



**A.M. REDDY MEMORIAL COLLEGE OF ENGINEERING AND TECHNOLOGY**

(ESTD : 2007)

Approved by AICTE, New Delhi, Affiliated to JNTUK-Kakinada

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VINUKONDA ROAD, PETLURIVARI PALEM (POST), NARASARAOPET, GUNTUR (DIST), ANDHRA PRADESH, PIN:522601, 08647 247190.

ADMINISTRATIVE AUDIT SUMMARY SHEET

| AY: 2018-2019                          |  | Date: 10/06/2019  |             |       |                 |
|--|--|---|-------------|-------|-----------------|
| S.No                                   | Audit Aspects  | Audit Observations  | HOD'S INPUT | GRADE | AUDITOR REMARKS |
| 1                                      | Vision & Mission of the Institution and Governance   | Frame work for evolution & Review of vision, mission statements   | YES         | A     |                 |
| 2                                      |  | Frame work for continuous improvement of the governance with involvement of various apex bodies         | YES         | A     |                 |
| 3                                      | Student & Faculty ratio as per norms                 | Student Teacher ratio as per AICTE norms  | YES         | A     |                 |
| 4                                      |  | Teacher cadre ratio(1:2:6)-improvement over previous year   | YES         | A     |                 |
| 5                                      |  | Existence of Qualified and Experienced Teaching faculty   | YES         | A     |                 |
| 6                                      | Availability of Infrastructre and facilities         | Avalibility of classrooms-during current year   | YES         | A     |                 |
| 7                                      |  | Avalibility of Laboratories-during current year   | YES         | A     |                 |
| 8                                      |  | Maintenance of Laboratory Equipments-during current year  | YES         | A     |                 |
| 9                                      | Student Participations & Welfare                     | No.of Students participating in extension activities  | 100         | B     |                 |
| 10                                     |  | No.of placements of outgoing students   | 63          | B     |                 |
| 11                                     |  | No.of students qualified in competitive examinations  | 2           | B     |                 |
| 12                                     |  | No.of studnets undertaking field projects/internships   | -           | C     |                 |
| 13                                     |  | No.of studnets admitted in higher studies   | 6           | B     |                 |
| 14                                     |  | Existence Fee Reimbursement policy for students   | YES         | A     |                 |
| 15                                     | Staff Welfare  | Professional body membership fee reimbursed-current year  | YES         | A     |                 |
| 16                                     |  | Performance appraisal conducted for teaching and Non teaching staff-current year                        | YES         | A     |                 |
| 17                                     |  | No.of faculty participated in FDP programs  | 151         | B     |                 |
| 18                                     |  | Grievance redressal   | YES         | A     |                 |
| 19                                     | Facilities to students                               | Collection of books,manuscripts,special reports or any other knowledge resources for library enrichment | YES         | A     |                 |
| 20                                     |  | E-journals,E-books,database availability  | YES         | A     |                 |
| 21                                     |  | Availability of digital library   | YES         | A     |                 |
| 22                                     |  | Usage of library by faculty, students   | YES         | A     |                 |
| 23                                     |  | Does the institute have facility for sports   | YES         | A     |                 |
| 24                                     |  | Awards and medals achieved in sports events   | YES         | A     |                 |
| 25                                     |  | Whether Institute frequently updated its IT facilities  | YES         | A     |                 |
| 26                                     |  | Availability of Bandwidth of Internet   | YES         | A     |                 |
| 27                                     | Budget & Expenses                                    | Budget for Cur.Yr.& actual exp.for prev. Yr. in respect of-   | Cur.Yr.Bud  |       |                 |
| 28                                     |  | 1. Access to library and library automation   | YES         | A     |                 |
| 29                                     |  | 2. Maint. Of existing infrastructure  | YES         | A     |                 |
| 30                                     |  | 3. Upgradation of IT infrastructure   | YES         | A     |                 |
| 31                                     |  | 4. Maint. Of sports facilities and augmentation   | YES         | A     |                 |
| 32                                     |  | 5. Faculty professional development   | YES         | A     |                 |
| 33                                     |  | 6. Green initiatives and waste management   | YES         | A     |                 |
| 34                                     |  | 7. Alternate energy sources   | YES         | A     |                 |
| 35                                     |  | 8. Expenditure incurred on maintains of physical facilities excluding salary compounds                  | 255.37L     |       |                 |
| 36                                     |  | 9. In-house student Scholarships  | YES         | A     |                 |
| <b>Auditors specific Observations:</b> |  |   |             |       |                 |
| S.No                                   | Observations   |   |             |       |                 |
| 1                                      | Motive students to go for field projects/Internships |   |             |       |                 |
| 2                                      |  |   |             |       |                 |
| 3                                      |  |   |             |       |                 |
| 4                                      |  |   |             |       |                 |
| 5                                      |  |   |             |       |                 |

Principal  
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