

# **ST. WILFRED'S INSTITUTE OF PHARMACY**

Affiliated to Mumbai University, Approved by PCI- New Delhi, DTE Maharashtra (DTE Code 3485)  
Near Shedung Toll Plaza, Old Mumbai Pune Highway, Shedung, Panvel-410206

**MANUAL**

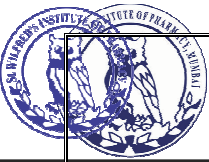
**For**

**ACADEMIC AND**

**ADMINISTRATIVE AUDIT 2022**

**Prepared by,**

**Internal Quality Assurance Cell (IQAC)**



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## **Academic and Administrative Audit Manual**



## MANUAL FOR INSTITUTIONAL COMMITTEES

### PREFACE

This Manual on Academic and Administrative Audit is aimed at encouraging the departments/programs/cells/committees to monitor and evaluate their institutional processes which require a carefully structured system of internal and external review. Academic and Administrative Audit (AAA), are very essential for the excellence in Higher Education. These are interrelated concepts. Thus, in order to have a quality oriented academic, there should be a strong administrative background.

It has, therefore, been a fruitful endeavor preparing this Manual on AAA Audit. The undersigned, heartily thank all those who have made the venture successful.

Since this Manual is meant to be a dynamic document, provisions have been made in this Manual for suitably amending the various rules and provisions whenever it is necessary.

PRINCIPAL



# ST. WILFRED'S INSTITUTE OF PHARMACY

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## VISION OF THE INSTITUTE

*Ideal college of pharmacy has its vision towards elevating the standard and quality of legal education to the level of leading pharmacy school in the country. It seeks to be distinctive and distinguish pharmacy institution with strong national and comparative focus.*

## MISSION OF THE INSTITUTE

To contribute to society through the pursuit of education, learning and research at the highest level of excellence.

To promote quality legal education training program to prepare competent and responsible member of the legal profession who actively contribute towards rule of pharmacy.

To provide students with a diverse, intellectually rigorous learning environment in which to acquire knowledge of pharmacy in its broad international, intercultural and interdisciplinary contexts so that they may acquire the professional skill and ethical grounding to become excellent pharmacyer and leader in their communities and chosen professions.



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## Internal Quality Assurance Cell (IQAC) Academic and Administrative Audit Manual

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21.	InternalcomplaintsCommittee-womenprotectionandanti-harassment	85,89
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## **ACADEMIC AND ADMINISTRATIVE AUDIT**

### **Academic Audit**

Academic audit can be understood as a scientific and systematic method of reviewing the quality of academic process in the institution. It is related with the quality assurance and enhancing the quality of academic activities in HEIs.

### **Administrative Audit**

It can be defined as a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & 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 Departments and 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 examination reforms etc.
3. To evaluate the optimum utilization of financial and other resources.
4. To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.

### **Outcome:**

The outcome of AAA may be placed before Internal Quality Assurance Cell (IQAC) and Governing Bodies (GB) of the HEIs. Plan of action can be prepared to implement the suggestions accepted by IQAC and GB.



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## **PROCESS OF ACADEMIC AND ADMINISTRATIVE AUDIT**

The institution conducts both internal and external audits with their expertise in the curriculum and syllabus once in a year and once in three years respectively. An advance circular is issued among the faculty and staff by the principal containing the agenda of discussion on academic documents, laboratory accessories, stock verification, shortage of equipment and utilities etc.

Principal calls for all the heads of the institution and IQAC coordinator to set the panels on verification of the pointers framed for audit of all these sections and departments.

The head steam reviews the profile of the panel members and recommends the filtered panel members to the principal. A circular is issued to the panel members on scheduled audit and the concerned department to be audited in advance. The departments are also given prior information to regulate the auditing process and to ensure the readiness of the respective department. This makes the smooth functioning of the audit without any hassles. After the confirmation of the panel members, the official announcement of audit is circulated. These panel members conform to the field of one's subject expertise and experience on the given criteria while auditing.

As a part of Quality Improvement in teaching-learning process, the institution feels that it is inevitable to conduct academic audits. Internal and external audits are done at both department and institution level and finally both are consolidated for the better performance by the students, which in turn progresses their professional thought process.

**AAA AUDIT FLOWCHART**

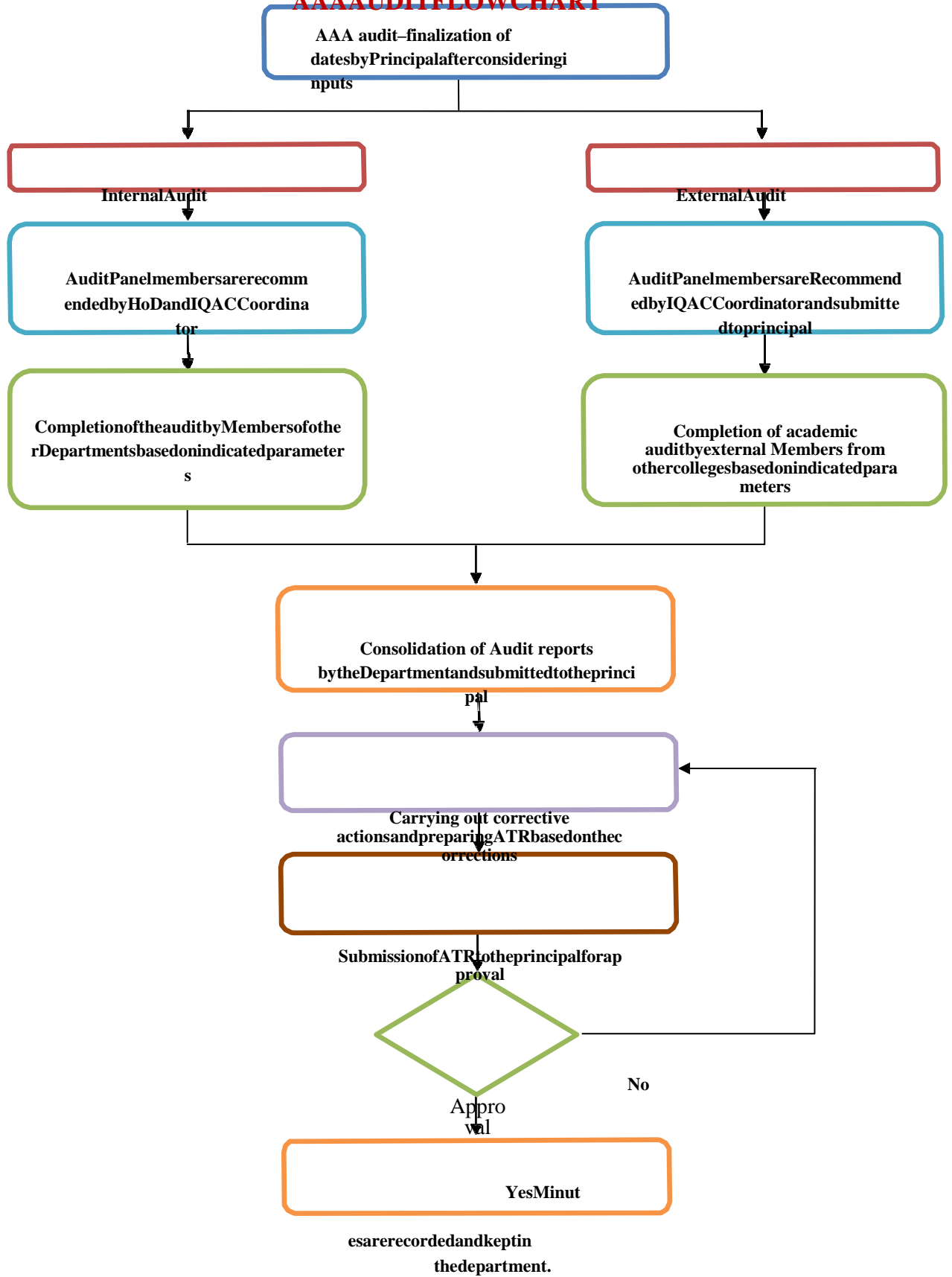


Fig. Process Flow Chart of Academic and Administrative Audit



## ANNUAL INSTITUTIONAL AUDIT

- The schedule of AAA audit to be carried out in the month of May each year. However, the stock verification in Library will be done in JUNE when the books are returned to Library after examination.
- The verifying officers should contact the HOD/ In-charge and fix up the dates of verification, so that the report is submitted latest by 31<sup>st</sup> May each year to the Principal. Similarly, the report of stock verification of Library shall be submitted to the Principal by 30<sup>th</sup> June each year.
- The format for submitting the report of stock verification and audit is given in this Manual.
- The department heads call for a meeting and discuss about the process involving audits and report preparation. All department labs in-charges, tutors and mentors are involved in this discussion and they start preparing the documents. On the date of audits, the appointed panel members visit the departments and conduct review based on the forms available in this manual.
- All the HODs and verifying officers shall cooperate and organize activities so that the work is completed well within time.



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## **INTERNALAUDIT REPORTFORMATS**



# **Academic Department Audit Forms**

Internal Quality Assurance Cell (IQAC)



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## DEPARTMENT VERIFICATION REPORT

Academic Year: \_\_\_\_\_

Dept:

Date

Verified by

1.

Dept. \_\_\_\_\_

2.

Dept. \_\_\_\_\_

3.

Dept. \_\_\_\_\_

### The following Documents/Files are available in all aspects

#### DEPARTMENT RELATED

1. Department Profile (Latest) : (Available/Not-Available)
2. Vision/Mission/PO/PSO/PEO : (Available/Not-Available)
3. Academic Calendar : (Available/Not-Available)
4. Time Table (Class and Individual) : (Available/Not-Available)
5. Subject Allotment File : (Available/Not-Available)
6. Department MoM File : (Available/Not-Available)
7. Accreditation status File : (Available/Not-Available)
8. PAC/DAC Files : (Available/Not-Available)
9. Composition of BOS : (Available/Not-Available)
10. BOS Meeting Minutes (Last 5 Years)

BOS Minutes No.	Held on Date	YES/NO

IQAC





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## 11. Copy of Regulations, Curriculum and Syllabus

Regulation Book No.	Availability (YES/NO)

## 12. Details of Major revisions carried out in each BoS \_\_\_\_\_

<b>FACULTY, STUDENT AND BUDGET</b>			
SN	Check List	Availability	Remarks (Write your observation)
1	List of Full-Time Faculty with their specialization/Experience (CAY)	YES/NO	
2	List of staff with PhD degree/PDF.	YES/NO	
3	List of Staff Pursuing PhD with Year of Registration, Title, Publications and Abstract	YES/NO	
4	Student Count List - CAY (Both UG & PG)	YES/NO	
5	Student Faculty Ratio (SFR) Calculation	YES/NO	
6	Final Year Student (Appeared/Passed)	YES/NO	
7	Budget Proposed / Utilized for CFY-1 or CAY-1 Budget Proposed for CFY or CAY	YES/NO	
8	Details of students Graduation	YES/NO	
9	Details of Students achievements (including sports and games)	YES/NO	
10	Details of Faculty achievements	YES/NO	



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## RESEARCH AND DEVELOPMENT

SN	CheckList	Availability	Remarks(Write your observation)
1	Faculty Research Publication with Citation Index and Index (UGC Approved Journals – Separate and SCOPUS/WOS – Separate)	YES/NO	
2	Students Publications	YES/NO	
3	Patent Publications	YES/NO	
4	Books & Book Chapter Publications	YES/NO	
5	NPTEL/COURSEERA Certifications (Faculty & Students)	YES/NO	
6	Details of FDPs/Workshops/Conference/VAC/Guest lectures/ Seminars Organized by the department.	YES/NO	
7	Details of FDPs/Workshops/Conference attended by Faculty	YES/NO	
8	Details of FDPs/Workshops/Conference/VAC attended by Students	YES/NO	
9	Student internship details	YES/NO	
10	List of Professional Societies in the department with membership and validity.	YES/NO	
11	Activities conducted through Professional Societies	YES/NO	
12	MoU & Collaboration with Industries for training, student exchange, faculty exchange, research and resource sharing	YES/NO	
13	Consultancy Revenue Generated	YES/NO	
14	Details of Proposals submitted to funding agencies	YES/NO	
15	Details of funded research projects	YES/NO	



