

# Quantum University, Roorkee



6.5.2	<p>Institution has adopted the following for Quality assurance:</p> <ol style="list-style-type: none"><li>1. Academic and Administrative Audit (AAA) and follow up action taken</li><li>2. Conferences, Seminars, Workshops on quality conducted</li><li>3. Collaborative quality initiatives with other institution(s)</li><li>4. Orientation programme on quality issues for teachers and students</li><li>5. Participation in NIRF and other recognized ranking like Shanghai Ranking, QS Ranking Times Ranking etc</li><li>6. Any other quality audit recognized by state, national or international agencies</li></ol>
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## SAMPLE ADMINISTRATIVE AUDIT REPORTS

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# **Academic Audit Report for Academic Year 2019-2020**



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## ADMINISTRATIVE AUDIT LAB & WORKSHOP INSPECTION CHECKLIST

School of <u>Health Sciences</u>	Lab/Workshop Room No: <u>B-113</u>
Department: <u>of Pharmacy</u>	
Lab/Workshop Incharge/Technician: <u>Pharmaceutics lab-2 / Mrs Pooja Singh / Mr Rajender Prasad</u>	Lab/Workshop Name: <u>Pharmaceutics lab-2</u>
Inspection Date: <u>15/10/2015</u>	

**Instructions:**


- Boxes to be marked ticked (✓) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. **Any question marked with a cross requires a corrective action.**
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.


S.N.	Criteria	(✓)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Lab Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Equipment Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Maintenance Log Book (In/Out)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Display Notice Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Practical list unavailable &amp; new available</u>
6	Lab Occupancy Chart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Lab record: 5 Sample Reports duly signed by faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Lighting adequate and operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Mini projects: • They are properly displayed • Report available • Evaluated	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10	Water Taps are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12	Electrical equipment tested, tagged and in date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13	All power leads, outlets and switches are in good condition (not broken).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Chemicals stored in appropriate containers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Containers are labelled correctly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Compatibility chart not available</u>

  
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18	Segregated waste disposable containers are available and labelled correctly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Chart Displays	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Bio waste mechanism is maintained	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	How many Practical uses computer lab/ virtual lab	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Remarks</b>		Compatibility Chart available within 7 days			

Name & Signature of Inspection team Members:

(External Experts-1) .....  
  
 Dr. Kshitij Agarwal  
 Director, Hain College of  
 Pharmacy

(External Experts-2) .....  
  
 Prof. (Dr.) Mayank Yadav  
 Professor, AVIPS, SU, Gangolli,  
 Registrar

  
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## ADMINISTRATIVE AUDIT

### Lab/Workshop Audit

Date: 18/10/2019

S.N.	School of Health Sciences (Lab: 16)	Physical Verification of Stock Register	Lab Manual	Equipment Status	Maintenance Log Book	Cleaning	Remarks
1	Lab 1: Pharmaceutics Lab I	✓	✓	✓	✓	✓	
2	Lab 2: Pharmaceutics Lab II	✓	✓	✓	✓	✓	
3	Lab 3: Pharmaceutical Biotechnology Lab/ Microbiology Lab	✓	✓	✓	✓	✓	
4	Lab 4: Pharmaceutical Chemistry Lab I	✓	✓	✓	✓	✓	
5	Lab 5: Pharmaceutical Chemistry Lab II	✓	✓	✓	✓	✓	
6	Lab 6: Pharmaceutical Analysis Lab	✓	✓	✓	✓	✓	
7	Lab 7: Pharmaceutical Biochemistry Lab/ Bio-Chemistry Lab	✓	✓	✓	✓	✓	
8	Lab 8: Anatomy and Physiology Lab/ Human Anatomy Lab	✓	✓	✓	✓	✓	
9	Lab 9: Clinical Pathology Lab/ Hematology & Pathology Lab	✓	✓	✓	✓	✓	
10	Lab 10: Pharmacology/ Human Physiology Lab	✓	✓	✓	✓	✓	
11	Lab 11: Pharmacognosy Lab	✓	✓	✓	✓	✓	
12	Lab 12: Hospital and Clinical Pharmacy Lab/ Immunology and Serology Lab	✓	✓	✓	✓	✓	
13	Lab 13: Central Instrument Room	✓	✓	✓	✓	✓	
14	Lab 14: Machine Room	✓	✓	✓	✓	✓	
15	Lab 15: Computer Lab	✓	✓	✓	✓	✓	
16	Lab 16: Model Pharmacy	✓	✓	✓	✓	✓	

External Expert-1.....

