fe	) 1 D		Ye	<u> </u>	ad :.		Ye Sortion	_	each the Right Cell	
	and Out	ward			sters ma	imtain	ea II	n yo	Outward		eck the Right Cell)	
Status	1 1 1 1		Inwa		Se-					-		
Maintained Not Maintained				12	1				Ye			
Not Maintained  3.4 State the nor	rmal tim	na taka	n to dis	nos	e a file	naner				nail I		
Routine		lanato		pos	First-		Fre	esh	Replies 1	0	Grievance	
Letters/Files	1	orts	1 y		The state of the s	nt Rep			Governn		Letters	
1 day	2		3 Lay	U		Ida			1 do	ef	1 to 2 day	
3.5 How many		leave v	were av	aile	d by yo			st 36		0		
Casual Leave	Duty		ternity/		arned	FN Pe				AN	Permission of	
	leave	Me	dical	L	eave	1Hr.			uru l	1Hr.	d tribular is	
		Lea	ive				1 01					
20	_		- 22.1	000		0						
3.6 Do you wor											151	
No. of Holidays							2,,1-	d:	note 1		15 day	
No. of Holidays										5	0 1 01	
No. of Holidays No. of Holidays	worked	in the	last 30	mo	nthe by	your S	Sub	ordir	nate -3			
No. of Holidays	worked	m the	1ast 30	1110	nuis by	your	Juul	JIUII	iate -5		-	

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 to 2 days	1 day	1 day	1 day	1
Taken	Special	1 day	1 dey	Iday	ldaf	

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	Yel	yes	Yer	Les
Consumables/Stationery	Yes	yei	Lei	Yei	Jei

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants		
Nos.	01	01	02		

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	1	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	Univer	sity's A	ct	Ordin	nances			Statutes		Regi	ulations	
% 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		ations o			ptions/Gr jections	rounds		ral/State mission		Mak for l	king Rep RTIs	orts
% Awareness	<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

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/		10-1-1	11.52.0	01 -

5.5 Have you ever filed any legal suit for or against the University? (Tick if done)

3.3 Have jou ever mod and regul	8		
Filed For the University		Filed Against the University	

## 6. Grievances Handling

6.1 Does your Section receive grievances/complaints from Staff/Students? (Pl. Tick)

THE TE O	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	_	_	-	with a week
From Students	~			with a week

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	_	_	-	NIL
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		1	
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!

oour.								
Range	>75%	1	51-75%	-	26-50%	-	>25%	
110000								

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

7.2 110 W IIIC	ich you have chi	idireca i	cupucing					
Range	>50%		41-50%	-	31-40%	-	≤ 30%	_
Tunge								

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

Range	>40%	/	31-40%	_	21-30%	_	≤ 20%	

### Specific Remarks:

Administration are very cooperative and give Suggestions to improve our working Skills for Smooth functioning of the office and also Providing all facilities which we require every time

Date:

Place: Nellowe

P. Sudhakani Signature of the Employee

VIKRAMA SIMHAPURI UNIVERSITY

NELLORE-524 320.

Director, IQAC

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

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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	P. Sudha &	Rani			
1.2 Designation	Junior A		+		
1.3 Educational Qualification		luger			
1.4 Experience in administration (	Years	Sections			
Fields like Examinations, R	2017-18	Establishment Section			
Section, Admission, Finance, etc. (Upto 4 diff. experience areas)		2018-19	-	do —	
1.5 Date of joining		03-1	06-2014		
1.6 Date of Retirement			06-2042		
1.7 Qualifications	Year	2016		1999	1997
	Qualification	M.A.	B.Com	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	Time	Progress	Slackness Handled	Addl. Responsibility
allocation	Frame done	Periodic Review		
Jumior Assistan	54 cars	Good	-	-

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

No. of Files to be clear daily	No. of Notes process& expidite	No. of Staff to Involved in work- flow	% of works to be done as per plan	Arrangement for Staff on leave
10	02	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
V		_	

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	408	Yes	

2.7 Method of Reporting of the activities carried out in your Section

Basis	Register	Completion	Maintenance
Yes	Yes	3 to 5 days	No
		2	Basis Register Completion

### 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 (Some-Tim	s) 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)

0.00	1 0	•
Status	Inward	Outward
Maintained	Yes	Yes
Not Maintained	_	The first section is a second section to the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a section in the second section in the section is a section in the section in the section in the section is a section in the section in the section in the section is a section in the section in the section in the section in the section is a section in the section in th

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
1 day	2 to 3 days	1 day	1 day	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.
20	*	-1	_	MENT I	

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

No. of Holidays worked in the last 36 months by you	15 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?

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Taken	Special	1 day	1 day	1 day	_	

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Upkeep of	Sort	Set in Order	Shine	Standardize	Sustain
Machines/ Equipments	Yes	Yes	Yes	Yes	Yes
Consumables/Stationery	Yes	yes	Yes	Yes	Yel

3.9 How many subordinates work under your superior?

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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?		1	No	_
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?	Yes	/		-

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Pl.Tick	V	_	_	/	_	_	V	-	_	/	-	_

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Pl.Tick	V	-	_	V	-	_	V	-	_	/	-	_

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

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V		1 40 p 1 1 1 1	4	od J — Mann

## 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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Staff	-		Contract - Invited	NIL
Students	_	_	_	NIL

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Suggestions Sought	Weekly	Monthly	Annually
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From Students		_	

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Range	>75%	V	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%	<b>-</b>   ≤ 30%	-

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#### Specific Remarks:

Administration are very cooperative and Give Suggestions to improve aux working skill for Smooth functioning of the office and also Providing all facilities which we require orvey time

Date:

Place:

P- Serdla Rani

Signature of the Employee

VIKRAMA SIMHAPURI UNIVERSITY

NELLORE-524 320.

Director, IQAC

DIRECTOR

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

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

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