

2015-16

**Department of Biochemistry**  
**Academic Audit Proforma**

SHIVAJI COLLEGE		D. No. - P/1039/16 15-4-16
<b>Check List For Academic Internal Audit</b>		
Done By: Department Name <i>Dept. of <del>Microbiology</del> Botany</i>	For the Department: <i>Dept. of Biochemistry</i>	Date: <i>19.04.2016</i>
<b>1</b>	<b>TEACHING AND LEARNING PROCESSES</b>	
	minutes	Verifiable Documentation/Remarks
<p><b>A</b> Does the TIC ensure that</p> <ul style="list-style-type: none"> <li>• All the members of the department are made aware of the academic workload.</li> <li>• Course and timetable is assigned and communicated to the departmental colleagues.</li> <li>• Proforma of course completion is filled</li> <li>• Academic Calendar is prepared.</li> <li>• Required committees are formed in the department to distribute the various academic responsibilities.</li> </ul>	<p>Yes</p> <p>Yes</p> <p><i>Records available.</i></p> <p>Yes</p> <p>Yes</p>	<p><i>Minutes of the meetings and Documents verified.</i></p>
<p><b>b</b> Is there mix approach followed in teaching and Learning of the course Lectures/ seminar Video presentations Field visit Interactive session/class Project activity. Was the course covered according to initial plan submitted to teacher In-charge</p>	<p>Yes</p>	<p><i>Mixed methodology has been used like students presentation, educational videos etc.</i></p>
<p><b>c</b> Is the department satisfied with the assignment and in-house exam, conducted by the faculty members?</p>	<p>Yes</p>	<p><i>Documents verified</i></p>
<p>Minutes of the moderation committee meeting to be given in diary and copy to be added to result analysis file.</p>		<p><i>Done on 2<sup>nd</sup> May 2016 (As per college notice)</i></p>

*IOAC to be filed for*

c	Were the Internal Assessment marks uploaded on college website by the given date 10 <sup>th</sup> April, 2016 .	Yes	Yes
d	Is academic calendar followed (Lectures/study tour/symposium/conference)  Departmental activities documented with title and dates and speakers or others etc.	Yes	Yes Documents verified ( National Symposium organized on 28 <sup>th</sup> & 29 <sup>th</sup> Jan 2016 ) Inspire Science Camp 19-23 Dec 2015
g	Result analysis of previous exams (odd or even semester)  * Print out of all final assessments from the computer which have been filled just now	Yes	Documents verified  As per college notice it is to be done after 27 April 2016
a	There is an evident commitment in making continuous quality improvement in the program a) List of Mentoring of Students in the current semester b) Evaluation of student performance	Yes Yes	Verified the allotment of students by faculty members. -
b	Is there any outstanding faculty achievement or involvement in any research area/project		Documented in the annual report.

Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1.) Does the department specify and document the responsibility of the Lab. Staff.	Yes		Duty chart documented
2.) Does the department delegate duties to alternate in case of absence of the technical staff.	Yes		Documented in a Register.
3.) Does the technical staff go for training from time to time.	None in this year 2015-2016		
<b>Equipment for which AMC are done (if any)</b>			
1.) Are maintenance procedures documented?			Repair bills documented
2.) Procedure and periodicity of maintenance of equipment?			As per need maintenance is done.

3.) Are mechanical volumetric devices checked for accuracy on a quarterly basis?

Yes

Done on Half Yearly Basis

**Records**

1.) Does the laboratory have work instructions?

Yes

Documented

2.) Do documented procedures exist for the purchase, reception and storage of consumable materials used for the technical operations of the laboratory?

Yes

Maintained in Dep. Stock Register

3.) Does the department maintain stock register?

Yes

"

4.) Are original reagent containers labeled with the expiration date?

Volumes of reagent made, yes therefore not stored for long time.

5.) Are detailed records maintained on reagent and standard preparation?

Yes

checked

6.) Are all documentation entries signed or initialed by responsible staff

Yes

checked

7.) Are all initial calibrations verified

Yes

As per requirement

**Academic audit report**

SHIVAJI COLLEGE		
INTERNAL ACADEMIC AUDIT NON-CONFORMITY REPORT FORM		
Done By: <b>BOTANY</b>	For the Department: <b>BIOCHEMISTRY</b>	Date: <b>19<sup>th</sup> April 2016</b>
T-I-C- <b>Dr. PRATIMA RANI SARDAR</b>		
Past T-I-C- <b>Dr. VIJAY KUMAR</b>		
Next T-I-C <b>Dr. PRABHA VATHI</b>		
NON CONFORMITY REPORT (NCR)		
Department Name:- NON CONFORMITY OBSERVED		DATE:- Reasons if any
1.) <b>NONE</b>		
2.) <b>NONE</b>		
3.) <b>NONE</b>		
Name and Signature of AUDITORS		Name and Signature of AUDITEES
T-I-C- <b>Dr. Pratima Rani Sardar</b> <i>[Signature]</i>		T-I-C- <b>JAYITA THAKUR</b> <i>[Signature]</i>
Past T-I-C- <b>Dr. Vijay Kumar Vijaykumar</b> <i>[Signature]</i>		Past T-I-C <b>Dr. Renu Bawale</b> <i>[Signature]</i>
Next T-I-C <b>DY. PRABHAVATHI</b> <i>[Signature]</i> <b>19/4/16</b>		Next T-I-C <b>DR. JUNITA SINGH</b> <i>[Signature]</i>
STATUS OF NON-CONFORMITY:-		
DATE		Name and Signature of AUDITORS
		T-I-C
		Past T-I-C-
		Next T-I-C

Department of Business Economics

Academic Audit

The Principal  
Shiraji College  
Raja Garden  
12/04/2016

Sub: Internal audit of Department of Business Economics  
for semester II & III (Jan-Apr, 2016)

Dear Ma'am,

The internal audit of the Department of Business Economics was conducted by the Department of Geography on 14<sup>th</sup> April 2016 at 3:30 pm. Different parameters as per the checklist were examined & found satisfactory and in perfect order.

<u>Auditee</u>	<u>Auditor</u>
Mr. Sunil S. Rahaje	- Mr. Anand Kumar
Mr. Parag Khantale	- Dr. Tejinder Singh
Mr. Parul Sahi	- Dr. Rajendra Singh
Mr. Rishi Sharma	

12/04/16

**Academic Audit Report**

SHIVAJI COLLEGE		
INTERNAL ACADEMIC AUDIT NON-CONFORMITY REPORT FORM		
Done By: <i>Political Science</i>	Department: <i>B.B.E</i>	Date: <i>18.11.15</i>
<b>NON CONFORMITY REPORT (NCR)</b>		
Department Name:- NON CONFORMITY OBSERVED		DATE:- <i>18/11/15</i> Reasons if any
1.) 2.) <i>Everything was found</i> 3.) <i>in perfect order</i>		
Name and Signature of of AUDITOR <i>Dr. S. S. Rana</i> <i>18.11.2015</i>		Name and Signature AUDITEE <i>Mr. P. R. Chedho</i> <i>Mr. Suresh S. Patil</i> <i>Principal</i>
VERIFICATION OF CORRECTIVE ACTION		
STATUS OF NON-CONFORMITY:- <i>No discrepancy was found in the documents</i>		
DATE <i>18/11/15</i>		Name and Signature of AUDITOR <i>18.11.2015</i>

Department of Commerce  
Academic Audit

P/4899/15  
18/11/15

The Principal  
Shiraji College  
Raja Garden.

Subject: Internal Audit of Department of  
Commerce for Semesters, I, II & III  
(July - Nov., 2015)

Dear Madam,

Internal audit of the Department  
of Commerce was conducted by the  
Department of Economics on 18<sup>th</sup> Nov. 2015  
at 1 p.m. Different parameters as  
per the checklist were examined and  
found satisfactory & in perfect order.

Auditee

- Usha Sharda  
Suman Kharbada  
Dr. Rabi Narain

Auditor

- Mamta Yatt  
Anshu Chopra  
I. Ti. Tripathi  
Sumest Rajeja

## Checklist of Audit Files

1. Minutes of meeting →
2. Time-table and workload
3. Faculty profile
4. Results analysis
5. Academic calendar 2015-16
6. Student mentoring list 2015-16
7. Tally Seminar
8. ICT/e-Resources
9. Placement details
10. Fee structure
11. Syllabus (C.B.C.S, 2nd & 3rd yr. U.S. courses)
12. Progress <sup>report</sup> of syllabus covered
13. Laptop distribution to B.Com (H) & B.Com (P) 1st year students

## Check list for II, IV, VI Sem. for Jan - May 2016.

### Audit

- 1) Minutes of meeting ✓
  - 2) Time table & workload ✓
  - 3) Result Analysis - (Memoranda) ✓  
Teacher fee structure. \*
  - 4) Student mentoring list → Chhavi
  - 5) Commerce Conference → Chhavi
  - 6) Placement Details - Vanita man
  - 7) Syllabus -
  - 8) Syllabus covered Report - Ritika
- Faculty Profile - MS. Suman. M  
Academic Calendar 2015-16 - Vanita man



Department of Commerce

Academic audit

To  
The Principal  
Shiraji college  
University of Delhi

18-11-15

P/4284/13  
18/11/15

Respected Madam

Subject: Internal Audit of Department of Economics  
for the Sem (1, 3, 5) 2015-16

Internal Audit of Department of Economics.  
was conducted by the Department of Political  
Science on 18-11-15 at 12.00 am.

The report has taken into consideration  
a no of parameters (attached herewith) and  
the Department of Economics was evaluated  
on the basis of these for the semester (1, 3, 5)  
2015-16.

All the documents provided by the  
Department were found satisfactory and in  
perfect order.

Auditee

Ms Anshu Chopra Anshu  
Ms Mamta Datt Datt  
Ms Iti Tripathi Dandona Iti Dandona  
Mr. Sumet Singh Raheja Sumet

Auditors

Dr S.S Rana S.S Rana  
18-11-15

Department of Computer Science

Academic audit report

SHIVAJI COLLEGE		
INTERNAL ACADEMIC AUDIT NON-CONFORMITY REPORT FORM		
Done By: PHYSICS DEPTT.	For the Department:	Date:
T-I-C- Mani (MAMTA)	COMPUTER SCIENCE	19 <sup>th</sup> April, 2016
Past T-I-C- Bharti (Bharti)		
Next T-I-C- Banerjee (Manjiri Banerjee)		
NON CONFORMITY REPORT (NCR)		
Department Name:- NON CONFORMITY OBSERVED	DATE:- 19 <sup>th</sup> April, 2016	Reasons if any
1.) Internal assessment is not uploaded because of server breakdown.		
2.) Moderation committee minutes to be submitted after the internal ass. upload,		
3.)		
Name and Signature of AUDITORS	Name and Signature of AUDITEES	
T-I-C- Mani 19/04/16	T-I-C- Pyadar	
Past T-I-C- Bharti	Past T-I-C- [Signature]	
Next T-I-C- Banerjee 19.4.16	Next T-I-C- [Signature]	
STATUS OF NON-CONFORMITY:-		
- Internal assessment uploaded and verified		
- Minutes of Moderation committee also verified		
DATE 02/05/16	Name and Signature of AUDITORS	
	T-I-C Mani	
	Past T-I-C- Bharti	
	[Signature]	

SHIVAJI COLLEGE

INTERNAL ACADEMIC AUDIT  
OBSERVATIONS REPORT FORM

Done By: PHYSICS DEPTT. T-I-C- <u>Mankar</u>	For the Department: COMPUTER SCIENCE	Date: 2nd May, 2016
Past T-I-C- <u>Bhatia</u>		
Next T-I-C- <u>Banerji</u>		

Internal Academic Audit Report of the Department: Full status

Two non-conformities were observed - (1) Internal Assessment to be uploaded. (2) Minutes of moderation to be submitted.  
Present status:- Internal assessment marks were uploaded, supporting reports and minutes verified.  
Rest all documents and reports maintained were checked and found in order as per the checklist.

