

Annexure 5
Lab Verification Reports

Academic audit report and Physical verification report of laboratory
Department of Biochemistry

SHIVAJI COLLEGE		D. No - P/1099/16 19-4-16
Check List For Academic Internal Audit		
Done By: Department Name <i>Dept. of Microbiology Botany</i>	For the Department: <i>Dept. of Biochemistry</i>	Date: <i>19.04.2016</i>
1	TEACHING AND LEARNING PROCESSES	
	minutes	Verifiable Documentation/Remarks
A Does the TIC ensure that <ul style="list-style-type: none"> • All the members of the department are made aware of the academic workload. • Course and timetable is assigned and communicated to the departmental colleagues. • Proforma of course completion is filled • Academic Calendar is prepared. • Required committees are formed in the department to distribute the various academic responsibilities. 	Yes Yes <i>Records available.</i> Yes Yes	Minutes of the meetings and Documents verified.
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	Yes	Mixed methodology has been used like students presentation, educational videos etc.
c Is the department satisfied with the assignment and in-house exam, conducted by the faculty members?	Yes	Documents verified
Minutes of the moderation committee meeting to be given in diary and copy to be added to result analysis file.		Done on 2 nd May 2016 (As per college notice)

IOAC to be filed for

c	Were the Internal Assessment marks uploaded on college website by the given date 10 th 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 th & 29 th 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
Organization & Management			
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	
Equipment for which AMC are done (if any)			
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		

SHIVAJI COLLEGE

INTERNAL ACADEMIC AUDIT
NON-CONFORMITY REPORT FORM

Done By: BOTANY

T-I-C- Dr. PRATIMA RANI SARDAR

Past T-I-C- Dr. VIJAY KUMAR

Next T-I-C Dr. PRABHA VATHI

For the Department:

BIOCHEMISTRY

Date:

19th April
2016

NON CONFORMITY REPORT (NCR)

Department Name:-

NON CONFORMITY OBSERVED

1.) NONE

2.)

3.)

NONE

DATE:-

Reasons if any

Name and Signature of
AUDITORS

T-I-C- Dr. Pratima Rani Sardar [Signature]

Past T-I-C- Dr. Vijay Kumar [Signature]

Next T-I-C Dr. PRABHAVATHI [Signature]
19/4/16

Name and Signature of
AUDITTEES

T-I-C- JALITA THAKER [Signature]

Past T-I-C Dr. Renu Bawajia [Signature]

Next T-I-C Dr. JUNITA SINGH [Signature]

STATUS OF NON-CONFORMITY:-

DATE

Name and Signature of AUDITORS

T-I-C

Past T-I-C-

Next T-I-C

SHIVAJI COLLEGE

Check List For Academic Internal Audit (2016-17) Sem- II,IV,VI

Department Name

Bio-CHEMISTRY

Date: 18/05/2017

V,VI

2017

Committee

TEACHING AND LEARNING PROCESSES

		Relevant Document	Remarks of Audit Committee
A	Does the TIC ensure that <ul style="list-style-type: none"> Academic Calendar is prepared? Required committees are formed in the department to distribute the various academic responsibilities. Course and timetable is assigned and communicated to the departmental colleagues? Proforma of execution of teaching plan of the course? 	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"> Status of Assignment /presentation/Project work? Mid semester test was conducted? 	Yes	
d	Diary Number and copy of the minutes of the departmental moderation committee.	Yes	P/1652/17 18/05/2017
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	

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
Organization & Management			
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?	✓		

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</u> ... <u>2017</u> Month... <u>NOV</u> ... On... <u>03</u> ... <u>2017</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
Organization & Management			
1) Whether Lab. wise Timetable prepared and displayed	✓		Time table 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 instruments.
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. SUNITA JINGH
TIC

SHIVAJI COLLEGE

INTERNAL ACADEMIC AUDIT
NON-CONFORMITY REPORT FORM

Department:

Bio-chemistry

Date:

18/5/2017

NON CONFORMITY REPORT (NCR)

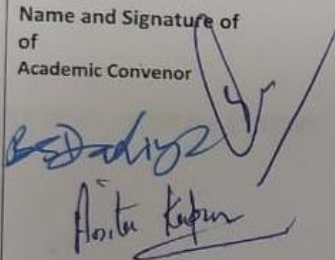
NON CONFORMITY OBSERVED

- 1.)
- 2.)
- 3.)

