



ORIENTAL COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi & Govt. of M.P. Affiliated to Rajiv Gandhi Proudyogiki Vishwavidyalaya, Bhopal
Oriental Campus, Raisen Road, Bhopal-462021 (MP) INDIA

External Administration Audit Committee Report

The external Administration Audit Committee comprise of the following members conducted audit on 28 Jun 2021.

1. Mr. Chetan Chauhan, Regional Manager, Sofcon India Private Limited.
2. Mr. Sawan Kumar Singh, Proprietor, Jai Chandra Constructions and Solutions.

The Audit was conducted for the following division by the committee:

1. Establishment and Recruitment
 2. Health Center
 3. Library
 4. Sports
 5. Stores
 6. Computer Center
 7. House Keeping
- Establishment and Recruitment

The committee appreciated the procedure of fitting and maintaining the records and training of the employees. However they have suggested maintaining complaint system at division level.

- Health Center

The committee appreciated the filing system and the record of medicines. However, the committee advised to prepare a schedule to issue advisories as precautionary measures.

- Library

The committee appreciated the procedure of filing and maintaining the records. They also appreciated the RFID system, security gate, digital library system, staff work station and automated reminder system for library users.

- **Sports**

The committee appreciated the maintenance of sports department. All the indoor and outdoor games are played in the institute.

- **Stores**

The committee admired the duty chart and the filing system of the store. However, the committee noted out the following points during auditing of store department:

1. Checking of performance tracking of the suppliers and records of periodical revaluation of suppliers is not shown by the store department.
2. Maintained description of all items.
3. Gate pass entry for repairable/returnable items is maintained.
4. System of control over incoming materials, recording, and handling over to the Corresponding department is not maintained.
5. Unique number on permanent assets is available.

- **Computer Center**

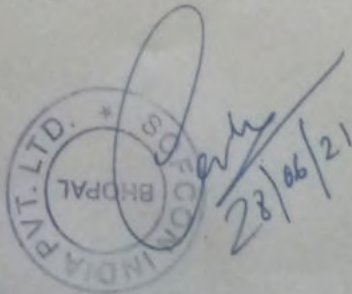
The committee appreciated the maintenance of networking system and regular website updating it. However, while auditing the computer centre, the committee noted down the following points:

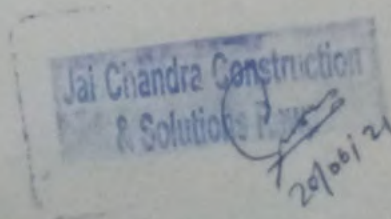
1. Procedure of maintaining the records of computer is properly maintained.
2. Security and safety measures for original and important documents are appreciable.
3. All the record shown for maintenance of hardware equipment.
4. Registers are properly maintained and updated.

- **House Keeping**

There is a committee which frequently checks the cleanliness of the institute. All the workers maintain the everything clean and maintain the record of cleaning rooms on daily basis with room no. and sign of faculty in-charge of respective room.

Signature of External Auditors


A circular stamp of the auditing firm is visible, containing the text: INDIA PVT. LTD. BHO PAL. The date 28/06/21 is written in blue ink over the signature.


A rectangular stamp of the auditing firm is visible, containing the text: Jai Chandra Construction & Solutions. The date 29/06/21 is written in blue ink over the stamp.



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Ref: OCT/IQAC/2021/Jun/10

Date: 10/06/2021

Notice

As per the IQAC schedule Jan Jun 2021 closing Audit is due. Before going to External Audit, we are scheduling Internal Closing Audit from 15th Jun 2021 onwards. Branch wise dates and list of auditors are given below.