*Mayank Yadav*  
AKIPS, SU, Gurgaon, SRE

H.O.D.....

*Baloni*

Dean of School.....

*PLB*

Health Sci.

External Expert-2.....

*Kishan Aggarwal*, Director  
Hari college of Pharmacy, SRE  
Dean Academics.....

Registrar.....

*R*

*Ashu*  
Registrar  
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## ADMINISTRATIVE AUDIT LAB & WORKSHOP INSPECTION CHECKLIST

School of <u>Graduate Studies</u>	Lab/Workshop Room No: <u>E-106</u>
Department: <u>Department of Sciences</u>	
Lab/Workshop Incharge/Technician: <u>Raj Kumar</u>	Lab/Workshop Name: <u>Lab-01</u> <u>Mechanics Lab</u>
	Inspection Date: <u>20/11/2019</u>

**Instructions:**

- Boxes to be marked ticked (√) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. **Any question marked with a cross requires a corrective action.**
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.

S.N.	Criteria	(√)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Lab Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Equipment Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>See remarks</u>
4	Maintenance Log Book (In/Out)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Display Notice Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Lab Occupancy Chart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Lab record: 5 Sample Reports duly signed by faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Lighting adequate and operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Mini projects: • They are properly displayed • Report available • Evaluated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Water Taps are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Electrical equipment tested, tagged and in date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	All power leads, outlets and switches are in good condition (not broken).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
15	Chemicals stored in appropriate containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
16	Containers are labelled correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

18	Segregated waste disposable containers are available and labelled correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
19	Chart Displays	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	required.
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Bio waste mechanism is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
22	How many Practical uses computer lab/ virtual lab	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Remarks</b>		(5) Required a sand box for Flywheel set-up (19) Chart required.			

Name & Signature of Inspection team Members:

(External Experts-1) Mol  
 Dr. Manish Silakota  
 Prof. & Dean, Assam Kaziranga  
 University

(External Experts-2) Poornima  
 Mrs. Poornima Tomar  
 Assistant Professor, Disha  
 Bharti College of Engg & Technology  
 Sahasarpur, U.P. Registrar

  
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## ADMINISTRATIVE AUDIT

### Lab/Workshop Audit

Date: 11/10/2019

S.N.	Department of Sciences (Lab: 04)	Physical Verification of Stock Register	Lab Manual	Equipment Status	Maintenance Log Book	Cleaning	Remarks
1	Lab 01: Mechanics Lab for B.Sc. (Lab: Applied Physics Lab, Lab: Engineering Physics Lab, Lab: Modern Physics Lab, Lab: Thermal Physics Lab)	OK	Available	All equipments in working condition	Available	OK	
2	Lab 02: Electromagnetic Theory Lab	OK	Available	All equipments in working condition	Available	OK	
3	Lab 03: Applied Chemistry Lab	OK	Available	OK	Available	OK	
4	Lab 04: Computational Physics Lab	OK	NA	Three PC's are available	OK	OK	

External Expert- 1.....  
*Mal. Dr. Manish Srivastava*  
 Prof & Dean (Assam Kaziranga Univ)

H.O.D.....  
*(Dr. Arjun Sharma)*

Dean of School.....  
*[Signature]*

External Expert- 2.....  
*Poojam Mrs. Poojam Tomar*  
 Assit Prof, Dishu Bhatti College of Mgmt & Edu JRS,

Dean Academics.....  
*Ghanan*

Registrar.....  
*[Signature]*

## ADMINISTRATIVE AUDIT LAB & WORKSHOP INSPECTION CHECKLIST

School of ..... <u>Technology</u> .....	Lab/Workshop Room No:  <u>E-201</u>
Department: ..... <u>Computer Science &amp; Engineering</u> .....	
Lab/Workshop Incharge/Technician: <u>Er. Ashish Kumar</u>	Lab/Workshop Name: <u>Basics of Computer &amp; C prog Lab</u>
	Inspection Date: <u>20-08-19</u>

**Instructions:**

- Boxes to be marked ticked (√) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. **Any question marked with a cross requires a corrective action.**
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.

