



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	3. RAMA	Kazs	BENA				
1.2 Designation		ende					
1.3 Educational Qualification	1A. B. GO	0					
1.4 Experience in administration (Years and	Years	Sections				
Fields like Examinations, R	ΓIs, VC	2019-20	Extty VSU office				
Section, Admission, Finance, etc.		2020-21 Finance					
(Upto 4 diff. experience areas)		2021-22 France					
1.5 Date of joining		08-	05-1998 at SUUTPT				
1.6 Date of Retirement	ge steven tem	(30 -	-04-2026 at VSUNC				
1.7 Qualifications	Year	1980	1 1991 1987 1984				
Con	Qualification	M.A.	B. Ed., BA Inter				

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		Anla
ESH USU 96	ie 10 Years	Good		Taken
2.2 Tananta/Tim	a a limita fired	for view Costion?	activities	

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

No. of Files to	No. of	Draft	No. of Staff to	% of works to	Arrangement for
be clear daily	Notes process& expidite	to	Involved in work-flow	be done as per plan	Staff on leave
10 65	5 to	10	5/5/0	80%	Yel

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
		2		

2.4 General Fle	xibility	to Exc	el exist									
Freedom to be "	SMART	••	Forg	iving One	-time	Erro	rs	Settin	g Exa	mples by oneself		
~				Yes					Yes			
				. /					t			
2.5 Communica	ation by	your S	Superior	r		2 9 400						
Day Starts with	Task T	alks	Oral/Written Instructions Persuas				uasive mo	de I	Professional Style			
Ves				Yes	7.575			Yes		Yes		
2.6 Motivation	provide	d to yo	u.	pel el .			TO G					
Word of Appre	Word of Appreciation High				ion	Exch	ange	Pleasantr	ies	Build Team Spirit		
Yes	3		Ye	1			Ye	015	a marin	yes		
2.7 Method of	Reportin	g of th	e activi	ities carrie	d out	in yo			N. Field			
Through Proper Channel	Directly Head	y to the	Daily Basis	Inward Registe			in-Max mplet	x Time for		ess on Confidentiality		
	-		V			1 6	3 dan	15	No			
3.1 Do you dra Refer Past	ft the co			circulars/i		etc. y Seek I				elp of your superior strust the Task to		
Draft	Fresh		Update	es	Superiors			SI		subordinates		
	1 2 8	~	111	~			L					
3.2 What is the				1								
Topic-wise filin	g Dat	e-wise	filing	Confider	ntial t	filing	Sp	ecial files	as VC	C/Registrar Seeks		
		·										
	and Ou	tward			nainta	ained i	in yo			eck the Right Cell)		
Status	TIF		Inw					Outward		1802/6210e3		
Maintained	444			Yes	4	V 2000		Ye	2/)			
Not Maintained		aa talsa	n to die	mass a file	a/nan	28			woll of	-100 lives in 100 lives in		
3.4 State the no					-time		esh	Donling	to	Grievance		
Letters/Files	1 -	olanato oorts	ПУ	1		eports		Replies to Government		Letters		
01072 ho		2 or	3 hou			a, de		16		- 0		
3.5 How many					30.34			months?	LOW	y say		
Casual Leave	Duty leave	Ma	ternity/ dical	1		Perm			AN F 1Hr.	Permission of		
A8	1	Lea	ve	36	-		9	1201-161		0		
3.6 Do you wor	rlr on ho	lidova	off the		2		-			0		
3.0 D0 V0H W0	K OH HO	Huavs/	OH the	office non	ITS!							

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

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?

						Other (Pl. specify)
Days	Routine	2 days	2 days	2 days	3 days	
Taken	Special	3 days	3 days	3 days	3 days	_

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	Gel
Consumables/Stationery	485	Yel	wes	Yes	Yes

3.9 How many subordinates work under your superior?

Subordinate Type	Temp. Staff	Office subordinates	Junior Assistants		
Nos. 32	10	08	14		

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	V	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	V	No	
4.5 Have you ever suggested simplification of procedures in bill processing?	Yes	V	No	
4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities?		V	0.47226	100

5. Legal Matters

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

Document Types	University's Act			Ordinances			Statutes			Regulations		
% 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	Obligations of Public authorities			Exemptions/Grounds for Rejections			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	-	-	~	+	-	V	-	_	W	-	-

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

Yes

No 🗸

5.4 Do you	take lega	1 notices/Court	judgments	etc.	immediately	to	the	notice	of	your	Superior
Officers? (Pl	ease Tick)									

Always (100%)	Almost Always (95-100%)	Mostly (90-95%)	85-90%	Less than 85%
	-) you.	90%	P. Ales	

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	day	1 to 2 days	1 day	seid with in a week
From Students	1 day	1 to 2 days	1 to 2 day	Frit with in a wee

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	V		_	Mil

6.4 Does your Superior frequently convene meetings in your Section to receive suggestions for improvement?

Suggestions Sought	Weekly	Monthly	Annually
From Staff	V	_	-
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%	V 51	1-75%	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%	- +	≤ 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%

Specific Remarks:

I have very much thankful to the university that the university that the strength of the explore my skills and efforts for the benefit of the university as well as my lease and evelopment.

