

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	V. SPLIF	PRIYA						
1.2 Designation	JUNIOR	Assist	ANT					
1.3 Educational Qualification	MSC		ingestaalten.					
1.4 Experience in administration	Years	Sections	Chine I.					
Fields like Examinations, I	2019-20	EXAMINATION SECTION						
Section, Admission, Finance, etc.	error a company	2020-21	EXAMINATION SECTION					
(Upto 4 diff. experience areas)		2021-22						
1.5 Date of joining		13-11-2014						
1.6 Date of Retirement		30.	- 10 - 203	.9				
1.7 Qualifications	Year	2018						
	Qualification	MSC	Bsc	INTER	10 CLASS			

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. Responsibility
JUNIOIZ ASSIST	INT 8YEARS	Periodic Review	-	-

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

No. of Files to be clear daily	No. of Draft Notes to 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	olving policies for your	80'1.	YES

Provide Ideas	Cite Instances	Serve as a Resource person	Develop Draft Policy
/	/	_	

Page 1 of 5

2.4 General Flexibility to Excel exist

Freedom to be 'SMART'	Forgiving One-time Errors	Setting Examples by oneself
	YES	YES
YES	105	

2.5 Communication by your Superior

Day Starts with					Persuasive mode	Professional Style
VES		YE	S	YES		
2.6 Motivation p	provided to y	you.		F	Lange Discontries	Build Team Spirit
Word of Apprec	Word of Appreciation High level task alloca				change Pleasantries	YES
YES	YEC				YES	785
2.7 Method of F	Reporting of	the activitie	es carried ou	it in y	your Section	C Edentiality
Through Proper Channel	Directly to the Head		Inward-Outv Register	ward []	Min-Max Time for Completion	Stress on Confidentiality Maintenance
YES	YES	YES	YES		3 to SDAYS	NO

3. Office Administration Work:

3.1 Do you draft the correspondence/circulars/notes etc. yourself or take the help of your superiors?Refer PastAttemptEquip you withSeek Help fromEntrust the Task to

Refer Past	Attempt Fresh		Equip you with Updates		elp f ors	rom		ordinates	
Draft		YE			YES (SOMETIMES)			YES	
1ES 3.2 What is the	YES							n un en	
		Cling	Confiden	tial filing	Sp	ecial files a	s VC/	Registrar Seeks	
Topic-wise filing			Confiden	itiai iiiiig	- SP	-			
-	- YES					ir Section?	(Chec	k the Right Cell	
3.3 Are inward	and Outwar	d Tapal R	egisters m	annamed n	1 you	Outward	(enec		
Status Inward									
Maintained	niun	52 21	IES			YES		1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 -	
Not Maintained	-			-					
3.4 State the no	ormal time ta	ken to dis	spose a file	e/paper				0.	
Routine	Explan	Explanatory Reports		First-time/ Fresh content Reports		Replies to Governments		Grievance Letters	
Letters/Files				2 DAYS		1 +02	DAYS	AYS -	
1 DAY 3.5 How many	2 +0	3DA	voiled by v	ou in the la	st 36				
		e were av	Earned	FN Permi	ssio	n of	AN P	ermission of	
Casual Leave		Maternity/ Medical	Leave		000			indial A form	
		Leave					10.712		
20×3	-	60	-	_	-	1.1.1	-		
3.6 Do you wo	ork on holida	vs/off the	e office how	urs?				1	
No. of Holiday	a worked in	the last 36	5 months b	ov you		15	bada a Ua	3	
No. of Holiday No. of Holiday	s worked in	the last 36	6 months h	v vour Sub	ordi	nate -1	1	-	
No. of Holiday No. of Holiday	s worked in	the last 30	6 months b	v vour Sub	ordi	nate -2		4.1	
No. of Holiday No. of Holiday	s worked in	the last 30	6 months b	by your Sub	ordi	nate -3		- letter of	
					20		and the second		

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	-	IDAY	IDAY	_	_
Taken	Special	_	1DAY	IDAY	-	~

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	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.	02	0)	-

4. Financial Matters: (Pl. tick wherever boxes are given)

	0 /			
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	1	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	1	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	5	Reg	ulations	
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	1	-	-	/	-	-	/	~	-	/	-	-

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

Document Types	-	gations o ic author		1	ptions/G	rounds		ral/State			ting Rep RTIs	oorts
% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	/	-	-	1	-	-	/	-	-	/	-	-

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

No

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%
/		L'ALL - L'ALL	~	-

 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	-	_	-	WITHIN 1012 DAYS
From Students	_		_	N N

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	_	_	-	NO
Students	-	-		NO

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%	-	$\leq 30\%$	-
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7.3 How much you have enhanced their Overall capability since last NAAC accreditation to this time?

Range $>40\%$ — $31-40\%$ — $21-30\%$ — $\leq 20\%$ —	Range	>40%	-	31-40%	-	21-30%	-	≤20%	-
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Specific Remarks:

Our university administration in very supportive & friendly manner and always provides abot of facilities to the university, Nellone. I am happy to work with university authorities.

