



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

**MANUAL**

**For**

**ACADEMIC AND**

**ADMINISTRATIVE AUDIT 2022**

**Prepared by,**

**Internal Quality Assurance Cell (IQAC)**

**Principal**  
**Dr. Rekha Gupta**  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



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**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

# **Academic and Administrative Audit Manual**

**Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur**



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# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

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Behind Kalwar Police Station, Kalwar, Jaipur

## 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, i

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  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



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Behind Kalwar Police Station, Kalwar, Jaipur

## VISION OF THE INSTITUTE

*R.k vigyan (p.g).mahavidyalaya has its vision towards elevating the standard and quality of legal education to the level of leading college in the country. It seeks to be distinctive and distinguish institution with strong national and comparative focus.*

T

## 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 college.

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

Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
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**Behind Kalwar Police Station, Kalwar, Jaipur****Internal Quality Assurance Cell (IQAC)****Academic and Administrative Audit Manual****INDEX**

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 Principal  
 Dr. Rekha Gupta  
 R.K. Vigyan (P.G.) Mahavidyalaya  
 Kalwar, Jaipur



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Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



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 Dr. Rekha Gupta  
 R.K. Vigyan (P.G.) Mahavidyalaya  
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21. InternalcomplaintsCommittee-womenprotectionandanti-harassment

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Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



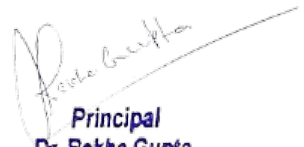
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**Principal**  
**Dr. Rekha Gupta**  
 R.K. Vigyan (P.G.) Mahavidyalaya  
 Kalwar, Jaipur



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# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

Affiliated to Mumbai University, Approved by PCI- New Delhi, DTE Maharashtra (DTE Code 3485)  
Near Shedung Toll Plaza, Old Mumbai Pune Highway, Shedung, Panvel-410206

## ACADEMIC AND ADMINISTRATIVE AUDIT

### Academic Audit

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

### Administrative Audit


It can be defined as a process of evaluating the 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 to be prepared to implement the suggestions accepted by IQAC and GB.

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



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## PROCESS OF ACADEMIC AND ADMINISTRATIVE AUDIT

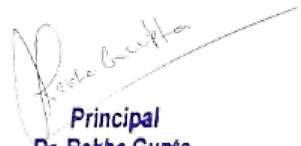
The institution conducts both internal and external audits with their expertise in the curriculum and syllabus once in and once in three years respectively. An advance circular is issued among the faculty and staff by the principal containing the agenda of discussion on academic documents, laboratory access or

Principal calls for all the heads of the institution and IQAC coordinator to set the panels on verification of the pointers framed for audit of all these sections and departments.

The head steam 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 announcement of

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 and external audits are done at both department and institution level and finally both are consolidated for the turn progresses their professional thought process

  
 Principal  
 Dr. Rekha Gupta  
 R.K. Vigyan (P.G.) Mahavidyalaya  
 Kalwar, Jaipur





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## AAAAUDITFLOWCHART

AAA audit-finalization of dates by Principal after considering inputs

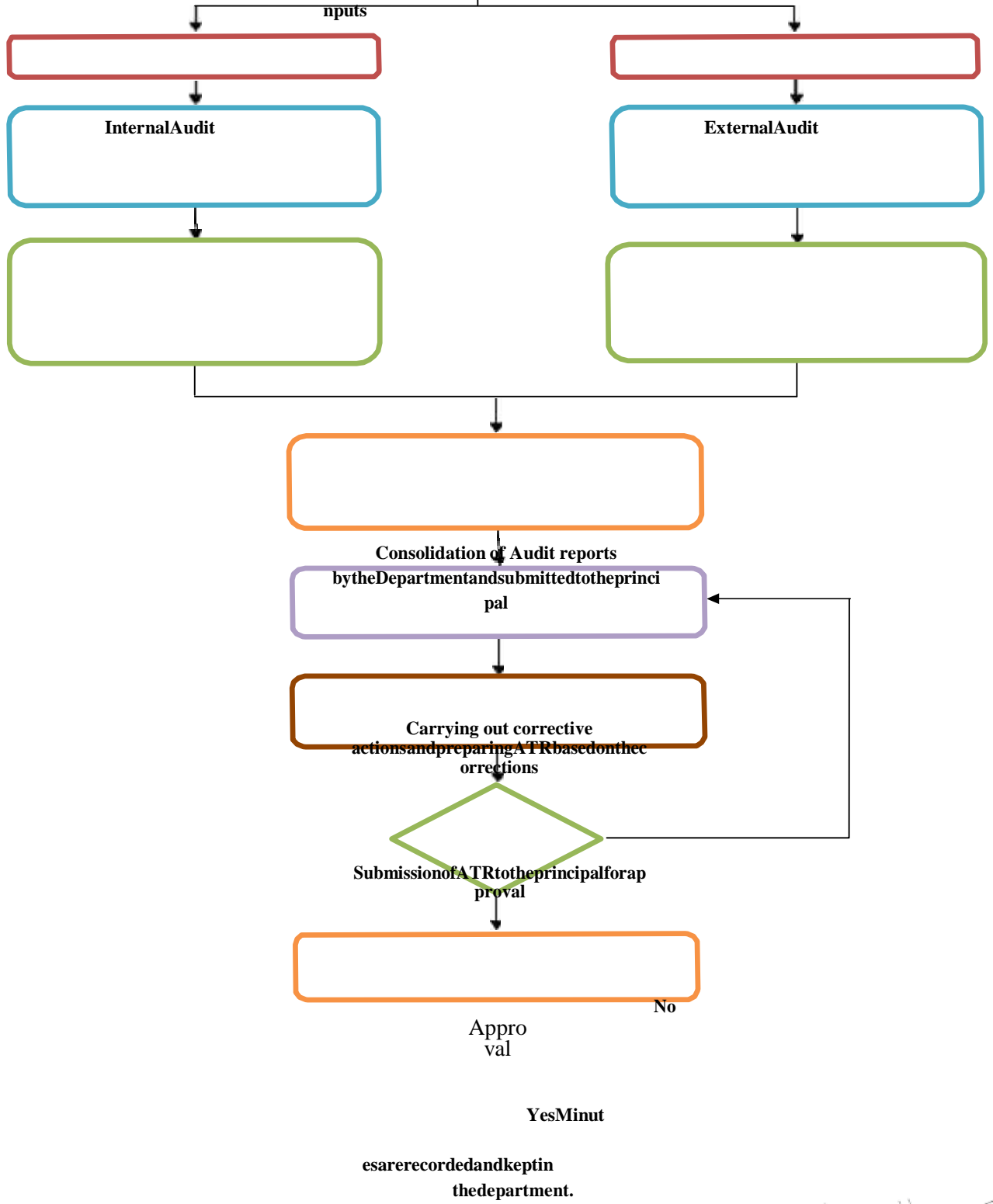


Fig. Process Flow Chart of Academic and Administrative Audit

*Dr. Rekha Gupta*  
**Principal**  
**Dr. Rekha Gupta**  
 R.K. Vigyan (P.G.) Mahavidyalaya  
 Kalwar, Jaipur



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R.K. Vigyan (P.G.) Mahavidyalaya  
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## ANNUAL INSTITUTIONAL AUDIT

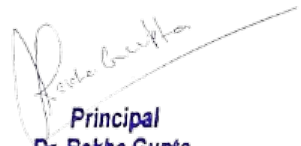
The schedule of AAA audit to be carried out in the each year. However, the stock verification in Library will when the books are returned to Li

The verifying officers should contact the HOD/ In-charge and fix up the dates of verification, so that the report is submitted latest by 31<sup>st</sup> May each year to the Principal. Similarly, the report of stock verification of Library shall be submitted to the Principal by 30<sup>th</sup> 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 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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# INTERNALAUDIT REPORTFORMATS

**Principal**  
**Dr. Rekha Gupta**  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



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# **Academic Department Audit Forms**

**Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur**



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**Behind Kalwar Police Station, Kalwar, Jaipur****DEPARTMENT VERIFICATION REPORT**

Academic Year: \_\_\_\_\_

Dept: Verified by \_\_\_\_\_


1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**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
4. Time Table (Class and Individual) : (Available/Not-Available)
5. Subject Allotment File
6. Department MoM File
7. Accreditation status File
8. PAC/DAC Files
9. Composition of BOS
10. BOS Meeting Minutes (Last 5 Years)

BOS Minutes No.	Held on Date	YES/NO

IQAC

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**





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## 11. Copy of Regulations, Curriculum and Syllabus

Regulation Book No.	Availability (YES/NO)

## 12. Details of Major revisions carried out in each BoS \_\_\_\_\_

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

  
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**Behind Kalwar Police Station, Kalwar, Jaipur****RESEARCH AND DEVELOPMENT**

SN	CheckList	Availability	Remarks (Write your observation)
1	Faculty Research Publication with Citation Index and 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 YES/NO	
13	Consultancy Revenue Generated	YES/NO YES/NO	

Principal

Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



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(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

## Behind Kalwar Police Station, Kalwar, Jaipur

14	DetailsofProposalsubmittedtofundingagencies		
15	Detailsoffundedresearchprojects		

**Principal**  
**Dr. Rekha Gupta**  
 R.K. Vigyan (P.G.) Mahavidyalaya  
 Kalwar, Jaipur

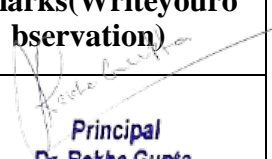


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16	Department research meeting minutes	YES/NO	
<b>ACADEMICS RELATED</b>			
SN	CheckList	Availability	Remarks (Write your observation)
1	Course Materials Prepared by the Faculty	YES/NO	
2	Sample Question papers of Mid Examinations	YES/NO	
3	Sample Assignment Papers	YES/NO	
4	Sample Tutorial Questions and Answers	YES/NO	
5	Student Project Files (Constitution of PRC, Circulars)	YES/NO	
6	Sample Project Reports (UG & PG)	YES/NO	
7	Bridge and remedial classes (Time-Table, Attendance)	YES/NO	
8	Course Monitoring Committee (CMC) File	YES/NO	
9	Internal Marks	YES/NO	
10	Sample Lab Record notebooks	YES/NO	
11	Stock Registers and Lab manuals	YES/NO	
12	List of Experiments for each lab	YES/NO	
13	Details of Lab utilization	YES/NO	
14	Sample Course Files	YES/NO	
15	Results Analysis (last 5 years)	YES/NO	
<b>PLACEMENT AND CAREER GUIDANCE</b>			
SN	CheckList	Availability	Remarks (Write your observation)
1	Placement File (Department) with offer letters and Appointment orders	YES/NO	 Principal Dr. Rekha Gupta