S.N.	Criteria	(√)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
2	Lab Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
3	Equipment Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 computer is not working properly
4	Maintenance Log Book (In/Out)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Need to be prepare
5	Display Notice Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List of equipment missing
6	Lab Occupancy Chart	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Need to be prepare
7	Lab record: 5 Sample Reports duly signed by faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lab records - grades missing in lab records
8	Lighting adequate and operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	one switch is not working
9	Mini projects: • They are properly displayed • Report available • Evaluated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
10	Water Taps are working properly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
12	Electrical equipment tested, tagged and in date.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
13	All power leads, outlets and switches are in good condition (not broken).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
15	Chemicals stored in appropriate containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
16	Containers are labelled correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK

  
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18	Segregated waste disposable containers are available and labelled correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
19	Chart Displays	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
21	Bio waste mechanism is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
22	How many Practical uses computer lab/ virtual lab	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not required
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
Remarks		Prepared within 3 days (Log book) Prepared within 3 days (lab occupancy chart)			

Name & Signature of Inspection team Members:

(External Experts-1) .....

*Dr. Tansiya Chaudhary*  
Associate Professor, UPES Dehradun

(External Experts-2) .....

*Dr. Kuldeep Yadav*  
Sr. Faculty, Govt. Polytechnic  
Sahasnagar, U.P.

*[Signature]*  
Registrar

*[Signature]*  
Registrar  
Quantum University

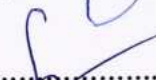
## ADMINISTRATIVE AUDIT


### Lab/Workshop Audit

Date: 06-08-2019


S.N.	Department of Computer Science & Engineering (I.T. Labs: 18)	Physical Verification of Stock Register	Lab Manual	Equipment Status	Maintenance Log Book	Cleaning	Remarks
1	(Design & Analysis of Algorithm Lab)	OK	OK	OK	OK	OK	Take action on the mentioned points
2	(Data Base Management System Lab)	OK	OK	Two Computer missing	OK	OK	within 3 days
3	(Soft Computing Lab)	OK	OK	OK	OK	OK	"
4	Computer Networks lab	OK	Some experiment missing	OK	OK	OK	"
5	(Open Source lab)	Not verified properly	OK	OK	OK	OK	"
6	Web programming lab	OK	OK	OK	Not updated properly	OK	"
7	Python Programming lab	OK	OK	OK	OK	OK	"
8	System Software Lab	OK	OK	Mouse not working at two computers	OK	OK	"
9	Operating System lab	OK	OK	OK	OK	OK	"
10	Computer Programming Lab	Some entries missing	OK	OK	OK	OK	"
11	Data Structure Lab	OK	OK	OK	OK	OK	"
12	Object Oriented Programming Lab	OK	OK	OK	OK	OK	"
13	Computer Applications Lab-I	OK	OK	OK	OK	OK	"
14	Computer Applications Lab-II	OK	OK	OK	OK	OK	"
15	R Programming Lab	OK	OK	OK	OK	OK	"
16	Excel Lab	OK	OK	OK	OK	OK	"
17	Internet Lab	OK	OK	OK	OK	OK	"
18	Server Room	OK	Labname missing	OK	OK	OK	"

External Expert- 1.....

H.O.D.....

External Expert- 2.....

Dean of School.....

Dr. Kuldeep Yadav  
Sr. Faculty, Govt  
Poly, Saharanpur  
Dean Academics.....

Registrar.....

  
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## ADMINISTRATIVE AUDIT LAB & WORKSHOP INSPECTION CHECKLIST

School of <u>Agricultural Studies</u>	Lab/Workshop Room No: <u>D-004</u>
Department: <u>Department of Agriculture Studies</u>	
Lab/Workshop Incharge/Technician: <u>Mr. Mohit</u>	Lab/Workshop Name: <u>Introductory Biology Lab</u> <u>Lab-1 Biochemistry Lab</u>
	Inspection Date: <u>24/8/2019</u>

**Instructions:**

- Boxes to be marked ticked (✓) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.

