Yogi Vemana University,
Kadapa, Andhra Pradesh

Administrative Audit of Regular Administrative Staff Only
(Library Assistant/Asst Engineer/Asst Registrar/Superintendent/Senior Asst/ Junior Asst)
During 2016 -18.

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	R. VIJAYA KUMAR				
1.2 Designation	LIBRARY ASSISTANT G-I				
1.3 Educational Qualification	M.A, M.L.I.Sc				
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 4 diff. experience areas)		Years	Sections		
		2016-17	Dr. A.P.J. Abdul Kalam Central Library		
		2017-18	"		
1.5 Date of joining		12/10/2012			
1.6 Date of Retirement		30/06/2037			
1.7 Qualifications	Year	1995	1997	2000	
	Qualification	B.A	M.L.I.Sc	M.A.	

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	Time Frame done	Progress Periodic Review	Slackness Handled	Addl. Responsibility
LIBRARY	2 years	Good	2 years	Taken.

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

No. of Files to be clear daily	No. of Draft Notes to	No. of Staff to Involved in work-	% of works to be done as per	Arrangement for Staff on leave

	process& expidite	flow	plan	
19	02	09	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
✓	✓	—	✓

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	yes	yes.

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

Through Proper Channel	Directly to the Head	Daily Basis	Inward-Outward Register	Min-Max Time for Completion	Stress on Confidentiality Maintenance
yes	NO	NO	yes	4 to 5 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 you with Updates	Seek Help from Superiors	Entrust the Task to subordinates
yes	yes	yes	Sometimes	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)

Status	Inward	Outward
Maintained	yes	yes.
Not Maintained		

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

Routine Letters/Files	Explanatory Reports	First-time/ Fresh content Reports	Replies to Governments	Grievance Letters

1 day	2-3 days	2 days	1 day	1 week.

3.5 How many days of leave were availed by you in the last 36 months?

Casual Leave	Duty leave	Maternity/ Medical Leave	Earned Leave	FN Permission of 1Hr.	AN Permission of 1Hr.
42	—	—	—	06	05

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

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?

To Whom Meant		UGC/MHRD	AP Govt.	APSCHE	DST/CSIR, etc.	Other (Pl. specify)
Days Taken	Routine	3 days	2 days	1 day		
	Special	1 day	½ day	½ 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	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. 14	300	60	60

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?	yes.	✓		

5. Legal Matters

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

Document Types	University's Act			Ordinances			~~Ordinances~~ 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	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	✓				✓				✓	✓		

5.3 Are you dealing with legal suits filed by or against the University? ~~Yes~~ No

5.4 Do you take legal notices/Court judgements 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%
✓				

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				with in a week
From Students				with in 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				—
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%	

Date: 9/05/2018

Place: Kadapa

R. Vijaya Kumar
SIGNATURE

Specific Remarks:

Administration is friendly with me. Lot of facilities provided to the library. I am happy with the administration. To provide all facilities to student and faculties to improve knowledge.

Director, IQAC 22.08.2018

Registrar

DIRECTOR
Internal Quality Assurance Cell (IQAC)
YOGI VEMANA UNIVERSITY
KADAPA-516 005. A.P.

REGISTRAR
YOGI VEMANA UNIVERSITY
KADAPA-516 005.

REGISTRAR
YOGI VEMANA UNIVERSITY
KADAPA-516 005.

DIRECTOR
Internal Quality Assurance Cell (IQAC)
YOGI VEMANA UNIVERSITY
KADAPA-516 005. A.P.