SIG.OF AUDITOR

T-I-C- Mankar

Past T-I-C- Bhatia

Next T-I-C- Banerji

SHIVAJI COLLEGE

INTERNAL ACADEMIC AUDIT  
OBSERVATIONS REPORT FORM

Done By:

Physics

For the Department:

Computer Science

Date:

18/11/2015

Internal Academic Audit Report of the Department:

GENERAL OBSERVATIONS

All documents and reports maintained were checked and found in order.

SIG. OF AUDITOR

- ① Bharti Ms BHARTI
- ② Chandras S.C. Goel
- ③ Amey who

SHIVAJI COLLEGE

INTERNAL ACADEMIC AUDIT  
NON-CONFORMITY REPORT FORM

Done By:

Physics

For the Department:

Computer Sc

Date:

18/11/15

NON CONFORMITY REPORT (NCR)

Department Name:-  
NON CONFORMITY OBSERVED

- 1.) NONE
- 2.)
- 3.)

DATE:-  
Reasons if any

Name and Signature of  
of  
AUDITOR

Ms BHARTI  
*Bharti*

Name and Signature

AUDITEE

1. (RAKESH YADAV)
2. Preeti Shaema *Sharma*
3. Abha Varal *ABE*

VERIFICATION OF CORRECTIVE ACTION

NA

STATUS OF NON-CONFORMITY:-

NA

DATE

18/11/15

Name and Signature of AUDITOR

- ① Ms BHARTI *Bharti*
- ② *Sharma* S.C. Goel
- ③ *Sharma*

Department of Physics

Academic audit

Minutes

Academic Internal Audit of Physics

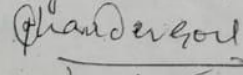
Phy./2120/15  
18/08/15

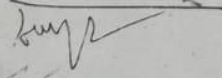
An internal Academic Audit of Physics department was done by the department of Mathematics at 12:00 clock in Physics department staff room (#42). The following parameters were checked and found to be satisfactory:

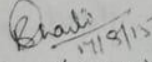
1. Personal files: All faculty
2. Faculty date of joining & promotion
3. Publication of faculty during the last 4 years
4. Time table
5. Academic Calendar 2015-2016
6. E-resources for teaching learning process
7. Minutes of departmental meeting
8. Project undertaken
9. Refresher/Orientation attended
10. Eminent speakers invited by Physics department

Auditee

(Department of Physics)


Dr. S.C. Goel 


Dr. S.K. Yadav 

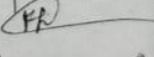
Ms. Bharti   
(Teacher-in-charge)

Auditors

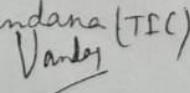
(Department of Mathematics)

Dr. Shiv. Kumar Sahdev 

Dr. Aparna 

Dr. K. Priyanka 

Dr. Ashesh Kumar Asif

Dr. Vandana (TIC)  


**Department of Sanskrit**  
**Academic Audit Proforma**

<b>SHIVAJI COLLEGE</b>		
<b>Check List For Academic Internal Audit</b>		
Done By: Department Name <i>English</i>	For the Department: <i>Sanskrit</i>	Date: <i>19/04/2016</i>

TEA TEACHING AND LEARNING PROCESSES			
		minutes	Verifiable Documentation/Remarks
A	<p>Does the TIC ensure that</p> <ul style="list-style-type: none"> <li>• All the members of the department are made aware of the academic workload.</li> <li>• Course and timetable is assigned and communicated to the departmental colleagues.</li> <li>• Proforma of course completion is filled</li> <li>• Academic Calendar is prepared.</li> <li>• Required committees are formed in the department to distribute the various academic responsibilities.</li> </ul>	-	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes.</p> <p>Yes</p>
b	<p>Is there mix approach followed in teaching and Learning of the course Lectures/ seminar Video presentations Field visit Interactive session/class Project activity. Was the course covered according to initial plan submitted to teacher in-charge</p>		<p>Yes.</p> <p>Usage of laptops.</p> <p>Yes.</p>
c	<p>Is the department satisfied with the assignment and in-house exam, conducted by the faculty members?</p>		<p>Yes</p>
	<p>Minutes of the moderation committee meeting to be given in diary and copy to be added to result analysis file.</p>		<p>Yes</p>

c	Were the Internal Assessment marks uploaded on college website by the given date 10 <sup>th</sup> April, 2016 .	Yes
d	Is academic calendar followed (Lectures/study tour/symposium/conference)  Departmental activities documented with title and dates and speakers or others etc.	Yes, all activities held on time.  List available
e	Result analysis of previous exams (odd or even semester)  * Print out of all final assessments from the computer which have been filled just now	Yes
a	There is an evident commitment in making continuous quality improvement in the program a) List of Mentoring of Students in the current semester b) Evaluation of student performance	List available Evaluation of tests and assignments
b	Is there any outstanding faculty achievement or involvement in any research area/project	Dr. Sukhram involved in CIC project with Dept of Geog.

Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1.) Does the department specify and document the responsibility of the Lab. Staff.			
2.) Does the department delegate duties to alternate in case of absence of the technical staff.			
3.) Does the technical staff go for training from time to time.			
<b>Equipment for which AMC are done (if any)</b>			
1.) Are maintenance procedures documented?			
2.) Procedure and periodicity of maintenance of equipment?			
3.) Are mechanical volumetric devices checked for accuracy on			



a quarterly basis?				
<b>Records</b>				
1.) Does the laboratory have work instructions?		NA		
2.) Do documented procedures exist for the purchase, reception and storage of consumable materials used for the technical operations of the laboratory?				
3.) Does the department maintain stock register?				
4.) Are original reagent containers labeled with the expiration date?				
5.) Are detailed records maintained on reagent and standard preparation?				
6.) Are all documentation entries signed or initialed by responsible staff				
7.) Are all initial calibrations verified				

Department of Sanskrit

Academic Audit Report

SHIVAJI COLLEGE		
INTERNAL ACADEMIC AUDIT OBSERVATIONS REPORT FORM		
Done By: T-I-C- <i>Shambhushank Hanpat</i> Past T-I-C- <i>Sonali Garg</i> Next T-I-C- <i>W. Jyotirani Devi</i>	For the Department: <i>Sanskrit</i>	Date: <i>19/04/2016</i>
<p>Internal Academic Audit Report of the Department: <b>Full status</b></p> <p><i>Documents were checked and verified.</i> <i>Report: Satisfactory.</i></p> <p style="text-align: right;"><i>Shambhushank</i> SIG. OF AUDITOR</p> <p style="text-align: right;">T-I-C- <i>Shambhushank</i> Past T-I-C- <i>Garg</i> Next T-I-C- <i>Devi</i></p>		

2016-17

Department of Biochemistry  
Academic Audit Proforma

SHIVAJI COLLEGE		
Check List For Academic Internal Audit (2016-17) Sem- II,IV,VI		
Department Name	Bio-CHEMISTRY	Date: 18/05/2017
TEACHING AND LEARNING PROCESSES		
	Relevant Document	Remarks of Audit Committee
A	Does the TIC ensure that <ul style="list-style-type: none"><li>Academic Calendar is prepared?</li><li>Required committees are formed in the department to distribute the various academic responsibilities.</li><li>Course and timetable is assigned and communicated to the departmental colleagues?</li><li>Proforma of execution of teaching plan of the course?</li></ul>	Yes Yes Yes Yes
b	Was the course covered according to initial plan submitted to teacher In-charge?	Yes
c	<ul style="list-style-type: none"><li>Status of Assignment /presentation/Project work?</li><li>Mid semester test was conducted?</li></ul>	Yes
d	Diary Number and copy of the minutes of the departmental moderation committee.	Yes P/1652/17 16/05/2017
e	Were the Internal Assessment marks uploaded on college website by the given date?	Yes
f	Is academic calendar followed (Lectures/study tour/symposium/conference)?  Departmental activities documented with title and dates and speakers or others etc.	Yes

V,VI

2017

Committee

g	Result analysis of previous exams (odd/even in the year _____)	Yes	
	* Print out of all final assessments	Yes	
h	There is an evident commitment in making continuous quality improvement in the program		
	a) List of Mentor groups of Students in the current semester	Yes	
	b) Monthly scrutiny of non-performing students	Yes	Verbal.
i	Is there any outstanding faculty achievement or involvement in any research area/project?		

Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1.) Whether duties to the Lab. staff. Were assigned in writing?	✓		
2.) Whether the department delegate duties to alternate of the absent technical staff.	✓		
3) Number of technical staff attended training programme.	✓		
4) Physical Verification report of Lab equipment is available?			
4.1) Follow-up action on physical Verification Report?		N.	
5) Laboratory Precaution Displayed?	✓		

Department of Business Economics

Academic Audit

Minutes of the meeting of Department of Business Eco  
Held on 12/5/2017.

A meeting of the Department of Business Economics  
was held on 12/5/2017 to discuss about the  
observations made by Internal Audit Committee  
during internal audit of the Department held  
on 12/5/17.

The following teachers were present :-

- (1) Ms Urvasi Salitya <sup>Salitya</sup> [ETIC]
- (2) Ms Parul Behl Parul Behl
- (3) Ms Priya Sarsena Priya
- (4) Mr Bankaj Khandelwal Khandelwal
- (5) Mr Abhimanyu Kumar Abhimanyu
- (6) Dr Krishna Ram Krishna [Ex-TIC]
- (7) Mr Sumeet Singh Raheja

The following observations were made :-

- The Audit Committee was overall very much satisfied with the overall Department work & records maintained.
- The committee made a few suggestions, which the faculty members noted for future :-
  - (a) Minutes of the meetings should be numbered.
  - (b) Minutes of the meetings should be recorded in the diary with regard to Moderation of marks, submission of internal assessment and events of the Department.

