

INTERNAL QUALITY ASSURANCE CELL

(IQAC)



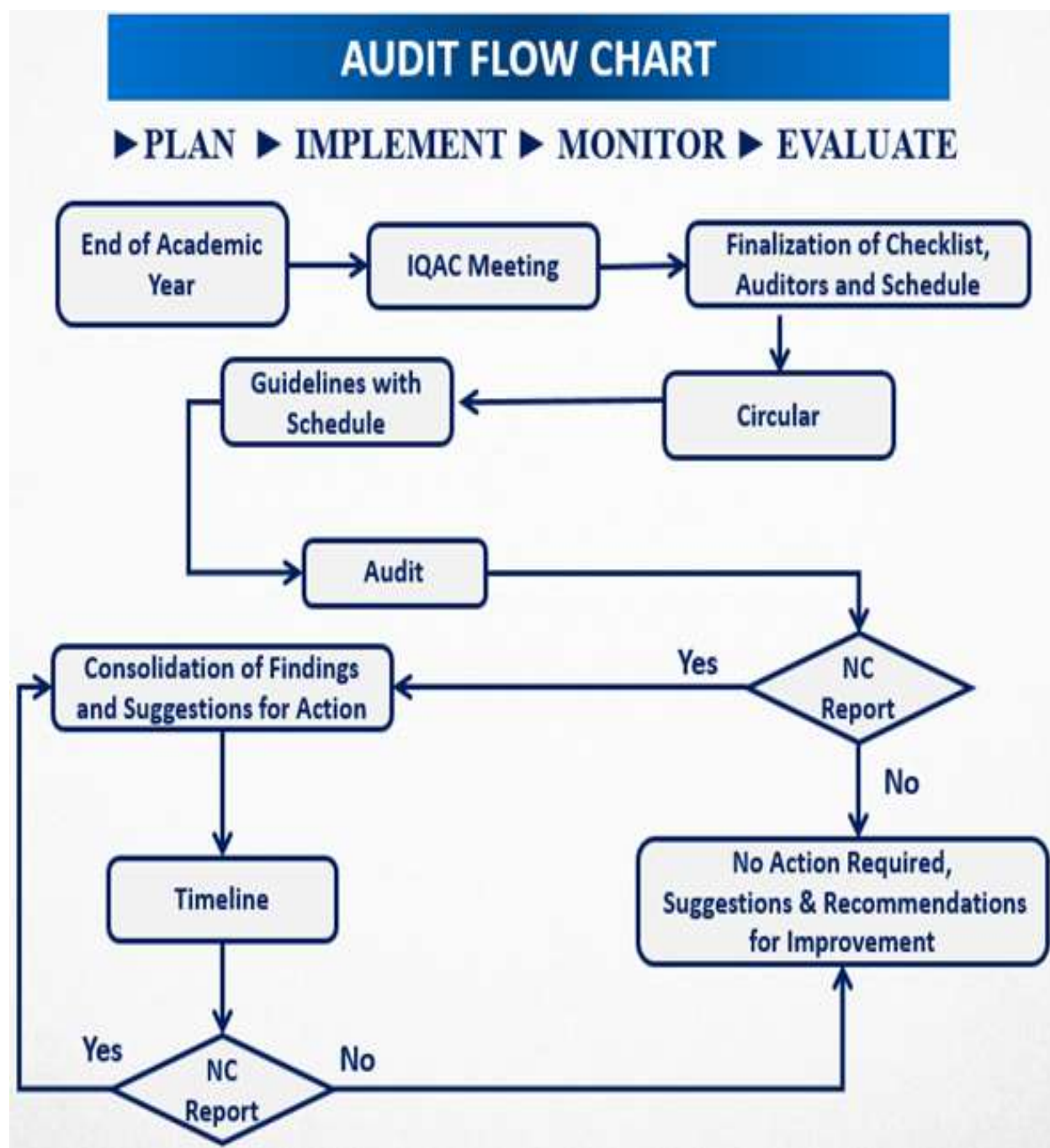
SOPs/Guideline and Format Manual

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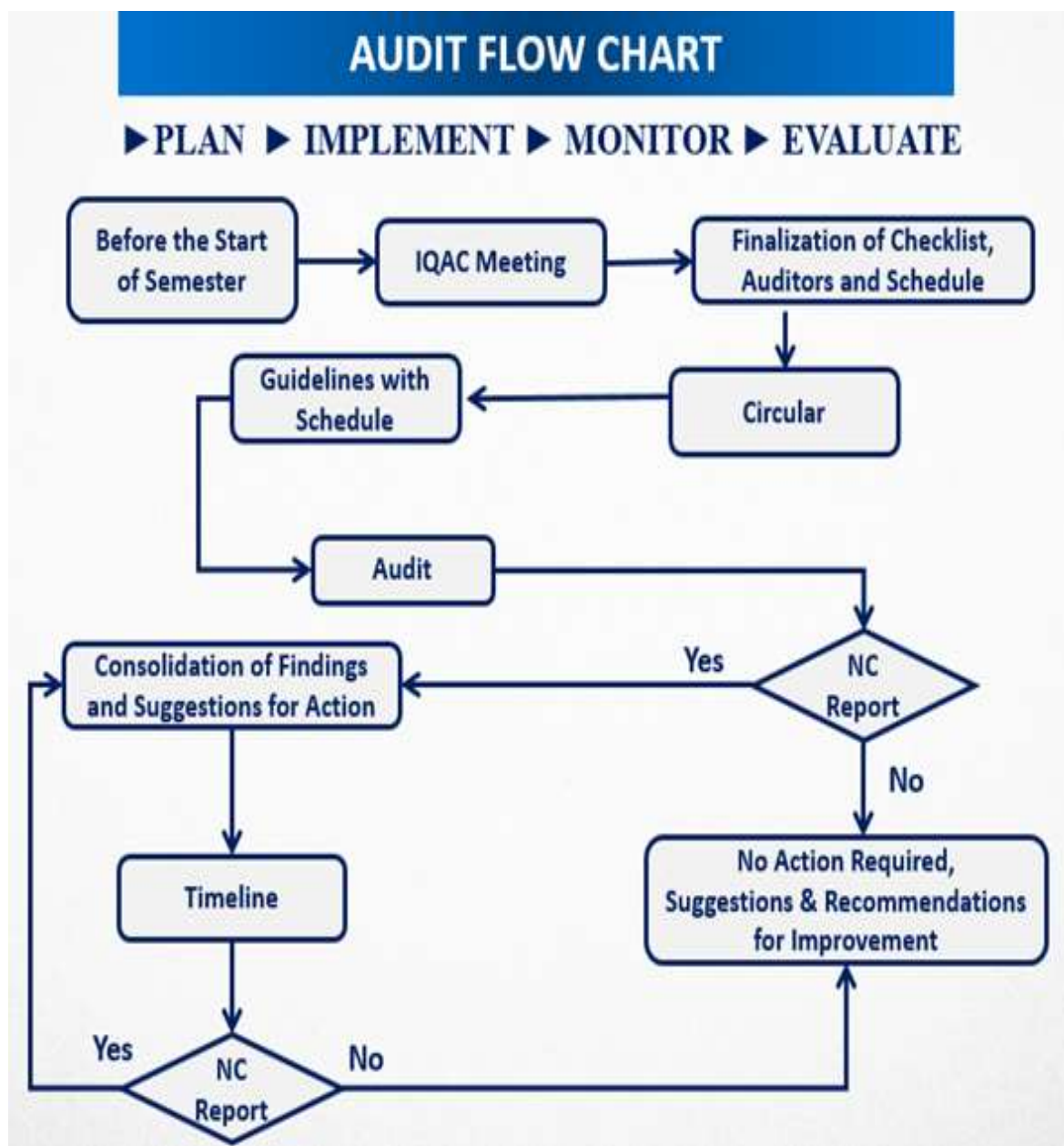
Academic Audit Process



Academic Audit

1. For evaluating the performance of Departments and further quality improvement, Academic audit is conducted in the month of September or October, after the completion of academic session.
2. After the end of the academic session IQAC meeting is held and a tentative schedule, checklist etc. are discussed.
3. A list of internal and external auditors for conducting the academic audit are finalized.
4. A circular, schedule and guidelines regarding the academic audit are released by the IQAC.
5. Department wise Academic audit is done by the auditors.
6. If there is no NC report found then the Department is given suggestions and recommendations for further improvement.
7. If there are some NC reports then those reports are consolidated and the Department is given suggestions for corrective action to be taken and a timeline to complete those actions.
8. If after taking corrective action no NC report is left then the Department is given suggestions and recommendations for further improvement.

