



ST. WILFRED'S COLLEGE OF ARTS, COMMERCE & SCIENCE

(Affiliated to Mumbai University)

Opp. Ayush Resort, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Navi Mumbai-410206
Ph. No. +91-8655678500, 9699825148 • College Code 1033 • E-mail: stwilfred.acs@gmail.com • website : www.stwilfreds.org

Academic and Administrative Audit Report



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Preface

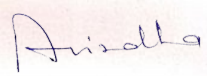
This Manual on Academic and Administrative Audit is aimed at encouraging the departments /programs/cells/committees to monitor and evaluate their institutional processes which require a carefully structured system of internal and external review. Academic and Administrative Audit (AAA), are very essential 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.


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VISION OF THE INSTITUTE

Where the mind without fear were the head is held high!

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.*



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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

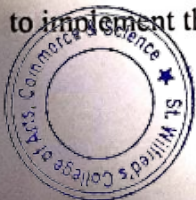
It can be defined as a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments, control of the overall administrative system etc

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 the 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



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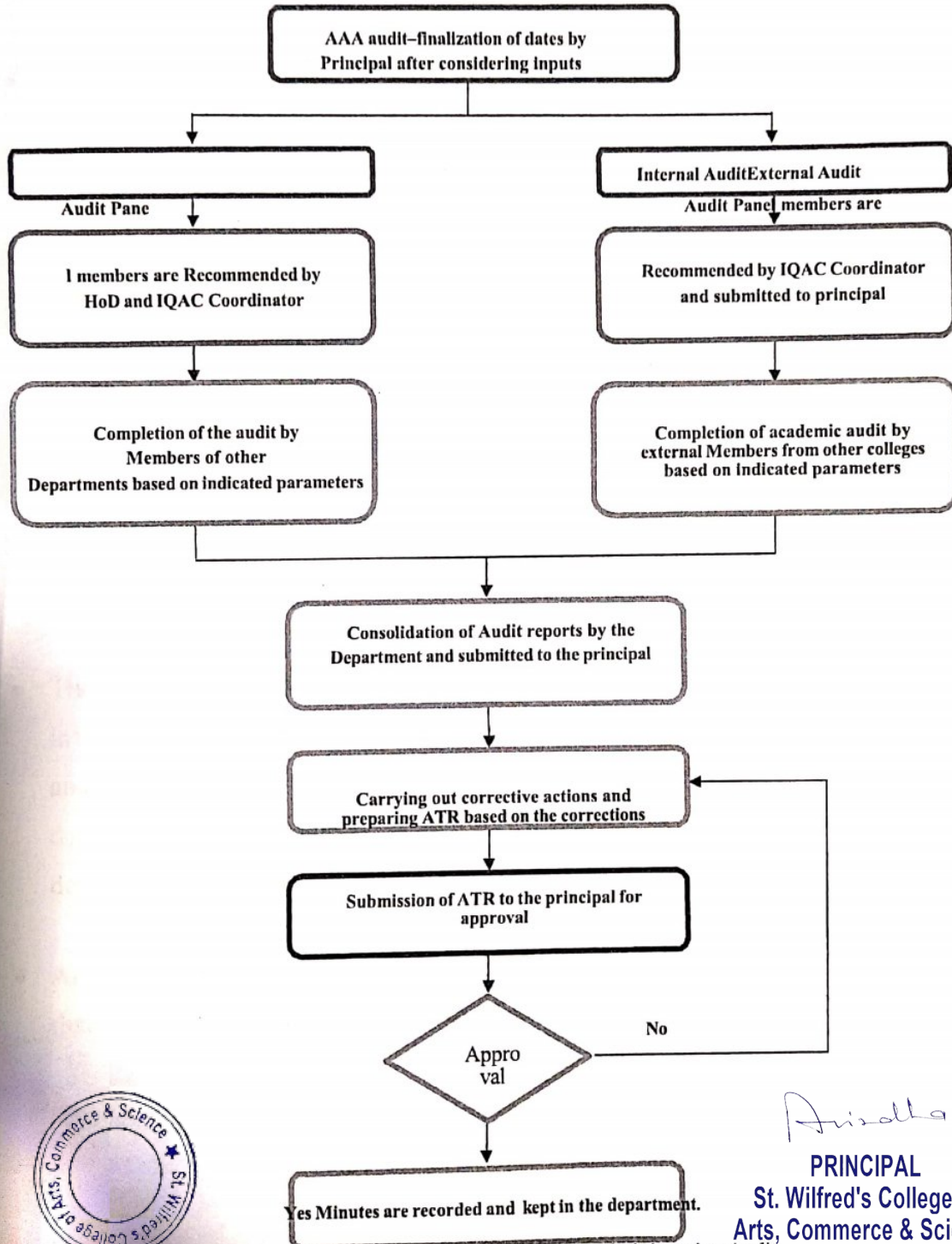


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AAA AUDIT FLOW CHART



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Fig. Process Flow Chart of Academic and Administrative Audit

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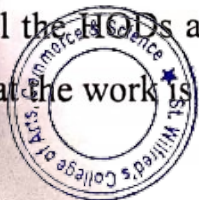
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ANNUAL INSTITUTIONAL AUDIT

- 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 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 activity so that the work is completed well with in time.




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INTERNAL AUDIT REPORT

FORMATS



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Academic Department Audit Forms



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DEPARTMENT VERIFICATION REPORT

Academic Year : 2022-2023

Dept: Science

Date 05/03/2023

Verified by

1. Dr. Heta Bisai
2. Dr. Kuldeep Singh
3. Dr. Ranjana Joshi

Dept. Humanities

Dept. Commerce

Dept. computer sci & IT

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



[Signature]
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1. Copy of Regulations, Curriculum and Syllabus

Regulation Book No.	Availability (YES/NO)
SWACS-03	Yes
SWALS-05	Yes
SWACS-09	Yes
SWACS-11	Yes

2. Details of Major revisions carried out in each BoS attached

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 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	<i>Arizalho</i>
10	Details of Faculty achievements	✓ YES/NO	PRINCIPAL St. Wilfred's College of Arts, Commerce & Science

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SN	Check List	Availability	Remarks (Write your observation)
1	Faculty Research Publication with Citation Index and h-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	<i>Arizalho</i>
15	Details of funded research projects	✓ YES/NO	PRINCIPAL St. Wilfred's College of Arts, Commerce & Science
16	Department research meeting minutes	✓ YES/NO	

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ACADEMICS RELATED			
SN	Check List	Availability	Remarks (Write your observation)
1	Course Materials Prepared by the Faculty	YES /NO	
2	Sample Question papers of Mid Examinations	YES/ NO	
3	Sample Assignment Papers	YES/NO	
4	Sample Tutorial Questions and Answers	YES/NO	
5	Student Project Files (Constitution of PRC, Circulars)	YES/NO	
6	Sample Project Reports (UG & PG)	YES/NO	
7	Bridge and remedial classes (Time-Table, Attendance)	YES /NO	
8	Course Monitoring Committee (CMC) File	YES /NO	
9	Internal Marks	YES /NO	
10	Sample Lab Record note books	YES/NO	
11	Stock Registers and Lab manuals	YES/NO	
12	List of Experiments for each lab	YES /NO	
13	Details of Lab utilization	YES/NO	
14	Sample Course Files	YES /NO	
15	Results Analysis (last 5years)	YES/NO	



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PLACEMENT AND CAREER GUIDANCE			
SN	Check List	Availability	Remarks (Write your observation)
1	Placement File (Department) with offer letters and Appointment orders	<u>YES/NO</u>	
2	List of core companies visited	<u>YES/NO</u>	
3	List of training and career guidance programmes offered	<u>YES/NO</u>	

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



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ALUMNI			
SN	Check List	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	Check List	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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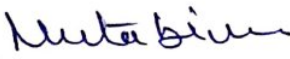


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Observations / Comments/ Suggestions

All The documents & file available and
verified.


