



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 2023-24

Date: 8th May, 2024

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
Mangaluru - 575 006



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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

Reviewing, evaluating, and assessing the performance in administrative areas related to the Institution's and departments of this organization is the primary goal of the audit. Both external academicians and administrators as well as members of the internal committee typically carried out the review process. The IQAC has prepared an evaluation proforma as a part of the audit process, using the NAAC's criteria as a reference. Appendix-A contains the list of documents and proforma for the administrative department level review.

In the HOD's meeting held on March 2nd, 2024, the Principal established the Administrative Audit Committee for the year 2023–2024 with the following members, based on the approval and the names that were suggested.

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


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2	Dr. Nagesh H R, Principal, Benjanapadavu, Bantwal, Taluk, Mangaluru, Karnataka 574219	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, A J Institute of Engineering and Technology, Mangalore	Convener - IQAC

The Administrative Audit Committee meeting scheduled on 08/05/2024. The Convener of IQAC provided assistance to the Administrative Audit committee in carrying out the audit. The Principal gave an overview of the Institute, its achievements, and its accomplishments during a formal meeting with the heads of the corresponding administrative departments. The purpose of the audit and the associated process were explained to the Committee members.

The members visited the various technical departments such as Computer Science and Engineering (CSE), ISE, ECE, ME, Basic Science and also Administrative Office, Accounts Section, Library, Examination Section, Central Computer Centre and discussed various administrative parameters with the heads of the department and other concerned staff in-charge to know the administrative performance. The committee members thoroughly inspected infrastructural facilities in the department and all the related documents in each and every department/section.

The members of the committee prepared an Administrative Audit Report comprising the observations for each department or section after completing all inspection process and interactions within the department. The evaluation sheets for Individual department/section are enclosed with this report.

ADMINISTRATIVE AUDIT PROCESS SUMMARY


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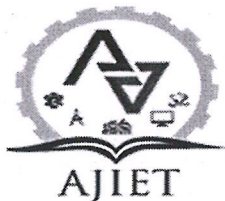
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ADMINISTRATIVE AUDIT PROCESS SUMMARY

Time	Visited Department/Section	Activity & Observation
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.
10.00AM-10.50AM	Visit to Office Section, Admission Section, Exam Section, Accounts Section	Verification of documents, all relevant documents are well maintained and are well defined and displayed.
10.50AM-11.20AM	Visit to Library, Central Computer Centre, Sports Dept., Maintenance Department	Interaction with respective heads, central library is fully automated with internet facility and provided book circulation service, an online public access catalog (OPAC), a journal and magazine section, provided with required number of volumes and titles. Verification of documents, systems are well maintained, overseeing and managing the operations of a sports facility is good, physical director coordinates in organizing events at University and affiliated college levels, students have won the prizes at both the levels and found that the planning, controlling, and executing of maintenance operations is also good.
11.20AM-11.40AM	TEA BREAK	


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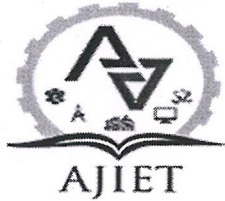
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11.40AM-12.00PM	Visit to Basic Science (Maths, Chemistry, Physics) and AI & DS Departments,	Interaction with respective heads and staff members Verification of documents, all experimental set ups are well maintained, further as per the University norms and requirements all documents are in place and very well maintained.
12.00PM-12.20PM	Visit to ECE department	Interaction with HOD and staff members, all lab equipment's are maintained systematically and all are found to be in good condition. Verification of documents, as per the norms and requirement of university all documents are maintained well and are in place.
12.20PM-12.40PM	Visit to ISE department	Interaction with HOD and staff members Verification of documents, the ISE department has maintained the system effectiveness, security, and compliance of an IT environment is good.
12.40PM-1.00PM	Visit to CSE department	Interaction with HOD and staff members Verification of documents, the CSE department has maintained the system effectiveness, security, and compliance of an IT environment is good.
1.00PM-2.00PM	LUNCH BREAK	
2.00PM-2.20PM	Visit to Mechanical department	Interaction with HOD and staff members Verification of documents, all tools & equipment's, machines are well maintained, further the department has well developed laboratories, infrastructure and ecosystem contributing to the wholesome development of the future technocrats.