R.K. Vigyan (P.G.) Mahavidyalaya  
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2	List of core companies visited		
3	List of training and career guidance programmes offered		

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur****DEPARTMENT INFRASTRUCTURE**

SN	CheckList	Availability	Remarks(Write your observation)
1	ICT Enabled Class Rooms (UG/PG) – LCD Projector, Screen, PC, Wi-Fi etc.,	YES/NO	
2	Sufficient Classroom, Faculty cabins, Conference Room	YES/NO	
3	Department Library: Details of number of Titles, Volumes of Book available in Department Library	YES/NO	
4	Display of Vision/Mission/POs/PSOs/PEOS in HoD Room, Laboratories, Corridor etc.,	YES/NO	
5	Details of Club activities	YES/NO	

**ALUMNI**

SN	CheckList	Availability	Remarks(Write your observation)
1	List of Alumni with Current Status File	YES/NO	
2	Prominent Alumni of the department	YES/NO	
3	Alumni Feedback Forms	YES/NO	

**STAKEHOLDERS FEEDBACK & ATR**

SN	CheckList	Availability	Remarks(Write your observation)
1	Parents Feedback (Facilities, Curriculum)	YES/NO YES/NO	_____
2	Students Feedback (Course, Curriculum, faculty, facilities, exit feedback, course end)	YES/NO YES/NO	_____

YES/NO

Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

3	EmployerFeedback		
4	FacultyFeedback(Curriculum)		
5	ActionTakenReportanditsImpact		

**Principal**  
**Dr. Rekha Gupta**  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

## Observations/Comments/Suggestions

**SignatureoftheHOD**  
(Concerneddepartment)

**Principal**  
**Dr. Rekha Gupta**  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



9314501146



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur****INTERNALAUDITREPORTOFINDIVIDUALCOURSE****DEPARTMENTOF \_\_\_\_\_**

Date(s)ofAudit NameoftheAuditor Designation

Sl.No	AuditDescription	Remarks
1	AcademicYear&Semester	
2	CourseCode&Name	
3	Courseofferedfor(Year/Semester)	
4	NameoftheCourseCoordinator	
5.	Name(s)oftheFacultyteachingthecourse.	
6	Qualification&Specification	
7	Designation	
8	Experience(inYears&Months)	
9	Howmanytimesthesamecourseishandledbythefacultymember	
10	AvailabilityofLessonPlan	
11	AvailabilityofCoursePlan	
12	Qualityofinternalassessmentcomponent(PleaseTick)	Excellent VeryGood Adequate NotStandard
13	AvailabilityofCoursematerial/Laboratorymaterialanditsquality(PleaseTick)	Available/NotAvailable Excellent VeryGood Adequate NotStandard
14	WhetherCOsareframedappropriatelyforthedesirableoutcome?	Ye Principal Dr. Rekha Gupta R.K. Vigyan (P.G.) Mahavidyalaya Kalwar, Jaipur

9314501146




(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

15	Quality of CO mapping with appropriate RB level (Please Tick)	Excellent Very Good Adequate Not Standard
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**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**

9314501146




(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

16	Quality of CO mapping with PO and PSO	Excellent Very Good Adequate
17	Quality of Question Papers (Mid Exams) (Please Tick)	Excellent Very Good Adequate
18	Whether attainment of CO is justified? (Please Tick)	Fully Justified Partially Justified
19	Whether attainment level of CO is calculated appropriately? (Please Tick)	Properly Calculated Calculated but needs improvement
20	Target level and attainment of each CO in %	CO1: Target- , Att: % CO2: Target- , Att: % CO3: Target- , Att: % CO4: Target- , Att: %
21	Whether the loop is closed by incorporating appropriate corrective action? Is YES, please specify the corrective	
22	Appropriateness of the corrective action carried out for meeting the attainment level.	Excellent Very Good Adequate
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 co	

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**

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(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur****Observations/Comments/Suggestions:****HoD****CourseCoordinator****NameandSignatureoftheAuditor(s)**

1.

2.

3.

**Principal**  
**Dr. Rekha Gupta**  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

**STO**  
**CKV**  
**ERIF**  
**ICAT**  
**IONR**  
**EPO**  
**RT**

Academi

cYear: \_\_\_\_\_

NameoftheFacility/lab:

NameoftheIn-charge:

Verifiedby(Name&amp;Designation):

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

Sl.No.	NameoftheE quipment /Furniture	Stock BookNo. o.	PageNo. ofStock Re gister	Qtyas persto ck	Qtyasperin spection	No.ofDeficientItems			
						Missing	Excess	Unserviceable	Damaged
							11		


*Dr. Rekha Gupta*  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

**Principal**  
**Dr. Rekha Gupta**  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

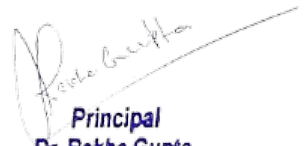
**Any other observation by the Inspection Committee**

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**

- 1.
- 2.
- 3.

13

  
**Principal**  
**Dr. Rekha Gupta**  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



9314501146

(छात्रों को निःशुल्क शिक्षा देने वाला महाविद्यालय)

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

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

Academic Year: \_\_\_\_\_

Name of the Department:

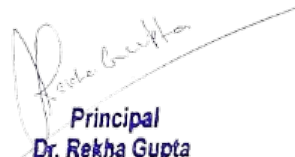
of Audit: Name/Type of the Audit: Name &amp; Designation of Audit/Verification Team:

- 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

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**





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(AFFILIATED TO UNIVERSITY OF RAJASTHAN)


Behind Kalwar Police Station, Kalwar, Jaipur

# Central Facility Audit Forms

QAC

Internal Quality Assurance Cell (I

)

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur****Dept:**T&PCell**Date: Name of TPO:** \_\_\_\_\_**Audited by**

1.

Dept. \_\_\_\_\_

2.


Dept. \_\_\_\_\_

3.

Dept. \_\_\_\_\_

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

S.No	Files	Availability	Remark
1.	Vision&MissionofT&PCell	YES/NO	
2.	Roles&Responsibilities	YES/NO	

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



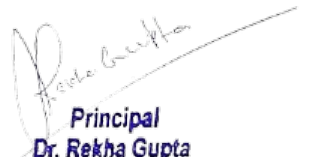
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(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

3.	Activities Carried Out by the placement cell I- With Proof	YES/NO
4.	Placement Brochure	YES/NO
5.	Placement Policy	YES/NO
6.	Placement Department Staff-Profile	YES/NO
7.	Facilities Provided to Recruiters	YES/NO
8.	Details of training & Career Development Programs organized by Training and Placement Cell	YES/NO
9.	Student database (UG & PG) for all IYs	YES/NO

17

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**

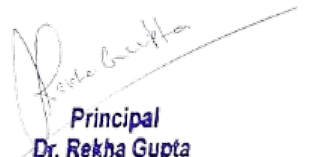


(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

10.	LettersforCorrespondencewithc ompanies	YES/NO
11.	Detailsofcompaniesvisitedourcampusfo rplacementpurpose.	YES/NO
13.	On-campusplacementdrivesconducted	YES/NO
14.	VisitorsBook	YES/NO
15.	Recruiter'sFeedback	YES/NO
16.	DetailsofPoolcampusDriveOrganized – No. of colleges attended, No.ofStudents Participated, List ofcompaniesvisited,No.ofoffers,etc.,	YES/NO

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



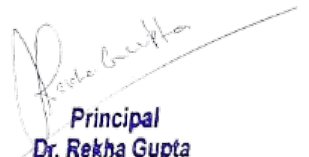
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(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

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-upsforTraining	YES/NO

19

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

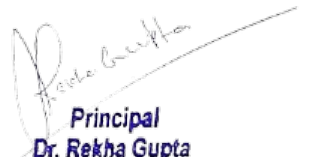
**Behind Kalwar Police Station, Kalwar, Jaipur**

24.	Initiative taken for not placed students	YES/NO
25.	List of Training programs conducted (soft skills, technical training)	YES/NO
26.	Annual Placement Report	YES/NO

**Major Observations/Deviations**

**Signature of the TPO**

20

  
**Principal**  
**Dr. Rekha Gupta**  
 R.K. Vigyan (P.G.) Mahavidyalaya  
 Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur****INTERN****ALAUDI****TREPOR****T(****R&DCE****LL)**

Academic Year \_\_\_\_\_

: \_\_\_\_\_

Name of the R&amp;D Dean: \_\_\_\_\_

Audited by (Name &amp; Designation):

1.

Dept.:

2.

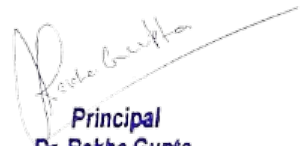
Dept.:

3.

Dept.:

The following Documents/Files are verified for the Academic Year \_\_\_\_\_

21

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**




(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

S.No	Files	Availability	Remarks/Sugg
1.	Vision&MissionofR&DCell	YES/NO	
2.	R&DCell'sRoles&Responsibilities	YES/NO	
3.	R&DBudgetProposed,SanctionedandUtilized	YES/NO	
4.	R&DPolicy,SeedMoneyPolicy	YES/NO	
5.	SeedMoneyApplicationsandShortlistedApplicantslisteveryAY	YES/NO	
6.	ProjectscompletedthroughSeedMoneyGrant	YES/NO	
7.	ResearchGrantsApplied	YES/NO	
8.	ResearchProjectsSanctioned	YES/NO	

22

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**





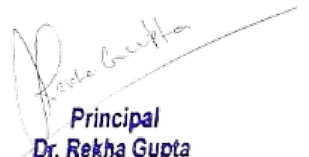
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(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

9.	ResearchProjectsCompleted	YES/NO
10.	OngoingResearchProjects	YES/NO
11.	Conferencesorganized	YES/NO
13.	EquipmentavailableforResearch	YES/NO
14.	SoftwareavailableforResearch	YES/NO
15.	ProofforResearchMethodologyCourseW orkin Curriculum	YES/NO
16.	OngoingConsultancyProjects	YES/NO
17.	ConsultancyProjectsCompleted &ongoing	YES/NO
18.	R&DMinutesofMeeting(MoM)	YES/NO

23

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

19.	Journal Publications (Latest updated citations and h-index for Scopus & h-index)	YES/NO
20.	R&D Incentives given to faculty for the research contribution	
21.	Activities Carried Out by the R&D Cell	YES/NO
22.	Patents, books, book chapter, conference publications	YES/NO

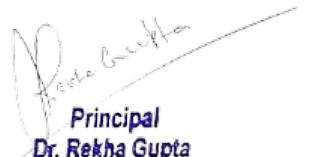
**Any other observation by the Inspection Committee****Name and Signature of the Auditor(s)**

1.

