

## 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	SK. Yesda	ani Ba	asha			
1.2 Designation	1		irtent			
1.3 Educational Qualification	Post Gra	ducitie	m			
1.4 Experience in administration (		Years	Sections			
Fields like Examinations, R	TIs, VC	2021-22	Greneral Admin & RTT, Pure			
Section, Admission, Finance, etc.	det -	2020-21	1-22 Greneral Admin & RTT, Dure 10-21 Purchase, Examination			
(Upto 4 diff. experience areas)		2019-20		]		
1.5 Date of joining			3-06-2014	]		
1.6 Date of Retirement	ok moy in ban	28.	-02-2043			
1.7 Qualifications	Year		olitical science P.G. IR& pr	1		
Yes-	Qualification	201	8 2021			

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	and the base of the second	
Jr. Ant.	8 years	good	NAL CONTRACTOR	Taken.

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

No. of Files to be clear daily		t No. of Staff to Involved in work- flow	% of works to be done as per plan	U U	for
6	5	02	907.	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
$\sim$	-	~	-

## 2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
ep	Tes	Yes

### 2.5 Communication by your Superior

Day Starts with	y Starts with Task Talks Or			tten Instructi	ions	Persuasive mode	e Professional Style
Yes	al portan a 192 P		tes			a to Montes, and	Yes
2.6 Motivation	provideo	d to you	u.	. /	alue:	dreft.	
Word of Appre	eciation	High I	level task	allocation	Exc	hange Pleasantrie	s Build Team Spiri
Yes Yes					Tes	Yes	
2.7 Method of	Reportin	g of the	e activitie	es carried ou	t in y	our Section	
Through Proper Channel	Directly Head	to the	Daily Basis	Inward-Outv Register		Ain-Max Time for Completion	Stress on Confidentiality Maintenance
Yes			Yes	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	Equip Update	you with es	Seek H Superio		rom		rust the Task to ordinates	
les	Yes	-	B	Tes			Yes		
3.2 What is the	system of f	ling done	in your Sec	ction?			all de	And the first of	
Topic-wise filing	g Date-w	ise filing	Confident	ial filing	Spe	cial files	as VC	/Registrar Seeks	
Yes		ep		Б					
3.3 Are inward	and Outwar	d Tapal R	egisters ma	intained in	n you	r Section	? (Che	ck the Right Cell)	
Status	Sec D.	Inw	ard	01		Outward		a changing	
Maintained			Yes			N			
Not Maintained	1810-			19	s	1			
3.4 State the no	ormal time ta	ken to dis	pose a file/	paper		e one og	10.01000	and the state of the	
Routine	Explana	atory	First-t	First-time/ Fresh		Replies to		Grievance	
Letters/Files	Reports			content Reports			nents	Letters	
1 day	2+0	3 Jay/	5 20	2 days 1-2 day				2-3 days	
3.5 How many	days of leav	e were av	ailed by you	u in the la	st 36 1	months?		आपर-क्रिके (जिन्द्र	
Casual Leave		laternity/		FN Permi	ssion	of	AN P	ermission of	
		1edical	Leave	1Hr.	bor		1Hr.	at 8	
		eave	1.10	10115 84 1101	1005	10161 101		Regil Sont Polyclar	
20		88	15	-	19.24	1 11:00	10	The second parts	
3.6 Do you wor					21 V. B	1.01		1	
No. of Holidays							18	10 days	
No. of Holidays							-		
No. of Holidays							C	<b>-</b> d	
No. of Holidays	worked in t	ne last 36	months by	your Subc	ordina	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 to 3 days	1 day	1 day	2to3 days	
Taken	Special	1 day	Iday	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.?

Jpkeep of Sort		Set in Order	Shine	Standardize	Sustain	
Machines/ Equipments	Yes	yes	Yes	yes	yes	
Consumables/Stationery	Ver	yes	Yes	yes	723	

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants		
Nos.	-	0/	ag		

# 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					Ordinances						Regulations	
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	~	-	-	~	-	-	~	•	-	~	-	L

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

Document Types	Oblig	gations o c author		IOI ICOJOURNOU		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	-	-	~	-	-	$\checkmark$	1 _	-	_	~	

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

No

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%
	Star S Carl	day I day	2400	- 2 to 3

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

### 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	abir	10 -	-	-

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	1	1 - Comment	(	-
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%	

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

Range $>50\%$ - 41-50% - 31-40%		
Range $>50\%$ - 41-50\% - 51-40\%	$- \leq 30\%$	-

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

Range	>40%	-	31-40%	-	21-30%	V	< 20%	-	-
							0 / 0		

Specific Remarks:

The university administration is very helpful tor discharging our dutics and Encourages US all the time.

