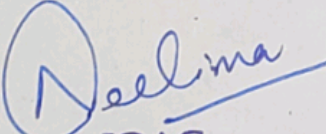
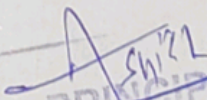


Academic and Administrative Audit Report


IQAC
Co-ordinator
Shri Mahaveer College


PRINCIPAL
SHRI MAHAVEER COLLEGE

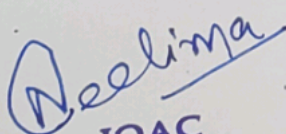
Preface

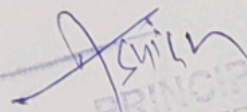
This Manual on Academic and Administrative Audit is aimed at encouraging the departments/programs/cells/committees to monitor and evaluate their institutional processes which require a carefully structured system of internal and external review. Academic and Administrative Audit (AAA), are very essential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


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VISION OF THE INSTITUTE

To be a globally competent learning and research centre for the contemporary holistic development of young minds to make them industry-fit and job-creators by providing quality education in varied disciplines with modern insights and ethical values.

MISSION OF THE INSTITUTE

- To empower our students to achieve global excellence in varied disciplines and carve a niche on global horizon.
- To foster holistic development of our students to develop professionalism and globally competent skill-set.
- To encourage and support our students to develop innovative thinking for contributing towards a progressive ethical contemporary society

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.

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.

DEPARTMENT VERIFICATION REPORT

Academic Year: 2023-2024

Verified by

- | | |
|---------------------------------|----------------------------------|
| 1. Prof. Gajendra Singh Rajawat | Dept. of Computer Science |
| 2. Prof. Deepa Mathur | Dept. of Arts and Visual Arts |
| 3. Prof N D Mathur | Dept. of Commerce and Management |

The following Documents/Files are available in all aspects

DEPARTMENT RELATED

- | | |
|--------------------------------------|-------------|
| 1. Department Profile (Latest) | : Available |
| 2. Vision/ Mission/ PO/PSO/PEO | : Available |
| 3. Academic Calendar | : Available |
| 4. Time Table (Class and Individual) | : Available |
| 5. Subject Allotment File | : Available |
| 6. Department MoM File | : Available |
| 7. Accreditation status File | : Available |

DAB Meeting Minutes (Last 5 Years)

DAB Minutes No.	Held on Date	YES/NO
1	8-7-23	YES
2	10-10-23	YES
3	6-1-24	YES
4	6-4-24	YES

FACULTY, STUDENT AND BUDGET

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

RESEARCH AND DEVELOPMENT

S.N	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	YES
2	Students Publications	YES/NO	YES
3	Patent Publications	YES/NO	YES
4	Books & Book Chapter Publications	YES/NO	YES
5	NPTEL / COURSEERA Certifications (Faculty & Students)	YES/NO	YES
6	Details of FDPs/Workshops/ Conference /VAC/ Guest lectures/ Seminars Organized by the department.	YES/NO	YES
7	Details of FDPs/Workshops/ Conference attended by Faculty	YES/NO	YES
8	Details of FDPs/Workshops/ Conference/ VAC attended by Students	YES/NO	YES
9	Student internship details	YES/NO	YES
10	List of Professional Societies in the department with membership and validity.	YES/NO	YES
11	Activities conducted through Professional Societies	YES/NO	YES
12	MoU & Collaboration with Industries for training, student exchange, faculty exchange, research and resource sharing	YES/NO	YES
13	Consultancy Revenue Generated	YES/NO	YES
14	Details of Proposals submitted to funding agencies	YES/NO	YES

ACADEMICS RELATED

S.N	Check List	Availability	Remarks
1	Course Materials Prepared by the Faculty	YES/NO	YES
2	Sample Question papers of Mid Examinations	YES/NO	YES
3	Sample Assignment Papers	YES/NO	YES
4	Sample Tutorial Questions and Answers	YES/NO	YES
5	Student Project Files	YES/NO	YES
6	Sample Project Reports	YES/NO	YES
7	Bridge and remedial classes (Time-Table, Attendance)	YES/NO	YES
8	Internal Marks	YES/NO	YES
9	Stock Registers	YES/NO	YES
10	Sample Course Files	YES/NO	YES
11	Results Analysis (last 5years)	YES/NO	YES

PLACEMENT AND CAREER GUIDANCE

S.N	Check List	Availability	Remarks
1	Placement File (Department) with offer letters and Appointment orders	YES/NO	YES
2	List of core companies visited	YES/NO	YES
3	List of training and career guidance programmes offered	YES/NO	YES

DEPARTMENT INFRASTRUCTURE			
S.N	Check List	Availability	Remarks
1	ICT Enabled Class Rooms– smart classroom, Wi-Fi etc.,	YES/NO	YES
2	Sufficient Class room, Faculty cabins , Conference Room	YES/NO	YES
3	Department Library: Details of number of Titles, Volumes of Book available in Department Library	YES/NO	YES
4	Display of Vision/ Mission/ POs/ PSOs/PEOS in HoD Room, Laboratories, Corridors etc.,	YES/NO	YES
5	Details of Club activities	YES/NO	YES

ALUMNI			
S.N	Check List	Availability	Remarks
1	List of Alumni with Current Status File	YES/NO	YES
2	Prominent Alumni of the department	YES/NO	YES
3	Alumni Feedback Forms	YES/NO	YES

STAKEHOLDERS FEEDBACK & ATR			
S.N	Check List	Availability	Remarks
1	Parents Feedback (Facilities, Curriculum)	YES/NO	YES
2	Students Feedback (Course, Curriculum, faculty, facilities, exit feedback, course end)	YES/NO	YES
3	Employer Feedback	YES/NO	YES
4	Faculty Feedback (Curriculum)	YES/NO	YES

Observations

The academic year witnessed significant developments across various aspects of the institution. The Departmental Advisory Board (DAB) meeting was conducted successfully, facilitating discussions on curriculum updates, industry trends, and potential collaborations among industry experts, faculty members, and students.

The faculty members demonstrated exceptional dedication and commitment to academic excellence, engaging in professional development, research, and innovative teaching methods to enhance student learning outcomes. Students showcased remarkable enthusiasm, talent, and entrepreneurial spirit through various academic and extracurricular activities, demonstrating significant growth in skills, knowledge, and critical thinking abilities.

The institution effectively managed its budget, allocating resources judiciously to support academic programs, research initiatives, and infrastructure development. Furthermore, the institution fostered a culture of research and innovation, with faculty and students collaborating on various projects, leading to publications, patents, and recognition at national and international levels, thereby enhancing the institution's reputation and academic credibility.

Name and Signature of the Verifying Member

1. Prof. Gajendra Singh Rajawat
2. Prof. Deepa Mathur
3. Prof N D Mathur

Deepa S. Mathur
Rajawat
ND Mathur

Deelima
IQAC
Co-ordinator
Shri Mahaveer College

Principal
PRINCIPAL
SHRI MAHAVEER COLLEGE

STOCK VERIFICATION REPORT

Academic Year: 2023-24

Name of the In-charge: Chandrika Jain

Verified by (Name & Designation):

- | | |
|---------------------------------|----------------------------------|
| 1. Prof. Gajendra Singh Rajawat | Dept. of Computer Science |
| 2. Prof. Deepa Mathur | Dept. of Arts and Visual Arts |
| 3. Prof N D Mathur | Dept. of Commerce and Management |


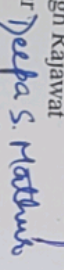

1.

