



**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                                                                                                                         | P. VENKATESHWARLU |                         |       |       |       |
| 1.2 Designation                                                                                                                                  | Superintendent    |                         |       |       |       |
| 1.3 Educational Qualification                                                                                                                    | M.com (PGDCA)     |                         |       |       |       |
| 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           | control of Examinations |       |       |       |
|                                                                                                                                                  | 2017-18           | control of Examinations |       |       |       |
| 1.5 Date of joining                                                                                                                              | 17/3/2008         |                         |       |       |       |
| 1.6 Date of Retirement                                                                                                                           |                   |                         |       |       |       |
| 1.7 Qualifications                                                                                                                               | Year              | 1999                    | 1997  | 1993  | 1990  |
|                                                                                                                                                  | Qualification     | M.com                   | B.com | Inter | S.S.C |

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 |
| Examination              | 5 years         | Good                     | -                 | Result processing    |

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

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

|  |                      |      |      |  |
|--|----------------------|------|------|--|
|  | process&<br>expidite | flow | plan |  |
|  |                      |      |      |  |

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 |
| ✓                          | ✓                         | ✓               | ✓                  |

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                     | 1 or 2 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                | -                                |

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 |
|-----------------------|---------------------|-----------------------------------|------------------------|-------------------|

|       |       |       |       |       |
|-------|-------|-------|-------|-------|
| Daily | Daily | Daily | Daily | Daily |
|-------|-------|-------|-------|-------|

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. |
|              | -          | NO                       | NO           | no permission         | no permission taken   |

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  | 2-3 days | 2-3 day | 1 day          | 2-3 days            |
|               | Special  | one day  | 1/2 day | 1/2 day        | 2-3 days            |
|               |          |          |         |                | one 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.             |             |                     |                   |

#### 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               | <input checked="" type="checkbox"/> | No                |           |
| 4.2 Are budgetary allocations fully spent or partially spent?                                        | Full              | <input checked="" type="checkbox"/> | Part              |           |
| 4.3 Time taken by your Section to process the bills received from Staff/Students                     | Less than a Month | <input checked="" type="checkbox"/> | More than a Month |           |
| 4.4 Do you follow-up the bills processed by you and sent to other Sections?                          | Yes               | <input checked="" type="checkbox"/> | No                |           |
| 4.5 Have you ever suggested simplification of procedures in bill processing?                         | Yes               | <input checked="" type="checkbox"/> | No                |           |
| 4.6 Have you ever suggested measures to achieve economy and efficiency in your Section's activities? |                   | <input checked="" type="checkbox"/> |                   |           |

## 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 |        |      | Regulations |        |      |
|----------------|------------------|--------|------|------------|--------|------|------------|--------|------|-------------|--------|------|
|                | <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 |        |      |
|----------------|-----------------------------------|--------|------|-----------------------------------|--------|------|---------------------------|--------|------|-------------------------|--------|------|
|                | <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       | -                 | -           |             | within one week           |
| 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

7.1 How 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:

Place: KADAPA

  
SIGNATURE

(P. Venkateshwarlu)

Specific Remarks: ①

- 1 Administration is friendly and co-operates with controller of Examinations.
- 2 I am very much happy to associate and working in this prestigious University.
- 3 Examination section is automated for simplification.

Director, IQAC

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  
BANGALORE 560 075

INTERNAL QUALITY ASSURANCE CELL  
YOGI VEMANA UNIVERSITY  
KADAPATI 560 075

(Signature)

YV/1

(Signature)