



St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

Dear Sir,

The Board of Studies has entrusted the responsibility of preparing the
Annual Report of the College to the undersigned. The Board has also
requested the undersigned to conduct an Academic and Administrative
Audit of the College. The undersigned has conducted the audit and
has prepared the report. The report is enclosed herewith for your
reference. The report is also available on the college website.

Academic and Administrative Audit Report

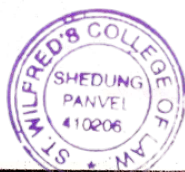
The undersigned, being a trustee of the college, has prepared this report in
accordance with the provisions of the Statutes of the college. The
undersigned, hereby certifies that the report is true and correct to the
best of his knowledge and belief.

Qus Singh

PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW

SHEDUNG PANVEL 410206



Where the mind is without fear! where the head is held high!



St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410208

Preface

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

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

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

M. P. Pondey
PRINCIPAL



Q. Singh

PRINCIPAL
ST. WILFRED'S COLLEGE OF LAW
SHEDUNG-PANVEL 410208

Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

VISION OF THE INSTITUTE

To be a premier centre of professional education and research, offering quality programs in a socio-economic and ethical ambience.

MISSION OF THE INSTITUTE

- *To impart knowledge of advanced technologies using state-of-the-art infrastructural facilities.*
- *To inculcate innovation and best practices in education, training and research.*
- *To meet changing socio-economic needs in an ethical ambience.*



Qu Singh

PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW
SHEDUNG-PANVEL 410206

Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University
Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410208

INDEX

		F.No
	About AAA Audit	i
	Annual Institutional Audit	ii
INTERNAL AUDIT FORMS		
ACADEMIC DEPARTMENT AUDIT FORMS		
		1
1	Department File Verification Form	4
2	Stock Verification Form (Laboratory and Other Facilities)	11
3	Action Taken Report	23
CENTRAL FACILITY AUDIT FORMS		
		24
1	Training & Placement Cell Verification Form	25
2	Exam Cell Verification Form	30
3	IQAC Cell Verification Form	33
4	Library Verification Form	35
5	Sports Facilities Verification Form	41
6	NSS Office Verification Form	45
7	Boys Hostel Facility Verification Form	47
8	Girls Hostel Facility Verification Form	52
9	College Admin Office Audit Form	56
10	College Canteen Inspection Form	61
11	Stock Verification Form (Laboratory and Other Facilities)	64
12	Action Taken Report	68
INSTITUTIONAL COMMITTEE / CELLS AUDIT FORMS		
		69
1	Institutional Committees – Meeting Frequency	70



Quisingh
PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW

SHEDUNG PANVEL 410208

Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410208

2	Internal Quality Assurance Cell (IQAC)	73
3	Entrepreneurship Development Cell – E cell	74
4	Discipline Committee	74
5	Website Committee	75
6	Grievance Redressal Committee	75
7	Time Table Committee	75
8	Sports Committee	76
9	Anti-ragging Committee	76
10	Internal complaints Committee - women protection and anti-harassment cell	77
11	Staff & Student Welfare Committee	77
12	Campus Maintenance & Monitoring Committee	77
13	Academic Monitoring Committee	78
14	Examination Committee	79
15	Academic and Administrative Audit Committee (AAAC)	80
16	Cultural Committee	80
17	Purchase & Maintenance Committee	80
EXTERNAL AUDIT FORM		81
1	External Academic and Administrative Audit Forms	82
2	Action Taken Report	110



Quisingh

PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW

SHEDUNG-PANVEL 410208

Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist. Raigad, Navi Mumbai-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 related 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 efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments, control of the overall administrative system etc.

