

IDEAL FOUNDATION'S
IDEAL COLLEGE OF LAW
AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

MANUAL

For

ACADEMIC AND ADMINISTRATIVE

AUDIT2022

Preparedby,

InternalQualityAssuranceCell(IQAC)



IDEAL FOUNDATION'S
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AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
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Academic and Administrative Audit Manual



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MANUAL FOR INSTITUTIONAL COMMITTEES

PREFACE

This Manual on Academic and Administrative Audit is aimed at encouraging the departments /programs/cells/committees to monitor and evaluate their institutional processes which require a carefully structured system of internal and external review. Academic and Administrative Audit(AAA), are very essential for the excellence in Higher Education. These are interrelated concepts. Thus, in order to have a quality oriented academic, there should be a strong administrative background.

It has, therefore, been a fruitful endeavor preparing this Manual on AAA Audit. The undersigned, heartily thank all those who have made the venture successful.

Since this Manual is meant to be a dynamic document, provisions have been made in this Manual for suitably amending the various rules and provisions whenever it is necessary.

PRINCIPAL



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VISION OF THE INSTITUTE

Ideal college of law has its vision towards elevating the standard and quality of legal education to the level of leading law school in the country. It seeks to be distinctive and distinguish law institution with strong national and comparative focus.

MISSION OF THE INSTITUTE

To contribute to society through the pursuit of education, learning and research at the highest level of excellence.

To promote quality legal education training program to prepare competent and responsible member of the legal profession who actively contribute towards rule of law.

To provide students with a diverse, intellectually rigorous learning environment in which to acquire knowledge of law in its broad international, intercultural and intra disciplinary context so that they may acquire the professional skill and ethical grounding to become excellent lawyer and leader in their communities and chosen professions.

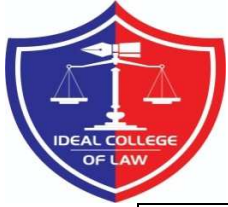


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Internal Quality Assurance Cell (IQAC)
Academic and Administrative Audit Manual

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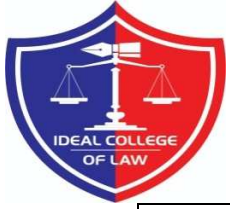


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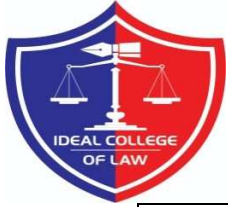
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21.	InternalcomplaintsCommittee-womenprotectionandanti-harassment	85,89
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ACADEMICANDADMINISTRATIVEAUDIT

AcademicAudit

Academic audit can be understood as a scientific and systematic method of reviewing the quality of academic process in the institution. It is related with the quality assurance and enhancing the quality of academic activities in HEIs.

AdministrativeAudit

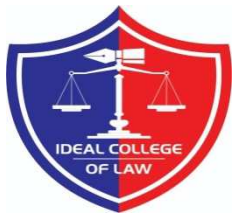
It can be defined as a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments, control of the overall administrative system etc

Major objectives of AAA

1. To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.
2. To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
3. To evaluate the optimum utilization of financial and other resources.
4. To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.

Outcome:

The outcome of AAA may be placed before Internal Quality Assurance Cell (IQAC) and Governing Bodies (GB) of the HEIs. Plan of action can be prepared to implement the suggestions accepted by IQAC and GB.

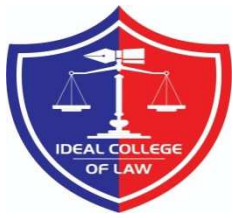


PROCESS OF ACADEMIC AND ADMINISTRATIVE AUDIT

The institution conducts both internal and external audits with their expertise in the curriculum and syllabus once in a year and once in three years respectively. An advance circular is issued among the faculty and staff by the principal containing the agenda of discussion on academic documents, laboratory accessories, stock verification, shortage of equipment and utilities etc. Principal calls for all the heads of the institution and IQAC coordinator to set the panel on verification of the pointers framed for audit of the all these sections and departments.

The heads team reviews the profile of the panel members and recommends the filtered panel members to the principal. A circular is issued to the panel members on scheduled audit and the concerned department to be audited in advance. The departments are also given prior information to regulate the auditing process and to ensure the readiness of the respective department. This makes the smooth functioning of the audit without any hassles. After the confirmation of the panel members, the official announcement of audit is circulated. These panel members conform to the field of one's subject expertise and experience on the given criteria while auditing.

As a part of Quality Improvement in teaching-learning process, the institution feels that it is inevitable to conduct academic audits. Internal and external audits are done at both department and institution level and finally both are consolidated for the better performance by the students, which in turn progresses their professional thought process.



AAA AUDIT FLOWCHART

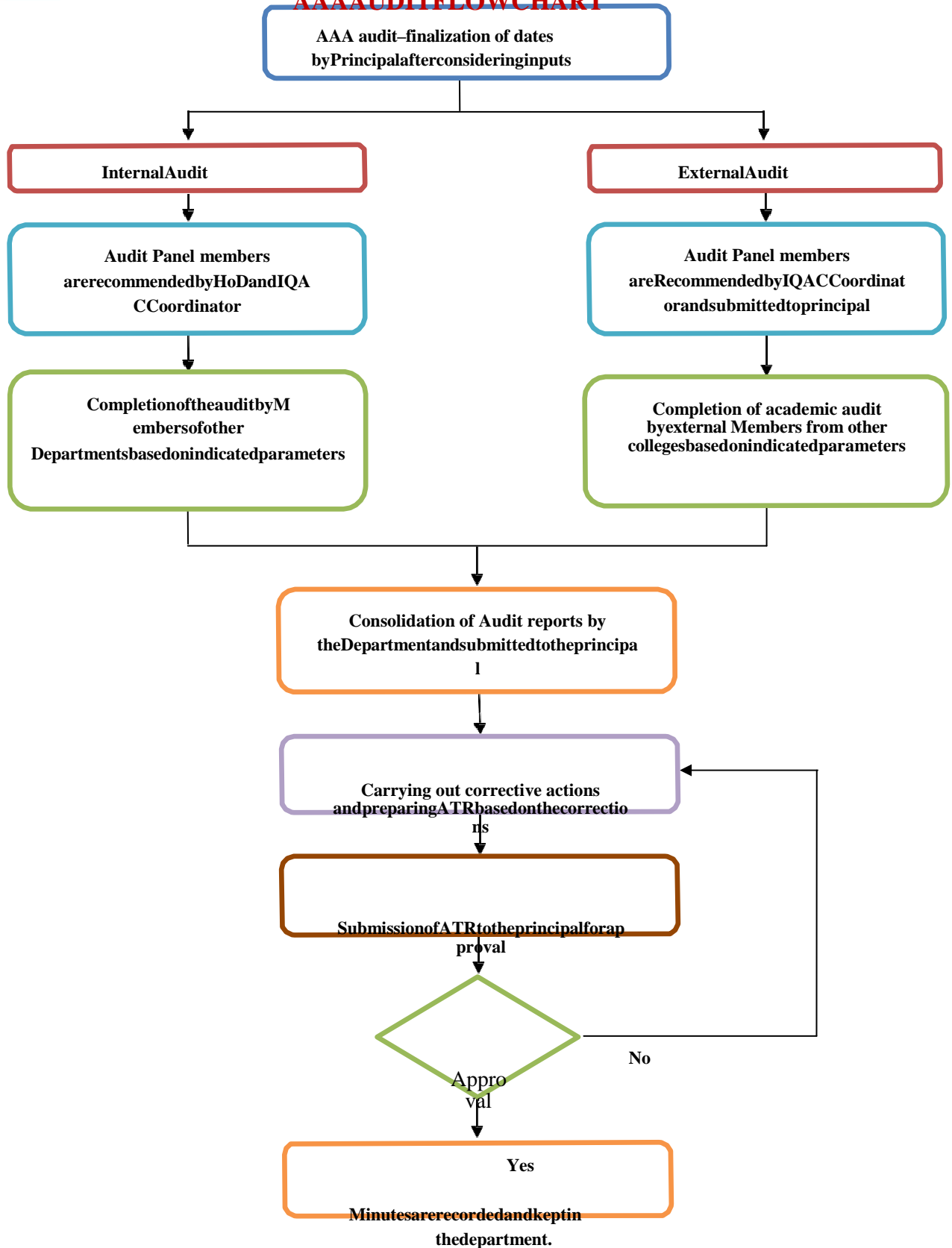


Fig. Process FlowChart of Academic and Administrative Audit



ANNUAL INSTITUTIONAL AUDIT

- The schedule of AAA audit to be carried out in the month of May each year. However, the stock verification in Library will be done in JUNE when the books are returned to Library after examination.
- The verifying officers should contact the HOD/ In-charge and fix up the dates of verification, so that the report is submitted latest by 31st May each year to the Principal. Similarly, the report of stock verification of Library shall be submitted to the Principal by 30th June each year.
- The format for submitting the report of stock verification and audit is given in this Manual.
- The department heads call for a meeting and discuss about the process involving audits and report preparation. All department labs in-charges, tutors and mentors are involved in this discussion and they start preparing the documents. On the date of audits, the appointed panel members visit the departments and conduct review based on the forms available in this manual.
- All the HODs and verifying officers shall cooperate and organize activity so that the work is completed well within time.



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INTERNAL AUDIT

REPORTFORMAT

S



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Academic Department Audit Forms

Internal Quality Assurance Cell (IQAC)



DEPARTMENT VERIFICATION REPORT

Academic Year: _____

Dept: _____ Date _____
Verified by _____
1. Dept. _____
2. Dept. _____
3. Dept. _____

The following Documents/Files are available in all aspects

DEPARTMENT RELATED

1. Department Profile (Latest) : (Available/Not-Available)
2. Vision/Mission/PO/PSO/PEO : (Available /Not-Available)
3. Academic Calendar : (Available /Not-Available)
4. Time Table (Class and Individual) : (Available/Not-Available)
5. Subject Allotment File : (Available/Not-Available)
6. Department MoM File : (Available/Not-Available)
7. Accreditation status File : (Available/Not-Available)
8. PAC/DAC Files : (Available/Not-Available)
9. Composition of BOS : (Available/Not-Available)
10. BOS Meeting Minutes (Last 5 Years)

BOS Minutes No.	Held on Date	YES/NO

IQAC



11. CopyofRegulations,CurriculumandSyllabus

RegulationBookNo.	Availability(YES/NO)

12. DetailsofMajorrevisionscarriedoutineachBoS_____

FACULTY,STUDENTANDBUDGET			
SN	CheckList	Availability	Remarks(Writeyour bservation)
1	List of Full-Time Faculty with theirspecialization/Experience(CAY)	YES/NO	
2	ListofstaffwithPhDdegree/PDF.	YES/NO	
3	ListofStaffPursuingPhDwithYearofRegistration,Title,PublicationsandAbstract	YES/NO	
4	StudentCountList–CAY(BothUG&PG)	YES/NO	
5	StudentFacultyRatio (SFR)Calculation	YES/NO	
6	FinalYearStudent(Appeared/Passed)	YES/NO	
7	Budget Proposed / Utilized for CFY-1or CAY-1BudgetProposed for CFY orCAY	YES/NO	
8	DetailsofstudentsGraduation	YES/NO	
9	DetailsofStudentsachievements(includingsport sand games)	YES/NO	
10	DetailsofFacultyachievements	YES/NO	



RESEARCH AND DEVELOPMENT

SN	CheckList	Availability	Remarks(Write your observation)
1	Faculty Research Publication with Citation Index and h-Index (UGC Approved Journals – Separate and SCOPUS/WOS – Separate)	YES/NO	
2	Students Publications	YES/NO	
3	Patent Publications	YES/NO	
4	Books & Book Chapter Publications	YES/NO	
5	NPTEL/COURSEERA Certifications (Faculty & Students)	YES/NO	
6	Details of FDPs/Workshops/Conference/VAC/Guest lectures/ Seminars Organized by the department.	YES/NO	
7	Details of FDPs/Workshops/Conference attended by Faculty	YES/NO	
8	Details of FDPs/Workshops/Conference/VAC attended by Students	YES/NO	
9	Student internship details	YES/NO	
10	List of Professional Societies in the department with membership and validity.	YES/NO	
11	Activities conducted through Professional Societies	YES/NO	
12	MoU & Collaboration with Industries for training, student exchange, faculty exchange, research and resource sharing	YES/NO	
13	Consultancy Revenue Generated	YES/NO	
14	Details of Proposals submitted to funding agencies	YES/NO	
15	Details of funded research projects	YES/NO	