S.No.	Name of the Equipment / Furniture	Qty as per stock	Qty as per inspection	No. of Deficient Items			
				Missing	Excess	Unserviceable	Damaged
1	Computers	172	172	No	No	NO	No
2	Smartboard	10	10	No	No	No	No
3	Podium	20	20	No	No	No	No

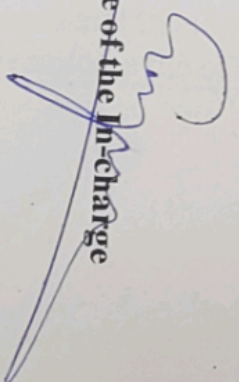
Observation by the Inspection Committee

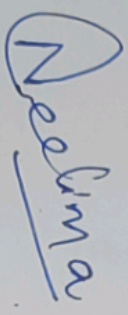
Certified that the physical verification as per all the stock registers indicated above has been carried out by us. Except the deficient items, reported above, all other items were physically present. The stock was observed to be properly maintained, with clear documentation and systematic organization. The inventory records were in line with the actual physical stock, showing that the stock is being managed efficiently and accurately. There were no significant discrepancies between the stock registers and the physical verification, suggesting that the overall process of maintaining stock is being carried out effectively.

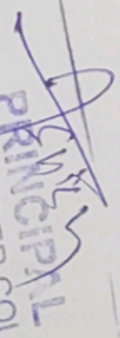
Name and Signature of Verification Members

1. Prof. Gajendra Singh Rajawat 
2. Prof. Deepa Mathur 
3. Prof. N D Mathur 

Signature of the In-charge




IQAC
Co-ordinator
Shri Mahaveer College


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SHRI MAHAVEER COLLEGE

Observation made by Audit team in inspection Report

&

Action Taken by Principal and HoD

Academic Year: 2023-24

Name & Designation of Audit/Verification Team:

- | | |
|---------------------------------|----------------------------------|
| 1. Prof. Gajendra Singh Rajawat | Dept. of Computer Science |
| 2. Prof. Deepa Mathur | Dept. of Arts and Visual Arts |
| 3. Prof N D Mathur | Dept. of Commerce and Management |

S.no.	Observations made in the audit team report	Action Taken by Principal
1	Stock is well-maintained with clear documentation and a systematic organization, with no significant discrepancies between the physical stock and stock registers.	The principal has confirmed that the current inventory management system will continue to be followed, and regular audits will be conducted to maintain this standard. The system's effectiveness in tracking stock has been reaffirmed.
2.	The inventory records accurately reflect the physical stock, indicating efficient stock management	The principal has directed that the inventory records be regularly updated and cross-checked to ensure they align with the physical stock at all times. A process to streamline real-time updates has been put in place to enhance accuracy.
3.	The process of maintaining stock appears to be effective, with no major issues identified.	The principal has emphasized the importance of continuing the current stock maintenance practices. Additional training will be provided to relevant personnel to reinforce the correct procedures and ensure consistency.

Deelima
IQAC
Co-ordinator
Shri Mahaveer College

Acharya
PRINCIPAL
SHRI MAHAVEER COLLEGE

Acharya
PRINCIPAL

Central Facility Audit Forms

Internal Quality Assurance Cell (IQAC)

TRAINING & PLACEMENT CELL INTERNAL AUDIT REPORT

Academic Year: 2023-24

Dept.: T&P Cell

Name of TPO: Dr. Simmi Choyal

Audited by

- | | |
|---------------------------------|----------------------------------|
| 1. Prof. Gajendra Singh Rajawat | Dept. of Computer Science |
| 2. Prof. Deepa Mathur | Dept. of Arts and Visual Arts |
| 3. Prof ND Mathur | Dept. of Commerce and Management |

The following Documents / Files are verified for the Academic Year

S.no.	Files	Availability	Remark
1.	Roles & Responsibilities	YES / NO	YES

2.	Activities Carried Out by the placement cell – With Proof	YES / NO	YES
3.	Placement Department Staff – Profile	YES / NO	YES
4.	Facilities Provided to Recruiters	YES / NO	YES
5.	Details of training & Career Development Programs organized by Training and Placement Cell	YES / NO	YES
6.	Student database	YES / NO	YES

8.	Letters for Correspondence with companies	YES / NO	YES
9.	Details of companies visited our campus for placement purpose.	YES / NO	YES
10.	On-campus placement drives conducted	YES / NO	YES
11.	Recruiter's Feedback	YES / NO	YES
12.	Details of Pool campus Drive Organized – No. of colleges attended, No. of Students Participated, List of companies visited, No. of offers, etc.,	YES / NO	YES

13.	Off-Campus Placement drives details.	YES / NO	YES
14.	List of Students Registered for Placement	YES / NO	YES
15.	List of students placed year wise, department wise every AY	YES / NO	YES
16.	List of Students with Highest & Average Package Offers	YES / NO	YES
17.	MoUs and Tie-ups for Training	YES / NO	YES


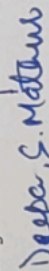

18.	Initiatives taken for not placed students	YES / NO	YES
19.	List of Training programs conducted (soft skills, technical training)	YES / NO	YES
20.	Annual Placement Report	YES / NO	YES

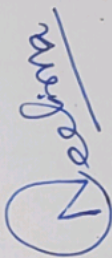
Major Observations

The Audit Team observed that the Training and Placement Department has been effectively carrying out its functions with a structured and well-organized approach. The department has maintained detailed records of training sessions, placements, and related activities, ensuring that all data is up-to-date and easily accessible. The processes for coordinating with companies, organizing campus interviews, and tracking placements have been documented and are being followed systematically. The team also noted that regular follow-ups are conducted with both students and employers, contributing to the high success rate of placements. Furthermore, the department has shown a proactive approach in offering skill development workshops and training programs that align with industry requirements, ensuring that students are well-prepared for the job market. Overall, the Training and Placement Department is functioning effectively, with a focus on continuous improvement and ensuring students' successful transition from academics to professional careers.

Signature of the TPO

Name and Signature of the Verifying Member

1. Prof. Gajendra Singh Rajawat 
2. Prof. Deepa Mathur 
3. Prof. N.D Mathur 


IQAC
Co-ordinator

Shri Mahaveer College


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SHRI MAHAVEER COLLEGE

IQAC CELL AUDIT REPORT

Academic Year: 2023-24

Dept.: IQAC

Name of the IQAC Coordinator: Dr. Neelima Pareek

Verified by

- | | |
|---------------------------------|----------------------------------|
| 1. Prof. Gajendra Singh Rajawat | Dept. of Computer Science |
| 2. Prof. Deepa Mathur | Dept. of Arts and Visual Arts |
| 3. Prof N D Mathur | Dept. of Commerce and Management |

The following Documents / Files are available in all aspects

Remarks / Suggestions



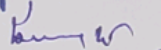
1. IQAC Composition	YES / NO	YES
2. IQAC Minutes of Meeting	YES / NO	YES
3. Action Taken Reports for IQAC Minutes	YES / NO	YES
4. DAB minutes copy of all department	YES / NO	YES
5. All Policy Documents	YES / NO	YES
6. Records related to any special status conferred by the central/ state government	YES / NO	YES
7. Records related to Departmental contribution to the growth of College	YES / NO	YES
8. Quality Action Plan for the AY and its outcomes	YES / NO	YES
9. Programmes organized through IQAC	YES / NO	YES
10. All feedback forms	YES / NO	YES
11. Best Practices and Institutional Distinctiveness	YES / NO	YES

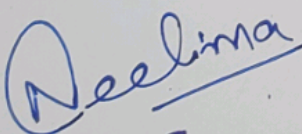
COMMENTS


The Audit Team is pleased to report a highly positive assessment of the key academic and administrative processes within the institution, specifically focusing on the IQAC (Internal Quality Assurance Cell) and its related functions. The IQAC composition is well-structured, with representatives from diverse areas of the institution, ensuring a comprehensive approach to quality assurance. The minutes of meetings for the IQAC are regularly documented, reflecting thoughtful discussions and strategic decisions aimed at enhancing academic and administrative standards. Moreover, the Action Taken Reports (ATRs) for IQAC minutes demonstrate a clear follow-up on decisions and their effective implementation, further showcasing the institution's commitment to continuous improvement. The DAB (Department Advisory Board) minutes for all departments are consistently recorded, with active participation from faculty and other stakeholders, ensuring that each department adheres to high standards of academic excellence. The policy documents available are comprehensive and well-maintained, supporting institutional governance and smooth functioning. The institution's programs are diverse and cater to the evolving needs of students, while the best practices adopted in various areas reflect an innovative approach to education and student development. Furthermore, the range of activities organized throughout the academic year highlights the institution's dedication to holistic student growth and community engagement.

