

**Hindustan College of Science and Technology**  
**Farah-Mathura**  
(AICTE approved & affiliated to AKTU)



**Administrative Audit**  
**(Sample Copy -2022-23)**

# HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

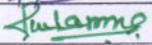
## Internal Quality Assurance Cell (IQAC)

### Administrative Audit Report

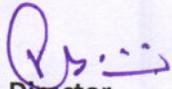
Academic year (2022 -2023)

Sr. No	Description	Completed / Not Completed	Remark by Dy. Registrar	Suggestion for Improvement (If Any)	Deadline for not complete work (If required)
1	Inventory audit has been completed	Completed	Data available with St. Store/Civil Store		N/A
2	Green Audit has been completed	Completed	Data available with St. Store/Civil Store		N/A
3	Energy audit has been completed	Completed	Data available with St. Store/Civil Store/RO		N/A
4	Buses and mobility services	Completed	Data available with Transport Deptt.		N/A
5	Security oriented service audit has been completed	Completed	Data available with Security Incharge		N/A
6	Cleaning and sanitizing service audit has been completed.	Completed	Data available House Keeping Supervisor		N/A
7	Financial audit has been completed by respective authority.	Completed	Data available with Accounts Deptt.		N/A

**NOTE: -\*** Administrative audit must be completed by Dy. Registrar and Director-IQAC

Names of Auditor Members	Signature
Dr. Harendra Singh	
Rajesh Kumar Sharma	

*Director*  
Internal Quality Assurance Cell  
Hindustan College of Science & Technology  
Farah, Mathura

  
Director,  
Director  
HCST  
Hindustan College of  
Science & Technology  
FARAH (MATHURA)

# Hindustan College of Science and Technology Farah-Mathura

(AICTE approved & affiliated to AKTU)



## Academic Audit

(Sample Copy -2022-23 Even Sem)

**Hindustan College of Science and Technology**  
**Farah-Mathura**  
(AICTE approved & affiliated to AKTU)



**Academic Audit**

**College Level**

**(Sample Copy -2022-23 Even Sem)**

# HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

## Internal Quality Assurance Cell (IQAC)

### College Audit Report

Academic year (2022-2023)

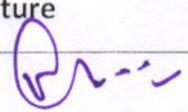
Semester ~~ODD~~/EVEN ✓

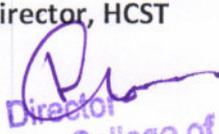
Sr. No	Description	Available / Not Available	Remark by IQAC	Suggestion for Improvement (If Any)	Deadline for not complete work (If required)
1	College vision and mission statements are displayed in college at multiple places	Yes	Symbol sheet are displayed at prominent places	-	NA
2	The academic calendar of the college aligned with AKTU and local authority calendars, has been prepared before the start of the semester.	Yes	-	-	NA
3	The department faculty load has been evaluated and a fair interdepartmental load distribution has been done by the Dean Academics	Yes	with prior permission from the Director of HEST	-	NA
4	The department has conducted value-added courses as per the guidelines of the college and a document has been prepared.	Yes	Documentation is available in the Departments.	-	NA
5	Rubrics for all evaluation policies are clearly defined and reviewed by the Dean Academics and IQAC	Yes	Rubrics are clearly mention in academic policy documents	-	NA
6	The department has conducted FDPs/workshop/SDP/Guest lectures for the improvement of faculty and students	Yes	few departments conducted Guest lectures and workshops.	-	NA
7	Internal audits of all department have been completed	Yes	-	-	NA
8	Student feedback for faculty members has been completed and reviewed.	Yes	-	-	NA
9	Student feedback on curriculum, programme, T&L, evaluation, and other facilities has been conducted and reviewed by IQAC and Director	Yes	Department wise feedback reports are available.	-	NA

10	Verification of records of library usage by teachers and students is completed	Yes			NA
11	Sessional marks have been evaluated by dean academics	Yes			NA
12	Records of infrastructure and physical facilities for teaching-learning viz., classrooms, laboratories, computing equipment etc with Geotag photos and documents kept in the departments has been verified.	Yes			NA

NOTE: -\* A college audit will be conducted by Director HCST and Director IQAC.

Signature of Dean Academic	 Dean Academics Hindustan College of Science & Technology Farah, Mathura
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Names of Auditor Members	Signature
Dr. R. K. Upadhyay (Director- HCST)	
Dr. Hanendra Singh.	 Director Internal Quality Assurance Cell Hindustan College of Science & Technology Farah, Mathura

Director, HCST  
  
 Director  
 Hindustan College of  
 Science & Technology  
 FARAH (MATHURA)

# Hindustan College of Science and Technology Farah-Mathura

(AICTE approved & affiliated to AKTU)



**Academic Audit**

**Department Level**

**(Sample Copy -2022-23 Even Sem)**

# HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

## Internal Quality Assurance Cell (IQAC)

### Department Audit Report

Academic year (2022-2023)