Major objectives of AAA

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

Outcome:

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



Qu Singh

PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW
SHEDUNG-PANVEL 410206

Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410208

ANNUAL INSTITUTIONAL AUDIT

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



Qu Singh

PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW
SHEDUNG-PANVEL 410208

Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

INTERNAL AUDIT REPORT

FORMATS



Qusingh

PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW

SHEDUNG PANVEL 410206

Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

Academic Department Audit Forms



Quisingh

PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW
SHEDUNG-PANVEL 410206

Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

DEPARTMENT VERIFICATION REPORT

Academic Year : 2023-24

Dept:

Date

Verified by

1. Dr. Shou Saxena
2. Ramesh Rai
3. Mr. Lalit Pagare

Dept. Law

Dept. Law

Dept. Law

The following Documents/Files are available in all aspects

DEPARTMENT RELATED

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

BOS Minutes No.	Held on Date	YES/NO



IQAC

Qu Singh

PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW

SHEDUNG PANVEL 410206

Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University

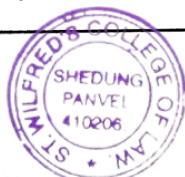
Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

11. Copy of Regulations, Curriculum and Syllabus

Regulation Book No.	Availability (YES/NO)
	Yes
	Yes
	Yes
	Yes

12. Details of Major revisions carried out in each BoS _____

FACULTY, STUDENT AND BUDGET			
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	



PRINCIPAL
ST. WILFRED'S COLLEGE OF LAW
SHEDUNG-PANVEL 410206

Where the mind is without fear! where the head is held high!



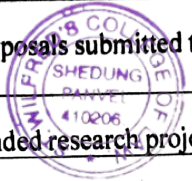


St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

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



R. Singh
PRINCIPAL
 ST. WILFRED'S COLLEGE OF LAW
 SHEDUNG-PANVEL 410206

Where the mind is without fear! where the head is held high!



St. Wilfred's College of Law

Affiliated to Mumbai University
Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

16	Department research meeting minutes	YES/NO	Yes
----	-------------------------------------	--------	-----

ACADEMICS RELATED			
SN	Check List	Availability	Remarks (Write your observation)
1	Course Materials Prepared by the Faculty	<input checked="" type="checkbox"/> YES/NO	
2	Sample Question papers of Mid Examinations	<input checked="" type="checkbox"/> YES/NO	
3	Sample Assignment Papers	<input checked="" type="checkbox"/> YES/NO	
4	Sample Tutorial Questions and Answers	<input checked="" type="checkbox"/> YES/NO	
5	Student Project Files (Constitution of PRC, Circulars)	<input checked="" type="checkbox"/> YES/NO	
6	Sample Project Reports (UG & PG)	<input checked="" type="checkbox"/> YES/NO	
7	Bridge and remedial classes (Time-Table, Attendance)	<input checked="" type="checkbox"/> YES/NO	
8	Course Monitoring Committee (CMC) File	<input checked="" type="checkbox"/> YES/NO	
9	Internal Marks	<input checked="" type="checkbox"/> YES/NO	
10	Sample Lab Record note books	<input checked="" type="checkbox"/> YES/NO	
11	Stock Registers and Lab manuals	<input checked="" type="checkbox"/> YES/NO	
12	List of Experiments for each lab	<input checked="" type="checkbox"/> YES/NO	
13	Details of Lab utilization	<input checked="" type="checkbox"/> YES/NO	
14	Sample Course Files	<input checked="" type="checkbox"/> YES/NO	
15	Results Analysis (last 5years)	<input checked="" type="checkbox"/> YES/NO	

PLACEMENT AND CAREER GUIDANCE			
SN	Check List	Availability	Remarks (Write your observation)
1	Placement File (Department) with offer letters and Appointment orders	<input checked="" type="checkbox"/> YES/NO	



ST. WILFRED'S COLLEGE OF LAW
SHEDUNG-PANVEL 410206

Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University
Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

2	List of core companies visited	<input checked="" type="checkbox"/> YES/NO	
3	List of training and career guidance programmes offered	<input checked="" type="checkbox"/> YES/NO	

[Faint, illegible text from bleed-through or ghosting of another page is visible in this section.]



Qu Singh

PRINCIPAL
ST. WILFRED'S COLLEGE OF LAW
SHEDUNG-PANVEL 410206

Where the mind is without fear! where the head is held high!