Signature of the IQAC Coordinator

Name and Signature of the Verifying Member

1. Prof. Gajendra Singh Rajawat 
2. Prof. Deepa Mathur 
3. Prof N D Mathur 


Neelima
IQAC
Co-ordinator
Shri Mahaveer College


PRINCIPAL
SHRI MAHAVEER COLLEGE

INTERNAL AUDIT REPORT (LIBRARY)

Academic Year: 2023-24

Name of the Librarian: Ms Ridhi Jain

Name of Assistant Librarian : Ms Sushila Pareek

Audited by (Name & Designation):

1. Prof. Gajendra Singh Rajawat

Dept. of Computer Science

2. Prof. Deepa Mathur

Dept. of Arts and Visual Arts

3. Prof N D Mathur

Dept. of Commerce and Management

The following Documents / Files are verified for the Academic Year 2023-24

S.No	Files	Availability	Remarks / Suggestions
1.	Library management systems (ILMS)	YES / NO	YES
2.	Footfalls and Login data for online access register	YES / NO	YES
3.	Bills, Invoices	YES / NO	YES
4.	Physical Resources (books, journals, etc.)	YES / NO	YES
5.	Accession register	YES / NO	YES
6.	Digital Library & its log book	YES / NO	YES
7.	Rare books	YES / NO	YES
8.	Best practices in Library	YES / NO	YES
9.	All display boards (college vision, mission)	YES / NO	YES
10.	E-Resources	YES / NO	YES
11.	Library Budget- proposed, sanctioned and utilized	YES / NO	YES
12.	Subscription copies	YES / NO	YES
13.	Stock verification reports for all AYs	YES / NO	YES

14.	Website Updates & profiles of Librarians	YES / NO	YES
15.	Infrastructure- Xerox machines, water dispenser	YES / NO	YES
17.	Beautification of Library	YES / NO	YES
18.	No. of Readers enrolled during the year	YES / NO	YES
19.	Details of Books added in Academic Year	YES / NO	YES
20.	List of Books found Missing/Damaged during stock verification	YES / NO	YES
21.	List of Newspapers subscribed	YES / NO	YES
22.	List of Journals/ Magazines Subscribed	YES / NO	YES
23.	No. of Readers enrolled every academic Year	YES / NO	YES
24.	Details of Books added every academic Year	YES / NO	YES
25.	List of Books found Missing/Damaged during stock verification	YES / NO	YES

Other Details

1. Visitors to the Library

Average No. of Students per day visiting the library: 100-140

2. Circulation Service

a.	Average No. of books issued to students per day	20-30
b.	Total No. of Book issued to the Faculty	50
c.	No. of sets issued to poor students	NIL


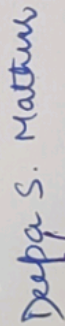

3. Software & Hardware details

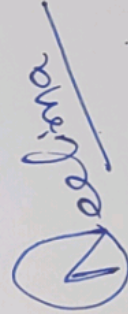
a.	Name of the Software	ERP
b.	Year of Purchase	2022
c.	No. of Computers available	10

Any other observation by the Inspection Committee


The Audit Team is pleased to report a highly positive assessment of the library's operations and management. The library is well-organized, with a comprehensive collection of books, journals, and digital resources that cater to the academic needs of students and faculty. The cataloging system is efficient, allowing for easy access to resources, and the library staff is well-trained and supportive in assisting users. The library has been proactive in adopting technology, with an updated digital catalog and access to online databases, ensuring that students and faculty can easily access necessary resources both on-campus and remotely. Additionally, the library has a well-maintained reading area that provides a conducive environment for study. The institution's commitment to continuous improvement is evident, as the library regularly updates its collection and facilities to stay in line with academic requirements. Overall, the Audit Team commends the library for its efficient functioning, resource availability, and the overall positive impact it has on the academic environment.

Name and Signature of the Auditor(s)

1. Prof. Gajendra Singh Rajawat 
2. Prof. Deepa Mathur 
3. Prof N D Mathur 


IQAC
Co-ordinator

Shri Mahaveer College


PRINCIPAL
SHRI MAHAVEER COLLEGE

INTERNAL AUDIT REPORT (SPORTS FACILITIES)

Academic Year: 2023-24

Name of the PD: Mr Indra Singh

Audited by (Name & Designation):

- | | |
|---------------------------------|----------------------------------|
| 1. Prof. Gajendra Singh Rajawat | Dept. of Computer Science |
| 2. Prof. Deepa Mathur | Dept. of Arts and Visual Arts |
| 3. Prof N D Mathur | Dept. of Commerce and Management |

The following Documents / Files are verified for the Academic Year 2023-2024

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


9.	Maintenance Register	YES / NO	YES
10.	Budget proposed, sanctioned and utilized	YES / NO	YES
11	List of Indoor Games	YES / NO	YES
12.	Display boards with photos of major achievements	YES / NO	YES

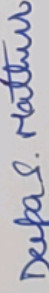
Any other observation by the Inspection Committee

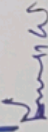
The Audit Team is pleased to report a highly positive evaluation of the institution's sports facilities. The sports infrastructure is well-maintained, with a variety of indoor and outdoor facilities available to students for different sports and physical activities. These facilities are equipped with modern equipment and are spacious enough to accommodate a large number of participants, promoting a healthy and active lifestyle. The grounds and courts are regularly maintained, ensuring a safe environment for students to engage in sporting events and practice sessions. The institution also organizes regular sports events and encourages student participation, fostering a spirit of teamwork and physical well-being. Additionally, the sports staff is well-trained and supportive, providing proper guidance and training to students interested in pursuing sports professionally. Overall, the Audit Team commends the institution for its commitment to promoting sports and fitness, ensuring that students have access to quality facilities that support their overall development.