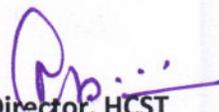
Semester ODD/EVEN

DEPARTMENT OF Biotechnology

Sr. No	Description	Available / Not Available	Remark by Dean Academics	Suggestion for Improvement (If Any)	Deadline for not complete work (If required)
1	The department has displayed the vision and mission statements of the college and department in proper places	Yes	Need to display in all(3)Labs.	-	Complete within 10 Days
2	The departmental activity calendar is aligned with the college calendar	Yes	-	-	-
3	Rubrics for all evaluation policies are clearly defined	Yes	-	-	-
4	The department has conducted FDPs/workshop	Yes	1 -	-	-
5	The department has conducted value-added courses as per the guidelines of the college, and documentation is available in the department.	Yes	-	-	-
6	ICT facilities are available in the department and are used by faculty members	Yes	-	-	-
7	The timetable is displayed on all notice boards in the department	Yes	-	-	-
8	The department is conducting classes or providing support for placement and higher studies	Yes	Department provide support for placement & internship.	-	-
9	The course file and its contents are prepared by the faculty member as per the guidelines given by IQAC and submitted to the department	Yes	Some course files are prepared	-	Complete within 10 Days
10	New software/Hardware/other equipment are purchased in the department	<del>Yes</del> NO	Only maintenance work was done.	-	-
11	Internal examination-related grievances are resolved on time (documentation is required).	Yes	-	-	-
12	More than 50% of faculty members have attended FDP/Wokshop/MOOCs	Yes	FDP & other certificate was collected	-	-

NOTE: -\* A department audit will be conducted by the Director of IQAC and Dean Academics

Signature of HOD:-	
Name of the HOD:-	DR. Ajay Kumar Sharma
Names of Auditor Members	Signature
Dr. Hanendra Singh	 Internal Quality Assurance Cell Hindustan College of Science & Technology Farah, Mathura
Vijay S. Katta	 Dean Academics Hindustan College of Science & Technology Farah, Mathura

  
Director, HCST  
Director  
Hindustan College of  
Science & Technology  
FARAH (MATHURA)

# HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

## Internal Quality Assurance Cell (IQAC)

### Department Audit Report

Academic year (2022-2023)

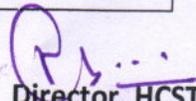
Semester ODD/EVEN

DEPARTMENT OF Civil Engineering

Sr. No	Description	Available / Not Available	Remark by Dean Academics	Suggestion for Improvement (If Any)	Deadline for not complete work (If required)
1	The department has displayed the vision and mission statements of the college and department in proper places	Yes	-	-	-
2	The departmental activity calendar is aligned with the college calendar	Yes	-	-	-
3	Rubrics for all evaluation policies are clearly defined	Yes	-	-	-
4	The department has conducted FDPs/workshop	Yes	Guest lecture has been arranged.	-	-
5	The department has conducted value-added courses as per the guidelines of the college, and documentation is available in the department.	Yes	-	-	-
6	ICT facilities are available in the department and are used by faculty members	Yes	-	-	-
7	The timetable is displayed on all notice boards in the department	Yes	-	-	-
8	The department is conducting classes or providing support for placement and higher studies	Yes	Placement related sessions are arranged through TND dept.	-	-
9	The course file and its contents are prepared by the faculty member as per the guidelines given by IQAC and submitted to the department	Yes	Need improvement in course file. For second year subjects result is not declared so attainment not complete	-	-
10	New software/Hardware/other equipment are purchased in the department	NO	-	-	-
11	Internal examination-related grievances are resolved on time (documentation is required).	Yes	Documentation need to be improve.	-	-
12	More than 50% of faculty members have attended FDP/Workshop/MOOCs	Yes	Keep all certificates in dept office.	-	-

**NOTE: -\*** A department audit will be conducted by the Director of IQAC and Dean Academics

Signature of HOD:- <u>Bet</u>	
Name of the HOD:- Saket Bihari	
Names of Auditor Members	Signature
Dr. Navendra Singh	<u>[Signature]</u> Director Internal Quality Assurance Cell Hindustan College of Science & Technology Farah, Mathura
Nejay S. Katta	<u>[Signature]</u> Dean Academics Hindustan College of Science & Technology Farah, Mathura

  
**Director, HCST**  
**Director**  
**Hindustan College of Science & Technology**  
**FARAH (MATHURA)**

# HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

## Internal Quality Assurance Cell (IQAC)

### Department Audit Report

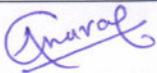
Academic year (2022-2023)

Semester ODD/EVEN

DEPARTMENT OF Chemical Engg.

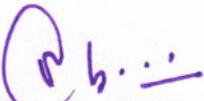
Sr. No	Description	Available / Not Available	Remark by Dean Academics	Suggestion for Improvement (If Any)	Deadline for not complete work (If required)
1	The department has displayed the vision and mission statements of the college and department in proper places	Yes	-	-	-
2	The departmental activity calendar is aligned with the college calendar	Yes	-	-	-
3	Rubrics for all evaluation policies are clearly defined	Yes	-	-	-
4	The department has conducted FDPs/workshop	NO	-	Arrange atleast one workshop for student in next semester.	-
5	The department has conducted value-added courses as per the guidelines of the college, and documentation is available in the department.	Yes	Documentation is available in dept.	-	-
6	ICT facilities are available in the department and are used by faculty members	Yes	Faculty members use ICT tools when required.	-	-
7	The timetable is displayed on all notice boards in the department	Yes	-	-	-
8	The department is conducting classes or providing support for placement and higher studies	Yes	Placement support is provided by dept.	-	-
9	The course file and its contents are prepared by the faculty member as per the guidelines given by IQAC and submitted to the department	Yes	Few course files are not complete. must be complete after declaration of result.	1st and 2nd year results are still pending	-
10	New software/Hardware/other equipment are purchased in the department	NO	-	-	-
11	Internal examination-related grievances are resolved on time (documentation is required).	Yes	-	-	-
12	More than 50% of faculty members have attended FDP/Wokshop/MOOCs	NO	-	Motivate faculty to attend online FDPs.	-

