

MANUAL

for

ACADEMIC AND ADMINISTRATIVE AUDIT 2

022

Prepared by,

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit Manual

VISION OF THE INSTITUTE

To be a premier centre of professional education and research, offering quality programs in a socio-economic and ethical ambience.

MISSION OF THE INSTITUTE

- *To impart knowledge of advanced technologies using state-of-the-art infrastructural facilities.*
- *To inculcate innovation and best practices in education, training and research.*
- *To meet changing socio-economic needs in an ethical ambience.*

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

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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.

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 the sections and departments.

The heads team 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.

AAAUDITFLOWCHART

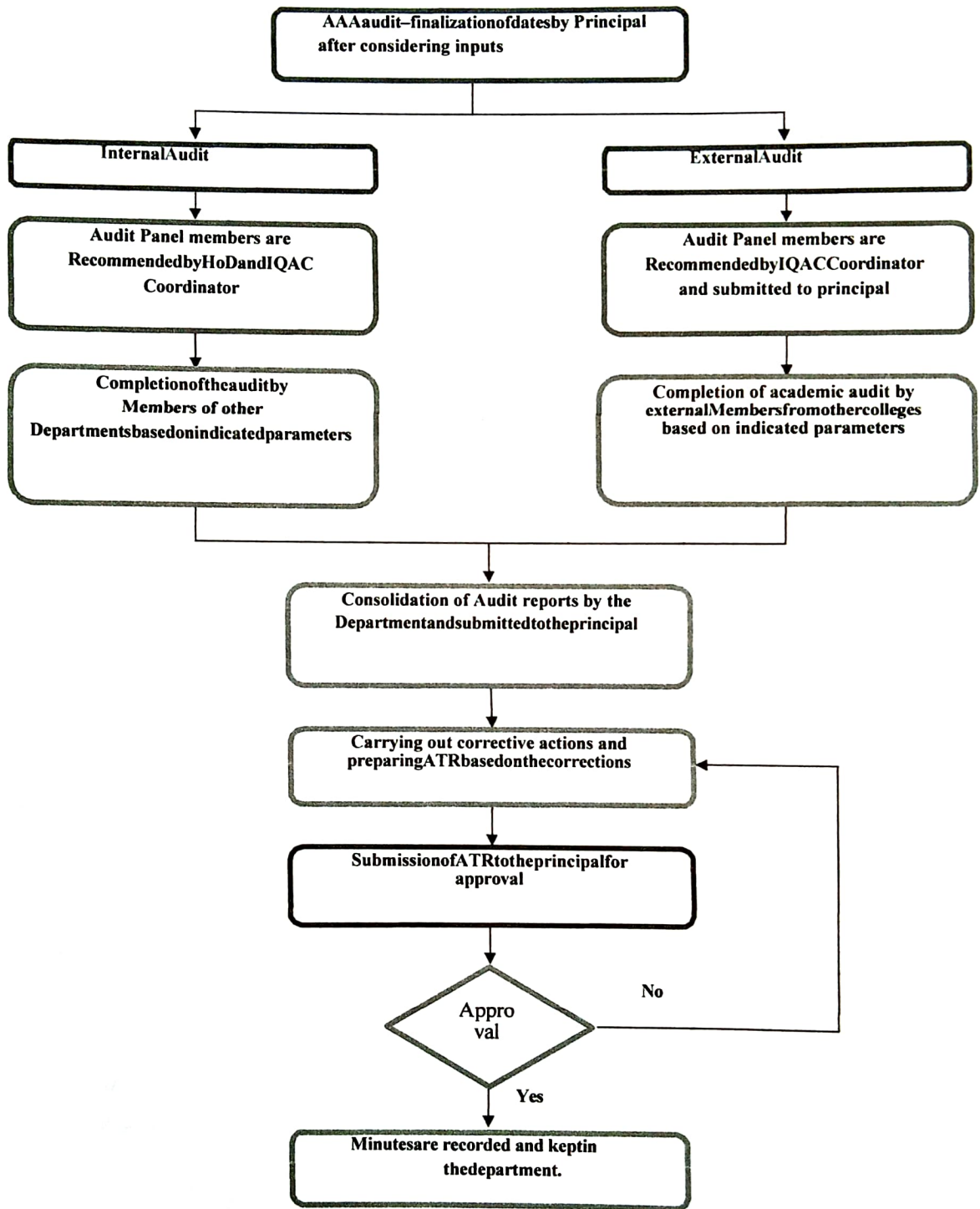


Fig. Process Flow Chart of Academic and Administrative Audit

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 31st May each year to the Principal. Similarly, the report of stock verification of Library shall be submitted to the Principal by 30th 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 departmental 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 activity so that the work is completed well with in time.

INTERNALAUDITREPORTFOR

MATS

Academic Department
Audit Forms

Internal Quality Assurance Cell (IQAC)

DEPARTMENT VERIFICATION REPORT

Academic Year: 2023-24

Dept:	Date
Verified by	
1. Dr. Manisha sharma	Dept. <u>of Botany</u>
2. Mr. Ankit sharma	Dept. <u>of Commerce & management</u>
3. Mr. Chaturbhuj Gupta	Dept. <u>of Computer science</u>

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

11. Copy of Regulations, Curriculum and Syllabus