Academic Readiness Audit Process



Readiness Audit Process

1. For checking the readiness of Departments for the new semester, Readiness audit is conducted in the beginning of semester, one to two weeks prior to the start of classes.
2. Before the beginning of semester, an IQAC meeting is held and a tentative schedule, checklist etc. are discussed.
3. A list of internal and external auditors for conducting the readiness audit are finalized.
4. A circular, schedule and guidelines regarding the readiness audit are released by the IQAC.
5. Department wise readiness audit is done by the auditors.
6. If there is no NC report found, then the Department is given suggestions and recommendations for further improvement.
7. If there are some NC reports then those reports are consolidated and the Department is given suggestions for corrective action to be taken and a timeline to complete those actions.
8. If after taking corrective action no NC report is left, then the Department is given suggestions and recommendations for further improvement.

Feedback Policy

Feedback is to be taken from the following:

1. Students: Feedback is to be taken twice in each semester i.e. four times a year. In a semester, feedback is to be taken after 1st MST and 2nd MST.
 2. Faculty Members: Feedback is to be taken once in a semester i.e. two times a year. In a semester, feedback is to be taken at the beginning of the semester.
 3. Alumni: Feedback is to be taken once a year.
 4. Employers: Feedback is to be taken once a year i.e. when they come to the campus for Placement Drives. It has to be taken for bridging curricular gaps between industry and academia.
- The Departments will take the feedback according to the guidelines given by IQAC, do the analysis, take required action and send the analysis and action taken report to IQAC.
 - IQAC will monitor the analysis and action taken report.

SOP for Student Feedback

Guidelines for taking Student feedback:

- Feedback is to be taken twice in each semester i.e. four times in a year.
- In a semester, feedback is to be taken after 1st MST.
- The feedback is to be taken through the Google Form from all the Students.
- It is to be ensured that the Participation of Students must be at least 75% in any case.
- The feedback for Parameter No. 1 to 9, as per the form of student feedback, is to be taken subject wise for each section.
- The feedback for Parameter No. 10 to 14, as per the form of student feedback, is to be taken semester wise for each Program.

Guidelines for Student feedback Analysis and Action Taken:

Following are the guidelines to be followed for analysis and action taken of Student feedback:

1. For Parameter No. 1 to 9, feedback analysis is to be done subject wise for each section.
2. For Parameter No. 10 to 14, feedback analysis is to be done semester wise for each Program.
3. In each cell of the attached Analysis Format, write the percentage of the number of Students who opted for the corresponding scale against the corresponding parameter.
4. If in case of any particular parameter/ average percentage, the sum of percentages of two columns (satisfactory and average) is greater than or equal to 40% then action taken is required by the department for that particular parameter / average percentage.
5. If in case of any particular parameter/ average percentage, the sum of percentages of three columns (good, very good and excellent) is less than or equal to 60% then action taken for improvement is required by the department for that particular parameter / average percentage.
6. Action taken is to be written for each parameter and average percentage in the action taken column according to guidelines. If no action taken is required, then write not required.
7. In case there is any other observation/remark that requires action taken, then the Department has to take action for that point, write the action that has been initiated in the pro-forma and its compliance report is also to be sent to IQAC when completed.

In addition to the above-mentioned guidelines, the Department may add a few more points as per their necessity and requirements

SOP for Teacher Feedback

Guidelines for taking Teacher feedback:

- Feedback is to be taken once in each semester i.e. two times a year.
- Feedback is to be taken at the beginning of semester.
- The feedback is to be taken through the Google Form from all the Teachers.
- It is to be ensured that the Participation of Teachers must be 100% in any case.
- In case a teacher has been assigned teaching load of more than one subject or one Program then he/she will have to give the feedback separately for each assigned subject and each program i.e. will have to fill separate forms accordingly.

Guidelines for Teacher feedback Analysis and Action Taken:

Following are the guidelines to be followed for analysis and action taken of Teacher feedback:

1. For Parameter No. 1 to 8, feedback analysis is to be done subject wise.
2. For point no. 9 to 12, feedback analysis is to be done Program Wise.
3. In each cell of the Analysis Format, write the percentage of the number of Teachers who opted for the corresponding scale against the corresponding parameter.
4. If in case of any particular parameter/ average percentage, the sum of percentages of two columns (satisfactory and average) is greater than or equal to 40% then action taken is required by the department for that particular parameter / average percentage.
5. If in case of any particular parameter/ average percentage, the sum of percentages of three columns (good, very good and excellent) is less than or equal to 60% then action taken for improvement is required by the department for that particular parameter / average percentage.
6. Action taken is to be written for each parameter and average percentage in the action taken column according to guidelines. If no action taken is required, then write action not required.

7. In case there is any other observation/remark that requires action taken, then the Department has to take action for that point, write the action that has been initiated in the pro-forma and its compliance report is also to be sent to IQAC when completed.

In addition to the above-mentioned guidelines, the Departments may add a few more points as per their necessity and requirement.

SOP for Alumni Feedback

Guidelines for taking Alumni feedback:

- Feedback is to be taken once a year.
- The feedback is to be taken through the Google Form.

Guidelines for Alumni feedback Analysis and Action Taken:

Following are the guidelines to be followed for analysis and action taken of Student feedback:

1. In each cell of the attached Analysis Format, write the percentage of the number of Alumni who opted for the corresponding scale against the corresponding parameter.
2. If in case of any particular parameter/ average percentage, the sum of percentages of two columns (satisfactory and average) is greater than or equal to 40% then action taken is required by the department for that particular parameter / average percentage.
3. If in case of any particular parameter/ average percentage, the sum of percentages of three columns (good, very good and excellent) is less than or equal to 60% then action taken for improvement is required by the department for that particular parameter / average percentage.
4. Action taken is to be written for each parameter and average percentage in the action taken column according to guidelines. If no action taken is required, then write not required.
5. In case there is any other observation/remark/recommendation that requires action taken, then the Department has to take action for that point, write the action that has been initiated in the pro-forma and its compliance report is also to be sent to IQAC when completed.

SOP for Employer Feedback

Guidelines for taking Employer feedback:

- Feedback is to be taken once a year i.e. when they come to the campus for Placement Drives.
- The feedback is to be taken through the Google Form.

Guidelines for Employer feedback Analysis and Action Taken:

Following are the guidelines to be followed for analysis and action taken of Student feedback:

1. In each cell of the attached Analysis Format, write the percentage of the number of Employer who opted for the corresponding scale against the corresponding parameter.
2. If in case of any particular parameter/ average percentage, the sum of percentages of two columns (satisfactory and average) is greater than or equal to 40% then action taken is required by the department for that particular parameter / average percentage.
3. If in case of any particular parameter/ average percentage, the sum of percentages of three columns (good, very good and excellent) is less than or equal to 60% then action taken for improvement is required by the department for that particular parameter / average percentage.
4. Action taken is to be written for each parameter and average percentage in the action taken column according to guidelines. If no action taken is required, then write not required.
5. In case there is any other observation/remark/recommendation that requires action taken, then the Department has to take action for that point, write the action that has been initiated in the pro-forma and its compliance report is also to be sent to IQAC when completed.

