



Dolphin (PG) Institute of Biomedical & Natural Sciences,
V.P.O.-Manduwala, Chakrata Road, Dehradun – 248 007 (Uttarakhand) India
(Affiliated to H.N.B. Garhwal Central University, Srinagar, Approved by Government of Uttarakhand)
NAAC Accredited 'B++' (2nd Cycle)

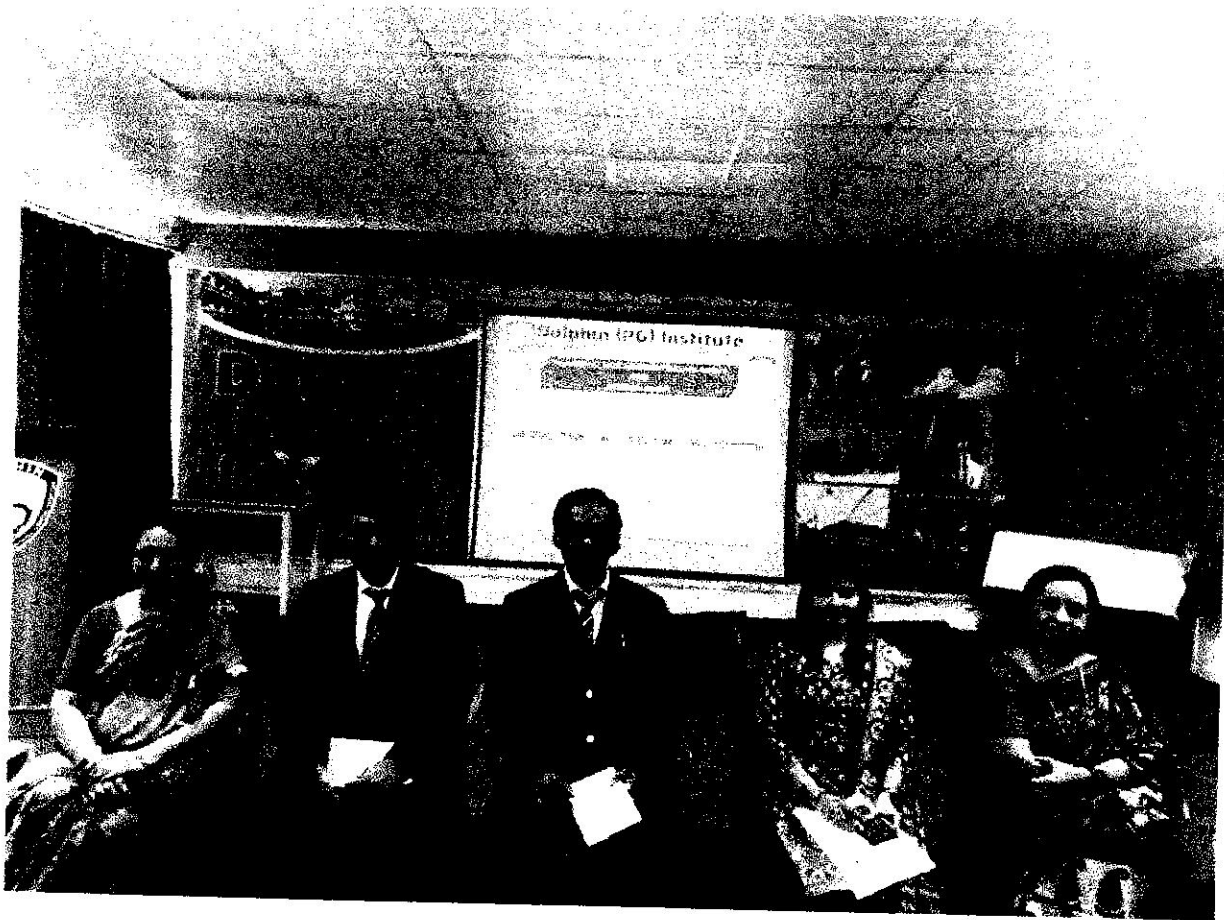
Tel No. +91 9568002232

E-mail: mail@dolphininstitute.in

Website: www.dolphininstitute.in

Academic and Administrative Audit

Physical Visit Date: 16-04-2023



Year 2021-2022 & 2022-2023

AAA and Gender Audit

Visit Schedule

Dolphin (PG) Institute of Biomedical and Natural Science, Dehradun.

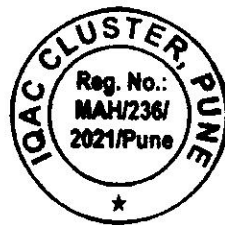
Date- 16/04/2023: 9:30 A.M.