Abhy

Parul Behl

Priya

Khandelwal  
Salitya

Date 27th November, 2017

A meeting of the Department of Business Economics was held in the Staff meeting room in the presence of following members:

- 1) Ms. Urvasi Sahitya ~~Ushita~~
- 2) ~~Dr.~~ Dr. Parul Behl ~~Paul~~
- 3) Ms. Priya Saxena ~~Priya~~
- 4) Ms. Ishu Thakur ~~Ishu Thakur~~

### Discussions

- Internal Audit of the Department was conducted by Vice-Principal (Dr. Aneta Kapur), Dr. Suman (Commerce Department) and Dr. Shiv (Mathematics Department).
- Audit Committee was satisfied with the Departmental work and all other activities. The following observations <sup>were</sup> made by them:
  - a) Compliance Report to be made on the basis of Academic Progress Report.
  - b) Teacher's name to be added along with the result analysis.
  - c) A separate report of the tutorial taken by each faculty member, is to be prepared.
  - d) Every document need to be signed by the faculty members.

**Department of Economics**  
**Academic Audit Proforma**

SHIVAJI COLLEGE			
Check List For Academic Internal Audit (2016-17) Sem- I,III,V			
Department Name		Date:	
ECONOMIC		8/5/2-17	
<b>1 TEACHING AND LEARNING PROCESSES</b>			
		Relevant Document:	Remarks of Audit Committee
A	Does the TIC ensure that <ul style="list-style-type: none"> <li>Academic Calendar is prepared?</li> <li>Required committees are formed in the department to distribute the various academic responsibilities.</li> <li>Course and timetable is assigned and communicated to the departmental colleagues?</li> <li>Proforma of execution of teaching plan of the course?</li> </ul>	Yes Yes Yes TT	4/7/2016 6B 4/7/2016 - 2A Course - 27/9/16 - 1A 7/2/17 - 3A 20/1/16 - 2A 22/8/16 - 3A 20/1/17 - 2A
b	Was the course covered according to initial plan submitted to teacher In-charge?	Yes Course	27/9/16 1A 7/2/17 3A
c	<ul style="list-style-type: none"> <li>Status of Assignment /presentation/Project work?</li> <li>Mid semester test was conducted?</li> </ul>	Yes	Proof in JA file
d	Diary Number and copy of the minutes of the departmental moderation committee.	Yes	28/9/16 (2,4,6-2016) 17/11/16 (1,3,5-2016) 5/5/17 (2,4,6-2016)
e	Were the Internal Assessment marks uploaded on college website by the given date?	Yes	
f	Is academic calendar followed (Lectures/study tour/symposium/conference)?	Yes	GST - 14/9/2016 10A
	Departmental activities documented with title and dates and speakers or others etc.	→	Pareto - 20/1/17 2B
			Pareto file

g	Result analysis of previous exams (odd/even in the year _____)	4/11/16	IA file
* Print out of all final assessments			
h	There is an evident commitment in making continuous quality improvement in the program	-> ? 7/10/16	4/7/16 Mentor file -6C
	a) List of Mentor groups of Students in the current semester b) Monthly scrutiny of non-performing students		
i	Is there any outstanding faculty achievement or involvement in any research area/project?		Faculty file ICSSR Jellowship

Innovation project -> minor project - ICSSR  
-> potential Jellowship

Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1.) Whether duties to the Lab. staff. Were assigned in writing?			
2.) Whether the department delegate duties to alternate of the absent technical staff.			
3) Number of technical staff attended training programme.			
4) Physical Verification report of Lab equipment is available?			
4.1) Follow-up action on physical Verification Report?			
5) Laboratory Precaution Displayed?			



**2017-18**  
**Department of Biochemistry**  
**Academic Audit Proforma**

**SHIVAJI COLLEGE**

**CHECK LIST FOR ACADEMIC INTERNAL AUDIT**

Department: BIOCHEMISTRY Academic Year: 20 17 - 20 18 Semester: I, III & V ✓

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)	MAY 11, 2017	4	FILE-1 ACADEMIC CALENDAR
(ii). Formation of Departmental Committees	-	-	FILE-2 DEPARTMENTAL COMMITTEE
(iii). Distribution of papers of the subject	MAY 11, 2017	5	FILE-3 COURSE DISTRIBUTION
(iv). Distribution of Time Table Among Departmental Colleagues	JULY 18, 2017	11	FILE-4 TIME TABLE
(v). Proforma of execution of teaching plan of each teacher	JULY 27, 2017	12	FILE-5 COURSE PROGRESS REPORT
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	-	-	FILE-6 MENTOR GROUPS OF STUDENTS
(vii). Was the syllabus covered according to the Initial plan submitted	JULY 27, 2017 OCT. 17, 2017	14 19	FILE-5 COURSE PROGRESS REPORT
(viii). Result analysis of previous exam	-	-	FILE-7 RESULT ANALYSIS (Informed through mail)
(ix). Monthly Attendance (uploaded on college web.) Month..... <u>Oct</u> ..... On..... <u>24.2.17</u> Month..... <u>NOV</u> ..... On..... <u>03.2.17</u> Month..... <u>-</u> ..... On..... <u>-</u> .....	The Attendance Software was initially unavailable on the College website. Therefore the attendance of SEM I/III/V students for the months of July/Aug./Sept./Oct. were uploaded in Oct. 17 and the second chance in Nov. 17.		

(x). Mid-Sem. Progress			
(a) Class Test			FILE-8
(b) Assignment / Project / Seminar	-	-	MIDTERM
(c) Non-Performing students			PROGRESS OF
(d) Steps taken for improvement			THE STUDENTS
(xi). Internal Assessment.			
(a) Report of Moderation Committee	8/12/2017	-	FILE-9
(b) Hard Copy of Internal Assessment.	P/4527/17		Internal Assessment
(c) College Diary No. & Date of Submission	(College Diary No.)		

12. Departmental Activities of the year (Supported by Document).

13. Achievement of Faculty Members Names of Teachers with supported documents. Faculty Achiev.   
 - details available in FILE-10.

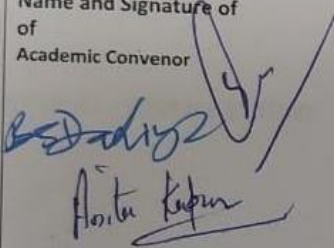
Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed	✓		Timetable of last two semesters available in the file.
2) Whether duties to the Lab. Staff. were assigned in writing?	✓		-
3) Does the department delegate duties to substitute in case of absence of the technical staff.	✓		-
4) Number of technical staff attended training programme.	-	-	Not attended any training in the last two yrs.
5) Laboratory Precaution Displayed	✓		Laboratory precautions displayed in Lab next to the instrument.
6) Physical Verification Report.			Lab. Stock Register maintained and also indicate the balance stock of the items.
6.1) Follow-up action on physical Verification Report.	✓		

14. Any suggestion/ Comment from the department. -

*Signature*  
6/12/2017  
R. JYOTI (JINGH)  
TIC

Department of Biochemistry

Academic Audit Report

SHIVAJI COLLEGE	
INTERNAL ACADEMIC AUDIT NON-CONFORMITY REPORT FORM	
Department:	Date:
Bio-chemistry	18/5/2017
NON CONFORMITY REPORT (NCR)	
NON CONFORMITY OBSERVED 1.) 2.) 3.)	Reasons if any Jayprakash PREVIOUS TIC (Dr. Jayla Shaker) Junita (DR. JUNITA SINGH) (PRESENT TIC 2017-18)
Name and Signature of of Academic Convenor	Name and Signature AUDITTEE
 Anita Kulkarni	
Time allotted for rectification of Non-Conformity	
Name and Signature of Academic Convenor	

annaziaecLab

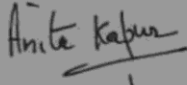


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INTERNAL ACADEMIC AUDIT OBSERVATIONS REPORT FORM		
Done by:	Department: <u>BIO-CHEMISTRY</u>	Date: <u>3/01/2018</u>

**Internal Academic Audit Report of the Department:**

All documents of the department were examined and they were found in order as per the prescribed proforma of the academic audit.

**AUDITORS**

1. Dr. Anita Kapur 
2. Ms. Suman Kharbanda 
3. Dr. Shiv Kumar Sahdev 

**Department of Botany**  
**Academic Audit Proforma**

2017-2018

**SHIVAJI COLLEGE**  
**CHECK LIST FOR ACADEMIC INTERNAL AUDIT**

Department: BOTANY Academic Year: 2017-2018  
OAA - Semester: I, III & V

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)	12/5/17	2	(a) 1.
(ii). Formation of Departmental Committees	20/7/17	2	(a) 1.
(iii). Distribution of papers of the subject	16/6/17	3	(b) 1.
(iv). Distribution of Time Table Among Departmental Colleagues	19/7/17	4	(b) 1.
(v). Proforma of execution of teaching plan of each teacher	4/8/17	5	(c)
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	9/8/17 9/8/17	6	(d) 1
(vii). Was the syllabus covered according to the initial plan submitted	13-16/10/17	5	(c)
(viii). Result analysis of previous exam	24/11/17	7	(e)
(ix). Monthly Attendance (uploaded on college web.) Month <u>Sept</u> On <u>17<sup>th</sup> Oct 2017</u> Month <u>Oct</u> On <u>11<sup>th</sup> Nov 2017</u> Month..... On.....	The software for attendance upload was available in October, hence all attendance were uploaded from October		

2020/7/15 11:33

(x) Mid-Sem. Progress			
(a) Class Test -			
(b) Assignment / Project / Seminar -			
(c) Non-Performing students	9/11/17	8	(f)
(d) Steps taken for improvement			
(xi). Internal Assessment			
(a) Report of Moderation Committee	21/11/17	9	(g)
(b) Hard Copy of Internal Assessment			
(c) College Diary No. & Date of Submission			8/4427/1

12. Departmental Activities of the year (Supported by Document). (h)

13. Achievement of Faculty Members Names of Teachers with supported documents. (i)

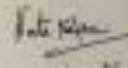


*Prabhakar 4/12/17*  
*Indira 12-17*  
*Pratik 9-12-17*

Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed	✓		
2) Whether duties to the Lab. Staff. were assigned in writing?	✓		
3) Does the department delegate duties to substitute in case of absence of the technical staff.	✓		
4) Number of technical staff attended training programme.	✓		
5) Laboratory Precaution Displayed	✓		
6) Physical Verification Report.	✓		
6.1) Follow-up action on physical Verification Report.	✓		

14. Any suggestion/ Comment from the department.

2020/7/15 11

**Department of Business Economics**  
**Academic Audit Report**

<b>SHIVAJI COLLEGE</b>		
<b>INTERNAL ACADEMIC AUDIT</b> <small>REGULATORY REPORT FORM</small>		
Date by:	Department: <b>SSE</b>	Date: <b>3/11/2018</b>
<b>Internal Academic Audit Report of the Department:</b> All documents of the department were examined and they were found in order as per the prescribed proforma of the academic audit.		
<b>AUDITORS</b>		
1. Dr. Anita Kapat 		
2. Ms. Suran K. Kulkarni 		
3. Dr. Shiv Kumar Sahasra 		

**Department of Commerce**  
**Academic Audit Proforma**

SHIVAJI COLLEGE

CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: COMMERCE.....