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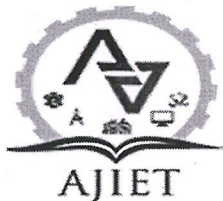
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2.20PM-2.40PM	Visit to Civil department	Interaction with HOD and staff members Verification of documents, found that the Civil department has ensured maintained the documents that needs civil construction projects to meet the required standards, specifications, and regulations. They help to identify and prevent any defects, errors. Also the department is involved in conducting value added courses such as Auto CAD, STADD.pro, etc. to train the students for the industry needs.
2.40PM-4.00PM	REPORT WRITING	
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	

AUDIT TEAM DETAILED REPORT

Sl.NO	DEPARTMENT/ SECTION	OBSERVATIONS
1.	Office Section	<p>Documents are well maintained. Verified the following documents and found to be good:</p> <ul style="list-style-type: none"> ■ Appointment and Approval documents of staff are verified. The documents related to staff appointment such as Staff Requirement, Request letters to Management, Advertisements in newspapers, Selection Process have been verified and found correct. ■ Service Records of Staff are maintained very well and updated. ■ Leave records of staff are well maintained and updated.


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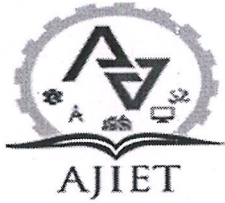
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		<ul style="list-style-type: none">■ Biometric Attendance System■ Scholarship documents are well maintained■ Inward and Outward Registers are kept and updated■ AICTE/VTU/Government permissions and Approval letters are intact.■ Linguistic Minority Status Certificate is available and properly maintained.■ Copy of Letter of Recommendation (LOR) is issued on request to the students are kept up to date.■ The office is properly maintained and the Staff Personal files are maintained properly.■ ESI and PF facilities are provided to staff members.■ Records pertaining to procurement of computers, printers, Laptops, scanners, projectors, CCTV are well maintained and updated from time to time.■ Records and minutes of meetings of Governing Council, IQAC, Department Advisory committee meetings are verified and found that all these meetings are held as per the policy and the minutes of each meeting being recorded.
2.	Admission Section	<ul style="list-style-type: none">■ Admissions are made in accordance with the norms established by the AICTE, the Government of Karnataka, KEA and VTU Belagavi.■ General Record of Students like Admission/Enrolment/Eligibility/Entrance Rank Proof/TC/Migration/LOR/Transcription etc. Are well maintained.■ Records are kept up to date on National/State/Management scholarships and other financial aid opportunities for students.

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3.	Account Section	<ul style="list-style-type: none">■ Institution Budget and Auditing reports are maintained very systematically■ Bills are filed in an orderly manner.■ Fee collections records are maintained well.■ Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers etc are well maintained.
4	Examination Section	<ul style="list-style-type: none">■ QPDS is working under proper direction and is well maintained.■ CCTVs Installed and are in good working condition.■ Records are kept, and exams are done in accordance with VTU norms.■ Standard Photocopy and Printing Machines are working properly
5	Central Library	<ul style="list-style-type: none">■ Library is fully automated with barcode readers including automated circulation facility■ Facilities like transaction alerts through e-mail & SMS, Online Public Access Catalog (OPAC), digital library, online resource sharing facilities are available■ All the books are categorized and arranged as per Dewey Decimal Classification Scheme (DDC-23rd edition).■ Library is provided with a Closed-Circuit Television System (CCTV) to enable security systems for the detection of any undue incidents.
6.	Maintenance Department	<ul style="list-style-type: none">■ Stock Registers, Service Registers, Inward and Outward Registers are kept and well updated.■ Fire Extinguishers, CC TV, Housekeeping and Security Services are verified and found correct.■ Water Test certificate, Pest control Certificate, Water cooler and purifier service certificates are verified and found up to date.


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Basic Science and Engineering Departments	<ul style="list-style-type: none">■ IA books, Lab IA books, Final IA marks submitted to University, Assignment books, Lab Manuals (Master and Student), Lab Records, Mini Project Reports, Major Project Reports, Internship Reports and Seminar Reports are verified and are maintained well.■ Quality of the IA questions, Scheme and Solution, Evaluation process and Assignments are verified and found standard. The document files are well maintained.■ Course plan and course delivery reports of all the subjects are available in all the departments.■ Personal Files of all the staff are available in respective departments.■ The branches like CSE, ISE, Civil, ECE and Mech are accredited by NBA during the year 2022 and valid upto 2025.■ AICTE Activity points, NSS/Sports/Yoga details and the respective reports are available in the department.■ Students Counseling and mentor reports are verified and found good.■ Faculty and students research publications and funding details are verified and found satisfactory.
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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. Vice Principal-KVG College of Engineering Sullia, DK,Karnataka-574327	

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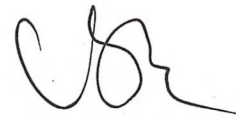
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3	Dr. S. Ruban	Member	Asso Professor and Coordinator, PG Dept of Software Technology, Aloysius Institute of Management and IT (AIMIT), St Aloysius Deemed to be University, Beeru, Kotekar, Mangaluru - 575022	
4	Dr. Antony P J	Convener - IQAC	Vice Principal & HOD - CSE, A J Institute of Engineering and Technology, Mangalore	



IQAC COORDINATOR



PRINCIPAL

Principal
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