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16	Departmentresearchmeetingminutes	YES/NO	
<b>ACADEMICSRELATED</b>			
SN	CheckList	Availability	Remarks(Writeyour bservation)
1	CourseMaterialsPreparedbytheFaculty	YES/NO	
2	SampleQuestionpapersofMidExaminations	YES/NO	
3	SampleAssignmentPapers	YES/NO	
4	SampleTutorialQuestionsandAnswers	YES/NO	
5	StudentProjectFiles(ConstitutionofPRC,Circulars)	YES/NO	
6	SampleProjectReports(UG&PG)	YES/NO	
7	Bridgeandremedialclasses(Time-Table,Attendance)	YES/NO	
8	CourseMonitoringCommittee(CMC)File	YES/NO	
9	InternalMarks	YES/NO	
10	SampleLabRecordnotebooks	YES/NO	
11	StockRegistersandLabmanuals	YES/NO	
12	ListofExperimentsforeachlab	YES/NO	
13	DetailsofLabutilization	YES/NO	
14	SampleCourseFiles	YES/NO	
15	ResultsAnalysis(last5years)	YES/NO	
<b>PLACEMENTANDCAREERGUIDANCE</b>			
SN	CheckList	Availability	Remarks(Writeyour bservation)
1	PlacementFile(Department)withofferlettersandAppointmentorders	YES/NO	
2	Listofcorecompaniesvisited	YES/NO	
3	Listoftrainingandcareerguidanceprogrammesoffered	YES/NO	



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## DEPARTMENT INFRASTRUCTURE

SN	CheckList	Availability	Remarks(Write your observation)
1	ICT Enabled Class Rooms (UG/PG) – LCD Projector, Screen, PC, Wi-Fi etc.,	YES/NO	
2	Sufficient Classroom, Faculty cabins, Conference Room	YES/NO	
3	Department Library: Details of number of Titles, Volumes of Book available in Department Library	YES/NO	
4	Display of Vision/Mission/POs/PSOs/PEOS in HoD Room, Laboratories, Corridor etc.,	YES/NO	
5	Details of Club activities	YES/NO	

## ALUMNI

SN	CheckList	Availability	Remarks(Write your observation)
1	List of Alumni with Current Status File	YES/NO	
2	Prominent Alumni of the department	YES/NO	
3	Alumni Feedback Forms	YES/NO	

## STAKEHOLDERS FEEDBACK & ATR

SN	CheckList	Availability	Remarks(Write your observation)
1	Parents Feedback (Facilities, Curriculum)	YES/NO	_____
2	Students Feedback (Course, Curriculum, faculty, facilities, exit feedback, course end)	YES/NO	_____
3	Employer Feedback	YES/NO	_____
4	Faculty Feedback (Curriculum)	YES/NO	_____
5	Action Taken Report and its Impact	YES/NO	_____



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## Observations/Comments/Suggestions

**SignatureoftheHOD**  
(Concerneddepartment)

**NameandSignatureoftheVerifyingMember**

- 1.
- 2.
- 3.



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## INTERNAL AUDIT REPORT OF INDIVIDUAL COURSE

Academic Year: \_\_\_\_\_

DEPARTMENT OF \_\_\_\_\_

### Academic Audit form for Individual Courses

Date(s) of Audit :

Name of the Auditor :

Designation :

Sl.No	Audit Description	Remarks
1	Academic Year & Semester	
2	Course Code & Name	
3	Course offered for (Year/Semester)	
4	Name of the Course Coordinator	
5.	Name(s) of the Faculty member teaching the course.	
6	Qualification & Specification	
7	Designation	
8	Experience (in Years & Months)	
9	How many times the same course is handled by the faculty member	
10	Availability of Lesson Plan	
11	Availability of Course Plan	
12	Quality of internal assessment component (Please Tick)	<ul style="list-style-type: none"><li>• Excellent</li><li>• Very Good</li><li>• Adequate</li><li>• Not Standard</li></ul>
13	Availability of Course material/Laboratory manual and its quality (Please Tick)	<ul style="list-style-type: none"><li>• Available/Not Available</li><li>• Excellent</li><li>• Very Good</li><li>• Adequate</li><li>• Not Standard</li></ul>
14	Whether COs are framed appropriately for the measurable outcome?	Yes/No



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15	Quality of CO mapping with appropriate RB level (Please Tick)	<ul style="list-style-type: none"><li>• Excellent</li><li>• Very Good</li><li>• Adequate</li><li>• Not Standard</li></ul>
16	Quality of CO mapping with PO and PSO	<ul style="list-style-type: none"><li>• Excellent</li><li>• Very Good</li><li>• Adequate</li><li>• Not Standard</li></ul>
17	Quality of Question Papers (Mid Exams) (Please Tick)	<ul style="list-style-type: none"><li>• Excellent</li><li>• Very Good</li><li>• Adequate</li><li>• Not Standard</li></ul>
18	Whether attainment of CO is justified? (Please Tick)	<ul style="list-style-type: none"><li>• Fully Justified</li><li>• Partially Justified</li><li>• Not Justified</li></ul>
19	Whether attainment level of CO is calculated appropriately? (Please Tick)	<ul style="list-style-type: none"><li>• Properly Calculated</li><li>• Calculated but needs improvement</li><li>• Not calculated</li></ul>
20	Target level and attainment of each CO in %	<ul style="list-style-type: none"><li>• CO1: Target- ,Att: %</li><li>• CO2: Target- ,Att: %</li><li>• CO3: Target- ,Att: %</li><li>• CO4: Target- ,Att: %</li><li>• CO5: Target- ,Att: %</li></ul>
21	Whether the loop is closed by incorporating appropriate corrective action? If YES, please specify the corrective actions carried out by the course in charge.	
22	Appropriateness of the corrective action carried out for meeting the attainment level. (Please Tick)	<ul style="list-style-type: none"><li>• Excellent</li><li>• Very Good</li><li>• Adequate</li><li>• Not Standard</li></ul>
23	Whether all the faculty members had enough exposure in teaching the course in OBE perspective.	YES/NO
24	Overall remarks of the auditor on the quality of teaching and assessment process carried out by the course in-charge	



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## Observations/Comments/Suggestions:

**HoD**

**CourseCoordinator**

**NameandSignatureoftheAuditor(s)**

1.

2.

3.





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## STOCKVERIFICATIONREPORT

Academic Year: \_\_\_\_\_

Name of the Facility/lab: \_\_\_\_\_ Date: \_\_\_\_\_

Name of the In-charge: \_\_\_\_\_

Verified by (Name & Designation):

1. \_\_\_\_\_ Dept.: \_\_\_\_\_
2. \_\_\_\_\_ Dept.: \_\_\_\_\_
3. \_\_\_\_\_ Dept.: \_\_\_\_\_

Sl.No.	Name of the Equipment / Furniture	Stock Book No.	Page No. of Stock Register	Qty as per stock	Qty as per inspection	No. of Deficient Items				Remarks
						Missing	Excess	Unserviceable	Damaged	





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## Any other observation by the Inspection Committee

Certified that the physical verification as per all the stock registers indicated above has been carried out by us. Except the deficient items reported above, all other items were physically present in the hostel.

**Name and Signature of Verification Members**

- 1.
- 2.
- 3.

**Signature of the In-charge**



## Observation made by Audit team in inspectionReport & Action Taken by Principal and HoD

Academic Year: \_\_\_\_\_

Name of the Department: \_\_\_\_\_

Date \_\_\_\_\_

of Audit: Name/Type of the Audit: \_\_\_\_\_

Name & Designation of Audit/Verification Team: \_\_\_\_\_

- 1.
- 2.
- 3.

Sl.No.	Observations made in the audit team report	Suggestions given by the audit team (If any)	Action Taken by Principal & HoD	Impact Analysis
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

HoD

PRINCIPAL



# **Central Facility Audit For ms**

Internal Quality Assurance Cell (IQAC)



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## TRAINING & PLACEMENT CELL INTERNAL AUDIT REPORT

Academic Year: \_\_\_\_\_

Dept: T&P Cell

Date: \_\_\_\_\_

Name of TPO:

Audited by

1. Dept. \_\_\_\_\_
2. Dept. \_\_\_\_\_
3. Dept. \_\_\_\_\_

The following Documents/Files are verified for the Academic Year starting from \_\_\_\_\_ to \_\_\_\_\_

S.No	Files	Availability	Remark
1.	• Vision & Mission of T&P Cell	YES/NO	
2.	• Roles & Responsibilities	YES/NO	



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3.	<ul style="list-style-type: none"><li>• ActivitiesCarriedOutbytheplacementcel l-WithProof</li></ul>	YES/NO	
4.	<ul style="list-style-type: none"><li>• PlacementBrochure</li></ul>	YES/NO	
5.	<ul style="list-style-type: none"><li>• PlacementPolicy</li></ul>	YES/NO	
6.	<ul style="list-style-type: none"><li>• PlacementDepartmentStaff-Profile</li></ul>	YES/NO	
7.	<ul style="list-style-type: none"><li>• FacilitiesProvidedtoRecruiters</li></ul>	YES/NO	
8.	<ul style="list-style-type: none"><li>• Detailsoftraining&amp;CareerDevelopmentPr ograms organized by TrainingandPlacementCell</li></ul>	YES/NO	
9.	<ul style="list-style-type: none"><li>• Studentdatabase(UG&amp;PG)forallAYs</li></ul>	YES/NO	



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10.	<ul style="list-style-type: none"><li>LettersforCorrespondencewithcompanies</li></ul>	YES/NO	
11.	<ul style="list-style-type: none"><li>Detailsofcompaniesvisitedourcampusforplacementpurpose.</li></ul>	YES/NO	
13.	<ul style="list-style-type: none"><li>On-campusplacementdrivesconducted</li></ul>	YES/NO	
14.	<ul style="list-style-type: none"><li>VisitorsBook</li></ul>	YES/NO	
15.	<ul style="list-style-type: none"><li>Recruiter'sFeedback</li></ul>	YES/NO	
16.	<ul style="list-style-type: none"><li>DetailsofPoolcampusDriveOrganized – No. of colleges attended, No.ofStudents Participated, List ofcompaniesvisited,No.ofoffers,etc.,</li></ul>	YES/NO	





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17.	• Off-Campus Placement drives details.	YES/NO	
18.	• List of Students Registered for Placement	YES/NO	
19.	• List of students placed yearwise, departmentwise every AY	YES/NO	
20.	• List of offers yearwise, departmentwise every AY	YES/NO	
21.	• List of Students with Highest & Average Package Offers	YES/NO	
22.	• Placement Meeting Minutes	YES/NO	
23.	• MoUs and Tie-ups for Training	YES/NO	



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24.	• Initiativestakenfornotplacedstudents	YES/NO	
25.	• ListofTrainingprogramsconducted(s oftskills,technicaltraining)	YES/NO	
26	• AnnualPlacementReport	YES/NO	

## MajorObservations/Deviations

SignatureoftheTPO

NameandSignatureoftheVerifyingMember

- 1.
- 2.
- 3.



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## INTERNAL AUDIT REPORT( R&D CELL)

Academic Year: \_\_\_\_\_

Name of the R&D Dean: \_\_\_\_\_

Name of Associate Dean: \_\_\_\_\_

Audited by (Name & Designation):

1.

Dept.: \_\_\_\_\_

2.

Dept.: \_\_\_\_\_

3.

Dept.: \_\_\_\_\_

The following Documents/Files are verified for the Academic Year \_\_\_\_\_



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S.No	Files	Availability	Remarks/Suggestions
1.	<ul style="list-style-type: none"><li>Vision&amp;MissionofR&amp;DCell</li></ul>	YES/NO	
2.	<ul style="list-style-type: none"><li>R&amp;DCell'sRoles&amp;Responsibilities</li></ul>	YES/NO	
3.	<ul style="list-style-type: none"><li>R&amp;DBudgetProposed,SanctionedandUtilized</li></ul>	YES/NO	
4.	<ul style="list-style-type: none"><li>R&amp;DPolicy,SeedMoneyPolicy</li></ul>	YES/NO	
5.	<ul style="list-style-type: none"><li>SeedMoneyApplicationsandShortlistedApplicantslisteveryAY</li></ul>	YES/NO	
6.	<ul style="list-style-type: none"><li>ProjectscompletedthroughSeedMoneyGrant</li></ul>	YES/NO	
7.	<ul style="list-style-type: none"><li>ResearchGrantsApplied</li></ul>	YES/NO	
8.	<ul style="list-style-type: none"><li>ResearchProjectsSanctioned</li></ul>	YES/NO	



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9.	• ResearchProjectsCompleted	YES/NO	
10.	• OngoingResearchProjects	YES/NO	
11.	• Conferencesorganized	YES/NO	
13.	• EquipmentavailableforResearch	YES/NO	
14.	• SoftwareavailableforResearch	YES/NO	
15.	• ProofforResearchMethodologyCourseW orkin Curriculum	YES/NO	
16.	• OngoingConsultancyProjects	YES/NO	
17.	• ConsultancyProjectsCompleted &ongoing	YES/NO	
18.	• R&DMinutesofMeeting(MoM)	YES/NO	



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19.	• Journal Publications (Latest updated citations and h-index for Scopus & h-index)	YES/NO	
20.	• R&D Incentives given to faculty for the research contribution		
21.	• Activities Carried Out by the R&D Cell	YES/NO	
22.	• Patents, books, book chapter, conference publications	YES/NO	

**Any other observation by the Inspection Committee**

**Name and Signature of the Auditor(s)**

**DEAN/HOD**

1.

