

# AUDIT FORM for Officers

**Vidyasagar University**  
**Midnapore, West Bengal**

**Administrative Audit Form**  
**for**  
**(Officer/Supervisory Staff in University Administration)**

The administrative audit ensures that the duties and responsibilities of administrative staff with executive authority are performed effectively, efficiently, and with excellence. It evaluates their contribution toward achieving the institution's objectives while maintaining compliance with applicable laws and regulations. The audit also emphasizes aligning administrative functions with the institution's goals, ensuring accountability, and promoting continuous improvement in operational standards to uphold institutional purpose and excellence.

**A. Personal Information**

A.1. Name of the Employee					
A.2. Designation					
A.3. Educational Qualification					
A.4. Date of Birth					
A.5. Date of Joining the University					
A.6. Date of Joining the current position					
A.7. The years spent in other institutions as an administrator					
A.8. Qualifications (starting from undergraduate degree)	Year				
	Qualification				

**B. Managerial Roles and Duties**

**B.1. Involvement in planning the activities of the department (Please tick)**

Very Often	Often	Occasionally	When told to do	Rarely

**B.2. Key areas of planning involved (Please tick)**

Work Allocation	Work Schedule	Meeting Deadlines	Time Management	Cost Control

**B.3. Timelines and deadlines set for the department's Activities (Please tick)**

No. of Files to clear daily	No. of Draft Notes to do	No. of Staff to Remind work-flow	% of works done as per plan	Arrangement for Staff on leave

**B.4. Support to the department head in developing departmental policies (if applicable) (Please Tick)**

Provide Ideas	Cite Instances	Serve as a think tank personality	Develop Draft Policy

**B.5. Assignment of duties and responsibilities to subordinates (Please tick)**

Job allocation	Time Table	Periodic Review	Slackness Handled	Addl. Responsibility

**B.6. Interacting with your subordinates (Please tick)**

Begin the Day with Task Discussions	Oral/Written Instructions	Professional Style

**B.7. Encouragement and support given to your colleagues (Please tick)**

Word of Appreciation	High-level task allocation	Engage in Friendly Conversations	Build Team Spirit

**C. Office Management: Execution and Excellence****C.1. Do you draft the correspondence/circulars/notes etc. yourself or take the help of your superiors? (Please tick)**

Refer to past and draft	Attempt fresh	Equip you with updates	Seek help from superiors	Delegate the task to subordinates

**C.2. What filing system is implemented in your department? (Please tick)**

Topic-wise filing	Date-wise filing	Confidential filing	If other, specify

**C.3. Does your department maintain inward and outward registers? (Please tick)**

Status	Inward	Outward
Maintained (Yes/No)		

**C.4. Please specify the usual time taken to process and dispose of a file or paper (mention no. of days)**

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

**C.5. Do you work on holidays/off the office hours?**

No. of Holidays worked in last academic year (July to June)	

**C.6. What is the time frame within which your section responds to Government communications?**

To Whom Meant	UGC/MHRD	WB Govt.	DST/DBT, etc.	Other (Pl. specify)
Days Taken	Routine			
	Special			

**C.7. How many subordinates are under your supervision? (Please group equivalent positions together) (change the designation as per requirement)**

Type of Subordinate	Temp. Staff	OAs/Similar	JAs/As	Supdts./ARs	DRs/Directors	Others (Pl state)
Nos.						

**C.8. How many days of leave have you taken in the last calendar year (January to December)?**

Casual Leave (CL)	On duty	ML	EL	CCL	Other

**D. Financial issues (Please tick in appropriate box)**

Issues	Alternative	Tick Here	Alternative	Tick Here
<b>D.1.</b> Time is taken in your department to process the bills received from staff (from your dept. or other dept.)/students	Less than a Month		More than a Month	
<b>D.2.</b> Is your department has insufficient staff?	Yes		No	
<b>D.3.</b> Have you or your department applied for funding from any government or non-government (CSR fund) organization?	Yes		No	
<b>D.4.</b> Please specify the amount of funding collected from the above-mentioned sectors, if applicable.	Rs.			

**E. Legal Issues****E.1. How familiar are you with the University's act, statutes, ordinances, and regulations? (Please tick)**

Document Types	Statutes			Ordinances			Regulations		
% Aware	<50%	50-75%	>75%	<50%	50-75%	>75%	<50%	50-75%	>75%
Please tick									

**E.2. Are you familiar with the key provisions of the Right to Information Act? (Please tick)**

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%
Please tick												

**F. Management of Grievances****F.1. Do you receive grievances/complaints from staff/students? (Please tick)**

Category	On yourself	On your subordinates	On teachers	On students	Others
From Staff					
From Students					

**F.2. What is the time frame for addressing grievances or complaints? (Number of working days from the receipt of the grievance) (Please tick)**

Category	On yourself	On your subordinates	On teachers	On students	Others
From Staff					
From Students					

**F.3. Has there been any appeal to your higher officials regarding your decision on grievance handling? (Please tick)**

Appeal to higher officials by	On Administration	On Teachers	On Students	On Specific Personalities
Staff				
Students				

**F.4. Do you regularly hold meetings with your subordinates to gather suggestions for improvement? (Please tick)**

Suggestions Sought	Monthly	Bi-monthly	Quarterly	Half-yearly	Yearly
From Staff					
From Students					

## G. Improvement of General Attitude and Aptitude

**G.1. How often have you and/or your staff prioritized institutional interests over personal interests during critical situations for the benefit of both? (Please tick)**

Range	>75%		51-75%		26-50%		>25%	
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**G.2. How much have you and/or your staff members improved your overall capabilities since the last NAAC accreditation?**

Range	>40%		31-40%		21-30%		≤ 20%	
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**G.3. Have you collected feedback from stakeholders?**

Category	From subordinates staff	From teachers	From students	From (other) employees of the University
Please tick				

**Write any suggestions for the benefit of the University below.**

Place: Vidyasagar University

Date :

Signature with Stamp

\*\*\*\* end of the form \*\*\*\*