



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 2022-23

Date: 9th June, 2023

ABOUT THE INSTITUTION:

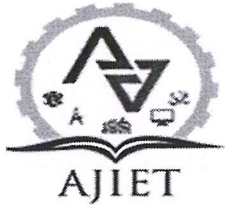
A J Institute of Engineering & Technology is promoted by Laxmi Memorial Education Trust(R) which was registered in the year 1991 in the memory of Late Laxmi Shetty, mother of Dr. A J Shetty, who is the President and Managing Director of the Trust.

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.”

Principal
A.J. Institute of Engineering & Technology
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MISSION OF THE INSTITUTION:

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

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.

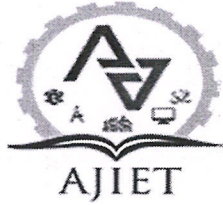
M4: To promote the entrepreneurial attitude and inculcate innovative ideas among the engineering professionals.

ADMINISTRATIVE AUDIT

The primary goal of administrative audit is to reviewing, evaluating, to encourage the departments to evaluate the education quality process and assessing the performance in administrative areas related to the Institution's and departments of this organization. AAA helps the Institution to improve its quality, ensure the proper use of its systems, and identify opportunities for improvement. Both external academicians and administrators as well as members of the internal committee typically carried out the review process. Further, the IQAC has established an evaluation proforma as a part of the audit process, using the NAAC's criteria as a reference.

In the HOD's meeting held on June 9th, 2023, the Principal established the Administrative Audit Committee for the year 2022–2023 with the following members, based on the approval and the names that were suggested.


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ADMINISTRATIVE AUDIT COMMITTEE

Sl.NO:	Name of the Administrative Audit Committee Member	Role
1	Dr. H R Shivakumar, Special Officer- Visvesvaraya Technological University, Belagavi, Karnataka. Vice Principal-KVG College of Engineering Sullia,DK,Karnataka-574327	Chairman
2	Dr. Nagesh H R, Dean-Faculty & HOD-CSE, Sahyadri College of Engineering & Management, Sahyadri Campus, Mangaluru, Adyar, Karnataka 575007.	Member
3	Dr.S.Ruban, Asso Professor and Coordinator, PG Dept of Software Technology, Aloysius Institute of Management and IT (AIMIT), St Aloysius Deemed to be University, Beeri, Kotekar, Mangaluru - 575022	Member
4	Dr. Antony P J, Vice Principal& HOD-CSE, A J Institute of Engineering and Technology, Mangalore	Convener - IQAC

The audit committee meeting was scheduled on 22nd Sept 2021. The IQAC members extended their support to the Executive Audit Committee in carrying out the audit. In an official meeting with heads of relevant administrative departments, the Chairman gave an overview of the University and its achievements. The purpose of the audit and the procedures involved were explained to the committee members.

The committee members visited technical departments like Computer Science and Engineering (CSE), ISE, ECE, ME, Basic Science, Management Department, Accounts Department, Library, Examination Section, Central Computer Center and reviewed the various operational parameters and

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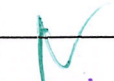
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informed the departments and other personnel related to operational activities. The members of the committee examined the structural arrangements in the department and all the documents related to each department. The committee members prepared an administrative audit report including the observations of each department/section after completing the visits and interactions within the department. The evaluation sheets for the individual are attached to this report.

ADMINISTRATIVE AUDIT PROCESS AND SCHEDULE

Time	Visited Department/Section	Activity
9.30AM-10.00AM	Conference Room	Principal welcomed the Audit Team Members. Audit Team Interacted with Principal, Vice Principal, Dean and Head of Departments/Sections
10.00AM-10.50AM	Visit to Office Section, Admission Section, Exam Section, Accounts Section	Interaction with respective heads Verification of documents Suggestion and Advices are made for better administration.
10.50AM-11.20AM	Visit to Library, Central Computer Centre, Sports Dept., Maintenance Department	Interaction with respective heads Verification of documents Suggestion and Advices are made for better administration
11.20AM-11.40AM	TEA BREAK	


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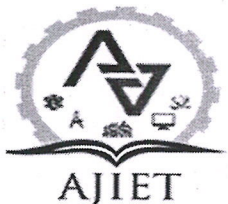
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11.40AM-12.00PM	Visit to Basic Science (Maths, Chemistry, Physics) and AIDS Departments,	Interaction with respective heads and staff members Verification of documents Suggestion and Advices are made for better administration
12.00PM-12.20PM	Visit to ECE department	Interaction with HOD and staff members Verification of documents Suggestion and Advices are made for better administration
12.20PM-12.40PM	Visit to ISE department	Interaction with HOD and staff members Verification of documents Suggestion and Advices are made for better administration
12.40PM-1.00PM	Visit to CSE department	Interaction with HOD and staff members Verification of documents Suggestion and Advices are made for better administration
1.00PM-2.00PM	LUNCH BREAK	
2.00PM-2.20PM	Visit to Mechanical department	Interaction with HOD and staff members Verification of documents Suggestion and Advices are made for better administration
2.20PM-2.40PM	Visit to Civil department	Interaction with HOD and staff members Verification of documents Suggestion and Advices are made for better administration
2.40PM-4.00PM	REPORT WRITING	