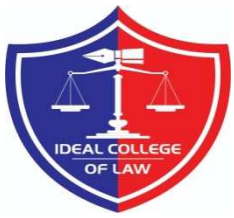


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16	Departmentresearchmeetingminutes	YES/NO	
ACADEMICSRELATED			
SN	CheckList	Availability	Remarks(Writeyour observation)
1	CourseMaterialsPreparedbytheFaculty	YES/NO	
2	SampleQuestionpapersofMidExaminations	YES/NO	
3	SampleAssignmentPapers	YES/NO	
4	SampleTutorialQuestionsandAnswers	YES/NO	
5	StudentProjectFiles(ConstitutionofPRC,Circulars)	YES/NO	
6	SampleProjectReports(UG&PG)	YES/NO	
7	Bridgeandremedialclasses(Time-Table,Attendance)	YES/NO	
8	CourseMonitoringCommittee(CMC)File	YES/NO	
9	InternalMarks	YES/NO	
10	SampleLabRecordnotebooks	YES/NO	
11	StockRegistersandLabmanuals	YES/NO	
12	ListofExperimentsforeachlab	YES/NO	
13	DetailsofLabutilization	YES/NO	
14	SampleCourseFiles	YES/NO	
15	ResultsAnalysis(last5years)	YES/NO	
PLACEMENTANDCAREERGUIDANCE			
SN	CheckList	Availability	Remarks(Writeyour observation)
1	PlacementFile(Department)withofferlettersandAppointmentorders	YES/NO	
2	Listofcorecompaniesvisited	YES/NO	
3	Listoftrainingandcareerguidanceprogrammesoffered	YES/NO	



DEPARTMENTINFRASTRUCTURE			
SN	CheckList	Availability	Remarks(Writeyourobservation)
1	ICTEnabledClassRooms(UG/PG)–LCDProjector,Screen,PC,Wi-Fietc.,	YES/NO	
2	SufficientClassroom,Facultycabins,ConferenceRoom	YES/NO	
3	DepartmentLibrary: DetailsofnumberofTitles,VolumesofBookavailableinDepartmentLibrary	YES/NO	
4	DisplayofVision/Mission/POs/PSOs/PEOSinHODRoom,Laboratories,Corridorsetc.,	YES/NO	
5	DetailsofClubactivities	YES/NO	
ALUMNI			
SN	CheckList	Availability	Remarks(Writeyourobservation)
1	ListofAlumniwithCurrentStatusFile	YES/NO	
2	ProminentAlumniofthedepartment	YES/NO	
3	AlumniFeedbackForms	YES/NO	
STAKEHOLDERSFEEDBACK&ATR			
SN	CheckList	Availability	Remarks(Writeyourobservation)
1	ParentsFeedback(Facilities,Curriculum)	YES/NO	_____
2	StudentsFeedback(Course,Curriculum,faculty,facilities,exitfeedback,courseend)	YES/NO	_____
3	EmployerFeedback	YES/NO	_____
4	FacultyFeedback(Curriculum)	YES/NO	_____
5	ActionTakenReportanditsImpact	YES/NO	_____



Observations/ Comments/Suggestions

SignatureoftheHOD
(Concerneddepartment)

NameandSignatureoftheVerifyingMember

- 1.
- 2.
- 3.



INTERNALAUDITREPORTOFINDIVIDUALCOURSE

Academic Year: _____

DEPARTMENT OF _____

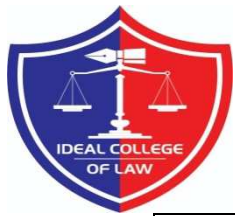
Academic Audit form for Individual Courses

Date(s) of Audit :

Name of the Auditor :

Designation :

Sl.No	Audit Description	Remarks
1	Academic Year & Semester	
2	Course Code & Name	
3	Course offered for (Year/Semester)	
4	Name of the Course Coordinator	
5.	Name(s) of the Faculty member teaching the course.	
6	Qualification & Specification	
7	Designation	
8	Experience (in Years & Months)	
9	How many times the same course is handled by the faculty member	
10	Availability of Lesson Plan	
11	Availability of Course Plan	
12	Quality of internal assessment component (Please Tick)	<ul style="list-style-type: none">• Excellent• Very Good• Adequate• Not Standard
13	Availability of Course material/Laboratory manual and its quality (Please Tick)	<ul style="list-style-type: none">• Available/Not Available• Excellent• Very Good• Adequate• Not Standard
14	Whether COs are framed appropriately for the measurable outcome?	Yes/No



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15	Quality of CO mapping with appropriate RB level (Please Tick)	<ul style="list-style-type: none"> • Excellent • Very Good • Adequate • Not Standard
16	Quality of CO mapping with PO and PSO	<ul style="list-style-type: none"> • Excellent • Very Good • Adequate • Not Standard
17	Quality of Question Papers (Mid Exams) (Please Tick)	<ul style="list-style-type: none"> • Excellent • Very Good • Adequate • Not Standard
18	Whether attainment of CO is justified? (Please Tick)	<ul style="list-style-type: none"> • Fully Justified • Partially Justified • Not Justified
19	Whether attainment level of CO is calculated appropriately? (Please Tick)	<ul style="list-style-type: none"> • Properly Calculated • Calculated but needs improvement • Not calculated
20	Target level and attainment of each CO in %	<ul style="list-style-type: none"> • CO1: Target- ,Att: % • CO2: Target- ,Att: % • CO3: Target- ,Att: % • CO4: Target- ,Att: % • CO5: Target- ,Att: %
21	Whether the loop is closed by incorporating appropriate corrective action? If YES, please specify the corrective actions carried out by the course in charge.	
22	Appropriateness of the corrective action carried out for meeting the attainment level. (Please Tick)	<ul style="list-style-type: none"> • Excellent • Very Good • Adequate • Not Standard
23	Whether all the faculty members had enough exposure in teaching the course in OBE perspective.	YES/NO
24	Overall remarks of the auditor on the quality of teaching and assessment process carried out by the course in-charge	



Observations/ Comments/ Suggestions:

HoD

CourseCoordinator

NameandSignatureoftheAuditor(s)

1.

2.

3.



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STOCKVERIFICATIONREPORT

Academic Year: _____

Name of the Facility/lab: _____ Date: _____

Name of the In-charge: _____

Verified by (Name & Designation):

1. _____ Dept.: _____
2. _____ Dept.: _____
3. _____ Dept.: _____

Sl.No.	Name of the Equipment /Furniture	Stock Book No.	Page No. of Stock Register	Qty as per stock	Qty as per inspection	No. of Deficient Items				Remarks
						Missing	Excess	Unserviceable	Damaged	



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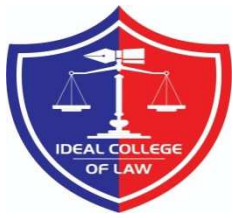
Any other observation by the Inspection Committee

Certified that the physical verification as per all the stock registers indicated above has been carried out by us. Except the deficient items reported above, all other items were physically present in the hostel.

Name and Signature of Verification Members

Signature of the In-charge

- 1.
- 2.
- 3.



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

Academic Year: _____

Name of the Department:

Date of

Audit: Name/Type of the Audit:

Name & Designation of Audit/Verification Team:

- 1.
- 2.
- 3.

Sl.No.	Observations made in the audit team report	Suggestions given by the audit team (If any)	Action Taken by Principal & HoD	Impact Analysis
1				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

HoD

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Central Facility Audit Forms

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TRAINING & PLACEMENT
CELLINTERNALAUDITREPORT

Academic Year: _____

Dept:T&P Cell

Date: _____

Name of TPO :

Audited by

- 1.
- 2.
- 3.

Dept. _____

Dept. _____

Dept. _____

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

S.No	Files	Availability	Remark
1.	• Vision & Mission of T&P Cell	YES/NO	
2.	• Roles & Responsibilities	YES/NO	



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3.	<ul style="list-style-type: none">• ActivitiesCarriedOutbytheplacementcel l- With Proof	YES/NO	
4.	<ul style="list-style-type: none">• PlacementBrochure	YES/NO	
5.	<ul style="list-style-type: none">• PlacementPolicy	YES/NO	
6.	<ul style="list-style-type: none">• PlacementDepartmentStaff-Profile	YES/NO	
7.	<ul style="list-style-type: none">• FacilitiesProvidedtoRecruiters	YES/NO	
8.	<ul style="list-style-type: none">• Detailsoftraining&CareerDevelopmentPr ograms organized by Training andPlacementCell	YES/NO	
9.	<ul style="list-style-type: none">• Studentdatabase(UG&PG)forallAYs	YES/NO	



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10.	<ul style="list-style-type: none">• LettersforCorrespondencewithcompanies	YES/NO	
11.	<ul style="list-style-type: none">• Detailsofcompaniesvisitedourcampusforplacementpurpose.	YES/NO	
13.	<ul style="list-style-type: none">• On-campusplacementdrivesconducted	YES/NO	
14.	<ul style="list-style-type: none">• VisitorsBook	YES/NO	
15.	<ul style="list-style-type: none">• Recruiter'sFeedback	YES/NO	
16.	<ul style="list-style-type: none">• DetailsofPoolcampusDriveOrganized – No. of colleges attended, No. ofStudents Participated, List of companiesvisited,No. ofoffers, etc.,	YES/ NO	



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17.	• Off-CampusPlacementdrivesdetails.	YES/ NO	
18.	• ListofStudentsRegisteredforPlacement	YES/ NO	
19.	• Listofstudentsplacedyearwise,de partmentwiseeveryAY	YES/ NO	
20.	• Listoffersyearwise,departmentwiseev eryAY	YES/ NO	
21.	• ListofStudentswithHighest&AveragePa ckageOffers	YES/ NO	
22.	• PlacementMeetingMinutes	YES/ NO	
23.	• MoUsandTie-ups forTraining	YES/ NO	



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24.	• Initiativestakenfornotplacedstudents	YES/ NO	
25.	• ListofTrainingprogramsconducted(s oftskills,technical training)	YES/ NO	
26	• AnnualPlacementReport	YES/ NO	

MajorObservations / Deviations

SignatureoftheTPO

NameandSignatureoftheVerifyingMember

- 1.
- 2.
- 3.



**INTERNALAUDITREPORT(
R&DCELL)**

Academic Year: _____

Name of the R&D Dean: _____

Name of Associate Dean: _____

Audited by (Name & Designation):

1.

Dept.: _____

2.

Dept.: _____

3.

