



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	K-KAMAKSH	+C						
1.2 Designation	Junior Assi							
1.3 Educational Qualification	Degrec							
1.4 Experience-in administration		Years - S	Sections		1000			
Fields like Examinations,	RTIs, VC	2019-20	Finance					
Section, Admission, Finance, etc.	c.	2020-21	20-21 _do -					
(Upto 4 diff. experience areas)	5 V	2021-22	-do -1		244			
1.5 Date of joining		03.06.2014						
1.6 Date of Retirement		30.06-2050						
1.7 Qualifications	Year	2012	2007	2005				
	Qualification	Degree	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

Junior Assistant	5 Years	Periodic Review	-	Taken
Proactive Job allocation		Progress Periodic Review	12-2-9-1000-2-2-9-100-2-2-9-100-2-2-9-100-2-2-9-100-2-2-9-100-2-2-9-100-2-2-2-9-100-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2	Addl. Responsibility

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

	process& expidite 2 (Remarky)	flow	plan 70 :1:	
No. of Files to be clear daily	No. of Draft	No. of Staff to Involved in work-		Arrangement for Staff on leave

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

~			to be 'SMART' Forgiving One-time Errors Setting Examples by one							
					/				Y	es
2.5 Communica	ntion by y	our Sup	erior						1144	
Day Starts with	Task Ta	lks O	ral/Wr	ritte	n Instr	uctions	Per	suasive mo	ode 1	Professional Style
ye:	*			ye	>			yep		
2.6 Motivation	,	to you.								
Word of Apprec	ciation	High le	vel tas	k a	llocatio	on Exc	chang	e Pleasanti	ries	Build Team Spirit
yey			¥	es				xes		Yes
2.7 Method of F	Reporting	g of the a	activit	ies	carried	out in y	your S	Section		
Through Proper Channel	Directly Head	to the E	Daily Basis		nward-(Register		Min-M Compl	lax Time for etion		ress on Confidentiality intenance
yey		-	-	-	X,	ey				
Refer Past Draft	Fresh	U	Equip you with Updates			Supe	Superiors			
ALCOHOL THE RESIDENCE OF THE PARTY OF THE PA			Jpdates Superiors ye y done in your Section?			Su				
3.2 What is the	system o	of filing	done i	in v	our Se	ction?		rep		Yey
										C/Registrar Seeks
3.3 Are inward	and Out	ward Ta	pal Ro	egis	ters ma	intaine	d in y	our Section	n? (Ch	eck the Right Cell)
Status			Inwa					Outward		
Maintained			,	40	>				yeg	
Not Maintained	1 300 01								-	
3.4 State the no	rmal tim	e taken	to disp	oos	e a file	paper				
Routine	-									1 525
Letters/Files	Rep	orts			conte	nt Repo		Governi		Letters
day	1 C1	3 da		11	1 1	2 day	9	3 de		
3.5 How many									_	D
Casual Leave	Duty	Mater Medic			arned	FN Per 1Hr.	missi	on of	AN I	Permission of
	leave	Leave		L	eave	IIII.			IHI.	
45	-	124		120 5		3		7013	1	2
	rk on hol			-	-				1	
									-	5
3.6 Do you wor	worked	in the la								
3.6 Do you wor No. of Holidays				1101	iths by	your St	ibord	inate -1		-
3.6 Do you wor	worked	in the la	st 36 i							1

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 days	1 day	1 day	-	_ ~
Taken	Special	1 day	1 day	2 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	weg.	yes	Yes
Consumables/Stationery	yes	yes	yes	Xes	yes

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants
Nos		2_	3

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?		/		

5. Legal Matters

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

Document Types	Unive	ersity's A	ct	Ordi	nances		Statutes			Regulations			
% Awareness	<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	_	gations of author		Exemptions/Grounds Central/State for Rejections Commissions				Making Reports for RTIs				
% 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?