2.

3.

24

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur****INTER****ALAUDI****TREPOR****T (****EXAMC****ELL)**

Academic Year: \_\_\_\_\_

Name of the COE: \_\_\_\_\_

Name: \_\_\_\_\_

Audited by (Name &amp; Designation): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

1.

Dept.:

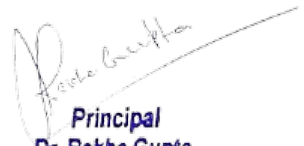
2.

Dept.:

3.

Dept.:

The following Documents/Files are verified for the Academic Year \_\_\_\_\_

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**




(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

S.No	Files	Availability	Remarks/Sugg
1.	ExaminationManual	YES/NO	
2.	Examinationnotifications	YES/NO	
3.	Examinationtimetables	YES/NO	
4.	Invigilationdutiesfiles	YES/NO	
5.	Internalandexternalquestionpapers	YES/NO	
6.	Pre-moderationfiles	YES/NO	
7.	Listofpapersettersforexternalexams	YES/NO	
8.	Normsfollowedforselectionofexternal evaluator&examiners	YES/NO	

26

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



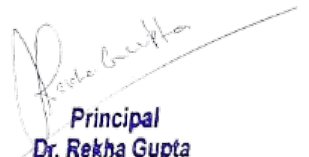
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(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

9.	Result declaration minutes of the meeting	YES/NO
10.	Result Analysis for UG & PG	YES/NO
11.	Number of Revaluation & Re-counting applications received and change in Result	YES/NO
13.	Procedure of Challenge Evaluation	YES/NO
14.	MREC ACADEMICS and BET portal features related to examination system	YES/NO
15.	Bills for MREC ACADEMIC and BET portal	YES/NO
16.	Examination Reforms	YES/NO
17.	Malpractice Records	YES/NO
18.	Graduation Records, AY wise List of Graduated student.	YES/NO

27


  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**

19.	No.ofoutgoing/finalyearstudentsyearWise	YES/NO
20.	NumberofstudentsappearedintheeexaminationconductedbytheInsitution,everyAY	YES/NO
21.	Regulation,Curriculum/Syllabus	YES/NO

**AnyotherobservationbytheInspectionCommittee**

**NameandSignatureoftheAuditor(s)**

- 1.
- 2.
- 3.

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur****IQACCELLAUDITREPORT**

Academic Year: \_\_\_\_\_

Dept: IQAC

Date:


Name of the IQAC Coordinator

: Verified by

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

The following Documents/Files are available in all aspects

		Remarks/Sugg
1. IQAC Composition	YES/NO	_____
2. AQAR Reports (All Academic Year)	YES/NO	_____
3. Previous NAAC SSR Reports	YES/NO	_____
4. NAAC Certificates & Peer Team Reports	YES/NO	_____
5. NBAC Certificates & Peer Team Reports	YES/NO	_____
6. IQAC Minutes of Meeting	YES/NO	_____
7. Action Taken Reports for IQAC Minutes	YES/NO	_____
8. BOS minutes copy of all department	YES/NO	_____
9. All Policy Documents	YES/NO	_____
10. Regulation-Curriculum-Syllabus Books	YES/NO	_____
11. Previous Academic Audit Reports and its Compliance	YES/NO	_____
13. Stock Audit Report & its Compliance		

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur





(छात्रों को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

## Behind Kalwar Police Station, Kalwar, Jaipur

14.	Recordsrelatedtoanyspecialstatusconferred bythecentral/stategovernment	YES/NO	_____
15.	RecordsrelatedtoDepartmentalcontributiontothegr owthofCollege	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.

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

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Academic Year

: \_\_\_\_\_

Name of the Librarian: \_

Name of Assistant Librarian:

Audited by (Name &amp; Designation):

- 1.
- 2.
- 3.


Dept.:

Dept.:

Dept.:

The following Documents/Files are verified for the Academic Year \_\_\_\_\_

31



Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

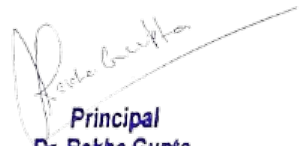
**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

S.No	Files	Availability	Remarks/Sugg
1.	Librarymanagementsystems(ILMS)	YES/NO	
2.	FootfallsandLogindataforonlineac cessregister	YES/NO	
3.	Bills,Invoices	YES/NO	
4.	PhysicalResources(books,journals,etc.)	YES/NO	
5.	Accessionregister	YES/NO	
6.	CentralLibrarytimetable	YES/NO	
7.	DigitalLibrary&itslogbook	YES/NO	
8.	Rarebooks	YES/NO	

32

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

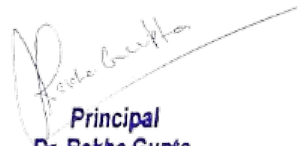
**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

9.	BestpracticesinLibrary	YES/NO
10.		YES/NO
11.	Alldisplayboards(collegevision,mission)	YES/NO
13.	E-Resources	YES/NO
14.	LibraryBudget-proposed,sanctionedandutilized	YES/NO
15.	Subscriptioncopies	YES/NO
16.	StockverificationreportsforallAYs	YES/NO
17.	Websiteupdates&profilesofLibrarians	YES/NO
18.	Infrastructure-Xeroxmachines,waterdispenser	YES/NO

33

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

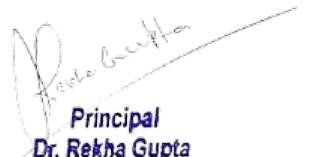
**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

19.	BeautificationofLibrary	YES/NO
20.	No.ofReadersenrolledduringtheyear	YES/NO
21.	DetailsofBooksaddedinAcademicYe ar	YES/NO
22.	ListofBooksfoundMissing/Damagedd uringstockverification	YES/NO
23.	ListofNewspaperssubscribed	YES/NO
24.	ListofJournals/MagazinesSubscribed	YES/NO
25.	No.ofReadersenrolledeveryacademicYea r	YES/NO
26.	DetailsofBooksaddedeveryacademicYea r	YES/NO
27.	ListofBooksfoundMissing/Damagedduri ngstockverification	YES/NO

34

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्रों को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur****OtherDetails****1. VisitorstotheLibrary**

AverageNo.ofStudentsperdayvisitingthelibrary: \_\_\_\_\_

**2. CirculationService**

a.	AverageNo.ofbooksissuedtostudentsperday	
b.	TotalNo.ofBookissuedtotheFaculty	
c.	No.ofsetsissuedtopoorstudents	

**3. Software&Hardwaredetails**

a.	NameoftheSoftware	
b.	YearofPurchase	
c.	No.ofComputersavailable	
d.	TotalcollectionofCDs/DVDs	


**AnyotherobservationbytheInspectionCommittee****NameandSignatureoftheAuditor(s)**

1.

2.

35

3.

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

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Academic Year: \_\_\_\_\_


Name of the COE Dean:

Audited by (Name & Designation):

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

The following Documents/Files are verified for the Academic Year \_\_\_\_\_

36

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur





(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)


**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

S.No	Files	Availability	Remark/Sugg
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/achievementsout ofCoE	YES/NO	

37

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**


(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

9.	List of software available and their bills, invoices	YES/NO
10.	Sample certificates	YES/NO

**Any other observation by the Inspection Committee****Name and Signature of the Auditor(s)**

- 1.
- 2.
- 3.

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

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Academic  
Year: \_\_\_\_\_


Name of the PD:

Audited by (Name & Designation):

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

39

The following Documents/Files are verified for the Academic Year \_\_\_\_\_

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

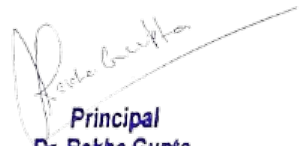
**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

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

40

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

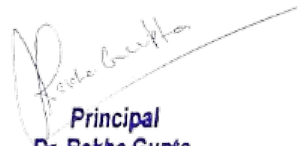
**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

9.	MaintenanceRegister	YES/NO
10.	StudentLogbooks	YES/NO
11.	StudentAttendanceRegister	YES/NO
12.	Budgetproposed,sanctionedandutilized	YES/NO
13.	Sportstimetable	YES/NO
14.	ListofIndoorGames	YES/NO
15.	EquipmentUtilizationRegister	YES/NO
16.	Displayboardswithphotosofm ajorachievements	YES/NO
17.	EventsconductedforTeachingandNon- TeachingStaff	YES/NO

41

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

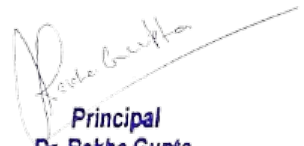
(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

**Any other observation by the Inspection Committee**

**Name and Signature of the Auditor(s)**

- 1.
- 2.
- 3.

  
**Principal**  
**Dr. Rekha Gupta**  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

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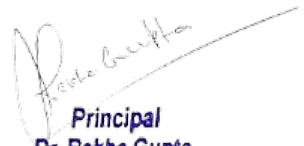
Academic  
Year: \_\_\_\_\_

Name of the NSS Office:

Audited by (Name & Designation):

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

The following Documents/Files are verified for the Academic Year starting from \_\_\_\_\_ 43 \_\_\_\_\_ to

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्रों को निःशुल्क शिक्षा देने वाला महाविद्यालय)

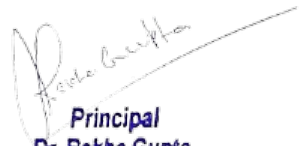
**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

S.No	Files	Availability	Remark/ ugge
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, A Y wise List of awards (students/faculty/college) for social service activities	YES/NO	

44

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**





(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

7	Govt.Fundsreceivedandutilized	YES/NO
8.	NSSCalendar	YES/NO
9.	NSSCirculars	YES/NO


**AnyotherobservationbytheInspectionCommittee****NameandSignatureoftheAuditor(s)**

1.

2.

45

3.