2.

3.



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## INTERNALAUDITREPORT( EXAMCELL)

AcademicYear:\_\_\_\_\_

NameoftheCOE:\_\_\_\_\_

NameofDeputyCOE:\_\_\_\_\_

Auditedby(Name&Designation):

Date:\_\_\_/\_\_\_/\_\_\_

1.

Dept.:\_\_\_\_\_

2.

Dept.:\_\_\_\_\_

3.

Dept.:\_\_\_\_\_

ThefollowingDocuments/FilesareverifiedfortheAcademicYear\_\_\_\_\_



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S.No	Files	Availability	Remarks/Suggestions
1.	• ExaminationManual	YES/NO	
2.	• Examinationnotifications	YES/NO	
3.	• Examinationtimetables	YES/NO	
4.	• Invigilationdutiesfiles	YES/NO	
5.	• Internalandexternalquestionpapers	YES/NO	
6.	• Pre-moderationfiles	YES/NO	
7.	• Listofpaperssettersforexternalexams	YES/NO	
8.	• Normsfollowedforselectionofexternal ternalevaluators&examiners	YES/NO	





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9.	<ul style="list-style-type: none"><li>Result declaration minutes of the meeting</li></ul>	YES/NO	
10.	<ul style="list-style-type: none"><li>Result Analysis for UG &amp; PG</li></ul>	YES/NO	
11.	<ul style="list-style-type: none"><li>Number of Revaluation &amp; Recounting applications received and change in Result</li></ul>	YES/NO	
13.	<ul style="list-style-type: none"><li>Procedure of Challenge Evaluation</li></ul>	YES/NO	
14.	<ul style="list-style-type: none"><li>MREC ACADEMICS and BET portal features related to examination system</li></ul>	YES/NO	
15.	<ul style="list-style-type: none"><li>Bills for MREC ACADEMIC and BET portal</li></ul>	YES/NO	
16.	<ul style="list-style-type: none"><li>Examination Reforms</li></ul>	YES/NO	
17.	<ul style="list-style-type: none"><li>Malpractice Records</li></ul>	YES/NO	
18.	<ul style="list-style-type: none"><li>Graduation Records, A Y wise List of Graduated student.</li></ul>	YES/NO	



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19.	• No.ofoutgoing/finalyearstudentsyearWise	YES/NO	
20.	• NumberofstudentsappearedintheeexaminationconductedbytheInsitution,everyAY	YES/NO	
21.	• Regulation,Curriculum/Syllabus	YES/NO	

**AnyotherobservationbytheInspectionCommittee**

**NameandSignatureoftheAuditor(s)**

**DEAN/HOD**

1.

2.

3.



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## IQACCELLAUDITREPORT

AcademicYear:\_\_\_\_\_

Dept:IQAC

Date:

NameoftheIQACCoordinator

:Verifiedby

1.

Dept.\_\_\_\_\_

2.

Dept.\_\_\_\_\_

3.

Dept.\_\_\_\_\_

ThefollowingDocuments/Filesareavailableinallaspects

		Remarks/Suggestions
1. IQACComposition	YES/NO	_____
2. AQARReports(AllAcademicYear)	YES/NO	_____
3. PreviousNAACSSRReports	YES/NO	_____
4. NAACCertificates&PeerTeamReports	YES/NO	_____
5. NBACertificates&PeerTeamReports	YES/NO	_____
6. IQACMinutesofMeeting	YES/NO	_____
7. ActionTakenReportsforIQACMinutes	YES/NO	_____
8. BOSminutescopyofalldepartment	YES/NO	_____
9. AllPolicyDocuments	YES/NO	_____
10. Regulation-Curriculum-SyllabusBooks	YES/NO	_____
11. PreviousAcademicAuditReportsanditsCompliance	YES/NO	_____
13. StockAuditReport&itsCompliance	YES/NO	_____



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14.	Recordsrelatedtoanyspecialstatusconferred bythecentral/stategovernment	YES/NO	_____
15.	RecordsrelatedtoDepartmentalcontributiontothegr owthofCollege	YES/NO	_____
16.	QualityActionPlanfortheAYanditsoutcomes	YES/NO	_____
17.	ProgrammesorganizedthroughIQAC	YES/NO	_____
18.	StatutoryandNon-StatutoryCommitteeFiles	YES/NO	_____
19.	Allfeedbackforms	YES/NO	_____
20.	BestPracticesandInstitutionalDistinctiveness	YES/NO	_____
21.	MRECSstrategicPlans	YES/NO	_____
22.	StudentSatisfactionSurvey	YES/NO	_____

## Comments

**SignatureoftheIQAC  
Coordinator**

**NameandSignatureoftheVerifyingMember**

1.

2.

3.



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## INTERNALAUDITREPORT( LIBRARY)

AcademicYear:\_\_\_\_\_

NameoftheLibrarian:\_\_\_\_\_ NameofAssistantLibrarian: \_\_\_\_\_

Auditedby(Name&Designation):

1. Dept.:\_\_\_\_\_
2. Dept.:\_\_\_\_\_
3. Dept.:\_\_\_\_\_

ThefollowingDocuments/FilesareverifiedfortheAcademicYear\_\_\_\_\_



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S.No	Files	Availability	Remarks/Suggestions
1.	• Librarymanagementsystems(ILMS)	YES/NO	
2.	• FootfallsandLogindataforonlineaccessregister	YES/NO	
3.	• Bills,Invoices	YES/NO	
4.	• PhysicalResources(books,journals,etc.)	YES/NO	
5.	• Accessionregister	YES/NO	
6.	• CentralLibrarytimetable	YES/NO	
7.	• DigitalLibrary&itslogbook	YES/NO	
8.	• Rarebooks	YES/NO	



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9.	<ul style="list-style-type: none"><li>• BestpracticesinLibrary</li></ul>	YES/NO	
10.	<ul style="list-style-type: none"><li>•</li></ul>	YES/NO	
11.	<ul style="list-style-type: none"><li>• Alldisplayboards(collegevision,mission)</li></ul>	YES/NO	
13.	<ul style="list-style-type: none"><li>• E-Resources</li></ul>	YES/NO	
14.	<ul style="list-style-type: none"><li>• LibraryBudget- proposed,sanctionedandutilized</li></ul>	YES/NO	
15.	<ul style="list-style-type: none"><li>• Subscriptioncopies</li></ul>	YES/NO	
16.	<ul style="list-style-type: none"><li>• StockverificationreportsforallAYs</li></ul>	YES/NO	
17.	<ul style="list-style-type: none"><li>• Websiteupdates&amp;profilesofLibrarians</li></ul>	YES/NO	
18.	<ul style="list-style-type: none"><li>• Infrastructure- Xeroxmachines,waterdispenser</li></ul>	YES/NO	



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19.	• BeautificationofLibrary	YES/NO	
20.	• No.ofReadersenrolledduringtheyear	YES/NO	
21.	• DetailsofBooksaddedinAcademicYe ar	YES/NO	
22.	• ListofBooksfoundMissing/Damagedd uringstockverification	YES/NO	
23.	• ListofNewspaperssubscribed	YES/NO	
24.	• ListofJournals/MagazinesSubscribed	YES/NO	
25.	• No.ofReadersenrolledeveryacademicYea r	YES/NO	
26.	• DetailsofBooksaddedeveryacademicYea r	YES/NO	
27.	• ListofBooksfoundMissing/Damagedduri ngstockverification	YES/NO	





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## OtherDetails

### 1. VisitorstotheLibrary

AverageNo.ofStudentsperdayvisitingthelibrary: \_\_\_\_\_

### 2. CirculationService

a.	AverageNo.ofbooksissuedtostudentsperday	
b.	TotalNo.ofBookissuedtotheFaculty	
c.	No.ofsetsissuedtopoorstudents	

### 3. Software&Hardwaredetails

a.	NameoftheSoftware	
b.	YearofPurchase	
c.	No.ofComputersavailable	
d.	TotalcollectionofCDs/DVDs	

## AnyotherobservationbytheInspectionCommittee

NameandSignatureoftheAuditor(s)

1.

2.

3.

LIBRARIAN



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## INTERNAL AUDIT REPORT( CENTRE OF EXCELLENCE)

Academic Year: \_\_\_\_\_

Name of the COE Dean: \_\_\_\_\_ Name of Associate Dean: \_\_\_\_\_

Audited by (Name & Designation):

1. Dept.: \_\_\_\_\_
2. Dept.: \_\_\_\_\_
3. Dept.: \_\_\_\_\_

The following Documents/Files are verified for the Academic Year \_\_\_\_\_



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S.No	Files	Availability	Remark/Suggestions
1.	• VisionandMissionforCoE	YES/NO	
2.	• Brochure/CalendarforCoE	YES/NO	
3.	• Listofcentersavailablewithde scription	YES/NO	
4.	• ListofEquipmentsprocuredwithbi lls,invoices,stockregisters	YES/NO	
5.	• TimetablesandAttendance	YES/NO	
6.	• Listofprogramsconductedwithall relevantdetails&proofs	YES/NO	
7.	• ProfileofstaffworkinginCoE	YES/NO	
8.	• Outcomes/achievementsout ofCoE	YES/NO	



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9.	• List of software available and their bills, invoices	YES/NO	
10.	• Sample certificates	YES/NO	

Any other observation by the Inspection Committee

Name and Signature of the Auditor(s)

DEAN/HOD

1.

2.

3.



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## INTERNALAUDITREPORT( SPORTSFACILITIES)

Academic Year: \_\_\_\_\_

Name of the PD: \_\_\_\_\_

Name of APD: \_\_\_\_\_

Audited by (Name & Designation):

1. \_\_\_\_\_

Dept.: \_\_\_\_\_

2. \_\_\_\_\_

Dept.: \_\_\_\_\_

3. \_\_\_\_\_

Dept.: \_\_\_\_\_

The following Documents/Files are verified for the Academic Year \_\_\_\_\_



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S.No	Files	Availability	Remarks/Suggestions
1.	<ul style="list-style-type: none"><li>Physical directors details with roles and responsibilities</li></ul>	YES/NO	
2.	<ul style="list-style-type: none"><li>List of prizes, awards received by students with proofs</li></ul>	YES/NO	
3.	<ul style="list-style-type: none"><li>List of equipments available in Gymnasium with Bills, invoices, stock registers</li></ul>	YES/NO	
4.	<ul style="list-style-type: none"><li>College Sports committee &amp; Minutes of the meeting files</li></ul>	YES/NO	
5.	<ul style="list-style-type: none"><li>List of sports events/competitions organized</li></ul>	YES/NO	
6.	<ul style="list-style-type: none"><li>List of sports equipment available</li></ul>	YES/NO	
7.	<ul style="list-style-type: none"><li>Bills/Invoices</li></ul>	YES/NO	
8.	<ul style="list-style-type: none"><li>Stock Registers &amp; Consumable Register</li></ul>	YES/NO	



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9.	• MaintenanceRegister	YES/NO	
10.	• StudentLogbooks	YES/NO	
11.	• StudentAttendanceRegister	YES/NO	
12.	• Budgetproposed,sanctionedandutilized	YES/NO	
13.	• Sportstimetable	YES/NO	
14.	• ListofIndoorGames	YES/NO	
15.	• EquipmentUtilizationRegister	YES/NO	
16.	• Displayboardswithphotosofmajorachievements	YES/NO	
17.	• EventsconductedforTeachingandNon-TeachingStaff	YES/NO	



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**Any other observation by the Inspection Committee**

**Name and Signature of the Auditor(s)**

**DEAN/HOD**

- 1.
- 2.
- 3.