Sr.NO.	Activity	Time
I	Interactions Part-1 1) Principal 2) Chairman, G.C. 3) Chairman, CDC. 4) IQAC 5) Registrar 6) Head of Departments.	9:30 A.M. To 10:30 A.M.
II	Interactions part-2 7) <i>WDC</i> 8) <i>Women employee</i> 9) Mandatory cells and committees. 10) Best practices and Institutional distinctiveness.	10:30 A.M. To 11:30 A.M.
III	Visits 1) <i>Women's facilities</i> 2) Academic departments (25%)(Verification of departmental documents). 3) ICT Infrastructure 4) Research Center 5) Library-ICT 6) Examination department. 7) NSS and NCC. 8) Facilities and infrastructure for physical disable. 9) Waste management system. 10) Sports and cultural.	11:30 A.M. To 1:00 P.M.
IV	Lunch	1:00 P.M. To 2:00 P.M.

V	<p align="center">Document verifications</p> <ol style="list-style-type: none"> 1) IQAC Documentation. 2) Students redressal, Ant ragging and Internal complaint cell. 3) e- governance 4) PO,PSO,CO Attainment 5) Policy documents. 6) Purchase committee. 7) Teachers Diary 8) Welfare scheme 9) Students placement data and documents. 10) Licensed software 11) Administrative office Documents: (Students admission records, scholarship, Grants and funding, Appointment, promotion and retirement records ,Service books, Salary records, financial audit reports etc.) 	<p align="center">2:00 P.M.</p> <p align="center">To</p> <p align="center">3:30 P.M.</p>
VI	<p align="center">Report writing.</p>	<p align="center">3:30 P.M. To 4:30 P.M.</p>
VII	<p align="center">Exit meeting</p>	<p align="center">4:30 P.M. To 5:00 P.M.</p>



MEMBER
Audit Team IQAC CLUSTER
Pune




CHAIRMAN
Audit Team IQAC CLUSTER
Pune

IQAC CLUSTER INDIA

(Reg.No.MAH/236/2021/PUNE)

INSPECTION COMMITTEE REPORT

FOR Dolphin(PG) Institute of Biomedical and Natural Sciences, Dehradun

(Framed Under Sections 90(2) Read with 5(25), 14 (14), And 28 (dd) Of The Act)

The Academic and Administrative Audit Committee visited College on:

Day: Sunday	Date: 16 th April 2023	Time: 9.30 AM
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The External Peer committee members for AAA appointed by Cluster Maharashtra are:

No	Name	Designation	Address	Signature
1.	Prof. (Dr.) Ramdas Pawar	Chairman	Prof. R.M. College Pune(M.S.) Member Audit Cell IQAC Cluster India	
2.	Prof. (Dr.)Ayub Shaikh	Member	I.C.S. College Kheel, Ratnagiri Coordinator Audit Cell IQAC Cluster India	

Authorities of the organization who interacted with the AAA team are:

No	Name	Designation	Address	Signature
1.	Shri. Arvind Gupta	Management representative	Dolphin (PG) Institute of Biomedical and Natural Sciences.	
2.	Dr. Shailja Pant	Principal	Dolphin (PG) Institute of Biomedical and Natural Sciences.	
3.	Mr. Nagpal	CDC member	Dolphin (PG) Institute of Biomedical and Natural Sciences.	
4.	Dr. Shruti Sharma	IQAC Incharge	Dolphin (PG) Institute of Biomedical and Natural Sciences.	
5.	Mr. Mor Singh (Contoller of Exam)	Registrar or equivalent	Dolphin (PG) Institute of Biomedical and Natural Sciences.	
6.	Dr. Shalini Singh	Teacher representative	Dolphin (PG) Institute of Biomedical and Natural Sciences.	

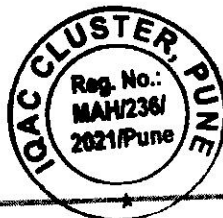
The Audit report has been submitted by Cluster India on: 16th April 2023

Committee Chairman

CHAIRMAN

Audit Team IQAC CLUSTER

1 | Pune



Principal

Principal
Dolphin (PG) Institute of Biomedical and Natural Sciences,
Dehradun

Section I: Basic Details of the Organization:

I	Name of the Trust/ Society Address Phone no: E-mail Year of Establishment:	Dolfin Educational Society J-3/316 DDA Flats Kalkaji, New Delhi 110009 8750413420 2002
II	Name of the College/ Institute:	Dolphin (PG) Institute of Biomedical and Natural Sciences
	Address:	VPO Manduwala, Near Suddhowala Chakrata Road Dehradun
	Year of Establishment	2002
	Contact Details: 1. Telephone no with STD code 2. Fax no: 3. Mobile no of the organization 4. Organizational email: 5. Website address:	0135 2760104 ----- 9568002232 mail@dolphininstitute.in www.dolphininstitute.in
III.	Institutional Status 1. Affiliating University: 2. Affiliation Status: 3. UGC Approval 4. Financial Status:	HNB Garhwal University, A Central University Temporary UGC 2 (f) Dated : October 2012 Self-financing only
IV.	Type of College:	Affiliated Co-ed College Rural
V.	Type of Faculty/Programme	Multi faculty Science /Commerce/ Education/ Health Science

VI.	Special status conferred UGC-Special Assistance Programme	None
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Section II

What are the Objectives to Conduct the Academic Audit?