28

5.4 Do you t	ake legal	notices/Court	judgments	etc.	immediately	to	the	notice	of	your	Superior
Officers? (Ple	ease Tick)										

Always (100%)	Almost Always (95-100%)	Mostly (90-95%)	85-90%	Less than 85%
	_ (2)	n' L'		

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	-		_	0
Students	v -	-	-	

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%	_	
						_	ê.

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

The state of the s			mee min	reditation to this thi	.10 .
Range	>50° o	41-50%	31-40%	- < 30° a	

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

Range	>40%	-	31-40%	_	21-30%	_	≤ 20%	V
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Specific Remarks:

Administrations is very good and improve our working skills for smoots tunctioning of the office and I am happy with the administrations.

Date:

Place: Mellove

Signature of the Employee

VIKRAMA SIMHAPURI UNIVERSITY

NELLORE-524 320.

Director, IQAC

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

Sometta. A

DEPUTY REGISTER
Directorate of Distance Education
Sri Venkateswara Univer /
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.

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1. Personal Data

1.1 Name of the Employee	CKAMAKS	s H T				
120 : .:	iv-Assista					
1.3 Educational Qualification	Degree					
1.4 Experience in administration (Years	Sections		3.4.	
Fields like Examinations, R	ΓIs, VC	2017-18	vsu colleg	e, nellore		
Section, Admission, Finance, etc. (Upto 4 diff. experience areas)		2018-19	•	section.	7.53,	
1.5 Date of joining		03.6.2014 30.6.2050				
1.6 Date of Retirement						
1.7 Qualifications	Year	2012	2007	2005		
	Qualification	Degrec		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			Slackness Handled	Addl. Responsibility
Jr. Assistant	5 years	Periodic Review	-	Taken

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

explaite			
Notes to process&			
I	Notes to process&	process& flow	Notes to Involved in work- be done as per