**NOTE:** - \* A department audit will be conducted by the Director of IQAC and Dean Academics

Signature of HOD:-	
Name of the HOD:-	Anurag Bajpai
Names of Auditor Members	Signature
Ujjay S. Khaty	
Dr. Hemendra Singh	

Dean Academics  
Hindustan College of Science & Technology  
Farah, Mathura

Director  
Internal Quality Assurance Cell  
Hindustan College of Science & Technology  
Farah, Mathura

  
Director, HCST

**Director**  
**Hindustan College of**  
**Science & Technology**  
**FARAH (MATHURA)**

# HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

## Internal Quality Assurance Cell (IQAC)

### Department Audit Report

Academic year (2022 - 2023)

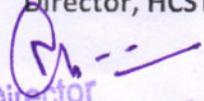
Semester ODD/EVEN ✓

#### DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

Sr. No	Description	Available / Not Available	Remark by Dean Academics	Suggestion for Improvement (If Any)	Deadline for not complete work (If required)
1	The department has displayed the vision and mission statements of the college and department in proper places	Yes	Available at all prominent places.	-	NA
2	The departmental activity calendar is aligned with the college calendar	Yes	-	-	NA
3	Rubrics for all evaluation policies are clearly defined	Yes	-	-	NA
4	The department has conducted FDPs/workshop	Yes	-	-	NA
5	The department has conducted value-added courses as per the guidelines of the college, and documentation is available in the department.	Yes	Department must arrange SDP in next academic year.	-	NA
6	ICT facilities are available in the department and are used by faculty members	Yes	-	-	NA
7	The timetable is displayed on all notice boards in the department	Yes	-	-	NA
8	The department is conducting classes or providing support for placement and higher studies	NO	Dept must conduct GATE/CAT classes.	Classes can be conducted on Saturday.	NA
9	The course file and its contents are prepared by the faculty member as per the guidelines given by IQAC and submitted to the department	Yes	In few course file sequence is not proper.	-	NA
10	New software/Hardware/other equipment are purchased in the department	Yes	-	-	NA
11	Internal examination-related grievances are resolved on time (documentation is required).	Yes	Dept. COE has proper record of examinations		NA
12	More than 50% of faculty members have attended FDP/Wokshop/MOOCs	Yes	Department must collect certificates from faculty members	✓	NA.

**NOTE: -\*** A department audit will be conducted by the Director of IQAC and Dean Academics

Signature of HOD:-	<i>Khanna</i>
Name of the HOD:-	Dr. Munish Khanna Director
Names of Auditor Members	Signature
<i>Dr. Harendra Singh</i>	<i>HS</i> Internal Quality Assurance Cell Hindustan College of Science & Technology Farah, Mathura
<i>Dejay Katta</i>	<i>Dejay Katta</i> Dean Academics Hindustan College of Science & Technology Farah, Mathura

Director, HCST  
  
 Director  
 Hindustan College of  
 Science & Technology  
 FARAH (MATHURA)

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Internal Quality Assurance Cell (IQAC)

Department Audit Report

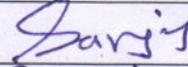
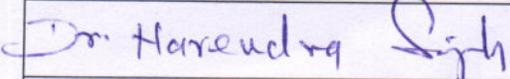
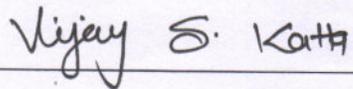
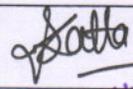
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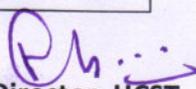
Semester ODD/EVEN ✓

DEPARTMENT OF ECE

Sr. No	Description	Available / Not Available	Remark by Dean Academics	Suggestion for Improvement (If Any)	Deadline for not complete work (If required)
1	The department has displayed the vision and mission statements of the college and department in proper places	Yes	-	-	-
2	The departmental activity calendar is aligned with the college calendar	Yes	-	-	-
3	Rubrics for all evaluation policies are clearly defined	Yes	-	-	-
4	The department has conducted FDPs/workshop	<del>Yes</del> NO	-	-	-
5	The department has conducted value-added courses as per the guidelines of the college, and documentation is available in the department.	Yes	Documentation is available in dept.		
6	ICT facilities are available in the department and are used by faculty members	Yes	As per the student strength ICT facilities are available.		
7	The timetable is displayed on all notice boards in the department	Yes			
8	The department is conducting classes or providing support for placement and higher studies	Yes	for placement		
9	The course file and its contents are prepared by the faculty member as per the guidelines given by IQAC and submitted to the department	Yes	Few course files are not in proper sequence.		
10	New software/Hardware/other equipment are purchased in the department	<del>Yes</del> NO			
11	Internal examination-related grievances are resolved on time (documentation is required).	Yes			
12	More than 50% of faculty members have attended FDP/Workshop/MOOCs	Yes	Keep all certificates in dept. office.		