(Kindly list at least three objectives of conducting the Academic Audit)

1. To assess the academic performance of the individual faculty and the Department.
2. To make the individual faculty and the Department accountable.
3. To have insight of the strength , weakness , opportunities and challenges of the department . This will provide insight for Institutional challenges.
4. It will ensure the compliance of the policies and structures of the administrative departments of the institute.

PROVIDE DATA AND DOCUMENTS OF LAST TWO COMPLETED ACADEMIC YEARS.

(Academic Year- 2021-22 to 2022-23)

Section III: Governance Structure and Policies

No	Metric details	Inputs
1.	<p style="text-align: center;">Vision</p> <p>Lead the youth on a journey of knowledge and innovation, along with cultivating a sense of responsibility, perseverance, integrity and fellowship to fortify society on a global scale.</p> <p style="text-align: center;">Mission</p> <ul style="list-style-type: none"> • Steadfastly delivering holistic and ethical development of students with education. • Focusing on learning inside the classroom, and beyond, by nurturing qualities of leadership, teamwork, self-agency and ingenuity in all the lives we touch <p style="text-align: center;">Core Values</p> <p>With encouragement and enthusiasm in each tireless, dedicated step into a future that embodies the institute's novel motto of "Honours Beyond Education".</p> <p style="text-align: center;">Goals/Objectives</p> <p>Creation of an educated, ethical and prosperous society by imparting higher education to youth. To implement NEP 2020 and promote lifelong learning opportunities with multiple entry and exit for all.</p> <p>Academic excellence with healthy standards in extracurricular activities. To inculcate human values and social ethics among the youths through outreach and extension activities.</p> <p>Consistent enrichment and reforms in the curriculum as per the global demand in collaboration with the government and people of good will including experts from Industries , health sectors, Government organizations academicians and educationists.</p> <p>Provide opportunity to the economically weaker, minority, less privileged meritorious students through various scholarship schemes.</p> <p>Minimize the environmental impacts due to institutional activities and optimal utilization of the available resources for sustainable development.</p>	
2.	<p>Principal (Regular / Incharge (approved)/ Incharge (Unapproved)</p> <p>Name & relevant details</p>	<p>Regular Unapproved</p> <p>Dr. Shailja Pant Ph.D Microbiology Total experience Teaching : 20 years 8 months Industry: 3.5 years</p>
3.	<p>CDC</p> <p>a) Meetings held in last two years of assessment</p>	2



	b) Agenda, Minutes and Action Taken Report of each meeting. % Implementation of decisions	Available, 90%	
	c) Review of the decisions taken especially with respect to academics, research, student activities certain policies such as admissions, examination, etc.	Policies regarding research activities, involvement of students in various extension activities, admission, scholarship, student grievances, green policy was reframed. Action taken	
4.	IQAC:	The members of the IQAC Committee take the initiative during development of the Perspective Plan to get all aspects of quality education synchronized with academic plans in the academic year. The gaps in planning and implementation are identified as well as thorough follow up is being done to strengthen the process of delivery of quality in all criteria.	
	a) Is Committee formed according to the IQAC norms?	yes	
	b) Number of Meetings held	2021-22 : 7 2022-23 : 13	
	c) Agenda, minutes and Action taken report	YES	
	d) The working of the organizational IQAC is in tune with its vision and mission statements	YES	
	e) Whether a Perspective plan is in place and is working? What is the % of success?	YES Overall development of the institute is focused upon, in order to get the desired result in the aspect of quality improvement. Approximately 80% of the plan has been implemented.	
	f) Whether a short term and long term goals and objectives are identifiable by the IQAC and Management?	YES	
		Short Term Goal (2021-22)	Long Term Goal 2021-22 and 2022-2023
		<ol style="list-style-type: none"> 1. To maintain effective teaching learning process 2. To ensure student's development and participation 3. To strengthen Internal Quality 	<ol style="list-style-type: none"> 1. To introduce new multi disciplinary programme 2. To introduce more skill based programmes 3. To create more infrastructure



