Internal Academic Audit
Jan-Jun 2025

This is to place on record the completion and closure of the **Internal Academic Audit for the January–June 2025 academic session**, conducted during **11–18 August 2025**.

The audit was undertaken as part of the institution's internal academic governance and quality assurance process. It covered **department-level academic records** and **faculty course files for both theory and practical courses** across the audited departments, using **standardized audit checklists** to ensure uniformity and objectivity. Records related to academic planning, curriculum delivery, assessment practices, student performance monitoring, and documentation were systematically verified.

Observations and discrepancies identified during the audit were communicated to the respective Heads of Departments. The departments submitted **compliance reports with supporting evidence**, which were subsequently **verified by the auditors**. Upon satisfactory verification, the compliance reports were forwarded to the **Dean Academic Affairs** for consolidation and record.

Based on the verification carried out, it is confirmed that the observations have been **duly complied with** and **corrective and improvement measures** have been initiated by the concerned departments. Accordingly, the **Internal Academic Audit for the January–June 2025 session stands closed**.

Submitted for information and record.

Dean Academic Affairs
Amritsar Group of Colleges
Amritsar

Principal
AGC Amritsar

IAC for Record
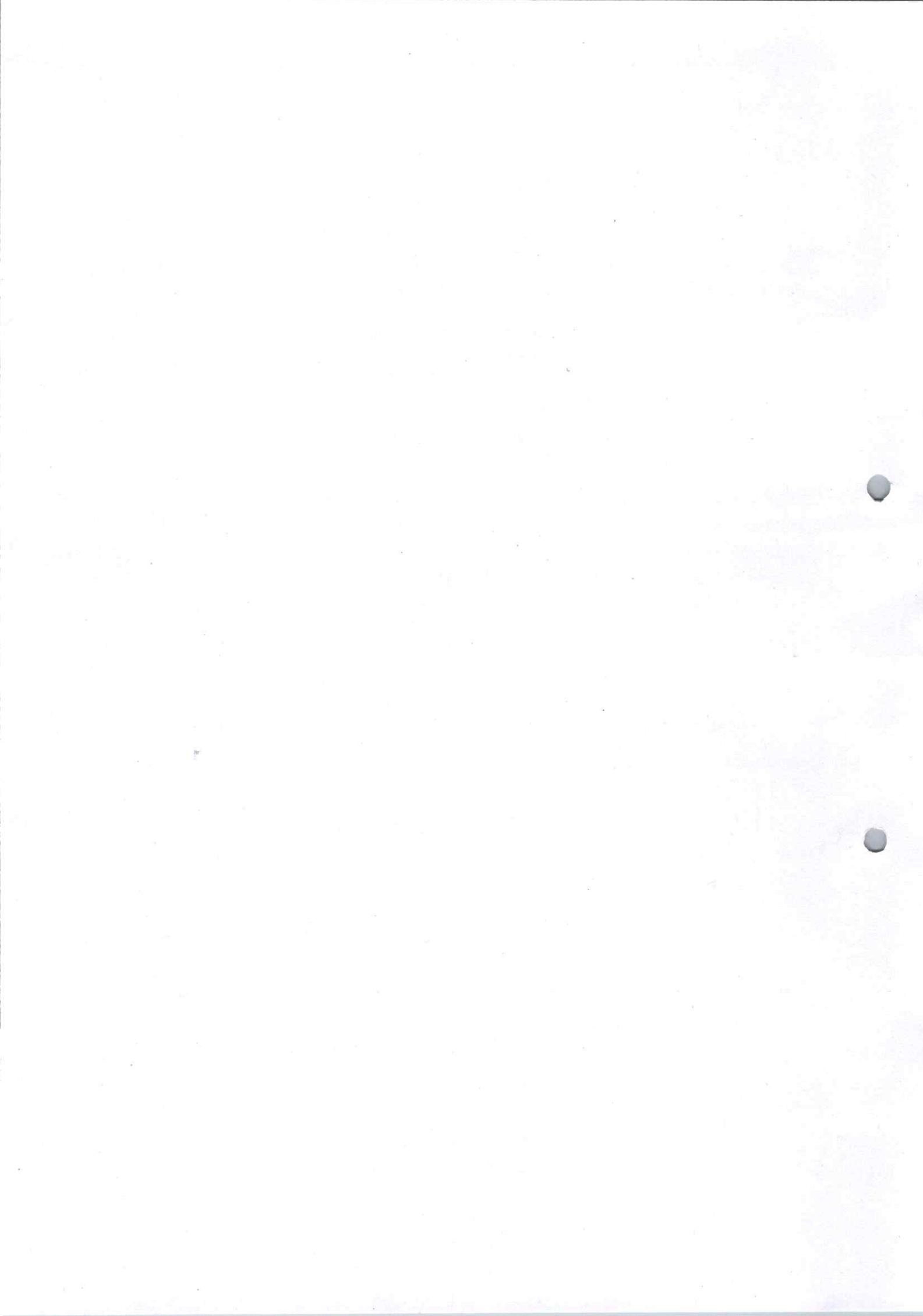
Internal Academic Audit
(Jan-Jun 2025)

