



BVV Sangha, Bagalkot
AMRUTA INSTITUTE OF ENGINEERING & MANAGEMENT SCIENCES

AIEMS
BENGALURU

Approved by AICTE, New Delhi
Recognized by Government of Karnataka & Affiliated to VTU, Belagavi

ADMINISTRATIVE AUDIT REPORT (EXTERNAL)2022-2023

Date: 08/07/2023



Amruta Institute of Engineering & Management Sciences (AIEMS) was established in the year 2008. This institution is administered by BVV Sangha Bagalkot. The BVV Sangha has grown under the leadership of our Chairman Dr. V C Charantimath with more than 160 educational Institutions

Vision :

To create an engineering Institution of global standards, which will nurture world class students, imbued in human values who will be trend-setters.

Mission :

- To redefine the engineering education to fulfill tomorrow's needs.
- To create a world-class engineering and management institute that sets a benchmark for education.
- To attract best faculty interested in education & research.
- To facilitate manifestation of inner strengths of students and create responsive, global citizens.



ATTESTED

PRINCIPAL
BVVS AMRUTA INSTITUTE OF
ENGINEERING AND MANAGEMENT SCIENCE
Bidadi Industrial Area, Near Toyota Kirloskar
Motors, Bidadi, Bangalore - 562109

GOVERNING COUNCIL MEMBERS :

Dr. V. C. Charantimath, Chairman, B.V.V. Sangha, Bagalkot

Sl. No.	NAME	Designation	QUALIFICATION
1	Sri. Mahantesh S Shettar	Chairman	BE, MS
2	Sri. Pandith M Ghanti	Member	B.E.
3	Sri. Prabhu S Jangin	Member	B.COM.
4	Sri. Mahesh K Kakaraddi	Member	BE (Civil)
5	Sri. Santhosh S Kuppast	Member	B.Com., LLB, PGDBM(Fin)
6	Sri. Satyaprem R Hiremath	Member	BE, M.Tech
7	Sri. Basavaraj C Kengapur	Member	B.COM.
8	Sri. Ashok R Karadi	Member	BE (Mech)
9	Sri. Prakash S Badadali	Member	BE
10	Sri. Vikas Shettar	Member	BE
11	To be nominated	VTU Nominee	
12	Dr. Santosh M Muralan	Principal & Member Secretary	BE, MTech, Ph.D

Courses offered by AIEMS:

(UG) - BE Degree in,

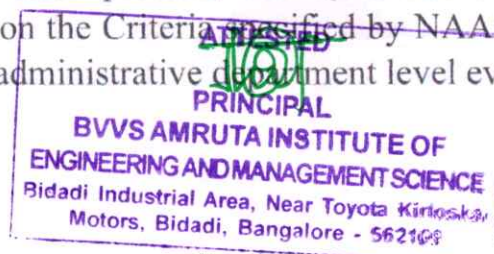
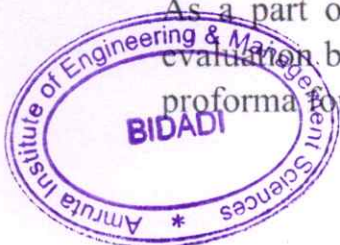
- * Computer Science & Engineering - 120
- * Electronics & Communication Engineering - 60
- * Mechanical Engineering - 30
- * Civil Engineering - 30