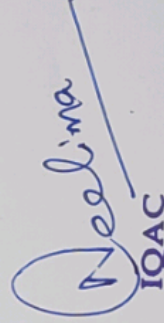
Name and Signature of the Auditor(s)

1. Prof. Gajendra Singh Rajawat
2. Prof. Deepa Mathur
3. Prof N D Mathur


Gajendra Singh Rajawat


Deepa Mathur


Prof N D Mathur


Neelima
IQAC

Co-ordinator

Shri Mahaveer College



INTERNAL AUDIT REPORT (NSS OFFICE)

Academic Year: 2023-24

Name of the NSS Office: Dr. J S Bidawat

Name of Assistant Officer: Dr. Mukesh Kumar Kumawat

Audited by (Name & Designation):

1. Prof. Gajendra Singh Rajawat

Dept. of Computer Science

2. Prof. Deepa Mathur

Dept. of Arts and Visual Arts

3. Prof N D Mathur

Dept. of Commerce and Management

S.No	Files	Availability	Remark / Suggestions
1.	<ul style="list-style-type: none"> • Approval letters from Govt./JNTU 	YES / NO	YES
2.	<ul style="list-style-type: none"> • Program officers details 	YES / NO	YES
3.	<ul style="list-style-type: none"> • Roles and responsibilities of program officers 	YES / NO	YES
4.	<ul style="list-style-type: none"> • List of NSS Volunteers and their ID cards 	YES / NO	YES
5.	<ul style="list-style-type: none"> • List of Villages adopted with Proofs 	YES / NO	YES
6.	<ul style="list-style-type: none"> • List of NSS activities conducted, Reports with photos, AY wise List of awards (students/faculty/college) for social service activities 	YES / NO	YES

7	• Govt. Funds received and utilized	YES / NO	YES
8.	• NSS Calendar	YES / NO	YES
9.	• NSS Circulars	YES / NO	YES

Comments

The Audit Team is pleased to report a highly positive evaluation of the National Service Scheme (NSS) activities at the college. The NSS unit is well-organized and actively involved in a wide range of community service initiatives, reflecting the institution's commitment to social responsibility and student development. The programs conducted under NSS are diverse, addressing important social issues such as environmental sustainability, health awareness, and rural development. The students actively participate in these initiatives, gaining valuable life skills while contributing meaningfully to society. The college provides strong support to the NSS unit, with well-structured planning, timely execution of programs, and regular monitoring of outcomes. The NSS activities have a positive impact on both the students and the local community, fostering a sense of social responsibility, leadership, and empathy among the participants. Overall, the Audit Team commends the college for its effective NSS program, which significantly enhances the holistic development of students while contributing to societal welfare.

Name and Signature of the Auditor(s)

1. Prof. Gajendra Singh Rajawat

2. Prof. Deepa Mathur

3. Prof. N. D Mathur

Neelima

IQAC

Co-ordinator
Shri Mahaveer College



INTERNAL AUDIT REPORT (ADMIN SECTION- OFFICE)

Academic Year: 2023-24

Name of the Admin Officer: Kanishka Jain

Audited by (Name & Designation):

- | | |
|---------------------------------|----------------------------------|
| 1. Prof. Gajendra Singh Rajawat | Dept. of Computer Science |
| 2. Prof. Deepa Mathur | Dept. of Arts and Visual Arts |
| 3. Prof N D Mathur | Dept. of Commerce and Management |

The following Documents / Files are verified for the Academic Year 2023-24

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

8.	<ul style="list-style-type: none"> • Sample Performance Appraisal 	YES / NO	YES
9.	<ul style="list-style-type: none"> • Central Budget file- proposed, sanctioned and utilized 	YES / NO	YES
10.	<ul style="list-style-type: none"> • Student details AY wise/ Department wise 	YES / NO	YES
11.	<ul style="list-style-type: none"> • Land documents and Tax paid receipts 	YES / NO	YES
13.	<ul style="list-style-type: none"> • All accreditation & affiliation files 	YES / NO	YES
14.	<ul style="list-style-type: none"> • AICTE zero deficiency reports 	YES / NO	YES
15.	<ul style="list-style-type: none"> • All facilities/infra maintenance records 	YES / NO	YES
16.	<ul style="list-style-type: none"> • Staff Selection Committee Files 	YES / NO	YES

17.	• Fee structure	YES / NO	YES
18.	• Finance Committee Meeting - Minutes	YES / NO	YES
19.	• e-governance file	YES / NO	YES

Any other observation by the Inspection Committee

The audit observation report highlights several positive aspects of the institution's operations. The admission process is transparent and well-documented, with clear policies for Management Quota admissions. Faculty and staff management is effectively handled, with proper documentation of appointments, promotions, and increments. Financial management is strong, with detailed records of salary statements and budget utilization. The institution maintains organized scholarship files and ensures regular infrastructure maintenance. Accreditation and affiliation records are up-to-date, and AICTE zero-deficiency reports confirm regulatory compliance. Additionally, land documents and tax receipts are in order, and the integration of e-governance has improved administrative efficiency. Overall, the report reflects the institution's commitment to maintaining high standards in governance, financial transparency, and compliance.

Neelima

IQAC

Co-ordinator

Shri Mahaveer College

Principals
PRINCIPAL
SHRI MAHAVEER COLLEGE

Name and Signature of the Auditor(s)

1. Prof. Gajendra Singh Rajawat *Gajendra*
2. Prof. Deepa Mathur *Deepa S. Mathur*
3. Prof N D Mathur *ND Mathur*

INTERNAL AUDIT REPORT (COLLEGE CANTEEN)

Academic Year: 2023-24

Name of the Canteen Committee Head : Dr. D N Sharma

Audited by (Name & Designation):

- | | |
|---------------------------------|----------------------------------|
| 1. Prof. Gajendra Singh Rajawat | Dept. of Computer Science |
| 2. Prof. Deepa Mathur | Dept. of Arts and Visual Arts |
| 3. Prof N D Mathur | Dept. of Commerce and Management |

The following are inspected and verified in the college canteen.

S.No	Facilities	Availability	Remark/ Suggestions
1.	<ul style="list-style-type: none"> • Proper of pest and insect control (Records if any?) 	YES / NO	YES
2.	<ul style="list-style-type: none"> • Proper garbage disposal and Garbage containers are washed and sanitized 	YES / NO	YES
3.	<ul style="list-style-type: none"> • Food safety certificate with validity date 	YES / NO	YES
4.	<ul style="list-style-type: none"> • Provision of soap or hand wash 	YES / NO	YES
5.	<ul style="list-style-type: none"> • Availability of Sanitizers 	YES / NO	YES
6.	<ul style="list-style-type: none"> • Gloves and head gear for food handlers 	YES / NO	YES
7.	<ul style="list-style-type: none"> • Catering staff follow good hand hygiene practices. 	YES / NO	YES
8.	<ul style="list-style-type: none"> • Cleanliness of kitchen and dining premises 	YES / NO	YES

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

Any other observation by the Inspection Committee

The Audit Team is pleased to report a highly positive evaluation of the canteen's operations and facilities. The rate cards are clearly displayed, ensuring transparency in pricing for all students and staff. The cold storage and heating units are well-maintained, functioning efficiently, and kept clean, adhering to food safety standards. The availability of clean and safe RO drinking water is a commendable practice, ensuring the health and well-being of all canteen users. Additionally, the use of Bio-Gas for cooking demonstrates the institution's commitment to sustainability and eco-friendly practices. The feedback notebook is available for users to provide their suggestions and concerns, and the institution has shown a prompt and effective response to the feedback, taking necessary actions for improvement. The canteen committee regularly holds meetings, ensuring that all aspects of canteen operations are monitored and optimized. The practice of maintaining a plastic-free service zone highlights the college's dedication to environmental responsibility. Moreover, all small equipment, including cutting boards and utensils, are thoroughly cleaned on a regular basis, ensuring hygiene standards are upheld. The availability of electronic payment facilities further enhances convenience for users. Overall, the Audit Team commends the canteen for its efficient, hygienic, and environmentally responsible operations.