Dept.: _____

The following Documents/Files are verified for the Academic Year _____



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S.No	Files	Availability	Remarks/Suggestions
1.	• Vision&Mission of R&D Cell	YES/NO	
2.	• R&DCell's Roles &Responsibilities	YES/NO	
3.	• R&DBudgetProposed,SanctionedandUtilized	YES/NO	
4.	• R&DPolicy, SeedMoneyPolicy	YES/NO	
5.	• Seed Money Applications and ShortlistedApplicantslist everyAY	YES/NO	
6.	• Projects completed through Seed MoneyGrant	YES/NO	
7.	• ResearchGrantsApplied	YES/NO	
8.	• ResearchProjectsSanctioned	YES/NO	



IDEAL FOUNDATION'S
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AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

9.	<ul style="list-style-type: none">• ResearchProjectsCompleted	YES/NO	
10.	<ul style="list-style-type: none">• OngoingResearchProjects	YES/NO	
11.	<ul style="list-style-type: none">• Conferencessorganized	YES/NO	
13.	<ul style="list-style-type: none">• EquipmentavailableforResearch	YES/NO	
14.	<ul style="list-style-type: none">• SoftwareavailableforResearch	YES/NO	
15.	<ul style="list-style-type: none">• ProofforResearchMethodologyCourseW ork in Curriculum	YES/NO	
16.	<ul style="list-style-type: none">• OngoingConsultancyProjects	YES/ NO	
17.	<ul style="list-style-type: none">• Consultancy Projects Completed &ongoing	YES/ NO	
18.	<ul style="list-style-type: none">• R&DMinutesofMeeting(MoM)	YES/ NO	



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AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
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19.	<ul style="list-style-type: none">Journal Publications (Latest updated citations and h-index for Scopus & h-index)	YES/ NO	
20.	<ul style="list-style-type: none">R&D Incentives given to faculty for their research contribution		
21.	<ul style="list-style-type: none">Activities Carried Out by the R&D Cell	YES/ NO	
22.	<ul style="list-style-type: none">Patents, books, book chapter, conference publications	YES/ NO	

Any other observation by the Inspection Committee

Name and Signature of the Auditor(s)

DEAN/HOD

1.

2.

3.



INTERNALAUDITREPORT(
EXAMCELL)

AcademicYear:_____

NameoftheCOE:_____

NameofDeputyCOE: _____

Auditedby(Name&Designation):

Date:____/____/_____

1.

Dept.: _____

2.

Dept.: _____

3.

Dept.: _____

ThefollowingDocuments/FilesareverifiedfortheAcademicYear_____



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IDEAL COLLEGE OF LAW
AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

S.No	Files	Availability	Remarks/Suggestions
1.	<ul style="list-style-type: none">ExaminationManual	YES/NO	
2.	<ul style="list-style-type: none">Examinationnotifications	YES/NO	
3.	<ul style="list-style-type: none">Examinationtimetables	YES/NO	
4.	<ul style="list-style-type: none">Invigilationdutiesfiles	YES/NO	
5.	<ul style="list-style-type: none">Internaland externalquestionpapers	YES/NO	
6.	<ul style="list-style-type: none">Pre-moderationfiles	YES/NO	
7.	<ul style="list-style-type: none">Listofpapersettersforexternalexams	YES/NO	
8.	<ul style="list-style-type: none">Norms followed for selection ofexternalevaluators&examiners	YES/NO	



IDEAL FOUNDATION'S
IDEAL COLLEGE OF LAW

AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303

Phone:02526-297267.

9.	<ul style="list-style-type: none">Result declaration minutes of the meeting	YES/NO	
10.	<ul style="list-style-type: none">Result Analysis for UG & PG	YES/NO	
11.	<ul style="list-style-type: none">Number of Revaluation & Re-counting applications received and change in Result	YES/NO	
13.	<ul style="list-style-type: none">Procedure of Challenge Evaluation	YES/NO	
14.	<ul style="list-style-type: none">MREC ACADEMICS and BET portal features related to examination system	YES/NO	
15.	<ul style="list-style-type: none">Bills for MREC ACADEMIC and BET portal	YES/NO	
16.	<ul style="list-style-type: none">Examination Reforms	YES/ NO	
17.	<ul style="list-style-type: none">Malpractice Records	YES/ NO	
18.	<ul style="list-style-type: none">Graduation Records, A Y wise List of Graduated student.	YES/ NO	



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IDEAL COLLEGE OF LAW
AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

19.	<ul style="list-style-type: none">No. of outgoing/ final year students yearWise	YES/ NO	
20.	<ul style="list-style-type: none">Number of students appeared in theexamination conducted by theInstitution,everyAY	YES/ NO	
21.	<ul style="list-style-type: none">Regulation,Curriculum/Syllabus	YES/ NO	

Anyotherobservation bytheInspectionCommittee

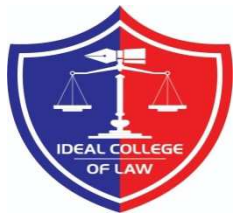
NameandSignatureoftheAuditor(s)

DEAN/HOD

1.

2.

3.



IQACCELLAUDITREPORT

AcademicYear: _____

Dept:IQAC

Date:

Name of the IQAC Coordinator

:Verifiedby

1.

Dept. _____

2.

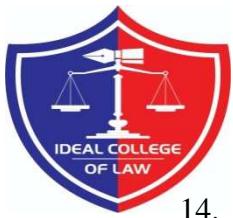
Dept. _____

3.

Dept. _____

ThefollowingDocuments/Filesareavailableinallaspects

		Remarks/ Suggestions
1. IQACComposition	YES/NO	_____
2. AQARReports(AllAcademicYear)	YES/NO	_____
3. PreviousNAACSSRReports	YES/NO	_____
4. NAACCertificates&PeerTeamReports	YES/NO	_____
5. NBACertificates&PeerTeamReports	YES/NO	_____
6. IQACMinutesofMeeting	YES/NO	_____
7. ActionTakenReportsforIQACMinutes	YES/NO	_____
8. BOSminutescopyofalldepartment	YES/NO	_____
9. AllPolicyDocuments	YES/NO	_____
10. Regulation-Curriculum-SyllabusBooks	YES/NO	_____
11. PreviousAcademicAuditReportsandits Compliance	YES/NO	_____
13. StockAuditReport&itsCompliance	YES/NO	_____



IDEAL FOUNDATION'S
IDEAL COLLEGE OF LAW
AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

- | | | |
|---|--------|-------|
| 14. Recordsrelatedtoanyspecialstatusconferredby
thecentral/stategovernment | YES/NO | _____ |
| 15. RecordsrelatedtoDepartmentalcontributiontothe
rowthofCollege | YES/NO | _____ |
| 16. QualityActionPlanfortheAYanditsoutcomes | YES/NO | _____ |
| 17. ProgrammesorganizedthroughIQAC | YES/NO | _____ |
| 18. StatutoryandNon-StatutoryCommitteeFiles | YES/NO | _____ |
| 19. Allfeedbackforms | YES/NO | _____ |
| 20. BestPracticesandInstitutionalDistinctiveness | YES/NO | _____ |
| 21. MRECSstrategicPlans | YES/NO | _____ |
| 22. StudentSatisfactionSurvey | YES/NO | _____ |

Comments

**SignatureoftheIQAC
Coordinator**

NameandSignatureoftheVerifyingMember

- 1.
- 2.
- 3.



IDEAL FOUNDATION'S
IDEAL COLLEGE OF LAW
AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

**INTERNALAUDITREPORT(
LIBRARY)**

AcademicYear:_____

NameoftheLibrarian:_____ NameofAssistantLibrarian: _____

Auditedby(Name&Designation):

1. Dept.: _____
2. Dept.: _____
3. Dept.: _____

ThefollowingDocuments/FilesareverifiedfortheAcademicYear_____



IDEAL FOUNDATION'S
IDEAL COLLEGE OF LAW
AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

S.No	Files	Availability	Remarks/Suggestions
1.	• Librarymanagementsystems(ILMS)	YES/NO	
2.	• FootfallsandLogindataforonlineaccessregister	YES/NO	
3.	• Bills,Invoices	YES/NO	
4.	• PhysicalResources(books,journals,etc.)	YES/NO	
5.	• Accessionregister	YES/NO	
6.	• CentralLibrarytimetable	YES/NO	
7.	• DigitalLibrary&its logbook	YES/NO	
8.	• Rarebooks	YES/NO	



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Phone:02526-297267.

9.	<ul style="list-style-type: none">• BestpracticesinLibrary	YES/NO	
10.	<ul style="list-style-type: none">•	YES/NO	
11.	<ul style="list-style-type: none">• Alldisplayboards(collegevision,mission)	YES/NO	
13.	<ul style="list-style-type: none">• E-Resources	YES/NO	
14.	<ul style="list-style-type: none">• Library Budget- proposed, sanctioned andutilized	YES/NO	
15.	<ul style="list-style-type: none">• Subscriptioncopies	YES/NO	
16.	<ul style="list-style-type: none">• StockverificationreportsforallAYs	YES/ NO	
17.	<ul style="list-style-type: none">• Websiteupdates&profilesofLibrarians	YES/ NO	
18.	<ul style="list-style-type: none">• Infrastructure- Xerox machines, waterdispenser	YES/ NO	



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IDEAL COLLEGE OF LAW
AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

19.	• Beautification of Library	YES/ NO	
20.	• No. of Readers enrolled during the year	YES/ NO	
21.	• Details of Books added in Academic Year	YES/ NO	
22.	• List of Books found Missing/Damaged during stock verification	YES/ NO	
23.	• List of Newspapers subscribed	YES/ NO	
24.	• List of Journals/Magazines Subscribed	YES/ NO	
25.	• No. of Readers enrolled every academic Year	YES/ NO	
26.	• Details of Books added every academic Year	YES/ NO	
27.	• List of Books found Missing/Damaged during stock verification	YES/ NO	



OtherDetails

1. VisitorstotheLibrary

AverageNo.of Studentsper dayvisitingthe library: _____

2. CirculationService

a.	AverageNo. ofbooks issued to students per day	
b.	TotalNo. ofBookissuedto theFaculty	
c.	No.ofsets issued to poorstudents	

3. Software&Hardwaredetails

a.	NameoftheSoftware	
b.	YearofPurchase	
c.	No.ofComputers available	
d.	TotalcollectionofCDs/DVDs	

AnyotherobservationbytheInspectionCommittee

NameandSignatureoftheAuditor(s)

- 1.
- 2.
- 3.

LIBRARIAN



IDEAL FOUNDATION'S
IDEAL COLLEGE OF LAW
AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

**INTERNAL AUDIT
REPORT(CENTRE OF EXCEL
LENCE)**

Academic Year: _____

Name of the COE Dean: _____ Name of Associate Dean: _____

Audited by (Name & Designation):

1. Dept.: _____
2. Dept.: _____
3. Dept.: _____

The following Documents/Files are verified for the Academic Year _____



IDEAL FOUNDATION'S
IDEAL COLLEGE OF LAW
AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

S.No	Files	Availability	Remark/ Suggestions
1.	• VisionandMissionforCoE	YES/NO	
2.	• Brochure/CalendarforCoE	YES/NO	
3.	• Listofcentersavailablewithde scription	YES/NO	
4.	• ListofEquipmentsprocuredwithbi lls,invoices,stockregisters	YES/NO	
5.	• TimetablesandAttendance	YES/NO	
6.	• Listofprogramsconductedwithall relevantdetails &proofs	YES/NO	
7.	• ProfileofstaffworkinginCoE	YES/NO	
8.	• Outcomes/achievements out ofCoE	YES/NO	



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AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

9.	<ul style="list-style-type: none">List of software available and their bills, invoices	YES/NO	
10.	<ul style="list-style-type: none">Sample certificates	YES/NO	

Any other observation by the Inspection Committee

Name and Signature of the Auditor(s)

DEAN/HOD

1.

2.

3.



**INTERNALAUDITREPORT(
SPORTSFACILITIES)**

AcademicYear:_____

NameofthePD:_____

NameofAPD: _____

Auditedby(Name&Designation):

1. _____

Dept.: _____

2. _____

Dept.: _____

3. _____

Dept.: _____

ThefollowingDocuments/FilesareverifiedfortheAcademicYear_____



IDEAL FOUNDATION'S
IDEAL COLLEGE OF LAW
AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

S.No	Files	Availability	Remarks/Suggestions
1.	<ul style="list-style-type: none">Physical directors details with roles and responsibilities	YES/NO	
2.	<ul style="list-style-type: none">List of prizes, awards received by students with proofs	YES/NO	
3.	<ul style="list-style-type: none">List of equipments available in Gymnasium with Bills, invoices, stock registers	YES/NO	
4.	<ul style="list-style-type: none">College Sports committee & Minutes of the meeting files	YES/NO	
5.	<ul style="list-style-type: none">List of sports events/competitions organized	YES/NO	
6.	<ul style="list-style-type: none">List of sports equipment available	YES/NO	
7	<ul style="list-style-type: none">Bills/ Invoices	YES/NO	
8.	<ul style="list-style-type: none">Stock Registers & Consumable Register	YES/NO	



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IDEAL COLLEGE OF LAW
AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

9.	• MaintenanceRegister	YES/NO	
10.	• Student Logbooks	YES/NO	
11.	• StudentAttendanceRegister	YES/NO	
12.	• Budgetproposed,sanctionedandutilized	YES/NO	
13.	• Sportstimetable	YES/NO	
14.	• ListofIndoorGames	YES/NO	
15.	• EquipmentUtilizationRegister	YES/NO	
16.	• Display boards with photos of majorachievements	YES/NO	
17.	• Events conducted for Teaching and Non-TeachingStaff	YES/NO	



IDEAL FOUNDATION'S
IDEAL COLLEGE OF LAW
AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

AnyotherobservationbytheInspectionCommittee

NameandSignatureoftheAuditor(s)

DEAN/HOD

- 1.
- 2.
- 3.