**NOTE:** -\* A department audit will be conducted by the Director of IQAC and Dean Academics

Signature of HOD:-	
Name of the HOD:-	Sanjay Singh
Names of Auditor Members	Signature
	 Internal Quality Assurance Cell Hindustan College of Science & Technology Farah, Mathura
	 Dean Academics Hindustan College of Science & Technology Farah, Mathura

  
 Director, HCST  
 Director  
 Hindustan College of  
 Science & Technology  
 FARAH (MATHURA)

# HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

## Internal Quality Assurance Cell (IQAC)

### Department Audit Report

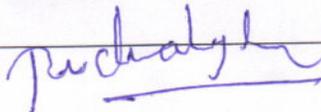
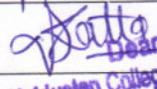
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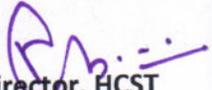
Semester ODD/EVEN ✓

DEPARTMENT OF EEE .....

Sr. No	Description	Available / Not Available	Remark by Dean Academics	Suggestion for Improvement (If Any)	Deadline for not complete work (If required)
1	The department has displayed the vision and mission statements of the college and department in proper places	YES	-	-	-
2	The departmental activity calendar is aligned with the college calendar	YES	-	-	-
3	Rubrics for all evaluation policies are clearly defined	YES	-	-	-
4	The department has conducted FDPs/workshop	NO	-	Dept. must conduct atleast one workshop for students	-
5	The department has conducted value-added courses as per the guidelines of the college, and documentation is available in the department.	YES	Documentation is available in the dept.	-	-
6	ICT facilities are available in the department and are used by faculty members	YES	-	-	-
7	The timetable is displayed on all notice boards in the department	YES	-	-	-
8	The department is conducting classes or providing support for placement and higher studies	YES	Conducted placement related support classes through PNB	-	-
9	The course file and its contents are prepared by the faculty member as per the guidelines given by IQAC and submitted to the department	YES	-	-	-
10	New software/Hardware/other equipment are purchased in the department	NO	For maintenance purpose few components purchased	-	-
11	Internal examination-related grievances are resolved on time (documentation is required).	YES	-	-	-
12	More than 50% of faculty members have attended FDP/Wokshop/MOOCs	YES	Collect all certificates from faculty members.	-	-

**NOTE:** - \* A department audit will be conducted by the Director of IQAC and Dean Academics

Signature of HOD:-	
Name of the HOD:-	Dr. Richa Kapoor. Director
Names of Auditor Members	Signature
Dr. Harendra Singh	 Internal Quality Assurance Cell Hindustan College of Science & Technology Farah, Mathura
Vijay S. Katti	 Dean Academics Hindustan College of Science & Technology Farah, Mathura

  
Director, HCST  
Director  
Hindustan College of  
Science & Technology  
FARAH (MATHURA)

# HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

## Internal Quality Assurance Cell (IQAC)

### Department Audit Report

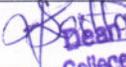
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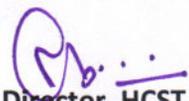
Semester ODD/EVEN  ODD

DEPARTMENT OF Information Technology

Sr. No	Description	Available / Not Available	Remark by Dean Academics	Suggestion for Improvement (If Any)	Deadline for not complete work (If required)
1	The department has displayed the vision and mission statements of the college and department in proper places	Yes	Required to be displayed at Labs	-	With in 10 days of Audit.
2	The departmental activity calendar is aligned with the college calendar	Yes	-	-	-
3	Rubrics for all evaluation policies are clearly defined	Yes	-	-	-
4	The department has conducted FDPs/workshop	Yes	Guest lect. conducted	-	-
5	The department has conducted value-added courses as per the guidelines of the college, and documentation is available in the department.	Yes	Documentation is available in dept.	-	-
6	ICT facilities are available in the department and are used by faculty members	Yes	-	-	-
7	The timetable is displayed on all notice boards in the department	Yes	-	-	-
8	The department is conducting classes or providing support for placement and higher studies	Yes	Placement Prep. session conducted	-	-
9	The course file and its contents are prepared by the faculty member as per the guidelines given by IQAC and submitted to the department	Yes	-	-	-
10	New software/Hardware/other equipment are purchased in the department	<del>Yes</del> No	Maintenance work completed	-	-
11	Internal examination-related grievances are resolved on time (documentation is required).	Yes	Documentation is available in dept.	-	-
12	More than 50% of faculty members have attended FDP/Wokshop/MOOCs	Yes	Collected in department	-	-

**NOTE:** -\* A department audit will be conducted by the Director of IQAC and Dean Academics

Signature of HOD:-	
Name of the HOD:-	Dr. Shankar Thawkar
Names of Auditor Members	Signature
Dr. Hanendra Jyoti	 Quality Assurance Cell Hindustan College of Science & Technology Farah, Mathura
Vijay S. Kotta	 Dear Academics Hindustan College of Science & Technology Farah, Mathura

  
 Director, HCST  
**Director**  
 Hindustan College of  
 Science & Technology  
 FARAH (MATHURA)

# HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

## Internal Quality Assurance Cell (IQAC)

### Department Audit Report

Academic year (~~2022~~ 2023)

Semester ODD/EVEN ✓

DEPARTMENT OF .....

Mechanical Engineering.