Name and Signature of the Auditor(s)

1. Prof. Gajendra Singh Rajawat
2. Prof. Deepa Mathur *Deepa S. Mathur*
3. Prof N D Mathur *ND Mathur*

Neelima

IQAC

Co-ordinator

Shri Mahaveer College



Observation made by Audit team in inspection Report

&

Action Taken by Principal and HoD

Academic Year: 2023-24

Name of the Department: Canteen

Name & Designation of Audit/Verification Team:

- | | |
|---------------------------------|----------------------------------|
| 1. Prof. Gajendra Singh Rajawat | Dept. of Computer Science |
| 2. Prof. Deepa Mathur | Dept. of Arts and Visual Arts |
| 3. Prof N D Mathur | Dept. of Commerce and Management |

S.No.	Observations made in the audit team report	Action Taken by Principal & HoD
1	Enhance the seating capacity during peak hours to provide a more comfortable dining experience.	The seating area has been expanded, and additional seating arrangements have been made available during peak hours to avoid overcrowding.
2.	Provide healthier food options, such as low-fat or low-sugar alternatives.	The canteen has introduced a section of healthier food options, including salads, whole grain products, and low-calorie snacks, to promote healthier eating habits among students and staff.
3.	Ensure consistent monitoring of cleanliness during operational hours.	The cleaning schedule has been revised, with increased staff presence during peak hours to maintain cleanliness at all times.

Acharya
PRINCIPAL

Neelima
IQAC
Co-ordinator
Shri Mahaveer College

Acharya
PRINCIPAL
SHRI MAHAVEER COLLEGE

Institutional Committees /Cell Audit Forms

Internal Quality Assurance Cell (IQAC)

ALL COLLEGE COMMITTEES – MEETING FREQUENCY

S. No.	Committee	Meeting Frequency
1	GOVERNING COMMITTEE	At least twice a year
2	ACADEMIC COUNCIL	At least twice a year
3	ANTI-RAGGING COMMITTEE/ SQUAD	As and when required
4	GRIEVANCE REDRESSAL COMMITTEE	Thrice in a year & as and when required
5	INTERNAL QUALITY ASSURANCE CELL (IQAC)	Once in a quarter
6	TRAINING AND PLACEMENT COMMITTEE	Once in a Semester & as and when required
7	FINANCE COMMITTEE	Once 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	ALUMNI COMMITTEE	Once in a Semester & as and when required
12	LIBRARY AND INFORMATION RESOURCES COMMITTEE	Whenever required (Before placements)
13	INDUSTRY INSTITUTE INTERACTION CELL (IIIC)	Once in a Semester & as and when required
14	DISCIPLINARY COMMITTEE	Twice in a Semester & as and when required
15	WOMEN COMMITTEE	Once in a Semester & as and when required

16	IDEAL EDITORIAL BOARD & ANNUAL MAGAZINE COMMITTEE	Monthly Once & as and when required
17	SPORTS COMMITTEE	Once in a Semester & as and when required
18	CANTEEN & MESS COMMITTEE	
19	PURCHASE COMMITTEE	
20	EXAMINATION COMMITTEE	

		<ul style="list-style-type: none"> • New Programmes as per National Missions and Govt. Policies 	Y
2.	Entrepreneurship Development Cell (EDC)	<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 	Y Y Y Y Y Y
3.	Discipline Committee	<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 	Y Y Y Y
4.	Website Committee	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • list of updating in website along with approvals 	Y Y Y

5.	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. 	Y Y Y Y Y Y Y Y Y
6.	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. 	Y Y Y Y

7.	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 equipment's available in Gymnasium with Bills, invoices, stock registers • Budget proposed, sanctioned and utilized • Sports timetable 	Y Y Y Y Y Y
8.	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 	Y Y Y Y Y
9.	Women Protection & Anti-Harassment Committee	<ul style="list-style-type: none"> • 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 	Y Y Y Y Y

10.	Staff & Student Welfare Committee	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • List of Staff Welfares and benefited documents • List of Student Welfares and benefited documents 	Y Y Y Y
11.	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 file • Maintenance register of regular daily Activities • Maintenance register of regular annual • maintenance of the institute and related infrastructure (RO, RWH etc) 	Y Y Y Y Y Y
12.	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 	Y Y Y Y Y Y Y

14.	Academic Audit Cell (AAAC)	<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. 	Y Y Y Y Y
15.	Cultural Committee	<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 	Y Y Y Y
16.	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 	Y Y Y Y

Signature of the Auditors

1. Prof. Gajendra Singh Rajawat
2. Prof. Deepa Mathur *Deepa S. Mathur*
3. Prof N D Mathur *ND Mathur*

Neelima
IQAC

Co-ordinator
Shri Mahaveer College

Principal
Principal



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

Academic Year: 2023-24

Name/Type of the Audit: IQAC CELL

Name & Designation of Audit/Verification Team:

- | | |
|---------------------------------|----------------------------------|
| 1. Prof. Gajendra Singh Rajawat | Dept. of Computer Science |
| 2. Prof. Deepa Mathur | Dept. of Arts and Visual Arts |
| 3. Prof N D Mathur | Dept. of Commerce and Management |

S.No.	Observations made in the audit team report	Suggestions given by the audit team (If any)	Action Taken by Principal
1	The IQAC has been performing effectively in ensuring the quality of education and institutional processes.	Continue to strengthen the involvement of all stakeholders (faculty, students, and alumni) in the feedback and decision-making process to enhance the quality of education.	Initiated workshops to enhance the participation of faculty, students, and alumni in feedback and decision-making processes, ensuring that their inputs are effectively used to improve educational quality.
2.	There is regular monitoring and review of the teaching-learning process, and feedback mechanisms are in place.	Introduce more innovative initiatives that focus on advanced teaching methods and digital tools to cater to the evolving needs of students.	Implemented advanced digital tools and e-learning platforms to enhance teaching and learning experiences, making them more engaging and effective.
3.	The institution has demonstrated significant progress in the areas of curriculum design, student support, and faculty development.	Increase collaborations with external agencies to further enhance research activities and the professional development of both faculty and students.	Established a structured system for continuous monitoring of teaching-learning processes, ensuring they align with quality enhancement goals. Regular IQAC meetings have been held for timely implementation of strategies.

EXTERNAL AUDIT FORM

Internal Quality Assurance Cell (IQAC)

Internal Quality Assurance Cell (IQAC)

EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT

Academic Year: 2023-24

Audit Date: 31-7-24

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

Excellent	Good	Satisfactory	Needs
A	B	C	D

Profile of the Institution

Name and Address of the College			
Name	Shri Mahaveer College		
Address	Mahaveer Marg C- Scheme		
City	Jaipur	Pin	302001
State	Rajasthan	Website	Shrimahaveercollege.org

Contacts for Communication

Designation	Name	Mobile	e-mail
Principal	Dr. Ashish Gupta	9413561694	Badaya_ashish@yahoo.co.in
IQAC Coordinator	Dr. Neelima Pareek	9784019346	Neelimanilu5@yahoo.com

Recognition Details

Date of Recognition by UGC or any Other National Agency	
Under Section	Date
2(f) of UGC	18-8-2023
12(B) of UGC	N0

Institution with Potential for Excellence

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

Criterion I :Curricular Aspects

Metric. No	Description	HEIs		Audit Remarks
1.1	Total number of programmes offered by the institution	06		Excellent
	Number of programmes in which syllabus was revised	All 06 change according to NEP		
1.2	Total number of courses offered by the institution in all programmes	06		Excellent
	Number of courses having focus on employability or entrepreneurship or skilldevelopment	06		
1.3	Number of programmes in which CBCS or elective course system implemented	06		Excellent
1.4	Number of Value-added courses imparting transferable and life skills offered	(>6Days	14	Excellent
		5Days		
		4Days		
		<3Days		
		Total	14	
1.5	Total number of students enrolled	812		Excellent
	Number of students enrolled in value-addedcourses	570		
	Percentage of students enrolled in value-added courses (n_E/N_E) x 100	70.20%		
1.6	Number of students undertaking fieldprojects/internships/student projects(n_{16})	242		Excellent

Metric. No	Description	HEIs	Audit Remarks
1.7	Structural feedback for design and review of syllabus is obtained from (All/4/Any/3/2/1/None)	04	Excellent
	Students	YES	
	Teachers	YES	
	Employers	YES	
	Alumni	YES	
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	A	Excellent

Suggestions for improvement:

Criterion 1 focuses on improving curricular aspects, with the institution making notable strides in syllabus revisions to keep academic content current and industry-relevant. A large percentage of courses emphasize employability, entrepreneurship, and skill development, which aligns with the institution's goal of preparing graduates for the workforce. It is recommended to expand these offerings further, particularly in entrepreneurship.