Following are the Auditors:

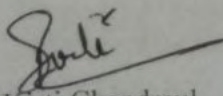
1. Dr Amita Mahor, Director OCT, Head of Committee
2. Prof. Kirti Chandraul, Assistant Professor, CE, IQAC
3. Prof. Roopali Soni, Associate Professor & Head of Cyber Security, Member
4. Prof. Lalit Jain, Associate Professor & Head of EC, Member
5. Prof. Ruchi Jain, Assistant Professor, IT, Member

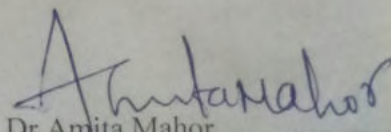
Mrs. Madhu Bijarsan Lab Technician CE will assist the team during Audit.

Branch wise Scheduled dates:

S.No	Name of Branch	Date of Audit	Internal Auditor
1	Computer Science and Engg	15/06/2021	Prof. Smita Parte
2	Information Technology	16/06/2021	Prof. Ruchi Jain
3	Electronics & Communication	17/06/2021	Prof. Pradeep Patel
4	Electrical and Electronics	18/06/2021	Prof. Kaushal Sem
5	Civil Engineering	15/06/2021	Prof. Kirti Chndraul
6	Mechanical Engineering	16/06/2021	Prof. Swarup Bakre
7	Basic Science	17/06/2021	Prof. Priyanka Rai

Respective HODs are requested to extend the full support to the audit team as there will be a final closing audit by outside member after few days..


Prof. Kirti Chandraul
IQAC Coordinator


Dr Amita Mahor
Director
Oriental College of Technology
Patel Nagar, Raisen Road, Bhopal



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Ref. : OCT/IQAC/2021/IT/07

INTERNAL ACADEMIC CLOSING AUDIT

Jan Jun 2021

Name of the Department: Information Technology

Date: 16-06-2021

S.No	Particulars	Verification (If available then Yes otherwise no)	Action Taken	Remarks
1	Review of Readiness Audit Documents	Yes		All Docs available in dep
2	Review of mid Term I Audit Documents	Yes		checked all the files of same.
3	Review of mid Term I Audit Documents	Yes		checked all the files of same.
Criteria 1: Curricular aspects				
4	PO's, CO's & PSO's file of each subjects/(Theory & Labs)	Yes		Available in PO/CO file.
5	File related to ICT enabled classrooms with Dept. E-resources available	Yes		Reports are available and Projector are in room
6	RGPV Solved papers	Yes		Available in file
7	Completion of Course file of each Subject	Yes	IT-504, IT-404 need to complete	Available with each faculty member
8	Remedial Classes held file: Measures taken for Advance & Slow Learners	Yes		TT, Attendance available in file.
9	add on Courses / Certificate programs offered	Yes		Available in HOD office.
10	MOU's with relevant organizations	Yes		Available in HOD office
11	internship/Industrial training details	Yes		checked the file.
12	List of student with project details	Yes		Available in file
Criteria 2 Teaching Learning & Evaluation				
13	List of Advance Learner & Slow Learners file	Yes		Available in Main TG File.
14	Result Analysis File	Yes		Available in dept
15	TG's meetings with students (minutes of the meeting of TG & Student).	Yes		check. 4th sem TG Register. All ok.
16	Mid Term Marks and analysis	Yes		Done and available in file.
17	POS, of all program file, COS of all courses.	Yes		Available check IT 402.
18	Evaluation of POS & COS attainment file: 1. Direct attainment method 2. Indirect attainment method)	Yes		Available in file. 6th sem checked.
20	Activity Calendar completion dates and its compliance	Yes		Compliance available in file.
21	Attendance Records of all Semester	Yes		Available in master

Director
Oriental College of Technology
Patel Nagar, Raisen Road, Bhopal

Sl. No.	Criteria	Yes	No	Remarks
23	Subject Course files Report, Lab Manuals with Readings, Grade Sheet and Lab Records	Yes		Available checked 10T lab.
24	Workshop, seminars and FDPs Reports	Yes		Reposty available in file.
25	Departmental Library with register	Yes		Maintain Library
26	Departmental Stock Register	Yes		check stock Register
27	Placement file	Yes		Up to date - Placement
28	Students qualifying in state/national/international level examinations	Yes		Available in file.
29	Faculty Feedback	Yes		Entire available
30	Scholarship file	Yes		Available in file. 17-402

Sign of internal Auditor:


Ruchi

Sign of External Auditors:

Ruchi
Ruchi Chandra

Ruchi
Ruchi Jain

Lalit
Lalit Jain.