Internal Academic Audit for the recently concluded the session Jan-Jun 2025, will be conducted by the following Team of Auditors during 11.08.2025 to 18.08.2025.

1. Mr. Bimal Kumar (Electrical Engineering)   Convener
2. Mr. Vijay Kumar (Civil Engineering)   Member
3. Ms. Gurveen Kaur (Management studies)   Member
4. Mr. Sahil Luthra (Computer Applications)   Member

The following points shall be noted carefully:

1. A team of minimum three auditors shall visit a department on random selection basis.
2. Convener shall ensure to exclude a member from the team while auditing his/her department.
3. The Heads and faculty of respective departments shall arrange to produce the documents before the team of auditors as per the attached check-list.
4. The auditors shall submit the report of discrepancies found during the audit to the academic coordinator of the concerned department on the same day of the audit.
5. The concerned academic coordinators shall get the discrepancies addressed through the Head of Department and submit the compliance to the Convener of the team within two working days of the audit.

Dr. Upain Kr. Bhatia
Dean Academic Affairs
AGC Amritsar

Copy to:
1. Principal AGC for information
2. IQAC Coordinator for information
3. All concerned faculty members (Auditors)
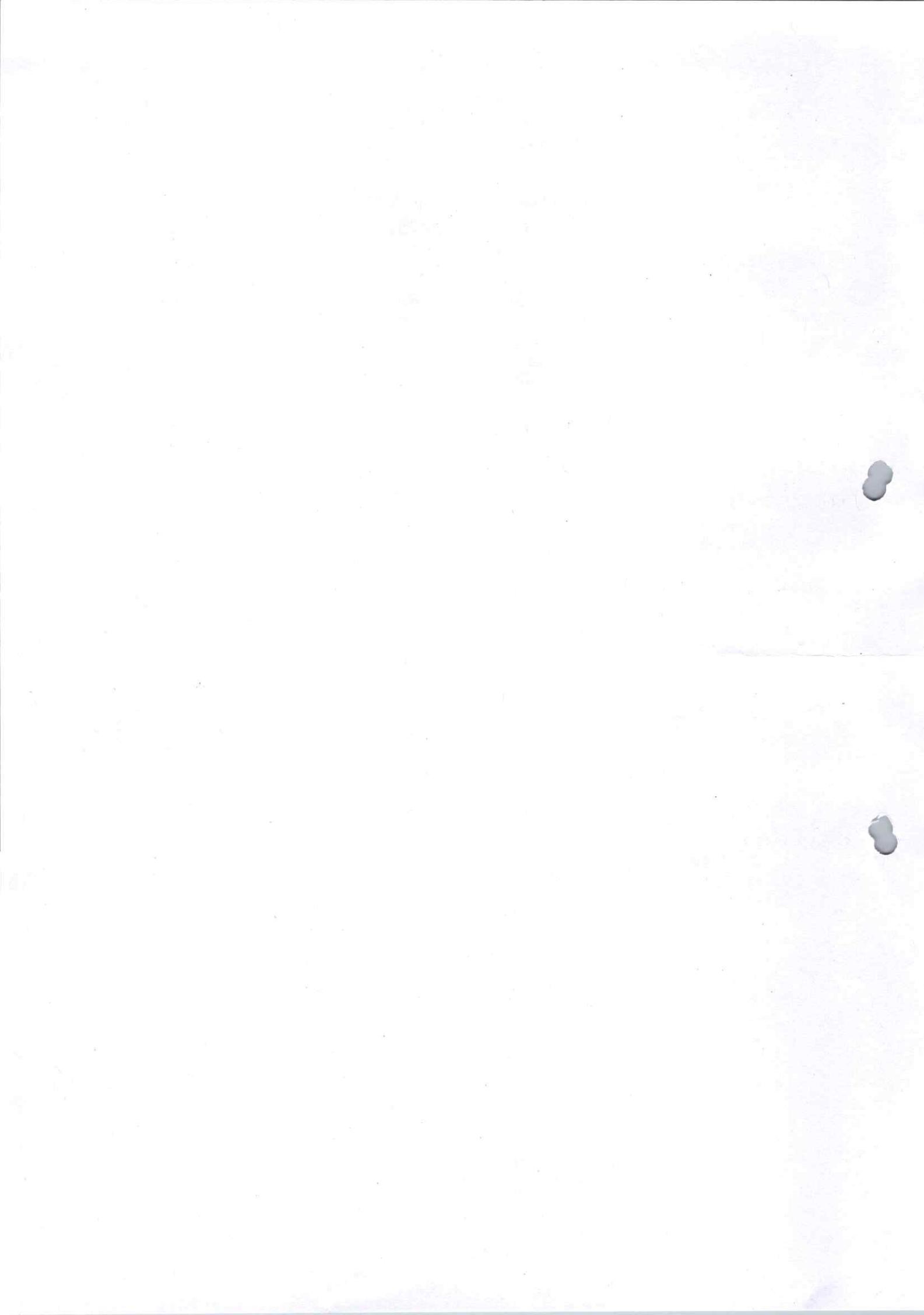
Internal Academic Audit
(Jan-Jun 2025)

Internal Academic Audit for the recently concluded the session Jan-Jun 2025, will be conducted during 11.08.2025 to 18.08.2025. The schedule of audit shall be as below:

Date	Name of the Department	Time
11.08.2025	Civil Engineering	10:00 am - 01:00 pm
	Mechanical Engineering	02:00 pm - 04:00 pm
12.08.2025	Computer Science and Engineering	10:00 am - 01:00 pm
	Fashion Designing	02:00 pm - 04:00 pm
13.08.2025	Computer Application	10:00 am - 01:00 pm
	Management Studies	02:00 pm - 04:00 pm
14.08.2025	Electrical Engineering	10:00 am - 01:00 pm
	Applied Sciences	02:00 pm - 04:00 pm
18.08.2025	Paramedical Sciences	10:00 am - 12:00 pm

The Heads and faculty of respective departments will arrange to produce the documents before the Auditors as per the attached check-list.
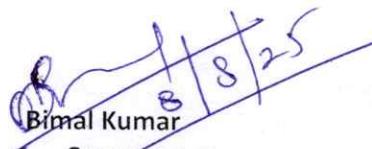
Bimal Kumar 8/8/25
Convener
Internal Academic Audit

Copy to:
1. Principal AGC for information
2. IQAC Coordinator for information
3. Dean Academic Affairs
4. All concerned faculty members (Auditors)
5. All Heads of Academic Departments