Standard Operating Procedure - Faculty

(Online classes)

1. All faculty members will teach through Google meet only.
2. Classes may be scheduled through Google classroom only.
3. Resource material should be shared with students on a regular basis.
4. Faculty members should have dedicated workplace with no disturbance at all in the surroundings and with stable internet connection
5. Faculty members should be in formal attire.
6. Faculty must log in 5 minutes before the start of the class
7. Attendance must be taken twice in a lecture through Chrome attendance extension, one of these should be at the start (within 5 minutes) of the lecture.
8. Faculty member should put all efforts to make lectures as interactive as possible along with mandatory recap in the start of the lecture and summarizing at the end of the lecture
9. Proper attendance record must be maintained for compilation at end of each month
10. Daily report must be filled before 4:30 pm about student attendance and topic covered
11. Two assignments and two test must be taken through classroom strictly as per the schedule
12. Faculty members should put all efforts to motivate students to keep attendance above 80%.
13. All faculty members are entitled to take leaves as per CGC HR Policy by applying proper leave on ERP and with prior approval from the reporting officer through email.
14. While taking leaves faculty members need to ensure proper adjustments as per their respective department's rules and regulations
15. Faculty members need to login through ERP twice in a day between intervals 9:00 to 9:30 a.m and 4:30-5:00 p.m as per the practice.
16. Faculty members need to use PC/Laptop to deliver Sessions.(Mobiles not allowed)

Standard Operating Procedure - Student

(Online classes)

1. Students will attend classes through Google classroom
2. Students should be available in decent attire and background to attend the class
3. Students should login in the classroom through official domain ID only
4. Students should NOT use annotations on the screen in class
5. All students should keep their videos on/off as per the directions by the faculty, while attending the online classes
6. All students are advised to attend 100% classes as attendance will be reviewed on a monthly basis, and defaulters will be dealt with according to institute policy.
7. It is mandatory for all students to appear for each MST and submit their assignments within deadlines through proper channel as they will contribute towards final assessments as per PTU norms
8. Students may give their respective suggestions through their respective CCs and concerned HoDs
9. Fees for the semester must be cleared well before the commencement of the classes
10. Students are directed to maintain complete discipline during the conduct of the classes
11. Attendance will be taken two times by the faculty in each lecture at any random points so students must be present throughout the class.
12. Students need to use PC/Laptop for the Sessions (Avoid mobiles as far as possible)

SOP for Attendance Monitoring

- Student Attendance status is to be taken twice in a semester i.e. 1st time 10 days prior to start of MST 1 and 2nd time 10 days prior to start of MST 2.
- For the students with attendance less than 80% in attendance status taken 1st time i.e. 10 days prior to start of MST 1, following corrective actions are to be taken by the Departments:
 - i. Mentors to inform parents of the students telephonically.
 - ii. Mentors will send the letters to parents of students who have poor performance in MSTs and attendance less than 80%.
- For the students with attendance less than 80% in attendance status taken 2nd time i.e. 10 days prior to start of MST 2, following corrective actions are to be taken by the Departments:
 - i. Mentors to inform parents of the students telephonically.
 - ii. Mentors will send the letters to parents of students who have poor performance in MSTs and attendance less than 80%.

SOP for Syllabus Coverage Monitoring

- Syllabus coverage status is to be taken twice in a semester i.e. 1st time one week prior to start of MST-1 and 2nd time one week prior to start of MST-2.
- In case of theory subjects, 50% of the syllabus has to be covered before MST 1 and 100% syllabus to be covered before MST 2.
- If in any subject the syllabus coverage falls short of the required percentage, that needs to be compensated by taking extra/adjustment classes before the start of MSTs.
- In case of practical subjects, it is advisable to cover 50% of the total experiments / practicals before MST 1 and 100% experiments / practicals to be covered before MST 2.
- If in any lab subject the syllabus coverage falls short of the required percentage, that needs to be compensated by taking extra/adjustment lab classes.

SOP for Assignment

1. Assignments to be given twice:
 - Atleast 10 days prior to the start of 1st MST
 - Atleast 10 days prior to the start of 2nd MST
2. Assignmentis to be prepared by Subject Coordinator with the suggestions of subject teachers.
3. Each question in the Assignment is to be mapped with the Course Outcomes of the subject.
4. The no. of questions put in the assignment should not be more than 5.
5. Assignments to be checked and returned to students before the start of MSTs.
6. It is desirable to include indirect questions involving multiple concepts in the assignments to develop analytical abilities of the students.

Guidelines for the Smooth conduct of MSTs and Evaluation of Answer Sheets

Following are the Guidelines for the Smooth conduct of MST, Evaluation of Answer Sheets and to inform MST's result telephonically to Parents. It is mandatory for all the concerned to follow these Guidelines.

HoD's are to ensure that the hard copy of these guidelines is to be provided to each and every faculty member.

1. Release of the Date Sheet:

- It should be displayed on the Departmental Notice Board approximately 01 week before the start of the MST.

2. Duration of MST paper :

- 90 mins

3. Maximum marks for MST paper :

- As per the distribution of MST marks in internal assessment.

4. Weightage for Internal Assessment to be given for both MST's:

- Equal weightage will be given to both the MSTs.

5. Number of papers per day during MST's:

- One paper should be conducted per day. Five working days have been assigned for the conduct of each MST's.
- However, for the courses in which the number of subjects is more than five, the MST's can be conducted in the 2 shifts morning and evening on the same day with the permission of Director-Principal.

6. Quality of Question Paper:

- There will be only one Question paper for a subject.
- Paper setter should be the Subject Coordinator.
- Structure of the Question Paper should be strictly as per the University guidelines / University Question Paper.

- Evaluation Centre will be set up to ensure smooth and fair evaluation of MST.
- In case, a Question carries two or more different parts, then the weightage to be given to the different parts of the Questions must be shown in the Question Paper.
- The Paper Setter will provide the well defined evaluation criteria to all the evaluators.
- Division of marks in question paper should be as per norms of University/Board/Council.
Questions must be formulated keeping in mind the quality and format of final examination.

7. Other matters for smooth conduct of MST's:

- Random checking regarding the "Conduct" and "Evaluation" has to be done by the Subject Coordinator, IQAC and its members and the concerned HOD.
- Evaluation has to be done strictly according to distribution of marks as given in the Question Paper.

8. Duration to complete Evaluation:

- Answer Sheets have to be evaluated by the concerned Subject Teacher within 08 working days after the MST is over and not more than the 10 working days in any case.

9. Evaluated Answer Sheets to be shown to students:

- All evaluated Answer Sheets have to be shown to students in the concerned class and the same should be signed by the student. This is to be done at the time of distribution of the Answer Sheets to the students in the class.
-

10. Checking of evaluated Answer Sheets by HoD's and IQAC members:

- Reasonable % of Answer Sheets has to be checked by HoD's and IQAC members (Department-wise) for every subject and every Semester.

11. Record maintenance/ Documentation:

- Keeping in mind the importance of record maintenance and documentation, all the Departments will ensure proper record keeping of MSTs.
- Department will ensure that each bundle of Answer sheets must carry the Question Paper along with the Award List.

SOP for Result Analysis

MST Result analysis

1. Result analysis is to be done within 10 days after MST.
2. Result analysis is to be done subject wise for all sections.
3. The students with marks greater than 50% in a particular subject will be considered as pass in that subject.

The criteria for pass students can be changed according to passing criteria of the University exam.

University Result analysis

1. University result analysis is to be done within 10 days after declaration of University Results.
2. Overall pass percentage is to be calculated for each semester.
3. Result analysis is to be done subject wise for all sections.

Category Wise Results

1. Depending upon the toughness level, the subjects are to be divided into following three categories:
 - i. Critical subjects
 - ii. Moderate Subjects
 - iii. Easy Subjects
2. Both in MSTs and University exams, below mentioned are the targets for results of subjects from various categories:
 - i. Critical subjects: 65% and above
 - ii. Moderate Subjects: 75% and above
 - iii. Easy Subjects: 85% and above
3. If desired result is not achieved in any subject in MSTs, then the concerned Faculty Member must be counseled for improvement by the HoD. The HoD can also take any other action for improvement of result as per the requirement.
4. If the desired result is not achieved in any subject in the University exams, then the concerned Faculty Member is to be issued a reprimanding letter/warning letter by the HoD as per the requirement.

SOP for Teaching Load of Faculty

Distribution of teaching load for Faculty Members- Hours per week:

S.No.	Category	Teaching Hours per Week
1.	Professor	12-14 hrs
2.	Associate Professor	14-16 hrs
3.	Assistant Professor	16-18 hrs

Relaxation in teaching load to be given:

S. No.	Category	Relaxation in Teaching Load (Hours per Week)
1.	Incharges	4-8
2.	Coordinators	2-6

Note1: Coordinators may include placement coordinators, IQAC members, research coordinators, IIC coordinators, Academic coordinators, Department UBA coordinators, TPP coordinators, DSW coordinators, Sports coordinators etc. and Incharges may include Club Incharges, DHC/Chief CC/Academic coordinators, NSS In charges, Alumni Incharges etc.