St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

DEPARTMENT INFRASTRUCTURE			
SN	Check List	Availability	Remarks (Write your observation)
1	ICT Enabled Class Rooms (UG/PG) – LCD Projector, Screen, PC, Wi-Fi etc.,	<input checked="" type="checkbox"/> YES/NO	
2	Sufficient Class room, Faculty cabins , Conference Room	<input checked="" type="checkbox"/> YES/NO	
3	Department Library: Details of number of Titles, Volumes of Book available in Department Library	<input checked="" type="checkbox"/> YES/NO	
4	Display of Vision/ Mission/ POs/ PSOs/PEOS in HoD Room, Laboratories, Corridors etc.,	<input checked="" type="checkbox"/> YES/NO	
5	Details of Club activities	<input checked="" type="checkbox"/> YES/NO	

ALUMNI			
SN	Check List	Availability	Remarks (Write your observation)
1	List of Alumni with Current Status File	<input checked="" type="checkbox"/> YES/NO	
2	Prominent Alumni of the department	<input checked="" type="checkbox"/> YES/NO	
3	Alumni Feedback Forms	<input checked="" type="checkbox"/> YES/NO	



Quisingh

PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW
SHEDUNG-PANVEL 410206

Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

STAKEHOLDERS FEEDBACK & ATR			
SN	Check List	Availability	Remarks (Write your observation)
1	Parents Feedback (Facilities, Curriculum)	<input checked="" type="checkbox"/> YES/NO	_____
2	Students Feedback (Course, Curriculum, faculty, facilities, exit feedback, course end)	<input checked="" type="checkbox"/> YES/NO	_____
3	Employer Feedback	<input checked="" type="checkbox"/> YES/NO	_____
4	Faculty Feedback (Curriculum)	<input checked="" type="checkbox"/> YES/NO	_____
5	Action Taken Report and its Impact	<input checked="" type="checkbox"/> YES/NO	_____

Observations / Comments/ Suggestions

Signature of the HOD
(Concerned department)

Name and Signature of the Verifying Member

1. Beaxena
2. Rai
3. Upgar



PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW
SHEDUNG-PANVEL 410206

Where the mind is without fear! where the head is held high!



St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

STOCK VERIFICATION REPORT

Academic Year : 2023-24

Name of the Facility/Lab: _____

Date: 17/12/2023

Name of the In-charge: Ms. Pooja Singh

Verified by (Name & Designation):

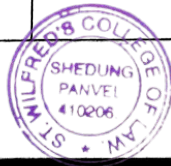
1. Ms. Reema Pondey
2. Mr. Subhash Sonkar
3. Ms. Kemile Baig

Dept.: Law

Dept.: Law

Dept.: Law

SLNo.	Name of the Equipment / Furniture	Stock Book No.	Page No. of Stock Register	Qty as per stock	Qty as per inspection	No. of Deficient Items				Remarks
						Missing	Excess	Unserviceable	Damaged	
1	Bench			279	279	—	—	—	—	—
2	Table			17	17	—	—	—	—	—
3	computer			120	120	—	—	—	—	—



PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW
SHEDUNG-PANVEL 410206

Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

Any other observation by the Inspection Committee

Stock verified and checked

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.

Signature of the In-charge



PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW
SHEDUNG-PANVEL 410206

Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

Observation made by Audit team in inspection Report

&

Action Taken by Principal and HoD

Academic Year : 2022-23

Name of the Department: Law

Date of Audit: 17/12/23

Name/Type of the Audit: Internal audit

Name & Designation of Audit/Verification Team:

1. Mr. Ramdhyan
2. Mr. Abhinav Dubey
3. Mr. Diganbar

S.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
17/12/23



Pr Singh
Pr Pandey
PRINCIPAL PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW
SHEDUNG-PANVEL 410206

Where the mind is without fear! where the head is held high!



