



Maharaja Education Trust ®
MIT First Grade College

(Affiliated to University of Mysore)
Industrial Suburb, Manandavadi Road, Mysuru -570008

Academic and Administrative Audit (AAA) Report

Foreword

The Internal Audit Committee conducts AAA at regular intervals to ensure the quality performance of the institution in a decentralised manner. The purpose of the academic administrative audit is to evaluate the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies and functions of the various administrative departments, control of the overall administrative system etc.

Major objectives of AAA:

1. To understand the existing system and assess the strengths and weaknesses of the Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.
2. To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and other reforms required for effective performance.
3. To evaluate the optimum utilization of financial and other resources.
4. To suggest the methods for continuous improvement of quality keeping in mind the criterion required as per NAAC and other bodies.

Mode of Operation:

The administrative documents are produced before the committee for evaluation. The Committee members investigate the different aspects of the documents with the authenticated and the supporting evidences. Further the committee suggests the area of improvement and development.

Internal Audit Committee Members

Sl No.	Position	Name
1.	Chair Person	Prof. K Nage Gowda Principal MITFGC
2.	Management Representative	Dr. S Murali President, MET, Mysore.
3.	Correspondent	Shri. N R Manjunath Correspondent, GSI Institutions, Mysore
4.	External Member	Dr. Chandrashekar, Vishveswara Nagar, Mysore
5.	Academic Advisor	T.T. Thomas GSI, Mysore

6.	Academic Advisor	Dr. PandurangaVittal GSI, Mysore
7.	NAAC Coordinator	Dr. Chandrajith M Vice Principal & HOD of Computer Science, MITFGC
8.	IQAC Coordinator	Mrs. S P Sunitha Assistant Professor & PG Coordinator PG Department of Commerce MITFGC

Evaluation Criteria			
The activities are to be graded on the following scale			
Excellent	Good	Satisfactory	Needs improvement
A	B	C	D

Audit report on Library, Lab and Administrative operations for the year 2019-20

Audit of Library Facilities-2019-20			
Audit undertaken to provide conducive learning environment and instill quality initiatives.			
Sl No.	Items for evaluation	Grade	Remarks
1.	Library is automated using Integrated Library Management System (ILMS)	D	Not automated
2.	Diversification of titles and authors in collection of books, journals and magazines	B	
3.	Availability of E- Resources like E – journals, e-ShodhSindhu, Shodhganga membership, e-books, Databases	D	No E-Resources available.
4.	Expenditure for purchase of books and journals	D	Needs improvement
5.	Monthly usage of library by teachers	C	Encourage Teachers to
6.	Monthly usage of library by students	C	Students to utilize the library
7.	Maintenance of Issue registers	B	Regular
8.	Library stock verification at regular intervals	C	Needs improvement
9.	Interior and space arrangements of the library	C	
10.	Weeding out of outdated and obsolete books	-	NA
11.	Regular meetings with the committee	B	
12.	Overall Resource Management	B	
Audit of Lab Facility-2019-20			
To determine overall compliance with internal policy or regulatory requirements with safety and security.			
Sl No.	Items for evaluation	Grade	Remarks
1.	Lab timetable	B	

2.	Maintenance of Computers	B	
3.	Maintenance of stock registers	C	
4.	Ergonomics of lab infrastructure	B	
5.	Adequate lighting, emergency lighting, ventilation, and temperature control	B	
6.	Free of electrical hazards – no excess extension cords, frayed cords, etc	B	
7.	First aid kit available	B	
8.	Safety of students and teachers	B	
9.	Availability of Lab Manuals (if any)	B	
10.	Usage of lab for interdisciplinary subjects	D	Schedule Lab session for Over through Students

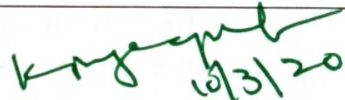
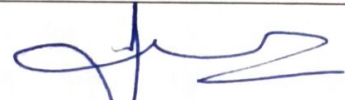

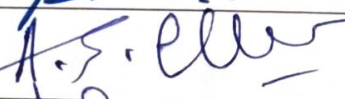


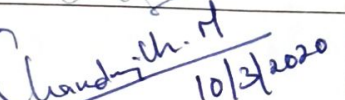
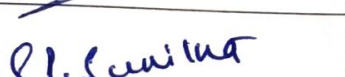
Administrative Audit report –2019-20

To bring about transparency, accountability and corporate governance in all the administrative activity.

Sl No.	Items for evaluation	Grade	Remarks
1.	Maintenance of stock registers	C	Change the stock registers
2.	Maintenance of inward and outward registers	D	Needs immediacy
3.	Maintenance of University circulars	C	
4.	Maintenance of Purchase registers (stationary)	B	
5.	Maintenance of Indent registers	C	
6.	Maintenance of Vouchers & bill books	B	
7.	Employee payroll	A	
8.	Documents related to students admission	A	
9.	Registers related to University Affiliation	A	
10.	Maintenance of Convocation registers	B	
11.	Maintenance of university results.	A	
12.	Maintenance of Teachers attendance registers	A	
13.	Maintenance of leave applications	B	
14.	Maintenance of documents related to physical assets	B	
15.	Maintenance of registers related to examination	A	
16.	Maintenance of statutory documents	A	
17.	Audit financial reports and related documents	A	
18.	Governing Council meetings and actions	A	
19.	Staff profile and appointment orders	A	
20.	Day to day bank and cash transactions details	A	
21.	Contracts with External service providers	A	
22.	Maintenance of Scholarship register	A	

Additional Observations	Additional Remarks
Office documents needs to be further strengthened.	Can apply for ISO to improve the entire documentation process.

Signature by the Members:-

Sl No.	Position	Name	
1.	Chair Person	Prof. K Nage Gowda	 10/3/20
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3.	Correspondent	Shri. N R Manjunath	
4.	External Member	Dr. Chandrashekar	
5.	Academic Advisor	T.T. Thomas	
6.	Academic Advisor	Dr. Panduranga Vittal	
7.	NAAC Coordinator	Dr. Chandrajit M	 Chandrajit M 10/3/2020
8.	IQAC Coordinator	S P Sunitha	 S.P. Sunitha