Note 2. Director Principals should take the lecture load of 2-4 hrs per week.

Note 3: HODs should take lecture load of 4-6 hrs per week.

Note 4: Departments may make few changes/deviations in the teaching load distribution as per the requirement.

Criteria for Identification of Weak Students and Policy for Action to be Taken

Objective:

- To improve the overall academic performance and results.
- To help the students to clear their backlogs in the previous semester PTU examination.

Identification:

Weak Students are to be identified on the basis of MST-1 and University academic results. Performance of slow learners is to be monitored by the respective Class Counselors & Subject Teachers and corrective measures are to be taken.

Category-1

Those who have less than 50% marks in a particular subject in 1st MST are to be considered as weak students in that subject. The department is authorized to change the minimum marks (50%) criteria to identify the weak students as per the nature of Program or difficulty level of a particular subject or any other consideration.

Category-2

Those who have 2 or more than 2 reappears in university results of previous semesters are also to be considered academically weak students.

Note: Weak students for the first semester will be identified on the basis of 1st MST and qualifying exams like 10+2/ Diploma.

When to Identify Weak Students:

- In the beginning of semester on the basis of qualifying exam (for 1st semester) and previous years University results for semesters other than 1st semester.
- After 1st MST.

Action to be taken for Weak Students:

- Parents/Guardians are to be informed about the 1st MST marks, attendance and overall performance of weak students.

- Remedial classes (subject wise) are to be arranged for weak students on the basis of their 1st MST result. A proper time-table for remedial classes is to be prepared and displayed by the Department.
- Topic specific / Unit specific reference material is to be delivered by subject teachers on the basis of 1st and 2nd MST results so as to improve the university results of weak students
- Specially designed selective course reference material (CRM) is to be provided to the students with reappears in last semester university examinations. Regular counseling and motivation is to be done by Class Counselors (CCs).
- Reference books and sample questions are to be provided to the students for practice purpose.
- Minimum 2 years previous university question papers with solutions are to be provided to the weak students of both category 1 and 2.

Note: The Department may add few more action taken activities / points from their end.

Criteria for Identification of Bright Students and Policy for Action to be Taken

Objective:

- To inspire the students towards achieving excellence in academics.
- To enhance the involvement of students in research activities.

● Identification:

Bright students are to be identified on the following basis:

Category-1

Those students who have scored marks more than 80% or 8 SGPA in the last semester university examination. The department is authorized to change the minimum marks (80% or 8 SGPA) criteria to identify the bright students as per the nature of Program or difficulty level of a particular subject.

Category-2

The students who have scored marks not less than 70% or SGPA not less than 7, also having no backlog in any subject and are good in certifications/research activities /project work/patents etc.

Action to be taken for Bright Students:

- The bright students are awarded after the declaration of PTU results.
- Students are encouraged to participate in conferences, seminars, patents, publications, various other departmental events, placement activities and competitive exams etc.
- Advance trainings are provided for basic studies
- Department should share the details of available platforms of opportunities for idea generation, incubation, research, copyrights & patents etc. The full support will be provided to the students while keeping in mind their areas of interest.
- Formation of bright student's study group and the monthly review meeting by Chief Class Counselor with the bright students.
- Bright students are to be provided with extra books from the library.

Note: The Departments may add a few more action taken activities / points from their end.

Academic Readiness Proforma

Academic Session:

Semester (Odd/Even):

College:

Department:

Part-A: Essential Parameters

- 1. Names of Programs Offered by Department:**
- 2. Total No. of Students in Department:**
(Give Semester wise number)
- 3. Classroom Readiness (Yes/No):**
- 4. Lab Readiness (Yes/No):**
- 5. Undertaking from Faculty regarding performance check & experiment sample reading taken (Yes/No) :**
- 6. Manpower (Sufficient/ Insufficient):**
- 7. Library Books (Sufficient/ Insufficient):**
- 8. IT Facilities (Sufficient/ Insufficient):**
- 9. Faculty Workload Allocation / Time Table Ready (Yes or No):**
- 10. Course Files Ready (Yes / No):**
- 11. Infrastructural Facilities for Faculty / Staff / Students (Sufficient/ Insufficient):**

Part-B: Desirable Parameters

- 1. Expert talks, Seminars, Workshops Planned (Yes / No):**

2. **Conferences Planned (Yes / No):**
3. **Industrial visits Planned (Yes / No):**
4. **Club Activities Planned (Yes / No):**
5. **Accreditation Planned (Yes / No):**
6. **Any Other Planning for the Department:** _____

Note:

- Department to provide all the supporting documents and annexures at the time of Academic Readiness Inspection.

Date:

Name, Signature & Stamp of the Head of the Department

Remarks by Director Principal:

Name, Signature & Stamp of the Director Principal

ACADEMIC AUDIT

Academic Year	
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PART - A: GENERAL

1. Name of the Institute	
2. Department	
3. Name of HOD	

PART – B: TEACHING

4. Furnish details regarding the programs offered in the department

Name of the Program	Duration (Years)	Approving Authority (Like AICTE/UGC etc.)

5. Departmental Facilities

(a) Departmental Library (Yes/No):
(b) Internet facilities for staff & students (Yes/No):

6. Student Details

(List of students admitted in current academic year should be available in the Department and has to be shown to auditors at the time of audit)

Program Name	Sanctioned Intake	No. of Admitted Students

7. Performance of the students:

(a) In the University examination (both Theory & Labs).

(Use Data of both semesters of academic session and details/documents should be available in the Department and has to be shown to auditors at the time of audit)

Program (UG/PG)	Sem	Total Students	Pass Percentage

(b) COs, POs, PSOs (wherever applicable), their attainment and PEOs:

CO Attainment:

PO Attainment:

PSO Attainment (wherever applicable):

(Details/Documents should be available in the Department and have to be shown to auditors at the time of audit)

8. Academically Weak and Bright students and Action Taken/Support Given (Yes/No):

(Details/Documents should be available in the Department and have to be shown to auditors at the time of audit)

9. Stakeholders' Feedback and Action Taken (Yes/No):

(Details/Documents regarding feedback, observations and action taken have to be shown to auditors at the time of audit)

10. Details of MoUs

(Details/Documents should be available in the Department and has to be shown to auditors at the time of audit)

Total no. of National MoU's	
Total no. of International MoU's	

Sr No	Company/Institution	MoU Date	Domain of MoU

11. Total No. and Percentage of Students placed:

(Details/Documents should be available in the Department and has to be shown to auditors at the time of audit)

12. No. and Percentage of Students who opted for higher studies:

(Details/Documents should be available in the Department and has to be shown to auditors at the time of audit):

13. Details of Participations/Awards of students in Technical /Non - Technical Events /Sports/Cultural activities

(Details/Documents should be available in the Department and has to be shown to auditors at the time of audit)

Technical Events/Activities	
Number of Participations:	No. of Awards:
Non Technical Events/Sports/Cultural Activities	
Number of Participations:	No. of Awards:

PART-C: RESEARCH & DEVELOPMENT

14. Research Paper /Article Publications / Case Study Publications / Book / Book Chapter Publications by the Faculty:

(Details/Documents should be available in the Department and has to be shown to auditors at the time of audit)

No. of SCI Publications	
No. of Scopus Publications	

No. of Case Study Publications	
No. of Book / Book Chapters Authored	
No. of UGC Care Publications	
No. of Conference Papers	

15. Patents Filed/Published/Granted in the department:

(Details/Documents should be available in the Department and has to be shown to auditors at the time of audit)

No. of Patents Filed	
No. of Patents Published	
No. of Patents Granted	

16. List of Funded/Sponsored Projects and Consultancy

Sr. No.	Name of the Faculty	Name of Funded/ Sponsored Project or Consultancy	Name of Funding /Sponsored Agency (Govt./ Non-Govt.)	Period (From)	Period (To)	Amount or Fund Sanctioned	Date of Receipt

