



AJ INSTITUTE OF ENGINEERING & TECHNOLOGY

A Unit of Laxmi Memorial Education Trust®

(Approved by AICTE, New Delhi, Affiliated to Visvesvaraya Technological University, Belgavi)

Accredited By NBA (BE: CV, CSE, ECE, ISE & ME)

REPORT ON THE ADMINISTRATIVE AUDIT

Academic Year 2019-20 & 2020-21

Date: 10th September, 2021

ABOUT THE INSTITUTION:

A J Institute of Engineering & Technology is promoted by Laxmi Memorial Education Trust(R) which was registered in the year 1991 in the memory of Late Laxmi Shetty, mother of Dr. A J Shetty, who is the President and Managing Director of the Trust.

Being a pioneer industrialist of South Kanara, Dr. A J Shetty started the renowned Star Hotel Moti Mahal, A J, Hospital & Research Centre (Tertiary Care Super Specialty Hospital), A J Institute of Medical Science, A J Institute of Dental Sciences, A J Institute of Management, A J Institute of Paramedical Sciences, Laxmi Memorial College of Nursing, Laxmi Memorial Institute of Nursing, Laxmi Memorial College of Physiotherapy, Moti Mahal College of Hotel Management (Attached With 3 Star Training Hotel Moti Mahal), Laxmi Memorial College of Hotel Management, A J Institute of Hospital Management Laxmi Institute of Paramedical Sciences.

VISION OF THE INSTITUTION:

“To produce top-quality engineers who are groomed for attaining excellence in their profession and competitive enough to help in the growth of nation and global society.”

MISSION OF THE INSTITUTION:

M1: To offer affordable high-quality graduate program in engineering with value education and make the students socially responsible.

Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006



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M2: To support and enhance the institutional environment to attain research excellence in both faculty and students and to inspire them to push the boundaries of knowledge base.

M3: To identify the common areas of interest amongst the individuals for the effective industry- institute partnership in a sustainable way by systematically working together.

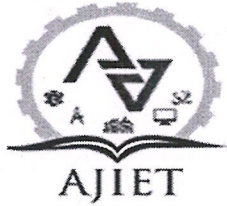
M4: To promote the entrepreneurial attitude and inculcate innovative ideas among the engineering professionals.

ADMINISTRATIVE AUDIT:

The primary goal of the audit is to review, evaluate, and assess the performance of the administrative functions within the institution and its respective departments. This review process typically involves both external academicians and administrators, as well as members of the internal committee. The Internal Quality Assurance Cell (IQAC) developed an evaluation proforma for the audit, drawing from the criteria set by the National Assessment and Accreditation Council (NAAC).

The Covid-19 epidemic has had a tremendous impact on engineering education. Especially its primary stakeholders, namely teachers and students. Several advantages and disadvantages of e-learning were identified. Due to the pandemic, the institution was unable to undertake its Administrative Audit for the academic year 2019-20. As a result, during the HOD meeting, it was determined to conduct the administrative audit for both academic years 2019-20 and 2020-21 on 10th September 2021, after recommendations and approval the following names were suggested. The importance of audit process did not change significantly due to the pandemic, as audit were already an integral part of internal audits. Interestingly, the transition to remote audits occurred with remarkable speed and efficiency.

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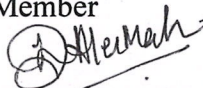
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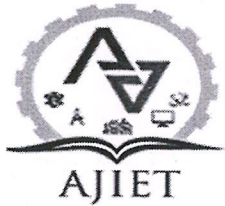
ADMINISTRATIVE AUDIT COMMITTEE

SI.NO:	Name of the Administrative Audit Committee Member	Role
1	Dr. P Mahabaleswarappa, Principal, MVJ College of Engineering, Channasandra Main Rd, Bengaluru, Karnataka 560067	Chairman
2	Dr. Dayanan G K, Professor and Head, Department of ECE, Canara Engineering College, Benjanapadavu, Mangalore.	Member
3	Dr. Jose Alex, Professor, Professor, Department of EEE, Srinivasa Institute Institute of Technology, Valachil, Mangalore	Member 
4	Dr. Antony P J, Vice Principal, A J Institute of Engineering and Technology, Mangalore	Convener - IQAC

The audit committee meeting was convened on 22nd September, 2021. The IQAC supported the Executive Audit Committee in conducting the audit. In an official meeting with the heads of pertinent administrative departments, the chairman provided an overview of the college, highlighting its accomplishments. The audit's objectives and procedures were explained to the committee members. Committee members visited several departments, including Computer Science and Engineering (CSE), Information Science and Engineering (ISE), Electronics and Communication Engineering (ECE), Mechanical Engineering (ME), Civil Engineering (CVE), Basic Science, Accounts, Library, and Examinations. They assessed various operational parameters and engaged with departmental heads and staff involved in these activities. The committee evaluated the structural setups within each department and reviewed all relevant documentation. Following their inspections and discussions, the committee compiled an administrative audit report, summarizing their observations for each department. The report includes evaluation sheets of individual department.