Signature of the HOD
(Concerned department)

Name and Signature of the Verifying Member

1. 
2. 
3. 




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INTERNAL AUDIT REPORT OF INDIVIDUAL COURSE

Academic Year : 2022-23

DEPARTMENT OF Science

Academic Audit form for Individual Courses

Date(s) of Audit : 12/02/23
Name of the Auditor : Dr. Kuldeep Singh
Designation : Professor

Sn. No	Audit Description	Remarks
1	Academic Year & Semester	2022-23 2022-23
2	Course Code & Name	B.Sc.
3	Course offered for (Year/Semester)	B.Sc. Sem I
4	Name of the Course Coordinator	Ms. Aparna More
5	Name(s) of the Faculty members teaching the course.	Ms. Aparna More, Dr. Sarita Gawai, Dr. Mohan
6	Qualification & Specification	M.Sc. Ph.D,
7	Designation	Assistant Professor
8	Experience (in Years & Months)	7 years
9	How many times the same course is handled by the faculty member	3
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 measurable outcome?	Yes/No



Arishtha

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15	Quality of COs mapping with appropriate RBT level (Please Tick)	<ul style="list-style-type: none"> • Excellent • Very Good ✓ • Adequate • Not Standard
16	Quality of COs 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 COs 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 COs in %	<ul style="list-style-type: none"> • CO1: Target- , Att: 100 ✓ • CO2: Target- , Att: 80 • CO3: Target- , Att: 90 • CO4: Target- , Att: 95 • CO5: Target- , Att: 95
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

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Observations / Comments/ Suggestions:

All the documents, files, notes, lesson plan and results found excellent.

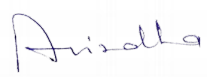

HOD


Course Coordinator


Name and Signature of the Auditor(s)

- 1.
- 2.
- 3.




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STOCK VERIFICATION REPORT

Academic Year : 2022-23

Name of the Facility/lab: Chemistry lab Date: 27/04/2023

Name of the In-charge: Dr. Sarita D. Gowas

Verified by (Name & Designation):

1. Dr. Mohan Galande

Dept.: Science

2. Dr. Sashi

Dept.: Humanities

3. Dr. Madhan Mathur

Dept.: Commerce

SLNo.	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

All the stock of chemistry lab checked and verified

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. *Prabhat M. Sahi*
Madhur

Anisatha
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[Signature]
Signature of the In-charge

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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: 05/03/23

Name/Type of the Audit: Internal Audit

Name & Designation of Audit/Verification Team :

1. Dr. Meeta Birau
2. Dr. Kuldeep Singh
3. Dr. Ranjan Joshi

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.				



Ranjan Joshi
PRINCIPAL
5/03/23
PRINCIPAL

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Central Facility Audit Forms



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TRAINING & PLACEMENT CELL INTERNAL AUDIT REPORT

Academic Year : 2022-2023

Date: 17/05/2023

Dept: T&P Cell

Name of TPO :

Audited by

1. Ms. Supriya Kumbale
2. Ms. Tejasya Patil
3. Ms. Anjali Patil

Dept. comp & IT
 Dept. management
 Dept. Humanities

The following Documents / Files are verified for the Academic Year starting from 2018 to 2023

S.No	Files	Availability	Remark
1.	• Vision & Mission of T&P Cell	✓ YES / NO	
	• Roles & Responsibilities	✓ YES / NO	<i>Anisalla</i>



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3.	• Activities Carried Out by the placement cell – With Proof	<input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	
4.	• Placement Brochure	<input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	
5.	• Placement Policy	<input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	
6.	• Placement Department Staff – Profile	<input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	
7.	• Facilities Provided to Recruiters	<input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	
8.	• Details of training & Career Development Programs organized by Training and Placement Cell	<input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	
	• Student database (UG & PG) for all AYs	<input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	 <p>PRINCIPAL St. Wilfred's College of Arts, Commerce & Science</p>

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10.	• Letters for Correspondence with companies	YES / NO	
11.	• Details of companies visited our campus for placement purpose.	YES / NO	
13.	• On-campus placement drives conducted	YES / NO	
14.	• Visitors Book	YES / NO	
15.	• Recruiter's Feedback	YES / NO	
16.	• Details of Pool campus Drive Organized No. of colleges attended, No. of Students Participated, List of companies visited, No. of offers, etc.,	YES / NO	



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17.	• Off-Campus Placement drives details.	<input checked="" type="checkbox"/> YES / NO	
18.	• List of Students Registered for Placement	<input checked="" type="checkbox"/> YES / NO	
19.	• List of students placed year wise, department wise every AY	<input checked="" type="checkbox"/> YES / NO	
20.	• List of offers year wise, department wise every AY	<input checked="" type="checkbox"/> YES / NO	
21.	• List of Students with Highest & Average Package Offers	<input checked="" type="checkbox"/> YES / NO	
22.	• Placement Meeting Minutes	<input checked="" type="checkbox"/> YES / NO	<i>Anisalla</i>
23.	• MOEs and Tie-ups for Training	<input checked="" type="checkbox"/> YES / NO	PRINCIPAL St. Wilfred's College of Arts, Commerce & Science



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24.	• Initiatives taken for not placed students	<input checked="" type="checkbox"/> YES / NO	
25.	• List of Training programs conducted (soft skills, technical training)	<input checked="" type="checkbox"/> YES / NO	
26	• Annual Placement Report	<input checked="" type="checkbox"/> YES / NO	

Major Observations / Deviations

Signature of the TPO



Name and Signature of the Verifying Member

1. Ms. Supriya Kenble Kaulise
2. Ms. Tabasya Patil
3. Ms. Anjali Patil

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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.	• Vision & Mission of R&D Cell	✓ YES / NO	
2.	• R&D Cell's Roles & Responsibilities	✓ YES / NO	
3.	• R&D Budget Proposed, Sanctioned and Utilized	✓ YES / NO	
4.	• R&D Policy, Seed Money Policy	✓ YES / NO	
5.	• Seed Money Applications and Shortlisted Applicants list every AY	YES / NO	
6.	Projects completed through Seed Money Grant	YES / NO	
7.	Research Grants Applied	YES / NO	
8.	Research Projects Sanctioned	YES / NO	

[Signature]
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		YES / NO	
9.	Projects Completed	YES / NO	
10.	• Ongoing Research Projects	YES / NO	
11.	• Conferences organized	✓ YES / NO	
13.	• Equipment available for Research	✓ YES / NO	
14.	• Software available for Research	✓ YES / NO	
15.	• Proof for Research Methodology Course Work in Curriculum	✓ YES / NO	
16.	• Ongoing Consultancy Projects	YES / NO	
17.	• Consultancy Projects Completed & Ongoing	YES / NO	
18.	• R&D Minutes of Meeting (MoM)	YES / NO	



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Any other observation by the Inspection Committee



	Journal Publications (Latest updated Citations and h-index for Scopus & h-index)	YES / NO
20.	• R&D Incentives given to faculty for their research contribution	
21.	• Activities Carried Out by the R&D Cell	<input checked="" type="checkbox"/> YES / NO
22.	• Patents, books, book chapter, conference publications	<input checked="" type="checkbox"/> YES / NO

DEAN/HOD

Name and Signature of the Auditor(s)

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INTERNAL AUDIT REPORT (EXAM CELL)

Academic Year : 2022-23

Name of the COE : _____

Name of Deputy COE: Mr. Sagal yashwant Rao

Audited by (Name & Designation):

Date: 16/10/2022

1. Dr Jaishree
2. Dr Nidhi
3. Ms. Swati sharma

Dept.: _____

Dept.: _____

Dept.: _____

The following Documents / Files are verified for the Academic Year 2021-22



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Files	Availability	Remarks / Suggestions
1. • Examination Manual	✓ YES / NO	
2. • Examination notifications	✓ YES / NO	
3. • Examination timetables	✓ YES / NO	
4. • Investigation duties files	✓ YES / NO	
5. • Internal and external question papers	✓ YES / NO	
• Pre-moderation files	✓ YES / NO	
• List of paper setters for external exams	✓ YES / NO	
• Norms followed for selection of external evaluators & examiners	✓ YES / NO	