Date:

Place: Nellore

Ande Proce Director, IQAC

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

A.

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

Sive Read SISTANT REGISTRAR

YOGI VEMANA UNIVERSITY KADAPA - 516005. V. Snipniyo. . Signature of the Employee

> Registrar REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.



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	V. Sr	n'oniza '					
1.2 Designation	Tunior	Amo	taut				
1.3 Educational Qualification	MSC, F	°G (C	RGANIC	CHEMIS	STIZY]		
1.4 Experience in administration	(Years and	Years	Sections				
Fields like Examinations, H	RTIs, VC	2017-18	EXAMINATION SECTIO				
Section, Admission, Finance, etc. (Upto 4 diff. experience areas)	2018-19						
1.5 Date of joining	le sega parti	13-	-11-2014				
1.6 Date of Retirement	the state of the state	30-10-2039					
1.7 Qualifications	Year	2018	2005	2001	1993		
	Qualification	MSC	Bsc	INTER	10th clan		

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	lend the filmer of the	
JUNIORASSIST	ANT 5 YEARS	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	0	for
10	02	24 24 54 55 14	02	80'1,	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

L

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 T	alks	Oral/Written Instruct	ions	Persuasive mode	Professional Style
YES		YES	1232	YES	-
2.6 Motivation provide	d to y	ou.	63.00		
Word of Appreciation	1 / /		Excl	hange Pleasantries	Build Team Spirit

Word of Appreciation	High level task allocation	Exchange Pleasantries	Build Team Spirit
YES	YES	YES	YES

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

Through Proper Channel	Directly to the Head	Daily Basis		Min-Max Time for Completion	Stress on Confidentiality Maintenance
YES	YES	YES	YES	3 to SDAYS	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	Seek H Superio	ors		sub	rust the Task to ordinates		
YES	YES	Y	ES	YE	5(SOME	.)	YES		
3.2 What is the	system of fil	ing done	in your Se	ection?		TIMES	5)			
Topic-wise filing	g Date-wis	se filing	Confider	ntial filing	Sp	ecial files	as VC	Registrar Seeks		
-	YES			-		-	-	in the second		
3.3 Are inward	and Outward	l Tapal R	egisters m	aintained in	n you	ur Section	? (Che	ck the Right Cell)		
Status	1 . C	Inwa	Inward				Outward			
Maintained	Tester		JES				YES			
Not Maintained	a anti-		~	a hadina		-	Landa J.			
3.4 State the no	rmal time tal	ten to dis	pose a file	e/paper						
Routine	Explana	tory	First	-time/ Fre	esh	Replies t	0	Grievance		
Letters/Files	Reports		conte	ent Reports		Government		Letters		
1 DAY	2 +0	3 DAY	s	2 DAYS		1+02	DAYS	-		
3.5 How many				ou in the las	st 24	months?		actin and		
Casual Leave	Duty M	aternity/	Earned	FN Permi	ssior	n of	AN P	ermission of		
	leave M	edical	Leave	1Hr.			1Hr.			
	Le	eave		17112338 113			ang si Si sa	arni un Dataga		
30	- 6	ODAYS	-	A PROP	-		_	년 동안 남날리고		

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

No. of Holidays worked in the last 24 months by you	3
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	- q2
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	-	IDAY	IDAY	-	-
Taken	Special	-	IDAY	1 DAY	-	-

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Consumables/Stationery	YES	YES	YES	YES	YES

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% Awareness	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Pl.Tick	/	~	-	/	-	· <u> </u>	/	-	-	/	-	-

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

Document Types	Obligations of Public authorities		5			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	-	-	/	-		/	-	-

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)

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	-	401 (AUT	-	-

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	On Administration	On Teachers	On Students	On Specific functionaries
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From Students	-	-		

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Time for G or C:	On Administration	On Teachers	On Students	On Specific Personalities
From Staff	-			WITHIN 1072 DAYS
From Students	-	_	-	1

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	-	_	-	NO
Students		-	-	NO

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Suggestions Sought	Weekly	Monthly	Annually
From Staff	-		
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	Range	>50%	~	41-50%	-	31-40%		$\leq 30\%$	_
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Range	>40%	~	31-40%	-	21-30%	_	≤20%	-
						1		L

Specific Remarks:

Our university administration in Very Supportive & friendly manner and always provider alot of facilities to the university, wellone. Tau happy to work with university authoritien.

Date:

Place:

(p) at de

Director, IQAC

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

DEPUTY REGISTER Directorate of Distance F6 Srl Venkateswara UI: TIRUPATI-517 502

·Siva

ASSISTANT REGISTRAR YOGI VEMANA UNIVERSITY KADAPA - 516005.

V. Sn. pr. ja Signature of the Employee

> Registrar REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 320.