S.N.	Criteria	(✓)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
2	Lab Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
3	Equipment Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Some entries were missing but complete immediately
4	Maintenance Log Book (In/Out)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
5	Display Notice Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lab time table was missing completed immediately
6	Lab Occupancy Chart	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Need correction
7	Lab record: 5 Sample Reports duly signed by faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
8	Lighting adequate and operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
9	Mini projects: • They are properly displayed • Report available • Evaluated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reports were available but Evaluation formate need Some correction, complete in within 7 days.
10	Water Taps are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemical were not separated according to Hazard/ Safety purpose. Completed within 3 days.
12	Electrical equipment tested, tagged and in date.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Date were not mentioned.
13	All power leads, outlets and switches are in good condition (not broken).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
15	Chemicals stored in appropriate containers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
16	Containers are labelled correctly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK

18	Segregated waste disposable containers are available and labelled correctly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disposable Containers were not in the lab
19	Chart Displays	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
21	Bio waste mechanism is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
22	How many Practical uses computer lab/ virtual lab	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
<b>Remarks</b>		Reports needs to evaluated within 7 days. Disposable containers placed outside the lab.			

Name & Signature of Inspection team Members:

(External Experts-1) .....

Dr. Rakesh Kumar  
Assistant Professor  
Bf IT, Dehradun

(External Experts-2) .....

Dr. Devi Singh  
Head, MMU, Ambala

  
Registrar

  
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## ADMINISTRATIVE AUDIT

### Lab/Workshop Audit

Date: 24/8/2019

S.N.	Department of Agriculture (Lab: 06)	Physical Verification of Stock Register	Lab Manual	Equipment Status	Maintenance Log Book	Cleaning	Remarks
1	Lab I: Biochemistry lab	✓	✓	✓	✓	✓	OK
2	Lab II: Entomology Lab C-002 (Lab: Plant Pathology Lab)	✓	✓	✓	✓	✓	OK
3	Lab III: Soil Science Lab C-001	✓	✓	✓	✓	✓	OK
4	Lab IV: Agronomy Lab C-004 (Lab: Agro-Meteorology and Climate Change Lab, Lab: Agriculture Engineering Lab)	✓	✓	✓	✓	✓	Required more Spade and sprayer
5	Lab V: Horticulture Lab	✓	✓	✓	✓	✓	OK
6	Lab VI: Genetics and Plant Breeding Lab	✓	✓	✓	✓	✓	OK

External Expert- 1.....

Assist. Prof., BFIT, Dehradun

H.O.D.....

*Rakesh Kumar*  
Dr. Rakesh Kumar  
*[Signature]*

External Expert- 2.....

Dr. Anvi Singh  
Head, MMU, Ambala

Dean of School.....

*[Signature]*

Dean Academics.....

*[Signature]*

Registrar.....

*[Signature]*

*[Signature]*  
Registrar  
Quantum University

## ADMINISTRATIVE AUDIT LAB & WORKSHOP INSPECTION CHECKLIST

School of ..... <u>Technology</u> .....	Lab/Workshop Room No:  <u>B003</u>
Department: ..... <u>Mechanical Engineering</u> .....	
Lab/Workshop Incharge/Technician: ..... <u>Mr. Vipin Chauhan</u>	Lab/Workshop Name: <u>Thermal Engg. Lab</u> ..... Inspection Date: <u>15/10/19</u>

**Instructions:**

- Boxes to be marked ticked (√) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.


S.N.	Criteria	(√)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>All ok</u>
2	Lab Manual	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>two experiments to be completed.</u>
3	Equipment Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>All working</u>
4	Maintenance Log Book (In/Out)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>All ok</u>
5	Display Notice Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>All ok</u>
6	Lab Occupancy Chart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>All ok</u>
7	Lab record: 5 Sample Reports duly signed by faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>All ok</u>
8	Lighting adequate and operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>All ok</u>
9	Mini projects: • They are properly displayed • Report available • Evaluated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>All ok</u>
10	Water Taps are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>All ok</u>
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Completed</u>
12	Electrical equipment tested, tagged and in date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>All ok</u>
13	All power leads, outlets and switches are in good condition (not broken).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>one switch was broken</u>
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>All ok</u>
15	Chemicals stored in appropriate containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
16	Containers are labelled correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	




18	Segregated waste disposable containers are available and labelled correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
19	Chart Displays	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All ok
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All ok
21	Bio waste mechanism is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
22	How many Practical uses computer lab/ virtual lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed
<b>Remarks</b>		All pending issues to be completed in next seven days.			