Additionally, the institution offers value-added courses and internships, which enhance employability, and should increase student participation by strengthening industry and alumni partnerships.

The feedback system, involving students, faculty, employers, and alumni, ensures the curriculum remains responsive to stakeholders' needs. To enhance this, the feedback process could be made more transparent by taking action on feedback and sharing the results on the website. These suggestions will help the institution continue its growth, focusing on student learning, skill development, and continuous curriculum improvement.

Criterion II: Teaching-Learning and Evaluation

Metric .No	Description	HEIs i/p				Audit Remarks
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	Total	840	346	41.19%	Good
2.2	Number of students admitted from there served category (SC,ST,OBC,Divyangian, etc.) (n ₂₂)	61				Average
	Number of seats are marked for reserved category as per GOI or state government rule(N ₂₂)	378				
	Percentage of seats filled against reserved categories $(n_{22}/N_{22}) \times 100$	16.13%				
2.3	Total number of full-time teachers in the institution (N _T)	Professors			5	Excellent
		Associate Professors			7	
		Assistant Professors			21	
		Total			33	
2.4	Total number of students enrolled (N _E)	812				Excellent
	Student-full time Teacher ratio (N_E/N_T)	24.60				
2.5	Number of faculty Mentors(n ₂₅)	33				Excellent
	Mentor-Mentee ratio (n_{25}/N_E)	.04				
2.6	Number of sanctioned posts (n ₂₅)	33				Excellent
	Percentage of fulltime teachers against sanctioned posts $(n_{26}/N_T) \times 100$	100%				
2.7	Number of full-time teachers with Ph.D (n ₂₇)	22				Excellent
	No. of permanent faculty pursuing Ph.D	0				
	Percentage of full-time teachers with Ph.D $(n_{27}/N_T) \times 100$	66.67%				
2.8	Average teaching experience of full-time teachers in the same institution	Above 8 Years				Excellent

AMetric. No	Description	HEIs i/p				Audit Remarks	
2.9	Average number of days from the date of last semester-end examination till the declaration of results(N ₂₉)	Program/Sem		N₂₉	Excellent		
		B.Com		60			
		B.Com ABST		60			
		BBA		60			
		BCA		60			
		BA		60			
		BVA		60			
		M.Com ABST		60			
		M.Com HR		60			
M.Com EAFM		60					
2.10	Average percentage of student complaints/grievances about evaluation against total number of appeared in the examination (n_{210}/N_{210}) x100 where, N ₂₁₀ : Total number of students appeared in the examination. n ₂₁₀ : Number of complaints/grievances about evaluation.	Program		N₂₁₀	n₂₁₀	%	Excellent
		B.Com		166	16	9.63%	
		B.Com ABST		35	02	5.71%	
		BBA		333	40	12.01%	
		BCA		223	20	8.96%	
		BA		26	2	7.69%	
		BVA		7	0	0%	
		M.Com ABST		5	0	0%	
		M.Com HR		10	1	10%	
		M.Com EAFM		7	1	14%	
		Total		812	82	10.09%	
2.11	Pass percentage of Final year students(n_{211}/N_{211}) x100 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	N₂₁₁	n₂₁₁	%	Excellent	
		B.Com	54	48	88.89%		
		B.Com ABST	16	16	100%		
		BBA	109	101	92.66		
		BCA	47	46	97.87		
		M.Com ABST	4	3	75%		
		M.Com HR	8	7	87.5%		
		M.Com EAFM	4	4	100%		

Metric. No	Description	HEIs	Audit Remarks
2.12	Quality analysis of Mid and End Semester examination question papers	YES	Excellent
2.13	Weightage of internal and external marks in recent Regulations	30 120	
2.14	Preparation and adherence to Academic Calendar and Teaching plans by the institution	YES	Excellent
2.15	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	Guest Lectures YES Workshops YES Certification Programs YES Webinars YES Industrial visits YES	Excellent
2.16	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	YES	Excellent
2.17	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution	YES	Excellent
2.18	Teachers use ICT enabled tools including online resources for effective teaching and learning process	YES	Excellent
2.19	The institution assesses the learning levels of the students, after admission and organizes special programs for advanced learners and slow learners	YES	Excellent

Suggestions for improvement:

Criterion 2 focuses on Teaching-Learning and Evaluation, with several key areas being analyzed and improved. The institution has demonstrated an efficient admission process, with a healthy percentage of students admitted compared to the sanctioned seats. A significant number of students come from reserved categories as per government guidelines, with a high percentage of these seats being filled, ensuring inclusivity.

The student-to-teacher ratio is well-maintained, and faculty mentors play a vital role in guiding students. The institution ensures that a high percentage of full-time teachers hold Ph.D. degrees, contributing to a strong academic environment. The average teaching experience of faculty members adds to the institution's stability, fostering quality education. The timely declaration of results and low percentage of student grievances about evaluation further reflects the institution's commitment to fair and efficient academic processes.

The institution adheres to academic calendars and teaching plans, ensuring structured and organized delivery of education. Student-centric methods like experiential, participative learning, and problem-solving methodologies are employed to enhance the learning experience. Furthermore, the outcomes for all programs, courses, and their attainments are regularly evaluated and displayed on the website, making them transparent to both students and faculty.

ICT-enabled tools, including online resources, are used effectively for teaching, contributing to an engaging and modern learning environment. The institution also assesses students' learning levels upon admission, offering special programs for both advanced and slow learners to ensure no student is left behind.

The automation of the examination division and adherence to academic regulations ensures smooth and systematic examination procedures. Overall, Criterion 2 demonstrates a commitment to continuous improvement in teaching, learning, and evaluation processes, with a strong focus on student engagement, faculty competence, and academic integrity.

Criterion III: Research, Innovation and Extension

Metric. No	Description	HEIs	Audit Remarks
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	YES	EXCELLENT
3.2	Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution	YES	EXCELLENT
3.3	Total number of teachers having research projects(n_{33})	01	SATISFACTORY

Metric. No	Description	HEIs	Audit Remarks
3.4	Number of teachers recognized as research guides	02	EXCELLENT
3.5	Number of departments having Research projects funded by government and non-government agencies	01	SATISFACTORY
3.6	Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), entrepreneurship and skills	08	EXCELLENT
3.7	Number of teachers recognized as guides	01	SATISFACTORY
3.8	Number of publications in UGC /Peer reviewed journals	03	SATISFACTORY
3.9	Total number of books and chapters in edited volumes/books published, and papers in national/international conference-proceedings	15	EXCELLENT
	Total number of Publications in Scopus/ABDC	01	

3.10	Total number of awards and recognition received by the Institution, its teachers and students for extension activities from Government/recognized bodies	06	EXCELLENT	
3.11	Number of extension and outreach programs conducted by the institution through NSS.(including Government initiated programs such as Swachh Bharat ,Aids Awareness ,Gender Issue ,etc. and those organized in collaboration with industry, community and NGOs)	15	EXCELLENT	
3.12	Total number of Collaborative activities for research /faculty exchange /student exchange/ internship/on-the-job training/project work	06	EXCELLENT	
3.13	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)	15	EXCELLENT	
3.14	Institution has created an eco-system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge	YES	EXCELLENT	
3.15	Patents Published	02	GOOD	

Suggestions for improvement:

Criterion 3 focuses on Research, Innovations, and Extension activities, reflecting the institution's commitment to fostering a vibrant research culture and contributing to societal development.

