AUDIT FORM for Non-Teaching Staff

Vidyasagar University
Midnapore, West Bengal

Administrative Audit Form
for
(For the Senior Assts. & Junior Assts. of 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. Job Execution: Procedures and Functions

B.1. Assignment of duties and responsibilities (Please tick)

Proactive Job allocation	Time Frame done	Periodic Review	Slackness Handled	Addl. Responsibility

B.2. 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.3. Support to the Section Head in Developing Policies for Your Section (Please tick the two most important ones)"

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

B.4. Communication from Your Superior

Day Starts with Task Talks	Oral/Written Instructions	Persuasive mode	Professional Style

B.5. Motivation Given to You

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

B.5. Method of reporting activities conducted in your department

Thro' Proper Channel	Direct to the Head	Daily Basis	Inward-Outward Register	Min-Max Time for Completion	Stress on Confidentiality Maintenance

C. Administrative Office Work

C.1. Do you draft correspondence, circulars, and notes independently, or do you seek assistance from your superiors?

Refer Past and Draft	Attempt Fresh	Equip you with Updates	Seek Help from Superiors	Pas the Task to sub-ordinates

C.2. What is the filing system followed in your section?

Topic-wise filing	Date-wise filing	Confidential filing	Special files as VC/Registrar Needs

C.3. Are Inward and Outward Tapal Registers maintained in your section? (write yes/no)

Status	Inward	Outward
Maintained		

C.4. Please specify the usual time taken to process and dispose of a file or paper.

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

C.5. How many days of leave have you taken in the past 12 months?

Casual Leave	CCL	ML	EL	On duty	Other

C.5. Do you work on holidays or outside of regular office hours?

No. of Holidays worked in the last calendar year?	

D. Miscellaneous

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. Have you recommended to your superior the collection of funds from any government or non-government (CSR fund) organization?	Yes		No	

D.3. Does your superior frequently convene meetings in your department to gather suggestions for improvement?

Suggestions Sought	Weekly	Bi-weekly	Monthly	Bi-monthly	Quarterly
From Staff					
From Students					

D.4. Are you involved in any work related to NAAC/NIRF for the university (Yes/No)?

D.4.1. If yes, write the nature of the work.

Description	Yes/No
Collection of data	
Supply of data as and when required	
Preparation of documents/report	

Place: Vidyasagar University

Date :   SIGNATURE

(Thank You for your time and effort!!!!!)