	<p>Assurance System</p> <ol style="list-style-type: none"> 4. To strengthen Alumni Interaction 5. Encourage leadership and participative management with transparency 6. To Strengthen Community Service and Outreach Activities <p>Short Term goal (2022-23)</p> <ol style="list-style-type: none"> 1. Encourage research and development work 2. To create appropriate Physical Infrastructure 3. Encourage leadership and participative management with transparency 4. Ensure good governance 5. Staff development and welfare 	<ol style="list-style-type: none"> 4. To create International Linkages 5. Goal to attain autonomous status
g) Number of Quality initiatives undertaken by IQAC	<p style="text-align: center;">2021-22</p> <ol style="list-style-type: none"> 1. Went for second cycle of assessment and accreditation process 2. Language Lab set up 3. Green waste to be collected and sent to NADEP pit. 4. Notices, circulars, date sheet of university exams, results to be uploaded on 	<p style="text-align: center;">2022-23</p> <ol style="list-style-type: none"> 1. Institute got accredited by NAAC (2nd Cycle) 2. National and International Commemorative Days Calendar Prepared 3. MOUs with distinguished organizations 4. Funded Research projects, publications by



							Institute's website.		5. Faculty and Staff Development Programmes, Personality Development Programmes for students.
							5. Students from neighbouring schools to get an opportunity to conduct practicals in the labs of the Institute.		
	a) Number of collaborative activities are conducted with other institute by IQAC	2021-22	3					2022-23	5
	b) Whether AQAR's are sent on an annual basis? (not for First Cycle colleges)	yes						yes	
	c) Number of feedbacks taken? Analysis done? Action taken and Actions implemented?	yes						yes	
	Type of feedback	No. of responses 2021-22	Status of Analysis 2021-22	Action taken Report 2021-22			No. of responses 2022-23	Status of Analysis 2022-23	Action taken Report 2022-23
	1. Students Satisfaction Survey	974	Available	Available			837	Available	Available
	2. Teacher's Feed Back	74	Available	Available			69	Available	Available
	3. Employer's Feed Back	8	Available	Available			10	Available	Available
	Alumni Feed back	110	Available	Available			155	Available	Available

	d) Audits conducted other than AAA? (Environmental/ Green / Energy/ Gender, etc.)	2022-2023 Green Audit Energy Audit Environmental Audit, Gender Audit		
5.	Student Council committee			
	a) Whether the student council has been formed as per the norms?	yes		
	b) Whether the student council is active?	yes		
	c) Activities of Student Council.	55		
6.	Student Grievance Redressal Cell			
	a) Composition of Cell	Student Grievance Redressal Cell has been formed to sort -out the problem of the students promptly and judiciously.		
	b) Redressal Policy of the college.	https://www.dolphininstitute.in/wp- content/uploads/2024/03/Students-Grievance- Redressal-Policy.pdf		
	c) Number of meetings conducted per year? Decisions taken	2, Available		
	d) Number and nature of complaints received? Action taken on it?	NIL		
	e) Redressal procedure?	https://www.dolphininstitute.in/wp- content/uploads/2024/03/Students-Grievance- Redressal-Policy.pdf		
	f) Number of Awareness program conducted	2		
7.	Internal Complaints Committee	2021-22	2022-23	
	a) Is ICC constituted as per the norms?	yes	yes	
	b) Composition of ICC Cell	yes	yes	
	c) Are the details of ICC intimated on the notice board or at proper places?	yes	yes	
	d) Is it mentioned in the prospectus and on the website?	yes	yes	
	e) Number of complaints received and action taken?	1	04	
	f) Number of meetings conducted	1	04	
	g) Number of activities conducted by the Committee?	1	2	
8.	Anti- ragging committee			
	a) Composition of Anti-ragging Cell	Anti Ragging Cell at Institutional level and Anti Ragging Squad at department al level exists.		
	b) Whether notifications about anti-ragging	yes		



	are put up on the campus?		
	c) Awareness about anti ragging done?	yes	
	d) Meetings and report of cases. Action taken?	No cases of ragging reported	
9.	SC, ST, OBC, Minority Cell		
	a) Meetings held and issues discussed and new aspects implemented	yes	yes
	b) Priority in Admissions, progression and during appointments.	yes	yes
	c) Efforts to prevent discrimination at workplace and to create congenial environment.	yes	yes
10.	Right To Information (RTI)		
	a) Whether committee exists with proper Authority	No	No
	b) Whether the name of Appellate authority and the committee is displayed at visible place?	No	No
	c) No of RTI cases & solutions?	No	No
11.	Purchase Committee		
	a) Functional purchase committee with standard procedures present/ absent?	present	present
	b) Minutes of Meeting documents of Purchase committee.	yes	yes
	c) Purchase Orders and Comparative Statement documents	yes	yes
12.	Development & Utilization fund	2021-22	2022-23
	a) Fund, grants received from Government agencies (apart from Research grant)	Rs.2,75,000	Rs.5,75,428
	b) Fund, grants received from Non-Government agencies (apart from Research grant)	Rs. 45,000	Rs.1,04,000
	c) Fund, grant Utilization policy is in place?	yes	yes
13.	AISHE - whether each year certificate is obtained and the organization is registered with AISHE	yes	yes
14.	NIRF - ranking of the organization and procedures completed.	No	No
15.	ISO - completed?	No	No
16.	Any other accreditation?	NAAC	NAAC