**INTERNALAUDITREPORT(
NSS OFFICE)**

AcademicYear:_____

Nameofthe NSS Office :_____

Name ofAssistant Officer: _____

Auditedby(Name&Designation):

1. _____

Dept.: _____

2. _____

Dept.: _____

3. _____

Dept.: _____

ThefollowingDocuments/FilesareverifiedfortheAcademicYearstartingfrom_____to_____



IDEAL FOUNDATION'S
IDEAL COLLEGE OF LAW
 AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
 Phone:02526-297267.

S.No	Files	Availability	Remark/Suggestions
1.	• Approval letters from Govt./JNTU	YES/NO	
2.	• Program officers details	YES/NO	
3.	• Roles and responsibilities of program officers	YES/NO	
4.	• List of NSS Volunteers and their ID cards	YES/NO	
5.	• List of Villages adopted with Proofs	YES/NO	
6.	• List of NSS activities conducted, Reports with photos, AY wise List of awards (students/faculty/college) for social service activities	YES/NO



IDEAL FOUNDATION'S
IDEAL COLLEGE OF LAW
AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

7	<ul style="list-style-type: none">Govt.Funds received and utilized	YES/NO	
8.	<ul style="list-style-type: none">NSSCalendar	YES/NO	
9.	<ul style="list-style-type: none">NSSCirculars	YES/NO	

AnyotherobservationbytheInspectionCommittee

NameandSignatureoftheAuditor(s)

NSSOFFICER

- 1.
- 2.
- 3.



INTERNALAUDITREPORT
(StudentAssociationCouncil)

Academic Year: _____

Name of the SAC Coordinator : _____

Audited by (Name & Designation):

1. _____

Dept.: _____

2. _____

Dept.: _____

3. _____

Dept.: _____

The following Documents/Files are verified for the Academic Year _____



IDEAL FOUNDATION'S
IDEAL COLLEGE OF LAW
AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

S.No	Files	Availability	Remarks/Suggestions
1.	<ul style="list-style-type: none">ListofSACclubs available	YES/NO	
2.	<ul style="list-style-type: none">Clubcoordinatorsdetails-rolesandresponsibilities	YES/NO	
3.	<ul style="list-style-type: none">Activitiesplannedunderdifferent clubsCircularMoM,ATR	YES/NO	
4.	<ul style="list-style-type: none">Studentsregistrationdetailsfordifferentclubs	YES/NO	
5.	<ul style="list-style-type: none">Timetables	YES/NO	
6.	<ul style="list-style-type: none">Listoftrainerswithprofile	YES/NO	



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IDEAL COLLEGE OF LAW
AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

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

Any other observation by the Inspection Committee

Name and Signature of the Auditor(s)

DEAN/HOD

1.

2.



IDEAL FOUNDATION'S
IDEAL COLLEGE OF LAW
AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

**INTERNALAUDITREPORT(
BOYSHOSTEL)**

AcademicYear:_____

NameoftheWarden:_____

Name ofAssistant Warden: _____

Auditedby(Name&Designation):

1.

Dept.: _____

2.

Dept.: _____

3.

Dept.: _____

ThefollowingDocuments/FilesareverifiedfortheAcademicYear_____



IDEAL FOUNDATION'S
IDEAL COLLEGE OF LAW
 AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
 Phone:02526-297267.

S.No	Files	Availability	Remarks/Suggestions
1.	• Hostelwardendetailswithcontactdetails(DisplayBoards)	YES/NO	
2.	• Hostelroomnumberwithdimensionboard.	YES/NO	
3.	• Hostel manual (Roles andResponsibilities of Warden, Procedurefor fee payment, room allotment,maintenance, out pass format,disciplinaryactionsforviolating rules, Do's&Don'ts)	YES/NO	
4.	• Anti-Raggingdisplayboard	YES/NO	
5.	• Hostelstudentregistrationforms	YES/NO	
6.	• Students Entry& Exit logbook	YES/NO	
7.	• Visitors entrybook	YES/NO	



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IDEAL COLLEGE OF LAW
AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

8.	<ul style="list-style-type: none">• Covidprecautionarystepstaken(Physicallyavailable)	YES/NO	
9.	<ul style="list-style-type: none">• Hostelcommittee	YES/NO	
10.	<ul style="list-style-type: none">• Minutesofthemeeting &ATR	YES/NO	
11.	<ul style="list-style-type: none">• Wi-Fi Strength & Availability in allfloors.(Wi-Fi Speed– CheckManually)	YES/NO	
12.	<ul style="list-style-type: none">• Medical facility with residential nurseandDoctorvisitweeklyonce-Register	YES/NO	
13.	<ul style="list-style-type: none">• FirstAidBox (Checkthevalidity/expiry)	YES/NO	<u>List of Items with Expiry</u>



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AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

15.	<ul style="list-style-type: none">• Availability of Fire Extinguishers at all floors, Dining Halls (Check the validity/expiry)	YES/NO	Write the Expiry date here: _____

Any other observation/Recommendations by the Auditors

Name and Signature of the Auditor(s)

Signature of Warden

- 1.
- 2.
- 3.



**INTERNALAUDITREPORT(
GIRLS HOSTEL)**

AcademicYear:_____

NameoftheWarden:_____

Name ofAssistant Warden: _____

Auditedby(Name&Designation):

1.

Dept.: _____

2.

Dept.: _____

3.

Dept.: _____

ThefollowingDocuments/FilesareverifiedfortheAcademicYear_____



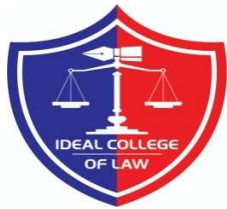
IDEAL FOUNDATION'S
IDEAL COLLEGE OF LAW
 AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
 Phone:02526-297267.

S.No	Files	Availability	Remarks/Suggestions
1.	• Hostelwardendetailswithcontactdetails(DisplayBoards)	YES/NO	
2.	• Hostelroomnumberwithdimensionboard.	YES/NO	
3.	• Hostel manual (Roles andResponsibilities of Warden, Procedurefor fee payment, room allotment,maintenance, out pass format,disciplinaryactionsforviolating rules, Do's&Don'ts)	YES/NO	
4.	• Anti-Raggingdisplayboard	YES/NO	
5.	• Hostelstudentregistrationforms	YES/NO	
6.	• Students Entry& Exit logbook	YES/NO	
7.	• Visitors entrybook	YES/NO	



IDEAL FOUNDATION'S
IDEAL COLLEGE OF LAW
 AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
 Phone:02526-297267.

8.	<ul style="list-style-type: none"> • Covidprecautionarystepstaken(Physicallyavailable) 	YES/NO	
9.	<ul style="list-style-type: none"> • Hostelcommittee 	YES/NO	
10.	<ul style="list-style-type: none"> • Minutesofthemeeting &ATR 	YES/NO	
11.	<ul style="list-style-type: none"> • Wi-Fi Strength & Availability in allfloors.(Wi-Fi Speed–CheckManually) 	YES/NO	
12.	<ul style="list-style-type: none"> • Medical facility with residential nurseandDoctorvisitweeklyonce-Register 	YES/NO	
13.	<ul style="list-style-type: none"> • Availability of Fire Extinguishers at allfloors,DiningHalls(Checkthevalidity/expiry) 	YES/NO	Writethe Expirydate here: _____
14.	<ul style="list-style-type: none"> • FirstAidBox (Checkthevalidity/expiry) 	YES/NO	<u>Physicallycheck andgivethe list of Items with Expiry</u>



IDEAL FOUNDATION'S
IDEAL COLLEGE OF LAW
AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

15	<ul style="list-style-type: none">Sanitary napkin vending machines (TotalNos,Specifications)	YES/NO	Count:
----	--	--------	--------

AnyotherobservationbytheAuditors

NameandSignatureoftheAuditor(s)

WARDEN

- 1.
- 2.
- 3.



IDEAL FOUNDATION'S
IDEAL COLLEGE OF LAW
AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

INTERNAL AUDIT
REPORT(ADMINSECTION-
OFFICE)

Academic Year: _____

Name of the Admin Officer:

Audited by (Name & Designation):

- 1.
- 2.
- 3.

Dept.: _____

Dept.: _____

Dept.: _____

The following Documents/Files are verified for the Academic Year _____



IDEAL FOUNDATION'S
IDEAL COLLEGE OF LAW
AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

S.No	Files	Availability	Remarks/Suggestions
1.	<ul style="list-style-type: none">AdmissionFiles	YES/NO	
2.	<ul style="list-style-type: none">Admission policyManagementquota admissioncommitteeProcedures followed in admitting MQStudents/ Policy	YES/NO	
3.	<ul style="list-style-type: none">FacultyProfiles(Offerletter, Appointmentorder)	YES/NO	
4.	<ul style="list-style-type: none">Scholarshipfiles	YES/NO	
5.	<ul style="list-style-type: none">List of non-teaching staff withdesignation	YES/NO	
6.	<ul style="list-style-type: none">Joining report, Internal promotionletters,Incrementletters,XeroxcopiesofCertificates)	YES/NO	
7.	<ul style="list-style-type: none">SalaryStatements	YES/NO	



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8.	• SamplePerformanceAppraisal	YES/NO	
9.	• CentralBudgetfile- proposed,sanctionedand utilized	YES/NO	
10.	• StudentdetailsAYwise/Departmentwi se	YES/NO	
11.	• LanddocumentsandTaxpaid receipts	YES/NO	
13.	• Allaccreditation&affiliationfiles	YES/NO	
14.	• AICTEzerodeficiencyreports	YES/NO	
15.	• Allfacilities/inframaintenancerecords	YES/NO	
16.	• StaffSelectionCommitteeFiles	YES/ NO	
17.	• Feestructure	YES/ NO	



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18.	• FinanceCommitteeMeeting-Minutes	YES/ NO	
19.	• e-governancefile	YES/ NO	

Anyotherobservation bytheInspectionCommittee

NameandSignatureoftheAuditor(s)

SignatureofAdmin

- 1.
- 2.
- 3.



**INTERNAL AUDIT REPORT(
COLLEGE CANTEEN)**

Academic Year: _____

Name of the Canteen Committee Head : _____

Inspected by (Name & Designation):

1. Dept.: _____
2. Dept.: _____
3. Dept.: _____

The following are inspected and verified in the college canteen.