Sr. No	Description	Availa ble / Not Availa ble	Remark by Dean Academics	Suggestion for Improvement (If Any)	Deadline for not complete work (If required)
1	The department has displayed the vision and mission statements of the college and department in proper places	Yes	Need to display outside work shop also.	-	Within 10 days of audit
2	The departmental activity calendar is aligned with the college calendar	Yes	-	-	-
3	Rubrics for all evaluation policies are clearly defined	Yes	-	-	-
4	The department has conducted FDPs/workshop	No	-	-	-
5	The department has conducted value-added courses as per the guidelines of the college, and documentation is available in the department.	Yes	Documentation is available in dept.	-	-
6	ICT facilities are available in the department and are used by faculty members	Yes	-	-	-
7	The timetable is displayed on all notice boards in the department	Yes	-	-	-
8	The department is conducting classes or providing support for placement and higher studies	Yes	Department provide Placement Support.	-	-
9	The course file and its contents are prepared by the faculty member as per the guidelines given by IQAC and submitted to the department	Yes	Few course files are not upto the mark.	-	Complete within 10 days.
10	New software/Hardware/other equipment are purchased in the department	No	-	-	-
11	Internal examination-related grievances are resolved on time (documentation is required).	Yes	-	-	-
12	More than 50% of faculty members have attended FDP/Wokshop/MOOCs	Yes	Collect certificates from all faculty members.	-	-

NOTE: -\* A department audit will be conducted by the Director of IQAC and Dean Academics

Signature of HOD:-	<i>Suneet...</i>
Name of the HOD:-	Dr. Suneet Mangla Director
Names of Auditor Members	Signature
<i>Dr. Harendra Singh</i>	<i>[Signature]</i> Internal Quality Assurance Cell Hindustan College of Science & Technology Farah, Mathura
<i>Vijay S. Katta</i>	<i>[Signature]</i> Deen Academics Hindustan College of Science & Technology Farah, Mathura

*[Signature]*  
 Director, HCST  
 Director  
 Hindustan College of  
 Science & Technology  
 FARAH (MATHURA)

# HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

## Internal Quality Assurance Cell (IQAC)

### Department Audit Report

Academic year (2022-2023)

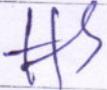
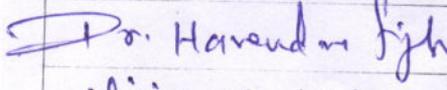
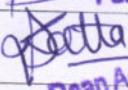
Semester ~~ODD~~/EVEN <sup>Even</sup>

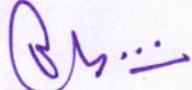
DEPARTMENT OF Mathematics

Sr. No	Description	Available / Not Available	Remark by Dean Academics	Suggestion for Improvement (If Any)	Deadline for not complete work (If required)
1	The department has displayed the vision and mission statements of the college and department in proper places	Seemingly Dept.	College vision & mission statement displayed in dept.	-	-
2	The departmental activity calendar is aligned with the college calendar	Seemingly Dept.	-	-	-
3	Rubrics for all evaluation policies are clearly defined	Yes	-	-	-
4	The department has conducted FDPs/workshop	<del>No</del>	Faculty member has attended FDPs.	-	-
5	The department has conducted value-added courses as per the guidelines of the college, and documentation is available in the department.	No	-	-	-
6	ICT facilities are available in the department and are used by faculty members	Yes	-	-	-
7	The timetable is displayed on all notice boards in the department	Yes	Displayed in respective technical depts.	-	-
8	The department is conducting classes or providing support for placement and higher studies	Yes	CARE classes and doubt clearing session conducted in Jan & Feb.	-	-
9	The course file and its contents are prepared by the faculty member as per the guidelines given by IQAC and submitted to the department	Yes	For 1 <sup>st</sup> and 2 <sup>nd</sup> year subjects results not declared so attainment is pending	-	-
10	New software/Hardware/other equipment are purchased in the department	Yes	-	-	-
11	Internal examination-related grievances are resolved on time (documentation is required).	Yes	-	-	-

12	More than 50% of faculty members have attended FDP/Wokshop/MOOCs	yes			
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NOTE: -\* A department audit will be conducted by the Director of IQAC and Dean Academics

Signature of HOD:-	
Name of the HOD:-	Dr. Hasendra Singh Director
Names of Auditor Members	Signature
	 Internal Quality Assurance Unit Hindustan College of Science & Technology Farah, Mathura
Vijay S. Katta	 Dean Academics Hindustan College of Science & Technology Farah, Mathura

  
Director, HCST  
Director  
Hindustan College of  
Science & Technology  
FARAH (MATHURA)

# HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

## Internal Quality Assurance Cell (IQAC)

### Department Audit Report

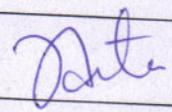
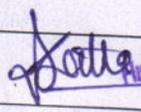
Academic year (2022-2023)

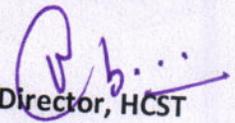
Semester ODD/EVEN

DEPARTMENT OF ..... Humanities .....