Academic Year: 2017 - 2018

Semester: I, III & V

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)	16/6/17	11	F1 - 1, 1A
(ii). Formation of Departmental Committees	11/4/17	3	F1 - 2
(iii). Distribution of papers of the subject	12/5/17	8	F1 - 5, 6
(iv). Distribution of Time Table Among Departmental Colleagues	20/7/17	12	F1 - 9, 10
(v). Proforma of execution of teaching plan of each teacher	12/5/17	9	F1 - 6A
(vi). (a) Formation of Mentor Groups of all Students	12/5/17	9	F1 - 7, 8
(b) Formation of Mentor Groups of Paying Guest Students (if any)	11/8/17	13, 17	F3 - 6.
(vii). Was the syllabus covered according to the Initial plan submitted	8/9/17 - Jul. Aug 25/10/17 - sep. 20/11/17 - Oct. Nov	15 17 21	F1 - 11 (P/3887/17) → 3/11/17 (P/4431/17) → 24/11/17
(viii). Result analysis of previous exam			F3 - 2 (3)
(ix). Monthly Attendance (uploaded on college web.) Month..... On..... Month..... On..... Month.....11..... On.....19..... (JULY - NOVEMBER 2017)	Attendance was uploaded after installation of IA software.		

*Rabinanjan Kumar*

(x). Mid-Sem. Progress			F2 - 1 F2A - 1
(a) Class Test			
(b) Assignment / Project / Seminar ✓	8/9/17	15	F3 - 1
(c) Non-Performing students	25/10/17	17	F3 - 4B
(d) Steps taken for improvement			
(xi). Internal Assessment.			
(a) Report of Moderation Committee	3/5/17 20/11/17	5 19	
(b) Hard Copy of Internal Assessment.	3/5/17 20/11/17		F2 F2A - 2
(c) College Diary No. & Date of Submission	5/5/17 28/11/17	P/1528/17 P/4399/17	F2 F2A - 2

12. Departmental Activities of the year (Supported by Document). F3-1

13. Achievement of Faculty Members Names of Teachers with supported documents. F3-5

Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff. were assigned in writing?			
3) Does the department delegate duties to substitute in case of absence of the technical staff.			
4) Number of technical staff attended training programme.			
5) Laboratory Precaution Displayed			
6) Physical Verification Report.			
6.1) Follow-up action on physical Verification Report.			

14. Any suggestion/ Comment from the department.

*Rabingam Samantara*



**Department of Computer Science**

**Academic Audit Proforma**

**SHIVAJI COLLEGE**

**CHECK LIST FOR ACADEMIC INTERNAL AUDIT**

Department: computer science

Academic Year: 2017 - 2018

Semester: I, IV & VI

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)	20 <sup>th</sup> July, 2017	01	Academic Calendar  ANNEXURE - I
	1 <sup>st</sup> Jan, 2018	17	
	20 <sup>th</sup> Feb, 2018	19	
(ii). Formation of Departmental Committees	12 <sup>th</sup> Mar, 2018	22	
	20 <sup>th</sup> July, 2017	01	
(iii). Distribution of papers of the subject	15 <sup>th</sup> Dec, 2017	16	ANNEXURE - II
(iv). Distribution of Time Table Among Departmental Colleagues	15 <sup>th</sup> Dec, 2017	16	ANNEXURE - II
(v). Proforma of execution of teaching plan of each teacher	1 <sup>st</sup> Jun, 2018	17	ANNEXURE - III
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	25 <sup>th</sup> July, 2017	03	ANNEXURE - IV
	20 <sup>th</sup> Feb, 2018	19	
(vii). Was the syllabus covered according to the Initial plan submitted	2 <sup>nd</sup> Feb, 2018	18	ANNEXURE - V
	28 <sup>th</sup> Feb, 2018	21	
	28 <sup>th</sup> Mar, 2018	25	
(viii). Result analysis of previous exam			ANNEXURE - VI
(ix). Monthly Attendance (uploaded on college web.)  Month... <u>Jan</u> ... On... <u>8/02/18</u> .. Month... <u>Feb</u> ... On... <u>8/03/18</u> .. Month... <u>Mar</u> ... On... <u>5/04/18</u> .. April on <u>18/04/18</u>	20 <sup>th</sup> Feb, 18	19	

(x). Mid-Sem. Progress			
(a) Class Test			
(b) Assignment / Project / Seminar			
(c) Non-Performing students	20 <sup>th</sup> Feb, 18	19	
(d) Steps taken for improvement			ANNEXURE - VII
(xi). Internal Assessment.			
(a) Report of Moderation Committee			
(b) Hard Copy of Internal Assessment.			
(c) College Diary No. & Date of Submission			ANNEXURE - VIII

12. Departmental Activities of the year (Supported by Document). - 12<sup>th</sup> May, 18. Page NO - 22  
ANNEXURE - IX

13. Achievement of Faculty Members Names of Teachers with supported documents. -  
ANNEXURE - X

Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed	✓		Available on College website
2) Whether duties to the Lab. Staff. were assigned in writing?	✓		ANNEXURE - XI
3) Does the department delegate duties to substitute in case of absence of the technical staff.	✓		Leave sanctioned on after making alternate arrangement - Leave Register
4) Number of technical staff attended training programme.	01		Mr. Ratandeeep
5) Laboratory Precaution Displayed	✓		Do's & Don'ts displayed in Labs.
6) Physical Verification Report.			Everything ok in order.
6.1) Follow-up action on physical Verification Report.	✓		No. follow-up action.

Alumni Meet was held on 17<sup>th</sup> March 2018. 40 students attended the meet

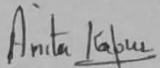

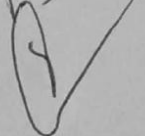
14. Any suggestion/ Comment from the department.

1. The college should <sup>take action</sup> against non-performing / Short of attendance students. Intimation of the same should be given to the department also. *Shaan*

2. Academic activities for related departments like Physics, Maths & Comp. sc should be clubbed together so that there minimal effect on classes.

**Department of Computer Science**

**Academic Audit Report**

<b>SHIVAJI COLLEGE</b>		
<b>INTERNAL ACADEMIC AUDIT OBSERVATIONS REPORT FORM</b>		
Done by:	Department: <u>Computer Science</u>	Date: <u>23 July 2018</u>
<b><u>Internal Academic Audit Report of the Department:</u></b>		
All documents of the department were examined and they were found in order as per the prescribed proforma of the academic audit.		
<b><u>AUDITORS</u></b>		
1. Dr. Anita Kapur		
2. Ms. Suman Kharbanda		
3. Dr. Shiv Kumar Sahdev		

**Department of Economics**

**Academic Audit Proforma**

**SHIVAJI COLLEGE**

**CHECK LIST FOR ACADEMIC INTERNAL AUDIT**

Department: ECONOMICS

Academic Year: 2017 - 2018

Semester: I, III & V

Activity	Minutes Register		Annexure File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)	8/05/2017	1	1A
(ii). Formation of Departmental Committees	8/05/2017	1	1B
(iii). Distribution of papers of the subject	14/06/2017	3	3A
	25/08/2017	6	3B
(iv). Distribution of Time Table Among Departmental Colleagues	20/07/17	4	4A.1, 4A.2
(v). Proforma of execution of teaching plan of each teacher	20/07/17	4	4B
	25/08/17	6	4C
(vi). (a) Formation of Mentor Groups of all Students	25/08/17	6	6A
(b) Formation of Mentor Groups of Paying Guest Students (if any)	25/08/17	6	6B
(vii). Was the syllabus covered according to the Initial plan submitted	25/08/17	6, 7, 8	Refer 4B&4C
	26/09/17		
	27/10/17		
(viii). Result analysis of previous exam	19/11/17	10	10 A
	14/11/17		
(ix). Monthly Attendance (uploaded on college web.) Month..... On..... Month..... On..... Month..... On.....	As per the instructions given by the Principal  The attendance was uploaded in the month of October and November 2017 because the software was not functional prior to that.		

(x). Mid-Sem. Progress			
(a) Class Test	26/09/17	7	7A-File
(b) Assignment / Project / Seminar	26/09 & 02/11	7	9A
(c) Non-Performing students	24/09 & 02/11		
(d) Steps taken for improvement			
(xi). Internal Assessment.			
(a) Report of Moderation Committee	20/11/2017	11	-
(b) Hard Copy of Internal Assessment.	"	"	11 B
(c) College Diary No. & Date of Submission	P/4271/17 dated 20/11/2017	"	11 A

12. Departmental Activities of the year (Supported by Document). 27/10/2017 2 2A, 8B & 8C

13. Achievement of Faculty Members Names of Teachers with supported documents. 12A

Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff. were assigned in writing?			
3) Does the department delegate duties to substitute in case of absence of the technical staff.			
4) Number of technical staff attended training programme.			
5) Laboratory Precaution Displayed			
6) Physical Verification Report.			
6.1) Follow-up action on physical Verification Report.			

14. Any suggestion/ Comment from the department.

The Department of Economics has attached the alumni details along with internship/placement details in Annexure. The department plans to conduct Alumni Meet in February 2018 during the annual academic festival PARETO '2018.

*Rentil*  
30/11/2017

**Department of English**

**Academic Audit Proforma**

**SHIVAJI COLLEGE**

**CHECK LIST FOR ACADEMIC INTERNAL AUDIT**

Department: ENGLISH

Academic Year: 20 17 - 20 18

Semester: I, III & V

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)	09.05.17	3-5	P/1569/17 09/05/17
(ii). Formation of Departmental Committees	09.05.17	3	P/1569/17 09/05/17
(iii). Distribution of papers of the subject	01.06.17	12-13	P/1974/17 01/06/17
(iv). Distribution of Time Table Among Departmental Colleagues	18.07.17	15	P/2423/17 20.7.17
(v). Proforma of execution of teaching plan of each teacher	21.08.17	25	P/3196/17 12/09/17
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	18.07.17. list of PG students maintain	17	P/2390/17 18/07/17
(vii). Was the syllabus covered according to the Initial plan submitted	14.11.17 YES	36	P/4187/17 14/11/17
(viii). Result analysis of previous exam	17.10.17	34	P/3639/17 17/10/17
(ix). Monthly Attendance (uploaded on college web.) Month..... On..... Month..... On..... Month..... On.....	SOFTWARE ACTIVE ONLY IN OCTOBER.		

(x). Mid-Sem. Progress			
(a) Class Test	17.10.17	34	P/3639/17
(b) Assignment / Project / Seminar	-test/award list		17/10/17
(c) Non-Performing students	-Submission of list to office.		
(d) Steps taken for improvement			
(xi). Internal Assessment.			P/4412/17
(a) Report of Moderation Committee	23.11.2017	41	24/11/17.
(b) Hard Copy of Internal Assessment.	ATTACHED		
(c) College Diary No. & Date of Submission			

12. Departmental Activities of the year (Supported by Document). P.27. P/3197/17 (12/09/17)

13. Achievement of Faculty Members Names of Teachers with supported documents. Attached.

Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff. were assigned in writing?			
3) Does the department delegate duties to substitute in case of absence of the technical staff.			
4) Number of technical staff attended training programme.			
5) Laboratory Precaution Displayed			
6) Physical Verification Report.			
6.1) Follow-up action on physical Verification Report.			