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S.No	Facilities	Availability	Remark/Suggestions
1.	• Proper of pest and insect control(Records if any?)	YES/NO	
2.	• PropergarbagedisposalandGarbage containersarewashedand sanitized	YES/NO	
3.	• Foodsafetycertificatewithv aliditydate	YES/NO	
4.	• Provisionofsoaporhand wash	YES/NO	
5.	• AvailabilityofSanitizers	YES/NO	
6.	• Gloves and head gear for foodhandlers	YES/NO	
7.	• Cateringstafffollowgoodhandhy gienepractices?	YES/NO	
8.	• Cleanliness of kitchen and diningpremises	YES/NO	



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9.	<ul style="list-style-type: none">• Displayofrate cards	YES/NO	
10.	<ul style="list-style-type: none">• Proper functionality and cleanlinessofcoldstorageandheating units	YES/NO	
11.	<ul style="list-style-type: none">• ROdrinkingwater	YES/NO	
13.	<ul style="list-style-type: none">• UseofBio-Gas	YES/NO	
14.	<ul style="list-style-type: none">• Feedbacknotebook	YES/NO	
15	<ul style="list-style-type: none">• Actiontakenforfeedback		
16.	<ul style="list-style-type: none">• Canteen committee minutes ofmeeting	YES/NO	
17.	<ul style="list-style-type: none">• Plastic free service zone is inpractice	YES/ NO	
18.	<ul style="list-style-type: none">• All small equipment and utensils,including cutting boards completely and deep cleanedregularly?	YES/ NO	



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18.	• Availability of electronic payment facility.	YES/ NO	
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Any other observation by the Inspection Committee

Name and Signature of the Auditor(s)

Canteen Committee Head

- 1.
- 2.
- 3.



INTERNAL FINANCIAL AUDIT

Audit Report Form

Financial Year: _____

Name of the auditor(s) :

1)

2)

Days of Audit : 2 days

Period covered in the current audit : April 01, 20_____ to March 31, 20_____

Sl.No.	Information	Availability YES/NO	Remarks
1.	Bank Account Particulars		
2.	Bank Account Statement		
3.	Policies related to finance matters.		
4.	Strategic plan of the institute		
5.	Finance committee members list for CFY		
6.	Finance committee minutes of meeting		
7.	Governing Body minutes		
8.	Fiscal year budget/financial statements		
9.	Grant-in-aid from the government and non-governmental agencies		
10.	Funds and Donations granted to the institutions		
11.	Student enrolment and admission particulars		
12.	Receipts of tuition fees from students		
13.	Receipts of other fees like transport fee, hostel fee, examination fees, laboratory fees, etc.		
14.	Receipts of Penalties, fines, late submissions in the library, etc.		



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15.	Advanced deposits and caution deposit files		
16.	Concession office records.		
17.	Scholarship account records.		
18.	Donations and other subscriptions from the various authorities		
19.	Salaries paid and salary register		
20.	Increment amount given to staff based on performance appraisal		
21.	Staff PF/EPF fund register		
22.	Establishment expenses vouchers		
23.	College balance sheet		
24.	Tax Deduction at Source (TDS) files		
25.	Tax Collection and Income-Tax		
26.	Expenses spent on Library items, sports equipment, books, furniture, events, and many more		
27.	Petty Cash expenditures		
28.	Check capital expenditure, income from endowments and legacies, and interest & dividend from investments		
29.	Fixed Assets Register		

Signature Finance Committee members

Signature of the Finance Officer

Name and Signature of the Auditors

Director/Principal



**INTERNALAUDITREPORT(OTH
ERGENERALFACILITIES)**

AcademicYear:_____

NameoftheIn-charge:_____

Auditedby(Name&Designation):

- | | | |
|----|--------|-------|
| 1. | Dept.: | _____ |
| 2. | Dept.: | _____ |
| 3. | Dept.: | _____ |

ThefollowingDocuments/FilesareverifiedfortheAcademicYear_____



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S.No	Files	Availability	Remark(Availability for 2015-2021)
1.	<u>Sewagetreatmentplant</u> <ul style="list-style-type: none"> • Plant Capacity 	YES/NO	
2.	<u>Davcarecentre</u> <ul style="list-style-type: none"> • KidsRegister,Toys 	YES/NO	
3.	<u>Watermaintenance& ROTank</u> <ul style="list-style-type: none"> • MaintenanceRegister • Frequencyofcleaning 	YES/NO	
4.	<u>PowerRoom</u> <ul style="list-style-type: none"> • FloorInsulationSheet • Name IndicatingBoardsforeverypanels • EBBills • MaximumDemanddetails Board, • Fireextinguisher • GeneratorSetRatingBoards • Delaytime forgenerators • CollegeElectricalDrawings • No.of LED Lightfittings • No.ofStreetlights 	YES/NO	



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5.	<u>BiogasPlant</u> <ul style="list-style-type: none">• PlantSpecification• BiogasUsage• Records,• GasProductionintermsofUnitsorlitersper month• Waste disposal	YES/NO	
6.	<u>Solar plant</u> <ul style="list-style-type: none">• SolarEnergyConsumption,• SavingsinRupeesCalculation,• ElectricityBills for5 Years	YES/NO	
7.	<u>LED lights</u> <ul style="list-style-type: none">• TotalCount• Purchasebills	YES/NO	
8.	<u>Waitinghallforladies (Rest)</u> <ul style="list-style-type: none">• TotalNos.• Facilitiesavailable	YES/NO	
9.	<u>Ambulance&Healthcare</u> <ul style="list-style-type: none">• Detailsofdoctorsvisit• AmbulanceRegistration Number• DriverContactdetails• DriverLicense	YES/NO	



	<ul style="list-style-type: none"> • RC Book Copy 		
10.	<u>Wastesegregation bin</u> <ul style="list-style-type: none"> • Count • Onwhatbasissegregationtakesplace • FrequencyofDisposal 	YES/NO	
11.	<ul style="list-style-type: none"> • Rainwaterharvesting • Borewell rechargepits 	YES/NO	
12.	Hybridvehicle	YES/NO	
13.	<u>Bicyclesand parkinglots</u> <ul style="list-style-type: none"> • SeparatespaceforCar,Bike,Cycle(In dicationBoard) AdequateorNot 	YES/NO	
14.	<ul style="list-style-type: none"> • Green Audit, Energy Audit,EnvironmentalAuditreports(Ally ears) 	YES/NO	
15.	<ul style="list-style-type: none"> • ISOAuditreports 	YES/NO	
16.	<ul style="list-style-type: none"> • Facilities for Physically challengedpeople(Wheelchair,walkin gaid sandwashrooms) 	YES/NO	
17.	<ul style="list-style-type: none"> • SeminarHallsforAllDepartment 	YES/NO	



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18.	• Projector&SystemsinAll ClassRooms	YES/NO	
19.	• Podiumin all classroom	YES/NO	

AnyotherobservationbytheAuditors

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NameandSignatureoftheAuditor(s)

SignatureoftheIn-charges

- 1.
- 2.
- 3.



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STOCKVERIFICATIONREPORT

Academic Year: _____

Name of the Facility/lab: _____ Date: _____

Name of the In-charge: _____

Verified by (Name & Designation):

1. _____ Dept.: _____
2. _____ Dept.: _____
3. _____ Dept.: _____

Sl.No.	Name of the Equipment /Furniture	Stock Book No.	Page No. of Stock Register	Qty as per stock	Qty as per inspection	No. of Deficient Items				Remarks
						Missing	Excess	Unserviceable	Damaged	



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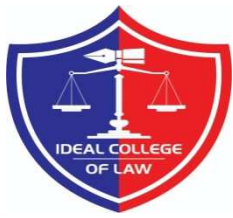
Any other observation by the Inspection Committee

Certified that the physical verification as per all the stock registers indicated above has been carried out by us. Except the deficient items reported above, all other items were physically present in the hostel.

Name and Signature of Verification Members

Signature of the In-charge

- 1.
- 2.
- 3.



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

Academic Year: _____

Name of the Department:

Date of

Audit: Name/Type of the Audit:

Name & Designation of Audit/Verification Team:

- 1.
- 2.
- 3.

Sl.No.	Observations made in the audit team report	Suggestions given by the audit team (If any)	Action Taken by Principal & HoD	Impact Analysis
1				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

HoD

PRINCIPAL



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Institutional Committees Audit Forms

Internal Quality Assurance Cell (IQAC)



MEETING FREQUENCY

S. No.	Committee	Meeting Frequency
1	GOVERNING BODY	At least twice a year
2	ACADEMIC COUNCIL	At least twice a year
3	BOARD OF STUDIES	At least twice a year
4	FINANCE COMMITTEE	At least twice a year
5	ANTI-RAGGING COMMITTEE/SQUAD	ODD Semester- 4 times EVEN Semester- 2 times & as and when required
6	GRIEVANCE REDRESSAL COMMITTEE	Thrice in a year & as and when required
7	INTERNAL COMPLAINTS COMMITTEE - WOMEN PROTECTION AND ANTI-HARASSMENT CELL	Twice in a Semester & as and when required
8	SC/ST COMMITTEE	Once in a Semester & as and when required
9	OBCCell	
10	MINORITY CELL	
11	INTERNAL QUALITY ASSURANCE CELL (IQAC)	Once in a quarter
12	ACADEMIC MONITORING COMMITTEE	Once in a Semester & as and when required
13	PURCHASE & MAINTENANCE COMMITTEE	Once in a Semester & as and when required
14	ALUMNI COMMITTEE	Once in a Semester & as and when required
15	CAREER GUIDANCE & PLACEMENT CELL	Whenever required (Before placements)
16	RESEARCH & DEVELOPMENT COMMITTEE	Once in a Month & as and when required
17	STUDENT ASSOCIATION COUNCIL (SAC)	Once in a Semester & as and when required



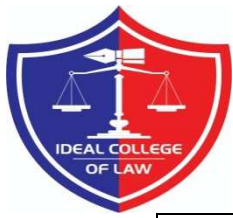
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18	INDUSTRY INSTITUTE INTERACTION CELL (IIC)	Once in a Semester & as and when required
19	INTELLECTUAL PROPERTY RIGHTS CELL (IPR)	Once in a Semester & as and when required
20	ENTREPRENEURSHIP DEVELOPMENT CELL - ECell	Twice in a Semester & as and when required
21	DISCIPLINE COMMITTEE	Twice in a Semester & as and when required
22	WEBSITE COMMITTEE	Once in a Semester & as and when required
23	TIMETABLE COMMITTEE	Once in a Semester (Prior to the commencement of the semester) & as and when required
24	NATIONAL SERVICES SCHEME	Once in a Semester & as and when required
25	SPORTS COMMITTEE	
26	CANTEEN COMMITTEE	
27	HOSTEL ADVISORY COMMITTEE	
28	COLLEGE LIBRARY COMMITTEE	Twice in a Semester (Beginning & End)
29	STAFF & STUDENT WELFARE COMMITTEE	Once in a Semester & as and when required
30	CAMPUS MAINTENANCE & MONITORING COMMITTEE	Monthly Once & as and when required
31	TRANSPORT COMMITTEE	Twice in a Semester & as and when required
32	STAFF SELECTION COMMITTEE	Yearly once & as and when required. (Before Academic Council and Governing Body Meeting)
33	EXAMINATION COMMITTEE	Twice in a Semester (Middle & End)
34	ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE (AAAC)	Once in a Year
35	CULTURAL COMMITTEE	Once in a Semester (Beginning) & as and when required
36	PROFESSIONAL CHAPTERS COMMITTEE	
37	SALVAGE COMMITTEE	Once in a Year
38	NEWSLETTER & MAGAZINE EDITORIAL COMMITTEE	Monthly Once & as and when required



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39	FEEDBACKCOMMITTEE	OnceinaSemester&asandwhenrequired
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Internal Quality Assurance Cell (IQAC)

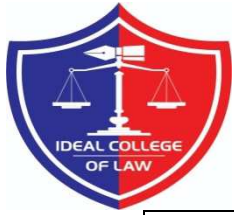
INSTITUTIONAL COMMITTEES

INTERNAL AUDIT REPORT

Academic Year: _____

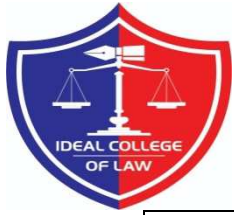
Date: _____

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



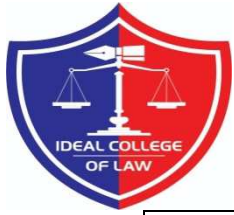
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2	Research & Development cell (R&D) & Consultancy Committee	<ul style="list-style-type: none"> • R&D Meeting Minutes & Circular File for all AY • Committee Composition • Activities Carried Out by the R&D Cell for all AY • R&D Policy, Seed Money Policy • Seed Money Applications and Shortlisted Applicants list for all AY • Projects completed through Seed Money Grant for all AY • Research Grants Applied for all AY • Research Projects Sanctioned for all AY • Research Projects Completed for all AY • Ongoing Research Projects for all AY • Equipment available for Research • Software available for Research • Consultancy Projects Completed & ongoing for all AY • R&D MoM • Journal Publications (Latest updated citations and h-index for Scopus & h-index) for all AY • R&D Budget Proposed, Sanctioned and Utilized for all AY • Patents, books, book chapter, conference publications for all AY 		
3	Student Associations Council (SAC)	<ul style="list-style-type: none"> • SAC Meeting Minutes & Circular File for all AY • Committee Composition • SAC Clubs and members list • SAC Activities File for all AY (All Clubs) 		