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## INTERNAL AUDIT REPORT( NSS OFFICE)

Academic Year: \_\_\_\_\_

Name of the NSS Office: \_\_\_\_\_

Name of Assistant Officer: \_\_\_\_\_

Audited by (Name & Designation):

1. \_\_\_\_\_

Dept.: \_\_\_\_\_

2. \_\_\_\_\_

Dept.: \_\_\_\_\_

3. \_\_\_\_\_

Dept.: \_\_\_\_\_

The following Documents/Files are verified for the Academic Year starting from \_\_\_\_\_ to \_\_\_\_\_



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S.No	Files	Availability	Remark/Suggestions
1.	• Approval letters from Govt./JNTU	YES/NO	
2.	• Program officers details	YES/NO	
3.	• Roles and responsibilities of program officers	YES/NO	
4.	• List of NSS Volunteers and their ID cards	YES/NO	
5.	• List of Villages adopted with Proofs	YES/NO	
6.	• List of NSS activities conducted, Reports with photos, AY wise List of awards (students/faculty/college) for social service activities	YES/NO	.....



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7	• Govt.Fundsreceivedandutilized	YES/NO	
8.	• NSSCalendar	YES/NO	
9.	• NSSCirculars	YES/NO	

### AnyotherobservationbytheInspectionCommittee

NameandSignatureoftheAuditor(s)

NSSOFFICER

- 1.
- 2.
- 3.



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## INTERNALAUDITREPORT

(StudentAssociationCouncil)

AcademicYear: \_\_\_\_\_

NameoftheSACCoordinator: \_\_\_\_\_

Auditedby(Name&Designation):

1. \_\_\_\_\_

Dept.: \_\_\_\_\_

2. \_\_\_\_\_

Dept.: \_\_\_\_\_

3. \_\_\_\_\_

Dept.: \_\_\_\_\_

ThefollowingDocuments/FilesareverifiedfortheAcademicYear \_\_\_\_\_



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S.No	Files	Availability	Remarks/Suggestions
1.	<ul style="list-style-type: none"><li>ListofSACclubsavailable</li></ul>	YES/NO	
2.	<ul style="list-style-type: none"><li>Clubcoordinatorsdetails-rolesandresponsibilities</li></ul>	YES/NO	
3.	<ul style="list-style-type: none"><li>Activitiesplannedunderdifferentclubs</li><li>Circular</li><li>MoM,ATR</li></ul>	YES/NO	
4.	<ul style="list-style-type: none"><li>Studentsregistrationdetailsfordifferentclubs</li></ul>	YES/NO	
5.	<ul style="list-style-type: none"><li>Timetables</li></ul>	YES/NO	
6.	<ul style="list-style-type: none"><li>Listoftrainerswithprofile</li></ul>	YES/NO	



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7	<ul style="list-style-type: none"><li>List of equipment purchased for SAC clubs, with bills, invoices, stock registers</li></ul>	YES/NO	
8.	<ul style="list-style-type: none"><li>SAC events report with photos</li></ul>	YES/NO	
9.	<ul style="list-style-type: none"><li>Cultural activities and exhibitions conducted</li></ul>	YES/NO	

**Any other observation by the Inspection Committee**

**Name and Signature of the Auditor(s)**

**DEAN/HOD**

1.

2.



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## INTERNAL AUDIT REPORT( BOYS HOSTEL)

Academic Year: \_\_\_\_\_

Name of the Warden: \_\_\_\_\_

Name of Assistant Warden: \_\_\_\_\_

Audited by (Name & Designation):

1.

Dept.: \_\_\_\_\_

2.

Dept.: \_\_\_\_\_

3.

Dept.: \_\_\_\_\_

The following Documents/Files are verified for the Academic Year \_\_\_\_\_



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Near Shedung Toll Plaza, Old Mumbai Pune Highway, Shedung, Panvel-410206

S.No	Files	Availability	Remarks/Suggestions
1.	• Hostelwardendetailswithcontactdetails(DisplayBoards)	YES/NO	
2.	• Hostelroomnumberwithdimensionboard.	YES/NO	
3.	• Hostelmanual (RolesandResponsibilitiesofWarden,Procedureforfeepayment,roomallotment,maintenance,outpassformat,disciplinaryactionsforviolatingrules,Do's&Don'ts)	YES/NO	
4.	• Anti-Raggingdisplayboard	YES/NO	
5.	• Hostelstudentregistrationforms	YES/NO	
6.	• StudentsEntry&Exitlogbook	YES/NO	
7.	• Visitorsentrybook	YES/NO	





# ST. WILFRED'S INSTITUTE OF PHARMACY

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Near Shedung Toll Plaza, Old Mumbai Pune Highway, Shedung, Panvel-410206

8.	<ul style="list-style-type: none"><li>• Covidprecautionarystepstaken(Physicallyavailable)</li></ul>	YES/NO	
9.	<ul style="list-style-type: none"><li>• Hostelcommittee</li></ul>	YES/NO	
10.	<ul style="list-style-type: none"><li>• Minutesofthemeeting&amp;ATR</li></ul>	YES/NO	
11.	<ul style="list-style-type: none"><li>• Wi-FiStrength&amp;Availabilityinallfloors.(<b>Wi-FiSpeed–CheckManually</b>)</li></ul>	YES/NO	
12.	<ul style="list-style-type: none"><li>• MedicalfacilitywithresidentialnurseandDoctorvisitweeklyonce-Register</li></ul>	YES/NO	
13.	<ul style="list-style-type: none"><li>• FirstAidBox(Checkthevalidity/expiry)</li></ul>	YES/NO	<u>ListofItemswithExpiry</u>



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15.	<ul style="list-style-type: none"><li>Availability of Fire Extinguishers at all floors, Dining Halls (Check the validity/expiry)</li></ul>	YES/NO	Write the Expiry date here: _____

### Any other observation/Recommendations by the Auditors

Name and Signature of the Auditor(s)

Signature of Warden

- 1.
- 2.
- 3.



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## INTERNAL AUDIT REPORT( GIRLS HOSTEL)

Academic Year: \_\_\_\_\_

Name of the Warden: \_\_\_\_\_

Name of Assistant Warden: \_\_\_\_\_

Audited by (Name & Designation):

1.

Dept.: \_\_\_\_\_

2.

Dept.: \_\_\_\_\_

3.

Dept.: \_\_\_\_\_

The following Documents/Files are verified for the Academic Year \_\_\_\_\_



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S.No	Files	Availability	Remarks/Suggestions
1.	<ul style="list-style-type: none"><li>Hostelwardendetailswithcontactdetails(DisplayBoards)</li></ul>	YES/NO	
2.	<ul style="list-style-type: none"><li>Hostelroomnumberwithdimensionboard.</li></ul>	YES/NO	
3.	<ul style="list-style-type: none"><li>Hostelmanual (RolesandResponsibilitiesofWarden,Procedureforfeepayment,roomallotment,maintenance,outpassformat,disciplinaryactionsforviolatingrules,Do's&amp;Don'ts)</li></ul>	YES/NO	
4.	<ul style="list-style-type: none"><li>Anti-Raggingdisplayboard</li></ul>	YES/NO	
5.	<ul style="list-style-type: none"><li>Hostelstudentregistrationforms</li></ul>	YES/NO	
6.	<ul style="list-style-type: none"><li>StudentsEntry&amp;Exitlogbook</li></ul>	YES/NO	
7.	<ul style="list-style-type: none"><li>Visitorsentrybook</li></ul>	YES/NO	



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8.	<ul style="list-style-type: none"><li>• Covidprecautionarystepstaken(Physicallyavailable)</li></ul>	YES/NO	
9.	<ul style="list-style-type: none"><li>• Hostelcommittee</li></ul>	YES/NO	
10.	<ul style="list-style-type: none"><li>• Minutesofthemeeting&amp;ATR</li></ul>	YES/NO	
11.	<ul style="list-style-type: none"><li>• Wi-FiStrength&amp;Availabilityinallfloors.(Wi-FiSpeed–<b>CheckManually</b>)</li></ul>	YES/NO	
12.	<ul style="list-style-type: none"><li>• MedicalfacilitywithresidentialnurseandDoctorvisitweeklyonce-Register</li></ul>	YES/NO	
13.	<ul style="list-style-type: none"><li>• AvailabilityofFireExtinguishersatallfloors,DiningHalls(Checkthevalidity/expiry)</li></ul>	YES/NO	WritetheExpirydatehere: _____
14.	<ul style="list-style-type: none"><li>• FirstAidBox(Checkthevalidity/expiry)</li></ul>	YES/NO	<u>PhysicallycheckandgivethelistofItemswithExpiry</u>



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15	<ul style="list-style-type: none"><li>Sanitary napkin vending machines (Total Nos, Specifications)</li></ul>	YES/NO	Count:
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**Any other observation by the Auditors**

**Name and Signature of the Auditor(s)**

**WARDEN**

- 1.
- 2.
- 3.



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## INTERNALAUDITREPORT( ADMINSECTION-OFFICE)

Academic Year: \_\_\_\_\_

Name of the Admin Officer:

\_\_\_\_\_

Audited by (Name & Designation):

1.

Dept.: \_\_\_\_\_

2.

Dept.: \_\_\_\_\_

3.

Dept.: \_\_\_\_\_

The following Documents/Files are verified for the Academic Year \_\_\_\_\_



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S.No	Files	Availability	Remarks/Suggestions
1.	<ul style="list-style-type: none"><li>AdmissionFiles</li></ul>	YES/NO	
2.	<ul style="list-style-type: none"><li>Admissionpolicy</li><li>Managementquotaadmissioncommittee</li><li>ProceduresfollowedinadmittingMQStudents/Policy</li></ul>	YES/NO	
3.	<ul style="list-style-type: none"><li>FacultyProfiles(Offerletter, Appointmentorder)</li></ul>	YES/NO	
4.	<ul style="list-style-type: none"><li>Scholarshipfiles</li></ul>	YES/NO	
5.	<ul style="list-style-type: none"><li>Listofnon-teachingstaffwithdesignation</li></ul>	YES/NO	
6.	<ul style="list-style-type: none"><li>Joiningreport,Internalpromotionletters,Incrementletters,XeroxcopiesofCertificates)</li></ul>	YES/NO	
7.	<ul style="list-style-type: none"><li>SalaryStatements</li></ul>	YES/NO	





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8.	• SamplePerformanceAppraisal	YES/NO	
9.	• CentralBudgetfile- proposed,sanctionedandutilized	YES/NO	
10.	• StudentdetailsAYwise/Departmentwise	YES/NO	
11.	• LanddocumentsandTaxpaidreceipts	YES/NO	
13.	• Allaccreditation&affiliationfiles	YES/NO	
14.	• AICTEzerodeficiencyreports	YES/NO	
15.	• Allfacilities/inframaintenancerecords	YES/NO	
16.	• StaffSelectionCommitteeFiles	YES/NO	
17.	• Feestructure	YES/NO	



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18.	• FinanceCommitteeMeeting-Minutes	YES/NO	
19.	• e-governancefile	YES/NO	

### AnyotherobservationbytheInspectionCommittee

NameandSignatureoftheAuditor(s)

SignatureofAdmin

- 1.
- 2.
- 3.



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## INTERNAL AUDIT REPORT ( COLLEGE CANTEEN)

Academic Year: \_\_\_\_\_

Name of the Canteen Committee Head : \_\_\_\_\_

Inspected by (Name & Designation):

1. Dept.: \_\_\_\_\_
2. Dept.: \_\_\_\_\_
3. Dept.: \_\_\_\_\_

The following are inspected and verified in the college canteen.



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S.No	Facilities	Availability	Remark/Suggestions
1.	• Properofpestandinsectcontrol(Recordsifany?)	YES/NO	
2.	• PropergarbagedisposalandGarbagecontainersarewashedandsanitized	YES/NO	
3.	• Foodsafetycertificatewithvaliditydate	YES/NO	
4.	• Provisionofsoaporhandwash	YES/NO	
5.	• AvailabilityofSanitizers	YES/NO	
6.	• Glovesandheadgearforfoodhandlers	YES/NO	
7.	• Cateringstafffollowgoodhandhygienepractices?	YES/NO	
8.	• Cleanlinessofkitchenanddiningpremises	YES/NO	



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9.	• Display of rate cards	YES/NO	
10.	• Proper functionality and cleanliness of cold storage and heating units	YES/NO	
11.	• RO drinking water	YES/NO	
13.	• Use of Bio-Gas	YES/NO	
14.	• Feedback notebook	YES/NO	
15.	• Action taken for feedback		
16.	• Canteen committee minutes of meeting	YES/NO	
17.	• Plastic free service zone is in practice	YES/NO	
18.	• All small equipment and utensils, including cutting boards completely and deep	YES/NO	



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	cleanedregularly?		
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18.	• Availability of electronic payment facility.	YES/NO	
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### Any other observation by the Inspection Committee

**Name and Signature of the Auditor(s)**

**Canteen Committee Head**

- 1.
- 2.
- 3.