(PG) - MBA Degree 60

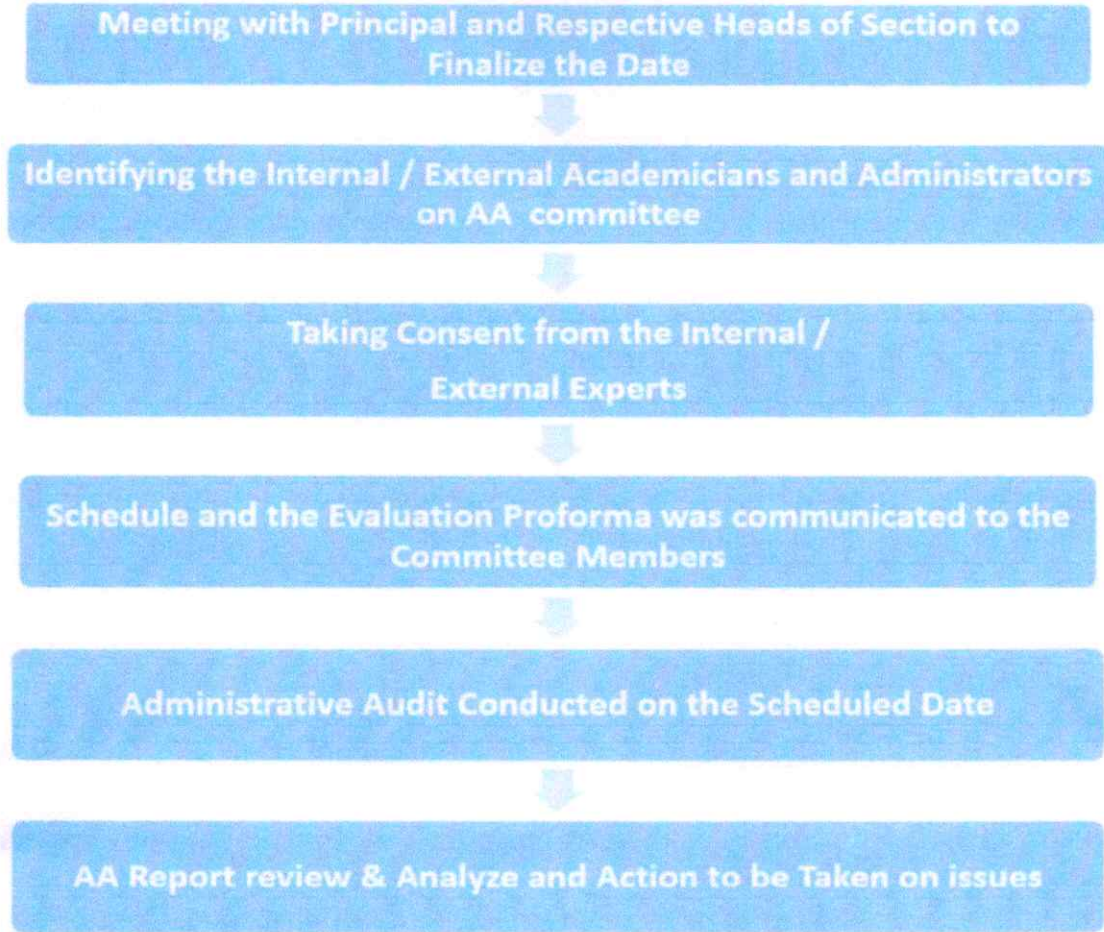
- * MBA (Human Resource, Finance & Marketing Specialization)

Administrative Audit (AA) The main objective of the audit is to review, assess, and evaluate the performance in administrative aspects pertaining to departments of the institution. The review process is usually carried out by internal committee members and the external academicians and administrators.

As a part of the audit process, the IQAC has structured a proforma for the evaluation based on the Criteria specified by NAAC. The list of documents and proforma for the administrative department level evaluation is given.

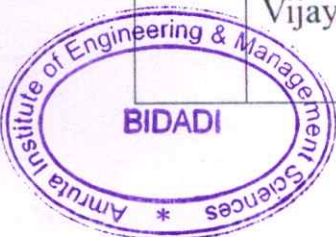


PROCESS INVOLVED:



As per the names suggested and their consent, Administrative Audit Committee for the year 2022-23 consisting of the following members was constituted by the principal :

Sl.No	Name of Committee Member, Designation & Address (External)	Role in AA Committee
1	Dr Naveen Desai Professor & HOD , Civil Engg Department V P Dr P G Halakatti College of Engg & Tech. Vijayapur-586101	Chairman
2	Dr Asif A Momin Associate Professor, Civil Engg Department V P Dr P G Halakatti College of Engg & Tech. Vijayapur-586101	Member



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The AA committee was assisted by the IQAC members for conducting the audit. The Committee had a formal meeting with the Principal, and the respective heads of the administrative sections during which Principal presented the overview of the institute, developments and the achievements made. Members of the Committee were briefed about the objective of the audit and the procedure involved. The members visited the departments, the infrastructural facilities to know the administrative performance. All the related documents were presented to the members. After completing all stages of inspection and interactions in the department/section, AA Report covering the observations was prepared. Also, the members visited the central facilities and had interactions with the staff. The Committee after completing all stages of inspection and interactions prepared the AA report for the college covering the summarized observations and recommendations.