14. Any suggestion/ Comment from the department.

**Department of Political Science**

**Academic Audit Proforma**

SHIVAJI COLLEGE

CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: of Political Science

Academic Year: 2017-2018

Semester: II, IV & VI

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)	8 May 2017	24(D)	1
(ii). Formation of Departmental Committees	24 April 2017	24(B)	2
(iii). Distribution of papers of the subject	30 November 2017	40	3
(iv). Distribution of Time Table Among Departmental Colleagues	30 November 2017	40	3
(v). Proforma of execution of teaching plan of each teacher			4
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	16 January 2018	43-44	12
(vii). Was the syllabus covered according to the Initial plan submitted	Yes	-	4
(viii). Result analysis of previous exam	9 March 2018	52A	5.
(ix). Monthly Attendance (uploaded on college web.) Month..... On..... Month..... On..... Month..... On.....	Software was not available n.a. n.a. n.a.		



(c) Mid Sem Progress			
(a) Class Test			
(b) Assignment / Project / Seminar			
(c) Non-Performing students			
(d) Steps taken for improvement			
(xi) Internal Assessment			
(a) Report of Moderation Committee	2-5-2018	65	15
(b) Hard Copy of Internal Assessment			8
(c) College Diary No. & Date of Submission	Diary No. P/1752/18 2-5-2018	64	8

12. Departmental Activities of the year (Supported by Document). F.N. 16

13. Achievement of Faculty Members Names of Teachers with supported documents: F.N. 17

	Y	N/A	Detail
<b>Laboratory Management</b>			
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed			n-a.
2) Whether duties to the Lab. Staff. were assigned in writing?			n-a.
3) Does the department delegate duties to substitute in case of absence of the technical staff.			n-a.
4) Number of technical staff attended training programme.			n-a.
5) Laboratory Precaution Displayed			n-a.
6) Physical Verification Report.			
6.1) Follow-up action on physical Verification Report.			

14. Any suggestion/ Comment from the department.

- 1) Installation of AC in the department room on an urgent basis
- 2) Water dispenser is urgently required in the department room
- 3) printer facility in the departmental room.

*[Signature]*

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)	8-5-2017	24(D)	1
(ii). Formation of Departmental Committees	2-1-4-2017	24(B)	2
(iii). Distribution of papers of the subject	20-07-2017	26	3
(iv). Distribution of Time Table Among Departmental Colleagues	do	do	do
(v). Proforma of execution of teaching plan of each teacher			
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)			
(vii). Was the syllabus covered according to the Initial plan submitted YES	29-11-2017	37	4
(viii). Result analysis of previous exam	6-11-2017	32	5
(ix). Monthly Attendance (uploaded on college web.) Month..... On..... Month..... On..... Month..... On.....			

De	Co			
		(x). Mid-Sem. Progress		
		(a) Class Test		
		(b) Assignment / Project / Seminar		
		(c) Non-Performing students		
		(d) Steps taken for improvement		
✓	(i)	(xi). Internal Assessment.	29-11-2017	38
✓	(ii)	(a) Report of Moderation Committee	29-11-2017	39
✓	(iii)	(b) Hard Copy of Internal Assessment.	28-11-2017	34
✓	(iv)	(c) College Diary No. & Date of Submission	29-11-2017	39
✓			P/4506/17 and 29/11/2017	

12. Departmental Activities of the year (Supported by Document). File no 1.

13. Achievement of Faculty Members Names of Teachers with supported documents. NIL

Laboratory Management	Y	N/A	Detail
Organization & Management			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff. were assigned in writing?			
3) Does the department delegate duties to substitute in case of absence of the technical staff.			

**Department of Political Science**

**Academic Audit Proforma**

SHIVAH COLLEGE  
CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: Political Science Academic Year: 2018-2019 Semester: 1<sup>st</sup>

Activity	Minutes Register		
	Date	Page No.	File & Doc. No.
(i). Academic Calendar (for academic session)	1-1-2019	32	1
(ii). Formation of Departmental Committees	8-8-2018	14, 21	2
(iii). Distribution of papers of the subject	1-1-2019	32	3
(iv). Distribution of Time Table Among Departmental Colleagues	1-1-2019	32	3
(v). Proforma of execution of teaching plan of each teacher	11-2-2019	36	4
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	23-8-2018	18	12
(vii). Was the syllabus covered according to the initial plan submitted	do	do	do
(viii). Result analysis of previous exam	Yes	Yes	4
(ix). Monthly Attendance (uploaded on college web.)			5
Month <u>Jan-2019</u> On <u>10 Feb '19</u>	8 August 2018	14	C. Mahalingam 28/8/18
Month <u>Feb '19</u> On <u>10 March '19</u>			
Month <u>March-April '19</u> On <u>5 May '19</u>			

(x) Mid Sem. Progress			
(a) Class Test			
(b) Assignment / Project / Seminar	12-3-2019	32	776
(c) Non-Performing students	3-5-2019		
(d) Steps taken for Improvement	3-5-2019	11	
(x1) Internal Assessment.	3-5-2019	11	2
(a) Report of Moderation Committee	3-5-2019	11	15
(b) Hard Copy of Internal Assessment.	P/2172/19	11	15
(c) College Diary No. & Date of Submission	3/5/2019	11	15

12. Departmental Activities of the year (Supported by Document). File No. 16

13. Achievement of Faculty Members Names of Teachers with supported documents. File No. 10

14. Achievement of Students - F.No 10

Laboratory Management	Y	N/A	Detail
Organization & Management			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff. were assigned in writing?			
3) Does the department delegate duties to substitute in case of absence of the technical staff.			
4) Number of technical staff attended training programme.			
5) Laboratory Precaution Displayed			
6) Physical Verification Report.			
6.1) Follow-up action on physical Verification Report.			

14. Any suggestion/ Comment from the department.

- (1) Installation of Ac in the department room on urgent basis
- (2) Water dispenser is urgently required in the department room
- (3) Printer Facility in the departmental room

**Department of Political Science**

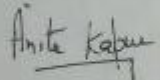
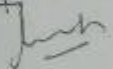

**Academic Audit Report**

<b>SHIVAJI COLLEGE</b>		
<b>INTERNAL ACADEMIC AUDIT OBSERVATIONS REPORT FORM</b>		
Done by:	Department: <i>POLITICAL SCIENCE</i>	Date: <i>18/11/2018</i>

**Internal Academic Audit Report of the Department:**

All documents of the department were examined and some non-conformities were found. These were rectified after which documents found in order as per required by the prescribed proforma of the academic audit.

**AUDITORS**

1. Dr. Anita Kapur 
2. Ms. Suman Kharbanda 
3. Dr. Shiv Kumar Sahdev 

2018-19

Department of Biochemistry

Academic Audit Proforma

**SHIVAJI COLLEGE**

**CHECK LIST FOR ACADEMIC INTERNAL AUDIT**

Department: BIOCHEMISTRY Academic Year: 20 18 - 20 19  
2019 - 2020  
Semester: I, III & V, II, IV & VI

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)	24/5/2019	76	①
(ii). Formation of Departmental Committees	21/6/19	80	2
(iii). Distribution of papers of the subject	21/6/19	79	3
(iv). Distribution of Time Table Among Departmental Colleagues	21/6/19	79	4
(v). Proforma of execution of teaching plan of each teacher	21/6/19	79	5
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	29/8/19	82	6
(vii). Was the syllabus covered according to the Initial plan submitted	21/6/19	79	7
(viii). Result analysis of previous exam	28/8/19	84	8
(ix). Monthly Attendance (uploaded on college web.) Month..... On..... Month..... On..... Month..... On.....	29/4/19	78	9

(x). Mid-Sem. Progress (a) Class Test (b) Assignment / Project / Seminar (c) Non-Performing students (d) Steps taken for improvement	29/4/19	78	10
(xi). Internal Assessment. (a) Report of Moderation Committee (b) Hard Copy of Internal Assessment. (c) College Diary No. & Date of Submission	29/4/19	78	11

12. Departmental Activities of the year (Supported by Document). 12

13. Achievement of Faculty Members Names of Teachers with supported documents. 13

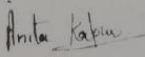


Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed	✓		✓
2) Whether duties to the Lab. Staff. were assigned in writing?	✓		✓
3) Does the department delegate duties to substitute in case of absence of the technical staff.	✓		✓
4) Number of technical staff attended training programme.			✓
5) Laboratory Precaution Displayed	✓		✓
6) Physical Verification Report. 6.1) Follow -up action on physical Verification Report.	✓		✓

14. Any suggestion/ Comment from the department.



**Department of Biochemistry**

**Academic Audit Report**

<b>SHIVAJI COLLEGE</b>		
<b>INTERNAL ACADEMIC AUDIT OBSERVATIONS REPORT FORM</b>		
Done by:	Department: <u>Biochemistry</u>	Date: <u>23 July 2018</u>
<b><u>Internal Academic Audit Report of the Department:</u></b>		
All documents of the department were examined and they were found in order as per the prescribed proforma of the academic audit.		
<b><u>AUDITORS</u></b>		
1. Dr. Anita Kapur		
2. Ms. Suman Kharbanda		
3. Dr. Shiv Kumar Sahdev		



Received on 5th Dec: 2018  
original copy with Mr. Suman Kharbanda

SHIVAJI COLLEGE

INTERNAL ACADEMIC AUDIT  
OBSERVATIONS REPORT FORM

Done by:

Department:

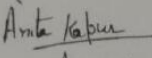
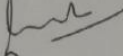

Biochemistry

Date: 28/11/2018

Internal Academic Audit Report of the Department:

All documents of the department were examined and they were found in order as per the prescribed proforma of the academic audit.

AUDITORS

1. Dr. Anita Kapur 
2. Ms. Suman Kharbanda 
3. Dr. Shiv Kumar Sahdev 

## Academic Audit Proforma

**SHIVAJI COLLEGE**

**CHECK LIST FOR ACADEMIC INTERNAL AUDIT**

Department: COMMERCE.....

Academic Year: 2018 - 2019

Semester: I, III & V

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)	5 April, 26 2019, Apr. 2018.	1	F1, 1 & 1A
(ii). Formation of Departmental Committees	5 April, 26 2019, Apr. 2018.	2	F1, 2
(iii). Distribution of papers of the subject	19th Nov, 2018	29A	F1 3, 3A
(iv). Distribution of Time Table Among Departmental Colleagues	13th Dec. 2018	37	F1, 4
(v). Proforma of execution of teaching plan of each teacher	1/3/2019 5/4/2019 29/4/2019	44 03 07	F1, 5
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	9/5/2018	11A	F2, 1 F2, 2
(vii). Was the syllabus covered according to the Initial plan submitted			
(viii). Result analysis of previous exam	-	-	F1, 6
(ix). Monthly Attendance (uploaded on college web.) Month..... On..... Month..... On..... Month..... On.....	as per the schedule		

*Smalke*

(x). Mid-Sem. Progress (a) Class Test (b) Assignment / Project / Seminar (c) Non-Performing students (d) Steps taken for improvement			F3
(xi). Internal Assessment. (a) Report of Moderation Committee (b) Hard Copy of Internal Assessment. (c) College Diary No. & Date of Submission	29/4/19  P/2166/192 3/5/19	05  07	F4 ② F4 ①

12. Departmental Activities of the year (Supported by Document) F1, 7, 7A

13. Achievement of Faculty Members Names of Teachers with supported documents. 8, F1.

Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff. were assigned in writing?			
3) Does the department delegate duties to substitute in case of absence of the technical staff.			
4) Number of technical staff attended training programme.			
5) Laboratory Precaution Displayed			
6) Physical Verification Report. 6.1) Follow-up action on physical Verification Report.			