Regulation Book No.	Availability (YES/NO)

12. Details of Major revisions carried out in each BoS _____

FACULTY, STUDENT AND BUDGET			
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 Ph.D degree PDF	YES/NO	
3	List of Staff Pursuing Ph.D 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 - I or CAY - I 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	

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	




IQAC

DEPARTMENTINFRASTRUCTURE			
SN	CheckList	Availability	Remarks(Writeyour observation)
1	ICTEnabledClassRooms(UG/PG)–LCD Projector, Screen, PC, Wi-Fi etc.,	YES/NO	
2	SufficientClassroom,Facultycabins, Conference Room	YES/NO	
3	DepartmentLibrary: DetailsofnumberofTitles,VolumesofBook available in Department Library	YES/NO	
4	DisplayofVision/Mission/POs/PSOs/PEOSin HoD Room, Laboratories, Corridors etc.,	YES/NO	
5	DetailsofClubactivities	YES/NO	
ALUMNI			
SN	CheckList	Availability	Remarks(Writeyour observation)
1	ListofAlumniwithCurrentStatusFile	YES/NO	
2	ProminentAlumniofthedepartment	YES/NO	
3	AlumniFeedbackForms	YES/NO	
STAKEHOLDERSFEEDBACK&ATR			
SN	CheckList	Availability	Remarks(Writeyour observation)
1	ParentsFeedback(Facilities,Curriculum)	YES/NO	_____
2	StudentsFeedback(Course,Curriculum,faculty, facilities, exit feedback, course end)	YES/NO	_____
3	EmployerFeedback	YES/NO	_____
4	FacultyFeedback(Curriculum)	YES/NO	_____
5	ActionTakenReportanditsImpact	YES/NO	_____

Observations/Comments/ Suggestions

~~Signature of the HOD~~
(Concerned department)

Name and Signature of the Verifying Member

1. Dr. Nimit Jain 
2. Dr. Deepika Sharma 
3. Dr. Rajeshwari Arora 

INTERNAL AUDIT REPORT OF INDIVIDUAL COURSE

Academic Year: 2022-2023

DEPARTMENT OF Science &

Academic Audit form for Individual Courses

Date(s) of Audit :

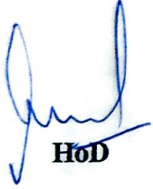
Name of the Auditor :

Designation :