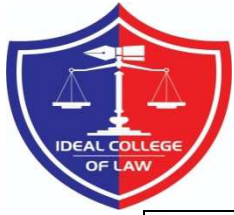
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4	Industry Institute Interacti on Cell(IIC)	<ul style="list-style-type: none">• IIC Meeting Minutes & Circular File for all AY• Committee Composition• Industry Active MoU's File with list of companies		



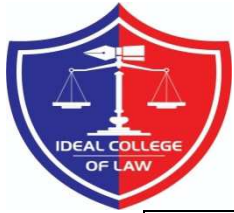
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		<ul style="list-style-type: none"> • IndustryExpertsFile • Industryoriented ProjectsforallAY • IICActivitiesforallAY • Workshops,conferences,Guestlectures,s eminars,industrialtraining/Visits 		
5	IntellectualPro perty RightsCell	<ul style="list-style-type: none"> • IPRMeetingMinutes &CircularFile forallAY • CommitteeComposition • ListofPatents forallAY • ListofGrantsfor allAY • List of CopyRights forall AY • IPRActivitieslikeGuest lectures &seminarsforallAY • IPRPolicy 		
6	Entrepreneurship DevelopmentCell (EDC)	<ul style="list-style-type: none"> • EDCMeetingMinutes &CircularFile forallAY • EDCEventsorganized • Prototypesdevelopedunderincubationcenter • StudentEntrepreneurslistwiththeirdocumentsfor all AY • EDC,MSME,IncubationcenterRegistrations • EDC Policy 		
7	College&Salvage Committee	<ul style="list-style-type: none"> • SalvageMeetingMinutes &Circular FileforallAY • CommitteeComposition • Salvageequipment for all AY-Department wise 		



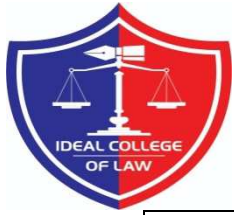
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8	Discipline Committee	<ul style="list-style-type: none">• MeetingMinutes &CircularFileforall AY• CommitteeComposition• Disciplinaryboardsin campus• Misbehaviororviolationofthecollege rulesandActionTaken		
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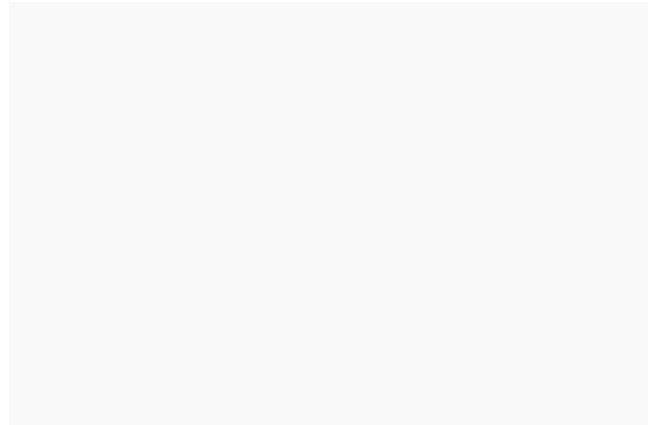
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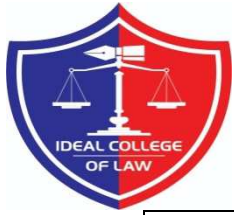
9	Website Committee	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • List of updates in website along with approvals 		
10	Newsletter & Magazine Editorial Committee	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • Newsletters and Magazines of all AY (Departments) • Achievements of Colleges, Students and Faculty in all AY 		
11	Grievance & Redressal Committee	<ul style="list-style-type: none"> • Grievance Meeting Minutes & Circular File for all AY • Committee Composition • Grievances on the following issues: <ul style="list-style-type: none"> ➤ Academic ➤ Non-Academic ➤ Grievance related to Assessment ➤ Grievance related to Victimization ➤ Grievance related to Attendance ➤ Grievance related to charging of fees ➤ Grievance regarding conducting of Examinations ➤ Harassment by colleague students or the teachers etc. 		



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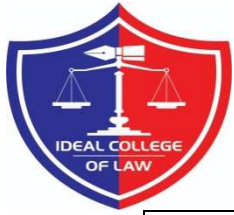
12	TimeTable Committee	<ul style="list-style-type: none">• MeetingMinutes &CircularFileforall AY• CommitteeComposition• TimeTables ofall AYandits Utilization• Allotmentofsubjectstothefacultybasedontheirspecializationand preferences.		
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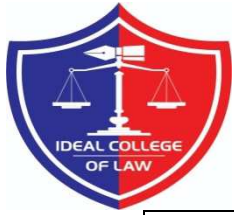
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13	NSSCommittee	<ul style="list-style-type: none">• NSS MeetingMinutes& CircularFile forallAY• CommitteeComposition• NSS Activitiesofall AY• NSSAcademicCalendars• MOU'swithNGO's and Clubs(Rotary, Lion)		
14	SportsCommittee	<ul style="list-style-type: none">• SportsMeetingMinutes &CircularFileforallAY• CommitteeComposition• ActionPlan/AcademiccalendarforallAY• StudentsAchievements,AwardsforallAY• ListofequipmentsavailableinGymnasiumwithBill s,invoices, stock registers• Budgetproposed,sanctionedandutilized• Sportstimetable		
15	AlumniCommittee	<ul style="list-style-type: none">• AlumniMeetingMinutes&CircularFileforallAY• CommitteeComposition• OutstandingAlumni'slistofallAYfromallDep artments• Alumni Activities File (Guest lectures,EmploymentOpportunitieslect ureetc)• AlumniRegistrationand contributions• AlumniRegistrationsand accountdetails• AlumniReports		



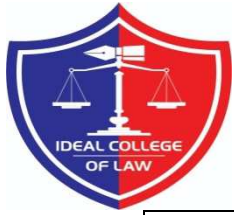
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16	Anti-Ragging Committee	<ul style="list-style-type: none">• Anti-Ragging Meeting Minutes & Circular File for all AY• Committee Composition• Complaints file with Action Taken• Anti-Ragging awareness sessions• Anti-Ragging Notices by all Government Agencies		
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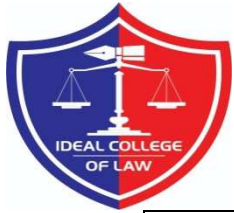
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17	Canteen Committee	<ul style="list-style-type: none"> • Canteen Meeting Minutes & Circular File for all AY • Committee Composition • Periodical Quality Checklist document for all AY • Menu and their pricelist of all Stalls • Tenders from the vendors • FSSAI Certificate • Infrastructure Facilities file 		
18	Hostel Advisory Committee (Boys)	<ul style="list-style-type: none"> • Hostel Meeting Minutes & Circular File for all AY • Committee Composition • Infrastructure Facilities file (Beds, Tables, etc) • Periodical Quality Checklist document for all AY • cocurricular activities and extracurricular activities File • Registers and Students Details for all AY 		
19	Hostel Advisory Committee (Girls)	<ul style="list-style-type: none"> • Hostel Meeting Minutes & Circular File for all AY • Committee Composition • Infrastructure Facilities file (Beds, Tables, etc) • Periodical Quality Checklist document for all AY • cocurricular activities and extracurricular activities File • Registers and Students Details for all AY 		



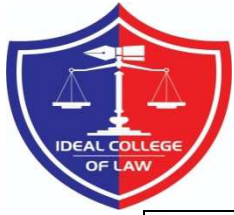
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20	College LibraryCommit tee	<ul style="list-style-type: none"> • MeetingMinutes &CircularFileforall AY • CommitteeComposition • Librarians IndividualFiles(Allcertificates) • Footfallsand Logindataforonlineaccessregister • Bills, InvoicesforallAY • PhysicalResources(books,journals,etc.) • Accessionregister • Central Libraryutilizationtimetable • DigitalLibrary&its logbook • ListofRarebooks • BestpracticesinLibrary • E-Resources/E-ATL • LibraryBudget-proposed, sanctionedand utilized • LatestSubscriptioncopiesofallE-Resources • StockverificationreportsforallAYs • Tie- upwithIITlibraries,andreputedlibrariesintheState 		
21	Women Protection& Anti- HarassmentCommi ttee	<ul style="list-style-type: none"> • MeetingMinutes &CircularFileforall AY • CommitteeComposition • WomenprotectionApps • ComplaintsandActiontakenReportsof allAY • Awareness seminar, workshops for women facultyandstudents 		



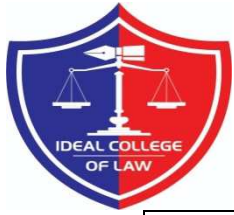
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22	Staff & Student Welfare Committee	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • List of Staff Welfares and benefited documents • List of Student Welfares and benefited documents 		
23	Campus Maintenance & Monitoring Committee	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • Maintenance of the building and the equipment 		



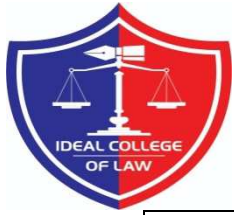
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		<p>file</p> <ul style="list-style-type: none">• Maintenance register of regular daily Activities• Maintenance register of regular annual maintenance of the institute and related infrastructure (RO, RWH etc)		
24	Transport Committee	<ul style="list-style-type: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



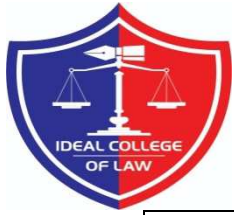
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26	Staff Selection Committee	<ul style="list-style-type: none">• Meeting Minutes & Circular File for all AY• Committee Composition• Staff Recruitment Advertisements of all AY• Staff Selection Process Documents• Staff Recruitment Registrations and Examination• Norms for Faculty Recruitment		
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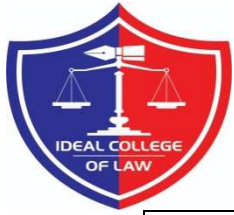
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27	Training & Placement Cell	<ul style="list-style-type: none">• Meeting Minutes & Circular File for all AY• Committee Composition• Roles & Responsibilities• Academic Calendar & Activities Carried Out by the placement cell – With Proof• Placement Brochure• Placement Policy• List of Placement coordinators• Student database (UG & PG) for all AYs• Letters for Correspondence with companies• Details of companies visited our campus for placement purpose.• On-campus placement drives conducted• Visitors Book• Recruiter's Feedback• Details of Pool campus Drive Organized – No. of colleges attended, No. of Students Participated, List of companies visited, No. of offers, etc.,• Off-Campus Placement drives details.• List of Students Registered for Placement• List of students placed yearwise, departmentwise every AY• List of offers yearwise, departmentwise every AY• List of Students with Highest & Average Package Offers• MoUs and Tie-ups for Training• Initiatives taken for not placed students• List of Training programs conducted (soft skills, technical training)		
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	Career Guidance Committee	<ul style="list-style-type: none">• Meeting Minutes & Circular File for all AY• Committee Composition• Events organized like guest lecturers/seminars/workshops on civil services, engineering services, GATE, CAT, CMAT, GRE, and GMAT and to counsel them for higher studies.		
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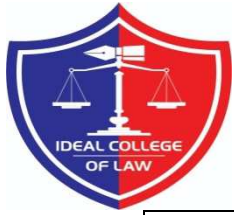
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28	Examination Committee	<ul style="list-style-type: none"> • MeetingMinutes &CircularFileforall AY • CommitteeComposition • ExaminationManual • Examinationnotifications • Examinationtimetables • Invigilationdutiesfiles • Internaland externalquestionpapers • Pre-moderationfiles • Listofpapersettersforexternalexams • Normsfollowedforselectionofexternalevaluators&examiners • Resultdeclarationminutesofthemeeting • Result Analysis for UG & PG (from 2015-16onwards) • Number of Revaluation & RecountingapplicationsreceivedandchangeinResult • ProcedureofChallenge Evaluation • MRECACADEMICS and BET portal featuresrelatedto examination system • BillsforMRECACADEMICandBETportal • ExaminationReforms 		
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29	Professional Societies/Chapters Committee	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • List of Professional Societies (Department & College) • Activities under Professional Societies. 		
30	Academic Audit Cell	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • Action plan from each department for Direct and Indirect assessments for attaining PO's & PSO's • Semester analysis of results and achievement of POs/ PSOs for all departments. • List of Course files of all Subjects in all Departments. 		
31	Cultural Committee	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • Events organized for all AY (Fresher's Day, Teachers' Day, Festival Celebrations, Engineers Day, National Science Day, Farewell, Annual Day, Independence Day, Republic Day, Foundation day & FESTS) • Academic Calendar for all AY 		
32	Purchase & Maintenance Committee	<ul style="list-style-type: none"> • Meeting Minutes & Circular File for all AY • Committee Composition • Purchase request letters file • Maintenance Request letters file 		