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4.00PM-4.30PM	Exit meeting with Principal, Vice Principal, Dean 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

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


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		<p>13. Records and minutes of meetings of Governing Council.</p> <p>14. Records and minutes of meetings of IQAC.</p> <p>15. Records and minutes of meetings of Department Advisory committee</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> <ol style="list-style-type: none">1. Applications for Admission2. Enrolment list3. Eligibility Proof4. Entrance Rank Proof5. Transfer Certificate6. Migration Certification7. LOR8. Transcription etc...
3.	Account Section	<p>The following documents are verified and maintained very systematically</p> <ol style="list-style-type: none">1. Institution Budget and Auditing reports.2. All kind of Bills and Vouchers.3. Fee collections records4. Cashbook5. Ledger6. Salary Registers


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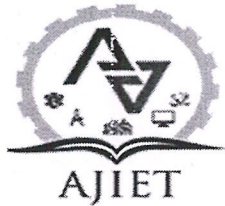
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		<p>7. Salary Bills</p> <p>8. Vouchers</p> <p>9. Receipt Books</p> <p>10. Fee Registers</p>
4	Examination Section	<p>Inspected the following facilities and documents:</p> <p>1.Question Paper Delivery System (QPDS)</p> <p>2.Standard Photocopy and Printing Machines</p> <p>3.CCTVs.</p> <p>4. Records related to conduction of examination.</p>
5	Central Library	<p>The audit committee visited the library and verified the following facilities and documents:</p> <p>1.Transaction alerts through e-mail & SMS</p> <p>2. Online Public Access Catalog (OPAC)</p> <p>3. Digital library</p> <p>4.Online resource sharing facilities</p> <p>5.Followed Dewey Decimal Classification Scheme (DDC-23rd edition)</p> <p>6.Closed Circuit Television System (CCTV)</p>
6.	Maintenance Department	<p>The audit committee interacted with the Maintenance Engineer and verified the following facilities and documents:</p> <p>1.Stock Registers</p> <p>2. Service Registers</p>


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		<ol style="list-style-type: none">3. Inward and Outward Registers4. Fire Extinguishers5. CC TV6. Housekeeping and Security Services7. Water Test certificate8. Pest control Certificate9. Water cooler and purifier service certificates
	Basic Science and Engineering Departments	<p>The audit committee interacted with the Heads of various departments and verified the following facilities and documents:</p> <ol style="list-style-type: none">1. IA books Lab IA books2. Final IA marks submitted to university3. Assignment books4. Lab Manuals (Master and Student)5. Lab Records6. Mini Project Reports7. Major Project Reports8. Internship Reports9. Seminar Reports10. Quality of the IA questions,11. Scheme and Solution

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		12. Evaluation process and Assignments 13. Course plan 14. Course delivery reports. 15. Personal Files of all the staff 16. Accreditation Certificates 17. AICTE Activity points 18. NSS/Sports/Yoga details 19. Students Counseling and mentor reports 20. Faculty and students research publications 21. Funding details
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OBSERVATIONS AND SUGGESTIONS

- A media centre may be developed with all the video and audio recording facilities for recording the lectures and developing the e-content.
- Efforts may be put in to motivate the faculty to apply research projects for funding from Govt./external agencies.
- Interactions with alumni shall further be increased. Alumni base needs to be increased.

NAME, DESIGNATION AND SIGNATURE OF ACADEMIC AUDIT TEAM

Sl. No.	Name of the Expert	Designation	Affiliation	Signature
1	Dr. H R Shivakumar	Chairman	Special Officer- Visvesvaraya Technological University, Belagavi, Karnataka.	



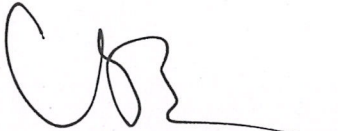
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			Vice Principal-KVG College of Engineering Sullia, DK,Karnataka-574327	
2	Dr. Nagesh H R	Member	Principal, Canara Engineering College, Benjanapadavu, Mangalore	<i>Nagesh</i>
3	Dr. S. Ruban	Member	Asso Professor and Coordinator, PG Dept of Software Technology, Aloysius Institute of Management and IT (AIMIT), St Aloysius Deemed to be University, Beeri, Kotekar, Mangaluru - 575022	<i>S. Ruban</i>
4	Dr. Antony P J	Convener - IQAC	Vice Principal, A J Institute of Engineering and Technology, Mangalore	<i>Antony</i>


IQAC COORDINATOR


PRINCIPAL
Principal
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