Sl.No	Audit Description	Remarks
1	Academic Year & Semester	2022-2023
2	Course Code & Name	B.Sc
3	Course offered for (Year/Semester)	I st yr
4	Name of the Course Coordinator	Dr. Deepika Sharma
5	Name(s) of the Faculty member teaching the course.	Dr. Nimit Jain, Dr. Kavita Yadav Dr. Mukti Ka Ahaskar, Manish Kr, Kamha Ram Saini, Chauhan Vijay
6	Qualification & Specification	Ph.D, NET, MTECH
7	Designation	Prof, Associate Professor, Assit Prof.
8	Experience (in Years & Months)	05-15 yr
9	How many times the same course is handled by the faculty member	
10	Availability of Lesson Plan	Available
11	Availability of Course Plan	Available
12	Quality of internal assessment component (Please Tick)	<ul style="list-style-type: none"> • Excellent ✓ • Very Good • Adequate • Not Standard
13	Availability of Course material/Laboratory manual and its quality (Please Tick)	<ul style="list-style-type: none"> • Available/Not Available • Excellent ✓ • Very Good • Adequate • Not Standard
14	Whether COs are framed appropriately for the	Yes/No

15	Quality of CO mapping with appropriate RBT level (Please Tick)	<ul style="list-style-type: none"> • Excellent • Very Good • Adequate • Not Standard
16	Quality of CO mapping with PO and PSO	<ul style="list-style-type: none"> • Excellent • Very Good • Adequate • Not Standard
17	Quality of Question Papers (Mid Exams) (Please Tick)	<ul style="list-style-type: none"> • Excellent ✓ • Very Good • Adequate • Not Standard
18	Whether attainment of CO is justified? (Please Tick)	<ul style="list-style-type: none"> • Fully Justified ✓ • Partially Justified • Not Justified
19	Whether attainment level of CO is calculated appropriately? (Please Tick)	<ul style="list-style-type: none"> • Properly Calculated ✓ • Calculated but needs improvement • Not calculated
20	Target level and attainment of each CO in %	<ul style="list-style-type: none"> • CO1: Target- , Att: % • CO2: Target- , Att: % • CO3: Target- , Att: % • CO4: Target- , Att: % • CO5: Target- , Att: %
21	Whether the loop is closed by incorporating appropriate corrective action? Is 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"> • Excellent ✓ • Very Good • Adequate • Not Standard
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	Excellent

Observations/Comments/ Suggestions:


HoD

Course Coordinator

Name and Signature of the Auditor(s)

1. Dr. Chanchal Sharma CS
2. Mr. Anubhav Sharma AS
3. Mr. Jandeep Sharma JS

STOCK VERIFICATION REPORT

Academic Year: 2022-23

Name of the Facility/lab: Computer Lab Date: 12/10/22

Name of the In-charge: Mr. Gaurav Vyas

Verified by (Name & Designation):

1. Mr. Ankit sharma
2. Dr. Nimit Jais
3. Mr. Kona Ran

Dept.: Dept. of Comm. & management
 Dept.: Dept. of science
 Dept.: Dept. Science




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	
	Computer	122	36	74	74	NIL	NIL	NIL	NIL	All OK
	Wifi Router	122	38	04	04	NIL	NIL	NIL	NIL	All OK
	Switch	122	40	04	04	NIL	NIL	NIL	NIL	All OK

Printer	122	38	04	04	NIL	NIL	NIL	NIL	All OK
Projector	122	39	01	01	NIL	NIL	NIL	NIL	All OK

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. Ankit Sharma 
2. Anubhav Sharma 
3. Arushi Rupta 



Signature of the In-charge

Observation made by Audit team in inspection Report &

Action Taken by Principal and HoD

Academic Year: 2022-2023

Name of the Department: science

Date of Audit: 03/04/23

Name/Type of the Audit: - General

Name & Designation of Audit/Verification Team:

1. Mr. Anubhav Sharma
2. Mr. Jaideep
3. Dr. Neelu Lamba

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 Forms

Internal Quality Assurance Cell (IQAC)

**TRAINING & PLACEMENT CELL
INTERNAL AUDIT REPORT**

Academic Year: 2022-23

Dept: T&P Cell

Date: 2/02/23

Name of TPO: Mr Yash sharma

Audited by

1. Mr AnKush Gupta Dept. Dept of Comm. & Management
2. Mr. Chanderbhat Gupta Dept. Dept of science
3. Mr. Pradeep sharma Dept. Dept. Arts.