Sr. No	Description	Availa ble / Not Availa ble	Remark by Dean Academics	Suggestion for Improvement (If Any)	Deadline for not complete work (If required)
1	The department has displayed the vision and mission statements of the college and department in proper places	/	College vision & mission statement is displayed. It is security dept.		
2	The departmental activity calendar is aligned with the college calendar	X	follows college & dept in which faculty members teach		
3	Rubrics for all evaluation policies are clearly defined	/			
4	The department has conducted FDPs/workshop	Y	-		
5	The department has conducted value-added courses as per the guidelines of the college, and documentation is available in the department.	Y	-		
6	ICT facilities are available in the department and are used by faculty members	/	Faculty members uses ICT facilities available in engg. dept.		
7	The timetable is displayed on all notice boards in the department	X	-		
8	The department is conducting classes or providing support for placement and higher studies	Y	-		
9	The course file and its contents are prepared by the faculty member as per the guidelines given by IQAC and submitted to the department	/	Faculty members who are teaching in 1st and 2nd year prepared course file but CO-PO attainment is pending		Must complete after declaration of university result
10	New software/Hardware/other equipment are purchased in the department	Y			
11	Internal examination-related grievances are resolved on time (documentation is required).	/			
12	More than 50% of faculty members have attended FDP/Wokshop/MOOCs	/	Keep record in dept.		

NOTE: -\* A department audit will be conducted by the Director of IQAC and Dean Academics

Signature of HOD:-	
Name of the HOD:-	Dr. Harita Sharma Head
Names of Auditor Members	Signature
	 Department of Humanities Hindustan College of Science & Technology Farah, Mathura
Vijay Katta	 Director Internal Quality Assurance Cell Hindustan College of Science & Technology Farah, Mathura
Dr. Narendra Singh	

  
Director, HCST

**Director**  
**Hindustan College of**  
**Science & Technology**  
**FARAH (MATHURA)**

# HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

## Internal Quality Assurance Cell (IQAC)

### Department Audit Report

Academic year (2022- 2023)

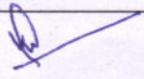
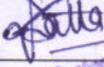
Semester ODD/EVEN <sup>✓</sup>

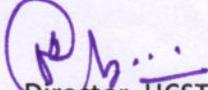
DEPARTMENT OF .....

Physics

Sr. No	Description	Available / Not Available	Remark by Dean Academics	Suggestion for Improvement (If Any)	Deadline for not complete work (If required)
1	The department has displayed the vision and mission statements of the college and department in proper places	Yes	Senrly dept so college vision and mission statement is available.		
2	The departmental activity calendar is aligned with the college calendar	NO	-	-	-
3	Rubrics for all evaluation policies are clearly defined	Yes	-	-	-
4	The department has conducted FDPs/workshop	NO	Faculty has attended FDP but not arranged.		
5	The department has conducted value-added courses as per the guidelines of the college, and documentation is available in the department:	NO	-	-	-
6	ICT facilities are available in the department and are used by faculty members	Yes	Faculty members uses ICT facilities whenever required.		
7	The timetable is displayed on all notice boards in the department	NO	-	-	-
8	The department is conducting classes or providing support for placement and higher studies	Yes	Department faculty members guiding PhD students and research facilities are available.		
9	The course file and its contents are prepared by the faculty member as per the guidelines given by IQAC and submitted to the department	Yes	-	-	-
10	New software/Hardware/other equipment are purchased in the department	NO	-	-	-
11	Internal examination-related grievances are resolved on time (documentation is required).	Yes	-	-	-
12	More than 50% of faculty members have attended FDP/Wokshop/MOOCs	NO	-	Motivate faculty to attend FDPs	

**NOTE:** - \* A department audit will be conducted by the Director of IQAC and Dean Academics

Signature of HOD:-	
Name of the HOD:-	Dr. M.S. Gokul
Names of Auditor Members	Signature
Dr. Hanendra Singh	 Internal Quality Assurance Cell Hindustan College of Science & Technology Farah, Mathura
N. Jay S. Katta	 Dean Academics & Technology Hindustan College of Science & Technology Farah, Mathura

  
Director, HCST

Director  
Hindustan College of  
Science & Technology  
FARAH (MATHURA)

# HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

## Internal Quality Assurance Cell (IQAC)

### Department Audit Report

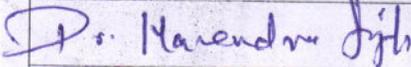
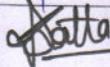
Academic year (20<sup>22</sup> - 20<sup>23</sup>)

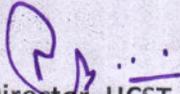
Semester ODD/EVEN

DEPARTMENT OF Chemistry (Service Dept)

Sr. No	Description	Available / Not Available	Remark by Dean Academics	Suggestion for Improvement (If Any)	Deadline for not complete work (If required)
1	The department has displayed the vision and mission statements of the college and department in proper places	available	Seaving dept. So follow college vision & mission.		
2	The departmental activity calendar is aligned with the college calendar	<del>Not available</del>	-	-	-
3	Rubrics for all evaluation policies are clearly defined	available	-	-	-
4	The department has conducted FDPs/workshop	NO.	-	-	-
5	The department has conducted value-added courses as per the guidelines of the college, and documentation is available in the department.	NO	-	-	-
6	ICT facilities are available in the department and are used by faculty members	available	ICT facilities are available in classrooms and teacher uses it whenever require.		
7	The timetable is displayed on all notice boards in the department	available	On first year notice board.		
8	The department is conducting classes or providing support for placement and higher studies	<del>Not available</del> NO	-	-	-
9	The course file and its contents are prepared by the faculty member as per the guidelines given by IQAC and submitted to the department	available	Arrange course file content as per index.		
10	New software/Hardware/other equipment are purchased in the department	<del>Not available</del> NO	In chemistry lab, chemicals have purchased.		
11	Internal examination-related grievances are resolved on time (documentation is required).	available	-	-	-
12	More than 50% of faculty members have attended FDP/Wokshop/MOOCs	available	-	-	-