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

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NameoftheSACCoordinator:

Auditedby(Name&Designation):

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Dept.:  
46

ThefollowingDocuments/FilesareverifiedfortheAcademicYear\_\_\_\_\_

Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्रों को निःशुल्क शिक्षा देने वाला महाविद्यालय)

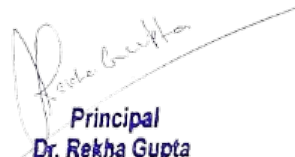
**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

S.No	Files	Availability	Remarks/Sugg
1.	ListofSACclubsavailable	YES/NO	
2.	Clubcoordinatorsdetails-rolesandresponsibilities	YES/NO	
3.	Activitiesplannedunderdifferentclubs Circular MoM,ATR	YES/NO	
4.	Studentsregistrationdetailsfordifferentclubs	YES/NO	
5.	Timetables	YES/NO	
6.	Listoftrainerswithprofile	YES/NO	

47

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

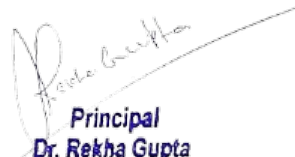
7	List of equipment purchased for SAC clubs, with bills, invoices, stock registers	YES/NO
8.	SAC events report with photos	YES/NO
9.	Cultural activities and exhibitions conducted	YES/NO

**Any other observation by the Inspection Committee****Name and Signature of the Auditor(s)**

1.

48

2.

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

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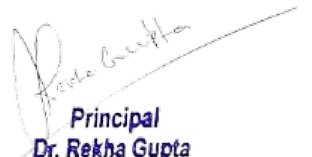
Academic  
Year: \_\_\_\_\_

Name of the Warden:

Audited by (Name & Designation):

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

The following Documents/Files are verified for the Academic Year \_\_\_\_\_ 49 \_\_\_\_\_

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

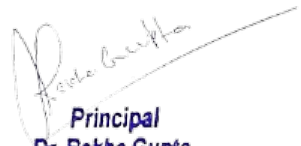
**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

S.No	Files	Availability	Remarks/Sugg
1.	Hostelwardendetailswithcontactdetails(DisplayBoards)	YES/NO	
2.	Hostelroomnumberwithdimensionboard.	YES/NO	
3.	Hostelmanual (RolesandResponsibilitiesofWarden,Procedureforfeepayment,roomallotment,maintenance,outpassformat,disciplinaryactionsforviolatingrules,Do's&Don'ts)	YES/NO	
4.	Anti-Raggingdisplayboard	YES/NO	
5.	Hostelstudentregistrationforms	YES/NO	
6.	StudentsEntry&Exitlogbook	YES/NO	
7.	Visitorsentrybook	YES/NO	

50

  
 Principal  
 Dr. Rekha Gupta  
 R.K. Vigyan (P.G.) Mahavidyalaya  
 Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

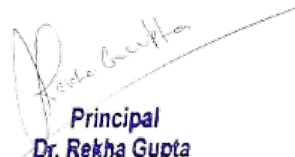
(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

8.	Covidprecautionarystepstaken(P hysicallyavailable)	YES/NO
9.	Hostelcommittee	YES/NO
10.	Minutesofthemeeting&ATR	YES/NO
11.	Wi-FiStrength&Availability inallfloors.( <b>Wi-FiSpeed- CheckManually</b> )	YES/NO
12.	Medicalfacilitywithresidential nurseandDoctorvisitweeklyonce- Register	YES/NO
13.	FirstAidBox(Checktheval idity/expiry)	YES/NO

ListofItemswithExpiry

51

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्रों को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

15.

Availability of Fire Extinguishers at all floors,  
Dining Halls (Check the validity/expiry)

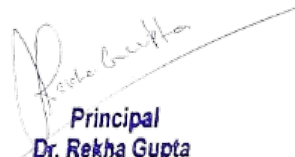
YES/NO

Write the Expiry date here:

**Any other observation/Recommendations by the Auditors****Name and Signature of the Auditor(s)**

- 1.
- 2.
- 3.

52

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**





(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

INTERN

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GIRLS

HOSTEL

)

Academi  
cYear: \_\_\_\_\_


Name of the Warden:

Audited by (Name & Designation):

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

53

The following Documents/Files are verified for the Academic Year \_\_\_\_\_

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

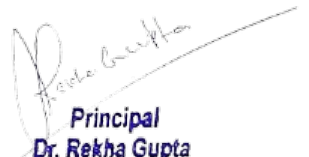
**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

S.No	Files	Availability	Remarks/Sugg
1.	Hostelwardendetailswithcontactdetails(DisplayBoards)	YES/NO	
2.	Hostelroomnumberwithdimensionboard.	YES/NO	
3.	Hostelmanual (RolesandResponsibilitiesofWarden,Procedureforfeepayment,roomallotment,maintenance,outpassformat,disciplinaryactionsforviolatingrules,Do's&Don'ts)	YES/NO	
4.	Anti-Raggingdisplayboard	YES/NO	
5.	Hostelstudentregistrationforms	YES/NO	
6.	StudentsEntry&Exitlogbook	YES/NO	
7.	Visitorsentrybook	YES/NO	

54

  
 Principal  
 Dr. Rekha Gupta  
 R.K. Vigyan (P.G.) Mahavidyalaya  
 Kalwar, Jaipur




(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

8.	Covidprecautionarystepstaken(Physicallyavailable)	YES/NO	
9.	Hostelcommittee	YES/NO	
10.	Minutesofthemeeting&ATR	YES/NO	
11.	Wi-FiStrength&Availabilityinallfloors.(Wi-FiSpeed–CheckManually)	YES/NO	
12.	MedicalfacilitywithresidentialnurseandDoctorvisitweeklyonce-Register	YES/NO	
13.	AvailabilityofFireExtinguishersatallfloors,DiningHalls(Checkthevalidity/expiry)	YES/NO	WritetheExpirydatehere:
14.	FirstAidBox(Checkthevalidity/expiry)	YES/NO	PhysicallycheckandgivethelistofItem

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

15

Sanitarynapkinvendingmachines(T  
otalNos,Specifications)

YES/NO


Count:

**AnyotherobservationbytheAuditors**

**NameandSignatureoftheAuditor(s)**

- 1.
- 2.
- 3.

56

  
**Principal**  
**Dr. Rekha Gupta**  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

INTERN

ALAUDI

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ADMINS

ECTION-

OFFICE)

Academic Year

r: \_\_\_\_\_

Name of the Admin Officer:

\_\_\_\_\_

Audited by (Name & Designation):


- 1.
- 2.
- 3.

Dept.:

Dept.: 57

Dept.:

The following Documents/Files are verified for the Academic Year \_\_\_\_\_

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



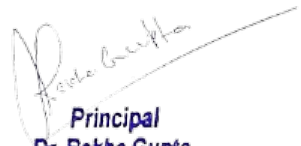
(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

S.No	Files	Availability	Remarks/Sugg
1.	AdmissionFiles	YES/NO	
2.	Admissionpolicy Managementquotaadmissioncommittee ProceduresfollowedinadmittingM QStudents/Policy	YES/NO	
3.	FacultyProfiles(Offerletter, Appointmentorder	YES/NO	
4.	Scholarshipfiles	YES/NO	
5.	Listofnon- teachingstaffwithdesignat ion	YES/NO	
6.	Joiningreport,Internalpromotionletters ,Incrementletters,XeroxcopiesofCertif icates)	YES/NO	
7.	SalaryStatements	YES/NO	58

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्रों को निःशुल्क शिक्षा देने वाला महाविद्यालय)

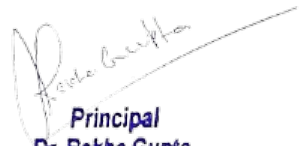
**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

8.	SamplePerformanceAppraisal	YES/NO
9.	CentralBudgetfile-proposed,sanctionedandutilized	YES/NO
10.	StudentdetailsAYwise/Departmentwise	YES/NO
11.	LanddocumentsandTaxpaidreceipts	YES/NO
13.	Allaccreditation&affiliationfiles	YES/NO
14.	AICTEzerodeficiencyreports	YES/NO
15.	Allfacilities/inframaintenancerecords	YES/NO
16.	StaffSelectionCommitteeFiles	YES/NO
17.	Feestructure	YES/NO

59

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्रों को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

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

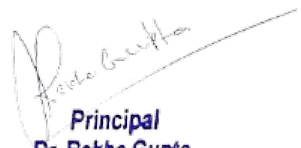
**AnyotherobservationbytheInspectionCommittee****NameandSignatureoftheAuditor(s)**

1.

2.

3.

60



**Principal**  
**Dr. Rekha Gupta**  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur





(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

INTERN  
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Academic Year

: \_\_\_\_\_

Name of the Canteen Committee Head

:

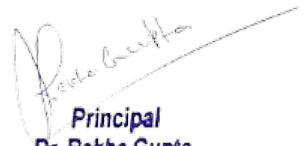
Inspected by (Name & Designation):

- 1.
- 2.
3. The following are inspected and verified in the college canteen.

Dept.:

Dept.:

Dept.:

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur




(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

S.No	Facilities	Availability	Remark/Suggesti
1.	Properofpestandinsectcontrol(Recordsifany?)	YES/NO	
2.	PropergarbagedisposalandGarbagecontainersarewashedandsanitized	YES/NO	
3.	Foodssafetycertificatewithvaliditydate	YES/NO	
4.	Provisionofsoaporhandwash	YES/NO	
5.	AvailabilityofSanitizers	YES/NO	
6.	Glovesandheadgearforfoodhandlers	YES/NO	
7.	Cateringstafffollowgoodhandhygienepactices?	YES/NO	
8.	Cleanlinessofkitchenanddiningpremises	YES/NO	62

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

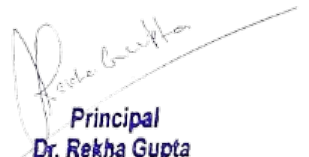
**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

9.	Displayofratecards	YES/NO
10.	Proper functionality and cleanlinessofcoldstorageandheating units	YES/NO
11.	ROdrinkingwater	YES/NO
13.	UseofBio-Gas	YES/NO
14.	Feedbacknotebook	YES/NO
15	Actiontakenforfeedback	
16.	Canteencommitteeminuteso fmeeting	YES/NO
17.	Plasticfreeservicezoneis inpractice	YES/NO
18.	Allsmallequipmentandut ensils,includng cutting boardscompletely and deep	YES/NO

63

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**

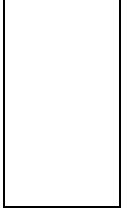


(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

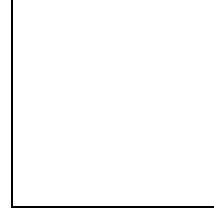
# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur



cleanedregularly?



Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

18.

Availability of electronic payment facility.

YES/NO

Any other observation by the Inspection Committee


Name and Signature of the Auditor(s)

1.

2.

3.