Reasons if any

Jayita Shukla
(Dr. Jayita Shukla)
Junita
(DR. JUNITA SINGH)
Name and Signature
(PRESENTIC 2017-18)

Name and Signature of
of
Academic Convenor


Amita Kumar

AUDITTEE

Time allotted for rectification of Non-Conformity

Name and Signature of Academic Convenor

SHIVAJI COLLEGE

INTERNAL ACADEMIC AUDIT
OBSERVATIONS REPORT FORM

Done by:

Department: *BIO-CHEMISTRY*

Date: *3/03/2018*

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

Anita Kapur

2. Ms. Suman Kharbanda

Suman Kharbanda

3. Dr. Shiv Kumar Sahdev

Shiv Kumar Sahdev

Laboratories physical verification report 2017-2018

Department

BIO-CHEMISTRY

Date of Audit

08/05/2018

Observations:-

No of Labs

- | | |
|---|--------------------------|
| (i) General lab | 1 |
| (ii) Instrumentation lab | 1 |
| (iii) Store | Nil |
| (iv) Issue/return counter | not present |
| (v) Museum | not applicable |
| (a) Utility | As per students' needs |
| (b) Logistic Requirement | As per curriculum |
| (c) Space for lab Staff | Required |
| (d) Space for students | short(see suggestions) |
| (e) Innovation projects related instruments | separate file maintained |
| (f) Display of instruments/chemicals | Good |
| (g) Hygiene | Good |

Stock Verification

- | | |
|--|--------------------------|
| (a) Main stock register (Non Consumable) | verified |
| (b) Main stock register (Consumable) | verified |
| (c) Stock Register/record (Innovative projects) | separate file maintained |
| (d) Stock Register/record D U supplied instruments | maintained |
| (e) Stock Register/record Lab Asset | Maintained |

Disposable Items List

(a) Disposable items list for the year (2017-2018)

Maintained

(b) Disposal action report Maintained

Maintenance / repair of lab instruments

- | | |
|-----------------------|--------------------|
| (a) Calibrated | Done |
| (b) Repair | Open Market Survey |
| (c) Electrical points | All working |
| (d) Water points/taps | All working |
| (e) Tube lights | All working |
| (f) Projector | All Working |
| (g) Fans | All working |
| (h) Exhaust fans : | All Working |

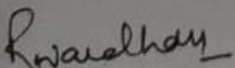
Grant utilization for the year (2017-2018)

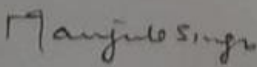
Suggestions 1. Lab space is insufficient .


2. Issue Counter , preparation room and store room required

3. Lab staff room required

4. As per lab location the temperature is much higher than optimal temperature required for experiments. Proper air conditioning is needed.


(Dr Rashmi Wardhan)


(Dr Manjula Singh)


(Dr Rakesh Yadav)

- | | | |
|-----|---|--------------------------------------|
| (d) | Stock register / record (Innovative-projects) | Verified and complete. List attached |
| (e) | Stock register / record Lab-Asset | Verified. List attached |
| (f) | Stock register (Labs) | Not Available |

Disposable Items List:-

- (a) Disposable items list for the year (2015-2016) was available in Lab, and attached.
- (b) No disposable item for the year (2016-2017)

Maintenance / Repair of Lab Instruments:-

- | | | |
|-----|---------------------|--|
| (a) | Calibrated | Yes |
| (b) | Repair | Calling quotation from the supplier of instruments (manufacturer). |
| (c) | Electrical points | All working |
| (d) | Water points / taps | All working |
| (e) | Tube lights | All working |
| (f) | Projector | All working |
| (g) | Fans | All working |
| (h) | Exhaust fans | All working |

Grant for the year (2015-2016) Utilized completely

Suggestions:-

Stock register for the lab should be maintained separately.