Name & Signature of Inspection team Members:

(External Experts-1) .....

  
 Dr. R. R. Parshad  
 Director, BSM Engg College  
 Roohkee

(External Experts-2) .....

  
 Mr. Sandeep Kumar  
 Ex. Scientist, CBRI Roohkee

  
 Registrar

  
 Registrar  
 Quantum University

## ADMINISTRATIVE AUDIT

### Lab/Workshop Audit

Date: 13/10/19

S.N.	Department of Mechanical Engineering (Total Labs: 06)	Physical Verification of Stock Register	Lab Manual	Equipment Status	Maintenance Log Book	Cleaning	Remarks
1	Lab I: Workshop (Lab: Manufacturing Science Lab, Lab: Machine Drawing Lab, Lab: Engineering Drawing Lab)	done	complete	working	OK	yes	
2	Lab II: CAD CAM Lab (Lab: Mechatronics Lab, Lab: Industrial Automation Lab)	done	complete	working	OK	yes	
3	Lab III: Strength of Material Lab (Lab: Measurement & Metrology Lab, Lab: Material Science Lab)	done	complete	working	OK	yes	
4	Lab IV: Theory of Machine Lab (Lab: Refrigeration & Air Conditioning Lab)	done	complete	working	OK	yes	
5	Lab V: Fluid Mechanics and Machines Lab	done	complete	working	OK	yes	
6	Lab VI: Heat Transfer Lab (Lab: Vehicle Technology Lab, Lab: Thermal Engineering Lab,	done	Incomplete	working	OK	yes	2 manuals to be completed in seven days.

External Expert-1.....

  
Dr. R. R. Basak  
Director, B.S.M Engg  
College, Roorkee


H.O.D.....




Dean of School.....



External Expert-2.....

  
Mr. Sanvender Kumar  
Ex. Scientist, CBRI, Roorkee.

Dean Academics.....



Registrar.....



## ADMINISTRATIVE AUDIT LAB & WORKSHOP INSPECTION CHECKLIST

School of <u>Technology</u>	Lab/Workshop Room No: <u>B-001</u>
Department: <u>Department of Civil Engg.</u>	
Lab/Workshop Incharge/Technician: <u>Mohit Kumar</u>	Lab/Workshop Name: <u>(Advance Survey Lab I (Surveying Lab))</u>
	Inspection Date: <u>23rd Jan 2020</u>

**Instructions:**


- Boxes to be marked ticked (✓) as items are sighted or with a cross (x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. **Any question marked with a cross requires a corrective action.**
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.


S.N.	Criteria	(✓)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ok
2	Lab Manual	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ask to update within a week
3	Equipment Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Satisfactory
4	Maintenance Log Book (In/Out)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	not maintained properly
5	Display Notice Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ok
6	Lab Occupancy Chart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ok
7	Lab record: 5 Sample Reports duly signed by faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ok
8	Lighting adequate and operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ok
9	Mini projects: • They are properly displayed • Report available • Evaluated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Available
10	Water Taps are working properly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Available
12	Electrical equipment tested, tagged and in date.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ask to maintain properly
13	All power leads, outlets and switches are in good condition (not broken).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Satisfactory
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
15	Chemicals stored in appropriate containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
16	Containers are labelled correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

  
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18	Segregated waste disposable containers are available and labelled correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
19	Chart Displays	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Available
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Available
21	Bio waste mechanism is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
22	How many Practical uses computer lab/ virtual lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 Experiments.
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Available
<b>Remarks</b>					

Name & Signature of Inspection team Members:

  
 (External Experts-1) .....  
 Mr. Santosh Kumar  
 Ex. Scientist, CBRI  
 Roorkee

  
 (External Experts-2) .....  
 Dr. R. R. Prasad  
 Director, B.S.M. Engineering  
 College, Roorkee