65

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

Affiliated to Mumbai University, Approved by PCI- New Delhi, DTE Maharashtra (DTE Code 3485)  
Near Shedung Toll Plaza, Old Mumbai Pune Highway, Shedung, Panvel-410206

## 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\_\_

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			

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

ary,etc.

Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)


Behind Kalwar Police Station, Kalwar, Jaipur

Affiliated to Mumbai University, Approved by PCI- New Delhi, DTE Maharashtra (DTE Code 3485)  
Near Shedung Toll Plaza, Old Mumbai Pune Highway, Shedung, Panvel-410206

15. Advanced deposits and caution deposit files
16. Concession offees 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, sport equipment, books, furniture, even ts, 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

Name and Signature of the Auditors

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur





(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

Director/Principal

Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

**INTERNALA  
UDITREPOR  
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ERGENERAL  
FACILITIES)**

Academic Year: \_\_\_\_\_

Name of the In-charge:

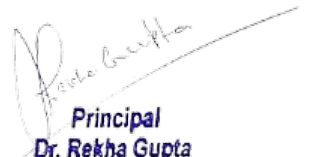
Audited by (Name & Designation):

- 1.
- 2.
- 3.

Dept.:  
Dept.:  
Dept.:

The following Documents/Files are verified for the Academic Year \_\_\_\_\_

68

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur




(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

S.No	Files	Availability	Remark(Availabilityfor2015-2021)
1.	<b><u>Sewagetreatmentplant</u></b> PlantCapacity	YES/NO	
2.	<b><u>Daycarecentre</u></b> KidsRegister,Toys	YES/NO	
3.	<b><u>Watermaintenance&amp;ROTank</u></b> MaintenanceRegister Frequencyofcleaning	YES/NO	
4.	<b><u>PowerRoom</u></b> FloorInsulationSheet NameIndicatingBoardsforeverypanels EBBills MaximumDemanddetailsBoard, Fireextinguisher GeneratorSetRatingBoards Delaytimeforgenerators CollegeElectricalDrawings No.ofLEDLightfittings No.ofStreetlights	YES/NO	

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**




(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

5.	<p><b><u>BiogasPlant</u></b></p> <p>PlantSpecification BiogasUsage Records, GasProductionintermsOfUnitsorlite rspermonth Wastedisposal</p>	YES/NO
6.	<p><b><u>Solarplant</u></b></p> <p>SolarEnergyConsumption, SavingsinRupeesCalculation, ElectricityBillsfor5Years</p>	YES/NO
7.	<p><b><u>LEDlights</u></b></p> <p>TotalCount Purchasebills</p>	YES/NO
8.	<p><b><u>Waitinghallforladies(Rest)</u></b></p> <p>TotalNos. Facilitiesavailable</p>	YES/NO

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



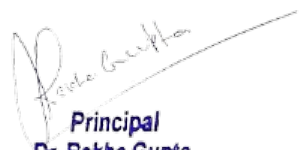
(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

9.	<b>Ambulance&amp;Healthcare</b> Detailsofdoctorsvisit AmbulanceRegistrationNumber DriverContactdetails DriverLicense	YES/NO
----	--	--------

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)


**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

	RCBookCopy	
10.	<b><u>Wastesegregationbin</u></b> Count Onwhatbasissegregationtakesplace FrequencyofDisposal	YES/NO
11.	Rainwaterharvesting Borewellrechargepits	YES/NO
12.	Hybridvehicle	YES/NO
13.	<b><u>Bicyclesandparkinglots</u></b> SeparatespaceforCar,Bike,Cycle(In dicationBoard) AdequateorNot	YES/NO
14.	GreenAudit, EnergyAudit,EnvironmentalAuditreports (Allyears)	YES/NO
15	ISOAuditreports	YES/NO
16.	Facilities forPhysicallychallengedpeople(Wheel chair,walkingaidsandwashrooms)	YES/NO

72

  
 Principal  
 Dr. Rekha Gupta  
 R.K. Vigyan (P.G.) Mahavidyalaya  
 Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

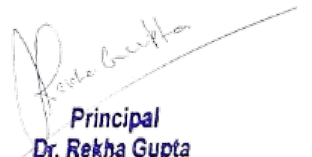
(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

17.

SeminarHallsforAllDepartment

YES/NO

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

18.	Projector&SystemsinAllClassRooms	YES/NO
19.	Podiuminallclassroom	YES/NO


**AnyotherobservationbytheAuditors****NameandSignatureoftheAuditor(s)**

1.

2.

3.

74

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**





(छात्रों को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

**STO**  
**CKV**  
**ERIF**  
**ICAT**  
**IONR**  
**EPO**  
**RT**

Academi

cYear: \_\_\_\_\_


NameoftheFacility/lab:

NameoftheIn-charge:

Verifiedby(Name&amp;Designation):

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

Sl.No.	NameoftheE quipment /Furniture	Stock BookNo. o.	PageNo. ofStock Re gister	Qtyas persto ck	Qtyasperin spection	No.ofDeficientItems			
						Missing	Excess	Unserviceable	Damaged
							75		

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**





(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**



**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**

- 1.
- 2.
- 3.

78

  
**Principal**  
**Dr. Rekha Gupta**  
 R.K. Vigyan (P.G.) Mahavidyalaya  
 Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

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

Academic Year: \_\_\_\_\_

Name of the Department: \_\_\_\_\_

Date \_\_\_\_\_

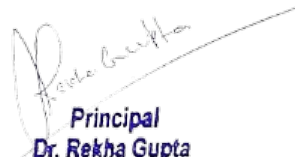
of Audit: Name/Type of the Audit: Name &amp; Designation of Audit/Verification Team: \_\_\_\_\_

- 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.				

PRINCIPAL

HoD

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

# **Institutional Committees Audit Forms**

QAC

**Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur**



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# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

InternalQualityAssuranceCell(I )

Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur****MEETING FREQUENCY**

S. No.	Committee	Meeting requency
1	GOVERNINGBODY	Atleasttwiceayear
2	ACADEMICCOUNCIL	Atleasttwiceayear
3	BOARDOFSTUDIES	Atleasttwiceayear
4	FINANCECOMMITTEE	Atleasttwiceayear
5	ANTI-RAGGINGCOMMITTEE/SQUAD	ODDSemester-4 timesEVEN Semester- 2times&Asandwhenrequired
6	GRIEVANCEREDRESSAL COMMITTEE	Thriceinayear&asandwhenrequired
7	INTERNALCOMPLAINTS COMMITTEE- WOMENPROTECTIONAND ANTI-HARASSMENTCELL	TwiceinaSemester&asandwhenrequired
8	SC/STCOMMITTEE	
9	OBCCell	OnceinaSemester&asandwhenrequired
10	MINORITYCELL	
11	INTERNALQUALITYASSURANCE CELL(IQAC)	Onceinaquarter
12	ACADEMIC MONITORINGCOMMITTEE	OnceinaSemester&asandwhenrequired
13	PURCHASE&MAINTENANCECOMMITTEE	OnceinaSemester&asandwhenrequired
14	ALUMNICOMMITTEE	OnceinaSemester&asandwhenrequired Month&asandwhenrequired
15	CAREERGUIDANCE&PLACEMENTCELL	Wheneverrequired(Beforeplacements) Semester&asandwhenrequired

Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur





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# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

## Behind Kalwar Police Station, Kalwar, Jaipur

16	RESEARCH&DEVELOPMENT COMMITTEE	Onceina
17	STUDENTASSOCIATIONCOUNCIL(SA C)	Onceina

Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

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	
25	SPORTS COMMITTEE	
26	CANTEEN COMMITTEE	Once in a Semester & as and when required
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 (Beginning, Middle & End)
34	ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE (AAAC)	Once in a Year
35	CULTURAL COMMITTEE	Year

Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



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# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

## Behind Kalwar Police Station, Kalwar, Jaipur

36	PROFESSIONALCHAPT ERSCOMMITTEE	Onceina whenreq
37	SALVAGECOMMITTEE	Onceina

Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



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# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

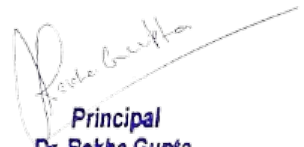
(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

38

NEWSLETTER&MAGAZINEEDITORIAL  
COMMITTEE

MonthlyOnce&asandwhenrequired

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

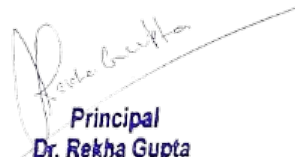
(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

Affiliated to Mumbai University, Approved by PCI- New Delhi, DTE Maharashtra (DTE Code 3485)  
Near Shedung Toll Plaza, Old Mumbai Pune Highway, Shedung, Panvel-410206

39 FEEDBACKCOMMITTEE

OnceinaSemester&asandwhenrequired

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

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(IQAC) INSTITUTIONAL COMMITTEES INTERNALA

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Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**


(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

Academic Year: \_\_\_\_\_

Date: \_\_\_\_\_

Sl.No.	Committee	FilestobeMaintained	Availability (Y/N)
1	Internal Quality Assurance Cell (IQAC)	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 9 IQAC Functions, Roles & Responsibilities New Programmes as per National Missions	

  
**Principal**  
**Dr. Rekha Gupta**  
 R.K. Vigyan (P.G.) Mahavidyalaya  
 Kalwar, Jaipur




(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

2	Research&Development Cell(R&D)&Consultancy Committee	<p>R&amp;D Meeting Minutes &amp; Circular File for all AY</p> <p>Committee Composition</p> <p>Activities Carried Out by the R&amp;D Cell for all AY</p> <p>R&amp;D Policy, Seed Money Policy</p> <p>Seed Money Applications and Shortlisted Applicants list for all AY</p> <p>Projects completed through Seed Money Grant for all AY</p> <p>Research Grants Applied for all AY</p> <p>Research Projects Sanctioned for all AY</p> <p>Research Projects Completed for all AY</p> <p>Ongoing Research Projects for all AY</p> <p>Equipment available for Research</p> <p>Software available for Research</p> <p>Consultancy Projects Completed &amp; ongoing for all AY</p> <p>R&amp;D MoM</p> <p>Journal Publications (Latest updated citations and h-index for Scopus &amp; h-index) for all AY</p> <p>R&amp;D Budget Proposed, Sanctioned and Utilized for all AY</p> <p>Patents, books, book chapter, conference publications for all AY</p>		
3	Student Associations Council (SAC)	<p>SAC Meeting Minutes &amp; Circular File for all AY</p> <p>Committee Composition</p> <p>SAC Clubs and members list</p> <p>SAC Activities File for all AY (All Clubs)</p>		

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**





(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

4

IndustryInstitute  
InteractionCell(  
IIC)