H. Singh
16.5.16.

P. Malhotra
16/5/16

Shiv
16/05/2016

Department of Botany

Laboratories physical verification report 2017-2018

Department Botany
Date of Audit 07/05/2018

Observations:-

No of Labs

- (i) General lab 2
- (ii) Instrumentation lab 1
- (iii) Store NIL
- (iv) Issue/return counter 1
- (v) Museum nil
- (a) Utility As per students' needs
- (b) Logistic Requirement As per curriculum
- (c) Space for lab Staff Sufficient
- (d) Space for students short(see suggestions)
- (e) Innovation projects related instruments separate file maintained
- (f) Display of instruments/chemicals Good
- (g) Hygiene Good

Stock Verification

- (a) Main stock register verified
(Non Consumable)
- (b) Main stock register verified
(Consumable)
- (c) Stock Register/record separate file maintained
(Innovative projects)
- (d) Stock Register/record maintained
D U supplied instruments
- (e) Stock Register/record Maintained
Lab Asset

Disposable Items List

- (a) Disposable items list for the year (2017-2018) Maintained
- (b) Disposal action report Maintained

Maintenance / repair of lab instruments

- (a) Calibrated Not required
- (b) Repair From authorized vendors
- (c) Electrical points All working
- (d) Water points/taps All working
- (e) Tube lights All working
- (f) Projector Total 3(one sent for repair)
- (g) Fans All working
- (h) Exhaust fans : nil (required for better hygienic conditions)

Grant utilization for the year (2017-2018)

Suggestions 1. Lab space is insufficient as per sanctioned strength. Department is finding it difficult to accommodate all students as per curriculum. There is an urgent need of atleast one more general lab and an instrumentation lab.

- 2. store required
- 3. shelves required for plant material
- 4. preparation lab & issue counter required

Rashmi Wardhan
(Dr Rashmi Wardhan)

Manjula Singh
(Dr Manjula Singh)

Rakesh Yadav
(Dr Rakesh Yadav)

LABORATORIES PHYSICAL VERIFICATION REPORT: 2015-2016

Department : Computer Science

Date of Audit : 19.04.2016

Observations:-

No. of Labs

(i)	General Lab	:	Lab-I - FF, Lab II -FF, Lab III-GF & Lab IV-GF
(ii)	Instrumentation Lab	:	NIL
(iii)	Store	:	NIL
(iv)	Issue / Return Counter	:	NIL
(v)	Server Room	:	One
(a)	Utility	:	As per requirement
(b)	Logistic Requirement	:	As per curriculum
(c)	Space for Lab Staff	:	Sufficient
(d)	Space for students	:	Sufficient
(e)	Innovation projects related Instruments	:	Available in Lab and one printer shifted to Economics department.
(f)	Display of instruments /chemicals:	:	Displayed
(g)	Hygiene	:	OK

Stock Verification:-

(a)	Main stock register (Non consumable)	:	Checked and maintained (page 1-2) list attached
(b)	Main stock register (consumable)	:	Verified (page 3)
©	Stock register / record D.U. Supplied instruments	:	Verified
(d)	Stock register / record (Innovative-projects)	:	Checked and items entered in stock register (Page 4)

(e) Stock register / record
Lab-Asset

No separate register for labs

(f) Stock register
(Labs)

Disposable Items List:-

- (a) Disposable items list for the year (2015-2016) : List attached
(Page 6-7)
- (b) Disposable item list for the year (2016-2017) : List attached
(page 8)

Maintenance / Repair of Lab Instruments:-

- (a) Calibrated : Time to time.
- (b) Repair : All working
- (c) Electrical points : All working
- (d) Water points / taps : All working
- (e) Tube lights : All working
- (f) Projector : All working
- (g) Fans : All working
- (h) Exhaust fans : All working

Grant for the year (2015-2016) : Yes

Suggestions:-

1. Entries in stock register should be item wise.
2. Separate stock register should maintained for each lab.
3. Making of college staff identity card and medical card should not be entered in the department stock register record.