Anil Kumar

Name.....
DIRECTOR

Anant Mahor
Director
Oriental College of Technology
Patel Nagar, Raisen Road, Bhopal



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Ref: OCT/IQAC/2021/Jun/12

Date: 21/06/2021

Notice

As per the IQAC schedule Jan Jun 2021 External Closing Audit is Schedule on 25 Jun 2021 02:00PM onwards. Kindly be ready with your all the files as external auditors will check randomly.

Respective HODs and DIQAC members are requested to extend the full support to the audit team.

Prof. Kirti Chandraul

IQAC Coordinator

Dr. Anita Mishra
Oriental College of Technology
Patel Nagar, Raisen Road, Bhopal

Director

Copy to,

1. Director
2. HODs of all Department
3. DIQAC members



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Ref. : OCT/IQAC/2021/

EXTERNAL ACADEMIC CLOSING AUDIT Session 2020-2021

Date: 25-06-2021

S.No	Particulars	Verification (If available then Yes otherwise no)	Action Taken	Remarks
1	Review of Readiness Audit Documents	Yes		All the documents available in IT dept
2	Review of mid Term I Audit Documents	Yes		All the documents available in IT dept
3	Review of mid Term I Audit Documents	Yes		All the documents available in IT dept
Criteria 1: Curricular aspects				
4	PO's, CO's & PSO's file of each subjects/(Theory & Labs)	Yes		Available in HOD office ME dept
5	File related to ICT enabled classrooms with Dept. E-resources available	Yes		Available in HOD office ME dept
6	RGPV Solved papers	Yes		Available in the file of ME dept
7	Completion of Course file of each Subject	Yes	Attainment need to be done in ME dept	Course files available in ME dept
8	Remedial Classes held file: Measures taken for Advance & Slow Learners	Yes		Circular, Time Table and attendance available in CSE Dept
9	add on Courses / Certificate programs offered	Yes		Available in HOD office CSE dept
10	MOU's with relevant organizations	Yes	Need to focus more in MOUs.	Available in HOD office CSE dept
11	internship/Industrial training details	Yes		Training list and certificates records available in CSE dept
12	List of student with project details	Yes		Files available in CSE HOD office
Criteria 2 Teaching Learning & Evaluation				
13	List of Advance Learner & Slow Learners file	Yes		Available in HOD office CE dept
14	Result Analysis File	Yes		Available in HOD office CE dept
15	TG's meetings with students (minutes of the meeting of TG & Student).	Yes		Available in TG files of CE dept

	POS, of all program file, COS of all courses.			departmental file Available in CE departmental file
18	Evaluation of POS & COS attainment file: 1. Direct attainment method 2. Indirect attainment method)	Partially	Need to complete the attainment	Partial completed docs Available in CE departmental file
20	Activity Calendar completion dates and its compliance	Yes		Available in EX dept file
21	Attendance Records of all Semester	Yes		Online attendance record is available in Moodle in EX Dept
22	Updated TG File	Yes		All the TG files are updated and available in EX dept
23	Subject Course files Report, Lab Manuals with Readings, Grade Sheet and Lab Records	Yes		Available in EX dept file
24	Workshop, seminars and FDPs Reports	Yes		All activity reports are available in EC dept
25	Departmental Library with register	Yes		Departmental Lib is ready with updated register. Available in EC dept
26	Departmental Stock Register	Yes		Available in EC dept file
27	Placement file	Yes		Available in EC dept file
28	Students qualifying in state/national/international level examinations	Yes		Available in EC dept file
29	Faculty Feedback	Yes		Available in EC dept file
30	Scholarship file	Yes		Available in EC dept file

Sign of External Auditor:

Chetan Chauhan
26/06/21



Chetan Chauhan (RM → SOFCON)

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