ADMINISTRATIVE AUDIT PROCESS AND SCHEDULE

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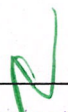
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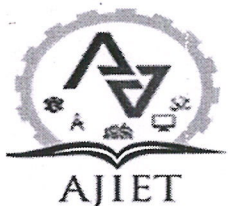
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Time	Visited Department/Section	Activity
9.30AM-10.00AM	Board Room	The Principal greeted the Audit Team Members. The audit team interacted with the principal, vice principal, and head of departments/sections.
10.00AM-10.50AM	Visit to Office Section, Admission Section, Exam Section, Accounts Section	Verification of documents
10.50AM-11.20AM	Visit to Library, Central Computer Centre, Sports Dept., Maintenance Department	Interaction with respective heads Verification of documents
11.20AM-11.40AM	TEA BREAK	
11.40AM-12.00PM	Visit to Basic Science(Maths, Chemistry, Physics) and AIDS Departments,	Interaction with respective heads and staff members Verification of documents
12.00PM-12.20PM	Visit to ECE department	Interaction with HOD and staff members Verification of documents
12.20PM-12.40PM	Visit to ISE department	Interaction with HOD and staff members Verification of documents
12.40PM-1.00PM	Visit to CSE department	Interaction with HOD and staff members Verification of documents


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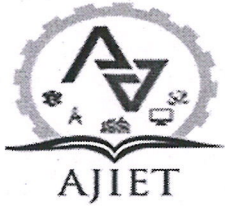
1.00PM-2.00PM	LUNCH BREAK	
2.00PM-2.20PM	Visit to Mechanical department	Interaction with HOD and staff members Verification of documents
2.20PM-2.40PM	Visit to Civil department	Interaction with HOD and staff members Verification of documents
2.40PM-4.00PM	REPORT WRITING	
4.00PM-4.30PM	Exit meeting with Principal, Vice Principal, and Head of Departments/Sections committee members are expressed the kind of dedication and hard work of the faculty/staff team are truly appreciated	

AUDIT TEAM REPORT

Sl.NO	DEPARTMENT/ SECTION	OBSERVATIONS
		Verified the following documents and found to be maintained well: 1. Appointment and Approval documents of staff <i>Verified.</i> 2. Service Records of Staff. <i>Yes</i> 3. Leave records of staff. <i>Yes</i> 4. Biometric Attendance System <i>Yes</i> 5. Scholarship documents are well maintained <i>Verified</i> 6. Inward and Outward Registers are kept and updated <i>Verified</i>

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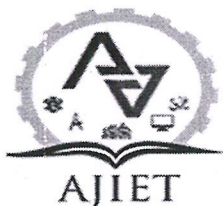
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1.	Office Section	<p>7. AICTE/VTU/Government permissions and Approval letters are intact. <i>Verified</i></p> <p>8. Linguistic Minority Status Certificate is available and properly maintained. <i>Verified</i></p> <p>9. Copy of Letter of Recommendation (LOR) is issued on request to the students. <i>Verified</i></p> <p>10. Staff Personal files. <i>Verified</i></p> <p>11. ESI and PF facilities. <i>Yes</i></p> <p>12. Details of computers, printers, Laptops, scanners, projectors, CCTV <i>Yes</i></p> <p>13. Records and minutes of meetings of Governing Council. <i>Verified</i></p> <p>14. Records and minutes of meetings of IQAC. <i>Yes</i></p> <p>15. Records and minutes of meetings of Department Advisory committee <i>Verified</i></p> <p>16. College Level Committee details <i>Yes</i></p>
2.	Admission Section	<p>Verified the below documents and students' records are maintained up to date on National/State/Management scholarships and other financial assistance options.</p> <p>1. Applications for Admission <i>Yes</i></p> <p>2. Admission Details of Management quota <i>Yes</i></p> <p>3. Enrolment list <i>Yes</i></p> <p>4. Eligibility Proof <i>Verified</i></p> <p>5. Entrance Rank Proof <i>Yes</i></p> <p>6. Transfer Certificate <i>Yes</i></p> <p>7. Migration Certification <i>Yes</i></p> <p>8. LOR <i>Yes</i></p>