Academic and Administrative Audit Process and schedule as follows :

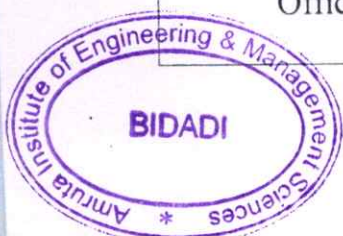
Time	Activity	
9:00 am - 10:45 am	Welcome and briefing by Principal	Welcome and briefing by the Principal regarding the objective of the administrative audit.
11:00 am - 01:00 pm	Visit to Central Facilities- Administrative Office, Library, Exam Section, Computer Labs, Accounts Section, ETC	<ul style="list-style-type: none"> • Interaction with respective heads • Verification of documents
01:00 pm - 01:30 pm		Lunch
Post Lunch	Report Preparation	Report Writing
	Exit Meeting	Exit Meeting with Principal and respective heads



Report of Administrative Audit Committee

Assessment Based on institutional information

Category/Department	Description	Status of availability Yes /No	Remarks
Institution Approvals and Accreditation Documents	Government Permission /AICTE Continuation /Extension approval letters	Yes	Verified
	VTU Continuation / Extension approval letters / Permanent Affiliation	Yes	Verified
	2 (f) OR 12 B /OR both Certificates	No	Recommended for Apply
	NBA Status / proof if applied	NO	Recommended for NBA preparation.
	NAAC Status / proof if applied	NO	preparation is going on
	Autonomous Status By UGC	No	-
	NRIF Ranking	No	Recommended for preparation for NRSF
	Land records	Yes	Verified
	Building plan and occupancy certificate	Yes	Verified
	Fire safety equipment's ,Prevention and Safety Certificate	Yes	Verified
Administrative Office	Appointment Approval Documents of all Staff PRINCIPAL	Yes	Verified



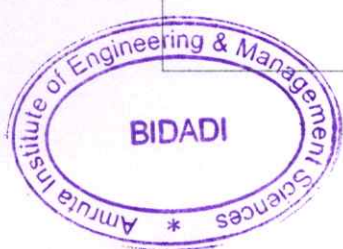
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	(teaching , non teaching & administration)	Yes	Verified
	Service Record of Staff	Yes	Verified
	Biometric Attendance System	Yes	Verified
	General Record of Students	Yes	Verified
	Scholarship Documents	Yes	Verified
	Admission Process Record of Student Related Documents	Yes	Verified
	Admission/Enrolment /Eligibility/TC/LC /Migration/LOR/ Transcription	Yes	Verified
Account and Fees Section	Standard Software for information Management	Yes	Verified
	Fee registers	Yes	Verified
	Accounts maintenance ledgers	Yes	Verified
	Purchase committee & Proceedings of purchase committee	Yes	Verified
	Budget and Budget approval process	Yes	Verified

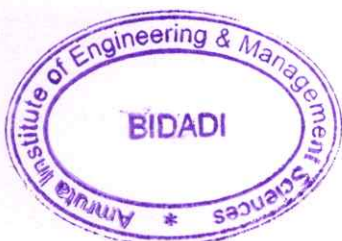
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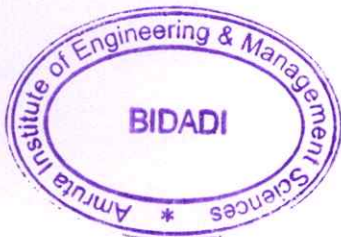
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	Balance sheet	Yes	Verified	
	SC/ST/Other scholarships dispersal register	Yes	Verified	
Library	Library Automated Using Standard Software Koha ILMS	Yes	Verified	
	Remote Access Facility Provided to Access Subscribed Learning Resources	no	Recommended to Apply	
	Accession Register Updated	Yes	Verified	
	Library Documents Classified and Arranged	Yes	Verified	
	Library Manual	Yes	Verified	
	Is Sufficient books available for students ?	Yes	Verified	
	Is students gets books for home ?	Yes	Verified	
	Is reference books available for students ?	Yes	Verified	
	Is log book / register available?	Yes	Verified	
	Examination Cell	CCTVs installed	Yes	Verified
		Strong room facility	Yes	Verified
Separate chamber for collection of booklets		Yes	Verified	
Software Developed to Maintain Records		Yes	Verified	
Standard Photocopy and Printing Machines		Yes	Verified	
Computer Labs	Computer Systems Updated	Yes	Verified	
	Scheduled Updating of Systems Required Software Available	Yes	Verified	