**NOTE:** - \* A department audit will be conducted by the Director of IQAC and Dean Academics

Signature of HOD:-	
Name of the HOD:-	Dr. Suresh Director
Names of Auditor Members	Signature of Quality Assurance Cell Hindustan College of Science & Technology Farah, Mathura
Dr. Narendra Singh	
Vijay Katta	 Dean Academics Hindustan College of Science & Technology Farah, Mathura

  
Director, HCST

**Director**  
**Hindustan College of**  
**Science & Technology**  
**FARAH (MATHURA)**

**Hindustan College of Science and Technology**  
**Farah-Mathura**  
(AICTE approved & affiliated to AKTU)



**Academic Audit**

**Faculty**

**(Sample Copy -2022-23 Even Sem)**

**HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY**

**Internal Quality Assurance Cell (IQAC)**

**Faculty Audit Report**

**Academic year (2022 - 2023)**

**Semester ODD/EVEN**

**DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING**

Faculty Name with Designation *Brajesh Kr. Sharma*

Course Name *PPS*

Subject Code *BCE-201*

Semester/Section *2nd / B1, B3*

Sr. No	Description	Available / Not Available	Remark by HOD	Suggestion for Improvement (If Any)	Deadline for not complete work (If required)
1	A faculty member plans the lecture delivery by adhering to the college and department academic calendars.	<i>Yes</i>	-	-	-
2	A faculty member is following the COs, POs, PSOs, Blooms taxonomy for attainment calculation	<i>Yes</i>	<i>Attainment is not complete.</i>	-	<i>Complete the attainment journal after declaration of result.</i>
3	The course file and its contents are prepared by the faculty member as per the guidelines given by IQAC	<i>Yes</i>	-	-	-
4	A faculty member follows the rubrics to evaluate a lab course/Seminar/Project as per the academic policy	<i>Yes</i>	-	-	-
5	A faculty member has been involved in conducting value-added courses or publishing research papers.	<i>Yes</i>	-	-	-
6	A faculty member has attended FDP/Workshop/MOOCs during the current semester	<i>Yes</i>	-	-	-
7	A faculty member has uploaded verified marks of class tests, PUT, and external marks on ERP.	<i>Yes</i>	-	-	<i>Upload external marks within 10 days after declaration of result.</i>

NOTE: -\* The department HOD and a member of the IQAC committee must complete the audit for the faculty. *Result*

HODs and deans audit will be done by Director, HCST and Director IQAC.

Signature of Faculty:- <i>Brajesh</i>	Signature of HOD :- <i>Yashwanth</i>
--	---

Names of Auditor Members	Signature
<i>Manish Kumar</i>	<i>Manish Kumar</i>
<i>Dr. Shankar Thakur</i>	<i>Shankar Thakur</i>

*Manish Kumar*  
Dean Academics  
Hindustan College of Science & Technology  
Farah, Mathura

*Yashwanth*  
Director  
Internal Quality Assurance Cell  
Hindustan College of Science & Technology  
Farah, Mathura

*Yashwanth*  
Director HCST  
Hindustan College of Science & Technology  
FARAH (MATHURA)

# HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

## Internal Quality Assurance Cell (IQAC)

### Faculty Audit Report

Academic year (2022 - 2023)

Semester ODD/EVEN

#### DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

Faculty Name with Designation *Kapil Srivastava*

Course Name *Cloud Computing*

Subject Code *KOE-081*

Semester/Section *8th | CS-A, B*

Sr. No	Description	Available / Not Available	Remark by HOD	Suggestion for Improvement (If Any)	Deadline for not complete work (If required)
1	A faculty member plans the lecture delivery by adhering to the college and department academic calendars.	<i>Yes</i>	<i>-</i>	<i>-</i>	<i>NA</i>
2	A faculty member is following the COs, POs, PSOs, Blooms taxonomy for attainment calculation	<i>Yes</i>	<i>-</i>	<i>-</i>	<i>NA</i>
3	The course file and its contents are prepared by the faculty member as per the guidelines given by IQAC	<i>Yes</i>	<i>-</i>	<i>-</i>	<i>NA</i>
4	A faculty member follows the rubrics to evaluate a lab course/Seminar/Project as per the academic policy	<i>Yes</i>	<i>-</i>	<i>-</i>	<i>NA</i>
5	A faculty member has been involved in conducting value-added courses or publishing research papers.	<i>Yes</i>	<i>-</i>	<i>-</i>	<i>NA</i>
6	A faculty member has attended FDP/Workshop/MOOCs during the current semester	<i>Yes</i>	<i>FDP certificate not submitted</i>	<i>-</i>	<i>Submit certificate in 10 days</i>
7	A faculty member has uploaded verified marks of class tests, PUT, and external marks on ERP.	<i>Yes</i>	<i>External marks not uploaded due to AKTU result</i>	<i>-</i>	<i>NA</i>

NOTE: -\* The department HOD and a member of the IQAC committee must complete the audit for the faculty. HODs and deans audit will be done by Director, HCST and Director IQAC.