Date:

Place: Color

de Director, IQAC

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

SK. You Signature of the Employee

REG RAR VIKRAMA SIMHAPURI UNIVERSIT NELLORE-524 320.

au

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

P. Siva Red

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	Sk. Yer	Nani	Bacha			
1.2 Designation	Junior :	Assistant				
1.3 Educational Qualification	porst Gr	advat	5			
1.4 Experience in administration (	Years and	Years	Sections			
Fields like Examinations, R	ΓIs, VC	2017-18	Gen. Adrish.			
Section, Admission, Finance, etc.		2018-19	Gen. Adrin Gen. Adris n			
(Upto 4 diff. experience areas)			gers. Harry			
1.5 Date of joining		03-00	5-2014			
1.6 Date of Retirement	e Zanas a Lené	28-0	2- 2043			
1.7 Qualifications	Year	M.A. P	olitical science			
A ANY	Qualification	2018	-, <i>b</i>			

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

ſ	Proactive Job	Time	Progress	Slackness Handled	Addl. Responsibility
	allocation	Frame done	Periodic Review		
9	en. Aanin	. Aanin 5yean goo		-	Jaken

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

No. of Files to be clear daily		and the second se	% of works to be done as per plan	•	for
6	5	02	90%	yes	

2.3 Assistance to Section Head in evolving policies for your Section (Pl. Tick, most important two)Provide IdeasCite InstancesServe as a Resource personDevelop Draft Policy

## 2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
Yes	Yes	yres

## 2.5 Communication by your Superior

Fask Ta	lks   (	Oral/Written Instructions Persuasive m		sive mode	Professional Style			
			yes y.		yes			
rovided	to you	1.	1			/		
iation	High l	evel task	vel task allocation Exchange Pleasantries				Build Team Spirit	
		Yes		Sier		1950 - 1884	yes	
eporting	g of the	e activities	s carried ou	t in y	our Sect	ion	,	
Directly Head	to the	Daily Basis	Inward-Outw Register				Stress on Confidentiality Maintenance	
		yes	Y 23		2-3	years	NO	
)	eporting	eporting of the	eporting of the activities Directly to the Head	eporting of the activities carried ou Directly to the Daily Head Basis Register	eporting of the activities carried out in y Directly to the Daily Head Basis Register	eporting of the activities carried out in your Sect Directly to the Daily Head Basis Register Completion	eporting of the activities carried out in your Section Directly to the Daily Head Daily Register Completion	

## 3. Office Administration Work:

Refer Past	Attempt	Equip	-	with	Seek H	-			rust the Task to ordinates	
Draft	Fresh	Update			Superio			sub		
Yes	yes		es			403			yes	
3.2 What is the	-		-			,		(Hereney)	and an even failed	
Topic-wise filing	g Date-w	ise filing	Co	onfider	ntial filing	Sp	pecial files	as VC/	Registrar Seeks	
yee	1	123		4	es			yes		
3.3 Are inward	and Outwa	rd Tapal R	egis	ters m	aintained in	ı yo	ur Section	? (Chee	ck the Right Cell	
Status	221.241	Inwa	ard		2 · · · ·		Outward			
Maintained			4	1es			Ya			
Not Maintained			/		_	_	-			
3.4 State the no	rmal time t	aken to dis	pose	e a file	/paper					
Routine	Explan	atory		First-	-time/ Fre	sh	Replies	to	Grievance	
Letters/Files	Report	5		conte	ent Reports		Governm	nents	Letters	
1 day	2+	0 3 da	NS	2	Jary	S	1-2	days	2-2 dr	
3.5 How many	days of leav	ve were av	ailed	d by ye	ou in the las	st 24	4 months?		and the second	
Casual Leave	Duty 1	Maternity/	Ea	arned	FN Permis	ssion	n of	AN Pe	ermission of	
	leave 1	Medical	Le	eave	1Hr.			1Hr.	ship and a	
	1	Leave			We have a state					
20	• -				-		1.1	-	-	
3.6 Do you wor	k on holida	ys/off the	offic	ce hou	rs?					
No. of Holidays									10 days	
No of Holidays						1.	. 1		1 mills	

No. of Holidays worked in the last 24 months by your Subordinate -1	-
No. of Holidays worked in the last 24 months by your Subordinate -2	-
No. of Holidays worked in the last 24 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	2-3 days	1 day	1 day		9 (9) 101 1
Taken	Special	1 Jay	1 day	Ida	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	bre
Consumables/Stationery	yes	428	yes	yes	yes

### 3.9 How many subordinates work under your superior?

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

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Issues	Alternative	Tick Here	Alternative	Tick Here
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		1		

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Document Types	Univer	rsity's A	ct	Ordin	nances			Statutes	S	Reg	ulations	
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Pl.Tick	~	-	-	~	~	-	/	-	~	V	-	

Document Types	-	ations o c author					s 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 -	-	~	-	_	V	-	-	~	-	-

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

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			2022	L

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Filed For the University	 Filed Against the University	

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From Students	-	-	-	-

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Staff	-	•		
Students		-		

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Suggestions Sought	Weekly	Monthly	Annually
From Staff	$\checkmark$	-	-
From Students	-	-	

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ooun.				1		0.50/	
Range	>75%	-	51-75%	26-50%	-	>25%	
							1.2.

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

		 1	21 100/	< 200/	
Range	>50%	 41-50%	- 31-40%	$\leq 30\%$	4
<u> </u>					

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:

The university adjuinstration is very helpful for discharging our duties and Encourages Us are the fime.

Date:

Place:

Aude por

Director, IQAC

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

Sone It. A

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

). Sive Reddy

ASSISTANT REGISTRARV YOGI VEMANA UNIVERSITY KADAPA - 516005.

SK farf

Signature of the Employee

REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.