

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 |
|---|-------------------|-----------|-------------------|-----------|
| D.1. 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 | |
| D.2. Is your department has insufficient staff? | Yes | | No | |
| D.3. Have you or your department applied for funding from any government or non-government (CSR fund) organization? | Yes | | No | |
| D.4. 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% | |
|-------|------|--|--------|--|--------|--|------|--|

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% | |
|-------|------|--|--------|--|--------|--|-------|--|

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 ****