17. Conferences/ Research Oriented Seminars /Workshops/ FDPs/STCs (Short term courses) organized by The department

(Details/Documents should be available in the Department and has to be shown to auditors at the time of audit)

No. of				
Conferences	Seminars	Workshops	FDPs	STTP/STCs

18. Conferences/ Seminars/Workshops/FDPs/STCs attended by the faculty

(Details/Documents should be available in the Department and has to be shown to auditors at the time of audit)

No. of				
Conferences	Seminars	Workshops	FDPs	STTP/STCs

19. No. of Innovations/Products Developed by the Faculty (for example video

Lectures/Models/Charts developed):

(Details/Documents should be available in the Department and has to be shown to auditors at the time of audit)

20. Details of students who have Registered/Completed MOOCs/other Certification

Courses:

(Details/Documents should be available in the Department and has to be shown to auditors at the time of audit)

Name of the Course	No. of Students Registered	No. of Students who completed the Course
Total number of Certification Courses Completed by the students:		

21. Details of Faculty Members who have registered/completed MOOCs /other certification courses:

(Details/Documents should be available in the Department and has to be shown to auditors at the time of audit)

Name of the Course	No. of Faculty Members Registered	No. of Faculty Members who completed the Course
Total number of Certification Courses Completed by the Faculty :		

D: EXTENSION ACTIVITIES

22. Number of extension and outreach programs conducted through NSS/NCC/Welfare activities in the Campus / neighborhood community in terms of impact and sensitizing students to social issues and holistic development etc.:

Name of the activity	Venue of the activity	Date of the activity	Organizing unit/ agency/ collaborating agency	Theme of the activity

23. Details of Project Oriented/ Practical Oriented/ Experiential Learning/ Industrial Visits /Other Activities organized by the Department:

(Mention only those activities which have not been mentioned in Point No. 24 i.e. club activities)

24. Club/ Chapter/ Societies:

(a) Details of the Clubs/ Chapters/ Societies:

Sr. No.	Name of Club/ Chapter/Societies	Faculty Coordinator	Student Coordinator

(b) Number of the Activities organized by Clubs/ Chapters/ Societies

(Details/Documents should be available in the Department and has to be shown to auditors at the time of audit):

PART-E: AWARDS & RECOGNITIONS

25. Number of Awards/ Recognitions received by Faculty:

(Details/Documents should be available in the Department and has to be shown to auditors at the time of audit)

26. Number of Faculty providing Consultancy in Industry:

(Details/Documents should be available in the Department and has to be shown to auditors at the time of audit)

27. Awards and Rankings of the Department/College during the year:

(Supporting document has to be retained by the Department and it has to be shown to the auditor at the time of audit)

Sr. No	Name of the Award/Ranking	Date of the Award / Ranking received	Award/Ranking giving Agency	Details of Award/Ranking	National/ International

28. Accreditation Details:

(a) Programs Accredited:

(Supporting document has to be retained by the Department and it has to be shown to the auditors at the time of audit)

Sr. No.	Name of Program	UG/PG/Both	Accreditation Agency	Accreditation Period (From-To)

(b) Program for which Accreditation has been applied:

(Supporting document has to be retained by the Department and it has to be shown to the auditors at the time of audit)

Sr. No.	Name of Program	UG/PG/Both	Accreditation Agency	Date of Submission of Application

(c) Institute Accreditation Status:

(Supporting document has to be retained by the Department and it has to be shown to the auditors at the time of audit)

Place:

Date:

Name & Signature of the Head of the Department

SIGNATURE OF AUDITORS 1

SIGNATURE OF AUDITORS 2

SIGNATURE OF AUDITORS 3

SIGNATURE OF EXTERNAL AUDITORS:

Student Feedback

Name:	
Roll Number:	
Branch:	
Semester:	
Contact number:	

*** Please fill the following feedback on scale 1(lowest) to 5(Highest)**

S. No.	Particulars	Satisfactory 1	Average 2	Good 3	Very Good 4	Excellent 5
1	The curriculum covered all aspects of the Program Outcomes (POs)					
2	The program provided the scope for the working in teams and demonstrate leadership					
3	The academic standards are adequate to the industry requirements					
4	Effective communication and presentation skills of teachers					
5	Adequate teaching methods to achieve POs and course outcomes (COs)					
6	The teachers ensure timely completion of the syllabus					
7	Punctuality of teachers					
8	Faculty expertise satisfied your academic interests					
9	The faculty's motivation and enthusiasm about subject of teaching					
10	Time-bound, Transparent and efficient Grievance redressal system for internal/external assessment.					
11	Transparent and Impartial evaluation system.					



12	Adequate opportunities are provided for participation in co- curricular and extracurricular activities.					
13	Adequate Infrastructure- classrooms, laboratories, Libraries etc.					
14	Adequate amenities like Wi-fi, sports, transport and canteen					

Any Observations/suggestions:

Teachers' Feedback

College: _____ Department: _____ Academic Year: _____ Program Name: _____	Semester: _____ Faculty Name: _____ Designation: _____ Subject Name: _____
--	---

*** Please fill the following feedback on scale 1(lowest) to 5(Highest)**

S. No.	Particulars	Satisfactory 1	Average 2	Good 3	Very Good 4	Excellent 5
1	The Program Outcomes(POs) are clear and appropriate to the program					
2	The curriculum and syllabus are well organized and suitable to the POs and Course Outcomes (COs)					
3	Appropriate distribution of contact hours among the course units/modules.					
4	The curriculum has a good balance between theory and practical					
5	Syllabus is updated on regular basis					
6	Contribution of the course in terms of professional requirement					
7	Adequateness of text books and reference books mentioned in the syllabus					
8	Course curriculum provides lifelong learning to students					
9	Adequate Infrastructure- classrooms, laboratories, Faculty rooms, Libraries etc.					
10	Adequate amenities like Wi-fi, Projectors in Labs/Classrooms, equipment in Labs etc.					
11	Institute's Support for ICT Based Learning System					
12	Opportunities provided to participation in FDPs/FEPs /STC					

Any specific suggestions/ Recommendations for improvement or changes in the Program/course:

Alumni Feedback based on Academics and Industry

College: _____ Department: _____ Program Name: _____ Name: _____ Father's Name: _____	Contact No.: _____ Admission Year: _____ Passing Out Year: _____ E-Mail Id: _____
---	--

*** Please fill the following feedback on scale 1(lowest) to 5(Highest)**

S. No	Particulars	Satisfactory 1	Average 2	Good 3	Very Good 4	Excellent 5
1	The study of basic Sciences, mathematics, analytical, design and computing skills helped you in your professional growth					
2	Availability of career guidance facilities at the institute level					
3	Ability to self-learn/ lifelong learning and adaptation to new tools and techniques towards solution of the given project					
4	Overall Environment at institute					
5	Adequate Infrastructure- classrooms, laboratories, Library etc.					
6	Faculty competence					
7	Additional academic guidance, resources & support					
8	Grievance redressal and Action taken on Feedback					
9	Training & Placement Program					
10	Placement Opportunities					



11	Skill Development and Innovative teaching tools					
12	CGC Alumni Network Support					

- Please give some specific suggestions/Recommendations for CGC for the development of the Alumni and about gap between Academics & Industry :

- Your Favorite Faculty Members in CGC and why?

- _____
- _____

Details

Note: Write Details in the rows whichever is applicable to you according to your profile.