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	<input checked="" type="checkbox"/> YES / NO	
2.	• Roles & Responsibilities	<input checked="" type="checkbox"/> YES / NO	

3.	• Activities Carried Out by the placement cell – With Proof	✓ YES / NO	
4.	• Placement Brochure	✓ YES / NO	
5.	• Placement Policy	✓ YES / NO	
6.	• Placement Department Staff – Profile	✓ YES / NO	
7.	• Facilities Provided to Recruiters	✓ YES / NO	
8.	• Details of training & Career Development Programs organized by Training and Placement Cell	✓ YES / NO	
9.	• Student database (UG & PG) for all AYs	✓ YES / NO	

16	Departmentresearchmeetingminutes	YES/NO	
ACADEMICSRELATED			
SN	CheckList	Availability	Remarks(Writeyour observation)
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	
PLACEMENTANDCAREERGUIDANCE			
SN	CheckList	Availability	Remarks(Writeyour observation)
1	PlacementFile(Department)withofferletters andAppointment orders	YES/NO	
2	Listofcorecompaniesvisited	YES/NO	
3	Listoftrainingandcareerguidance programmes offered	YES/NO	

10.	• LettersforCorrespondencewith companies	✓ YES /NO	
11.	• Detailsofcompaniesvisitedourcampus for placement purpose.	✓ YES /NO	
13.	• On-campusplacementdrives conducted	✓ YES /NO	
14.	• VisitorsBook	✓ YES /NO	
15.	• Recruiter'sFeedback	✓ YES /NO	
16.	• DetailsofPoolcampusDrive Organized – No. of colleges attended, No. of StudentsParticipated, Listofcompanies visited, No. of offers, etc.,	✓ YES/NO	

17.	• Off-Campus Placement drives details.	✓ YES/NO	
18.	• List of Students Registered for Placement	✓ YES/NO	
19.	• List of students placed yearwise, department wise every AY	✓ YES/NO	
20.	• List of offers yearwise, department wise 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	

24.	• Initiativestakenfornotplacedstudents	✓ YES/NO	
25.	• ListofTrainingprogramsconducted (soft skills, technical training)	✓ YES/NO	
26	• AnnualPlacementReport	✓ YES/NO	

MajorObservations / Deviations


SignatureoftheTPO

NameandSignatureoftheVerifyingMember

1. Ankush Gupta Ank
2. Chaitanyajit Gupta Ch
3. Jaideep Sharma Ja

INTERNAL AUDIT REPORT
(EXAM CELL)

Academic Year: 2022-2023

Name of the COE : Dr. Manisha Sharma

Name of Deputy COE: Dr. Muktika Ahaskar

Audited by (Name & Designation):

Date: 10/07/22

1. Dr. Manisha Sharma
2. Ankit Sharma
3. Kanka Ram Saini

Dept.: Deptt Science

Dept.: Deptt of comm & Mgmt

Dept.: Deptt of Science

The following Documents/Files are verified for the Academic Year 2022-23


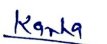

S.No	Files	Availability	Remarks/Suggestions
1.	• ExaminationManual	✓ YES /NO	
2.	• Examinationnotifications	✓ YES /NO	
3.	• Examinationtimetables	✓ YES /NO	
4.	• Invigilationdutiesfiles	✓ YES /NO	
5.	• Internaland externalquestionpapers	✓ YES /NO	
6.	• Pre-moderationfiles	✓ YES /NO	
7.	• Listofpapersettersforexternalexams	✓ YES /NO	
8.	• Normsfollowedforselectionof externalevaluators&examiners	✓ YES /NO	