14. Any suggestion/ Comment from the department.

*Ena*

**SHIVAJI COLLEGE**

**CHECK LIST FOR ACADEMIC INTERNAL AUDIT**

Department: COMMERCE.....

Academic Year: 2018 - 2019

Semester: I, III & V

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)	26/4/18	5A	F1 - 1
(ii). Formation of Departmental Committees	26/4/18	5A	F1 - 2
(iii). Distribution of papers of the subject	9/5/18	11A	F1 - 3 & 3A
(iv). Distribution of Time Table Among Departmental Colleagues	19/7/18	17A	F1 - 4
(v). Proforma of execution of teaching plan of each teacher	3/10/18 19/11/18	25A 29A	F1 - 5
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	9/5/18	11A	F1 - 6
(vii). Was the syllabus covered according to the Initial plan submitted			
(viii). Result analysis of previous exam			F1 - 7
(ix). Monthly Attendance (uploaded on college web.)  Month..... On.....  Month..... On.....  Month..... On.....	as per the college schedule		

(x). Mid-Sem. Progress			
(a) Class Test			F2-4
(b) Assignment / Project / Seminar			
(c) Non-Performing students			F2-2
(d) Steps taken for improvement			
(xi). Internal Assessment.			
(a) Report of Moderation Committee	19/11/18	29A	F3-1
(b) Hard Copy of Internal Assessment.			F3-2
(c) College Diary No. & Date of Submission	P/4456/18 22/11/18		

12. Departmental Activities of the year (Supported by Document). N/A

13. Achievement of Faculty Members Names of Teachers with supported documents.

Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff. were assigned in writing?			
3) Does the department delegate duties to substitute in case of absence of the technical staff.			
4) Number of technical staff attended training programme.			
Laboratory Precaution Displayed			
6) Physical Verification Report.			
6.1) Follow-up action on physical Verification Report.			

14. Any suggestion/ Comment from the department.

SHIVAJI COLLEGE

CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: ..... COMMERCE .....

Academic Year: 20 18 - 20 19

Semester: II, IV & VI

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)	26/4/18	5A	F1 - 1, 1A
(ii). Formation of Departmental Committees	26/4/18	5A	F1 - 2
(iii). Distribution of papers of the subject	5/12/2017	23	F1 - 3
(iv). Distribution of Time Table Among Departmental Colleagues	15/12/2017	25	F1 - 4 & 4A
(v). Proforma of execution of teaching plan of each teacher	29/1/2018 28/2/2018 26/04/2018	33 40 5A	F1 - 5
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	15/12/2017	25	F1 - 6, 7, 7A
(vii). Was the syllabus covered according to the Initial Plan submitted			F1 - 8
(viii). Result analysis of previous exam			F1 - 9
(ix). Monthly Attendance (uploaded on college web.)  Month..... On.....  Month..... On.....  Month..... On.....	Attendance uploaded every month as per official schedule		

(x). Mid-Sem Progress			
(a) Class Test		27	F3 - 4
(b) Assignment / Project / Seminar	5/1/18 22/2/18	40	F2 - 1
(c) Non-Performing students			F1 - 10
(d) Steps taken for improvement			
(xi). Internal Assessment.			
(a) Report of Moderation Committee	P/1853/18 3/5/18	7A	F3 - 1
(b) Hard Copy of Internal Assessment.			F3 - 2
(c) College Diary No. & Date of Submission	P/1852/18 3/5/18		

12. Departmental Activities of the year (Supported by Document). F2 - 2, 3, 4

13. Achievement of Faculty Members Names of Teachers with supported documents. F2-5

Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff were assigned in writing?			
3) Does the department delegate duties to substitute in case of absence of the technical staff.			
4) Number of technical staff attended training programme.			
Laboratory Precaution Displayed			
6) Physical Verification Report.			
6.1) Follow-up action on physical Verification Report.			

14. Any suggestion/ Comment from the department.

Alumni Meet of the department was held on 10/3/2018 and 70 students attended it



**Department of Computer Science**  
**Academic Audit Proforma**

**SHIVAJI COLLEGE**

**CHECK LIST FOR ACADEMIC INTERNAL AUDIT**

Department: Computer Sc

Academic Year: 2018 - 2019

Semester: I, III & V

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)	20 <sup>th</sup> July, 2018	28	MINUTES REGISTER CS/12/AAO ANNEX - I
(ii). Formation of Departmental Committees	20 <sup>th</sup> July, 2018	28	MINUTES REGISTER
(iii). Distribution of papers of the subject	4 <sup>th</sup> May, 2018	26	MINUTES REGISTER ANNEX - II
	26 <sup>th</sup> July, 2018	29	
(iv). Distribution of Time Table Among Departmental Colleagues	20 <sup>th</sup> July, 2018	28	CS/12/AAO ANNEX - III
(v). Proforma of execution of teaching plan of each teacher	26 <sup>th</sup> July, 2018	29	CS/12/AAO ANNEX - IV
(vi). (a) Formation of Mentor Groups of all Students	31 <sup>st</sup> July, 2018	30	CS/12/AAO ANNEX V a, b
(b) Formation of Mentor Groups of Paying Guest Students (if any)	13 <sup>th</sup> Sept, 2018	32	ANNEX VI
(vii). Was the syllabus covered according to the Initial plan submitted	31 <sup>st</sup> July, 2018	30	CS/12/AAO ANNEX VII
	13 <sup>th</sup> Sept, 2018	32	
	25 <sup>th</sup> Oct, 2018	35	
(viii). Result analysis of previous exam	14 <sup>th</sup> Nov, 2018	36	CS/12/AAO ANNEX VIII
(ix). Monthly Attendance (uploaded on college web.)			
Month <u>July, Aug</u> On <u>13.9.2018</u>			
Month <u>Sept</u> On <u>28.9.2018</u>			
Month <u>Oct</u> On <u>31.10.2018</u>			
Nov on <u>14.11.2018</u>			

*Sham* *Pyadas* *HSR*

(x). Mid-Sem. Progress			
(a) Class Test			CS/12/AAO ANNEX IX a, b
(b) Assignment / Project / Seminar	13 <sup>th</sup> Sept, 2018	32	
(c) Non-Performing students	28 <sup>th</sup> Sept, 2018	34	ANNEX X
(d) Steps taken for improvement	14 <sup>th</sup> Nov, 2018	36	CS/12/AAO ANNEX XI
(xi). Internal Assessment.	16 <sup>th</sup> Nov 2018	37	
(a) Report of Moderation Committee			
(b) Hard Copy of Internal Assessment.	P/4965/18		
(c) College Diary No. & Date of Submission	22/11/18		

12. Departmental Activities of the year (Supported by Document). CS/12/AAO ANNEX XII

13. Achievement of Faculty Members Names of Teachers with supported documents. FILE NO CS/03/SCF

Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed	Yes		CS/12/AAO ANNEX XIII
2) Whether duties to the Lab. Staff. were assigned in writing?	Yes		ANNEX XIV
3) Does the department delegate duties to substitute in case of absence of the technical staff.	Yes		Leave sanctioned only after making alternate arrangements
4) Number of technical staff attended training programme.	—		
5) Laboratory Precaution Displayed	Yes		Do's & Don'ts displayed in Labs
6) Physical Verification Report.	Yes		Separate Stock Register is prepared
6.1) Follow-up action on physical Verification Report.	Yes		

14. Any suggestion/ Comment from the department.

Students activity week students fixed at the college level to ensure minimal interruption of classes.

S. Shaam  
Beech Shaam  
(Dept of Comp.Sc.)

Byadar

RS

**SHIVAJI COLLEGE**

**CHECK LIST FOR ACADEMIC INTERNAL AUDIT**

Department: Computer Science

Academic Year: 2018 - 2019

Semester: II, IV & VI

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)	20 <sup>th</sup> July, 2018	28	MINUTES REGISTER CS/12/AAE ANNEX - I
(ii). Formation of Departmental Committees	20 <sup>th</sup> July, 2018	28	MINUTES REGISTER
(iii). Distribution of papers of the subject	14 <sup>th</sup> December, 2018	40	MINUTES REGISTER ANNEX - II
(iv). Distribution of Time Table Among Departmental Colleagues	14 <sup>th</sup> December, 2018	40	MINUTES REGISTER ANNEX - III
(v). Proforma of execution of teaching plan of each teacher	4 <sup>th</sup> January, 2019	41	MINUTES REGISTER CS/12/AAE ANNEX - IV
(vi). (a) Formation of Mentor Groups of all Students	31 <sup>st</sup> July, 2018	30	CS/12/AAE ANNEX V a, b
(b) Formation of Mentor Groups of Paying Guest Students (if any)	13 <sup>th</sup> September, 2018	32	ANNEX VI
(vii). Was the syllabus covered according to the Initial plan submitted	8 <sup>th</sup> Feb, 2019 1 <sup>st</sup> March, 2019 1 <sup>st</sup> April, 2019	43 44 47	CS/12/AAE ANNEX VII
(viii). Result analysis of previous exam			CS/12/AAE ANNEX VIII
(ix). Monthly Attendance (uploaded on college web.)			
Month: <u>January</u> On: <u>8<sup>th</sup> February, 2019</u>			
Month: <u>February</u> On: <u>1<sup>st</sup> March, 2019</u>			
Month: <u>March</u> On: <u>1<sup>st</sup> April, 2019</u>			
Month: <u>April</u> On: <u>15<sup>th</sup> April, 2019</u>			

(s). Mid Sem. Progress			
(a) Class Test			
(b) Assignment / Project / Seminar			
(c) Non-Performing students	8 <sup>th</sup> February 2019	43	CS/12/AAC ANNEX <u>XI</u> a, b
(d) Steps taken for improvement	1 <sup>st</sup> March 2019	44	
(xi). Internal Assessment.	15 <sup>th</sup> April, 2019	48	
(a) Report of Moderation Committee	27 <sup>th</sup> April, 2019	49	CS/12/AAC ANNEX <u>X</u>
(b) Hard Copy of Internal Assessment.			
(c) College Diary No. & Date of Submission	P/2156/19 02/05/2019		

