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 2018- 21.

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	T. Dastagiri				
1.2 Designation	Assistant Engineer				
1.3 Educational Qualification	M.Tech (E.P.S)				
1.4 Experience in administration (Years and Fields like Examinations, RTIs, VC Section, Admission, Finance, etc. (Upto 4 diff. experience areas)	Years	Sections			
	2018-19	Engineering			
	2019-20	—DO—			
	2020-21	—DO—			
1.5 Date of joining	13-09-2007				
1.6 Date of Retirement	30-09-2047				
1.7 Qualifications	Year	2021	2006	2002	2000
	Qualification	M.Tech	B.Tech	Intermediate	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	Time Frame done	Progress Periodic Review	Laziness Handled	Addl. Responsibility
legal cell	two years	Good	—	Taken

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	5	2	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
✓	✓	✓

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	3-5 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	Some times	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	✓	✓
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
one day	one-two days	two days	one day	one 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.
40 days	30 days		05 days	07 times	05 times

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

No. of Holidays worked in the last 36 months by you	20 days
No. of Holidays worked in the last 36 months by your Subordinate -1	20 days
No. of Holidays worked in the last 36 months by your Subordinate -2	10 days
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 days	2 or 3 days	one day		
	Special	one day	one day	half 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. 320	200	50	70

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	University's Act			~~Ordinances~~ Statutes			Ordinances			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				within a week
From Students				within 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: 16/11/2021

Place: Kadapa.

SIGNATURE

Specific Remarks:

This university established in 2006, right from the formation of this university achieved a great goals & tough tasks by the university. Our Administrators are in good way to develop the university.

Director, IQAC 28.12.2021

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

Registrar

REGISTRAR
YOGI VEMANA UNIVERSITY
KADAPA-516 005.

B. CHANDRAIAH
JOINT REGISTRAR
S.V. UNIVERSITY
TIRUPATI