Placed in Corporate	Company Name:	
	Designation:	
	Place of Work:	
Entrepreneurship	Company/Organization:	
	Field:	
	Company Location:	
	Website Link:	
Higher Studies	Country:	
	University/Institute:	
	Program:	
	Place of University/Institute:	
	Year of Admission:	
	Year of Passing Out:	
	Any Examination cleared (like IELTS,GATE, GRE etc.)	
	Year of passing the Exam:	
	Army/Navy/Air Force/Any	



Defense Services	other:	
	Designation:	
	Place of Posting:	
	Any examination cleared:	
	Year of passing the Exam:	
Govt. Job	Sector:	
	Designation:	
	Place of Work:	
	Any State/Central Level examination cleared (like IAS etc.):	
Celebrity	Field:	
	Achievements till date:	
Any other Category (Please Provide Details)		



INDUSTRY FEEDBACK FORM

Name of the Organization: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Date of Visit: _____

	Excellent	Very Good	Good	Average	Below Average
Communication Skills					
Technical Skills					
Aptitude					
Decisiveness					
Knowledge about the subject					
General Knowledge					

General

Remarks: _____

Hospitality :

Signature & Designation of Officer Making Report

Name of the Members of the Recruitment Team

1. _____ Contact :

_____ Email: _____



**CHANDIGARH
COLLEGE OF PHARMACY**
Building Careers. Transforming Lives.

Chandigarh College of Pharmacy

2. _____ Contact : _____ Email
: _____

3. _____ Contact : _____ Email
: _____

4. _____ Contact : _____ Email
: _____

5. _____ Contact : _____ Email
: _____

IQAC-Quality Monitoring Report

[illegible]

Attendance Monitoring Report

(Before MST.....)

List of Students having attendance less than 80%

Academic Session:

Name of the College:

Name of the Department:

Semester:

Sem-1

S.No	Roll No	Name	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5

Signature and Stamp

Head of the Department

SYLLABUS COVERAGE FORMAT

Status of the Syllabus Covered in Theory Subjects up to

Academic Session:

Department:

Program:

Semester:

Section:

Name of the Subject with Sub. Code	Total No. of lectures as per Lecture Plan (A)	No. of Lectures Delivered according to Lecture Plan (up to) (B)	%age of syllabus actually covered (B*100/A)	Remarks

Signature and Stamp of HOD

COURSE FILE INDEX

S No.	Contents	Remarks
1	Academic Calendar for current semester	
2	POs and PSOs	
3	Syllabus of Subject along with Course Outcomes(COs)	
4	COs-POs Mapping	
5	Curricular Gaps and their Delivery Details	
6	Content Beyond syllabus	
7	Lecture plan with CO Mapping	
8	Time Table	
9	List of Students	
10	Structure of MST	
11	MST Question Papers(CO Mapped)	
12	MST Evaluation Scheme	
13	Samples of checked MST Sheets	
14	List of academically weak students	
15	Action Taken and outcome	
16	Assignments with CO mapping	
17	Samples of checked Assignment sheets	
18	Evaluation scheme:Total Internal marks(Sessional marks + Assignments marks + Attendance marks)	
19	Student Wise Internal Assessment marks	
20	List of Innovative Teaching Tools	
21	Activities Included for Experiential Learning	
22	Last 2 years solved PTU Question papers	
23	Question Bank based on PTU Paper Pattern(Unit wise and CO Mapped)	
24	Notes/Reference Material	
25	Summary and Sample copy of PPT's	
26	CO Attainment of the course	
27	Minutes of Meetings	
28	Any other	

IKGPTU RESULT ANALYSIS

Session	
Branch	
Semester	

Sr. No.	Program	Semester	Total No. of Students	No. of Appeared Students	No. of Pass Students	Pass %	No. of fail Students

**Signature and Stamp
Head of the Department**

[illegible]



Roll No.							
-------------	--	--	--	--	--	--	--

Date							
------	--	--	--	--	--	--	--

Total No. of questions:

Total no. of Pages: 1

CHANDIGARH COLLEGE OF PHARMACY
Program.....Branch.....Semester.....
1st Mid-Semester Examination
Subject:
Subject Code:

Time: 1.5 Hr.

Max. Marks*: 30

INSTRUCTIONS TO CANDIDATES:

1. Section-A is compulsory consisting of five questions carrying two marks each.
2. Section-B contains three questions carrying five marks each and students have to attempt any two questions.
3. Section-C contains two carrying ten marks each and students have to attempt any one question.

Course Outcomes

CO 1	
CO 2	
CO 3	
CO 4	
CO 5	
CO 6	

L1- Remembering, L2- Understanding, L3 –Applying, L4- Analyzing, L5- Evaluating, L6-Creating

Section – A (5 questions × 2 marks = 10 marks)

1.		(2)	CO	L
2.		(2)	CO	L
3		(2)	CO	L
4.		(2)	CO	L
5		(2)	CO	L

Section – B (2 questions × 5 marks = 10 marks)

6.		(5)	CO	L
7.		(5)	CO	L
8.		(5)	CO	L

Section – C (1 questions × 10 marks = 10 marks)

9.		(10)	CO	L
10.		(10)	CO	L

ASSIGNMENT STRUCTURE

Assignment No.

Total marks-20

Branch:

Subject & Subject code:

Semester:

Date on which assignment is given:

Date of submission of assignment:

Course Outcomes:

CO 1	
CO 2	
CO 3	
CO 4	
CO 5	

Bloom's Taxonomy Levels

L1 – Remembering, L2 – Understanding, L3 – Applying, L4 – Analyzing, L5 – Evaluating, L6 - Creating

Assignment related to COs		Marks	CO	Blooms level
Q1		5	CO...	L...
Q2		5	CO...	L...
Q3		5	CO...	L...
Q4		5	CO...	L...
Q5		5	CO...	L...

Subject Coordinator

IQAC Member

Head of the Department

MENTOR FILE STATUS REPORT

Department of

Date:

The status for the Mentor files for the sessionis as follows:

Sr. No.	Batch	Semester	Groups	No. of students per group	Status of a mentor file	Remarks (if any)
1						
2						
Total						

Head of the Department



MENTOR FORM

Chandigarh College of Pharmacy			
MENTOR FORM			
Name of Student		DOB _/____/____	Student Photo
Father's & Mother's Name:		Student ID No.:	
Name of the Department / Institute:			
Class:	Session:	Semester:	Blood Group:
Permanent Address			
Country:	State:	District:	City:
Local Address:			
Country:	State:	District:	City:
Student Mobile Number:		Parent Mobile Number (Father & Mother):	
Student email Id.:		Parent email Id.	
Hosteller (Yes/No) :	Room	Scholarship Eligibility	Category:



		No:		(Yes / No): no			
Hostel Name:-----				Scholarship Form Filled (Yes / No): no			
Parents Occupation: Annual Income:				Applied for Bank Loan (Yes / No) Bank Name-- Loan Amount---			
Unhealthy Habits & Ailments (If Any)---				% Marks In 10 th :		% Marks In 12 th :	
Aim of Education:				Signature of Student			
Dues Details Date Wise							
Date	-						
Balance	-						
Submit On	-						
Discipline, Personal Traits & Progressive Improvement in Weak Areas:							
Whether Involved/Punished for any in disciplinary activity (Yes / No) if Yes, detail of In disciplinary act:							

Nature Of Student			
+ve Thinking:	Extrovert:	Aggressive:	
-ve Thinking	Introvert	Non-Aggressive:	
Communication Skill at the time of Admission:			
Improvement in Communication Skills			
For Odd Sem			For Even Sem
Sem 1 i. ii. iii. Sem 3 i. ii. iii. Sem 5 i. ii. iii.			Sem 2 i. ii. iii. Sem 4 i. ii. iii. Sem 6 i. ii. iii.
Improvement in Academics			
For Odd Sem			For Even Sem



Sem 1 i. ii. iii. Sem 3 i. ii. iii. Sem 5 i. ii. iii.			Sem 2 i. ii. iii. Sem 4 i. ii. iii. Sem 6 i. ii. iii.	
Improvement in PDP				
For Odd Sem			For Even Sem	
Sem 1 i. ii. iii. Sem 3 i. ii. iii. Sem 5 i. ii. iii.			Sem 2 i. ii. iii. Sem 4 i. ii. iii. Sem 6 i. ii.	



			iii.	
Special Remarks and Extent Of Improvement:				
Interaction Between Mentor and Student(Enter detail with date)				
For Odd Sem			For Even Sem	
Date & Observation			Date & Observation	
Interaction With Parent - Mobile, SMS, During Visit (Odd Sem) (Enter detail with date)				
Date	Contacted To	Mobile	Purpose	Remarks



Interaction With Parent - Mobile, SMS, During Visit (Even Sem) (Enter detail with date)

Date	Contacted To	Mobile	Purpose	Remarks

Details Of Communication By Letter Or Email(Enter detail with date)

Date	Contacted To	Purpose	Remarks & Reference Number



Sem7- Marks Details In Sessional									
Subject Code									
Marks Obt. MM	Sessional								
	1st	Marks							
		Attendance %							
	2nd	Marks							



		Attendance %								
Semester attendance (Lectures attended /Lectures Delivered)										
Semester Attendance %										
University Results (Grades)										
SGPA										
Weak /Bright Student Give Remarks, action taken and improvement										
Sem8-Marks Details In Sessional										
Subject Code										
Marks Obt. / MM	Sessional									
	1st	Marks								
		Attendance %								
	2nd	Marks								
		Attendance %								



Semester attendance (Lectures attended /Lectures Delivered)									
Semester Attendance %									
University Results (Grades)									
SGPA									
Weak /Bright Student Give Remarks, action taken and improvement									

Additional Information	
Student Problems & Action Taken	
1. 2. 3. 4. 5.	
Skill Development Courses	
1. 2. 3. 4. 5.	