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9.	Result declaration minutes of the meeting	YES / NO	
10.	Result Analysis for UG & PG	<input checked="" type="checkbox"/> YES / NO	
11.	Number of Revaluation & Recounting applications received and change in Result	YES / NO	
13.	Procedure of Challenge Evaluation	YES / NO	
14.	MRECADEMIC and BET portal features related to examination system	YES / NO	
15.	Bills for MRECADEMIC and BET portal	YES / NO	
16.	Examination Reforms	YES / NO	
17.	Malpractice Records	<input checked="" type="checkbox"/> YES / NO	
18.	Graduation Records, AY wise List of Graduated student.	<input checked="" type="checkbox"/> YES / NO	

Principal
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Sl. No.	Particulars	YES / NO	Remarks
20.	No. of outgoing/ final year students year Wise • Number of students appeared in the examination conducted by the Institution, every AY	<input checked="" type="checkbox"/> YES / NO	
21.	• Regulation, Curriculum/ Syllabus	<input checked="" type="checkbox"/> YES / NO	

Any other observation by the Inspection Committee

Name and Signature of the Auditor(s)

DEAN/HOD

Rinella

Dr. Jai shree
P. Nidhi
Mrs. Swati shama

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IQAC CELL AUDIT REPORT

Academic Year : 2022-23

Dept: IQAC

Date: 13/03/23

Name of the IQAC Coordinator : Ms. Nikita Bahaley

Verified by

1. Dr. Meeta Birai
2. Mr. B.S. Bonsode
3. Mr. Monoj Yadav

Dept. Humanities
Dept. Humanities
Dept. science

The following Documents / Files are available in all aspects

Remarks / Suggestions

	YES / NO	Remarks / Suggestions
1. IQAC Composition	<input checked="" type="checkbox"/> YES / NO	
2. AQAR Reports (All Academic Year)	<input checked="" type="checkbox"/> YES / NO	
3. Previous NAAC SSR Reports	<input checked="" type="checkbox"/> YES / NO	
4. NAAC Certificates & Peer Team Reports	<input checked="" type="checkbox"/> YES / NO	
5. NBA Certificates & Peer Team Reports	<input checked="" type="checkbox"/> YES / NO	
6. IQAC Minutes of Meeting	<input checked="" type="checkbox"/> YES / NO	
7. Action Taken Reports for IQAC Minutes	<input checked="" type="checkbox"/> YES / NO	
8. BOS minutes copy of all department	<input checked="" type="checkbox"/> YES / NO	
9. All Policy Documents	<input checked="" type="checkbox"/> YES / NO	
10. Regulation- Curriculum-Syllabus Books	<input checked="" type="checkbox"/> YES / NO	
11. Previous Academic Audit Reports and its Compliance	<input checked="" type="checkbox"/> YES / NO	<u>Prisatha</u> PRINCIPAL St. Wilfred's College of Arts, Commerce & Science
13. Stock Audit Report & its Compliance	<input checked="" type="checkbox"/> YES / NO	

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14. Records related to any special status conferred by the central/ state government	YES/NO ✓	
15. Records related to Departmental contribution to the growth of College	YES/NO ✓	
16. Quality Action Plan for the AY and its outcomes	YES/NO ✓	
17. Programmes organized through IQAC	YES/NO ✓	
18. Statutory and Non-Statutory Committee Files	YES/NO ✓	
19. All feedback forms	YES/NO ✓	
20. Best Practices and Institutional Distinctiveness	YES/NO ✓	
21. MREC Strategic Plans	YES/NO ✓	
22. Student Satisfaction Survey	YES/NO ✓	

Comments



Signature of the IQAC
Coordinator

Arizalho

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Name and Signature of the Verifying Member

1. *Monyyedor*
2. *Bonsede*

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INTERNAL AUDIT REPORT (LIBRARY)

Academic Year : 2022-23

Name of the Librarian : Ms. Rohini Name of Assistant Librarian: _____

Audited by (Name & Designation):

1. Ms. Subriya Kamble Dept.: CS&IT
2. Ms. Anjali Patil Dept.: Humanities
3. Dr. Renjana. Dept.: CS&IT

The following Documents / Files are verified for the Academic Year 2021-2022

Aniltha

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Files	Availability	Remarks / Suggestions
Library management systems (ILMS)	✓ YES / NO	
• Footfalls and Login data for online access register	✓ YES / NO	
• Bills, Invoices	✓ YES / NO	
• Physical Resources (books, journals, etc.)	✓ YES / NO	
• Accession register	✓ YES / NO	
• Central Library timetable	✓ YES / NO	
• Digital Library & its log book	YES / NO	
• Rare books	YES / NO	

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		YES / NO
10.	• Best practices in Library	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
	• Stock verification reports for all AYs	YES / NO
	• Website updations & profiles of Librarians	YES / NO
	• Infrastructure- Xerox machines, water dispenser	YES / NO

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	✓ YES / NO	
		
20.	✓ YES / NO	No. of Readers enrolled during the year
21.	✓ YES / NO	<ul style="list-style-type: none"> Details of Books added in Academic Year
22.	✓ YES / NO	<ul style="list-style-type: none"> List of Books found Missing/Damaged during stock verification
23.	✓ YES / NO	<ul style="list-style-type: none"> List of Newspapers subscribed
24.	✓ YES / NO	<ul style="list-style-type: none"> List of Journals/ Magazines Subscribed
25.	✓ YES / NO	<ul style="list-style-type: none"> No. of Readers enrolled every academic Year
26.	✓ YES / NO	<ul style="list-style-type: none"> Details of Books added every academic Year
27.	✓ YES / NO	<ul style="list-style-type: none"> List of Books found Missing/Damaged during stock verification

Principal
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Visitors to the Library

Average No. of Students per day visiting the library: 238

2. Circulation Service

a.	Average No. of books issued to students per day	98
b.	Total No. of Book issued to the Faculty	30
c.	No. of sets issued to poor students	15

3. Software & Hardware details

a.	Name of the Software	E Ganthalya, Scholar ERP
b.	Year of Purchase	2021
c.	No. of Computers available	10
d.	Total collection of CDs/DVDs	138

Any other observation by the Inspection Committee

LIBRARIAN

Principal and Signature of the Auditor(s)

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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 _____

Arizal

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S.No	Files	Availability	Remark / Suggestions
1.	• Vision and Mission for CoE	YES / NO	
2.	• Brochure/Calendar for CoE	YES / NO	
3.	• List of centers available with description	YES / NO	
4.	• List of Equipments procured with bills, invoices, stock registers	YES / NO	
5.	• Timetables and Attendance	YES / NO	
6.	• List of programs conducted with all relevant details & proofs	YES / NO	
7.	• Profile of staff working in CoE	YES / NO	
8.	• Outcomes/achievements out of CoE	YES / NO	

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any other observation by the Inspection Committee

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

Name and Signature of the Auditor(s)

DEAN/ROD

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INTERNAL AUDIT REPORT (SPORTS FACILITIES)

Academic Year: 2022-23

Name of the PD : Mr. Aporev. Agsawa

Name of APD: _____

Audited by (Name & Designation):

- Dr. Mohan Gelande
- Dr. Madhav Mathur
- Mr. Vijay Singh

Dept.: Science
Dept.: Commerce
Dept.: Commerce

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

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Files	Availability	Remarks / Suggestions
1. Physical directors details with roles and responsibilities	✓ YES / NO	
2. List of prizes, awards received by students with proofs	✓ YES / NO	
3. List of equipments available in Gymnasium with Bills, invoices, stock registers	✓ YES / NO	
4. College Sports committee & Minutes of the meeting files	✓ YES / NO	
5. List of sports events/competitions organized	✓ YES / NO	
6. List of sports equipment available	✓ YES / NO	
7. Bills / Invoices	✓ YES / NO	
8. Stock Registers & Consumable Register	✓ YES / NO	