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		9. Transcription <i>Yes</i>
3.	Account Section	The following documents are verified and maintained very systematically 1. Institution Budget and Auditing reports. <i>Verified</i> 2. All kind of Bills and Vouchers. <i>Verified</i> 3. Fee collections records <i>Verified</i> 4. Cashbook <i>Verified</i> 5. Ledger <i>Verified</i> 6. Salary Registers <i>Verified</i> 7. Salary Bills <i>Verified</i> 8. Vouchers <i>Verified</i> 9. Receipt Books <i>Yes</i> 10. Fee Registers <i>Yes</i> 11. Yearly budget sanctioned and utilized report <i>Yes</i>
4	Examination Section	Inspected the following facilities and documents: 1. Question Paper Delivery System (QPDS) <i>Yes</i> 2. Standard Photocopy and Printing Machines <i>Yes</i> 3. CCTVs. <i>Yes</i> 4. Records related to conduction of examination. <i>Yes</i>



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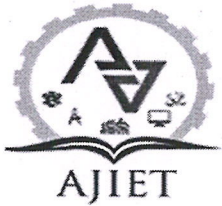
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		5. Briefing on Examination <i>Yes</i>
5	Central Library	<p>The audit committee visited the library and verified the following facilities and documents:</p> <ol style="list-style-type: none">1. Transaction alerts through e-mail & SMS <i>Yes</i>2. Online Public Access Catalog (OPAC) <i>Yes</i>3. Digital library <i>Yes</i>4. Online resource sharing facilities <i>Yes</i>5. Followed Dewey Decimal Classification Scheme (DDC-23rd edition) <i>Verified</i>6. Closed Circuit Television System (CCTV) <i>Yes</i>7. Plagiarism Facility <i>Yes</i>8. Stock Registers <i>Yes</i>9. Log Register <i>Verified</i>
6.	Maintenance Department	<p>The audit committee interacted with the Maintenance Engineer and verified the following facilities and documents:</p> <ol style="list-style-type: none">1. Stock Registers <i>Verified</i>2. Service Registers <i>Verified</i>3. Inward and Outward Registers <i>Verified</i>4. Fire Extinguishers <i>Yes</i>5. CC TV <i>Yes</i>6. Housekeeping and Security Services <i>Yes</i>7. Water Test certificate <i>Verified</i>

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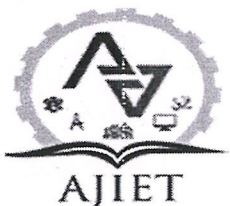
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		8. Pest control Certificate <i>Verified</i>
		9. Water cooler and purifier service certificates <i>Verified</i>
Basic Science and Engineering Departments	The audit committee interacted with the Heads of various departments and verified the following facilities and documents:	
		1. IA books Lab IA books <i>Verified</i>
		2. Final IA marks submitted to university <i>Yes</i>
		3. Assignment books <i>Yes</i>
		4. Lab Manuals (Master and Student) <i>Yes</i>
		5. Lab Records <i>Yes</i>
		6. Mini Project Reports <i>Yes</i>
		7. Major Project Reports <i>Yes</i>
		8. Internship Reports <i>Yes</i>
		9. Seminar Reports <i>Yes</i>
		10. IA question paper scrutiny <i>Verified</i>
		11. Scheme and Solution <i>Verified</i>
		12. Evaluation process and Assignments <i>Yes</i>
		13. Course plan <i>Yes</i>
		14. Course delivery reports <i>Yes</i>
		15. Personal Files of all the staff <i>Verified</i>
		16. Accreditation Certificates <i>Yes</i>


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	17. AICTE Activity points <i>yes</i>
	18. NSS/Sports/Yoga details <i>yes</i>
	19. Students Counseling and mentor reports <i>verified</i>
	20. Faculty and students research publications <i>verified</i>
	21. Funding details <i>verified</i>
	22. Result Analysis <i>verified</i>

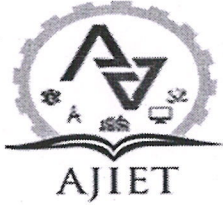
OBSERVATIONS

- 1) Sponsored Research and consultancy are limited. The faculty members shall be motivated by giving some financial benefits
- 2) Remedial courses may be organized for the competitive examination related to the program study.
- 3) Faculty members may be encouraged to submit Research proposal for various funding agency.

ACADEMIC AUDIT TEAM

Sl. No.	Name of the Expert	Designation	Affiliation	Signature
1	Dr. P Mahabaleswarappa	Chairman	Principal, MVJ College of Engineering, Channasandra Main Rd, Bengaluru, Karnataka 560067	
2	Dr. Dayanand G K	Member	Professor and Head, Department of ECE, Canara Engineering College, Benjanapadavu, Mangalore	

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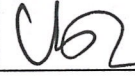


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3	Dr. Jose Alex	Member	Professor, Professor, Department of EEE, Srinivasa Institute Institute of Technology, Valachil, Mangalore	
4	Dr. Antony P J	Convener - IQAC	Vice Principal & HOD-CSE, A J Institute of Engineering and Technology, Mangalore	


IQAC CONVENER


PRINCIPAL
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