17.	Standard Operating Procedures, policies & Benchmarks Developed:	yes	yes
	a) Number of SOP's developed.	16	
	a) Number of Polices are developed	10	
	b) Bench marks created? Describe the areas.	Yes 1. Q.A.C 2. RDC 3. Student welfare	
18.	Committee working?		
	a) Library-		
	i. Decisions taken by library committee and implemented?	Every year the Library Committee purchases new & latest edition of Books, Journals and magazine as a result of which the Library has good collection of books & Journals.	
	ii. Library memberships with other libraries.	No	
	iii. OPAC installed and working?	Yes	
	iv. Digitalization of library and computer to student ratio in library/	Fully Digital Library and total Numbers of 10 computers installed in Library for Users.	
	v. Library utilization by; staff and by students?	Circulation Services is the most utilizes service in the Library. Staff and students select the books and issue from the circulation counter in Library. Student use the Library resources for collecting the information and question paper for examination purposes for project and assignment. On an average 7 faculty and 47 students utilized the Library per day.	
	vi. Old and rare books and method to preserve them	No	
	vii. Facilities for students?	1-Book Lending facilities / Computerized issue – return 2- Reference Facilities 3- Open Access Facilities 4-Periodical Facilities 5-Library OPAC Facilities 6- N-list Facilities 7-Newspaper Clipping 8- Current Awareness	
	viii. % budget spent on library for purchase of books and Journals	Average 100 % budget spent on library for purchase of books and journals 1- Career/ Employment Information/ Services	

		2- Internet Facilities to the user 3- Suggetion Box and timely response 4- Displaying New Arrivals 5- Bind the Journals for reference every year	
	ix) Best practices by the library (number).	OPAC INFLIBNET	
	b) Infrastructure Development Committee		
	a) Infrastructure development committee, their meetings and minutes and actions taken? Budget allocation for infrastructure	yes	
	b) Details of i) Number of computers ii) Computer for administrative office staff iii) Available band width currently iv) Facilities such as lecture capturing system/ media centre. v) Wi- fi updating last done vi) No of rooms for academic purpose (class rooms, benches & accommodation in classes, class wise furniture and other details)	141 31 30 MBPS Not available 2022 61 class rooms with adequate provision for sitting.	
	c) other committees, their meetings, minutes and action taken reports	15 Statutory committees and 14 Non-Statutory Committees are there. Minutes and ATR available.	
19	Departmental filing (department wise) <i>(25% department's records will be verified as per following parameter during physical visit.)</i> a) Departmental staff details, appointments, etc.	Yes available	Yes available

<ul style="list-style-type: none"> b) Workload, c) Timetable, d) Teaching plan and monthly teaching schedule. e) Teachers diary, f) Leaves record and necessary adjustments. g) Departmental meetings, h) Student list, i) Result analysis, j) Examination dates, k) Activity planning, l) Add-on courses details m) Value added courses details n) Cross Cutting issues related courses details o) Remedial course planning and execution methodology p) Bridge courses, - content, schedule, attendance, material, feedback, feedback analysis. q) Student centric teaching learning details. r) Experiential teaching learning details (as per curriculum) s) Teaching feedback and feedback analysis and action taken report on the analysis. t) Departmental Peer assessment of teaching and its analysis from external Peers. u) Departmental SWOC.- External & Internal v) Student feedback on departmental functioning. w) Percentage of student progression to higher education and placement. 		
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Section IV: Student Progression.