St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

Central Facility Audit Forms

Internal Quality Assurance Cell (IQAC)



Qu Singh

PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW

SHEDUNG PANVEL 410206

Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

TRAINING & PLACEMENT CELL INTERNAL AUDIT REPORT

Academic Year : 2023-24

Date: 2/01/24

Dept.: T&P Cell

Name of TPO:

Audited by

1. Dr. Bhonu Saxena
2. Ms. Snehal Sonawane
3. Dr. Rajesh K. Singh

Dept. Law

Dept. Law

Dept. Law

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

S.no.	Files	Availability	Remark
1.	• Vision & Mission of T&P Cell	<input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	
2.	• Roles & Responsibilities	<input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	

R. Singh

PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW

SHEDUNG-PANVEL 410206



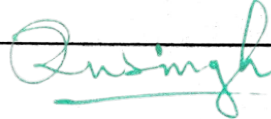
Where the mind is without fear! where the head is held high!



St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

3.	• Activities Carried Out by the placement cell – 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 AYs	YES / NO	 PRINCIPAL



ST. WILFRED'S COLLEGE OF LAW

SHEDUNG-PANVEL 410206

Where the mind is without fear! where the head is held high!






St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410208

10.	• Letters for Correspondence with companies	YES / NO <input checked="" type="checkbox"/>	
11.	• Details of companies visited our campus for placement purpose.	YES / NO <input checked="" type="checkbox"/>	
13.	• On-campus placement drives conducted	YES / NO <input checked="" type="checkbox"/>	
14.	• Visitors Book	YES / NO <input checked="" type="checkbox"/>	
15.	• Recruiter's Feedback	YES / NO <input checked="" type="checkbox"/>	
16.	• Details of Pool campus Drive Organized – No. of colleges attended, No. of Students Participated, List of companies visited, No. of offers, etc.,	YES / NO <input checked="" type="checkbox"/>	



PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW
SHEDUNG-PANVEL 410208

Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navl Mumbai-410206

17.	• Off-Campus Placement drives details.	<input checked="" type="checkbox"/> YES / NO	
18.	• List of Students Registered for Placement	<input checked="" type="checkbox"/> YES / NO	
19.	• List of students placed year wise, department wise every AY	<input checked="" type="checkbox"/> YES / NO	
20.	• List of offers year wise, department wise every AY	<input checked="" type="checkbox"/> YES / NO	
21.	• List of Students with Highest & Average Package Offers	<input checked="" type="checkbox"/> YES / NO	
22.	• Placement Meeting Minutes	<input checked="" type="checkbox"/> YES / NO	
23.	• MoUs and Tie-ups for Training	<input checked="" type="checkbox"/> YES / NO	<p><i>Qu Singh</i> PRINCIPAL</p>



ST. WILFRED'S COLLEGE OF LAW
SHEDUNG-PANVEL 410206

Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

24.	• Initiatives taken for not placed students	<input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	
25.	• List of Training programs conducted (soft skills, technical training)	<input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	
26.	• Annual Placement Report	<input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	

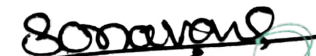
Major Observations / Deviations

All the files were properly maintained and good initiatives taken place.

 Signature of the TPO

Name and Signature of the Verifying Member

1. 

2. 



PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW

SHEDUNG-PANVEL 410206

Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

INTERNAL AUDIT REPORT (EXAM CELL)

Academic Year : 2023-24

Name of the COE : Mr. Subhash Sonkal Name of Deputy COE: _____

Audited by (Name & Designation):