AMRITSAR GROUP OF COLLEGES

NAAC Grade 'A' 3rd Cycle | Autonomous College
under Autonomous Colleges | Since 2018 | Conferred by UGC
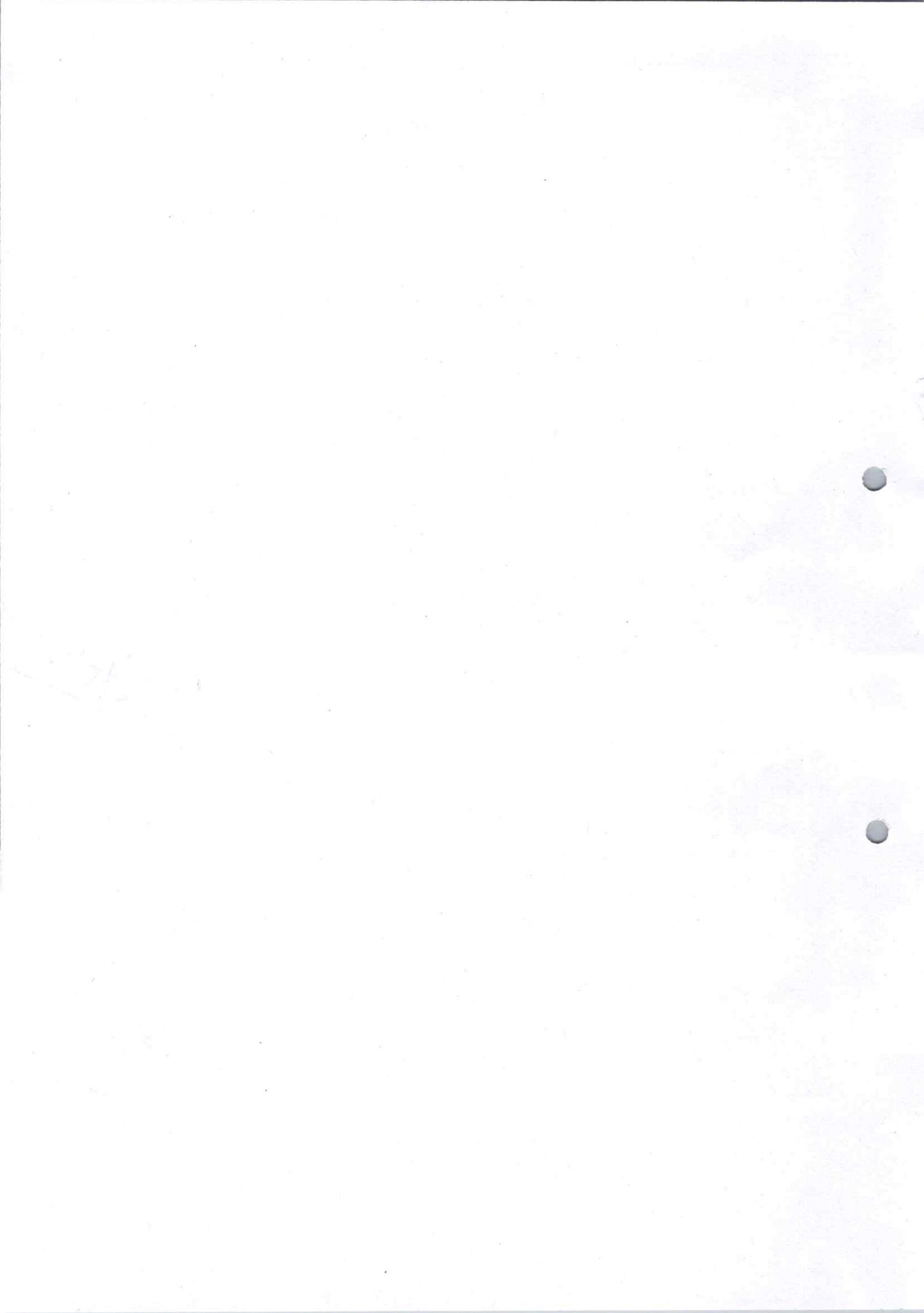
Report of Internal Academic Audit	Office of the Dean Academic Affairs
Jan–Jun 2025	