Assessment Tests (Like AMCAT)

- 1.
- 2.
- 3.
- 4.
- 5.

Certification Courses

- 1.
- 2.
- 3.
- 4.
- 5.

Talents

- 1.
- 2.
- 3.
- 4.
- 5.

Achievements

Co-Curricular	Academic	Sports	Cultural

Career Details

1.Placement

- i.
- ii.
- iii.

2.Higher Studies

- i.
- ii.
- iii.

Competitive Exams Applied/Appeared

- i.
- ii.
- iii.

Entrepreneurship

- i.
- ii.
- iii.

Any other

- i.
- ii.
- iii.

Note: a separate sheet can be attached with the form if any extra information is to be filled or the space given in the Mentor form is not sufficient.

Any Other Remarks	
Name & Signature of Mentor	Name & Signature of Mentor

Hostel Readiness Performa

Date	
Hostel Name	
Warden Name	
Total Number of Rooms	
Total Capacity	
Academic Session	

General Readiness		
Reception area is clean and organized	YES	NO
Check-in and check-out procedures are updated and well-communicated to staff	YES	NO
Staff is trained on emergency procedures, customer service, and health and safety protocols	YES	NO
Common areas (lounge, kitchen, etc.) are clean and ready for use	YES	NO
Signage for important areas (restrooms, emergency exits, etc.) is clear and visible	YES	NO
Adequate lighting and ventilation in all areas	YES	NO

Rooms		
All beds are made with clean linens	YES	NO
Personal lockers are clean and functional	YES	NO
Adequate power outlets and charging stations in each room	YES	NO

Bathrooms		
Bathrooms are cleaned and sanitized	YES	NO
Mirrors, sinks, and showers are in good condition	YES	NO
Adequate hooks or hangers for clothes and towels	YES	NO

Mess and Dining Area		
Kitchen is clean and sanitized	YES	NO
Adequate cooking utensils, pots, pans, and dishes are available	YES	NO
Refrigerators and storage areas are clean and organized	YES	NO
Dining area is set up with clean tables and chairs	YES	NO
Adequate supply of clean drinking water	YES	NO
Information about breakfast or meal options is displayed	YES	NO
Place adequate trash and recycling bins	YES	NO

Safety and Security		
Fire extinguishers are in place and have been recently inspected	YES	NO
CTV cameras and security systems inspected and functional	YES	NO

Technology and Connectivity		
Wi-Fi network is operational	YES	NO

Cleanliness and Maintenance		
Common areas, hallways, and outdoor spaces are clean and free from clutter	YES	NO
Regular pest control measures have been taken	YES	NO
Any necessary repairs or maintenance have been completed	YES	NO
Trash bins are emptied regularly	YES	NO

Observations/ Suggestions/ Recommendations

Signature Department In-charge

Suggestions/Recommendations by Administrative Audit Inspection Committee

Auditor 2

Auditor 3

Auditor 1

Name & Signature

Name & Signature

Name & Signature

Auditor (External) Name & Signature

Canteen Readiness Performa

Date	
Canteen Name	
Canteen Manager Name	
Total Number of Tables	
Total Number of Chairs	
Academic Session	

Menu Planning		
Menu items finalized and categorized (breakfast, lunch, snacks, beverages)	YES	NO
Dietary preferences and restrictions considered (vegetarian, vegan, gluten-free, etc.).	YES	NO
Vendor Selection		
Reliable suppliers identified for fresh produce, meat, dairy, etc.	YES	NO
Partnerships established with beverage distributors.	YES	NO

Equipment and Supplies		
All cooking equipment was inspected and in working condition	YES	NO
Sufficient stock of cooking utensils, cutlery, plates, glasses, napkins, etc	YES	NO

Hygiene and Safety		
Canteen area clean, well-ventilated, and pest-free	YES	NO
Staff trained in food safety practices and health regulations	YES	NO

Staffing		
Kitchen staff, servers, and cashiers hired and trained	YES	NO
Clear hierarchy and responsibilities defined	YES	NO

Pricing Strategy		
Pricing determined for each menu item to cover costs and ensure profitability	YES	NO

Payment Systems		
Cash register or point-of-sale system set up for transactions	YES	NO

Menu Display & Certificates		
Menus designed and printed, displaying items and prices	YES	NO
Food Safety Certificates Availability	YES	NO

Waste Management		
Place adequate trash and recycling bins	YES	NO
Have a plan in place for post-event cleanup	YES	NO

Signature Department In-charge

Suggestions/Recommendations by Administrative Audit Inspection Committee:

--

Auditor 1
Name & Signature

Auditor 2
Name & Signature

Auditor 3
Name & Signature

Auditor (External) Name & Signature

Transport Readiness Performa

Date	
In-charge Name	
Total Number of Buses	
Total Number of Cars	
Total Vehicles	
Total Seating Capacity	
Academic Session	

Preparation and Planning		
Determine the number of students requiring transportation	YES	NO
Define routes and stops based on student population and locations	YES	NO
Set a schedule for transportation services	YES	NO

Vehicles		
Assess the number of available vehicles	YES	NO
Confirm the seating capacity of each vehicle	YES	NO
Ensure vehicles are in good condition and well-maintained	YES	NO
Vehicles Insurance Certificate availability as per government rule	YES	NO
Vehicles PUC Certificate availability as per government rule	YES	NO

Drivers		
Confirm that drivers are licensed and have relevant certifications	YES	NO
Check drivers' experience and driving record	YES	NO
Ensure drivers are familiar with the designated routes	YES	NO
Verify that drivers are trained in safety and emergency protocols	YES	NO

Safety and Maintenance		
Establish a regular maintenance schedule for vehicles	YES	NO
Confirm that vehicles undergo routine safety inspections	YES	NO
Ensure vehicles have necessary safety equipment (first aid kits, fire extinguishers)	YES	NO
Develop an emergency response plan for accidents or breakdowns	YES	NO

Communication		
Set up clear communication channels for students and drivers	YES	NO
Provide students with contact information for transportation-related inquiries	YES	NO
Implement a system for notifying students about delays or changes	YES	NO

Student Engagement		
Plan an awareness campaign to inform students about transportation services	YES	NO
Create user-friendly guides or materials on how to use the service	YES	NO
Establish a feedback mechanism for students to provide input and concerns	YES	NO
Consider accessibility needs for students with disabilities	YES	NO

Cost and Payment		
Define transportation fees and payment methods	YES	NO
Provide students with information on how and when to pay	YES	NO
Clarify any discounts or special rates for students	YES	NO
Ensure transparency in fee structure and avoid hidden charges	YES	NO

Signature Department In-charge

Suggestions/Recommendations by Administrative Audit Inspection Committee:

--

Auditor 1

Name & Signature

Auditor 2

Name & Signature

Auditor 3

Name & Signature

Auditor (External) Name & Signature

Dispensary Readiness Performa

Date	
In-charge Name	
Total Number of Beds	
Total Number of Chairs	
Seating Capacity	
Academic Session	

Physical Setup		
Dispensary layout and design optimized for customer flow and social distancing	YES	NO
Clear signage for different sections, including product displays, checkout, and waiting areas.	YES	NO
Adequate space for wheelchair accessibility and easy movement	YES	NO
Secure storage for cannabis products with proper shelving and labeling	YES	NO
Surveillance cameras covering critical areas for security	YES	NO
Access control system for restricted areas	YES	NO