1. Mr. Mahesh
2. Dr. Rajesh Singh
3. Mr. Abinow deby

Date: 23/02/2024

Dept.: Law

Dept.: Law

Dept.: Law

The following Documents / Files are verified for the Academic Year 2023-24



Qsingh

PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW

SHEDUNG-PANVEL 410206

Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

S.No	Files	Availability	Remarks / Suggestions
1	• Examination Manual	<input checked="" type="checkbox"/> YES / NO	
2	• Examination notifications	<input checked="" type="checkbox"/> YES / NO	
3	• Examination timetables	<input checked="" type="checkbox"/> YES / NO	
4	• Invigilation duties files	<input checked="" type="checkbox"/> YES / NO	
5	• Internal and external question papers	<input checked="" type="checkbox"/> YES / NO	
6	• Pre-moderation files	<input checked="" type="checkbox"/> YES / NO	
7	• List of paper setters for external exams	<input checked="" type="checkbox"/> YES / NO	
9	• Result declaration minutes of the meeting	<input checked="" type="checkbox"/> YES / NO	
10	• Result Analysis for UG & PG	<input checked="" type="checkbox"/> YES / NO	
11	• Number of Revaluation & Recounting applications received and change in Result	<input checked="" type="checkbox"/> YES / NO	
13	• Procedure of Challenge Evaluation	<input checked="" type="checkbox"/> YES / NO	
14	• MRECADEMICS and BET portal features related to examination system	<input checked="" type="checkbox"/> YES / NO	
15	• Bills for MRECADEMICS and BET portal	<input checked="" type="checkbox"/> YES / NO	

Qu Singh

PRINCIPAL

ST WILFRED'S COLLEGE OF LAW
SHEDUNG-PANVEL 410206



Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

16	• Examination Reforms	YES / NO	
17	• Malpractice Records	YES / NO	
18	• Graduation Records, AY wise List of Graduated student.	YES / NO	
19	• No. of outgoing/ final year students year Wise	YES / NO	
20	• Number of students appeared in the examination conducted by the Institution, every AY	YES / NO	
21	• Regulation, Curriculum/ Syllabus	YES / NO	

Any other observation by the Inspection Committee

Name and Signature of the Auditor(s)

1. Mahesh

2.

3.



PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW
SHEDUNG-PANVEL 410206

DEAN/HOD

Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410208

IQAC CELL AUDIT REPORT

Academic Year : 2022-23

Dept: IQAC

Date:

Name of the IQAC Coordinator :

Verified by

1. Dr. Ramesh Rai
2. Mr. Subhash Sonkar
3. Mr. Lalit Pagari

Dept. Law

Dept. Law

Dept. Law

The following Documents / Files are available in all aspects

		Remarks / Suggestions
1. IQAC Composition	<input checked="" type="checkbox"/> YES / NO	_____
2. AQAR Reports (All Academic Year)	<input checked="" type="checkbox"/> YES / NO	_____
3. Previous NAAC SSR Reports	<input checked="" type="checkbox"/> YES / NO	_____
4. NAAC Certificates & Peer Team Reports	<input checked="" type="checkbox"/> YES / NO	_____
5. NBA Certificates & Peer Team Reports	<input checked="" type="checkbox"/> YES / NO	_____
6. IQAC Minutes of Meeting	<input checked="" type="checkbox"/> YES / NO	_____
7. Action Taken Reports for IQAC Minutes	<input checked="" type="checkbox"/> YES / NO	_____
8. BOS minutes copy of all department	<input checked="" type="checkbox"/> YES / NO	_____
9. All Policy Documents	<input checked="" type="checkbox"/> YES / NO	_____
10. Regulation- Curriculum-Syllabus Books	<input checked="" type="checkbox"/> YES / NO	_____
11. Previous Academic Audit Reports and its Compliance	<input checked="" type="checkbox"/> YES / NO	_____
13. Stock Audit Report & its Compliance	<input checked="" type="checkbox"/> YES / NO	_____
14. Records related to any special status conferred by the central/ state government	<input checked="" type="checkbox"/> YES / NO	_____

PRINCIPAL

R. Singh



Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

- | | | |
|---|---------------------|-------|
| 15. Records related to Departmental contribution to the growth of College | YES / NO | _____ |
| 16. Quality Action Plan for the AY and its outcomes | YES / NO | _____ |
| 17. Programmes organized through IQAC | YES / NO | _____ |
| 18. Statutory and Non-Statutory Committee Files | YES / NO | _____ |
| 19. All feedback forms | YES / NO | _____ |
| 20. Best Practices and Institutional Distinctiveness | YES / NO | _____ |
| 21. MREC Strategic Plans | YES / NO | _____ |
| 22. Student Satisfaction Survey | YES / NO | _____ |

Comments

All the documents found and verified

Signature of the IQAC
Coordinator

Name and Signature of the Verifying Member

- 1.
- 2.
- 3.



PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW
SHEDUNG-PANVEL 410206

Where the mind is without fear! where the head is held high!



St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

INTERNAL AUDIT REPORT (LIBRARY)

Academic Year : 2022-23

Name of the Librarian : Ms. Isha Jagtap

Name of Assistant Librarian: Mupooja

Audited by (Name & Designation):

1. Mr. Maroof Bashir
2. Ms. Priyanka
3. Ms. Lalit Pagare

Dept.: Law
Dept.: Law
Dept.: Law

The following Documents / Files are verified for the Academic Year 2022-23



Qu Singh

PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW
SHEDUNG-PANVEL 410206

Where the mind is without fear! where the head is held high!



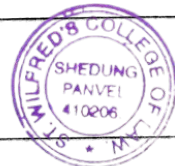


St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

S.No	Files	Availability	Remarks / Suggestions
1.	Library management systems (ILMS)	<input checked="" type="checkbox"/> YES / NO	
2.	Footfalls and Login data for online access register	<input checked="" type="checkbox"/> YES / NO	
3.	Bills, Invoices	<input checked="" type="checkbox"/> YES / NO	
4.	Physical Resources (books, journals, etc.)	<input checked="" type="checkbox"/> YES / NO	
5.	Accession register	<input checked="" type="checkbox"/> YES / NO	
6.	Central Library timetable	<input checked="" type="checkbox"/> YES / NO	
7.	Digital Library & its log book	<input checked="" type="checkbox"/> YES / NO	<i>Qu Singh</i>
8.	Rare books	<input checked="" type="checkbox"/> YES / NO	PRINCIPAL ST. WILFRED'S COLLEGE OF LAW SHEDUNG-PANVEL 410206



SHEDUNG-PANVEL 410206

Where the mind is without fear! where the head is held high!

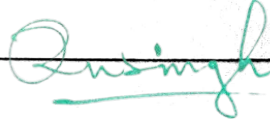




St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

9.	Best practices in Library	YES / NO	
10.	All display boards (college vision, mission)	YES / NO	
11.	E-Resources	YES / NO	
12.	Library Budget- proposed, sanctioned and utilized	YES / NO	
13.	Subscription copies	YES / NO	
14.	Stock verification reports for all AYs	YES / NO	
15.	Website updations & profiles of Librarians	YES / NO	
16.	Infrastructure- Xerox machines, water dispenser	YES / NO	 PRINCIPAL



ST. WILFRED'S COLLEGE OF LAW
SHEDUNG-PANVEL 410206

Where the mind is without fear! where the head is held high!

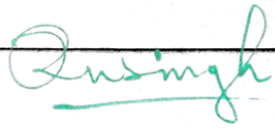




St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

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



ST. WILFRED'S COLLEGE OF LAW

SHEDUNG-PANVEL, 410206

Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

25.	List of Books found Missing/Damaged during stock verification	<input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	
-----	---	---	--

Qu Singh

PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW

SHEDUNG-PANVEL 410206



Where the mind is without fear! where the head is held high!





St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410208

Other Details

1. Visitors to the Library

Average No. of Students per day visiting the library : 129

2. Circulation Service

a.	Average No. of books issued to students per day	104
b.	Total No. of Book issued to the Faculty	22
c.	No. of sets issued to poor students	7

3. Software & Hardware details

a.	Name of the Software	E. Garthley
b.	Year of Purchase	2017
c.	No. of Computers available	09
d.	Total collection of CDs/DVDs	203

Any other observation by the Inspection Committee

Name and Signature of the Auditor(s)

- 1.
- 2.
- 3.



PRINCIPAL

ST. WILFRED'S COLLEGE OF LAW
SHEDUNG-PANVEL 410208

LIBRARIAN

Where the mind is without fear! where the head is held high!