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## INTERNAL FINANCIAL AUDIT

### Audit Report Form

Financial Year: \_\_\_\_\_

Name of the auditor(s) :

1)

2)

Days of Audit : 2 days

Period covered in the current audit : April 01, 20\_\_\_\_\_ to March 31, 20\_\_\_\_\_

Sl.No.	Information	Availability YES/NO	Remarks
1.	Bank Account Particulars		
2.	Bank Account Statement		
3.	Policies related to finance matters.		
4.	Strategic plan of the institute		
5.	Finance committee members list for CFY		
6.	Finance committee minutes of meeting		
7.	Governing Body minutes		
8.	Fiscal year budget/financial statements		
9.	Grant-in-aid from the government and non-governmental agencies		
10.	Funds and Donations granted to the institutions		
11.	Student enrolment and admission particulars		
12.	Receipts of tuition fees from students		
13.	Receipts of other fees like transport fee, hostel fee, examination fees, laboratory fees, etc.		
14.	Receipts of Penalties, fines, late submissions in the library, etc.		





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15.	Advanced deposits and caution deposit files		
16.	Concession office records.		
17.	Scholarship account records.		
18.	Donations and other subscriptions from the various authorities		
19.	Salaries paid and salary register		
20.	Increment amount given to staff based on performance appraisal		
21.	Staff PF/EPF fund register		
22.	Establishment expenses vouchers		
23.	College balance sheet		
24.	Tax Deduction at Source (TDS) files		
25.	Tax Collection and Income-Tax		
26.	Expenses spent on Library items, sport equipment, books, furniture, events, and many more		
27.	Petty Cash expenditures		
28.	Check capital expenditure, income from endowments and legacies, and interest & dividend from investments		
29.	Fixed Assets Register		

Signature Finance Committee members

Signature of the Finance Officer

Name and Signature of the Auditors

Director/Principal



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## INTERNAL AUDIT REPORT (OTHER GENERAL FACILITIES)

Academic Year: \_\_\_\_\_

Name of the In-charge: \_\_\_\_\_

Audited by (Name & Designation):

1.

Dept.: \_\_\_\_\_

2.

Dept.: \_\_\_\_\_

3.

Dept.: \_\_\_\_\_

The following Documents/Files are verified for the Academic Year \_\_\_\_\_



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S.No	Files	Availability	Remark(Availabilityfor2015-2021)
1.	<b><u>Sewagetreatmentplant</u></b> <ul style="list-style-type: none"><li>• PlantCapacity</li></ul>	YES/NO	
2.	<b><u>Daycarecentre</u></b> <ul style="list-style-type: none"><li>• KidsRegister,Toys</li></ul>	YES/NO	
3.	<b><u>Watermaintenance&amp;ROTank</u></b> <ul style="list-style-type: none"><li>• MaintenanceRegister</li><li>• Frequencyofcleaning</li></ul>	YES/NO	
4.	<b><u>PowerRoom</u></b> <ul style="list-style-type: none"><li>• FloorInsulationSheet</li><li>• NameIndicatingBoardsforeverypanels</li><li>• EBBills</li><li>• MaximumDemanddetailsBoard,</li><li>• Fireextinguisher</li><li>• GeneratorSetRatingBoards</li><li>• Delaytimeforgenerators</li><li>• CollegeElectricalDrawings</li><li>• No.ofLEDLightfittings</li><li>• No.ofStreetlights</li></ul>	YES/NO	



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5.	<b><u>BiogasPlant</u></b> <ul style="list-style-type: none"><li>• PlantSpecification</li><li>• BiogasUsage</li><li>• Records,</li><li>• GasProductionintermsofUnitsorliterspermonth</li><li>• Wastedisposal</li></ul>	YES/NO	
6.	<b><u>Solarplant</u></b> <ul style="list-style-type: none"><li>• SolarEnergyConsumption,</li><li>• SavingsinRupeesCalculation,</li><li>• ElectricityBillsfor5Years</li></ul>	YES/NO	
7.	<b><u>LEDlights</u></b> <ul style="list-style-type: none"><li>• TotalCount</li><li>• Purchasebills</li></ul>	YES/NO	
8.	<b><u>Waitinghallforladies(Rest)</u></b> <ul style="list-style-type: none"><li>• TotalNos.</li><li>• Facilitiesavailable</li></ul>	YES/NO	



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9.	<b>Ambulance&amp;Healthcare</b> <ul style="list-style-type: none"><li>• Detailsofdoctorsvisit</li><li>• AmbulanceRegistrationNumber</li><li>• DriverContactdetails</li><li>• DriverLicense</li></ul>	YES/NO	
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	<ul style="list-style-type: none"><li>• RCBookCopy</li></ul>		
10.	<b><u>Wastesegregationbin</u></b> <ul style="list-style-type: none"><li>• Count</li><li>• Onwhatbasissegregationtakesplace</li><li>• FrequencyofDisposal</li></ul>	YES/NO	
11.	<ul style="list-style-type: none"><li>• Rainwaterharvesting</li><li>• Borewellrechargepits</li></ul>	YES/NO	
12.	Hybridvehicle	YES/NO	
13.	<b><u>Bicyclesandparkinglots</u></b> <ul style="list-style-type: none"><li>• SeparatespaceforCar,Bike,Cycle(In dicationBoard) AdequateorNot</li></ul>	YES/NO	
14.	<ul style="list-style-type: none"><li>• GreenAudit, EnergyAudit,EnvironmentalAuditreports(Allyears)</li></ul>	YES/NO	
15.	<ul style="list-style-type: none"><li>• ISOAuditreports</li></ul>	YES/NO	
16.	<ul style="list-style-type: none"><li>• Facilities forPhysicallychallengedpeople(Wheelchair,walkingaidsandwashrooms)</li></ul>	YES/NO	



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17.	• SeminarHallsforAllDepartment	YES/NO	
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18.	• Projector&SystemsinAllClassRooms	YES/NO	
19.	• Podiuminallclassroom	YES/NO	

### AnyotherobservationbytheAuditors

NameandSignatureoftheAuditor(s)

SignatureoftheIn-charges

- 1.
- 2.
- 3.





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## STOCK VERIFICATION REPORT

Academic Year: \_\_\_\_\_

Name of the Facility/lab: \_\_\_\_\_ Date: \_\_\_\_\_

Name of the In-charge: \_\_\_\_\_

Verified by (Name & Designation):

1. \_\_\_\_\_ Dept.: \_\_\_\_\_

2. \_\_\_\_\_ Dept.: \_\_\_\_\_

3. \_\_\_\_\_ Dept.: \_\_\_\_\_

Sl.No.	Name of the Equipment /Furniture	Stock Book No.	Page No. of Stock Register	Qty as per stock	Qty as per inspection	No. of Deficient Items				Remarks
						Missing	Excess	Unserviceable	Damaged	





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**Any other observation by the Inspection Committee**

Certified that the physical verification as per all the stock registers indicated above has been carried out by us. Except the deficient items reported above, all other items were physically present in the hostel.

**Name and Signature of Verification Members**

**Signature of the In-charge**

- 1.
- 2.
- 3.



## Observation made by Audit team in inspection Report & Action Taken by Principal and HoD

Academic Year: \_\_\_\_\_

Name of the Department: \_\_\_\_\_

Date \_\_\_\_\_

of Audit: Name/Type of the Audit: \_\_\_\_\_

Name & Designation of Audit/Verification Team: \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Sl.No.	Observations made in the audit team report	Suggestions given by the audit team (If any)	Action Taken by Principal & HoD	Impact Analysis
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

HoD \_\_\_\_\_

PRINCIPAL \_\_\_\_\_



# **Institutional Committees Audit Forms**

Internal Quality Assurance Cell (IQAC)



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## MEETING FREQUENCY

S. No.	Committee	Meeting Frequency
1	GOVERNING BODY	At least twice a year
2	ACADEMIC COUNCIL	At least twice a year
3	BOARD OF STUDIES	At least twice a year
4	FINANCE COMMITTEE	At least twice a year
5	ANTI-RAGGING COMMITTEE/SQUAD	ODD Semester - 4 times EVEN Semester - 2 times & As and when required
6	GRIEVANCE REDRESSAL COMMITTEE	Thrice in a year & as and when required
7	INTERNAL COMPLAINTS COMMITTEE - WOMEN PROTECTION AND ANTI-HARASSMENT CELL	Twice in a Semester & as and when required
8	SC/ST COMMITTEE	Once in a Semester & as and when required
9	OBCCell	
10	MINORITY CELL	
11	INTERNAL QUALITY ASSURANCE CELL (IQAC)	Once in a quarter
12	ACADEMIC MONITORING COMMITTEE	Once in a Semester & as and when required
13	PURCHASE & MAINTENANCE COMMITTEE	Once in a Semester & as and when required
14	ALUMNI COMMITTEE	Once in a Semester & as and when required
15	CAREER GUIDANCE & PLACEMENT CELL	Whenever required (Before placements)
16	RESEARCH & DEVELOPMENT COMMITTEE	Once in a Month & as and when required
17	STUDENT ASSOCIATION COUNCIL (SAC)	Once in a Semester & as and when required



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18	INDUSTRY INSTITUTE INTERACTION CELL (IIC)	Once in a Semester & as and when required
19	INTELLECTUAL PROPERTY RIGHTS CELL (IPR)	Once in a Semester & as and when required
20	ENTREPRENEURSHIP DEVELOPMENT CELL - ECell	Twice in a Semester & as and when required
21	DISCIPLINE COMMITTEE	Twice in a Semester & as and when required
22	WEBSITE COMMITTEE	Once in a Semester & as and when required
23	TIMETABLE COMMITTEE	Once in a Semester (Prior to the commencement of the semester) & as and when required
24	NATIONAL SERVICES SCHEME	Once in a Semester & as and when required
25	SPORTS COMMITTEE	
26	CANTEEN COMMITTEE	
27	HOSTEL ADVISORY COMMITTEE	
28	COLLEGE LIBRARY COMMITTEE	Twice in a Semester (Beginning & End)
29	STAFF & STUDENT WELFARE COMMITTEE	Once in a Semester & as and when required
30	CAMPUS MAINTENANCE & MONITORING COMMITTEE	Monthly Once & as and when required
31	TRANSPORT COMMITTEE	Twice in a Semester & as and when required
32	STAFF SELECTION COMMITTEE	Yearly once & as and when required. (Before Academic Council and Governing Body Meeting)
33	EXAMINATION COMMITTEE	Twice in a Semester (Middle & End)
34	ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE (AAAC)	Once in a Year
35	CULTURAL COMMITTEE	Once in a Semester (Beginning) & as and when required
36	PROFESSIONAL CHAPTERS COMMITTEE	
37	SALVAGE COMMITTEE	Once in a Year





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38	NEWSLETTER&MAGAZINEEDITORIAL COMMITTEE	MonthlyOnce&asandwhenrequired
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39	FEEDBACKCOMMITTEE	OnceinaSemester&asandwhenrequired
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## InternalQualityAssuranceCell

### (IQAC)INSTITUTIONALCOMMITTEESINTERNALA

### UDITREPORT

AcademicYear: \_\_\_\_\_

Date: \_\_\_\_\_

Sl.No.	Committee	FilestobeMaintained	Availability (Y/N)	Auditedby&Remarks/Suggestions
1	InternalQuality AssuranceCell(IQAC)	<ul style="list-style-type: none"> <li>• IQACCompositionofallAY</li> <li>• IQACMeetingMinutesforallAY</li> <li>• IQACCommitteesfileforallAY</li> <li>• AnnualQualityAssuranceReport(AQAR)</li> <li>• Self-StudyReports&amp;Accreditationlettersofvarious bodies(ISO9001,UGC12B,NAAC,NIRF,NBA)ofallAY</li> <li>• PerformanceBasedAppraisalSystem(PBAS)forCareerAdvancementScheme(CAS)</li> <li>• Stakeholder'sfeedback</li> <li>• ProcessPerformance&amp;Conformity</li> <li>• IQACCirculars</li> <li>• IQACQualityInitiativesandActionTakenReports</li> <li>• IQACFunctions,Roles&amp;Responsibilities</li> <li>• NewProgrammesasperNationalMissions</li> </ul>		