Staff Readiness		
Doctor & Dispensary staff appointed and familiar with all operations	YES	NO
Trained budtenders with knowledge of different cannabis products and their effects	YES	NO
All staff trained in cannabis regulations, safety protocols, and customer service	YES	NO
Staff equipped with appropriate personal protective equipment (PPE)	YES	NO

Product Readiness		
Diverse selection of cannabis strains, edibles, concentrates, and accessories available	YES	NO
All products lab-tested for safety and potency, with certificates of analysis displayed	YES	NO
Compliance with legal requirements for packaging and labeling	YES	NO
Clear information provided on THC/CBD content, serving sizes, and potential allergens	YES	NO

Additional Considerations		
Adequate lighting and ventilation in all areas of the dispensary	YES	NO
Comfortable waiting area for patients, if applicable	YES	NO
Clear communication channels among staff for efficient operations	YES	NO
Regular maintenance schedule for the dispensary's facilities and equipment	YES	NO
Continuous monitoring of changing regulations and updates related to cannabis	YES	NO
The ambulance is ready with all equipment & first aid services	Yes	No

Signature Department In-charge

Suggestions/Recommendations by Administrative Audit Inspection Committee:

Observations/ Suggestions/ Recommendations

Auditor 1

Name & Signature

Auditor 2

Name & Signature

Auditor 3

Name & Signature

Auditor (External) Name & Signature

Auditorium/Seminar Hall Readiness Performa

Date	
Name	
In-charge Name	
Total Number of Tables	
Total Number of Chairs	
Seating Capacity	
Academic Session	
Stage Size	

Physical Infrastructure		
Condition of Seats	<i>Good/Fair/Poor</i>	
Condition of Flooring	<i>Clean/Untidy/Damaged</i>	
Accessibility for People with Disabilities	<i>YES</i>	<i>NO</i>

Audio-Visual Equipment		
Microphones	<i>Functional</i>	<i>Needs Repair</i>
Speakers	<i>Functional</i>	<i>Needs Repair</i>
Projectors	<i>Functional</i>	<i>Needs Repair</i>
Screens	<i>Functional</i>	<i>Needs Repair</i>
Lighting	<i>Adequate</i>	<i>Insufficient</i>
Control Panel	<i>Functional</i>	<i>Needs Repair</i>

Acoustics		
Acoustic Treatment	<i>Adequate</i>	<i>Insufficient</i>
Sound Quality	<i>Good/Fair/Poor</i>	
Noise Insulation	<i>Effective</i>	<i>Ineffective</i>

Electrical and Safety		
Power Outlets	<i>Adequate</i>	<i>Insufficient</i>
Emergency Exits	<i>Clearly Marked</i>	<i>Not Clearly Marked</i>
Fire Safety Equipment	<i>Available</i>	<i>Not Available</i>
First Aid Kit	<i>Available</i>	<i>Not Available</i>

Cleanliness and Maintenance		
Overall Cleanliness	<i>Good/Fair/Poor</i>	
Regular Maintenance	<i>YES</i>	<i>NO</i>
Pest Control Measures	<i>Implemented</i>	<i>Not Implemented</i>

Technical Support		
On-Site Technical Support	<i>YES</i>	<i>NO</i>

Signature Department In-charge

Suggestions/Recommendations by Administrative Audit Inspection Committee:

Observations/ Suggestions/ Recommendations

Auditor 1
Name & Signature

Auditor 2
Name & Signature

Auditor 3
Name & Signature

Auditor (External)
Name & Signature

Sports Ground Readiness Performa

Date	
In-charge Name	
Academic Session	
Ground Name	

Facility Inspection and Maintenance		
Inspect the entire sports ground for any safety hazards, such as uneven terrain, broken equipment, or potential tripping hazards	YES	NO
Repair and maintain facilities, including seating, fencing, lighting, and restrooms	YES	NO
Check for any pest infestations that might hinder the event	YES	NO

Field Preparation		
Mow and mark the field according to the specific sport's dimensions and regulations	YES	NO
Paint lines, goalposts, and any other necessary markings on the field	YES	NO
Proper drainage to prevent water accumulation on the field	YES	NO

Equipment Readiness		
Inspect and set up necessary equipment such as goalposts, nets, scoreboards, and protective barriers	YES	NO
Ensure that all equipment is in good condition and functioning properly	YES	NO

Safety Measures		
Set up adequate signage indicating emergency exits, first aid stations, and evacuation routes	YES	NO
Ensure availability of first aid kits, AEDs (Automated External Defibrillators), and medical personnel	YES	NO
Train staff and volunteers in basic first aid and emergency procedures	YES	NO

Spectator Accommodations		
Set up seating areas, considering appropriate spacing for social distancing if necessary	YES	NO
Ensure that seating areas are safe and properly secured	YES	NO

Sanitation and Hygiene		
Availability sufficient restroom facilities that are clean and well-stocked with essentials	YES	NO
Set up hand sanitizing stations throughout the sports ground	YES	NO

Accessibility		
Ensure that the sports ground is accessible to individuals with disabilities, including accessible seating and restrooms	YES	NO
Provide ramps, elevators, and other necessary accommodations	YES	NO

Weather Considerations		
Monitor weather forecasts leading up to the event and have a plan in place for inclement weather	YES	NO
Provide shelter options or communicate evacuation procedures if severe weather is expected	YES	NO

Permits and Regulations		
Obtain any necessary permits or approvals from local authorities for hosting the event	YES	NO
Ensure compliance with all relevant safety and regulatory guidelines	YES	NO

Waste Management		
Place adequate trash and recycling bins throughout the sports ground	YES	NO
Have a plan in place for post-event cleanup	YES	NO

Signature Department In-charge

Suggestions/Recommendations by Administrative Audit Inspection Committee:

Observations/ Suggestions/ Recommendations

Auditor 1

Name & Signature

Auditor 2

Name & Signature

Auditor 3

Name & Signature

Auditor (External) Name & Signature

General Facilities Readiness

Date	
Academic Session	

Sewage Treatment Plant		
All necessary permits and approvals from local, state, and federal regulatory agencies for operating a sewage treatment plant	YES	NO
Verify compliance with environmental regulations and discharge limits	YES	NO
Ensure that safety equipment (personal protective gear, emergency shut-offs, fire suppression systems) is in good working condition	YES	NO
Train all plant operators on standard operating procedures, safety protocols, and emergency response plans	YES	NO
Ensure that relevant college staff are aware of the plant's operation and potential hazards	YES	NO
Set up monitoring systems for parameters like flow rates, pH levels, chemical dosing, and treatment efficiency	YES	NO
Establish a schedule for regular testing of influent and effluent to verify compliance with treatment goals.	YES	NO

E-Waste		
Develop a clear policy outlining the college's commitment to responsible e-waste management and disposal	YES	NO
Designate collection points or bins across campus for students, faculty, and staff to deposit their e-waste.	YES	NO
Ensure that collected e-waste is stored in a secure and safe location to prevent unauthorized access and potential hazards	YES	NO
Establish procedures to securely erase or destroy data on devices before they are disposed of or recycled	YES	NO
Ensure that the chosen recycling facility follows environmentally sound practices and adheres to proper disposal methods	YES	NO
Ensure that the disposal of e-waste is done in accordance with ethical guidelines and in ways that minimize harm to the environment and communities	YES	NO

Lifts		
Schedule routine maintenance with a licensed elevator service provider to keep elevators functioning optimally	YES	NO
Create a maintenance schedule that includes routine inspections, lubrication, and parts replacement	YES	NO
Develop and post clear instructions for emergency situations such as entrapments or power failures	YES	NO
Conduct regular drills with elevator users and staff to ensure they know how to respond in case of an emergency	YES	NO
Verify that safety features, including emergency stop buttons, alarms, and intercom systems, are functioning properly	YES	NO

Signature Department In-charge

Suggestions/Recommendations by Administrative Audit Inspection Committee:

Observations/ Suggestions/ Recommendations

Auditor 1

Name & Signature

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Auditor 3

Name & Signature

Auditor (External) Name & Signature