Name of Department — CSE

	Record	Discrepancies	Remarks
1.	Department level Record	NIL	
2.	Faculty Level Record (Theory Courses)	As per list 2 documents are missing in one file of a faculty.	
3.	Faculty Level Record (Practical Courses)	NIL	

Signatures with date:

(Auditor 1) 12/8/25

(Auditor 2) 12/08/2025

(Auditor 3) 12/8/25

Balvil Luthra 12/8/25 (Auditor 4)

Compliance Remarks by HoD

	Signatures of HOD (with date)
Missing documents completed & complete file presented to Audit Team	14/8/25

Verification by Auditors:

(Satisfactory / Not Satisfactory) ✓

Signatures with date:

(Auditor 1)

(Auditor2)

(Auditor 3)

(Auditor 4)

14/08/25 (Dean Academic Affairs)
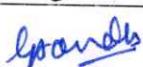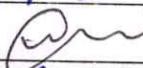
Form No. 1

Name of the Department: ___CSE___

S. No.	Record	Department level Record			
		Available (√/x)	Remarks	Review	Remarks
1.	Record of BoS	√			
2.	Time Table File	√			
3.	Record of conduct of MST-I & II and External Practical Examination (Phase-1&2)				
	a. Schedule of MSTs and External Practical Examinations	√			
	b. Cut-lists for MSTs	√			
	c. Seating Plans (Day/Session wise)	√			
	d. Attendance sheets of MSTs	√			
	e. Result Analysis of MST-I	√			
	f. Record of mode of conduct of External Practical Examinations	√			
	g. Attendance sheets of External Practical Examinations	√			
	h. Awards of External Practical Examinations	√			
4.	Quality of Question papers of MSTs checked by HoD	√			
5.	Record of events/activities conducted in the semester.	√			
6.	Planning and progress towards certified workshop for students.	√			

Date: 12/08/2025
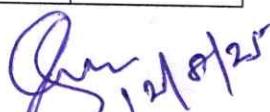
Signatures
Head of Department

Name of the Auditor	Signature	Date
Guneen Kaur	Gurandb	12/8/25
Vijay Kumar		12/08/2025
BIMAL KUMAR		12/8/25

	Checklist for Internal Academic Audit	The Office of Dean Academic Affairs

Form No. 2

Name of the Department: _CSE._

Name of the Faculty	Er. Priya Sharma	Designation	Assistant Prof.
Course title	Big Data Analytics	Semester	6th
Course Code	AGCS 21603	Section	CS-2

	Faculty Level Record (Theory Courses)				
S. No.	Record	Available (√/x)	Remarks	Review	Remarks
1.	Syllabus of the course	√			
2.	Course Outcomes	√			
3.	CO-PO/PSO mapping	√			
4.	List of Students	√			
5.	Time Table	√			
6.	Instructional Plan	√			
7.	Syllabus Coverage	√			
8.	MST Question Paper(s)	√			
9.	MST awards and computations of COs	√			
10.	Assignment Sheet(s)	√			
11.	Assignment awards and computations of COs	√			
12.	Tutorial Sheets (where applicable)	—			
13.	Identification of Slow and Advanced Learners.	√			
14.	Notes (Hand written/e-notes/soft notes/ppts etc.)	√ online available			
15.	Attendance Sheet	√ x			

Name of the Auditor	Signature	Date
Vijay Kumar	(signature)	12/08/2025
Gurveen Kaur	Gsandhu	12/8/25

AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3rd Cycle | Autonomous College under Autonomous Category (Since 2014) Conferred by UGC	Checklist for Internal Academic Audit	The Office of Dean Academic Affairs

Form No. 2

Name of the Department: _CSE_

Name of the Faculty	Er. Bhuvnesh Kumar.	Designation	Asst. Prof.
Course title	Data science	Semester	7th.
Course Code	AGCS 21701	Section	—