9.	• Result declaration minutes of the meeting	✓ YES / NO	
10.	• Result Analysis for UG & PG	✓ YES / NO	
11.	• Number of Revaluation & Recounting applications received and change in Result	✓ YES / NO	
13.	• Procedure of Challenge Evaluation	✓ YES / NO	
14.	• MREC ACADEMICS and BET portal features related to examinations system	✓ YES / NO	
15.	• Bills for MREC ACADEMIC and BET portal	✓ YES / NO	
16.	• Examination Reforms	✓ YES / NO	
17.	• Malpractice Records	✓ YES / NO	
18.	• Graduation Records, AY wise List of Graduated student.	✓ YES / NO	

19.	• No. of outgoing/final year students year Wise	✓ YES/NO	
20.	• Number of students appeared in the examination conducted by the Institution, every AY	✓ YES/NO	
21.	• Regulation, Curriculum/Syllabus	✓ YES/NO	

Any other observation by the Inspection Committee

Name and Signature of the Auditor(s)

1. Aniket Sharma 
2. Karan Ram Saini 
3. Arunhar Sharma 


DEAN/HOD

IQACCELLAUDITREPORT

Academic Year: 2022-23

Dept: IQAC

Date:

Name of the IQAC Coordinator: Verified

Dr. Mukti Ka Ahaskar

by

1. Dr. Chanchal Sharma
2. Dr. Deepika Sharma
3. Dr. Himmit Jain

Dept. -Arts Dept

Dept. Science Dept

Dept. Science Dept

The following Documents/Files are available in all aspects

		Remarks/Suggestions
1. IQAC Composition	✓ YES / NO	_____
2. AQAR Reports (All Academic Year)	✓ YES / NO	_____
3. Previous NAAC SSR Reports	✓ YES / NO	_____
4. NAAC Certificates & Peer Team Reports	✓ YES / NO	_____
5. NBA Certificates & Peer Team Reports	✓ YES / NO	_____
6. IQAC Minutes of Meeting	✓ YES / NO	_____
7. Action Taken Reports for IQAC Minutes	✓ YES / NO	_____
8. BOS minutes copy of all department	✓ YES / NO	_____
9. All Policy Documents	✓ YES / NO	_____
10. Regulation-Curriculum-Syllabus Books	✓ YES / NO	_____
11. Previous Academic Audit Reports and its Compliance	✓ YES / NO	_____
13. Stock Audit Report & its Compliance	✓ YES / NO	_____

14. Recordsrelatedtoanyspecialstatusconferredby thecentral/stategovernment	✓ YES /NO	_____
15. RecordsrelatedtoDepartmentalcontributiontothe growth of College	✓ YES /NO	_____
16. QualityActionPlanfortheAYanditsoutcomes	✓ YES /NO	_____
17. ProgrammesorganizedthroughIQAC	✓ YES /NO	_____
18. StatutoryandNon-StatutoryCommitteeFiles	✓ YES /NO	_____
19. Allfeedbackforms	✓ YES /NO	_____
20. BestPracticesandInstitutionalDistinctiveness	✓ YES/NO	_____
21. MRECStrategicPlans	✓ YES /NO	_____
22. StudentSatisfactionSurvey	✓ YES /NO	_____

Comments

SignatureoftheIQAC
Coordinator

NameandSignatureoftheVerifyingMember

1. Dr. Chanchal Sharma CS
2. Dr. Deepika Sharma Dee
3. Dr. Nimit Jain NJ

INTERNAL AUDIT REPORT
(LIBRARY)

Academic Year: 2022-2023

Name of the Librarian: Lakesh Kumar

Name of Assistant Librarian: Mahaveen Prasad

Audited by (Name & Designation):