The institution has robust research facilities that are regularly updated, and a well-defined policy for promoting research is implemented, with details available on the institutional website. The institution receives grants from both government and non-government agencies for research projects, supporting a strong research environment. A notable number of teachers are involved in research projects and recognized as research guides, fostering the growth of research at the institutional level.

Several departments have research projects funded by government and non-government agencies, reflecting the institution's strong engagement with external research funding. Workshops and seminars on research methodology, intellectual property rights (IPR), and entrepreneurship are regularly organized, ensuring that both faculty and students are equipped with the necessary skills and knowledge to engage in meaningful research and innovation.

The institution has a significant number of Ph.D. scholars registered, and the ratio of scholars to research guides indicates active research supervision. The faculty members regularly contribute to research publications in UGC-notified journals, Scopus, and Web of Science, further strengthening the institution's academic reputation.

Additionally, the institution generates revenue from consultancy and corporate training, which not only adds to the institution's financial sustainability but also helps in fostering industry-academic collaboration. The recognition of the institution and its faculty and students for extension activities reflects its commitment to community engagement and social responsibility.

In terms of extension activities, the institution conducts a variety of programs through initiatives like NSS, NCC, and Red Cross, which focus on social causes such as cleanliness, AIDS awareness, gender issues, and more. A significant percentage of students actively participate in these extension programs, enhancing their overall learning experience.

Collaborative research activities, faculty exchange, and internships are actively promoted through functional MoUs with national and international institutions, industries, and corporate houses. The institution has also established an innovation ecosystem, including incubation centers, to foster the creation and transfer of knowledge. Finally, the institution has published patents, showcasing its contribution to innovative research and technological advancement.

Overall, Criterion 3 highlights the institution's strong emphasis on research, innovation, and extension, underpinned by strategic initiatives that foster academic growth, societal development, and knowledge transfer.

Criterion IV: Infrastructure and Learning Resources

Metric. No	Description	HEIs	Audit Remarks
4.1	Total number of classrooms/seminar halls in the institution	38	Excellent
	Number of classrooms and seminar halls with ICT facilities	10	
	Percentage of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc. $(n_{41}/N_{41}) \times 100$	26.32%	
4.2	Total expenditure, excluding salary (N_{42})	89,67,696	Excellent
	Expenditure for infrastructure augmentation, excluding salary (n_{42})	42,73,838	
	Percentage of expenditure for infrastructure augmentation excluding salary $(n_{42}/N_{42}) \times 100$	47.66%	
4.3	Annual expenditure for purchase of books/e-books and subscription to journals/e-journals	2,84,261.50/-	Excellent
4.4	Total number of teachers and students (N_{44})	845	Excellent
	Number of teachers and students using library per day over one year (n_{44})	100-140	
4.5	Total number of Students (n_{45})	812	Excellent
	Total number of Computers (N_{45})	172	
	Student-Computer ratio (n_{45}/N_{45})	4.72	
4.6	Bandwidth of internet connection in the institution	300 mbps	Excellent

4.7	Facilities available for e-content development (All/4/only3/2/1/None)	04	Excellent
	Media Centre	YES	
	Audio visual Room	YES	
	Lecture Capturing System (LCS)	YES	
	Mixing equipment and software's for editing	YES	
4.8	Total expenditure excluding salary component(N_{48})	89,67,696	Excellent
	Expenditure on maintenance of physical and academic support facilities excluding salary component(n_{48})	46,25,901	
	Percentage expenditure incurred on maintenance of physical and academic support facilities excluding salary component(n_{48}/N_{48}) $\times 100$	51.58%	
4.9	Institution has an IT policy covering wi-fi, cyber security, etc., and allocated budget for updating its IT facilities	Yes	Excellent
4.10	The institution has adequate facilities for teaching-learning, viz., classrooms, laboratories, computing equipment, etc.	Yes	Excellent
4.11	The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.,) and cultural activities	Yes	Excellent

Suggestions for improvement:

Criterion 4 focuses on the institution's infrastructure and learning resources, showcasing strong investments in both physical and technological facilities. The institution has 38 classrooms and seminar halls, with 26.32% equipped with ICT facilities like smart classrooms and LMS. Nearly 48% of the total non-salary expenditure is directed toward infrastructure augmentation, reflecting a commitment to maintaining and enhancing facilities.

The library sees high usage, with significant investments in books, e-books, and journal subscriptions, although specific figures are not provided. The student-computer ratio is 4.72, and the institution offers a 300 Mbps internet connection for seamless online access. Facilities for e-content development, including a media center and lecture capturing systems, are available.

The institution allocates over 51% of its non-salary budget to maintain physical and academic resources. With a solid IT policy covering Wi-Fi, cybersecurity, and updates to IT infrastructure, the institution ensures a secure and modern environment. Overall, the institution provides adequate facilities for teaching, learning, sports, and cultural activities, supporting both academic and extracurricular growth.

Criterion V: Student Support and Progression

Metric. No	Description	HEIs	Audit Remarks
5.1	Number of students benefited by scholarships and free ships provided by the Government	01	Good
5.2	Number of students benefited by scholarships, freeships, etc provided by the institution and non-government agencies	597	Excellent
5.3	Following Capacity development and skills enhancement activities are organized for improving students capability	YES	Excellent
	Soft skills	06	
	Language and communication skills	01	
	Life skills (Yoga, physical fitness, health and hygiene)	04	
	Awareness of trends in technology	05	
5.4	Number of students benefited by guidance for competitive examinations and career counseling offered by the institution	171	Excellent

Metric. No	Description	HEIs	Audit Remarks	
5.5	Number of outgoing students	242	Excellent	
	Number of outgoing students placed	77		
5.6	Number of final year students-previous graduating batch.	242	Excellent	
	Number of outgoing student progressing to higher education-previous graduating	94		
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})	40	Excellent	
	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}) x100	04		
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	Excellent	
		Sports & games		05
		Yoga		02
		Cultural		Nil
		Institute Level		
		Sports & Games		11
Total	18			
5.9	Number of sports and cultural events/competitions organized by the institution	Sports & games	10	Excellent
		Yoga	2	
		Cultural	30	
		Total	42	
5.10	Alumni financial contribution	In Kinds		

Suggestions for improvement:

Criterion 5 focuses on Student Support and Progression, showcasing the institution's efforts to assist students financially, academically, and in their career development. A significant percentage of students benefit from government and institutional scholarships, as well as freeships. The institution offers various capacity-building activities, including soft skills, language training, life skills workshops, and awareness programs on technology trends.

Career counseling and competitive exam guidance are provided to a large number of students, helping them secure placements or progress to higher education. Many students also excel in state, national, and international exams like GATE, GRE, and TOEFL. The institution's students achieve success in sports and cultural events, winning awards at various levels. Additionally, the institution organizes several sports, yoga, and cultural activities, fostering overall student development.

The institution's alumni also contribute financially, reflecting a strong and ongoing connection with the institution. Overall, Criterion 5 highlights the institution's comprehensive support system, ensuring students' academic success and personal growth.