	Faculty Level Record (Theory Courses)				
S. No.	Record	Available (√/x)	Remarks	Review	Remarks
1.	Syllabus of the course	✓			
2.	Course Outcomes	✓			
3.	CO-PO/PSO mapping	✓			
4.	List of Students	✓			
5.	Time Table	✓			
6.	Instructional Plan	✓			
7.	Syllabus Coverage	✓			
8.	MST Question Paper(s)	✓			
9.	MST awards and computations of COs	✓			
10.	Assignment Sheet(s)	✓			
11.	Assignment awards and computations of COs	✓			
12.	Tutorial Sheets (where applicable)	✓			
13.	Identification of Slow and Advanced Learners.	✓			
14.	Notes (Hand written/e-notes/soft notes/ppts etc.)	✓			
15.	Attendance Sheet	✓			

Name of the Auditor	Signature	Date
Gurveen Kaur	Gpandeu	12th Aug 2025
Vijay Kumar	Cri	12/08/2025

Form No. 2

Name of the Department: _____ CSE

Name of the Faculty	Jaspreet Singh	Designation	Asst. Prof.
Course title	Information Security	Semester	6th (A)
Course Code	AGCS - 21604A	Section	

	Faculty Level Record (Theory Courses)				
S. No.	Record	Available (V/x)	Remarks	Review	Remarks
1.	Syllabus of the course	✓			
2.	Course Outcomes	✓			
3.	CO-PO/PSO mapping	✓	Needs to be verify		
4.	List of Students	✓			
5.	Time Table	✓			
6.	Instructional Plan	✓			
7.	Syllabus Coverage	✓			
8.	MST Question Paper(s)	✓			
9.	MST awards and computations of COs	✓			
10.	Assignment Sheet(s)	✓			
11.	Assignment awards and computations of COs	✓			
12.	Tutorial Sheets (where applicable)	—			
13.	Identification of Slow and Advanced Learners.	✓			
14.	Notes (Hand written/e-notes/soft notes/ppts etc.)	✓			
15.	Attendance Sheet	✓			

Name of the Auditor	Signature	Date
Sahil Luthra	Sahil Luthra	12/8/25
Vijay Kumar	Ani	//
Gurveen Kaur	Gandhi	12/8/25

Form No. 2

Name of the Department: ___CSE___

Name of the Faculty	Shgun Aror	Designation	AP
Course title	OS	Semester	4th
Course Code	AGCS-21404	Section	

Faculty Level Record (Theory Courses)
S. No.	Record	Available (√/x)	Remarks	Review	Remarks
1.	Syllabus of the course	✓			
2.	Course Outcomes	✓			
3.	CO-PO/PSO mapping				
4.	List of Students	✓			
5.	Time Table	✓			
6.	Instructional Plan	✓			
7.	Syllabus Coverage	✓			
8.	MST Question Paper(s)	✓			
9.	MST awards and computations of COs	✓			
10.	Assignment Sheet(s)	✓			
11.	Assignment awards and computations of COs	✓	Not Recieved		
12.	Tutorial Sheets (where applicable)	—			
13.	Identification of Slow and Advanced Learners.	✓			
14.	Notes (Hand written/e-notes/soft notes/ppts etc.)	✓			
15.	Attendance Sheet	✓			

Name of the Auditor	Signature	Date
Bimal Kumar		12/8/25
Vijay Kumar		12/08/2025
Gurveen Kaur	Gurveen	12/8/25

456, 256, 435

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AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3rd Cycle | Autonomous College under Autonomous Category | (Since 2014) Conferred by UGC	Checklist for Internal Academic Audit (Jan-Jun 2025)	The Office of Dean Academic Affairs

Form No. 3

Name of the Department: CSE

Name of the Faculty	Er. Jaspreet singh.	Designation	AP.
Course title	Cloud Computing LAB	Semester	6th
Course Code	AGCS – 21607	Section	—