1. Kanka Ram Saini
2. Ankit Sharma
3. Anju Sharma

Dept.: Science

Dept.: Commerce

Dept.: Computers

The following Documents/Files are verified for the Academic Year _____

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

9.	• Best practices in Library	✓ YES / NO	
10.	•	YES / NO	
11.	• All display boards (college vision, mission)	✓ YES / NO	
13.	• E-Resources	✓ YES / NO	
14.	• Library Budget-proposed, sanctioned and utilized	✓ YES / NO	
15.	• Subscription copies	✓ YES / NO	
16.	• Stock verification reports for all AYs	✓ YES / NO	
17.	• Website updations & profiles of Librarians	✓ YES / NO	
18.	• Infrastructure - Xerox machines, water dispenser	✓ YES / NO	

19.	• Beautification of Library	✓ YES/NO	
20.	• No. of Readers enrolled during the year	✓ YES/NO	
21.	• Details of Books added in Academic Year	✓ YES/NO	
22.	• List of Books found Missing/Damaged during stock verification	✓ YES/NO	
23.	• List of Newspapers subscribed	✓ YES/NO	
24.	• List of Journals/Magazines subscribed	✓ YES/NO	
25.	• No. of Readers enrolled every academic Year	✓ YES/NO	
26.	• Details of Books added every academic Year	✓ YES/NO	
27.	• List of Books found Missing/Damaged during stock verification	✓ YES/NO	

Other Details

1. VisitorstotheLibrary

Average No. of Students per day visiting the library : 100

2. CirculationService

a.	AverageNo.ofbooksissuedtostudentsperday	200
b.	TotalNo.ofBookissued totheFaculty	
c.	No.ofsetsissuedtopoorstudents	50

3. Software&Hardwaredetails

a.	NameoftheSoftware	
b.	YearofPurchase	
c.	No.ofComputers available	
d.	TotalcollectionofCDs/DVDs	

AnyotherobservationbytheInspectionCommittee

NameandSignatureoftheAuditor(s)

1. Rana Ram Saini Rana
2. Ankit Sharma AK
3. Dr. Deepika Sharma Deep


LIBRARIAN

INTERNAL AUDIT REPORT
(NSS OFFICE)

Academic Year: _____

Name of the NSS Office: Ashish Mathur

Name of Assistant Officer: Arkit sharma

Audited by (Name & Designation):

1. Kanta Ram Saini

Dept.: Chemistry

2. Dr. Deepika Sharma

Dept.: Zoology

3. Msc Arkekh Gupta

Dept.: Management

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




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	

7	• Govt.Fundsreceivedand utilized	✓ YES /NO	
8.	• NSSCalendar	✓ YES /NO	
9.	• NSSCirculars	✓ YES /NO	

AnyotherobservationbytheInspectionCommittee

NameandSignatureoftheAuditor(s)


NSSOFFICER

1. Dr. Deepika sharma 
2. Dr. Rajeshwari Arora 
3. Anubhav sharma 

INTERNAL AUDIT REPORT
(Student Association Council)

Academic Year: 2022-23

Name of the SAC Coordinator: Braman Vyas

Audited by (Name & Designation):

- | | |
|-----------------------------|-----------------------------------------|
| 1. <u>Arkit Sharma</u> | Dept.: <u>Commerce & Management</u> |
| 2. <u>Chetanbhuji Gupta</u> | Dept.: <u>Computer Science</u> |
| 3. <u>Karika Ram Saini</u> | Dept.: <u>Chemistry</u> |

The following Documents/Files are verified for the Academic Year _____



S.No	Files	Availability	Remarks/Suggestions
1.	<ul style="list-style-type: none"> List of SAC clubs available 	<p>✓ YES /NO</p>	
2.	<ul style="list-style-type: none"> Club coordinators details-roles and responsibilities 	<p>✓ YES /NO</p>	
3.	<ul style="list-style-type: none"> Activities planned under different clubs Circular MoM, ATR 	<p>✓ YES /NO</p>	
4.	<ul style="list-style-type: none"> Students registration details for different clubs 	<p>✓ YES /NO</p>	
5.	<ul style="list-style-type: none"> Timetables 	<p>✓ YES /NO</p>	
6.	<ul style="list-style-type: none"> List of trainers with profile 	<p>✓ YES /NO</p>	