		Year I 2021-22	Year 2022-23
1.	Total number of students in the organization	2298	2017
2.	Percentage of enrolment against sanctioned seats (more than 80% / 70% / 60% / less than 60%)	Less than 50%	Less than 50%
3.	No. of category students a) SC b) ST c) OBC d) Other	Numbers 95 590 429	Numbers 103 499 412

	e) Open		
4.	Students from other states	1184	1009
5.	Students from other nations	1610	1474
6.	% Divyang students.	273	166
7.	Ratio of Boys to Girls?	Boys:1318 Girls:980 Ratio 57.34/42.64	Boys:1165 Girls:858 Ratio 57.58/42.41
8.	Total number of students appeared for final year	808	711
9.	Total number of students passed in final year.	804	555
10.	Percent of Student attendance	75%	75%
11.	Scholarship/ free-ships provided to students: Government/ Non-government (% beneficiaries)	63.5%	70%
12.	Welfare schemes for students: its details and number of beneficiaries	1. Medical Insurance 2. Scholarship and Freeship 3. Free Physio & Medical OPD 4. Subsidised rate in Diagnostic.	
13.	Number of Awards won by students from cultural events (national/ international/ state/ University.)	Nil	03
14.	Number of Awards won in sports at international/ national/ state/ university/ various levels vs. total number of students	Nil	Nil
15.	Number of Sports and Cultural events conducted in college.	16	46
16.	Number of participation of students in a) NSS b) NCC c) Any other	NSS: 25 NCC:52 Rover & Ranger: YRC:	NSS:100 NCC:52 Rover & Ranger: YRC:
17.	Number of Extension and Outreach activities conducted by NSS/ NCC/Red cross/YRC wherein students were participated.	12	28
18.	Students completed graduation/ masters and employed by the college placement cell (give details)		
	i) Number of student registered for placement cell	i)106	i)118
	ii) No of trainings conducted by placement cell and students benefitted.	ii) 8	ii)7
	iii) Number of pre-placement sessions conducted.	iii)5	iii)7
	iv) Students directly placed.	iv) 134	iv)31
	v) Students placed on campus	v) 44	v) 58



	through job fairs vi) Students placed off campus through job fairs. vii) Total number of MoU/ tie-ups created by institution in current year for placement. viii) % students who have gone for entrepreneurship/ family businesses.	vi)48 1 40%	vi)75 0 45%
19.	Students who have pursued their education further (Progression) a) % of Student progressed to higher education b) % progressed into interdisciplinary areas.	24% 7%	25% 9%
20	Capability enhancement schemes, Guidance for competitive examination, Career counselling conducted. a) Number of Capability enhancement activities conducted. b) Percentage of Student participant c) Number of Guidance for competitive examination conducted. d) Percentage of Student participant. e) Number of Career Counselling programs conducted. f) Percentage of students participants.	8 40% 125 45% 10 45%	8 45% 164 50% 6 55%
21	Average percentage of students clearing GATE/NET/SET/ Civil services/ etc. (list of students, year , position achieved, related details)	2021-22 24	2022-23 11
22.	Registered alumni association present? a) % of new Alumni registered: b) Monetary Support in terms of funds/donation c) support in services: • Parenting support to existing students • Support in kind: library/ Sports/ infrastructure/etc. • Support in terms of services: guest lecture/ mentoring/ etc. • Support in placements d) Alumni meetings	2021-22 492 Yes Yes yes yes	2022-23 468 Yes Yes Yes Yes



Section V Academics:

1.	Number of (Certificate/Diploma) Programs included in last five years (for certificate 150 hours for diploma 300 hours) Details with proofs	NIL	NIL
2.	Number of new university programs introduced.	NIL	NIL
4.	Number of Add-on programs conducted	25	22
5.	Number of value added courses (30 hours skill based).		
6.	Number of Courses having field study/Research projects/ internships	17	17
7.	Percentage of Students undertaking field projects/ internships (current year)	764	839
8.	Number of Courses having Cross Cutting Issues.	487	487
9.	Percentage of teachers using ICT for effective teaching and learning, e – learning resources.(list the tools and resources available	100%	100%
10	Number of ICT enabled classrooms and smart class rooms.	61	61
11	Whether a) Course outcomes (CO's) Program outcomes (PO's) and Program Specific Outcomes (PSO'S) are displayed on the website? b) Attainment of PO,PSO&CO conducted? Provide documents.	yes	yes
12	Provide average passing percentage of the college (only final year be considered) Passing analysis; Failed:	99.50 4	99.82 1
14	How does college analyse results and how are they used for the future development of the organization?	The college results are compiled programme wise. Results are analyzed statistically. In case results are below expectations the possibilities are discussed with the Principal and future strategy is planned accordingly.	
1.	Average percentage of full time teachers, teachers with Ph.D. and their teaching experience.	80	86
2.	Percentage of teachers recognised as research guides	8	7
3.	Number of teachers who have completed their	-----	01



	Ph.D. in last two years		
4.	Average percentage of full time teachers who have received awards / recognitions/ fellowships at state/ national/ international level from government/ recognised bodies in last two years	2	6
5.	Full time teachers from other states, their last degree and the state from which it was obtained.	38	35
6.	Grants (Amount in lakhs) received by teachers for research projects by the government/ non-government sources (industry/ corporate houses/ international bodies/ endowment/ chairs/ the institution during last two years.	10,81428	3,50,000
7.	Percentage of teachers who have taken a research project in last two years.	3	1
8.	Workshops /seminars on IPR/Research methodology and Entrepreneurship conducted by college.	21	13
9.	Number of papers published in UGC listed journals	41	29
10.	Number of books, chapter in book, research papers in proceeding published by teaching community at national and international level	21	10
11.	Number of teachers as research guides	8	7
12.	An amounts generated through Consultancies provided by teaching staff.	1,32,000	75,000

Section VII: Community & environmental services.