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	✓ YES / NO	
	✓ YES / NO	Maintenance Register
10.	✓ YES / NO	• Student Log books
11.	✓ YES / NO	• Student Attendance Register
12.	✓ YES / NO	• Budget proposed, sanctioned and utilized
13.	✓ YES / NO	• Sports timetable
14.	✓ YES / NO	• List of Indoor Games
15.	✓ YES / NO	• Equipment Utilization Register
	✓ YES / NO	Display boards with photos of major achievements
	✓ YES / NO	Events conducted for Teaching and Non-Teaching Staff



[Signature]
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Any other observation by the Inspection Committee

Name and Signature of the Auditor(s)

1. *Bechan*

2. *Bechan*

3. *Bechan*

Bechan

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Bechan
BEAN/HOD

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INTERNAL AUDIT REPORT (NSS OFFICE)

Academic Year : 2022-23

Name of the NSS Office: Heetu Sharma

Name of Assistant Officer: _____

Audited by (Name & Designation):

1. Ms. Rayshree Makhe
2. Ms. Swati Sharma
3. Mr. Vijay Singh

Dept.: CSSPT

Dept.: _____

Dept.: Commerce

The following Documents / Files are verified for the Academic Year starting from 2021 to 2022



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Files	Availability	Remark / Suggestions
Approval letters from Govt./JNTU	YES / NO	
• Program officers details	<input checked="" type="checkbox"/> YES / NO	
• Roles and responsibilities of program officers	<input checked="" type="checkbox"/> YES / NO	
• List of NSS Volunteers and their ID cards	<input checked="" type="checkbox"/> YES / NO	
• List of Villages adopted with Proofs	<input checked="" type="checkbox"/> YES / NO	
• List of NSS activities conducted, Reports with photos, AY wise List of awards (students/faculty/college) for social service activities	<input checked="" type="checkbox"/> YES / NO	

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INTERNAL AUDIT REPORT

(Student Association Council)

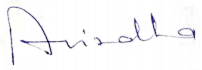
Academic Year : 2022-23

Name of the SAC Coordinator: Mr. Sagar yashwantao

Audited by (Name & Designation):

- | | |
|------------------------------|---------------------------|
| 1. <u>Dr. Mohan Galande</u> | Dept.: <u>Science</u> |
| 2. <u>Dr. Radhavi Mathur</u> | Dept.: <u>Commerce</u> |
| 3. <u>Dr. Ranjana</u> | Dept.: <u>CS & IT</u> |

The following Documents / Files are verified for the Academic Year 2021-22


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

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

Any other observation by the Inspection Committee

R. S. Jadhav
DEAN/HOD

Name and Signature of the Auditor(s)

1. *Dr. Mohan Gelande*
PRINCIPAL
St. Wilfred's College of Arts, Commerce & Science
2. *Dr. Anandhav Mather*

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INTERNAL AUDIT REPORT (BOYS HOSTEL)

Academic Year : 2022-23

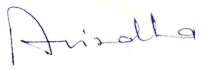
Name of the Warden : Mr. Rupesh patil Name of Assistant Warden: _____

Audited by (Name & Designation):

1. Mr D.s. Bonselde
2. Mr. Ranooj yadav
3. Mr Vijay Singh

Dept.: Humanities
Dept.: Science
Dept.: Commerce

The following Documents / Files are verified for the Academic Year 2021-22


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S.No	Files	Availability	Remarks / Suggestions
1.	<ul style="list-style-type: none"> Hostel warden details with contact details (Display Boards) 	<input checked="" type="checkbox"/> YES / NO	
2.	<ul style="list-style-type: none"> Hostel room number with dimension board. 	<input checked="" type="checkbox"/> YES / NO	
3.	<ul style="list-style-type: none"> Hostel manual (Roles and Responsibilities of Warden, Procedure for fee payment, room allotment, maintenance, out pass format, disciplinary actions for violating rules, Do's & Don'ts) 	<input checked="" type="checkbox"/> YES / NO	
4.	<ul style="list-style-type: none"> Anti-Ragging display board 	<input checked="" type="checkbox"/> YES / NO	
5.	<ul style="list-style-type: none"> Hostel student registration forms 	<input checked="" type="checkbox"/> YES / NO	
6.	<ul style="list-style-type: none"> Student Entry & Exit log book 	<input checked="" type="checkbox"/> YES / NO	
7.	<ul style="list-style-type: none"> Visitors entry book 	<input checked="" type="checkbox"/> YES / NO	

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			✓ YES / NO	
	<ul style="list-style-type: none">• Covid precautionary steps taken (Physically available)		✓ YES / NO	
9.	<ul style="list-style-type: none">• Hostel committee		✓ YES / NO	
10.	<ul style="list-style-type: none">• Minutes of the meeting & 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	
	<ul style="list-style-type: none">• First Aid Box (Check the validity / expiry)		✓ YES / NO	List of Items with Expiry 17/2/24

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14.	<ul style="list-style-type: none"> • Availability of Fire Extinguishers at all floors, Dining Halls (Check the validity / expiry) 	<input checked="" type="checkbox"/> YES / NO	Write the Expiry date here: <u>10/05/2025</u>
-----	---	--	---

Any other observation/ Recommendations by the Auditors

Name and Signature of the Auditor(s)


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 Signature of Warden

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INTERNAL AUDIT REPORT (GIRLS HOSTEL)

Academic Year : 2022-23

Name of the Warden : Ms. Poozali Mali Name of Assistant Warden: _____

Audited by (Name & Designation):

1. Dr. Jaishree Dept.: Science
2. Dr. Neeta Birai Dept.: Humanities
3. Ms. Nikita Bahale Dept.: CS & IT

The following Documents / Files are verified for the Academic Year 2022/2023

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Files	Availability	Remarks / Suggestions
Hostel warden details with contact details (Display Boards)	✓ YES / NO	
2. Hostel room number with dimension board.	✓ YES / NO	
3. Hostel manual (Roles and Responsibilities of Warden, Procedure for fee payment, room allotment, maintenance, out pass format, disciplinary actions for violating rules, Do's & Don'ts)	✓ YES / NO	
4. Anti-Ragging display board	✓ YES / NO	
5. Hostel student registration forms	✓ YES / NO	
6. Students Entry & Exit log book	✓ YES / NO	
7. Visitors entry book	✓ YES / NO	

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	Covid precautionary steps taken (Physically available)	YES / NO	
9.	• Hostel committee	<input checked="" type="checkbox"/> YES / NO	
10.	• Minutes of the meeting & ATR	<input checked="" type="checkbox"/> YES / NO	
11.	• Wi-Fi Strength & Availability in all floors. (Wi-Fi Speed - Check Manually)	<input checked="" type="checkbox"/> YES / NO	
12.	• Medical facility with residential nurse and Doctor visit weekly once - Register	<input checked="" type="checkbox"/> YES / NO	
13.	• Availability of Fire Extinguishers at all floors, Dining Halls (Check the validity / expiry)	<input checked="" type="checkbox"/> YES / NO	Write the Expiry date here: 10/05/2025
14.	• First Aid Box (Check the validity / expiry)	<input checked="" type="checkbox"/> YES / NO	Physically check and give the list of Items with Expiry 17/2/24

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	YES / NO	Count:
• Sanitary napkin vending machines (Total Nos, Specifications)		

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Any other observation by the Auditors

Name and Signature of the Auditor(s)

Mali
WARDEN

1. *Jaisure*
2. *Meeta bami*
3. *N.S.S.*

Arizalho
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INTERNAL AUDIT REPORT (ADMIN SECTION-OFFICE)