S. No.	Record	Available (√/x)	Remarks	Review	Remarks
	Faculty Level Record (Practical Courses)				
1.	Syllabus of the course (List of Experiments/ Machine Exercises)	✓			
2.	Course Outcomes	✓			
3.	CO-PO/PSO mapping	✓			
4.	List of Students	✓			
5.	Time Table	✓			
6.	Instructional Plan	✓			
7.	Record of continuous evaluation	✓			
8.	List of Projects (Group-wise allocation to students)	✓			
9.	Rubrics	—			
10.	Attendance Sheet	✓			

Name of the Auditor	Signature	Date
Gurveen Kaur.	Gpandu	12th Aug. 2025
Vijay kumar	Qui	12/08/2025
Sahil Luthra	Sahil Luthra.	12/8/25

AMRITSAR GROUP OF COLLEGES

NAAC Grade "A" 3" Cycle | Autonomous College

Checklist for Internal Academic Audit	The Office of Dean Academic Aff

Form No. 3

Name of the Department: CS/2 .

Name of the Faculty	Er. Priya Sharma	Designation	Assistant Professor
Course title	Big Data Analytics Lab	Semester	6th
Course Code	AGCS - 21608	Section	CS-2

S. No.	Record	Available (√/x)	Remarks	Review	Remarks
	Faculty Level Record (Practical Courses)				
1.	Syllabus of the course (List of Experiments/ Machine Exercises)	√			
2.	Course Outcomes	√			
3.	CO-PO/PSO mapping	mapping needs to verify.			
4.	List of Students	√			
5.	Time Table	√			
6.	Instructional Plan	√			
7.	Record of continuous evaluation	√			
8.	Rubrics	√			
9.	Attendance Sheet	√			

Name of the Auditor	Signature	Date
Vijay Kumar		12/08/2025
Gurveen Kaur		12/8/25
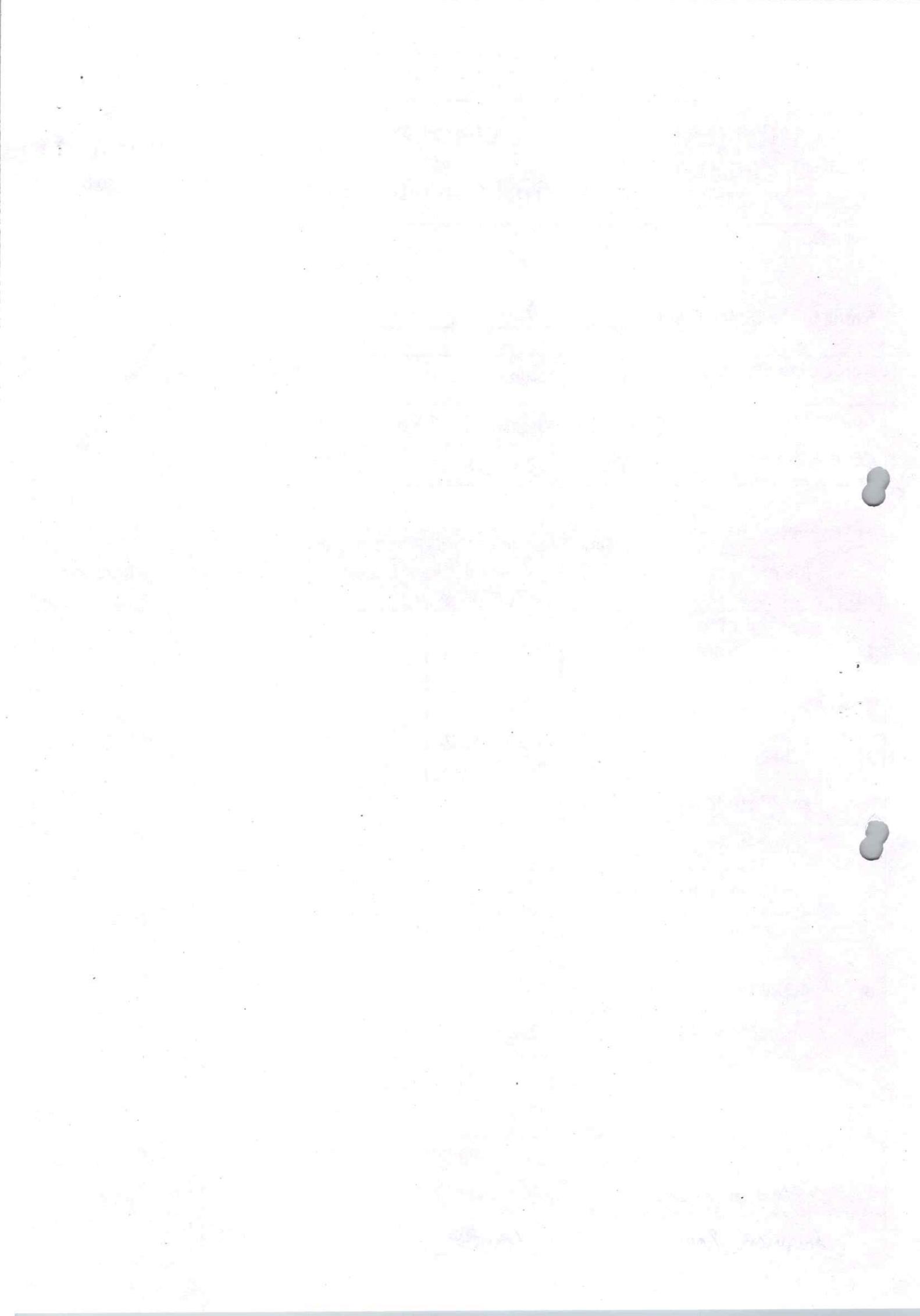
AMRITSAR GROUP OF COLLEGES