12. Departmental Activities of the year (Supported by Document). CS/12/AAC ANNEX XI

13. Achievement of Faculty Members Names of Teachers with supported documents. FILE NO CS/03/SCF

Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed	yes		CS/12/AAC ANNEX <u>XII</u>
2) Whether duties to the Lab. Staff, were assigned in writing?	yes		ANNEX <u>XIII</u>
3) Does the department delegate duties to substitute in case of absence of the technical staff.	yes		Leave sanctioned only after making alternate arrangements
4) Number of technical staff attended training programme.	yes	02	ANNEX <u>XIV</u>
5) Laboratory Precaution Displayed	yes		Do's and Don'ts are displayed in lab
6) Physical Verification Report.	yes		Separate Stock Register is prepared
6.1) Follow-up action on physical Verification Report.	yes		

14. Any suggestion/ Comment from the department.

**Department of Economics**

**Academic Audit Proforma**

**SHIVAJI COLLEGE**

**CHECK LIST FOR ACADEMIC INTERNAL AUDIT**

Department: ECONOMICS

Academic Year: 2018 - 2019

Semester: I, III & V

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)	20 <sup>th</sup> May '18	01	Annexure 1A & B
(ii). Formation of Departmental Committees	20 <sup>th</sup> May '18	01	Annexure 1B
(iii). Distribution of papers of the subject	19 <sup>th</sup> July '18	02	Annexure 3A
(iv). Distribution of Time Table Among Departmental Colleagues	19 <sup>th</sup> July '18	03	Annexure 4A
	31 <sup>st</sup> July '18	04	Annexure 4B
(v). Proforma of execution of teaching plan of each teacher	2 <sup>nd</sup> Aug '18	05	Annexure 5A
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	21 <sup>st</sup> Aug '18	06	Annexure 6A
	21 <sup>st</sup> Aug '18	06	Annexure 6B
(vii). Was the syllabus covered according to the Initial plan submitted	21 <sup>st</sup> Aug '18	06	Minutes
	5 <sup>th</sup> Oct '18 14 <sup>th</sup> Nov '18	07	
(viii). Result analysis of previous exam	16 <sup>th</sup> Nov. 18	08	Annexure 8A
(ix). Monthly Attendance (uploaded on college web.)	Month <u>July/Aug</u> On <u>26/09/18</u>	1 <sup>st</sup> to 10 <sup>th</sup> Feb As per the schedule 11 <sup>th</sup> to 14 <sup>th</sup>	
Month <u>Sep</u> On <u>31/10/18</u>			
Month <u>Oct</u> On <u>01/11/18</u>			
Month <u>NOV</u> on <u>14/11/18</u>			

(x). Mid-Sem. Progress			
(a) Class Test	13/09/18	09	7A
(b) Assignment / Project / Seminar	13/09/18		
(c) Non-Performing students	13/09/18		
(d) Steps taken for improvement	17/09/18	P/3788/18	7B
(xi). Internal Assessment.			
(a) Report of Moderation Committee	19/11/18	10	9A
(b) Hard Copy of Internal Assessment.	19/11/18	10	9B
(c) College Diary No. & Date of Submission	22/11/18	P/4950/18	

05/09/18 (20), 4/10/18 (09), 25/10/18, (26)  
(10A) (10B) (10C)

12. Departmental Activities of the year (Supported by Document).

P/3952/18, P/4339/18, P/4339/18

13. Achievement of Faculty Members Names of Teachers with supported documents.

12A  
13A (14 page)

14. Tutorials

Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff. were assigned in writing?			
3) Does the department delegate duties to substitute in case of absence of the technical staff.			
4) Number of technical staff attended training programme.			
5) Laboratory Precaution Displayed			
6) Physical Verification Report.			
6.1) Follow-up action on physical Verification Report.			

14. Any suggestion/ Comment from the department.

**SHIVAJI COLLEGE**

**CHECK LIST FOR ACADEMIC INTERNAL AUDIT**

Department: Economics

Academic Year: 2018 - 2019

Semester: I, III & V

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
✓ (i). Academic Calendar (for academic session)	28 <sup>th</sup> Dec <del>14<sup>th</sup> Aug '18</del>	02 <del>00</del>	2B
✓ (ii). Formation of Departmental Committees	7 <sup>th</sup> Jan '19	03	3
✓ (iii). Distribution of papers of the subject	18 <sup>th</sup> Dec '18	01	1
✓ (iv). Distribution of Time Table Among Departmental Colleagues	28 <sup>th</sup> Dec '18	02	2A
✓ (v). Proforma of execution of teaching plan of each teacher	5 <sup>th</sup> Feb '19	05	5
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	12 <sup>th</sup> Feb '2019	06	6A 6B
✓ (vii). Was the syllabus covered according to the Initial plan submitted	7 <sup>th</sup> March '19 25 <sup>th</sup> March '19 4 <sup>th</sup> April '19	09, 10	Minutes
✓ (viii). Result analysis of previous exam	9 <sup>th</sup> Aug '19	12	12
✓ (ix). Monthly Attendance (uploaded on college web.) Month <u>January</u> on <u>7<sup>th</sup> Feb '19</u> Month <u>February</u> on <u>5<sup>th</sup> March '19</u> Month <u>March</u> on <u>8<sup>th</sup> April '19</u> Month <u>April</u> on <u>26<sup>th</sup> April '19</u>	As per the schedule.		

(x). Mid-Sem. Progress			
(a) Class Test	7 <sup>th</sup> March '19		08
(b) Assignment / Project / Seminar	7 <sup>th</sup> March '19		08
(c) Non-Performing students	7 <sup>th</sup> March '19	08	08
(d) Steps taken for improvement			
(xi). Internal Assessment.			
(a) Report of Moderation Committee	1 <sup>st</sup> May '19	11	11
(b) Hard Copy of Internal Assessment.	1 <sup>st</sup> May '19		11
(c) College Diary No. & Date of Submission	02 <sup>nd</sup> May '19	P/2165/19	

- ✓ 12. Departmental Activities of the year (Supported by Document). 22<sup>nd</sup> Feb '19 (7) 9<sup>th</sup> Jan 2019 (14)
- ✓ 13. Achievement of Faculty Members Names of Teachers with supported documents. P/1082/19 13.

Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff. were assigned in writing?			
3) Does the department delegate duties to substitute in case of absence of the technical staff.			
4) Number of technical staff attended training programme.			
5) Laboratory Precaution Displayed			
6) Physical Verification Report.			
6.1) Follow-up action on physical Verification Report.			

14. Any suggestion/ Comment from the department.



**Department of English**  
**Academic Audit Proforma**

**SHIVAJI COLLEGE**

**CHECK LIST FOR ACADEMIC INTERNAL AUDIT**

Department: English

Academic Year: 20 18 - 20 19

Semester: IV, V & VI

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)	1 May 2018	56	P/1823/18, 3/5/18
	1 Aug 2018	58-69	P/3065/18, 1/8/18
(ii). Formation of Departmental Committees	1 Aug 2018	68-69	P/3065/18, 1/8/18
(iii). Distribution of papers of the subject	12 Dec 2018	79	P/281/19, 10/01/19
(iv). Distribution of Time Table Among Departmental Colleagues	28 Dec 2018	79	28/12/18
	16 Jan 2019	82	P/414/19, 16/01/19
(v). Proforma of execution of teaching plan of each teacher	6 Feb 2019	83	P/819/19, 06/02/19
(vi). (a) Formation of Mentor Groups of all Students	1 Aug 2018	68	P/3065/18, 01/08/18
	30 Aug 2018	70	P/3554/18, 31/08/18
	3 Apr 2019	87	P/1705/19, 3/4/19
(b) Formation of Mentor Groups of Paying Guest Students (if any)	1 Aug 2018	68	P/3065/18, 01/8/18
	3 Apr 2019	87	P/1705/19, 3/4/19
(vii). Was the syllabus covered according to the Initial plan submitted	15 Apr 2019	88	P/1890/19, 15/4/19
(viii). Result analysis of previous exam	Result data received only for		Sem 4 & 6
(ix). Monthly Attendance (uploaded on college web.)	as per the date line given by the college		
Month..... On.....			
Month..... On.....			
Month..... On.....			

Mid-Sem. Progress			
(a) Class Test	} as scheduled by indiv. teachers for their respective classes		
(b) Assignment / Project / Seminar			
(c) Non-Performing students			
(d) Steps taken for improvement	} students informed in classes, default lists.		
(xi). Internal Assessment.			
(a) Report of Moderation Committee	{ 30/4/19 1/5/19	89-90 91	P/2108/19, 30/4/19 P/2141/19, 1/5/19
(b) Hard Copy of Internal Assessment	1/5/19	91	P/2141/19, 1/5/19
(c) College Diary No. & Date of Submission			

12. Departmental Activities of the year (Supported by Document).

13. Achievement of Faculty Members Names of Teachers with supported documents.

	Y	N/A	Detail
Laboratory Management			
Organization & Management			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff. were assigned in writing?			
3) Does the department delegate duties to substitute in case of absence of the technical staff.			
4) Number of technical staff attended training programme.			
5) Laboratory Precaution Displayed			
6) Physical Verification Report.			
6.1) Follow-up action on physical Verification Report.			

14. Any suggestion/ Comment from the department.

*Ch. Prakash*  
20/8/19

**SHIVAJI COLLEGE**

**CHECK LIST FOR ACADEMIC INTERNAL AUDIT**

Department: English

Academic Year: 2018 - 2019

Semester: I, III & V

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)	1 May 2018	56	P/1823/18, 3/5/18
	1 Aug 2018	68-69	P/3065/18, 1/8/18
(ii). Formation of Departmental Committees	1 Aug 2018	68-69	P/3065/18, 1/8/18
(iii). Distribution of papers of the subject	12 June 2018	60-64	P/2372/18, 12/6/18
(iv). Distribution of Time Table Among Departmental Colleagues	19 July 2018	66	P/2786/18, 19/7/18
(v). Proforma of execution of teaching plan of each teacher	1 Aug 2018	68	P/3065/18, 1/8/18
(vi). (a) Formation of Mentor Groups of all Students	29 Aug 2018	70	P/3554/18, 31/8/18
(b) Formation of Mentor Groups of Paying Guest Students (if any)	19 Sept 2018	74	P/3857/18, 20/9/18
(vii). Was the syllabus covered according to the Initial plan submitted	31 Oct 2018	75	P/4881/18, 19/11/18
(viii). Result analysis of previous exam	19 Nov 2018	76-77	P/4982/18, 19/11/18
(ix). Monthly Attendance (uploaded on college web.)  Month..... On.....  Month..... On.....  Month..... On.....	as per the deadline given by the college		

(x). Mid-Sem. Progress			
(a) Class Test			P/3065/18, 1/8/18
(b) Assignment / Project / Seminar			P/3554/18, 31/8/18
(c) Non-Performing students	} announcements in class & lists of attendance deficiencies submitted to office	69-70	
(d) Steps taken for improvement			
(xi). Internal Assessment.			
(a) Report of Moderation Committee	19 Nov 2018	76-77 pg	P/4882/18, 19/11/18
(b) Hard Copy of Internal Assessment.	22 Nov 2018	78 pg	P/4955/18, 22/11/18
(c) College Diary No. & Date of Submission	22 Nov 2018		P/4955/18, 22/11/18

12. Departmental Activities of the year (Supported by Document).

13. Achievement of Faculty Members Names of Teachers with supported documents.

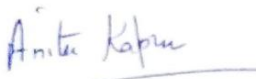


Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff. were assigned in writing?			
3) Does the department delegate duties to substitute in case of absence of the technical staff.			
4) Number of technical staff attended training programme.			
5) Laboratory Precaution Displayed			
6) Physical Verification Report.			
6.1) Follow -up action on physical Verification Report.			