Academic Year 2022-2023

Name of the Admin Officer:

Mr. Dshwal

Audited by (Name & Designation):

1. Mr. Sager yashwonisao
2. Mr. Sawabhu
3. Ms. Rajshree. Mathur

Dept.: CS&IT

Dept.:

Dept.: CS&IT

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"> Admission Files 	<input checked="" type="checkbox"/> YES / NO	
2.	<ul style="list-style-type: none"> Admission policy Management quota admission committee Procedures followed in admitting MQ Students/ Policy 	<input checked="" type="checkbox"/> YES / NO	
3.	<ul style="list-style-type: none"> Faculty Profiles (Offer letter, Appointment order 	<input checked="" type="checkbox"/> YES / NO	
4.	<ul style="list-style-type: none"> Scholarship files 	<input checked="" type="checkbox"/> YES / NO	
5.	<ul style="list-style-type: none"> List of non-teaching staff with designation 	<input checked="" type="checkbox"/> YES / NO	
6.	<ul style="list-style-type: none"> Joining report, Internal promotion letters, Increment letters, Xerox copies of Certificates) Salary Statements 	<input checked="" type="checkbox"/> YES / NO	

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	Sample Performance Appraisal	YES / NO
9.	• Central Budget file- proposed, sanctioned and utilized	<input checked="" type="checkbox"/> YES / NO
10.	• Student details AY wise/ Department wise	<input checked="" type="checkbox"/> YES / NO
11.	• Land documents and Tax paid receipts	<input checked="" type="checkbox"/> YES / NO
13.	• All accreditation & affiliation files	<input checked="" type="checkbox"/> YES / NO
14.	• AICTE zero deficiency reports	YES / NO
15.	• All facilities/infra maintenance records	<input checked="" type="checkbox"/> YES / NO
16.	• Staff Selection Committee Files	<input checked="" type="checkbox"/> YES / NO
17.	• Fee structure	<input checked="" type="checkbox"/> YES / NO

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(Affiliated to Mumbai University)

Opp. Axush Resort, Near Shedung Toji Plaza, Old Mumbai-Pune Highway, Panvel, Navi Mumbai-410206
Ph: No. 91-8655678500, 9699625148 • College Code 1033 • E-mail: stwilfred.acs@gmail.com • website : www.stwilfreds.org



	Finance Committee Meeting - Minutes	YES / NO	
19.	• e-governance file	YES / NO	

Any other observation by the Inspection Committee

Name and Signature of the Auditor(s)

Signature of Admin

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INTERNAL AUDIT REPORT (COLLEGE CANTEEN)

Academic Year : 2022-23

Name of the Canteen Committee Head

Mrs. Rajkumar

Inspected by (Name & Designation):

1. Dr. Neeta Birari
2. Mr. Monoj Yadav
3. Ms. Swati Shinde

Dept.: Humanities

Dept.: _____

Dept.: _____

The following are inspected and verified in the college canteen.

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Facilities	Availability	Remark/ Suggestions
1. • Proper of pest and insect control (Records if any?)	✓ YES / NO	
2. • Proper garbage disposal and Garbage containers are washed and sanitized	✓ YES / NO	
3. • Food safety certificate with validity date	✓ YES / NO	
4. • Provision of soap or hand wash	✓ YES / NO	
5. • Availability of Sanitizers	✓ YES / NO	
6. • Gloves and head gear for food handlers	✓ YES / NO	
• Catering staff follow good hand hygiene practices?	✓ YES / NO	
• Cleanliness of kitchen and dining premises	✓ YES / NO	

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	<ul style="list-style-type: none"> • Display of rate cards 	✓ YES / NO	
10.	<ul style="list-style-type: none"> • Proper functionality and cleanliness of cold storage and heating units 	✓ YES / NO	
11.	<ul style="list-style-type: none"> • RO drinking water 	✓ YES / NO	
13.	<ul style="list-style-type: none"> • Use of Bio-Gas 	YES / NO	
14.	<ul style="list-style-type: none"> • Feedback notebook 	✓ YES / NO	
15	<ul style="list-style-type: none"> • Action taken for feedback 		
16.	<ul style="list-style-type: none"> • Canteen committee minutes of meeting 	✓ YES / NO	
17.	<ul style="list-style-type: none"> • Plastic free service zone is in practice 	✓ YES / NO	
18.	<ul style="list-style-type: none"> • All small equipment and utensils, including cutting boards completely and deep cleaned regularly? 	✓ YES / NO	
	<ul style="list-style-type: none"> • Availability of electronic payment facility. 	✓ YES / NO	

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any other observation by the Inspection Committee

Food quality is good & proper hygiene maintained

Name and Signature of the Auditor(s)

1. Neeta
 2. Yash
 3. Swati
- PRINCIPAL
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Komal
Canteen Committee Head

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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.	Advance deposits and caution deposit files		
16.	Concession of fees 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, sports 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



Name and Signature of the Auditors

Signature of the Finance Officer

PRINCIPAL

St. Wilfred's College of
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Director/Principal

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	Files	Availability	Remark (Availability for 2015-2021)
1.	<u>Sewage treatment plant</u> • Plant Capacity	YES / NO	
2.	<u>Daycare centre</u> • Kids Register, Toys	YES / NO	
3.	<u>Water maintenance & RO 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	

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

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	<ul style="list-style-type: none">RC Book Copy		
	<u>Waste segregation bin</u>		
10.	<ul style="list-style-type: none">CountOn what basis segregation takes placeFrequency of Disposal	YES / NO	
11.	<ul style="list-style-type: none">Rainwater harvestingBore well recharge pits	YES / NO	
12.	Hybrid vehicle	YES / NO	
	<u>Bicycles and parking lots</u>		
13.	<ul style="list-style-type: none">Separate space for Car, Bike, Cycle (Indication Board) Adequate or Not	YES / NO	
14.	<ul style="list-style-type: none">Green Audit, Energy Audit, Environmental Audit reports (All years)	YES / NO	
15.	ISO Audit reports	YES / NO	
16.	Facilities for Physically challenged people (Wheel chair, walking aids and wash rooms)	YES / NO	
17.	<ul style="list-style-type: none">Seminar Halls for All Department	YES / NO	

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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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	Projector & Systems in All Class Rooms	YES / NO
19.	• Podium in all class room	YES / NO

Any other observation by the Auditors

Name and Signature of the Auditor(s)

Signature of the In-charges

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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.: _____

SLNo.	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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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.				



Principal
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Institutional Committees Audit Forms



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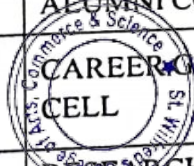
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ALL COLLEGE COMMITTEES – MEETING FREQUENCY

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	OBC Cell	
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



Principals
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18	INDUSTRY INSTITUTE INTERACTION CELL (IIIC)	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 – E Cell	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	TIME TABLE COMMITTEE	Once in a Semester (Prior to the commencement of the semester) & as and when required
24	NATIONAL SERVICE 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
38	NEWS LETTER & MAGAZINE EDITORIAL COMMITTEE	Monthly Once & as and when required
39	FEEDBACK COMMITTEE	Once in a Semester & as and when required



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Internal Quality Assurance Cell (IQAC)

INSTITUTIONAL COMMITTEES

INTERNAL AUDIT REPORT

Academic Year : _____

Date : _____

Sl. No.	Committee	Files to be Maintained	Availability (Y/N)	Audited by & Remarks / Suggestions
	Internal Quality Assurance Cell (IQAC) Principal St. Wilfred's College of Arts, Commerce & Science	<ul style="list-style-type: none"> • IQAC Composition of all AY • IQAC Meeting Minutes for all AY • IQAC Committees file for all AY • Annual Quality Assurance Report (AQAR) • Self-Study Reports & Accreditation letters of various bodies (ISO 9001, UGC 12B, NAAC, NIRF, NBA) of all AY • Performance Based Appraisal System (PBAS) for Career Advancement Scheme (CAS) • Stakeholder's feedback • Process Performance & Conformity • IQAC Circulars • IQAC Quality Initiatives and Action Taken Reports • IQAC Functions, Roles & Responsibilities • New Programmes as per National Missions and Govt. Policies 		