Date:

Place: Nellore.

Director, IQAC

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

VIKRAMA SIMHAPURI UNIVERSITY **NELLORE-524 320.**

DEPUTY REGISTER Birectorate of Distance Education Sri Venkateswara Un: ... TIRUPATI-517 502

P. Siva Reddy 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

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1.1 Name of the Employee	RAMAK	RTCHA	JA-	tent of the	es estad	
1.2 Designation	upenint					
1.3 Educational Qualification	IA. B.Ed		Hones, II	4 1741		
1.4 Experience in administration (Years Sections				
Fields like Examinations, R	ΓIs, VC	2017-18 Fight, USU College, NLR 2018-19 Fift, VSU Office, NLR				
Section, Admission, Finance, etc. (Upto 4 diff. experience areas)		2018-19	Estt , V	su office	ie, NLR	
1.5 Date of joining			5-1998			
1.6 Date of Retirement			4-2026			
1.7 Qualifications	Year	1989	1	1987	1984	
12A	Qualification	M.A.	13.cd	BA	Inter	

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
VSU college NIL		- I	Takon

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

No. of Files to	No. of	Draft	No. of Staff to	% of works to	Arrangement for
be clear daily	Notes process& expidite	to	Involved in work-flow	be done as per plan	Staff on leave
10 615	5 to	10	5 to 10	80 %	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
L	_		V

2.4 General	Flexibility	to Excel	exist
Z. I General	1 ichioiity	to Lacer	CALIBO

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

2.5 Communication by your Superior

Day Starts with Task Talks	Oral/Written Instructions	Persuasive mode	Professional Style	
yes	Yes	Yes	Yes	

2.6 Motivation provided to you.

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

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

fidentiality	Stress on Confid Maintenance			Daily Basis	Directly to the Head	Through Proper Channel
	No	01 to 03 days	~		_	~
	No	of to 03 days	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \			~

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
	~	V	~	V

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
A ADVIN		- V 3 - 0 V	~

3.3 Are inward and Outward Tapal Registers maintained in your Section? (Check the Right Cell)

Status	Inward	Outward
Maintained	Yes	Yes
Not Maintained		Lie van die van die versche bestellt der versche be

3.4 State the normal time taken to dispose a file/paper

Routine	Explanatory	First-time/ Fresh	Replies to	Grievance
Letters/Files	Reports	content Reports	Governments	Letters,
01 08 02 how	2 08 Think	half-a-day	1 to 2 deu	1 3 dough

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.
36	-		-	8	6

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

No. of Holidays worked in the last 24 months by you	12
No. of Holidays worked in the last 24 months by your Subordinate -1	8
No. of Holidays worked in the last 24 months by your Subordinate -2	2 (10)
No. of Holidays worked in the last 24 months by your Subordinate -3	2

3.7 What is the time limit your section takes to respond to the Government Communications?

			1		DST/CSIR, etc.	Other (Pl. specify)
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Consumables/Stationery	yel	Yel	Ves	yes	yes

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Pl.Tick	~	-	-	V	-	_	~	-	_	V	-	

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Pl.Tick	V	- Committee	-	V	-	-	V	-	-	V	-	

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		90%	C. How	_

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From Students		~	_	V

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1 a Wenk	In	2 days	2 days	3days	From Staff
n a Work					From Students
_ 1	1	2 days	one day	One day	From Students

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Staff	-	_	70 -	NiL		
Students	~	_	~	nci1		

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From Staff	~		
From Students	-	~	1 - 12 - 1 - 1

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Specific Remarks:

g very much thankful to the VSV Authorities to giving me an opposituaity to serve as superior — tendemt to employe my skills and efforts for the benefit of the university as well as my personal. development

Date:

Place: Nellore.

VIKRAMA SIMHAPURI UNIVERSITY

NELLORE-524 320.

Director, IQAC DIRECTOR

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

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

YOGI VEMANA UNIVERSITY KADAPA-516005.