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

Any other observation by the Inspection Committee

Name and Signature of the Auditor(s)


DEAN/HOD

1. Dr. Deepika Sharma 
2. Dr. Rajeswari Arora 

**INTERNAL AUDIT REPORT
(GIRLS HOSTEL)**

Academic Year: 2022-2023

Name of the Warden : _____

Name of Assistant Warden: _____

Audited by (Name & Designation):

1. Swati Mehta
2. Ankush Gupta
3. Vanshi Kumawat

Dept.: Fine Arts

Dept.: Management

Dept.: Commerce

The following Documents/Files are verified for the Academic Year _____

S.No	Files	Availability	Remarks/Suggestions
1.	• Hostelwardendetailswithcontactdetails (Display Boards)	✓ YES /NO	
2.	• Hostelroomnumberwithdimension board.	✓ YES /NO	
3.	• Hostel manual (Roles and ResponsibilitiesofWarden,Procedure for fee payment, room allotment, maintenance, out pass format, disciplinaryactionsforviolatingrules, Do's&Don'ts)	✓ YES /NO	
4.	• Anti-Raggingdisplayboard	✓ YES /NO	
5.	• Hostelstudentregistration forms	✓ YES /NO	
6.	• StudentsEntry& Exit logbook	✓ YES/NO	
7.	• Visitors entrybook	✓ YES /NO	

8.	<ul style="list-style-type: none"> • Covidprecautionarystepstaken (Physically available) 	✓ YES /NO	
9.	<ul style="list-style-type: none"> • Hostelcommittee 	✓ YES /NO	
10.	<ul style="list-style-type: none"> • Minutesofthemeeting &ATR 	✓ YES /NO	
11.	<ul style="list-style-type: none"> • Wi-Fi Strength & Availability in all floors. (Wi-Fi Speed-Check Manually) 	✓ YES /NO	
12.	<ul style="list-style-type: none"> • Medical facility with residential nurse and Doctor visit weekly once-Register 	✓ YES /NO	
13.	<ul style="list-style-type: none"> • Availability of Fire Extinguishers at all floors, Dining Halls (Check the validity/ expiry) 	✓ YES /NO	Write the Expiry date here: _____
14.	<ul style="list-style-type: none"> • First Aid Box (Check the validity/ expiry) 	✓ YES /NO	<u>Physically check and give the list of items with Expiry</u>

15	• Sanitary napkin vending machines (Total Nos. Specifications)	✓ YES / NO	Count:
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Any other observation by the Auditors

Name and Signature of the Auditor(s)

WARDEN

1. Dr. Deepika Sharma Dee
2. Dr. Rajeshwari Arora Ra
3. Dr. Charudatta Sharma Ch

INTERNAL AUDIT REPORT
(COLLEGE CANTEEN)

Academic Year: 2022-23

Name of the Canteen Committee Head

Mr. Kama Ram Saini

Inspected by (Name & Designation):

1. Kama Ram Saini
2. Arkit Sharma
3. Arubhav Sharma

Dept.: Chemistry

Dept.: Commerce & Management

Dept.: Geography

The following are inspected and verified in the college canteen.

S.No	Facilities	Availability	Remark/Suggestions
1.	• Properofpestandinsectcontrol (Records if any?)	✓ YES /NO	
2.	• Proper garbage disposal and Garbage containers are washed and sanitized	✓ YES /NO	
3.	• Foodsafetycertificatewith validity date	✓ YES /NO	
4.	• Provisionofsoaporhandwash	✓ YES /NO	
5.	• AvailabilityofSanitizers	✓ YES /NO	
6.	• Glovesandheadgearforfood handlers	✓ YES /NO	
7.	• Cateringstafffollowgoodhand hygiene practices?	✓ YES/NO	
8.	• Cleanlinessofkitchenanddining premises	✓ YES /NO	