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2	Research & Development cell(R&D) & Consultancy Committee	<ul style="list-style-type: none"> • R&D Meeting Minutes & Circular File for all AY • Committee Composition • Activities Carried Out by the R&D Cell for all AY • R&D Policy, Seed Money Policy • Seed Money Applications and Shortlisted Applicants list for all AY • Projects completed through Seed Money Grant for all AY • Research Grants Applied for all AY • Research Projects Sanctioned for all AY • Research Projects Completed for all AY • Ongoing Research Projects for all AY • Equipment available for Research • Software available for Research • Consultancy Projects Completed & ongoing for all AY • R&D MoM • Journal Publications (Latest updated citations and h-index for Scopus & h-index) for all AY • R&D Budget Proposed, Sanctioned and Utilized for all AY • Patents, books, book chapter, conference publications for all AY 			
3	Principal St. Wilfred's College of Arts, Commerce & Science Students Associations Council (SAC)	<ul style="list-style-type: none"> • SAC Meeting Minutes & Circular File for all AY • Committee Composition • SAC Clubs and members list • SAC Activities File for all AY (All Clubs) 			
4	Industry Institute Interaction Cell (IIIC)	<ul style="list-style-type: none"> • IIIC Meeting Minutes & Circular File for all AY • Committee Composition • Industry Active MoU's File with list of companies 			






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	<ul style="list-style-type: none"> • Industry Experts File • Industry oriented Projects for all AY • IIC Activities for all AY • Workshops, conferences, Guest lectures, seminars, industrial training/Visits 	
5	<ul style="list-style-type: none"> • IPR Meeting Minutes & Circular File for all AY • Committee Composition • List of Patents for all AY • List of Grants for all AY • List of Copy Rights for all AY • IPR Activities like Guest lectures & seminars for all AY • IPR Policy 	Intellectual Property Rights Cell
6	<ul style="list-style-type: none"> • EDC Meeting Minutes & Circular File for all AY • EDC Events organized • Prototypes developed under incubation center • Student Entrepreneurs list with their documents for all AY • EDC, MSME, Incubation center Registrations • EDC Policy 	Entrepreneurship Development Cell (EDC)
7	<ul style="list-style-type: none"> • Salvage Meeting Minutes & Circular File for all AY • Committee Composition • Salvage equipment for all AY- Department wise 	College & Salvage Committee
8	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • Disciplinary boards in campus • Misbehavior or violation of the college rules and Action Taken 	Discipline Committee

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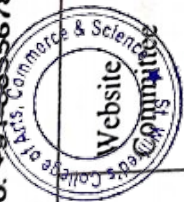
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9	Website	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • list of updations in website along with approvals 		
10	Newsletter & Magazine Editorial Committee	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • Newsletters and Magazines of all AY (Departments) • Achievements of Colleges, Students and Faculty in all AY 		
11	Grievance & Redressal Committee	<ul style="list-style-type: none"> • Grievance Meeting Minutes & Circular File for all AY • Committee Composition • Grievances on the following issues: <ul style="list-style-type: none"> ➤ Academic ➤ Non-Academic ➤ Grievance related to Assessment ➤ Grievance related to Victimization ➤ Grievance related to Attendance ➤ Grievance related to charging of fees ➤ Grievance regarding conducting of Examinations ➤ Harassment by colleague students or the teachers etc. 		
12	Time Table Committee	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • Time Tables of all AY and its Utilization • Allotment of subjects to the faculty based on their specialization and preferences. 		

Principal
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13	NSS Committee	<ul style="list-style-type: none"> • NSS Meeting Minutes & Circular File for all AY • Committee Composition • NSS Activities of all AY • NSS Academic Calendars • MOU's with NGO's and Clubs (Rotary, Lion) 	
14	Sports Committee	<ul style="list-style-type: none"> • Sports Meeting Minutes & Circular File for all AY • Committee Composition • Action Plan/Academic calendar for all AY • Students Achievements, Awards for all AY • List of equipments available in Gymnasium with Bills, invoices, stock registers • Budget proposed, sanctioned and utilized • Sports timetable 	
15	Alumni Committee	<ul style="list-style-type: none"> • Alumni Meeting Minutes & Circular File for all AY • Committee Composition • Outstanding Alumni's list of all AY from all Departments • Alumni Activities File (Guest lectures, Employment Opportunities lecture etc) • Alumni Registration and contributions • Alumni Registrations and account details • Alumni Reports 	
16	Anti-Ragging Committee	<ul style="list-style-type: none"> • Anti-Ragging Meeting Minutes & Circular File for all AY • Committee Composition • Complaints file with Action Taken • Anti-Ragging awareness sessions • Anti-Ragging Notices by all Government Agencies 	

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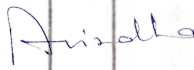
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17	Canteen Committee	<ul style="list-style-type: none">• Canteen Meeting Minutes & Circular File for all AY• Committee Composition• Periodical Quality Check list document for all AY• Menu and their price list of all Stalls• Tenders from the vendors• FSSAI Certificate• Infrastructure Facilities file		
18	Hostel Advisory Committee (Boys)	<ul style="list-style-type: none">• Hostel Meeting Minutes & Circular File for all AY• Committee Composition• Infrastructure Facilities file (Beds, Tables, etc)• Periodical Quality Check list document for all AY• co curricular activities and extracurricular activities File• Registers and Students Details for all AY• Hostel Meeting Minutes & Circular File for all		


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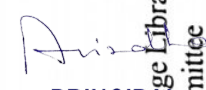


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19	 <p>Hostel Advisory Committee (Girls)</p>	AY		<ul style="list-style-type: none"> • Committee Composition • Infrastructure Facilities file (Beds, Tables, etc) • Periodical Quality Check list document for all AY • co curricular activities and extracurricular activities File • Registers and Students Details for all AY
----	--	----	--	---

20	 <p>PRINCIPAL St. Wilfred's College of Arts, Commerce & Science</p>	AY		<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • Librarians Individual Files (All certificates) • Footfalls and Login data for online access register • Bills, Invoices for all AY • Physical Resources (books, journals, etc.) • Accession register • Central Library utilization timetable • Digital Library & its log book • List of Rare books • Best practices in Library
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21	Women Protection & Anti-Harassment Committee	<ul style="list-style-type: none">• Library Budget- proposed, sanctioned and utilized• Latest Subscription copies of all E-Resources• Stock verification reports for all AYs• Tie-up with IIT libraries, and reputed libraries in the State• Meeting Minutes & Circular File for all AY• Committee Composition• Women protection Apps• Complaints and Action taken Reports of all AY• Awareness seminar, workshops for women faculty and students• Meeting Minutes & Circular File for all AY		
22	Staff & Student Welfare Committee	<ul style="list-style-type: none">• Committee Composition• List of Staff Welfares and benefited documents• List of Student Welfares and benefited documents		
23	Campus Maintenance & Monitoring Committee	<ul style="list-style-type: none">• Meeting Minutes & Circular File for all AY• Committee Composition• Maintenance of the building and the equipment		


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

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26	Staff Selection Committee	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • Staff Recruitment Advertisements of all AY • Staff Selection Process Documents • Staff Recruitment registrations and Examination • Norms for Faculty Recruitment 					
----	---------------------------	--	--	--	--	--	--