  
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# ADMINISTRATIVE AUDIT

## Lab/Workshop Audit

Date: 23 Jan 2020

S.N.	Department of Civil Engineering (Labs: 04)	Physical Verification of Stock Register	Lab Manual	Equipment Status	Maintenance Log Book	Cleaning	Remarks
1	Lab I: Surveying Lab (Lab: Soil Mechanics Lab)	Lab Satisfactory	Ask to update	OK	Ask to maintain	OK	Log Book & Lab Manual Ask to update
2	Lab II: Structural Lab (Lab: Engineering Geology Lab)	Satisfactory	Satisfactory	OK	Satisfactory	OK	Satisfactory
3	Lab III: Environment Engineering Lab	Ask to update	Ask to update	Satisfactory	OK	Satisfactory	Satisfactory but stock Register & Lab Manual Required to update
4	Lab IV: Transportation Engineering Lab (Lab: Concrete Lab, Lab: Building Material Lab)	Satisfactory	OK	Satisfactory	OK	OK	Satisfactory

External Expert-1.....  
Dr. Kumar  
 Mr. Sankar Kumar  
 Ex. Scientist, CBRI, Roorkee

H.O.D.....  
S. K. Singh

Dean of School.....  
Chauhan

External Expert-2.....  
Dr. R.R. Puri  
 Dr. R.R. Puri  
 Director, B.S.M. Engg.  
 College, Roorkee.

Dean Academics.....  
Chauhan

Registrar.....

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**ADMINISTRATIVE AUDIT  
LAB & WORKSHOP INSPECTION CHECKLIST**

School of <u>Technology</u>	Lab/Workshop Room No: <u>Comp Lab 1 &amp; 2</u>
Department: <u>Computer Applications</u>	
Lab/Workshop Incharge/Technician: <u>Mr. Karnal Kant Verma</u>	Lab/Workshop Name: <u>Open Source Lab</u> <u>Open Office using Linux</u>
	Inspection Date: <u>28/01/2020</u>

**Instructions:**

- Boxes to be marked ticked (√) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.

S.N.	Criteria	(√)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
2	Lab Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	was incomplete.
3	Equipment Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mouse not working in 03 <sup>rd</sup> sem.
4	Maintenance Log Book (In/Out)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
5	Display Notice Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
6	Lab Occupancy Chart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
7	Lab record: 5 Sample Reports duly signed by faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two files were not checked.
8	Lighting adequate and operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
9	Mini projects: • They are properly displayed • Report available • Evaluated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not displayed. Brought it in notice of the department.
10	Water Taps are working properly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
12	Electrical equipment tested, tagged and in date.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13	All power leads, outlets and switches are in good condition (not broken).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
15	Chemicals stored in appropriate containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
16	Containers are labelled correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA

  
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18	Segregated waste disposable containers are available and labelled correctly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Asked to arrange,
19	Chart Displays	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
21	Bio waste mechanism is maintained	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NA
22	How many Practical uses computer lab/ virtual lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AY
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK.
<b>Remarks</b>					

Name & Signature of Inspection team Members:

(External Experts-1) .....



Dr. Tanupriya Chaudhary  
Assistant Professor, UPES, Dehradun

(External Experts-2) .....



Dr. Kuldeep Yadav  
Sr. Faculty, Govt.  
Polytechnic, Balarampur



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**ADMINISTRATIVE AUDIT  
LAB & WORKSHOP INSPECTION CHECKLIST**

School of <u>Business &amp; Management</u>	Lab/Workshop Room No: <u>A-113</u>
Department: <u>Department of Media Studies</u>	
Lab/Workshop Incharge/Technician: <u>Mr. Prashant</u>	Lab/Workshop Name: <u>Video Editing Labs</u>
	Inspection Date: <u>21/02/2020</u>

**Instructions:**

- Boxes to be marked ticked (√) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.

S.N.	Criteria	(√)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Lab Manual	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Required to prepare.</u>
3	Equipment Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Maintenance Log Book (In/Out)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Display Notice Board	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Instruction are missing.</u>
6	Lab Occupancy Chart	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Required to Display the chart</u>
7	Lab record: 5 Sample Reports duly signed by faculty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Not Required</u>
8	Lighting adequate and operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Mini projects: • They are properly displayed • Report available • Evaluated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Water Taps are working properly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Not Required</u>
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Not Required</u>
12	Electrical equipment tested, tagged and in date.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13	All power leads, outlets and switches are in good condition (not broken).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Chemicals stored in appropriate containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
16	Containers are labelled correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



18	Segregated waste disposable containers are available and labelled correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
19	Chart Displays	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chart Missing.
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Bio waste mechanism is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
22	How many Practical uses computer lab/ virtual lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Remarks</b>		Suggested to Display the Important institution in Notice Board.			