Signature of Faculty:- <i>[Signature]</i>	Signature of HOD :- <i>[Signature]</i>
Names of Auditor Members	Signature
<i>Munish Khanul</i>	<i>[Signature]</i>
<i>Dr. Shankar Thawar</i>	<i>[Signature]</i>

*[Signature]*  
Dean Academics  
Hindustan College of Science & Technology  
Farah, Mathura

*[Signature]*  
Director IQAC  
Internal Quality Assurance Cell  
Hindustan College of Science & Technology  
Farah, Mathura

*[Signature]*  
Director HCST  
Hindustan College of Science & Technology  
FARAH (MATHURA)

# HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

## Internal Quality Assurance Cell (IQAC)

### Faculty Audit Report

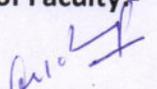
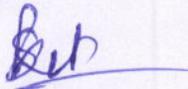
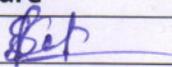
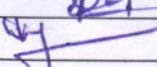
Academic year (2022- 2023)

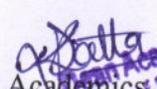
Semester ODD/EVEN ✓

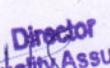
DEPARTMENT OF Civil Engineering  
 Faculty Name with Designation Kuldeep (Assistant Professor)  
 Course Name B.Tech  
 Subject Code KIE 403 (HEM)  
 Semester/Section IV / A

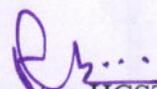
Sr. No	Description	Available / Not Available	Remark by HOD	Suggestion for Improvement (If Any)	Deadline for not complete work (If required)
1	A faculty member plans the lecture delivery by adhering to the college and department academic calendars.	Yes	-	-	-
2	A faculty member is following the COs, POs, PSOs, Blooms taxonomy for attainment calculation	Yes	Due to 2nd year result is not declared CO-PO attainment is pending	-	-
3	The course file and its contents are prepared by the faculty member as per the guidelines given by IQAC	Yes	-	-	-
4	A faculty member follows the rubrics to evaluate a lab course/Seminar/Project as per the academic policy	Yes	-	-	-
5	A faculty member has been involved in conducting value-added courses or publishing research papers.	value added Course	-	-	-
6	A faculty member has attended FDP/Workshop/MOOCs during the current semester	FDP	-	-	-
7	A faculty member has uploaded verified marks of class tests, PUT, and external marks on ERP.	Yes	Result is not declared but marks is not uploaded on ERP.	-	-

NOTE: -\* The department HOD and a member of the IQAC committee must complete the audit for the faculty. HODs and deans audit will be done by Director, HCST and Director IQAC.

Signature of Faculty:- 	Signature of HOD :- 
Names of Auditor Members <u>Saket Bihari</u> <u>Rajni Gupta</u>	Signature  

  
 Dean Academics  
 Hindustan College of Science & Technology,  
 Farah, Mathura

  
 Director  
 Internal Quality Assurance Cell  
 Hindustan College of Science & Technology,  
 Farah, Mathura

  
 Director, HCST  
 Director  
 Hindustan College of  
 Science & Technology  
 FARAH (MATHURA)

**HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY**  
**Internal Quality Assurance Cell (IQAC)**  
**Faculty Audit Report**  
**Academic year (20<sup>21</sup>- 20<sup>22</sup>)**  
**Semester ODD/EVEN**

DEPARTMENT OF Chemical Engg.  
 Faculty Name with Designation Dr. Sandeep Verma (Asst. Prof.)  
 Course Name B.Tech. (Chemical Engg.)  
 Subject Code KCH- 601 (MT-II)  
 Semester/Section VI/A

Sr. No	Description	Available / Not Available	Remark by HOD	Suggestion for Improvement (If Any)	Deadline for not complete work (If required)
1	A faculty member plans the lecture delivery by adhering to the college and department academic calendars.	Yes	More detail lecture Plan required.	-	-
2	A faculty member is following the COs, POs, PSOs, Blooms taxonomy for attainment calculation	Yes	-	-	-
3	The course file and its contents are prepared by the faculty member as per the guidelines given by IQAC	Yes	-	-	-
4	A faculty member follows the rubrics to evaluate a lab course/Seminar/Project as per the academic policy	Yes	-	-	-
5	A faculty member has been involved in conducting value-added courses or publishing research papers.	Yes	-	-	-
6	A faculty member has attended FDP/Workshop/MOOCs during the current semester	No	-	-	-
7	A faculty member has uploaded verified marks of class tests, PUT, and external marks on ERP.	Yes	uploaded marks of PUT within two days. External marks not upload.	-	Complete within 10 day and submit detail to HOD

NOTE: -\* The department HOD and a member of the IQAC committee must complete the audit for the faculty. HODs and deans audit will be done by Director, HCST and Director IQAC.

Signature of Faculty:- <u>Dr. S. Verma</u>	Signature of HOD :- <u>Anurag</u>
<b>Names of Auditor Members</b>	<b>Signature</b>
<u>Anurag Bajpai</u>	<u>Anurag</u>
<u>Vijay S. Rathi</u>	<u>Vijay</u>

Vijay S. Rathi  
 Dean Academics  
 Hindustan College of Science & Technology  
 Farah, Mathura

Anurag  
 Director  
 Internal Quality Assurance Cell  
 Hindustan College of Science & Technology  
 Farah, Mathura

Anurag  
 Director, HCST  
 Hindustan College of  
 Science & Technology  
 FARAH (MATHURA)