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	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • Roles & Responsibilities • Academic Calendar & Activities Carried Out by the placement cell – With Proof • Placement Brochure • Placement Policy • List of Placement coordinators • Student database (UG & PG) for all AYs • Letters for Correspondence with companies • Details of companies visited our campus for placement purpose. • On-campus placement drives conducted • Visitors Book • Recruiter's Feedback 	
	<ul style="list-style-type: none"> • Details of Pool campus Drive Organized – No. of colleges attended, No. of Students Participated, List of companies visited, No. of offers, etc., • Off-Campus Placement drives details. • List of Students Registered for Placement • List of students placed year wise, department wise every AY • List of offers year wise, department wise every AY • List of Students with Highest & Average Package 	

Training & Placement Cell

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	<ul style="list-style-type: none"> • MoUs and Tie-ups for Training • Initiatives taken for not placed students • List of Training programs conducted (softskills, technical training) • Annual Placement Report 	
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	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • 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. 	
Career Guidance Committee		

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		<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • Examination Manual • Examination notifications • Examination timetables • Invigilation duties files • Internal and external question papers • Pre-moderation files • List of paper setters for external exams • Norms followed for selection of external evaluators & examiners • Result declaration minutes of the meeting • Result Analysis for UG & PG (from 2018-19 onwards) • Number of Revaluation & Recounting applications received and change in Result • Procedure of Challenge Evaluation • MRECAACADEMICS and BET portal features related to examination system • Bills for MRECAACADEMIC and BET portal • Examination Reforms 	

28
 Examination Committee

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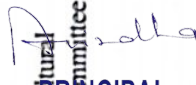
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29	Professional Societies / Chapters Committee	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • List of Professional Societies (Department & College) • Activities under Professional Societies. 	
30	Academic Audit Cell	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • Action plan from each department for Direct and Indirect assessments for attaining PO's & PSO's • Semester analysis of results and achievement of POs / PSOs for all departments. • List of Course files of all Subjects in all Departments. 	
31	 PRINCIPAL St. Wilfred's College of Arts, Commerce & Science	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • 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 & FESTS) • Academic Calendar for all AY 	

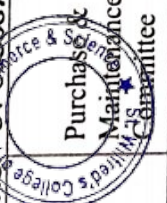
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32	 Purchase & Maintenance Committee	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • Purchase request letters file • Maintenance Request letters file 		
33	Internal Complaint Committee	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • Complaints and Action Taken file 		

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34	SC-ST Committee	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • List of SC/ST Students and Faculty of all AY • Complaints and Action Taken file • Government and Non-Government scholarship schemes. 		
35	OBC Committee	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • List of OBC Students and Faculty of all AY • Complaints and Action Taken file • Government and Non-Government scholarship schemes. 		
36	Minority Cell	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • List of Minority Students and Faculty of all AY • Complaints and Action Taken file • Events/Programs organized of all AY • Government and Non-Government scholarship schemes. 		

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

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	<ul style="list-style-type: none"> List of feedback to be collected from whom with frequency of feedback collection All Feedback forms formats Action Taken Reports and Impact analysis 		
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Signature of the Auditors

Principal

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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.				



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External AAA Audit Forms



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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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Institution to which the college is affiliated

State	Institution Name	Document Available

Recognized Minority Institution

If it is a recognized minority	YES	No ✓
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	



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Institution with Potential for Excellence

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

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



A. S. Datta
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Details of Programmes in the Institution:

Name of the Programme		Sanctioned Seats	Students Admitted
UG B.Tech	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	Total UG – B.Tech		
PG M.Tech	1.		
	2.		
	3.		
	4.		
	5.		
	Total PG – M.Tech		
PG MBA	1. Master of Business Administration		
Total PG (M.Tech. & MBA)			
Overall Total			



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Achievements/Recognitions:

Institute:

Department:

Faculty:

Students:



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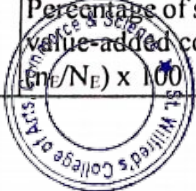
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Criterion I: Curricular Aspects

Metric No	Description	HEIs i/p	Audit Remarks	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 $(n_p/N_p) \times 100$			
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 $(n_c/N_c) \times 100$			
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 $(n_{13}/N_p) \times 100$			
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 $(n_E/N_E) \times 100$			



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1.6	Number of students undertaking field projects/internships/student projects(n_{16})			
	Percentage of students undertaking field projects/internships/student projects $(n_{16}/N_E) \times 100$			

Metric. No	Description	HEIs i/p	AuditRemarks	Grade
1.7	Structural feedback for design and review of syllabus is obtained from (All4/Any3/2/1/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	HEIs l/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 there served category (SC,ST,OBC,Divyangian, etc.) (n_{22})						
	Number of seats are marked 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_{26})						
	Percentage of fulltime teachers against sanctioned posts $(n_{26}/N_T) \times 100$						
2.7	Number of full-time teachers with Ph.D (n_{27})				 PRINCIPAL St. Wilfred's College of Arts, Commerce & Science		
	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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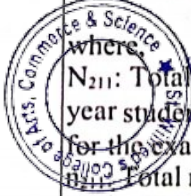


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2.8	Total experience of full-time teachers in the same institution(n_{28})					
	Average teaching experience of full-time teachers in the same institution(n_{28}/N_T)					
Metric.No	Description	HEIs I/p			AuditRemarks	Grade
2.9	Average number of days from the date of last semester-end examination till the declaration of results(N_{29})	Program/Sem	N ₂₉			
			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 ₂₁₀ : Total number of students appeared in the examination. n ₂₁₀ : Number of complaints/grievances about evaluation.	Program	N ₂₁₀	n ₂₁₀	%	
2.11	Pass percentage of Final year students($n_{211}/N_{211} \times 100$) where, N ₂₁₁ : Total number of final year students who appeared for the examination. n ₂₁₁ : Total number of final year students who passed the examination.	Program	N ₂₁₁	n ₂₁₁	%	
		Total		0	0	
		Total				



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Metric.No	Description	HEIs i/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	25	75		
2.14	Minimum credits forward of degree in Regulations	Program			
		BMS			
		BBI			
		B.Sc IT			
		B.Sc. CS			
		BAF			
		B.Com			
		B.A			
		B.Sc			
2.15	Number of credits for project work in Regulations	Program			
		BMS			
		BBI			
		B.Sc IT			
		B.Sc. CS			
		BAF			
		B.Com			
		B.A			
		B.Sc			
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			



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Institute has been accorded With 'A' grade in NPTEL.	
NPTEL Certifications	
Coursera Certifications	
Association activities are conducted under student professional society chapters	
IEEE	
IE	
ISTE	

Metric.No	Description	HEIs i/p	Audit Remarks	Grade
2.19	Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed on website and communicated to teachers and students			
2.20	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution			
2.21	Teachers use ICT enabled tools including online resources for effective teaching and learning process			
2.22	The institution assesses the learning levels of the students, after admission and organizes special programs for advanced learners and slow learners			
2.23	Duration of online Student Satisfaction Survey		 PRINCIPAL St. Wilfred's College of Arts, Commerce & Science	
	Total number of students on rolls (N ₂₂₀)			
	Number of students participated in SSS(N ₂₂₀)			

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Percentage of students participated inSSS(n_{220}/N_{220}) x100			
Grade Point Average (GPA) on 4 point scale			

Suggestions for improvement:

Empty box for suggestions for improvement.