# ST. WILFRED'S INSTITUTE OF PHARMACY

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2	Research&Development Cell(R&D)&Consultancy Committee	<ul style="list-style-type: none"><li>• R&amp;D Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• Activities Carried Out by the R&amp;D Cell for all AY</li><li>• R&amp;D Policy, Seed Money Policy</li><li>• Seed Money Applications and Shortlisted Applicants list for all AY</li><li>• Projects completed through Seed Money Grant for all AY</li><li>• Research Grants Applied for all AY</li><li>• Research Projects Sanctioned for all AY</li><li>• Research Projects Completed for all AY</li><li>• Ongoing Research Projects for all AY</li><li>• Equipment available for Research</li><li>• Software available for Research</li><li>• Consultancy Projects Completed &amp; ongoing for all AY</li><li>• R&amp;D MoM</li><li>• Journal Publications (Latest updated citations and h-index for Scopus &amp; h-index) for all AY</li><li>• R&amp;D Budget Proposed, Sanctioned and Utilized for all AY</li><li>• Patents, books, book chapter, conference publications for all AY</li></ul>		
3	Student Associations Council (SAC)	<ul style="list-style-type: none"><li>• SAC Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• SAC Clubs and members list</li><li>• SAC Activities File for all AY (All Clubs)</li></ul>		



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4	IndustryInstitute InteractionCell( IIC)	<ul style="list-style-type: none"><li>• IICMeetingMinutes&amp;CircularFileforallAY</li><li>• CommitteeComposition</li><li>• IndustryActiveMoU'sFilewithlistof companies</li></ul>		



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		<ul style="list-style-type: none"><li>• IndustryExpertsFile</li><li>• IndustryorientedProjectsforallAY</li><li>• IICActivitiesforallAY</li><li>• Workshops,conferences,Guestlectures,seminars,industrialtraining/Visits</li></ul>		
5	IntellectualPropertyRightsCell	<ul style="list-style-type: none"><li>• IPRMeetingMinutes&amp;CircularFileforallAY</li><li>• CommitteeComposition</li><li>• ListofPatentsforallAY</li><li>• ListofGrantsforallAY</li><li>• ListofCopyRightsforallAY</li><li>• IPRActivitieslikeGuestlectures&amp;seminarsforallAY</li><li>• IPRPolicy</li></ul>		
6	EntrepreneurshipDevelopmentCell(EDC)	<ul style="list-style-type: none"><li>• EDCMeetingMinutes&amp;CircularFileforallAY</li><li>• EDCEventsorganized</li><li>• Prototypesdevelopedunderincubationcenter</li><li>• StudentEntrepreneurslistwiththeirdocumentsforallAY</li><li>• EDC,MSME,IncubationcenterRegistrations</li><li>• EDCPolicy</li></ul>		
7	College&SalvageCommittee	<ul style="list-style-type: none"><li>• SalvageMeetingMinutes&amp;CircularFileforallAY</li><li>• CommitteeComposition</li><li>• SalvageequipmentforallAY-Departmentwise</li></ul>		



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8	Discipline Committee	<ul style="list-style-type: none"><li>• MeetingMinutes&amp;CircularFileforallAY</li><li>• CommitteeComposition</li><li>• Disciplinaryboardsincampus</li><li>• Misbehaviororviolationofthecollege rulesandActionTaken</li></ul>		
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9	Website Committee	<ul style="list-style-type: none"><li>• Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• List of updates in website along with approvals</li></ul>		
10	Newsletter & Magazine Editorial Committee	<ul style="list-style-type: none"><li>• Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• Newsletters and Magazines of all AY (Departments)</li><li>• Achievements of Colleges, Students and Faculty in all AY</li></ul>		
11	Grievance & Redressal Committee	<ul style="list-style-type: none"><li>• Grievance Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• Grievances on the following issues:<ul style="list-style-type: none"><li>➤ Academic</li><li>➤ Non-Academic</li><li>➤ Grievance related to Assessment</li><li>➤ Grievance related to Victimization</li><li>➤ Grievance related to Attendance</li><li>➤ Grievance related to charging of fees</li><li>➤ Grievance regarding conducting of Examinations</li><li>➤ Harassment by colleague students or the teachers etc.</li></ul></li></ul>		

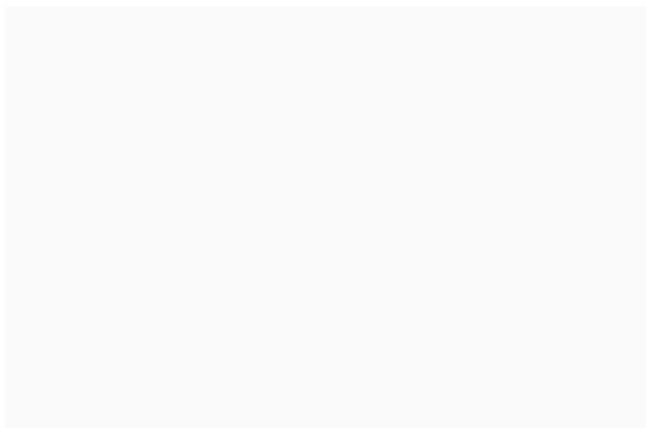




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12	TimeTable Committee	<ul style="list-style-type: none"><li>• MeetingMinutes&amp;CircularFileforallAY</li><li>• CommitteeComposition</li><li>• TimeTablesforallAYanditsUtilization</li><li>• Allotmentofsubjectstothefacultybasedontheirspecializationandpreferences.</li></ul>		
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13	NSSCommittee	<ul style="list-style-type: none"><li>• NSSMeetingMinutes&amp;CircularFileforallAY</li><li>• CommitteeComposition</li><li>• NSSActivitiesofallAY</li><li>• NSSAcademicCalendars</li><li>• MOU'swithNGO'sandClubs(Rotary,Lion)</li></ul>		
14	SportsCommittee	<ul style="list-style-type: none"><li>• SportsMeetingMinutes&amp;CircularFileforallAY</li><li>• CommitteeComposition</li><li>• ActionPlan/AcademiccalendarforallAY</li><li>• StudentsAchievements,AwardsforallAY</li><li>• ListofequipmentsavailableinGymnasiumwithBills,invoices,stockregisters</li><li>• Budgetproposed,sanctionedandutilized</li><li>• Sportstimetable</li></ul>		
15	AlumniCommittee	<ul style="list-style-type: none"><li>• AlumniMeetingMinutes&amp;CircularFileforallAY</li><li>• CommitteeComposition</li><li>• OutstandingAlumni'slistofallAYfromallDepartments</li><li>• Alumni Activities File (Guestlectures,EmploymentOpportunitieslectureetc)</li><li>• AlumniRegistrationandcontributions</li><li>• AlumniRegistrationsandaccountdetails</li><li>• AlumniReports</li></ul>		



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16	Anti-Ragging Committee	<ul style="list-style-type: none"><li>• Anti-Ragging Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• Complaints file with Action Taken</li><li>• Anti-Ragging awareness sessions</li><li>• Anti-Ragging Notices by all Government Agencies</li></ul>	83	
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17	Canteen Committee	<ul style="list-style-type: none"><li>• Canteen Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• Periodical Quality Checklist document for all AY</li><li>• Menu and their price list of all Stalls</li><li>• Tenders from the vendors</li><li>• FSSAI Certificate</li><li>• Infrastructure Facilities file</li></ul>		
18	Hostel Advisory Committee (Boys)	<ul style="list-style-type: none"><li>• Hostel Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• Infrastructure Facilities file (Beds, Tables, etc)</li><li>• Periodical Quality Checklist document for all AY</li><li>• cocurricular activities and extracurricular activities File</li><li>• Registers and Students Details for all AY</li></ul>		
19	Hostel Advisory Committee (Girls)	<ul style="list-style-type: none"><li>• Hostel Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• Infrastructure Facilities file (Beds, Tables, etc)</li><li>• Periodical Quality Checklist document for all AY</li><li>• cocurricular activities and extracurricular activities File</li><li>• Registers and Students Details for all AY</li></ul>		



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20	College Library Committee	<ul style="list-style-type: none"><li>• Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• Librarians Individual Files (All certificates)</li><li>• Footfalls and Log in data for online access register</li><li>• Bills, Invoices for all AY</li><li>• Physical Resources (books, journals, etc.)</li><li>• Accession register</li><li>• Central Library utilization timetable</li><li>• Digital Library &amp; its logbook</li><li>• List of Rare books</li><li>• Best practices in Library</li><li>• E-Resources/E-ATL</li><li>• Library Budget-proposed, sanctioned and utilized</li><li>• Latest Subscription copies of all E-Resources</li><li>• Stock verification reports for all AYs</li><li>• Tie-up with IIT libraries, and reputed libraries in the State</li></ul>		
21	Women Protection & Anti-Harassment Committee	<ul style="list-style-type: none"><li>• Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• Women protection Apps</li><li>• Complaints and Action taken Reports of all AY</li><li>• Awareness seminar, workshops for women faculty and students</li></ul>		



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22	Staff & Student Welfare Committee	<ul style="list-style-type: none"><li>• Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• List of Staff Welfares and benefited documents</li><li>• List of Student Welfares and benefited documents</li></ul>		
23	Campus Maintenance & Monitoring Committee	<ul style="list-style-type: none"><li>• Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• Maintenance of the building and the equipment</li></ul>		



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		<p>file</p> <ul style="list-style-type: none"><li>• Maintenance register of regular daily Activities</li><li>• Maintenance register of regular annual maintenance of the institute and related infrastructure (RO, RWH etc)</li></ul>		
24	Transport Committee	<ul style="list-style-type: none"><li>• Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• Drivers Personal file with license</li><li>• Bus routes and contact numbers of bus drivers and coordinators</li><li>• Fee Structure file</li><li>• College buses Fitness Certificates updated</li><li>• Faculty list of all AY</li><li>• Student List of all AY</li></ul>		
25	College Academic Committee	<ul style="list-style-type: none"><li>• Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• Teaching Aids infrastructure Facilities</li><li>• Academic Calendar of all AY</li><li>• Syllabus Books of all Regulations UG &amp; PG</li><li>• Computing and IT infrastructure, central library and other learning resources of the college.</li><li>• List of Academic/Industry Experts from all Departments</li></ul>		