R. Malher
15/5/16

H. Singh
16.5.16

Anurag
16/05/2016

Consumable/ Non Consumable

Stock Register

ALL YEARS

~~(FY-2017-18)~~

(PHYSICAL VERIFICATION
OF COMPUTER LABS &
AUDIT)

LABORATORIES PHYSICAL VERIFICATION REPORT: 2016-2017

Department : Computer Science
Date of Audit : 11/05/2017

Observations: -

- (I) No. of Labs : (3) Lab-I,I.F, Lab-II, I.F , Lab-III, GF
* Lab IV transferred to Department of Mathematics.p-6-10.
- (II) Server room : One
- (II) Store : None
- (a) Utility : As per students requirement
- (b) Logistic Requirement : As per curriculum
- (c) Space for Lab Staff : Not available
- (d) Space for students : Sufficient
- (e) Innovation projects related Instruments : Available in Lab and one printer shifted to Economics Department .
- (f) Instruments given by college : No record available
- (g) Display of instruments / terminal/ Computers : Terminal Marked
- (h) Hygiene : OK

Stock Verification:-

- (a) Main stock register (Non consumables) : Prepared item wise . Verified
- (b) Main stock register (consumable) : Prepared
- (c) Stock register / record D.U. Supplied instruments/ College : No record available
- (d) Stock register/record (Innovative-projects) : Checked .
- (e) Stock register/record Lab-Asset : List attached .p-5
- (f) Stock register (Labs) : Lab-1 and Lab-II, and Lab -III yet to be completed .

Disposable Items List:-

(a) Disposed items list for the year (2016-17) : None

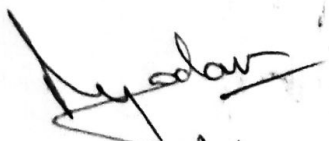
(b) Disposable item list for the year (2017-18) : List attached-11

Maintenance / Repair of Lab Instruments:-


- (a) Repair : Time to time
(b) Electrical points : All working
(c) Water points / taps : All working
(d) Tube lights : All working
(e) Projector : All working
(f) Fans : All working
(g) AC : All working

Suggestions:-

1. Space for lab staff is needed.
2. Space for store is required.
3. Main Stock registers for Non consumables and consumable should be separate.
4. UPS, Stabilizers, Desktop, Printers Should not be part of Fixed Assets as shown in lists of fixed assets of labs.
5. Record of the items given by college should be in the department.


(RAKESH YADAV)


(PREETI SHARMA)


(ANIL K. BHARDWAJ)

Laboratories physical verification report 2017-2018

Department COMPUTER SC

Date of Audit 08/05/2018

Observations:-

No of Labs

- | | |
|---|--------------------------|
| (i) General lab | 3 |
| (ii) Instrumentation lab | N A |
| (iii) Store | NIL(Hghly Required) |
| (iv) Issue/return counter | N A |
| (v) Museum | N A |
| (a) Utility | As per students' needs |
| (b) Logistic Requirement | As per curriculum |
| (c) Space for lab Staff | Sufficient |
| (d) Space for students | short(see suggestions) |
| (e) Innovation projects related instruments | Separate file maintained |
| (f) Display of instruments/chemicals | Good |
| (g) Hygiene | Good |

Stock Verification

- | | |
|--|--------------------------|
| (a) Main stock register
(Non Consumable) | verified |
| (b) Main stock register
(Consumable) | verified |
| (c) Stock Register/record
(Innovative projects) | separate file maintained |
| (d) Stock Register/record
D U supplied instrument | separate file maintained |
| (e) Stock Register/record
Lab Asset | Maintained |

Disposable Items List

(a) Disposable items list for the year (2017-2018)

Maintained

(b) Disposal action report Maintained

Maintenance / repair of lab instruments

- | | |
|-----------------------|---------------------------------------|
| (a) Calibrated | N A |
| (b) Repair | From authorized vendors/market survey |
| (c) Electrical points | All working |
| (d) Water points/taps | N A |
| (e) Tube lights | All working |
| (f) Projector | 3(2 sent for repair) |
| (g) Fans | All working |
| (h) Exhaust fans | Nil |

Grant utilization for the year (2017-2018)

Suggestions : 1. Lab space is insufficient as per sanctioned strength. Department is finding it difficult to accommodate all students as per curriculum. There is an urgent need of a lab of capacity 50.

2. Store Room and Lab Staff Room required

3. Lab1 requires a 10 K V A UPS

(Dr Rashmi Wardhan)

(Dr Manjula Singh)

(Dr Rakesh Yadav)