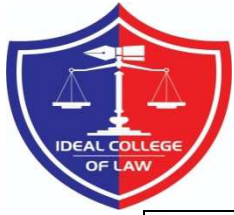
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33	Internal Complaint Committee	<ul style="list-style-type: none">• Meeting Minutes & Circular File for all AY• Committee Composition• Complaints and Action Taken file		
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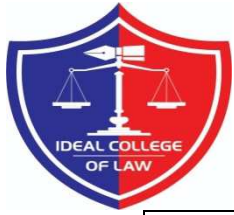
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34	SC-STCommittee	<ul style="list-style-type: none">• MeetingMinutes &CircularFileforall AY• CommitteeComposition• Listof SC/ST Studentsand FacultyofallAY• ComplaintsandActionTakenfile• GovernmentandNon-Governmentscholarshipschemes.		
35	OBCCCommittee	<ul style="list-style-type: none">• MeetingMinutes &CircularFileforall AY• CommitteeComposition• ListofOBC StudentsandFacultyof all AY• ComplaintsandActionTakenfile• GovernmentandNon-Governmentscholarshipschemes.		
36	MinorityCell	<ul style="list-style-type: none">• MeetingMinutes &CircularFileforall AY• CommitteeComposition• Listof MinorityStudentsand Facultyof all AY• ComplaintsandActionTakenfile• Events/ProgramsorganizedofallAY• GovernmentandNon-Governmentscholarshipschemes.		



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



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		<ul style="list-style-type: none">• Listoffeedbacktobecollectedfromwhomwithfreq uencyof feedback collection• AllFeedbackforms formats• ActionTakenReports and Impactanalysis		
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Signatureof theAuditors

Principal



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

Academic Year: _____

Name of the Department:

Date of

Audit: Name/Type of the Audit:

Name & Designation of Audit/Verification Team:

- 1.
- 2.
- 3.

Sl.No.	Observations made in the audit team report	Suggestions given by the audit team (If any)	Action Taken by Principal & HoD	Impact Analysis
1				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

HoD

PRINCIPAL



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ExternalAAA Audit Forms

InternalQualityAssuranceCell(IQAC)



Internal Quality Assurance Cell (IQAC)
EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT
Academic Year:

Audit Date :

Audit Member-1 :

Audit Member-2 :

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

Excellent	Good	Satisfactor	Needs
A	B	C	D

Profile of the Institution

Name and Address of the College			
Name			
Address			
City		Pin	
State		Website	

Contacts for Communication

Designation	Name	Telephone with STD with Code	Mobile	e-mail
Principal				
IQAC Coordinator				



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

Institution to which the college is affiliated

State	Institution Name	Document Available

Recognized Minority Institution

If it is a recognized minority	-Yes	No ✓
If yes, Specify minority status		
Religious		
Linguistic		
Any Other		

Recognition Details

Date of Recognition by UGC or any Other National Agency	
Under Section	Date
2(f) of UGC	
12(B) of UGC	

Institution with Potential for Excellence

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



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Dateofrecognition	
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DetailsofProgrammesintheinstitution:

NameoftheProgramme		Sanctioned Seats	Students Admitted
UGB.Tech	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	TotalUG–B.Tech		
PGM.Tech	1.		
	2.		
	3.		
	4.		
	5.		
	TotalPG–M.Tech		
PGMBA	1.MasterofBusinessAdministration		
TotalPG(M.Tech.&MBA)			
OverallTotal			



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Achievements/Recognitions:

Institute:

Department:

Faculty:

Students:



PLACEMENTS:

Program	No.ofFinalYearStudents	No. of StudentsRegistered	No.ofPlacements	No. of StudentsPlaced
Total				

- No.ofcareercounselingactivitiesconducted:
- No.ofcompaniesvisitedthecampus:
- Placementrelatedtrainingprogramsorganized:

EventsorganizedthroughIQAC:

S.No.	NameoftheEvent	Date/DurationofanEvent	Number ofParticipants
1.			
2.			
3.			
4.			
5.			
6.			



Criterion I: Curricular Aspects

Metric.No	Description	HEI si/p	Audit Remarks	Grade
1.1	Total number of programmes offered by the institution (N_p)			
	Number of programmes in which syllabus was revised (n_p)			
	Percentage of programmes where syllabus revision was carried out (n_p/N_p) x 100			
1.2	Total number of courses offered by the institution in all programmes (N_c)			
	Number of courses having focus on employability/entrepreneurship or skill development (n_c)			
	Percentage of courses having focus on employability/entrepreneurship/skill development offered by the institution (n_c/N_c) x 100			
1.3	Number of programmes in which CBCS or elective course system implemented (n_{13})			
	Percentage of programmes in which Choice Based Credit System (CBCS) / elective course system has been implemented (n_{13}/N_p) x 100			
1.4	Number of Value-added courses imparting transferable and life skills offered	(>6 Days)		
		5 Days		
		4 Days		
		<3 Days		
		Total		
1.5	Total number of students enrolled (N_E)			
	Number of students enrolled in value-added courses (n_E)			
	Percentage of students enrolled in value-added courses (n_E/N_E) x 100			
1.6	Number of students undertaking field projects/internships/student projects (n_{16})			
	Percentage of students undertaking field projects/internships/student projects (n_{16}/N_E) x 100			



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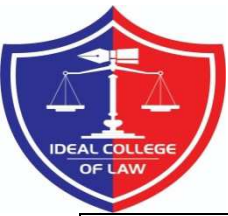
Metric.No	Description	HEIsi/p	AuditRemarks	Grade
1.7	Structural feedback for design and review of syllabus is obtained from (All/4/Any/3/2/1/None)			
	Students			
	Teachers			
	Employers			
	Alumni			
1.8	<p>The feedback system of the institution comprises of the following (Choose one).</p> <p>A. Feedback collected, analyzed and action taken and report made available on website</p> <p>B. Feedback collected, analyzed and action taken</p> <p>C. Feedback collected and analyzed</p> <p>D. Feedback collected</p>			

Suggestions for improvement:



Criterion II: Teaching-Learning and Evaluation

Metric.No	Description	HEIs/p	Audit Remarks	Grade
2.1	Student admission percentage $(n_{21}/N_{21}) \times 100$ where, N_{21} : Total number of sanctioned seats n_{21} : Total number of students admitted	N_{21}	n_{21}	%
		UG		
		PG		
		Total		
2.2	Number of students admitted from reserved category (SC, ST, OBC, Divyangian, etc.) (n_{22})			
	Number of seats reserved for reserved category as per GOI or state government rule (N_{22})			
	Percentage of seats filled against reserved categories $(n_{22}/N_{22}) \times 100$			
2.3	Total number of full-time teachers in the institution (N_T)	Professors		
		Associate Professors		
		Assistant Professors		
		Total		
2.4	Total number of students enrolled (N_E)			
	Student-fulltime Teacher ratio (N_E/N_T)			
2.5	Number of faculty Mentors (n_{25})			
	Mentor-Mentee ratio (n_{25}/N_E)			
2.6	Number of sanctioned posts (n_{25})			
	Percentage of fulltime teachers against sanctioned posts $(n_{26}/N_T) \times 100$			
2.7	Number of full-time teachers with Ph.D (n_{27})			
	No. of permanent faculty pursuing Ph.D			
	Percentage of full-time teachers with Ph.D $(n_{27}/N_T) \times 100$			



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2.8	Total experience of full-time teachers in the same institution (n_{28})			
	Average teaching experience of full-time teachers in the same institution (n_{28}/N_T)			



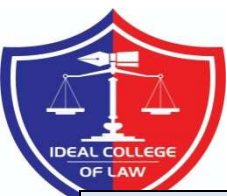
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Metric.No	Description	HEIsi/p				AuditRemarks	Grade
		Program/Sem	N ₂₉				
2.9	Average number of days from the date of last semester-end examination till the declaration of results (N ₂₉)						
		Average					
2.10	Average percentage of student complaints/grievances about evaluation against total number of appeared in the examination $(n_{210}/N_{210}) \times 100$ where, N ₂₁₀ : Total number of students appeared in the examination. n ₂₁₀ : Number of complaints/grievances about evaluation.	Program	N₂₁₀	n₂₁₀	%		
		Total		0	0		
2.11	Pass percentage of Final year students $(n_{211}/N_{211}) \times 100$ where, N ₂₁₁ : Total number of final year students who appeared for the examination. n ₂₁₁ : Total number of final year students who passed the examination.	Program	N ₂₁₁	n ₂₁₁	%		
		Total					



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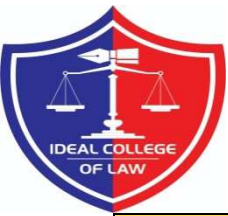
Metric.No	Description	HEIsi/p		AuditRemarks	Grade
2.12	Quality analysis of Mid and End Semester examination question papers				
2.13	Weightage of internal and external marks in recent Regulations				
2.14	Minimum credits for award of degree in Regulations	Program			
2.15	Number of credits for project work in Regulations	Program			
2.16	Status of automation of Examination division along with approved Examination Manual				
2.17	Preparation and adherence to Academic Calendar and Teaching plans by the institution				
2.18	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences				
		Guest Lectures			
		Workshops			
		Certification Programs			
		Webinars-			
		Industrial visits			
		Institute has been accorded With 'A' grade in NPTEL.			
		Association activities are conducted under student professional society chapters			



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Metric.No	Description	HEIsi/p	AuditRe marks	Grade
2.19	Programoutcomes,programs specific outcomesandcourseoutcomes for all programs offeredbytheinstitutionarestatedand displayedonwebsiteandcommunica tedtoteachersand students			
2.20	Attainment of program outcomes,programs specificoutcome sandcourse outcomes are evaluated bythe institution			
2.21	TeachersuseICTenabledtoolsinclud ingonlineresourcesforeffectiveteac hingandlearningprocess			
2.22	Theinstitutionassessesthelearninglev elsofthestudents,afteradmissionand organizes specialprogramsforadva ncedlearnersandslowlearners			
2.23	Duration of online StudentSatisfaction Survey			
	Total number of students onrolls(N ₂₂₀)			
	NumberofstudentsparticipatedinSS S(n ₂₂₀)			
	Percentageofstudentsparticipatedin SSS($n_{220}/N_{220} \times 100$)			
	GradePointAverage(GPA)on4point scale			

Suggestionsforimprovement:



