



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 2021-22

Date: 22nd September, 2022

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.

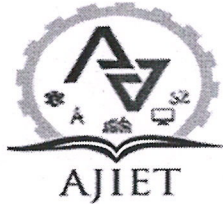
VISION OF THE INSTITUTION:

“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
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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

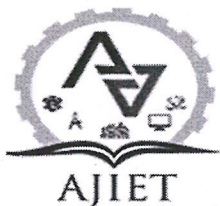
The primary objective of the audit is to review, evaluate, and assess the performance of the institution's administrative areas and its various departments. Administrators, members of the internal committee, as well as external academicians are usually involved in the evaluation process. With reference to the National Assessment and Accreditation Council (NAAC) standards, the Internal Quality Assurance Cell (IQAC) produced an evaluation proforma for the audit.

During the meeting on September 10th, 2022, the Principal along with the heads of various departments established the Administrative Audit Committee for the academic year 2021–2022 and the following members were suggested.

ADMINISTRATIVE AUDIT COMMITTEE

Sl.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. Dayanand G K, Professor and Head, Department of ECE, Canara Engineering College, Benjanapadavu, Mangalore.	Member

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

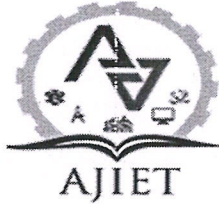
The audit committee meeting was held on September 22nd, 2022. Based on the resolution of the meeting the IQAC members are made to involve with Executive Audit Committee in conducting the audit. In the meeting, the chairman provided an overview of the college, highlighting its accomplishments and also explained the purpose as well as procedures of the audit to the committee members.

All the respective departments were visited by the committee members such as Civil engineering (CVE), Computer Science and Engineering (CSE), Information Science and Engineering (ISE), Electronics and Communication Engineering (ECE), Mechanical Engineering (ME), Basic Science, Accounts, Library, and Examinations. They reviewed operational parameters which includes Academic Performance, Curriculum Implementation, Faculty Performance, Workload, Student Support, Sustainability, Infrastructure and any other facilities in consulting with department heads and staff members. The committee assessed the structural arrangements and examined the relevant documentation within each department. Upon completing the inspections and discussions, the committee prepared an administrative audit report that outlines the observations for each department.

ADMINISTRATIVE AUDIT PROCESS AND SCHEDULE

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


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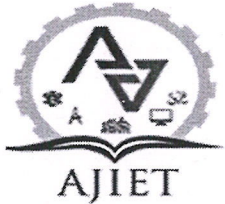
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10.50AM-11.20AM	Visit to Library, Central Computer Centre, Sports Dept., Maintenance Department	Interaction with respective heads Verification of documents
11.20AM-11.40AM	TEA BREAK	
11.40AM-12.00PM	Visit to Basic Science (Maths, Chemistry, Physics) 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
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	


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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
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AUDIT TEAM REPORT

SI.NO	DEPARTMENT/ SECTION	OBSERVATIONS
1.	Office Section	Verified the following documents and found to be maintained well: 1. Appointment and Approval documents of staff (verified) 2. Service Records of Staff. verified 3. Leave records of staff. verified 4. Biometric Attendance System Yes 5. Scholarship documents are well maintained verified 6. Inward and Outward Registers are kept and updated verified 7. AICTE/VTU/Government permissions and Approval letters are intact. Yes. 8. Linguistic Minority Status Certificate is available and properly maintained. Yes. 9. Copy of Letter of Recommendation (LOR) is issued on request to the students. Yes. 10. Staff Personal files. verified 11. ESI and PF facilities. Yes. 12. Details of computers, printers, Laptops, scanners, projectors, CCTV Yes.