IICMeetingMinutes&CircularFileforallAY  
CommitteeComposition  
IndustryActiveMoU'sFilewithlistof  
companies

80


**Principal**  
**Dr. Rekha Gupta**  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur




(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

		<p>IndustryExpertsFile            IndustryorientedProjectsforallAY            IICActivitiesforallAY            Workshops,conferences,Guestlectures,seminars,industrialtraining/Visits</p>		
5	IntellectualPropertyRightsCell	<p>IPRMeetingMinutes&amp;CircularFileforallAY            CommitteeComposition            ListofPatentsforallAY            ListofGrantsforallAY            ListofCopyRightsforallAY            IPRActivitieslikeGuestlectures&amp;seminarsforallAY            IPRPolicy</p>		
6	EntrepreneurshipDevelopmentCell(EDC)	<p>EDCMeetingMinutes&amp;CircularFileforallAY            EDCEventsorganized            Prototypesdevelopedunderincubationcenter            StudentEntrepreneurslistwiththeirdocumentsforallAY            EDC,MSME,IncubationcenterRegistrations            EDCPolicy</p>		
7	College&SalvageCommittee	<p>SalvageMeetingMinutes            &amp;CircularFileforallAY            CommitteeComposition            SalvageequipmentforallAY-Departmentwise</p>		

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



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# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar


(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

## Behind Kalwar Police Station, Kalwar, Jaipur

8	Discipline Committee
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MeetingMinutes&CircularFileforallAY  
 CommitteeComposition  
 Disciplinaryboardsincampus  
 Misbehaviororviolationofthecollege  
 rulesandActionTaken

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**Principal**  
**Dr. Rekha Gupta**  
 R.K. Vigyan (P.G.) Mahavidyalaya  
 Kalwar, Jaipur




(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

9	Website Committee	Meeting Minutes & Circular File for all AY Committee Composition list of updations in website along with approvals		
10	Newsletter & Magazine Editorial Committee	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	Grievance Meeting Minutes & Circular File for all AY Committee Composition Grievances on the following issues: 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.		

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



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# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

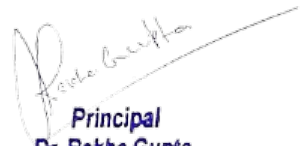
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## Behind Kalwar Police Station, Kalwar, Jaipur

12	TimeTable Committee
----	------------------------

MeetingMinutes&CircularFileforallAY  
 CommitteeComposition  
 TimeTablesforallAYanditsUtilization  
 Allotmentofsubjectstohefacultybasedontheirspecializationandpreferences.

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**Principal**  
**Dr. Rekha Gupta**  
 R.K. Vigyan (P.G.) Mahavidyalaya  
 Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

13	NSS Committee
14	Sports Committee
15	Alumni Committee

NSS Meeting Minutes &amp; Circular File for all AY

Committee Composition

NSS Activities of all AY

NSS Academic Calendars

MOU's with NGO's and Clubs (Rotary, Lion)

Sports Meeting Minutes &amp; Circular File for all AY

Committee Composition

Action Plan / Academic Calendar for all AY

Students Achievements, Awards for all AY

List of equipments available in Gymnasium with Bills, invoices, stock registers

Budget proposed, sanctioned and utilized

Sports timetable

Alumni Meeting Minutes &amp; Circular File for all AY

Committee Composition

Outstanding Alumni's list of all AY from all Departments


Alumni Activities File

(Guest lectures, Employment Opportunities, lecture etc)

Alumni Registration and contributions

Alumni Registrations and account details

Alumni Reports

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



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# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

## Behind Kalwar Police Station, Kalwar, Jaipur

16	Anti-Ragging Committee
----	------------------------

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

83

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**Principal**  
**Dr. Rekha Gupta**  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur




(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

17	Canteen Committee	<p>Canteen Meeting Minutes &amp; Circular File for all AY</p> <p>Committee Composition</p> <p>Periodical Quality Checklist document for all AY</p> <p>Menu and their price list of all Stalls</p> <p>Tenders from the vendors</p> <p>FSSAI Certificate</p> <p>Infrastructure Facilities file</p>		
18	Hostel Advisory Committee (Boys)	<p>Hostel Meeting Minutes &amp; Circular File for all AY</p> <p>Committee Composition</p> <p>Infrastructure Facilities file (Beds, Tables, etc)</p> <p>Periodical Quality Checklist document for all AY</p> <p>cocurricular activities and extracurricular activities File</p> <p>Registers and Students Details for all AY</p>		
19	Hostel Advisory Committee (Girls)	<p>Hostel Meeting Minutes &amp; Circular File for all AY</p> <p>Committee Composition</p> <p>Infrastructure Facilities file (Beds, Tables, etc)</p> <p>Periodical Quality Checklist document for all AY</p> <p>cocurricular activities and extracurricular activities File</p> <p>Registers and Students Details for all AY</p>		

  
 Principal  
 Dr. Rekha Gupta  
 R.K. Vigyan (P.G.) Mahavidyalaya  
 Kalwar, Jaipur






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**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

20	College Library Committee	<p>Meeting Minutes &amp; Circular File for all AY</p> <p>Committee Composition</p> <p>Librarians Individual Files (All certificates)</p> <p>Footfalls and Login data for online access register</p> <p>Bills, Invoices for all AY</p> <p>Physical Resources (books, journals, etc.)</p> <p>Accession register</p> <p>Central Library utilization timetable</p> <p>Digital Library &amp; its logbook</p> <p>List of Rare books</p> <p>Best practices in Library</p> <p>E-Resources/E-ATL</p> <p>Library Budget-proposed, sanctioned and utilized</p> <p>Latest Subscription copies of all E-Resources</p> <p>Stock verification reports for all AYs</p> <p>Tie-up with IIT libraries, and reputed libraries in the State</p>	
21	Women Protection & Anti-Harassment Committee	<p>Meeting Minutes &amp; Circular File for all AY</p> <p>Committee Composition</p> <p>Women protection Apps</p> <p>Complaints and Action taken Reports of all AY</p> <p>Awareness seminar, workshops for women faculty and students</p>	

  
 Principal  
 Dr. Rekha Gupta  
 R.K. Vigyan (P.G.) Mahavidyalaya  
 Kalwar, Jaipur



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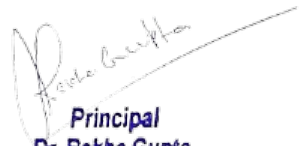
# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

## Behind Kalwar Police Station, Kalwar, Jaipur

22	Staff & Student Welfare Committee
23	Campus Maintenance & Monitoring Committee

Meeting Minutes & Circular File for all AY  
 Committee Composition  
 List of Staff Welfares and benefited documents  
 List of Student Welfares and benefited documents  
 Meeting Minutes & Circular File for all AY  
 Committee Composition  
 Maintenance of the building and the equipment


  
**Principal**  
**Dr. Rekha Gupta**  
 R.K. Vigyan (P.G.) Mahavidyalaya  
 Kalwar, Jaipur



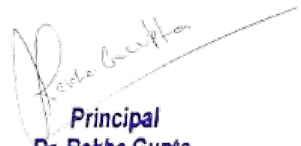
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# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

## Behind Kalwar Police Station, Kalwar, Jaipur

		file MaintenanceregisterofregulardailyActivities Maintenanceregisterofregularannualm aintenanceoftheinstituteandrelatedinfra structure(RO,RWHetc)		
24	Transport Committee	MeetingMinutes&CircularFileforallAY CommitteeComposition DriversPersonalfilewithlicense Busroutesandcontactnumbersofbusdriversand coordinators FeeStructurefile CollegebusesFitnessCertificatesupdated FacultylistofallAY StudentListofallAY		
25	CollegeAcademic Committee	MeetingMinutes&CircularFileforallAY CommitteeComposition TeachingAidsinfrastructureFacilities AcademicCalendarsofallAY SyllabusBooksofallRegulationsUG&PG Computing and IT infrastructure, centrallibraryandotherlearningresources ofthecolle e. ListofAcademic/IndustryExpertsfromallDe partments		

  
**Principal**  
**Dr. Rekha Gupta**  
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**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

26	Staff Selection Committee
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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

86

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**Principal**  
**Dr. Rekha Gupta**  
 R.K. Vigyan (P.G.) Mahavidyalaya  
 Kalwar, Jaipur



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# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



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# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

## Behind Kalwar Police Station, Kalwar, Jaipur

27

Training &amp; Placement Cell

Meeting Minutes  
 Committee Com  
 Roles & Respons  
 Academic Cal  
 Out by the plac  
 Placement Broc  
 Placement Polic  
 List of Placemen  
 Student databas  
 Letters for Corre  
 Details of compa  
 cement purpose  
 On-campus plac  
 Visitors Book R  
 Details of Poolca  
 No. of colleges a  
 Students Particip  
 visited, No. of off  
 Off-Campus Pla  
 List of Students  
 List of student sp  
 ry AY  
 List of offers yea  
 List of Students  
 ers  
 Mo Us and Tie-u  
 Initiatives taken  
 List of Training  
 hnical training)

**Principal**  
**Dr. Rekha Gupta**  
 R.K. Vigyan (P.G.) Mahavidyalaya  
 Kalwar, Jaipur



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**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**


(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

	Career Guidance Committee
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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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**Principal**  
**Dr. Rekha Gupta**  
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**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

28	Examination Committee	<p>Meeting Minutes &amp; Circular File for all AY</p> <p>Committee Composition</p> <p>Examination Manual</p> <p>Examination notifications</p> <p>Examination timetables</p> <p>Invigilation duties files</p> <p>Internal and external question papers</p> <p>Pre-moderation files</p> <p>List of papers setters for external exams</p> <p>Norms followed for selection of external evaluators &amp; examiners</p> <p>Result declaration minutes of the meeting</p> <p>Result Analysis for UG &amp; PG (from 2015-16 onwards)</p> <p>Number of Revaluation &amp; Recounting applications received and change in Result</p> <p>Procedure of Challenge Evaluation</p> <p>MREC ACADEMICS and BET portal features related to examinations system</p> <p>Bills for MREC ACADEMIC and BET portal</p> <p>Examination Reforms</p>	
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**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**






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**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

29	Professional Societies/Chapters Committee	<p>Meeting Minutes &amp; Circular File for all AY</p> <p>Committee Composition</p> <p>List of Professional Societies (Department &amp; College)</p> <p>Activities under Professional Societies.</p>		
30	Academic Audit Cell	<p>Meeting Minutes &amp; Circular File for all AY</p> <p>Committee Composition</p> <p>Action plan from each department for Direct and Indirect assessments for attaining PO's &amp; PSO's</p> <p>Semester analysis of results and achievement of POs/PSOs for all departments.</p> <p>List of Course files of all Subjects in all Departments.</p>		
31	Cultural Committee	<p>Meeting Minutes &amp; Circular File for all AY</p> <p>Committee Composition</p> <p>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 &amp; FESTS)</p> <p>Academic Calendar for all AY</p>		
32	Purchase & Maintenance Committee	<p>Meeting Minutes &amp; Circular File for all AY</p> <p>Committee Composition</p> <p>Purchase request letters file</p> <p>Maintenance Request letters file</p>		

  
 Principal  
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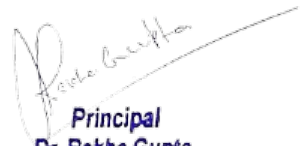
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## Behind Kalwar Police Station, Kalwar, Jaipur

33	Internal Complaint Committee
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Meeting Minutes & Circular File for all AY  
Committee Composition  
Complaints and Action Taken file

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**Principal**  
**Dr. Rekha Gupta**  
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**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

34	SC-STCommittee
35	OBCCommittee
36	MinorityCell

MeetingMinutes&CircularFilefo  
rallAY CommitteeComposition  
ListofSC/STStudentsandFacultyo  
fallAY


ComplaintsandActionTakenfile  
GovernmentandNon-  
Governmentscholarshipschemes.