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Criterion III: Research, Innovation and Extension				
Metric. No	Description	HEIs I/p	Audit Remarks	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(n_{33}/N_T) x100			



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Metric.No	Description	HEIs l/p	Audit Remarks	Grade
3.4	Number of teachers recognized as research guides (n_{34})			
	Percentage of teachers recognized as research guides (n_{34}/N_T) x 100			
3.5	Number of departments having Research projects funded by government and non-government agencies (n_{35})			
	Total number of departments (N_{35})			
	Percentage of departments having Research projects funded by government and non-government agencies (n_{35}/N_{35}) x 100			
3.6	Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), entrepreneurship and skills			
3.7	Number of teachers recognized as guides (N_{37})			
	Number of Ph.D scholars registered (n_{37})			
	Number of Ph.D scholars registered per teacher (n_{37}/N_{37})			
3.8	Number of publications in UGC notified journals (n_{38})			
	Number of research papers per teacher in the Journals notified on UGC website (n_{38}/N_T)			
3.9	Total number of books and chapters in edited volumes/books published, and papers in national/international conference-proceedings (n_{39})			
	Number of books and chapters in edited volumes/books published per teacher (n_{39}/N_T)			
	Total number of Publications in Scopus			
	Total number of Publications in Web of Science			
3.10	Total amount generated from consultancy and corporate training			
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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Metric.No	Description	HEIs I/p	AuditRemarks	Grade
3.12	Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross /YRC etc.(including Government initiated programs such as Swachh Bharat ,Aids Awareness ,Gender Issue ,etc. and those organized in collaboration with industry, community and NGOs)			
3.13	Total number of students participating in extension activities(n_{313})	NSS		
		Others		
		Total		
	Percentage of students participating in extension activities (n_{313}/N_E)x100			
3.14	Total number of Collaborative activities for research /faculty exchange /student exchange/ internship/on-the-job training/project work			
3.15	Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. (only functional MoUs with ongoing activities to be considered)			
3.16	Institution has created an eco-system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge			
3.17	Patents Published		--	

Suggestions for improvement:



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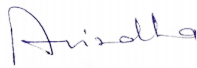




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Criterion IV: Infrastructure and Learning Resources				
Metric. No	Description	HEIs i/p	AuditRemarks	Grade
4.1	Total number of classrooms/seminar halls in the institution(N ₄₁)			
	Number of classrooms and seminar halls with ICT facilities (n ₄₁)			
	Percentage of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc.(n ₄₁ /N ₄₁) x100			
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) x100			
4.3	Annual expenditure for purchase of books/e-books and subscription to journals/e-journals			
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 (foot fall and login data for online access) (n ₄₄ /N ₄₄) x100			
4.5	Total number of Students(n ₄₅)		 PRINCIPAL St. Wilfred's College of Arts, Commerce & Science	
	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	HEIs I/p	AuditRemarks	Grade
4.7	Facilities available for e-content development(All/4/only3/2/1/None)			
	Media centre			
	Audio visual 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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Metric.No	Description	IEIs I/p	AuditRemarks	Grade ¹⁰ ₁₉
4.7	Facilities available for e-content development(All4/only3/2/1/None)			
	Media centre			
	Audio visual 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)x100			
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	HEIs l/p	AuditRemarks	Grade
5.1	Number of students benefited by scholarships and free ships provided by the Government (n _{s1})			
	Percentage of students benefited by scholarships and freeships provided by the Government $(n_{s1}/N_E) \times 100$			
5.2	Number of students benefited by scholarships, freeships, etc provided by the institution and non-government agencies (n _{s2})			
	Percentage of students benefited by scholarships, freeships, etc provided by the institution and non-government agencies $(n_{s2}/N_E) \times 100$			
5.3	Following Capacity development and skills enhancement activities are organized for improving students capability			
	Soft skills			
	Language and communication skills			
	Life skills (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 _{s4})			



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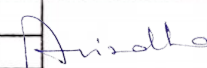




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Metric. No	Description	HEIs i/p	Audit Remarks	Grade	
	Percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution $(n_{54}/N_E) \times 100$				
5.5	Number of outgoing students(N_{55})				
	Number of outgoing students placed(n_{55})				
	Percentage of placement of outgoing students($n_{55}/N_{55}) \times 100$				
5.6	Number of final year students-previous graduating batch(N_{56})				
	Number of outgoing student progressing to higher education-previous graduating				
	Percentage of student progression to higher education-previous graduating batch($n_{56}/N_{56}) \times 100$				
5.7	Number of students appeared in state/national/international level examinations (eg:IIT/JAM/NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/IELTS/Civil Services/State government examinations, etc) (N_{57})				
	Number of students qualified in state/national/international level examinations (eg:IIT/JAM/NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/IELTS/Civil Services/State government examinations, etc) (n_{57})	GATE			
		GRE			
		IELTS			
State Govt.					
	Total				
	Percentage of students qualified in state/national/international level examinations (eg:IIT/JAM/NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/IELTS/Civil Services/State government examinations, etc) ($n_{57}/N_{57}) \times 100$				
5.8	Number of awards/medals for outstanding performance in sports/cultural activities at inter-university /state/national/ international events (award for a team event should be counted as one)	State Level	 PRINCIPAL St. Wilfred's College of Arts, Commerce & Science		
		Sports & games			
		Yoga			
		Cultural			
		Institute Level			

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		Sports & Games			
		Total			
5.9	Number of sports and cultural events/competitions organized by the institution	Sports & games			
		Yoga			
		Cultural			
		Total			
5.10	Alumni financial contribution				



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Suggestions for Improvement:



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Criterion VI : Governance, Leadership and Management

Metric. No	Description	HEIs l/p	Audit Remarks	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		
		Total		
6.4	Total number of teachers attended professional development Programmes ,viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes (n ₆₄)			
	Percentage of teachers undergoing online/face-to-face Faculty Development Programmes(Professional Development Programmes, Orientation/Induction Programmes, Refresher Course, Short Term Course etc.,)(n ₆₄ /N _T)x100			
6.5	Quality assurance initiatives of the institution include (All/only3/2/1/None)		 PRINCIPAL St. Wilfred's College of Arts, Commerce & Science	
	Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements			
	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 i/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	HEIs i/p	Audit Remarks	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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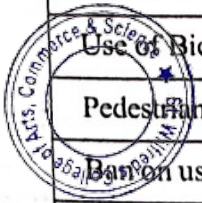
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Criterion VII : Institutional Values and Best Practices

Metric.No	Description	IEIs I/p	AuditRemarks	Grade
7.1	The Institution has facilities for alternate sources of energy and energy conservation measures (Any4orall5/3/2/1/None)			
	Solar energy			
	Bio gas plant			
	Wheeling to the Grid			
	Sensor-based energy conservation			
	Use of LED bulbs/power efficient equipment			
7.2	Water conservation facilities available in the Institution (Any4orall5/3/2/1/None)			
	Rain water harvesting			
	Bore well/Open well recharge			
	Construction of tanks and bunds			
	Waste water recycling			
	Maintenance of water bodies and distribution system in the campus			
7.3	Green campus initiatives (Any4orall5/3/2/1/None)			
	Restricted entry of automobiles			
	Use of Bicycles/Battery powered vehicles			
	Pedestrian Friendly pathways			
	Ban on use of Plastic			
	Landscaping with trees and plants			



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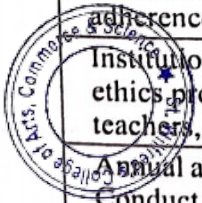


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Metric. No	Description	HEIs I/p	AuditRemarks	Grade
7.4	Quality audits on environment and energy are regularly undertaken by the institution (Any4 or all 5/3/2/1/None)			
	Green audit			
	Energy audit			
	Environment audit			
	Clean and green campus recognitions/awards			
	Beyond the campus environmental promotional activities			
7.5	The Institution has disabled-friendly, barrier free environment (Any4 or all 5/ 3/2/			
	Built environment with ramps/lifts for easy access to classrooms.			
	Disabled-friendly washrooms			
	Signage including tactile path, lights, display boards and signposts			
	Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment			
	Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading			
7.6	The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard (All4/Any3/2/1/None)			
	The Code of Conduct is displayed on the website			
	There is a committee to monitor adherence to the Code of Conduct			
	Institution organizes professional ethics programmes for students, teachers, administrators and other staff			
	Annual awareness 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	HEIs i/p	AuditRemarks	Grade
7.8	Institute celebrates national/international events and festivals			
7.9	Best practices successfully implemented by the institution			

Best Practices



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Suggestions for improvement:

Name and Signature of Member 1 :

Name and Signature of Member 2 :

Overall Grade Obtained:



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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

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