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 in practice	✓ YES / NO	
18.	• All small equipment and utensils, including cutting boards completely and deep cleaned regularly?	✓ YES / NO	

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. Ankit Sharma As
2. Karan Ran Saini Kar
3. Anubhav Sharma As

INTERNAL AUDIT REPORT
(OTHER GENERAL FACILITIES)

Academic Year: 2022-23

Name of the In-charge: Mr. Ankit Sharma

Audited by (Name & Designation):

1. Dr. Nimit Jain
2. Dr. Deepika Sharma
3. Dr. Charbel Sharma

Dept.: Science

Dept.: Science

Dept.: Arts

The following Documents/Files are verified for the Academic Year _____

S.No	Files	Availability	Remark (Availability for 2015-2021)
1.	<u>Sewage treatment plant</u> • Plant Capacity	✓ YES / NO	
2.	<u>Day care centre</u> • Kids Register, Toys	✓ YES / NO	
3.	<u>Water maintenance & ROT Tank</u> • Maintenance Register • Frequency of cleaning	✓ YES / NO	
4.	<u>Power Room</u> • Floor Insulation Sheet • Name Indicating Boards for every panels • EB Bills • Maximum Demand details Board, • Fire extinguisher • Generator Set Rating Boards • Delay time for generators • College Electrical Drawings • No. of LED Light fittings • No. of Street lights	✓ YES / NO	

5.	<p><u>Biogas Plant</u></p> <ul style="list-style-type: none"> • Plant Specification • Biogas Usage • Records, • Gas Production in terms of Units or liters per month • Waste disposal 	<p>✓ YES / NO</p>	
6.	<p><u>Solar plant</u></p> <ul style="list-style-type: none"> • Solar Energy Consumption, • Savings in Rupees Calculation, • Electricity Bills for 5 Years 	<p>✓ YES / NO</p>	
7.	<p><u>LED lights</u></p> <ul style="list-style-type: none"> • Total Count • Purchase bills 	<p>✓ YES / NO</p>	
8.	<p><u>Waiting hall for ladies (Rest)</u></p> <ul style="list-style-type: none"> • Total Nos. • Facilities available 	<p>✓ YES / NO</p>	
9.	<p><u>Ambulance & Healthcare</u></p> <ul style="list-style-type: none"> • Details of doctors visit • Ambulance Registration Number • Driver Contact details • Driver License 	<p>✓ YES / NO</p>	

	<ul style="list-style-type: none"> • RCBookCopy 		
10.	<p><u>Wastesegregationbin</u></p> <ul style="list-style-type: none"> • Count • Onwhatbassissegregationtakesplace • Frequencyof Disposal 	✓ YES /NO	
11.	<ul style="list-style-type: none"> • Rainwaterharvesting • Borewellrechargepits 	✓ YES /NO	
12.	Hybridvehicle	✓ YES /NO	
13.	<p><u>Bicyclesandparkinglots</u></p> <ul style="list-style-type: none"> • SeparatespaceforCar,Bike,Cycle (Indication Board) AdequateorNot 	✓ YES /NO	
14.	<ul style="list-style-type: none"> • Green Audit, Energy Audit, EnvironmentalAuditreports(Allyears) 	✓ YES/NO	
15.	<ul style="list-style-type: none"> • ISOAuditreports 	✓ YES/NO	
16.	<ul style="list-style-type: none"> • Facilities for Physically challenged people(Wheelchair,walkingaidsand wash rooms) 	✓ YES/NO	
17.	<ul style="list-style-type: none"> • SeminarHallsforAllDepartment 	✓ YES/NO	

18.	• Projector&SystemsinAllClassRooms	✓ YES/NO	
19.	• Podiuminall classroom	✓ YES/NO	

AnyotherobservationbytheAuditors

NameandSignatureoftheAuditor(s)

1. Arkit Sharma As
2. Karthi Rana Saini Kals
3. Anush Rupta Adus

[Signature] **SignatureoftheIn-charges**