



SHREEYASH PRATISHTHAN'S
Shreeyash Technical Campus
 SHREEYASH COLLEGE OF ENGINEERING & TECHNOLOGY,
 SHREEYASH POLYTECHNIC,
 SHREEYASH INSTITUTE OF PHARMACY,
 SHREEYASH INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH



Internal Audit Observation Sheet

Department / Section: SYCET / Computer

Audit Sl. No. 21-22/005

Date: 04.08.2021

Auditor: Deepak Nimburge

Auditee: Mr. Prof. E. R. Chirchi - HOD

Sl. No.	Question / Check Requirements	Document Reference / Clause	Observations	Remarks
1.	Quality Policy	Clause 5.2	Displayed. Awareness is okay	C
2.	List of teaching staff	STC/PR/09	Total – 09 Nos. Including HOD	C
3.	Teaching Staff Competency		prof A H Rokade Associate Professor with M E computer Science with PhD Persuing. The competency list for all faculty staff to be prepared	C OFI
4.	Attendance Muster	STC/PR/54	All 07 staff present, Attendance muster is maintained	C
5.	Quality Objectives	STC/PR/06	24 Nos. of objectives monitored and measured ,	C
6.	Admissions	STC/PR/51	SY – 73, TY – 60, BE - 25	C
7.	Marketing Activity	STC/PR/51	Visits to coaching classes and Seminars at Polytechnic college, Student callings	C
8.	Academic Calendar	STC/PR/07	From BATU # 2020-21/362 dated 18.01.2020, semester starts Feb 15, 2021 – Semester End June 22, 2021 Institute start : 02.03.2021 End 22.06.2021 Term Work Submission : 22.06.2021 to 24.06.2021 Oral / Practical – 24.06.21 to 29.06.21 University Exam – 9.6.21 to 4.8.21 FORMAT NO. STC/PR07/F/01 not mentioned on academic calendar	OFI
9.	Load Distribution	STC/PR/08	Total load 21 Hours (Theory 07 and 14 hours practical) for Prof K M Birare, and signatures of faculties not there. Format	OFI



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			format # STC/PR08/F/01 not there	
10.	Master Time table	STC/PR/08	Master time table Format No. # PR08/F0405/01 not correct, correct No. is STC/PR08/F/02, Lectures for Prof Birare is 04 Nos. and practical 8 Nos for SE Matching to load distribution	OFI
11.	Class Time Table	STC/PR/08	Class Time table format no. mentioned is PR08/F0405/01 against STC/PR08/F/03	OFI
12.	Individual Time Table	STC/PR/08	Format No. STC/PR08/F/03, for Prof Birare- 04 Lectures.	C
13.	DPR	STC/PR/09	Dated 24.04.2021, DAA for SE by Prof Birare, total students present 69 Nos out of 73 topic covered is Job Sequencing with dead line. Matching to actual attendance in Attendance and Progress record	C
14.	Syllabus	STC/PR/09	For DAA – 06 units of 6 hours each total 36 hours, 08 Practical's	C
15.	Teaching	STC/PR/09	In Attendance and Progress Record: Subject content available for 06 topics – 06 hours each, course execution completed in 38 lectures conducted On line through Google Meet. 1. Attendance as per Attendance and Progress record for SE subject DAA is 69 and as per DPR it is 69 Nos. for 14.04.2021, 2. Topic in DPR and course execution is not matching on 24 April 2021	C C OFI
16.	On Line teaching training	STC/PR/26	Conducted for Faculties of Shreeyash by Mohite Sir faculty of CSE dated 09.09.2020 . Attendance record not found, Training records not updated	C
17.	Attendance	STC/PR/10	Individual Attendance sheets are available. Updated in the Attendance and Progress record.	C



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18.	Teaching Notes	STC/PR/09	Hand Written notes are available and approved by Principal. PDF Notes are available on PC notes link are approved by HOD and Principal	C
19.	List of Practicals	STC/PR/09	10 practical. All equipments available and are in working condition	C
20.	Trainings to Staff		NAAC Accreditation conducted on 10 th June 2021, by Ms Sapna from Govt Pharmacy College. Training records with effectiveness evaluation to be updated	C NC
21.	Dead Stock Register	STC/PR/38	Equipments Available for as per dead stock register. Total PCs available are 29 Nos.	C
22.	Calibration	STC/PR/37	Not applicable	C
23.	Dead Stock Verification	STC/PR/38	Verification of dead stock done on 18.09.2020, all equipments working Okay. Conducted by Zubair Sir from Mechanical Department	C
24.	Unit Test	STC/PR/11	Conducted date 05 04. 2021 for DAA for SE, No. of students appeared 13 Nos., 15 absent Passed 13 Nos.	C
25.	Defaulter List	STC/PR/10	Verified for the month of 10.07.2020 to 19.09.2020, OUT OF 28 students 23 Students are found defaulter. Parents calling is done	C
26.	Result Analysis	STC/PR/17	Jan 2021 SE. Total Students: 28 Appeared 28, Passed 26 ATKT 01, Passed % 92	C
27.	Student Feedback	STC/PR/20	Last feedback conducted on 26.05.2021 for 2020-21, for SE Part II questions are missing in the format	OFI
28.	Industrial Visit	STC/PR/18	No industrial visit conducted in academic year 2020-21, last visit was conducted on 15.04.2019.	C



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29.	Teacher Guardian	STC/PR/16	TG meetings on line. Prof birare conducted on 9 th June 2021 Phone call records for students in current time of covid 19, topics discussed and issues resolved. Recorded sessions are available in Google Meet.	C
30.	Extra Curricular activities	STC/PR/27	Gate awareness program on 04-05 June 2021 for B Tech final year students	C
31.	Guest Lectures	STC/PR/19	Guest lecturers was conducted in academic year 2020-21 on 2 nd June by Dr. Seema Shah topic Block Chain	C
32.	Student Complaints	STC/PR/59	No Student Complaints are documented,	C

Auditor Signature