MeetingMinutes&CircularFilefo  
rallAY CommitteeComposition  
ListofOBCStudentsandFacultyof  
allAY

ComplaintsandActionTakenfile  
GovernmentandNon-  
Governmentscholarshipschemes.

MeetingMinutes&CircularFileforal  
lAY CommitteeComposition  
ListofMinorityStudentsandFacultyo  
fallAY

ComplaintsandActionTakenfile  
Events/ProgramsorganizedofallAY  
GovernmentandNon-  
Governmentscholarshipschemes.

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
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**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

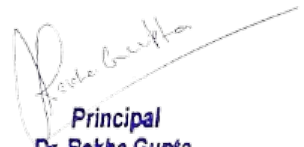
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**Behind Kalwar Police Station, Kalwar, Jaipur**

37	Finance Committee
38	Feedback Committee

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

Meeting Minutes & Circular File for all AY  
 Committee Composition


  
 Principal  
 Dr. Rekha Gupta  
 R.K. Vigyan (P.G.) Mahavidyalaya  
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# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

SignatureoftheAuditors

**Principal**  
**Dr. Rekha Gupta**  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



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**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur****Observation made by Audit team in  
inspection Report &****Action Taken by Principal and HoD**

Academic Year: \_\_\_\_\_

Name of the Department: \_\_\_\_\_

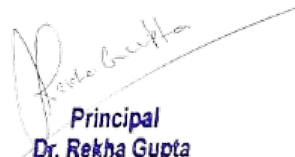
Date \_\_\_\_\_

of Audit: Name/Type of the Audit: Name &amp; 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**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



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**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

# External AAA Audit Form

**S**

QAC

**Principal**  
**Dr. Rekha Gupta**  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

InternalQualityAssuranceCell(I )

Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur





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# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

## 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)

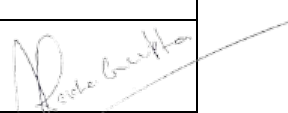
Excellent	Good	Satisfactor	Needs
A	B	C	D

### 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				

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



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# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

<b>Nature of Institution</b>	Institution Status	
<b>Type of Institution</b>	By Gender By Shift	
<b>Establishment Details</b>	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 If yes, Specify minority status Religious Linguistic Any Other	<b>Yes</b>	<b>No</b>

### Recognition Details

<b>Date of Recognition by UGC or any other National Agency</b>	
<b>Under Section</b>	<b>Date</b>
2(f) of UGC	
12(B) of UGC	

### Institution with Potential for Excellence

Is the college recognition of UGC a College with Potential for Excellence (CPE)?

	NA
<b>Yes</b>	<b>No</b>
Yes	No
UGC National Board of Accreditation	Principal Dr. Rekha Gupta R.K. Vigyan (P.G.) Mahavidyalaya Kalwar, Jaipur



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# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

If yes, date of recognition?	
Is the college recognized for its performance by any other government agency?	
If yes, name of the agency	

Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



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# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur




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**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur****DetailsofProgrammesintheinstitution:**

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

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



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# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

## **Achievements/Recognitions:**

**Institute:**

**Department:**

**Faculty:**

**Students:**

**Principal**  
**Dr. Rekha Gupta**  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



(छात्रों को निःशुल्क शिक्षा देने वाला महाविद्यालय)

**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur****PLACEMENTS:**

Program	No.ofFinalYear tudents	No.of StudentsRegistered	No.ofPlacements	No.of StudentsPlaced
<b>Total</b>				

No.ofcareercounselingactivitiesconducted:

No.ofcompaniesvisitedthecampus:

Placementrelatedtrainingprogramsorganized:

**EventsorganizedthroughIQAC:**

S.No.	NameoftheEvent	Date/DurationofanEvent	NumberofParticipants
1.			
2.			
3.			
4.			
5.			

**Principal**  
**Dr. Rekha Gupta**  
 R.K. Vigyan (P.G.) Mahavidyalaya  
 Kalwar, Jaipur




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(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

6.

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur





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**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur****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 or 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 courses 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			

Principal

Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



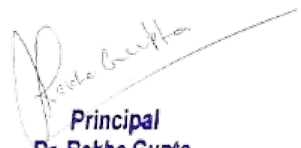
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**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

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**Behind Kalwar Police Station, Kalwar, Jaipur**

1.6	Number of students undertaking field projects/internships/student projects ( $n_{16}$ )  Percentage of students undertaking field projects/internships/student projects ( $n_{16}/N_E$ ) $\times 100$			
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**Principal**  
**Dr. Rekha Gupta**  
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 Kalwar, Jaipur



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**Behind Kalwar Police Station, Kalwar, Jaipur**

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

**Suggestions for improvement:**

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
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**Behind Kalwar Police Station, Kalwar, Jaipur****Criterion II: Teaching-Learning and Evaluation**

Metric.No	Description	HEIsi/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	<table border="1"> <tr> <td></td> <td><math>N_{21}</math></td> <td><math>n_{21}</math></td> <td>%</td> </tr> <tr> <td>UG</td> <td></td> <td></td> <td></td> </tr> <tr> <td>PG</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> </tr> </table>		$N_{21}$	$n_{21}$	%	UG				PG				Total					
	$N_{21}$	$n_{21}$	%																	
UG																				
PG																				
Total																				
2.2	Number of students admitted from there served category (SC, ST, OBC, Divyangian, etc.) ( $n_{22}$ ) Number of seats are remarked 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 ( $N_T$ )	<table border="1"> <tr> <td>Professors</td> <td></td> </tr> <tr> <td>Associate Professors</td> <td></td> </tr> <tr> <td>Assistant Professors</td> <td></td> </tr> <tr> <td>Total</td> <td></td> </tr> </table>	Professors		Associate Professors		Assistant Professors		Total											
Professors																				
Associate Professors																				
Assistant Professors																				
Total																				
2.4	Total number of students enrolled ( $N_E$ ) Student-full time 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 full time teachers against sanctioned posts $(n_{26}/N_T) \times 100$																			
2.7	Number of full-time teachers with Ph.D ( $n_{27}$ )																			

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	No.ofpermanentfaculty pursuingPh.D			
	Percentageoffull- timeteacherswithPh.D $(n_{27}/N_T) \times 100$			

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2.8	Total experience of full-time teachers in the same institution (n <sub>28</sub> ) Average teaching experience of full-time teachers in the same institution (n <sub>28</sub> /N <sub>T</sub> )			
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Metric.No	Descriptio	HEIsi/p				AuditRemarks	Grade
2.9	Average number of days from the date of last semester-end examination till the declaration of results ( $N_{29}$ )	Program/Sem	$N_{29}$				
				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	$N_{210}$	$n_{210}$	%		
				Tota			
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	$N_{211}$	$n_{211}$	%		

  
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## Behind Kalwar Police Station, Kalwar, Jaipur

		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 forward of degree in Regulations	<b>Program</b>		
2.15	Number of credits for project work in Regulations	<b>Program</b>		
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  <b>Institute has been accorded With 'A' grade in NPTEL.</b>  <b>Association activities are conducted under student professional society chapters</b>		

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Behind Kalwar Police Station, Kalwar, Jaipur


*Dr. Rekha Gupta*

Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
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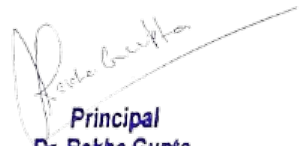
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Metric.No	Description	HEIsi/p	AuditRe marks	Grade
2.20	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution			
2.21	Teachers use ICT enabled tools including online resources for effective teaching and learning process			
2.22	The institution assesses the learning level of the students, after admission and organizes special programs for advanced learners and slow learners			
2.23	Duration of online Student Satisfaction Survey			
	Total number of students on rolls (N <sub>220</sub> )			
	Number of students participated in SSS (n <sub>220</sub> )			
	Percentage of students participated in SSS $(n_{220}/N_{220}) \times 100$			
	Grade Point Average (GPA) on 4 point scale			

**Suggestions for improvement:**

  
**Principal**  
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**Behind Kalwar Police Station, Kalwar, Jaipur****Criterion III: Research, Innovation and Extension**

Metric.No	Description	HEI si/p	Audit Remarks	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 <sub>33</sub> )			
	Percentage of teachers having research projects $(\frac{n_{33}}{N} \times 100)$			

  
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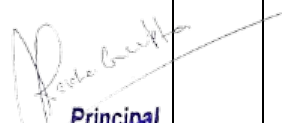
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Metric.No	Description	HEIsi/p	AuditRemarks	Grade
3.4	Numberofteachersrecognizedasre searchguides(n <sub>34</sub> )			
	Percentageofteachersrecognizedasresearchg uides(n <sub>34</sub> /N <sub>T</sub> )x100			
3.5	NumberofdepartmentshavingResearch projectsfundedbygovernmentandnon- governmentagencies(n <sub>35</sub> )			
	Totalnumberofdepartments(N <sub>35</sub> )			
	Percentage of departmentshavingResearchprojectsfunded bygovernmentand non-government agencies(n <sub>35</sub> /N <sub>35</sub> )x100			
3.6	Number ofworkshops/seminarsconductedonR esearchMethodology,IntellectualProp ertyRights(IPR),entrepreneurshipand skills			
3.7	Numberofteachersrecognizedasguides (N <sub>37</sub> )			
	NumberofPh.Dscholarsregistered(n <sub>37</sub> )			
	NumberofPh.Dscholarsregisteredperteacher (n <sub>37</sub> /N <sub>37</sub> )			
3.8	NumberofpublicationsinUGCnotifiedjourna ls(n <sub>38</sub> )			
	Numberofresearchpapersperteacherint heJournalsnotifiedonUGCwebsite(n <sub>38</sub> / N <sub>T</sub> )			
3.9	Totalnumberofbooksandchaptersinedi tited volumes/books published,andpapers innational/internationalconference- proceedings(n <sub>39</sub> )			
	Number of books and chaptersineditedvolumes/bookspub lishedper teacher(n <sub>39</sub> /N <sub>T</sub> )			
	TotalnumberofPublicationsinScopus			