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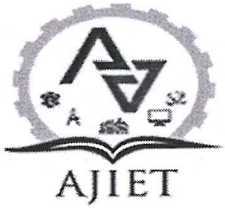
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		13. Records and minutes of meetings of Governing Council. <i>verified</i> 14. Records and minutes of meetings of IQAC. <i>verified</i> 15. Records and minutes of meetings of Department Advisory committee <i>verified</i> 16. College Level Committee details <i>verified</i> 17. College Council Meeting <i>Yes.</i>
2.	Admission Section	Verified the below documents and students' records are maintained up to date on National/State/Management scholarships and other financial assistance options. 1. Applications for Admission <i>verified</i> 2. Admission Details of Management quota <i>Yes</i> 3. Enrolment list <i>Yes</i> 4. Eligibility Proof <i>Yes</i> 5. Entrance Rank Proof <i>Yes</i> 6. Transfer Certificate <i>verified</i> 7. Migration Certification <i>verified.</i> 8. LOR <i>verified</i> 9. Transcription <i>verified</i> 10. Research centre details <i>verified</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>

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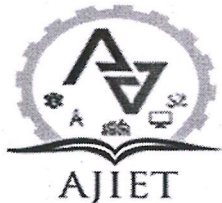
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		<p>3. Fee collections records <i>Seen</i></p> <p>4. Cashbook <i>Verified</i></p> <p>5. Ledger <i>Verified</i></p> <p>6. Salary Registers <i>Verified</i></p> <p>7. Salary Bills <i>Yes</i></p> <p>8. Vouchers <i>verified</i></p> <p>9. Receipt Books <i>verified</i></p> <p>10. Fee Registers <i>✓</i></p> <p>11. Yearly budget sanctioned and utilized report <i>verified</i></p>
4	Examination Section	<p>Inspected the following facilities and documents:</p> <p>1. Question Paper Delivery System (QPDS) <i>verified</i></p> <p>2. Standard Photocopy and Printing Machines <i>Inspected</i></p> <p>3. CCTVs. <i>Inspected</i></p> <p>4. Records related to conduction of examination. <i>verified</i></p> <p>5. Briefing on Examination <i>Yes</i></p>


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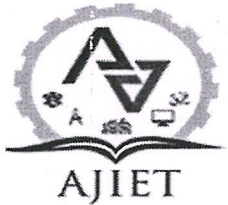
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5	Central Library	<p>The audit committee visited the library and verified the following facilities and documents:</p> <ol style="list-style-type: none">1. Transaction alerts through e-mail & SMS <i>Verified</i>2. Online Public Access Catalog (OPAC) <i>Verified</i>3. Digital library <i>Verified</i>4. Online resource sharing facilities <i>Verified</i>5. Followed Dewey Decimal Classification Scheme (DDC-23rd edition) <i>Yes</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>Yes</i>10. Yearly auditing reports <i>Yes</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>

[Signature]
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		8. Pest control Certificate <i>Yes</i> 9. Water cooler and purifier service certificates <i>Yes</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>Yes</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>verified</i> 6. Mini Project Reports <i>Yes</i> 7. Major Project Reports <i>verified</i> 8. Internship Reports <i>Yes</i> 9. Seminar Reports <i>Yes</i> 10. IA question paper scrutiny <i>Yes</i> 11. Scheme and Solution <i>verified</i> 12. Evaluation process and Assignments <i>verified</i> 13. Course plan <i>verified</i> 14. Course delivery reports <i>Yes</i> 15. Personal Files of all the staff <i>checked</i> 16. Accreditation Certificates <i>checked</i>


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		17. AICTE Activity points	Checked
		18. NSS/Sports/Yoga details	Yes
		19. Students Counseling and mentor reports	Verified
		20. Faculty and students research publications	Verified
		21. Funding details	Yes
		22. Result Analysis	Yes.

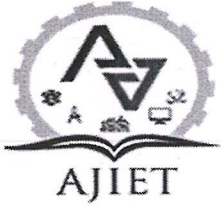
OBSERVATIONS

- 1) Though the quality publications seems to be good. However, number of Publications have to be increased with high impact factor.
- 2) More students may be encouraged to undertake field projects/internship.
- 3) The action taken against the feedback may be informed to the concerned students/guardians.
- 4) More number of MoU between the academic institution may be enhanced for better prospective.

ACADEMIC AUDIT TEAM:

Sl. No.	Name of the Expert	Designation	Affiliation	Signature
1	Dr. P Mahabaleshwarappa	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 Collogo, Benjanapadavu, Mangalo	

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



IQAC COORDINATOR


PRINCIPAL
Principal

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