14. Any suggestion/ Comment from the department.

*Khafiyah*  
26/11/18

**Department of Environmental Studies**

**Academic Audit Report**

<b>SHIVAJI COLLEGE</b>		
<b>INTERNAL ACADEMIC AUDIT OBSERVATIONS REPORT FORM</b>		
Done by:	Department: <u>E.V.S</u>	Date: <u>26/11/2018</u>
<b><u>Internal Academic Audit Report of the Department:</u></b>		
<p>All documents of the department were examined and some non-conformities were found. These were rectified after which documents found in order as per required by the prescribed proforma of the academic audit.</p>		
<b><u>AUDITORS</u></b>		
1. Dr. Anita Kapur		
2. Ms. Suman Kharbanda		
3. Dr. Shiv Kumar Sahdev		

**Department of Political Science**

**Academic Audit Proforma**

**SHIVAJI COLLEGE**

**CHECK LIST FOR ACADEMIC INTERNAL AUDIT**

Department: Political Science

Academic Year: 20 18 - 20 19

Semester: I, III & V

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)			1
✓ (ii). Formation of Departmental Committees	8, August 5 Sept 2018	14, 21	2
✓ (iii). Distribution of papers of the subject	15 June 2018	7	3
✓ (iv). Distribution of Time Table Among Departmental Colleagues	20 July 2018	12	3
✓ (v). Proforma of execution of teaching plan of each teacher	26 Sept 2018	24	4
(vi). ✓ (a) Formation of Mentor Groups of all Students	23 August 2018	18	12
(b) Formation of Mentor Groups of Paying Guest Students (if any)	do	do	do
(vii). Was the syllabus covered according to the Initial plan submitted	Yes	Yes	4
(viii). Result analysis of previous exam			5
✓ (ix). Monthly Attendance (uploaded on college web.) July-Aug - Sept On 10 Sept '18 Month... Sep... On 10 Oct. 18 Month... Oct - Nov... On 16 Nov. 18	8 August 2018	14	

(x). Mid-Sem. Progress			
(a) Class Test			7
(b) Assignment / Project / Seminar			7
(c) Non-Performing students			6
(d) Steps taken for improvement	19 sept'18	22	6
(xi). Internal Assessment.			8
(a) Report of Moderation Committee	22 NOV'18	29	15
(b) Hard Copy of Internal Assessment.	22 NOV'18	30	8
(c) College Diary No. & Date of Submission	22 NOV'18	P/4952/18	

12. Departmental Activities of the year (Supported by Document). F.N. 16

13. Achievement of Faculty Members Names of Teachers with supported documents. F.N. 17

14. Achievement of Students - F.N. 10.

Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff. were assigned in writing?			
3) Does the department delegate duties to substitute in case of absence of the technical staff.			
4) Number of technical staff attended training programme.			
5) Laboratory Precaution Displayed			
6) Physical Verification Report.			
6.1) Follow-up action on physical Verification Report.			

14. Any suggestion/ Comment from the department.

- (1) Installation of AC in the department room on an urgent basis
- (2) Water dispenser is urgently required in the Department room
- (3) Printer facility in the departmental room

*[Signature]*  
27-11-2018

Department of Political Science

Academic Audit Reports

23

<b>SHIVAJI COLLEGE</b>		
<b>INTERNAL ACADEMIC AUDIT OBSERVATIONS REPORT FORM</b>		
Done by:	Department: <u>Pol. Science</u>	Date: <u>23 July 2018</u>
<p><u>Internal Academic Audit Report of the Department:</u></p> <p>All documents of the department were examined and they were found in order as per the prescribed proforma of the academic audit.</p>		
<p><u>AUDITORS</u></p> <p>1. Dr. Anita Kapur <u>Anita Kapur</u></p> <p>2. Ms. Suman Kharbanda <u>Suman Kharbanda</u></p> <p>3. Dr. Shiv Kumar Sahdev <u>Shiv Kumar Sahdev</u></p>		

Scanned with CamScanner

Department of Sanskrit



## Academic Audit Proforma

### SHIVAJI COLLEGE

#### CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: SanskritAcademic Year: 2018 - 2019Semester: V, IV & VI

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)	7.5.2018	33	1, 5
(ii). Formation of Departmental Committees	31.7.2018	39	M.R.
(iii). Distribution of papers of the subject	1.1.2019	49-50	M.R.
(iv). Distribution of Time Table Among Departmental Colleagues	14.12.2018	47	2, 15
(v). Proforma of execution of teaching plan of each teacher	1.1.2019	49	M.R.
(vi). (a) Formation of Mentor Groups of all Students	10.1.2019	51	3, 12
(b) Formation of Mentor Groups of Paying Guest Students (if any)	do-	do-	3, 13
(vii). Was the syllabus covered according to the Initial plan submitted	9.4.2019	59	4, 8
(viii). Result analysis of previous exam	14.8.2019	78	5, 16
(ix). Monthly Attendance (uploaded on college web.) Month <u>Jan</u> On <u>Jan</u> Month <u>Feb</u> On <u>Feb</u> Month <u>March</u> On <u>March</u> <u>April</u> on <u>April</u>			

(x). Mid-Sem. Progress	8.3.2019	53	17,
(a) Class Test	do -	-	-
(b) Assignment / Project / Seminar			
(c) Non-Performing students			14.
(d) Steps taken for improvement			
(xi). Internal Assessment.	2.5.2019	63	6, 10 /
(a) Report of Moderation Committee			
(b) Hard Copy of Internal Assessment.			
(c) College Diary No. & Date of Submission			P/258/19 2/5/19

12. Departmental Activities of the year (Supported by Document)

Project - 55  
Departmental Function - 25/3/19  
Aik Shiksha & Yatra Prasthiti  
Academic Tour -  
27/10/19 - 11/4/2019

13. Achievement of Faculty Members Names of Teachers with supported documents.

Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff. were assigned in writing?			
3) Does the department delegate duties to substitute in case of absence of the technical staff.			
4) Number of technical staff attended training programme.			
5) Laboratory Precaution Displayed			
6) Physical Verification Report.			
6.1) Follow-up action on physical Verification Report.			

14. Any suggestion/ Comment from the department.

Reynolds  
22/4/2019

**SHIVAJI COLLEGE**

**CHECK LIST FOR ACADEMIC INTERNAL AUDIT**

Department: ..... Sanskrit .....

Academic Year: 2018 - 2019

Semester: I, III & V

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)		1, 33, MR	1
(ii). Formation of Departmental Committees		7 M.R.	
(iii). Distribution of papers of the subject		21, 22	Minutes Registers
(iv). Distribution of Time Table Among Departmental Colleagues		23,	2, Duj2
(v). Proforma of execution of teaching plan of each teacher		25 .	4, D.No. 5
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)			3, D.No-10. 3, 11.
(vii). Was the syllabus covered according to the Initial plan submitted			4, D.No. 5
(viii). Result analysis of previous exam			5, DNo. 14
(ix). Monthly Attendance (uploaded on college web.)  Month <u>Jan</u> ..... On ..... <u>March</u>  Month <u>Feb.</u> ..... On ..... <u>March</u>  Month <u>March</u> ..... On ..... <u>April</u> <u>April - on April.</u>			

	Page No	File No
(x). Mid-Sem. Progress	28	
(a) Class Test		17,
(b) Assignment / Project / Seminar		
(c) Non-Performing students		3, DN-6
(d) Steps taken for improvement	28	Minutes Register
(xi). Internal Assessment.		
(a) Report of Moderation Committee	31	6, DNo-9
(b) Hard Copy of Internal Assessment.		Minutes Register
(c) College Diary No. & Date of Submission	P/1743/18 02/5/18	6,

12. Departmental Activities of the year (Supported by Document). Astrology - Science and

13. Achievement of Faculty Members Names of Teachers with supported documents. Alumni meet - 10<sup>th</sup> Oct 2018 - Present  
Alumni - Myth

Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff. were assigned in writing?			
3) Does the department delegate duties to substitute in case of absence of the technical staff.			
4) Number of technical staff attended training programme.			
5) Laboratory Precaution Displayed			
6) Physical Verification Report.			
6.1) Follow -up action on physical Verification Report.			

14. Any suggestion/ Comment from the department.

Department of Physics

Academic Audit Notice & Minutes

2019-20

Non-Teaching Staff.

**Notice**

This to inform that academic audit of physics department is scheduled on 30<sup>th</sup> August, 2019 at 10:00 AM. All the non-teaching staff members are requested to complete their documentation and to be present during audit.

Teacher-In-Charge

*S.K. Yadav*  
23/8/19

(Dr. S. K. Yadav)

1. Research/Asst
2. Vinod Kr. V.K.
3. A.T. Subash *ASST*
4. Sachin Kr. *ASST*
5. Satish Kr. *ASST*
6. Praveen chohan *ASST*
7. ~~Satyanir Singh~~ *ASST*

1<sup>st</sup> Honours Lab.

1. Tarun Kumar *ASST*
2. SATYAVIR SINGH *ASST*
3. Sumita Hooda *ASST*
4. Praveen Singh - *ASST*
5. SHIVAYADAV - *SHIVAYADAV*

Teaching staff

### Notice

This to inform that academic audit of physics department is scheduled on 30<sup>th</sup> August, 2019 at 10:00 AM. All the faculty members are requested to be present during audit.

Teacher-In-Charge

Suryakant  
23/08/19

(Dr. S. K. Yadav)

1. Manish  
23/08/19

Anu

Pratyaksh

K&M

Hans

Ankur Singh

Pratik

Shrey

Deepanshu Neel

Dr. Anurag Kumar Singh

Dr. Anurag Kumar Singh  
27/08/19

DATE 30 08 2019

ACADEMIC AUDIT MEETING

A meeting with the Academic Audit Committee was held on 30/08/2019 at  
Following Teachers were present - in the meeting.

1. Jayadev (Dr. S. K. Yadav)
2. Dr. Namta Namta 30/08/19
3. Anu Vir. Anu
4. Singh Deeps Yadav Singh
5. Preetika Dhawan Preetika
6. Arneet Singh Arneet
7. Thourngiam Umeshkanta Th. Umeshkanta
8. Dr. Ujjanendra K. Pandey Ujjanendra
9. Nidhi Tyagi Nidhi
10. Ramesh Singh Ramesh
11. Dr S.S. Gaur S.S. Gaur
12. Harsh Yadav Harsh
13. Dr. Radheshyam Radheshyam
14. Dr. Priyanka Verma Priyanka

Dr. Anita Kapsew  
Suman Kharkanda  
Dr. Shiv K. Sahdev Shiv K. Sahdev