Criterion III: Research, Innovation and Extension

Metric.No	Description	HEIsi/p	AuditRemarks	Grade
3.1	Research facilities are frequently updated and there is well defined policy for promotion of research which is uploaded on the institutional website and implemented			
3.2	Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution			
3.3	Total number of teachers having research projects (n ₃₃)			
	Percentage of teachers having research projects $(\frac{n_{33}}{N_T}) \times 100$			



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Metric.No	Description	HEIsi/p	AuditRemarks	Grade
3.4	Numberofteachersrecognizedasre searchguides(n_{34})			
	Percentageofteachersrecognizedasre searchguides(n_{34}/N_T)x100			
3.5	NumberofdepartmentshavingResearch projectsfundedbygovernmentandnon- governmentagencies(n_{35})			
	Totalnumberofdepartments(N_{35})			
	Percentage of departments havingResearchprojectsfundedbygovern mentand non-government agencies (n_{35}/N_{35})x100			
3.6	Number of workshops/seminarsconductedonRes earchMethodology,Intellectual Property Rights(IPR),entrepreneurshipandskill s			
3.7	Numberofteachersrecognizedasg uides(N_{37})			
	NumberofPh.Dscholarsregistered(n_{37})			
	NumberofPh.Dscholarsregisteredpe rteacher(n_{37}/N_{37})			
3.8	NumberofpublicationsinUGCn otifiedjournals(n_{38})			
	Numberofresearchpapersperteacherin theJournalsnotifiedonUGCw ebsite(n_{38}/N_T)			
3.9	Totalnumberofbooksandchaptersinedi ted volumes/books published, andpapers in national/internationalconference- proceedings(n_{39})			
	Number of books and chapters ineditedvolumes/bookspublishedpe r teacher(n_{39}/N_T)			
	TotalnumberofPublicationsinScopus			
	TotalnumberofPublicationsinWebof Science			
3.10	Total amount generated fromconsultancyandcorporatetrain ing			



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3.11	Totalnumberofawardsandrecognitionreceived by the Institution, its teachersand students for extension activitiesfromGovernment/recognizedbodies			
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Metric.No	Description	HEIsi/p	AuditRemarks	Grade
3.12	Number of extension and outreach programs conducted by the institution through NSS/ NCC/Redcross/YRC etc. (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organized in collaboration with industry, community and NGOs)			
3.13	Total number of students participating in extension activities (n_{313})	NSS		
		Others		
		Total		
	Percentage of students participating in extension activities ($(n_{313}/N_E) \times 100$)			
3.14	Total number of Collaborative activities for research/faculty exchange/student exchange/internship/on-the-job training/project work			
3.15	Number of functional MoUs with institution of national, international importance, other universities, industries, corporate houses etc. (only functional MoUs with ongoing activities to be considered)			
3.16	Institution has created an eco-system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge			
3.17	Patents Published		--	

Suggestions for improvement:



Criterion IV: Infrastructure and Learning Resources

Metric.No	Description	HEIsi/p	AuditRemarks	Grade
4.1	Total number of classrooms/seminar halls in the institution (N_{41})			
	Number of classrooms and seminar halls with ICT facilities (n_{41})			
	Percentage of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc. ($n_{41}/N_{41} \times 100$)			
4.2	Total expenditure, excluding salary (N_{42})			
	Expenditure for infrastructure augmentation, excluding salary (n_{42})			
	Percentage of expenditure for infrastructure augmentation excluding salary ($n_{42}/N_{42} \times 100$)			
4.3	Annual expenditure for purchase of books/e-books and journals/e-journals			
4.4	Total number of teachers and students (N_{44})			
	Number of teachers and students using library per day over one year (n_{44})			
	Percentage per day usage of library by teachers and students (footfalls and login data for online access) ($n_{44}/N_{44} \times 100$)			
4.5	Total number of Students (n_{45})			
	Total number of Computers (N_{45})			
	Student-Computer ratio (n_{45}/N_{45})			
4.6	Bandwidth of internet connection in the institution			



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Metric.No	Description	HEIsi/p	AuditRemarks	Grade
4.7	Facilities available for e-contentdevelopment(All/4/only3/2/1/None)			
	Mediacentre			
	Audiovisualcentre			
	LectureCapturingSystem(LCS)			
	Mixingequipmentandsoftware'sforediting			
4.8	Total expenditure excluding salarycomponent(N ₄₈)			
	Expenditureonmaintenanceofphysical and academic support facilitiesexcluding salarycomponent(n ₄₈)			
	Percentageexpenditureincurredonmaintenance of physical and academicsupportfacilitiesexcluding salarycomponent($n_{48}/N_{48} \times 100$)			
4.9	InstitutionhasanITpolicycoveringwifi,cybersecurity,etc.,andallocatedbudget forupdatingitsITfacilities			
4.10	Theinstitutionhasadequatefacilitiesfor teaching-learning, viz., classrooms,laboratories,computingequipment,etc.			
4.11	Theinstitutionhasadequatefacilitiesforsports,games(indoor,outdoor,gymnasium, yogacentreetc.)andculturalactivities			

Suggestionsforimprovement:



Criterion V: Student Support and Progression

Metric.No	Description	HEI/s/p	AuditRemarks	Grade
5.1	Number of students benefited by scholarships and free ships provided by the Government(n_{51})			
	Percentage of students benefited by scholarships and free ships provided by the Government(n_{51}/N_E)x100			
5.2	Number of students benefited by scholarships, free ships, etc provided by the institution and non-government agencies(n_{52})			
	Percentage of students benefited by scholarships, free ships, etc provided by the institution and non-government agencies(n_{52}/N_E)x100			
5.3	Following Capacity development and skills enhancement activities are reorganized for improving students capability			
	Soft skills			
	Language and communication skills			
	Life skills (Yoga, physical fitness, health and hygiene)			
	Awareness of trends in technology			
5.4	Number of students benefited by guidance for competitive examinations and career counseling offered by the institution(n_{54})			
	Percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution (n_{54}/N_E)x100			



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Metric.No	Description	HEIs/p	AuditRemarks	Grade
5.5	Numberofoutgoingstudents(N ₅₅)			
	Numberofoutgoingstudentsplaced(n ₅₅)			
	Percentage of placement of outgoingstudents(n ₅₅ /N ₅₅)x100			
5.6	Number of final year students-previousgraduatingbatch(N ₅₆)			
	Numberofoutgoingstudentprogressingtohigher education-previous graduating			
	Percentageofstudentprogressiontohighereducation-previous graduating batch(n ₅₆ /N ₅₆)x100			
5.7	Numberofstudentsappearedinstate/national/international level examinations(eg:IIT/JAM/NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/IELTS/Civil Services/State governmentexaminations,etc)(N ₅₇)			
	Numberofstudentsqualifiedinstate/national/international level examinations(eg:IIT/JAM/NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/IELTS/Civil Services/State governmentexaminations,etc)(n ₅₇)			
	Percentageofstudentsqualifiedinstate/national/international level examinations(eg:IIT/JAM/NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/IELTS/Civil Services/State governmentexaminations,etc)(n ₅₇ /N ₅₇)x100			
		Total		
5.8	Numberofawards/medalsforoutstandingperformanceinsports/culturalactivitiesatinter-university/state/national/internationalevents(awardforateameventshouldbecountedasone)	StateLevel		
		InstituteLevel		
	Total			
5.9	Numberofsportsandculturalevents/competition sorganizedbytheinstitution			



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		Total		
5.10	Alumnifinancialcontribution			



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Suggestionsforimprovement:



Criterion VI: Governance, Leadership and Management

Metric.No	Description	HEIsi/p	AuditRemarks	Grade
6.1	Implementation of e-governance in areas of operation			
	Administration			
	Finance and Accounts			
	Student Admission and Support			
	Examination			
6.2	Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional			
	Percentage of teachers provided with financial support to attend conferences/workshops and towards membership			
6.3	Total number of professional development /administrative training programmes organized by the institution for teaching and non-teaching staff	Teaching		
		Non-teaching		
		Total		
6.4	Total number of teachers attended professional development Programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes (n ₆₄)			
	Percentage of teachers undergoing online/face-to-face Faculty Development Programmes (Professional Development Programmes, Orientation/Induction Programmes, Refresher Course, Short Term Course etc.), $(n_{64}/N_T) \times 100$			
6.5	Quality assurance initiatives of the institution include (All/4/only 3/2/1/None)			
	Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements			



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Collaborative quality initiatives with other institutions			
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	Participation in NIRF			
	Any other quality audit recognized by state, national or international agencies (ISO Certification)			

Metric.No	Description	HEIs/p	Audit	Grade
6.6	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution			
6.7	The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development/progression			
6.8	Institution conducts internal and external financial audits regularly			
6.9	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes			



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Metric.No	Description	HEIsi/p	AuditRemarks	Grade
6.10	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC setup as per norms			
6.11	The institution practices decentralization and participative management			
6.12	Perspective/Strategic plan and deployment documents			

Suggestions for improvement:



Criterion VII: Institutional Values and Best Practices

Metric.No	Description	HEIs/p	AuditRemarks	Grade
7.1	The Institution has facilities for alternate sources of energy and energy conservation measures (Any 4 or all 5/3/2/1/None)			
	Solarenergy			
	Biogasplant			
	WheelingtotheGrid			
	Sensor-basedenergyconservation			
	Use of LED bulbs/power efficient equipment			
7.2	Water conservation facilities available in the Institution (Any 4 or all 5/3/2/1/None)			
	Rainwaterharvesting			
	Borewell/Openwellrecharge			
	Constructionoftanksandbunds			
	Wastewaterrecycling			
	Maintenanceofwaterbodiesanddistributionssysteminthecampus			
7.3	Green campus initiatives (Any 4 or all 5/3/2/1/None)			
	Restricted entry of automobiles			
	Use of Bicycles/Battery powered vehicles			
	Pedestrian Friendly pathways			
	Ban on use of Plastic			
	Landscaping with trees and plants			



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Metric.No	Description	HEIsi/p	AuditRemarks	Grade
7.4	Qualityauditsonenvironmentandenergyare regularlyundertakenbytheinstitution(Any4orall5/3/2/1/None)			
	Greenaudit			
	Energyaudit			
	Environmentaudit			
	Cleanandgreencampusrecognitions/awards			
	Beyondthecampusenvironmentalpromotionalactivities			
7.5	TheInstitutionhasdisabled-friendly,barrierfreeenvironment(Any4orall5/3/2/1/None)			
	Builtenvironmentwithramps/liftsforeasyaccess to classrooms.			
	Disabled-friendlywashrooms			
	Signageincludingtactilepath,lights,displayboardsand signposts			
	Assistive technology and facilities for personswithdisabilities(Divyangjan)accessible website, screen-reading software, mechanizedequipment			
	Provisionforenquiryandinformation:Human assistance,reader,scribe,softcopiesofreading material,screenreading			
7.6	TheInstitutionhasaprescribedcodeofconductfor students, teachers, administrators and otherstaff and conducts periodic programmes in thisregard(All4/Any3/2/1/None)			
	TheCodeofConductisdisplayedonthewebsite			
	There is a committee to monitoradherencetotheCodeofConduct			
	Institution organizes professionalethics programmes for students,teachers,administratorsandotherstaff			
	AnnualawarenessprogrammesonCodeofConductareorganized			



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7.7	MeasuresinitiatedbytheInstitutionforth epromotionof gender equity			
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Metric.No	Description	HEIsi/p	AuditRemarks	Grade
7.8	Institutecelebratesnational/internationaleventsandfestivals			
7.9	Bestpracticessuccessfullyimplementedbytheinstitution			
	<u>BestPractices</u>			

Suggestionsforimprovement:

Name and Signature of Member

1:NameandSignatureof Member2:

Overall GradeObtained:



Observation made by Audit team in inspection Report

&

Action Taken by Principal and HoD

Academic Year: _____

Name of the Department:

Date of

Audit: Name/Type of the Audit:

Name & Designation of Audit/Verification Team:

- 1.
- 2.
- 3.

Sl.No.	Observations made in the audit team report	Suggestions given by the audit team (If any)	Action Taken by Principal & HoD	Impact Analysis
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

HoD

PRINCIPAL