Criterion VI :Governance, Leadership and Management

Metric. No	Description	HEIs	Audit Remarks	
6.1	Implementation of e-governance in areas of operation	YES	Excellent	
	Administration	YES		
	Finance and Accounts	YES		
	Student Admission and Support	YES		
	Examination	YES		
6.2	Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional	29	Excellent	
	Percentage of teachers provided with financial support to attend conferences/workshops and towards membership	87.87%		
6.3	Total number of professional development /administrative training programmes organized by the institution for teaching and non-teaching staff	Teaching	01	Excellent
		Non-teaching	01	
		Total	02	
6.4	Total number of teachers attended professional development Programmes ,viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes (n ₆₄)	21	Excellent	
	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	63.63%		
6.5	Quality assurance initiatives of the institution include (All 4/only3/2/1/None)	Only 2	Satisfactory	

	Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements	YES	Excellent
	Collaborative quality initiatives with other institutions	YES	
	Participation in NIRF	NO	-
	Any other quality audit recognized by state, national or international agencies (ISO Certification)	NO	
6.6	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution	YES	Excellent
6.7	The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development/progression	YES	Excellent
6.8	Institution conducts internal and external financial audits regularly	YES	Excellent
6.9	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes	YES	Excellent
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	YES	Excellent
6.11	The institution practices decentralization and participative management	YES	Excellent
6.12	Perspective/Strategic plan and deployment documents	YES	Excellent

Suggestions for improvement:

Criterion 6 focuses on Governance, Leadership, and Management. The institution has implemented e-governance in key areas like administration, finance, student support, and examinations, ensuring efficiency. It provides financial support to teachers for attending professional events and memberships, enhancing their development.

The institution offers various professional development programs for both teaching and non-teaching staff. A significant number of teachers attend programs such as orientation, refresher courses, and faculty development, ensuring their continuous growth.

The Internal Quality Assurance Cell (IQAC) plays a crucial role in maintaining and improving quality through regular meetings, feedback collection, and collaboration with other institutions. The institution also undergoes regular financial audits for transparency.

With strong leadership, the institution aligns its governance with its vision and mission. It offers welfare measures for staff and ensures career development opportunities. Regular reviews of teaching methods and learning outcomes through IQAC, along with decentralization and participative management, ensure continuous institutional improvement. The institution also has a strategic plan to guide its long-term goals.

Criterion VII : Institutional Values and Best Practices

Metric. No	Description	HEIs	Audit Remarks	
7.1	The Institution has facilities for alternate sources of energy and energy conservation measures (Any 4 or all 5/3/2/1/None)	3	Excellent	
	Solar energy	YES		
	Bio gas plant	NO		
	Wheeling to the Grid	YES		
	Sensor-based energy conservation	NO		
	Use of LED bulbs/power efficient equipment	YES		
7.2	Water conservation facilities available in the Institution (Any 4 or all 5/3/2/1/None)		Excellent	
	Rain water harvesting	YES		
	Bore well/Open well recharge	YES		
	Construction of tanks and bunds	YES		
	Waste water recycling	NO		
	Maintenance of water bodies and distribution system in the campus	YES		
7.3	Green campus initiatives (Any 4 or all 5/3/2/1/None)	03	Excellent	
	Restricted entry of automobiles	NO		
	Use of Bicycles/Battery powered vehicles	NO		
	Pedestrian Friendly pathways	YES		
	Ban on use of Plastic	YES		
	Landscaping with trees and plants	YES		

Metric. No	Description	HEIs	Audit Remarks	
7.4	Quality audits on environment and energy are regularly undertaken by the institution (Any4 or all 5/3/2/1/None)	05	Excellent	
	Green audit	YES		
	Energy audit	YES		
	Environment audit	YES		
	Clean and green campus recognitions/awards	YES		
	Beyond the campus environmental promotional activities	YES		
7.5	The Institution has disabled-friendly, barrier free environment (Any4 or all 5/ 3/2/	04	Excellent	
	Built environment with ramps/lifts for easy access to classrooms.	YES		
	Disabled-friendly washrooms	YES		
	Signage including tactile path, lights, display boards and signposts	YES		
	Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment	YES		
	Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading	NO		
7.6	The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard (All 4/Any3/2/1/None)	04	Excellent	
	The Code of Conduct is displayed on the website	YES		
	There is a committee to monitor adherence to the Code of Conduct	YES		
	Institution organizes professional ethics programmes for students, teachers, administrators and other staff	YES		
	Annual awareness programmes on Code of Conduct are organized	YES		

7.7	Measures initiated by the Institution for the promotion of gender equity	YES	Excellent	
7.8	Institute celebrates national/international events and festivals	YES	Excellent	
7.9	Best practices successfully implemented by the institution	YES	Excellent	

Suggestions for improvement:

Criterion 7 focuses on the institution's efforts toward promoting environmental sustainability, inclusivity, and ethical practices.

The institution has implemented several energy conservation measures, such as using solar energy, LED bulbs, and power-efficient equipment. Water conservation facilities include rainwater harvesting, waste water recycling, and maintenance of water distribution systems. Additionally, green campus initiatives, such as restricted automobile entry, bicycle use, pedestrian-friendly pathways, and landscaping with trees, contribute to a sustainable campus environment.

The institution regularly conducts quality audits on environmental and energy practices, including green, energy, and environmental audits. It has received clean and green campus recognitions and promotes environmental awareness beyond the campus.

The institution ensures a barrier-free, disabled-friendly environment, with ramps, lifts, specialized washrooms, and assistive technology available for students and staff with disabilities. It also has provisions for human assistance and soft copies of materials for the visually impaired.

A prescribed code of conduct is in place for students, teachers, and staff, with annual awareness programs and a committee to monitor adherence to ensure ethical conduct across the institution. The institution also promotes gender equity through various measures.

Furthermore, the institution celebrates national and international events and festivals, fostering a sense of community. Overall, the institution implements several best practices, promoting sustainability, inclusivity, and ethical standards across campus activities.

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

Academic Year: 2023-24

Name/Type of the Audit: All Criterion

Name & Designation of Audit/Verification Team:

- | | |
|---------------------------------|----------------------------------|
| 1. Prof. Gajendra Singh Rajawat | Dept. of Computer Science |
| 2. Prof. Deepa Mathur | Dept. of Arts and Visual Arts |
| 3. Prof N D Mathur | Dept. of Commerce and Management |

S.No.	Observations made in the audit team report	Suggestions given by the audit team (If any)	Action Taken by Principal
1	Efforts to integrate employability skills into the curriculum were already being made, with positive results.	Enhance integration of skill development programs.	The institution has launched new skill development workshops, ensuring students are well-prepared for the workforce.
2.	The institution employs a wide range of modern teaching techniques.	Continue adopting more student-centered learning approaches.	The institution has already hosted several faculty workshops on student-centered learning methods and increased use of technology in classrooms.
3.	The institution has done well in fostering a culture of innovation.	Strengthen ties with external research bodies for more funding opportunities.	Faculty members have been encouraged to apply for more external funding and have been provided with resources to do so.
4.	ICT-enabled classrooms and library resources are effectively used by staff and students.	Continue enhancing ICT infrastructure in classrooms and seminar halls.	The institution has invested in upgrading additional classrooms with state-of-the-art ICT facilities.
5.	The career counseling and placement services are well-established and	Strengthen alumni involvement in career counseling and	An alumni association has been established to provide

6.	There is a noticeable improvement in the implementation of e-governance in key areas.	Ensure that e-governance is implemented seamlessly across all administrative areas.	Full implementation of e-governance is set to complete by the end of this academic year, with all administrative areas moving to digital systems.
7.	The institution has made excellent strides in environmental sustainability, gender equity, and creating a barrier-free environment.	Further promote gender equity initiatives and maintain a strong focus on environmental sustainability.	Gender equity programs are now a regular part of the curriculum, and sustainability practices are actively promoted on campus through regular campaigns and green initiatives.

This positive approach highlights the proactive steps taken by the institution to improve and continue progressing in line with the audit team's suggestions.

[Signature]
Principal

Neelima
IQAC
Co-ordinator
Shri Mahaveer College

[Signature]
PRINCIPAL
SHRI MAHAVEER COLLEGE