1	Number of NSS related activities - reports & Camps	07	06
2	Number of Activities other than NSS		
3	Number of Environment related activities	05	03
4	Number of Cleanliness programs	4	8
5	Number of Gender equity/Sensitivity programs	03	12
6	List the woman's facilities in institute.	<ol style="list-style-type: none"> 1. Guards 2. CCTV Cameras 3. Girls Common Room 4. Sanitary Pads vending machine 5. Physiotherapy and Medical OPD 6. Women Empowerment Cell 	
7	Green practices- plastic free campus / paperless office/ public	<ul style="list-style-type: none"> • Plastic free campus • Functional ERP has resulted in minimal use 	



	transport measures/ waste management practices/ LED lamps/ Rain water harvesting. Describe in bullet form.	<ul style="list-style-type: none"> of paper • MOU for waste collection and disposal • LED • Rain Water Harvesting • Groundwater recharge
8	Installation of Solar energy	Solar Panels
9	Rain water harvesting ;describe in bullet form	Pits for water recharge

**Section : VIII: OFFICE ASPECTS
(office filing)**

1.	<p>Teaching Staff Appointments ,Approvals and Promotion</p> <p>*Aided:</p> <p>a) Describe Process of Appointments , Approvals and Promotion in bullet Form along with documentary evidences</p> <p>b)Number of CAS eligible Teacher</p> <p>c) Number of CAS pending cases</p> <p>*Unaided:</p> <p>as above procedure</p>	<p>Unaided:</p> <p>As per the requirement, posts are sanctioned and approved by the Management committee.</p> <p>Selection is done as per U.G.C norms.</p>
2.	<p>Non- Teaching Staff Appointments & Promotions</p> <p>*Aided:</p> <p>a)Describe Process of Appointments, Approvals and Promotion in bullet form along with documentary evidences</p> <p>*Unaided:</p> <p>As above procedure</p>	<p>Unaided:</p> <p>Data bank of interested candidates to join at various posts is maintained in the college. As per the requirement, eligible candidates are called for screening and interview. The Director, Additional Director and Admin Officer select the right candidate based on the result of the interview.</p>
3.	<p>Service Books & Leave Records (Teaching & Non – Teaching Staff)</p> <p>Aided:</p> <ul style="list-style-type: none"> • Service Books maintained as per Joint Director Office • Computerized Leave Record is maintained as per service book 	<p>Service Books maintained at Joint Director Office</p> <p>Computerized Leave Record is maintained as per service book Manual Leave Record</p>



	<p>* Unaided dept.: As above procedure</p>	Bio-Metric
4.	<p>Admissions Procedures *Aided/Unaided.</p> <ul style="list-style-type: none"> Describe process of Admission in bullet form with documentary evidences. 	<ul style="list-style-type: none"> Filling up of Pre Admission Form designed by the college Online Admission Form Filling on the digital portal Confirmation of Admission on portal & fees collection on customized software Submission to Registration of the confirmed student
5.	<p>Examination and Examination grievances *Aided/Unaided:</p> <p>a) Describe Examination process in bullet form with documentary evidences.</p>	<ul style="list-style-type: none"> Internal Exam are conducted by the Institute External Exams are conducted by the affiliating university
	<p>b) Describe mechanism of examination grievances in bullet form with documentary evidences.</p>	<ul style="list-style-type: none"> Internal Exam grievance is handled at the Department itself and the grievance is resolved in a fortnight. In case of external exam grievance, full support is provided by the exam cell to apply to the affiliating university for redressal of grievance.
	<p>c) Number of examination grievances received in last two years with documentary evidences.</p>	38
	<p>d) Number examination grievances resolved within stipulated time with documentary evidences.</p>	38
6.	<p>Railway/ Bus Concessions *Aided & Unaided</p>	<p>(Yes)</p> <ul style="list-style-type: none"> Railway/ Bus Concession is issued to student as per the requirement of the students. The record is maintained at the Principal Office
7.	<p>Government Scholarships & Free Ships *Aided/Unaided:</p> <ul style="list-style-type: none"> Students and Parent are orientated with procedure and norms. Display of Notice on Digital Signage 	<p>(Yes)</p> <ul style="list-style-type: none"> Students and Parent are orientated with procedure and norms. Notice is displayed