NAAC Grade "A" 3" Cycle | Autonomous College
under Autonomous Category | (Since 2014) Conferred by UGC

Checklist
for
Internal Academic Audit

The Office of Dean Academic Affairs

Form No. 3

Name of the Department: ___CSE___

Name of the Faculty	Er. Bhuvnesh Kumar.	Designation	Asst. Prof.
Course title	Data Science Lab.	Semester	7th.
Course Code	AG CS 21701	Section	—

Faculty Level Record (Practical Courses)					
S. No.	Record	Available (√/x)	Remarks	Review	Remarks
1.	Syllabus of the course (List of Experiments/ Machine Exercises)	√			
2.	Course Outcomes	√			
3.	CO-PO/PSO mapping	√			
4.	List of Students	√			
5.	Time Table	√			
6.	Instructional Plan	√			
7.	Record of continuous evaluation	√			
8.	Rubrics	—			
9.	Attendance Sheet	√			

Name of the Auditor	Signature	Date
Gurpreet Kaur.	Gurdev.	12th Aug 2025
Vijay Kumar	(sign)	12/08/2025

| AMRITSAR GROUP OF COLLEGES
NAAC Grade "A" 3rd Cycle \| Autonomous College
under Autonomous Category \| (Since 2014) Conferred by UGC | Checklist
for
Internal Academic Audit
(Jan-Jun 2025) | The Office of
Dean Academic
Affairs |

Form No. 3

Name of the Department: _CSE_

Name of the Faculty	Nawpreet Kaur	Designation	Asst. Prof.
Course title	Machine Learning Lab	Semester	6th (1)
Course Code	AGCS 21606	Section	

S. No.	Record	Available (√/x)	Remarks	Review	Remarks
	Faculty Level Record (Practical Courses)				
1.	Syllabus of the course (List of Experiments/ Machine Exercises)	✓			
2.	Course Outcomes	✓			
3.	CO-PO/PSO mapping	✓			
4.	List of Students	✓			
5.	Time Table	✓			
6.	Instructional Plan	✓			
7.	Record of continuous evaluation	✓			
8.	List of Projects (Group-wise allocation to students)	—			
9.	Rubrics	✓			
10.	Attendance Sheet	✓			

Name of the Auditor	Signature	Date
Sahil Luthra	Sahil Luthra.	12/8/25
Bimal Kumar	By	12/8/25
Vijay kumar	Ori	(/