	Stock Record Maintained	Yes	Verified
	Log Book Maintained	Yes	Verified
Training & Placement Dept	Separate dept & Head	Yes	Verified
	Computing facilities for placement test conduction	Yes	Verified
	Students training activities	Yes	Verified
	Students' placement activities	Yes	Verified
	MOUs	Yes	Verified
	Solid Other Facilities	Grievance Redressal Facility	Yes
CCTV Security System		Yes	Verified
Auditorium		Yes	Verified
Fire Extinguisher		Yes	Verified
Medical Facility		Yes	First Aid Available Medical facility not available
Canteen Facility		Yes	Verified
Drinking Water Facility		Yes	No treatment available Verified
Facilities for Differently Abled Persons		Yes	Verified
Electricity Backup Facility		Yes	Verified
Parking Facility		Limited	Additional parking to be provided
Gymkhana Facility		Limited	To be improved
Bank /ATM Facility		Yes	Verified
Xerox or Photocopy Facility		Yes	Verified



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Reception Counter	Yes	Verified
Hostel facility for boys	Yes	Verified
Hostel facility for girls	Yes	Verified
Staff quarters	Yes	Verified
Sports facilities	Yes	Verified
First aid facilities	Yes	Available
Gymnasium facility boys	No	Facilities to be procured
Gymnasium facility girls	No	Facilities to be procured.
CCTV In Hostels	Yes	CCTVs to be increased
Transportation facility for Boys & Girls	Limited	To be improved
Transportation facility for staff	Limited	Few more buses to be purchased
Required number of buses	—	—
Rain water harvesting	Yes	Verified
Waste water treatment plant	Yes	Verified
Solid waste management	Yes	Verified
Green campus initiatives	Limited	To be improved
Energy audit	No	External Audit Not Available
Green audit	No	External Audit Not Available



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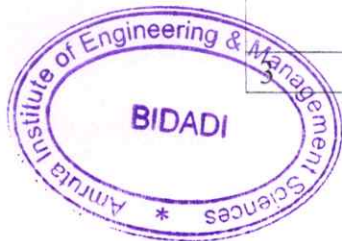
We, the members of the Administrative Audit Committee have conducted the Administrative Audit for the Academic Year 2022-2023 of AIEMS Bidadi on
08/07/2023....

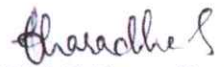
Observations of the Auditors:

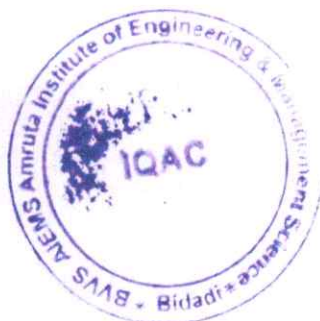
1. There is significant improvement in Academics, Extra & Co-curricular activities compared to the previous Audit 2021-22
2. Some improvement w.r.t Transportation & sports facilities
3. recommended to improve further more.
4. Green campus & Rainwater harvesting to be improved.

Signature of the Auditors (Internal /External)

Sl.No	Name of Committee Member	Role in AA Committee	Signature with Date
1	Dr Naveen Desai Professor & HOD , Civil Engg Department V P Dr P G Halakatti College of Engg & Tech. Vijayapur-586101	Chairman	
2	Dr Asif A Momin Associate Professor, Civil Engg Department V P Dr P G Halakatti College of Engg & Tech. Vijayapur-586101	Member	
		Member	




 IQAC Co-ordinator



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 Principal

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Ref. No. B.V.V.S. AIEMS/ PO/Cir/2022-23/006

Date: 07/05/2022

CIRCULAR

The following HOD's and faculty members are hereby informed to attend the meeting today i.e. 07/05/2022 at 3 PM in the Principal Chamber.

Agenda:-

- Asset / Stock Audit related matters.
- Any other subject with permission of the Chair.

- Dr. Suresha –HOD ME
- Dr. Veeresh – HOD ECE
- Dr. Sharanappa Chapi
- DR. M.S. Patel
- Mrs. Anita
- Mr. Kushnappa
- Mr. Kari Ramakrishna
- Mr. Manjunath Kerakalmatti
- Mr. Mahadev
- Mr. Ravi G.H
- Mr. Prasad
- Mr. Adarsh Shetty

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7/5/22

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Bidadi, Bangalore-562 109.





Ref. No. B.V.V.S. AIeMS/ PO/Cir/2022-23/005

Date: 06/05/2022

CIRCULAR

In continuation of the Circular No. B.V.V.S. AIeMS/ PO/Cir/2021-22/105 dated: 14/03/2022, all the HOD's are hereby informed to submit detailed clarification of the missing items of their respective Departments on or before 12/05/2022 as discussed in the meeting held today i.e., 06/05/2022.

Princ 6/5/2022
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- CC To:-
- All HOD's
- Library
- Sports
- Store
- Electrical Store
- Canteen

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CS
EC
DS
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7/5/22
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