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26	Staff Selection Committee	<ul style="list-style-type: none"><li>• Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• Staff Recruitment Advertisements of all AY</li><li>• Staff Selection Process Documents</li><li>• Staff Recruitment Registrations and Examination</li><li>• Norms for Faculty Recruitment</li></ul>	86	
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27	Training & Placement Cell	<ul style="list-style-type: none"><li>• Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• Roles &amp; Responsibilities</li><li>• Academic Calendar &amp; Activities Carried Out by the placement cell – With Proof</li><li>• Placement Brochure</li><li>• Placement Policy</li><li>• List of Placement coordinators</li><li>• Student database (UG &amp; PG) for all AYs</li><li>• Letters for Correspondence with companies</li><li>• Details of companies visited our campus for placement purpose.</li><li>• On-campus placement drives conducted</li><li>• Visitors Book</li><li>• Recruiter's Feedback</li><li>• Details of Pool campus Drive Organized – No. of colleges attended, No. of Students Participated, List of companies visited, No. of offers, etc.,</li><li>• Off-Campus Placement drives details.</li><li>• List of Students Registered for Placement</li><li>• List of students placed yearwise, departmentwise every AY</li><li>• List of offers yearwise, departmentwise every AY</li><li>• List of Students with Highest &amp; Average Package Offers</li><li>• MoUs and Tie-ups for Training</li><li>• Initiatives taken for not placed students</li><li>• List of Training programs conducted (soft skills, technical training)</li></ul>		
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	Career Guidance Committee	<ul style="list-style-type: none"><li>• Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• Events organized like guest lecturers/seminars/workshops on civil services, engineering services, GATE, CAT, CMAT, GRE, and GMAT and to counsel them for higher studies.</li></ul>		
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28	Examination Committee	<ul style="list-style-type: none"><li>• MeetingMinutes&amp;CircularFileforallAY</li><li>• CommitteeComposition</li><li>• ExaminationManual</li><li>• Examinationnotifications</li><li>• Examinationtimetables</li><li>• Invigilationdutiesfiles</li><li>• Internalandexternalquestionpapers</li><li>• Pre-moderationfiles</li><li>• Listofpaperssettersforexternalexams</li><li>• Normsfollowedforselectionofexternalevaluators&amp;examiners</li><li>• Resultdeclarationminutesofthemeeting</li><li>• Result Analysis for UG &amp; PG (from 2015-16onwards)</li><li>• Number of Revaluation &amp;RecountingapplicationsreceivedandchangeinResult</li><li>• ProcedureofChallengeEvaluation</li><li>• MRECACADEMICSandBETportalfeaturesrelatedtoexaminationsystem</li><li>• BillsforMRECACADEMICandBETportal</li><li>• ExaminationReforms</li></ul>		
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29	Professional Societies/Chapters Committee	<ul style="list-style-type: none"><li>• Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• List of Professional Societies (Department &amp; College)</li><li>• Activities under Professional Societies.</li></ul>		
30	Academic Audit Cell	<ul style="list-style-type: none"><li>• Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• Action plan from each department for Direct and Indirect assessments for attaining PO's &amp; PSO's</li><li>• Semester analysis of results and achievement of POs/PSOs for all departments.</li><li>• List of Course files of all Subjects in all Departments.</li></ul>		
31	Cultural Committee	<ul style="list-style-type: none"><li>• Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• Events organized for all AY (Fresher's Day, Teachers' Day, Festival Celebrations, Engineers Day, National Science Day, Farewell, Annual Day, Independence Day, Republic Day, Foundation day &amp; FESTS)</li><li>• Academic Calendar for all AY</li></ul>		
32	Purchase & Maintenance Committee	<ul style="list-style-type: none"><li>• Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• Purchase request letters file</li><li>• Maintenance Request letters file</li></ul>		



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33	Internal Complaint Committee	<ul style="list-style-type: none"><li>• MeetingMinutes&amp;CircularFileforallAY</li><li>• CommitteeComposition</li><li>• ComplaintsandActionTakenfile</li></ul>		
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34	SC-STCommittee	<ul style="list-style-type: none"><li>• MeetingMinutes&amp;CircularFileforallAY</li><li>• CommitteeComposition</li><li>• ListofSC/STStudentsandFacultyofallAY</li><li>• ComplaintsandActionTakenfile</li><li>• GovernmentandNon-Governmentscholarshipschemes.</li></ul>		
35	OBCCCommittee	<ul style="list-style-type: none"><li>• MeetingMinutes&amp;CircularFileforallAY</li><li>• CommitteeComposition</li><li>• ListofOBCStudentsandFacultyofallAY</li><li>• ComplaintsandActionTakenfile</li><li>• GovernmentandNon-Governmentscholarshipschemes.</li></ul>		
36	MinorityCell	<ul style="list-style-type: none"><li>• MeetingMinutes&amp;CircularFileforallAY</li><li>• CommitteeComposition</li><li>• ListofMinorityStudentsandFacultyofallAY</li><li>• ComplaintsandActionTakenfile</li><li>• Events/ProgramsorganizedofallAY</li><li>• GovernmentandNon-Governmentscholarshipschemes.</li></ul>		



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37	Finance Committee	<ul style="list-style-type: none"><li>• Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li><li>• Budget Proposed, Sanctioned and Utilized statements</li><li>• Auditors Income &amp; Expenditure Statements</li><li>• Academic Fee Structure for UG &amp; PG</li><li>• Expenditure Bills for all AY</li></ul>		
38	Feedback Committee	<ul style="list-style-type: none"><li>• Meeting Minutes &amp; Circular File for all AY</li><li>• Committee Composition</li></ul>		





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		<ul style="list-style-type: none"><li>• Listoffeedbacktobecollectedfromwhomwithfreq uencyoffeedbackcollection</li><li>• AllFeedbackformsformats</li><li>• ActionTakenReportsandImpactanalysis</li></ul>		
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SignatureoftheAuditors

Principal



## Observation made by Audit team in inspection Report & Action Taken by Principal and HoD

Academic Year: \_\_\_\_\_

Name of the Department:

Date

of Audit: Name/Type of the Audit:

Name & Designation of Audit/Verification Team:

- 1.
- 2.
- 3.

Sl.No.	Observations made in the audit team report	Suggestions given by the audit team (If any)	Action Taken by Principal & HoD	Impact Analysis
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

HoD

PRINCIPAL



# **ExternalAAAuditForm**

**S**

InternalQualityAssuranceCell(IQAC)



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## Internal Quality Assurance Cell (IQAC)

### EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT

Academic Year:

Audit Date :

Audit Member-1 :

Audit Member-2 :

*(The activities are to be graded on the following scale)*

Excellent	Good	Satisfactor	Needs
A	B	C	D

### Profile of the Institution

Name and Address of the College			
Name			
Address			
City		Pin	
State		Website	

### Contacts for Communication

Designation	Name	Telephone with STD with Code	Mobile	e-mail
Principal				
IQAC Coordinator				



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<b>Nature of Institution</b>	Institution Status	
<b>Type of Institution</b>	By Gender	
	By Shift	
<b>Establishment Details</b>	Date of establishment, prior to the grant of (Autonomy)	
	Date of grant of 'Autonomy' to the College by UGC	
	Establishment date	

## Institution to which the college is affiliated

State	Institution Name	Document Available

## Recognized Minority Institution

If it is a recognized minority	<b>Yes</b>	<b>No</b> ✓
If yes, Specify minority status		
Religious		
Linguistic		
Any Other		

## Recognition Details

Date of Recognition by UGC or any Other National Agency	
Under Section	Date
2(f) of UGC	
12(B) of UGC	

## Institution with Potential for Excellence

Is the college recognition of UGC as a College with Potential for Excellence (CPE)?	<b>Yes</b>	<b>No</b>
If yes, date of recognition?	NA	
Is the college recognized for its performance by any other government agency?	<b>Yes</b>	<b>No</b>
If yes name the agency	UGC, National Board of Accreditation	



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## Details of Programmes in the institution:

	Name of the Programme	Sanctioned Seats	Students Admitted
<b>UGB.Tech</b>	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
		<b>TotalUG–B.Tech</b>	
<b>PGM.Tech</b>	1.		
	2.		
	3.		
	4.		
	5.		
		<b>TotalPG–M.Tech</b>	
<b>PGMBA</b>	1. Master of Business Administration		
	<b>TotalPG(M.Tech.&amp;MBA)</b>		
	<b>OverallTotal</b>		



## **Achievements/Recognitions:**

**Institute:**

**Department:**

**Faculty:**

**Students:**







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## Criterion I: Curricular Aspects

Metric.No	Description	HEIsi/p	AuditRemarks	Grade
1.1	Total number of programmes offered by the institution ( $N_p$ )			
	Number of programmes in which syllabus was revised ( $n_p$ )			
	Percentage of programmes where syllabus revision was carried out ( $n_p/N_p$ ) x 100			
1.2	Total number of courses offered by the institution in all programmes ( $N_c$ )			
	Number of courses having focus on employability or entrepreneurship or skill development ( $n_c$ )			
	Percentage of courses having focus on employability/entrepreneurship/skill development offered by the institution ( $n_c/N_c$ ) x 100			
1.3	Number of programmes in which CBCS or elective course system implemented ( $n_{13}$ )			
	Percentage of programmes in which Choice Based Credit System (CBCS) / elective course system has been implemented ( $n_{13}/N_p$ ) x 100			
1.4	Number of Value-added courses imparting transferable and life skills offered	(>6Days		
		5Days		
		4Days		
		<3Days		
		Total		
1.5	Total number of students enrolled ( $N_E$ )			
	Number of students enrolled in value-added courses ( $n_E$ )			
	Percentage of students enrolled in value-added courses ( $n_E/N_E$ ) x 100			
1.6	Number of students undertaking field projects/internships/student projects ( $n_{16}$ )			
	Percentage of students undertaking field projects/internships/student projects ( $n_{16}/N_E$ ) x 100			



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Metric.No	Description	HEIsi/p	AuditRemarks	Grade
1.7	Structural feedback for design and review of syllabus is obtained from (All/4/Any/3/2/1/None)			
	Students			
	Teachers			
	Employers			
	Alumni			
1.8	The feedback system of the institution comprises of the following (Choose one). A. Feedback collected, analyzed and action taken and report made available on website B. Feedback collected, analyzed and action taken C. Feedback collected and analyzed D. Feedback collected			

**Suggestions for improvement:**



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## Criterion II: Teaching-Learning and Evaluation

Metric.No	Description	HEIsi/p			Audit Remarks	Grade
2.1	Student admission percentage $(n_{21}/N_{21}) \times 100$ where, $N_{21}$ : Total number of sanctioned seats $n_{21}$ : Total number of students admitted		$N_{21}$	$n_{21}$	%	
		UG				
		PG				
		Total				
2.2	Number of students admitted from the reserved category (SC, ST, OBC, Divyangian, etc.) ( $n_{22}$ )					
	Number of seats reserved for reserved category as per GOI or state government rule ( $N_{22}$ )					
	Percentage of seats filled against reserved categories $(n_{22}/N_{22}) \times 100$					
2.3	Total number of full-time teachers in the institution ( $N_T$ )	Professors				
		Associate Professors				
		Assistant Professors				
		Total				
2.4	Total number of students enrolled ( $N_E$ )					
	Student-full time Teacher ratio ( $N_E/N_T$ )					
2.5	Number of faculty Mentors ( $n_{25}$ )					
	Mentor-Mentee ratio ( $n_{25}/N_E$ )					
2.6	Number of sanctioned posts ( $n_{25}$ )					
	Percentage of full time teachers against sanctioned posts $(n_{26}/N_T) \times 100$					
2.7	Number of full-time teachers with Ph.D ( $n_{27}$ )					
	No. of permanent faculty pursuing Ph.D					
	Percentage of full-time teachers with Ph.D $(n_{27}/N_T) \times 100$					



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2.8	Total experience of full-time teachers in the same institution ( $n_{28}$ )			
	Average teaching experience of full-time teachers in the same institution ( $n_{28}/N_T$ )			



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Metric.No	Description	HEIsi/p				AuditRemarks	Grade
2.9	Average number of days from the date of last semester-end examination till the declaration of results (N <sub>29</sub> )	Program/Sem	N <sub>29</sub>				
			Average				
2.10	Average percentage of student complaints/grievances about evaluation against total number of appeared in the examination $(n_{210}/N_{210}) \times 100$  where, N <sub>210</sub> : Total number of students appeared in the examination. n <sub>210</sub> : Number of complaints/grievances about evaluation.	Program	N <sub>210</sub>	n <sub>210</sub>	%		
		Total		0	0		
2.11	Pass percentage of Final year students $(n_{211}/N_{211}) \times 100$  where, N <sub>211</sub> : Total number of final year students who appeared for the examination. n <sub>211</sub> : Total number of final year students who passed the examination.	Program	N <sub>211</sub>	n <sub>211</sub>	%		
		Total					



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Metric.No	Description	HEIsi/p		AuditRemarks	Grade
2.12	Quality analysis of Mid and End Semester examination question papers				
2.13	Weightage of internal and external marks in recent Regulations				
2.14	Minimum credits forward of degree in Regulations	<b>Program</b>			
2.15	Number of credits for project work in Regulations	<b>Program</b>			
2.16	Status of automation of Examination division along with approved Examination Manual				
2.17	Preparation and adherence to Academic Calendar and Teaching plans by the institution				
2.18	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	Guest Lectures			
		Workshops			
		Certification Programs			
		Webinars-			
		Industrial visits			
		<b>Institute has been accorded With 'A' grade in NPTEL.</b>			
		<b>Association activities are conducted under student professional society chapters</b>			



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Metric.No	Description	HEIsi/p	AuditRe marks	Grade
2.19	Programoutcomes,programspecific outcomesandcourseoutcomesforall programs offeredbytheinstitutionarestatedand displayedonwebsiteandcommunica tedtoteachersand students			
2.20	Attainment of programoutcome s,programspecificoutcomesandcour se outcomes are evaluatedbytheinstitution			
2.21	TeachersuseICTenabledtoolsinclud ingonlineresourcesforeffectiveteachin gandlearningprocess			
2.22	Theinstitutionassessesthelearningle velsofthestudents,afteradmissionan dorganizesspecialprogramsforadv ancedlearnersandslowlearners			
2.23	Duration of online StudentSatisfaction Survey			
	Total number of studentsonro lls(N <sub>220</sub> )			
	NumberofstudentsparticipatedinSSS( n <sub>220</sub> )			
	PercentageofstudentsparticipatedinSS S( $n_{220}/N_{220}$ )x100			
	GradePointAverage(GPA)on4pointsc ale			