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 'S	SMART		Forgi	Forgiving One-time Errors Setting				g Examples by oneself		
yes				yes				41	° &	
2.5 Communica	ation by	vour Si	unerior							
Day Starts with				ritten Instr	uctions	Pers	uasive mo	de P	rofessional Style	
	ex		01417 771	ye >	actions	1 015	Уев	-		
2.6 Motivation		d to you	u.				7 - 4			
Word of Appre				evel task allocation			Pleasantri	es	Build Team Spiri	
Ves		V	es						yes	
2.7 Method of I	Reportin	g of the	e activit	ies carried	out in y	our Se	ection		1 1	
hrough Proper hannel	Directly Head	to the	Daily Inward-Outw Basis Register			Ain-Ma Complet			ess on Confidentiality intenance	
yes		_	_	ye	\$	_	_			
					(
Refer Past	Attem	•	Updates		Superiors				trust the Task to ordinates	
	Fresh		*		Supe	11015	-			
yes	-	_	,	1es	,	yep	-		yes	
3.2 What is the	system	of filin	g done	in your Sec	ction?	yep .			yep	
3.2 What is the Topic-wise filing	system	of filin	g done i	in your Sec Confident	etion?	yep .	pecial files	as VC		
3.2 What is the Copic-wise filing	system g Dat	of filinge-wise	g done i	in your Sec Confident	ction?	yep g Sp	pecial files	as VC	/Registrar Seeks	
3.2 What is the opic-wise filing yes 3.3 Are inward	system g Dat	of filinge-wise	g done i filing	in your Sec Confident Year	ction?	yep g Sp	pecial files ur Section	as VC	yep	
3.2 What is the Topic-wise filing yes 3.3 Are inward Status	system g Dat	of filinge-wise	g done i	in your Sec Confident Year	ction?	yep g Sp	pecial files	as VC	/Registrar Seeks	
3.2 What is the Topic-wise filing yes 3.3 Are inward Status	system g Dat	of filinge-wise	g done i filing	in your Sec Confident Year	ction?	yep g Sp	pecial files ur Section	as VC	/Registrar Seeks	
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3.2 What is the Topic-wise filing Yes 3.3 Are inward Status Maintained Not Maintained 3.4 State the not Coutine Letters/Files	system g Dat and Ou ormal tin Exp	of filinge-wise yes tward T	g done ifiling fapal Re Inwa ye n to dispry	Confident ye egisters ma ard pose a file First-t	ction? tial filing hintainec	g Sp I in yo	ur Section Outward	as VC	/Registrar Seeks	
3.2 What is the Topic-wise filing Yes 3.3 Are inward Status Maintained Not Maintained 3.4 State the not Routine Letters/Files	system g Dat and Ou ormal tim Exp	of filinger-wise yes tward The stakes planator ports 3 473	g done ifiling apal Real Inwa	Confident ye egisters ma ard pose a file First-t content	paper ime for Report	g Sp I in yo	ur Section Outward Yep Replies t Governn	as VC	/Registrar Seeks ck the Right Cell Grievance	
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3.2 What is the Topic-wise filing yes 3.3 Are inward Status Maintained Not Maintained 3.4 State the not Routine Letters/Files Lety 3.5 How many	system g Dat and Ou ormal tim Exp Rep days of Duty	of filing te-wise yes tward The taken of taken	g done ifiling fapal Ref Inwa ye n to dispry vere ava ernity/	confident year segisters maind pose a file content of the content	paper ime for Report 2 days u in the FN Peri	g Sp lin you	Replies t Governn 3 days months?	as VC	/Registrar Seeks ck the Right Cell Grievance	
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3.2 What is the Topic-wise filing Yes 3.3 Are inward Status Maintained Not Maintained 3.4 State the not Routine Letters/Files Lay 3.5 How many Casual Leave	system g Dat and Ou ormal tim Exp Rep days of Duty	of filing te-wise yes tward The taken of taken	g done ifiling fapal Re Inwa ye n to dispry vere ava ernity/ dical	confident year segisters maind pose a file content of the content	paper ime for Report 2 days u in the FN Peri	g Sp l in you	Replies t Governn 3 days months?	as VC	Registrar Seeks ck the Right Cell Grievance Letters Permission of	
3.2 What is the Topic-wise filing Yes 3.3 Are inward Status Maintained Not Maintained 3.4 State the not Routine Letters/Files day 3.5 How many	system g Dat and Ou ormal tim Exp Rep days of Duty leave	of filing te-wise yes tward The state of the	g done ifiling fapal Reference available for the dispersion of the factor of the facto	confident year Secretary of Sec	paper ime Int Report 2 days u in the FN Peri 1Hr.	g Sp lin you	Replies t Governn 3 days months?	as VC	Registrar Seeks ck the Right Cell Grievance Letters Permission of	
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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 days	1 day	1 day	-	-
			1 day	2day	_	_

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	yer	yeb	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. &-	1	.)	3

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	V	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	Univ	ersity's A	ct	Ordin	nances			Statutes	S	Reg	ulations	
% 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		gations o			ptions/Gr ejections	ounds	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	-	-	_	_		-	-	_	-	-	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%
V		- cle / Pipe	(C. 10)	

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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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	_	_	1	_
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%	-	≤ 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%	1
Kange	74070	31-4070	21-30%	$\geq 20\%$	

Specific Remarks:

Administrations is very good and improve our working skills for smooth functioning of the office. Ear halpy with the administration:

Date:

Place: Nellove.

Signature of the Employee

NELLORE-524 320.

Director, IQAC

DIRECTOR
Internal Quality Assurance Cell (IQAC)
VIKRAMA SIMHAPURI UNIVERSITY

NELLORE - 524 324.

Sous It. A

DEPUTY REGISTER
Directorate of Distance Education
Sri Venkateswara Univ. ,
TIRUPATI-517 502

ASSISTANT REGISTRAR
YOGI VEMANA UNIVERSITY
KADAPA-516005.

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