	<ul style="list-style-type: none"> • &WhatsApp group • Collection and Documentation of forms filled by students on the scholarship site • Verification of forms & documents 	<ul style="list-style-type: none"> • Collection and Documentation of forms filled by students on the scholarship site is done • Verification of forms & documents is done
8.	<p>Non-Government scholarships, free ships, concessions.</p> <p>Organizational effort to provide help to needy</p>	<p>Yes</p> <p>Free ship and scholarship are given to the students as per scholarship policy of the Institute</p>
9.	<p>Inward &Outward Registers</p> <p>Aided/Unaided.</p> <p>Digitized</p>	<p>Available</p>
10.	<p>Dead Stock Registers: Provide record</p> <p>*Aided/Unaided Course dept.:</p> <p>Register is maintained in excel format</p>	<p>Available</p>
11.	<p>Records of Minutes Governing council, College development committee, Internal Quality Assurance Cells.</p> <p>*Aided/Unaided.:</p> <p>Provide Records:</p> <ul style="list-style-type: none"> • CDC-Twice a year • IQAC – Once in three months (minimum) • Management committee - Twice a year 	<p>Available</p>
12.	<p>Records of Computers, Printers, Lap Tops, Scanners, Projectors & Licensed Software's</p> <p>*Aided/Unaided</p> <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Purchase of new equipment is recorded in the Dead Stock Register • New purchases are numbered • List Attached • Scrap is also donated & recorded
13.	<p>Accounts & Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc.</p> <p>Aided/Unaided:</p> <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Accounts is maintained in Tally ERP9 • Vouchers are printed from the Tally Software, Reconciliation is maintained in Tally ERP9 • Salary Register of the Full Time Faculty's & Non-Teaching Staff are

		<p>maintained</p> <ul style="list-style-type: none"> • Fees Receipts are printed from the customized software
14.	<p>College Budgets & Audited Balance Sheet *Aided/Unaided Course dept.:</p> <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Budget is prepared department wise every year • Audited Balance Sheet is also prepared and submitted to the trust
15.	<p>Teachers Workload & Class Time Tables *Aided/Unaided:</p> <ul style="list-style-type: none"> • As per University norms & approved form University/Joint Director Office <p>*Unaided:</p>	Work load is evenly divided as per university norms
18.	<p>Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers & Printers</p>	<ul style="list-style-type: none"> • Water Coolers • CCTV • Fire Extinguishers • Printers • Computers • AC
19.	<p>Non- Teaching Staff Welfare Aided/Unaided/ Ext. Course dept.:</p> <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Medical Assistance • Feeship to the ward of the staff studying at Dolphin Institute • Interest free loan • Festival Celebration
20.	<p>Number non-teaching staff attended Training/ Workshops during last two years.</p>	35

Section IX: Best Practices: Describe in bullet form

1. In Curriculum	<ul style="list-style-type: none"> • Add on, value added courses • Guest Lectures • Conferences, HOT, Seminars
2. Academics	<ul style="list-style-type: none"> • ICT enabled teaching • Remedial classes • Student centric teaching
3. Extension	<ul style="list-style-type: none"> • physiotherapy and medical camps • visits to orphanages, old age homes




	<ul style="list-style-type: none"> • distribution of stationary
4. student progression	<ul style="list-style-type: none"> • Counselling and guidance
5. management practices	<ul style="list-style-type: none"> • decentralization
6.Environment	<ul style="list-style-type: none"> • Awards for clean and green campus
7.Distinctive practices	<ul style="list-style-type: none"> • Scholarships and free ships • Extension activities



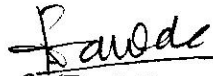
Academic & Administrative Audit
Recommendations/Suggestion

1. Functioning of the institute is required to justify vision, mission & objectives of the institute.
2. To focus more on need based education rather than available, for this it is suggested to conduct survey for inclusion of new programmes/courses.
3. Perspective & strategic planning is required to prepare; effectively implementation through CDC & IQAC.
4. Research policy to be developed focusing more teachers contribution & students involvement in Research activities; plagiarism software should be owned institute.
5. Student centric teaching learning specific to participative & problem solving methodology should be implemented effectively.
6. It is recommended to have financial Audit Reports with the name of the institute.
7. Anti Ragging Cell, student redressal cell should be constituted as per UGC guidelines & accordingly functioning.
8. Institute have scope to undertake mega mission of road safety awareness programme in collaboration with road transport office (RTO).
9. It is suggested to have Inhouse publication with ISSN/ISBN to promote base level research work amongst teacher & student.
10. To develop 'Incubation Center' to incubate students for their future filled of profession.


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