**Suggestionsforimprovement:**





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## Criterion III: Research, Innovation and Extension

Metric.No	Description	HEIsi/p	AuditRemarks	Grade
3.1	Research facilities are frequently updated and there is well defined policy for promotion of research which is uploaded on the institutional website and implemented			
3.2	Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution			
3.3	Total number of teachers having research projects ( $n_{33}$ )			
	Percentage of teachers having research projects ( $\frac{n_{33}}{N} \times 100$ )			



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Metric.No	Description	HEIs/p	AuditRemarks	Grade
3.4	Numberofteachersrecognizedasre searchguides(n <sub>34</sub> )			
	Percentageofteachersrecognizedasresearchg uides(n <sub>34</sub> /N <sub>T</sub> )x100			
3.5	NumberofdepartmentshavingResearch projectsfundedbygovernmentandnon- governmentagencies(n <sub>35</sub> )			
	Totalnumberofdepartments(N <sub>35</sub> )			
	Percentage of departmentshavingResearchprojectsfunded bygovernmentand non-government agencies(n <sub>35</sub> /N <sub>35</sub> )x100			
3.6	Number ofworkshops/seminarsconductedonR esearchMethodology,IntellectualProp ertyRights(IPR),entrepreneurshipand skills			
3.7	Numberofteachersrecognizedasguides (N <sub>37</sub> )			
	NumberofPh.Dscholarsregistered(n <sub>37</sub> )			
	NumberofPh.Dscholarsregisteredperteacher (n <sub>37</sub> /N <sub>37</sub> )			
3.8	NumberofpublicationsinUGCnotifiedjourna ls(n <sub>38</sub> )			
	Numberofresearchpapersperteacherint heJournalsnotifiedonUGCwebsite(n <sub>38</sub> / N <sub>T</sub> )			
3.9	Totalnumberofbooksandchaptersinedi ted volumes/books published,andpapers innational/internationalconference- proceedings(n <sub>39</sub> )			
	Number of books and chaptersineditedvolumes/bookspub lishedper teacher(n <sub>39</sub> /N <sub>T</sub> )			
	TotalnumberofPublicationsinScopus			
	TotalnumberofPublicationsinWebofSc ience			
3.10	Total amount generatedfromconsultancyandcor poratetraining			



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3.11	Total number of awards and recognition received by the Institution, its teachers and students for extension activities from Government/recognized bodies			
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## Criterion IV: Infrastructure and Learning Resources

Metric.No	Description	HEIsi/p	AuditRemarks	Grade
4.1	Total number of classrooms/seminar halls in the institution ( $N_{41}$ )			
	Number of classrooms and seminar halls with ICT facilities ( $n_{41}$ )			
	Percentage of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc. ( $n_{41}/N_{41}$ ) x 100			
4.2	Total expenditure, excluding salary ( $N_{42}$ )			
	Expenditure for infrastructure augmentation, excluding salary ( $n_{42}$ )			
	Percentage of expenditure for infrastructure augmentation excluding salary ( $n_{42}/N_{42}$ ) x 100			
4.3	Annual expenditure for purchase of books and journals/e-journals/e-subscription to books			
4.4	Total number of teachers and students ( $N_{44}$ )			
	Number of teachers and students using library per day over one year ( $n_{44}$ )			
	Percentage per day usage of library by teachers and students (footfalls and login data for online access) ( $n_{44}/N_{44}$ ) x 100			
4.5	Total number of Students ( $n_{45}$ )			
	Total number of Computers ( $N_{45}$ )			
	Student-Computer ratio ( $n_{45}/N_{45}$ )			
4.6	Bandwidth of internet connection in the institution			



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Metric.No	Description	HEIsi/p	AuditRemarks	Grade
4.7	Facilities available for e-content development (All/4/only 3/2/1/None)			
	Media centre			
	Audiovisual centre			
	Lecture Capturing System (LCS)			
	Mixing equipment and software's for editing			
4.8	Total expenditure excluding salary component ( $N_{48}$ )			
	Expenditure on maintenance of physical and academic support facilities excluding salary component ( $n_{48}$ )			
	Percentage expenditure incurred on maintenance of physical and academic support facilities excluding salary component $(n_{48}/N_{48}) \times 100$			
4.9	Institution has an IT policy covering wi-fi, cyber security, etc., and allocated budget for updating its IT facilities			
4.10	The institution has adequate facilities for teaching-learning, viz., classrooms, laboratories, computing equipment, etc.			
4.11	The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities			

**Suggestions for improvement:**



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## Criterion V: Student Support and Progression

Metric.No	Description	HEI si/p	Audit Remarks	Grade
5.1	Number of students benefited by scholarships and freeships provided by the Government ( $n_{51}$ )			
	Percentage of students benefited by scholarships and freeships provided by the Government ( $n_{51}/N_E$ ) $\times 100$			
5.2	Number of students benefited by scholarships, freeships, etc provided by the institution and non-government agencies ( $n_{52}$ )			
	Percentage of students benefited by scholarships, freeships, etc provided by the institution and non-government agencies ( $n_{52}/N_E$ ) $\times 100$			
5.3	Following Capacity development and skills enhancement activities are reorganized for improving students capability			
	Soft skills			
	Language and communication skills			
	Lifeskills (Yoga, physical fitness, health and hygiene)			
	Awareness of trends in technology			
5.4	Number of students benefited by guidance for competitive examinations and career counseling offered by the institution ( $n_{54}$ )			
	Percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution ( $n_{54}/N_E$ ) $\times 100$			



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Metric.No	Description	HEIs/p	AuditRemarks	Grade
5.5	Numberofoutgoingstudents(N <sub>55</sub> )			
	Numberofoutgoingstudentsplaced(n <sub>55</sub> )			
	Percentage of placement of outgoingstudents(n <sub>55</sub> /N <sub>55</sub> )x100			
5.6	Number of final year students-previousgraduatingbatch(N <sub>56</sub> )			
	Numberofoutgoingstudentprogressingtohigher education-previous graduating			
	Percentageofstudentprogressiontohighereducation-previous graduating batch(n <sub>56</sub> /N <sub>56</sub> )x100			
5.7	Numberofstudentsappearedinstate/national/international level examinations(eg:IIT/JAM/NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/IELTS/Civil Services/State governmentexaminations,etc)(N <sub>57</sub> )			
	Numberofstudentsqualifiedinstate/national/international level examinations(eg:IIT/JAM/NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/IELTS/Civil Services/State governmentexaminations,etc)(n <sub>57</sub> )			
	<b>Total</b>			
	Percentageofstudentsqualifiedinstate/national/international level examinations(eg:IIT/JAM/NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/IELTS/Civil Services/State governmentexaminations,etc)(n <sub>57</sub> /N <sub>57</sub> )x100			
5.8	Numberofawards/medalsforoutstandingperformanceinsports/culturalactivitiesatinter-university/state/national/internationalevents(awardforateameventsshouldbecountedasone)	<b>StateLevel</b>		
		<b>InstituteLevel</b>		
	<b>Total</b>			
5.9	Numberofsportsandculturalevents/competitionsorganizedbytheinstitution			





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		Total		
5.10	Alumnifinancialcontribution			



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## Criterion VI: Governance, Leadership and Management

Metric.No	Description	HEIsi/p	AuditRemarks	Grade
6.1	Implementation of e-governance in areas of operation			
	Administration			
	Finance and Accounts			
	Student Admission and Support			
	Examination			
6.2	Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional			
	Percentage of teachers provided with financial support to attend conferences/workshops and towards membership			
6.3	Total number of professional development /administrative training programmes organized by the institution for teaching and non-teaching staff	Teaching		
		Non-teaching		
		<b>Total</b>		
6.4	Total number of teachers attended professional development Programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes (n <sub>64</sub> )			
	Percentage of teachers undergoing online/face-to-face Faculty Development Programmes (Professional Development Programmes, Orientation/Induction Programmes, Refresher Course, Short Term Course etc.,) $(\frac{n_{64}}{N_T}) \times 100$			
6.5	Quality assurance initiatives of the institution include (All/only 3/2/1/None)			



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	Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements			
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Collaborative quality initiatives with other institutions		
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	Participation in NIRF			
	Any other quality audit recognized by state, national or international agencies (ISO Certification)			
Metric.No	Description	HEIs/p	Audit	Grade
6.6	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution			
6.7	The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development/progression			
6.8	Institution conducts internal and external financial audits regularly			
6.9	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes			



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Metric.No	Description	HEIsi/p	AuditRemarks	Grade
6.10	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC setup as per norms			
6.11	The institution practices decentralization and participative management			
6.12	Perspective/Strategic plan and deployment documents			

## Suggestions for improvement:



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## Criterion VII: Institutional Values and Best Practices

Metric.No	Description	HEIsi/p	AuditRemarks	Grade
7.1	The Institution has facilities for alternate sources of energy and energy conservation measures (Any 4 or all 5/3/2/1/None)			
	Solarenergy			
	Biogasplant			
	WheelingtotheGrid			
	Sensor-basedenergyconservation			
	Use of LEDbulbs/powerefficientequipment			
7.2	WaterconservationfacilitiesavailableintheInstitution(Any4orall5/3/2/1/None)			
	Rainwaterharvesting			
	Borewell/Openwellrecharge			
	Constructionoftanksandbunds			
	Wastewaterrecycling			
	Maintenanceofwaterbodiesanddistributionsysteminthecampus			
7.3	Greencampusinitiatives(Any4orall5/3/2/1/None)			
	Restrictedentryofautomobiles			
	UseofBicycles/Batterypoweredvehicles			
	PedestrianFriendlypathways			
	BanonuseofPlastic			
	Landscapingwithtreesandplants			



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Metric.No	Description	HEIsi/p	AuditRemarks	Grade
7.4	Qualityauditsonenvironmentandenergyare regularlyundertakenbytheinstitution(Any4orall5 /3/2/1/None)			
	Greenaudit			
	Energyaudit			
	Environmentaudit			
	Cleanandgreencampusrecognitions/awards			
	Beyondthecampusenvironmentalpromotionalactivities			
7.5	TheInstitutionhasdisabled-friendly,barrierfreeenvironment(Any4orall5 /3/2/			
	Builtenvironmentwithramps/liftsforeasyaccess toclassrooms.			
	Disabled-friendlywashrooms			
	Signageincludingtactilepath,lights,displayboardsand signposts			
	Assistive technology and facilities forpersonswithdisabilities(Divyan gjan)accessiblewebsite, screen-reading software,mechanizedequipment			
	Provisionforenquiryandinformation:Humanassistance,reader,scribe,softcopiesofreadingmaterial,screenreading			
7.6	TheInstitutionhasaprescribedcodeofconductfor students,teachers,administratorsandotherstaffand conducts periodic programmes inthisregard(All4/Any3/2/1/None)			
	TheCodeofConductisdisplayedonthewebsite			
	There is a committee tomonitoradherencetotheCodeofConduct			
	Institution organizesprofessionalethics programmes forstudents,teachers,administratorsand otherstaff			





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	Annua pharmacy areness programmes on Code of Conduct are organized			
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7.7	Measures initiated by the Institution for the promotion of gender equity			
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Metric.No	Description	HEIsi/p	AuditRemarks	Grade
7.8	Institutecelebratesnational/internationaleventsandfestivals			
7.9	Bestpracticessuccessfullyimplementedbytheinstitution			
	<b><u>BestPractices</u></b>			

**Suggestionsforimprovement:**

Name and Signature of

Member1:NameandSignatureofM

ember2:

**OverallGradeObtained:**



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## ObservationmadebyAuditteamininspectionReport

### &ActionTakenbyPrincipa

landHoD

AcademicYear:\_\_\_\_\_

NameoftheDepartment:

Date

ofAudit:Name/TypeoftheAudit:

Name&DesignationofAudit/VerificationTeam:

- 1.
- 2.
- 3.

Sl.No.	Observationsmade in the auditteamreport	Suggestionsgiven by the auditteam(Ifan y)	Action TakenbyPrincip al&HoD	ImpactAnalysis
1				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

HoD

PRINCIPAL