  
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	Total number of Publications in Web of Science			
3.10	Total amount generated from consultancy and corporate training			

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3.11	Total number of awards and recognition received by the Institution, its teachers and students for extension activities from Government/recognized bodies			
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Metric.No	Description	HEIsi/p	AuditRemarks	Grade
3.12	Number of extension and outreach program 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 ecosystem for innovations including Incubation centre and other initiatives for creation and transfer of knowledge			
3.17	Patents Published		--	

**Suggestions for improvement:**

  
 Principal  
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**Behind Kalwar Police Station, Kalwar, Jaipur****Criterion IV: Infrastructure and Learning Resources**

Metric.No	Description	HEIs/p	AuditRemarks	Grade
4.1	Total number of classrooms/seminar halls in the institution (N <sub>41</sub> ) Number of classrooms and seminar halls with ICT facilities (n <sub>41</sub> ) Percentage of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc. (n <sub>41</sub> /N <sub>41</sub> ) x 100			
4.2	Total expenditure, excluding salary (N <sub>42</sub> ) Expenditure for infrastructure augmentation, excluding salary (n <sub>42</sub> ) Percentage of expenditure for infrastructure augmentation excluding salary (n <sub>42</sub> /N <sub>42</sub> ) x 100			
4.3	Annual expenditure for purchase of books and journals/e-journals/e-books			
4.4	Total number of teachers and students (N <sub>44</sub> ) Number of teachers and students using library per day over one year (n <sub>44</sub> ) Percentage per day usage of library by teacher and students (footfalls and login data for online access) (n <sub>44</sub> /N <sub>44</sub> ) x 100			
4.5	Total number of Students (n <sub>45</sub> ) Total number of Computers (N <sub>45</sub> ) Student-Computer ratio (n <sub>45</sub> /N <sub>45</sub> )			

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4.6	Bandwidthofinternetconnectionintheinstitution			
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**Behind Kalwar Police Station, Kalwar, Jaipur**

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 <sub>48</sub> ) Expenditureonmaintenanceofphysicaland academic supportfacilitiesexcluding salarycomponent(n <sub>48</sub> ) Percentageexpenditureincurredonmaintenance of physical andacademicsupportfacilitiesexcludingsalarycomponent(n <sub>48</sub> /N <sub>48</sub> )x 100			
4.9	InstitutionhasanITpolicycoveringwi-fi,cybersecurity,etc.,andallocatedbudgetfor updatingitsITfacilities			
4.10	Theinstitutionhasadequatefacilitiesforteaching-learning, viz., classrooms,laboratories,computingequipment,etc.			
4.11	Theinstitutionhasadequatefacilitiesforsports,games(indoor,outdoor,gymnasium,yogacentreetc.)andculturalactivities			

**Suggestionsforimprovement:**

  
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**Behind Kalwar Police Station, Kalwar, Jaipur****Criterion V: Student Support and Progression**

scholarships and freeships provided by the Government ( $n_{51}$ )  
 Percentage of student scholarships and freeships provided by the Government ( $n_{51}/N_E$ )  $\times 100$

- 5.2 Number of students benefited by scholarships, freeships, etc by the institution and non-government agencies ( $n_{52}$ )  
 Percentage of students benefited by scholarships, freeships, etc provided by the institution

government agencies ( $n_{52}/N_E$ )  $\times 100$

- 5.3 Following development and skills enhancement activities are reorganized for improving students capability

Soft skills

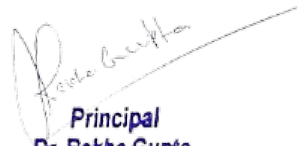
Language and communication skills

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 ( $n_{54}/N_E$ )  $\times 100$

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

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**Behind Kalwar Police Station, Kalwar, Jaipur**

5.9	Number of sports and cultural events/competitions organized by the institution			

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**Behind Kalwar Police Station, Kalwar, Jaipur**

5.10	Alumnifinancialcontribution	<b>Total</b>		

  
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**Behind Kalwar Police Station, Kalwar, Jaipur****Criterion VI: Governance, Leadership and Management**

Metric.No	Description	HEIs/p	AuditRemarks	Grade						
6.1	Implementation of e-governance in areas of 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	<table border="1"> <tr> <td>Teaching</td> <td></td> </tr> <tr> <td>Non-teaching</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td></td> </tr> </table>	Teaching		Non-teaching		<b>Total</b>			
Teaching										
Non-teaching										
<b>Total</b>										
6.4	Total number of teachers attended professional development Programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes (n <sub>64</sub> )  Percentage of teachers undergoing online/face-to-face Faculty Development Programmes (Professional Development Programmes, Orientation/Induction Programmes, Refresher Course, Short Term Course etc.,) (n <sub>64</sub> /N <sub>T</sub> ) X 100									

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R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur






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6.5	Quality assurance initiatives of the institution include (All/4/only 3/2/1/None)			
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Behind Kalwar Police Station, Kalwar, Jaipur

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Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements

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Principal  
Dr. Rekha Gupta  
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Kalwar, Jaipur



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(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

Collaborative quality initiatives with other institutions

**Principal**  
**Dr. Rekha Gupta**  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



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	Participation in NIRF			
	Any other quality audit recognized by state, national or international agencies (ISO Certification)		A	
Metric.No	Description	HEIs/p	udit	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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 Kalwar, Jaipur



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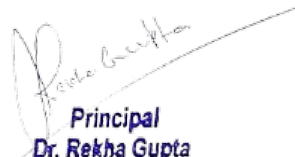
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**Behind Kalwar Police Station, Kalwar, Jaipur**

Metric.No	Description	HEIsi/p	AuditRemarks	Grade
6.10	Theinstitutionreviewsitsteachinglearning process, structures&methodologies of operationsandlearningoutcomes atperiodicintervalsthroughIQACsetup aspernorms			
6.11	Theinstitutionpracticesdecentralizationand participativemanagement			
6.12	Perspective/Strategicplananddeployment documents			

**Suggestionsforimprovement:**

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



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**Behind Kalwar Police Station, Kalwar, Jaipur****Criterion VII: Institutional Values and Best Practices**

Metric.No	Description	HEIsi/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 LEDbulbs/powerefficientequipment			
7.2	WaterconservationfacilitiesavailableintheInstitution(Any4orall5/3/2/1/None)			
	Rainwaterharvesting			
	Borewell/Openwellrecharge			
	Constructionoftanksandbunds			
	Wastewaterrecycling			
	Maintenanceofwaterbodiesanddistributionssysteminthecampus			
7.3	Greencampusinitiatives(Any4orall5/3/2/1/None)			
	Restrictedentryofautomobiles			
	UseofBicycles/Batterypoweredvehicles			
	PedestrianFriendlypathways			
	BanonuseofPlastic			

Principal  
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	Landscapingwithtreesandplants			
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Kalwar, Jaipur



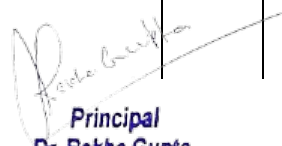
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Metric.No	Description	HEIsi/p	AuditRemarks	Grade
7.4	<p>Qualityauditsonenvironmentandenergyareregularlyundertakenbytheinstitution(Any4orall5/3/2/1/None)</p> <p>Greenaudit</p> <p>Energyaudit</p> <p>Environmentaudit</p> <p>Cleanandgreencampusrecognitions/awards</p> <p>Beyondthecampusenvironmentalpromotionalactivities</p>			
7.5	<p>TheInstitutionhasdisabled-friendly,barrierfreeenvironment(Any4orall5/3/2/1/None)</p> <p>Builtenvironmentwithramps/liftsforeasyaccess to classrooms.</p> <p>Disabled-friendlywashrooms</p> <p>Signageincludingtactilepath,lights,displayboardsand signposts</p> <p>Assistive technology and facilities for persons with disabilities (Divyan gjan) accessible website, screen-reading software, mechanized equipment</p> <p>Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading</p>			
7.6	<p>TheInstitutionhasaprescribedcodeofconductfor students, teachers, administrators and other staff and conducts periodic programmes in this regard (All4/Any3/2/1/None)</p> <p>TheCodeofConductisdisplayedonthewebsite</p> <p>There is a committee to monitor adherence to the Code of Conduct</p>			

  
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	<p>Institution organizes professional ethics programmes for students, teachers, administrators and other staff</p>			
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Are nessprogrammesonCodeofCo  
nductareorganized

Principal  
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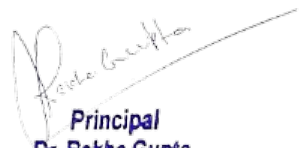
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7.7	Measures initiated by the Institution for the promotion of gender equity			
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Metric.No	Description	HEIsi/p	AuditRemarks	Grade
7.8	Institutecelebratesnational/internationaleventsandfestivals			
7.9	Bestpracticessuccessfullyimplementedbytheinstitution			
	<b><u>BestPractices</u></b>			

**Suggestionsforimprovement:**

Name and Signature of

Member1:NameandSignatureofM

ember2:

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**



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# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

(AFFILIATED TO UNIVERSITY OF RAJASTHAN)

Behind Kalwar Police Station, Kalwar, Jaipur

OverallGradeObtained:

Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



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**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

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**Behind Kalwar Police Station, Kalwar, Jaipur**

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

Academic Year: \_\_\_\_\_

Name of the Department:

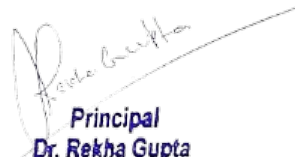
of Audit: Name/Type of the Audit: Name &amp; Designation of Audit/Verification Team:

- 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.				

PRINCIPAL

HoD

  
**Principal**  
**Dr. Rekha Gupta**  
**R.K. Vigyan (P.G.) Mahavidyalaya**  
**Kalwar, Jaipur**