

# 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 subordinates |
|                      |               |                        |                          |                              |

### 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 |
| <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> 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!!!!)*