Name & Signature of Inspection team Members:

(External Experts-1) .....

Dr. Manish Soinastava  
Prof & Dean, ACSW Kazianga  
University

(External Experts-2) .....

Mrs. Jashmeet Kaur Gulati  
Asstt. Professor, Disha Bhatti  
College of Mgmt & Education  
Sahasrampur, U.P.

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## ADMINISTRATIVE AUDIT

### Lab/Workshop Audit

Date: 20/02/2020

S.N.	Department of Media Studies & Design (Lab: 02)	Physical Verification of Stock Register	Lab Manual	Equipment Status	Maintenance Log Book	Cleaning	Remarks
1	Lab I: Editing Room	yes	yes	yes	yes	yes	Found few gaps which are suggested to short out
2	Lab II: ARC Lab	yes	yes	yes	yes	yes	

External Expert- 1.....

*Manish Srivastava*  
Prof & Dean (Assam Kaziranga Univ)

External Expert- 2.....

*Jasmeet Kaur Gulati*  
Asst. Professor, Disha Bharti College, SRE

H.O.D.....

*[Signature]*

Dean of School.....

*[Signature]*

Dean Academics.....

*[Signature]*

Registrar.....

*[Signature]*

*[Signature]*  
Registrar  
Quantum University

## ADMINISTRATIVE AUDIT LIBRARY INSPECTION CHECKLIST

**Quantum Central Library**

Inspection Date: 07/10/19

**Instructions:**

Boxes to be marked ticked (✓) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*

- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and timeframes.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.

S.N.	Criteria	(✓)	(x)	NA	Corrective Action
1	Data base of Journal/Article available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Circulation Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Reference Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Functioning of Biometrics in the library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Need to be Required
5	Internet facility in the library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Need to be improve speed
6	Availability of photocopy(Xerox) service in the library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	CD-ROMS for self-instruction and a virtual classroom	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pen Drive available
8	OPAC (Online Public Access Catalog) used in the library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Need to be Required
9	Plagiarism Facilities available	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Need to be Required
10	Sufficient number of books are available in references and circulation sections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Need to improve in few Department
11	Availability of Subject Books in the library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Periodical Back Volumes – subject related	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	A cyber library – subject related	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Old Question papers – subject related	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Available on BLRC
15	Physical conditions of the books and other materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Availability of latest editions of Books and journals in your subjects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Remarks</b>					

Name & Signature of Inspection team Members:

(External Experts-1)   
 Dr. Tanupriya Chaudhary  
 UPES, Dehradun

(External Experts-2)   
 Dr. Kuldeep Yadav  
 Sorbharya,  
 Govt. Polytechnic,  
 Saharanpur, U.P.

  
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# **Academic Audit Report for Academic Year 2021-2022**



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## ADMINISTRATIVE AUDIT LAB & WORKSHOP INSPECTION CHECKLIST

School of <u>Graduate Studies</u>	Lab/Workshop Room No: <u>E 206</u>
Department: <u>Department of Hospitality &amp; Tourism</u>	
Lab/Workshop Incharge/Technician: <u>Mr. Parmesh Buti</u>	Lab/Workshop Name: <u>Lab I - Food Production Lab</u>
Inspection Date: <u>21/01/2022</u>	

**Instructions:**

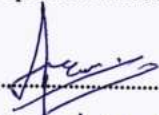
- Boxes to be marked ticked (√) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. **Any question marked with a cross requires a corrective action.**
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.

S.N.	Criteria	(√)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Lab Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Equipment Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Maintenance Log Book (In/Out)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Display Notice Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Lab Occupancy Chart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Lab record: 5 Sample Reports duly signed by faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Lighting adequate and operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Two lights need to be repaired</u>
9	Mini projects: • They are properly displayed • Report available • Evaluated	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10	Water Taps are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>One sink need to be repaired</u>
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Electrical equipment tested, tagged and in date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Equipments are tested need to be tagged</u>
13	All power leads, outlets and switches are in good condition (not broken).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
15	Chemicals stored in appropriate containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
16	Containers are labelled correctly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

18	Segregated waste disposable containers are available and labelled correctly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blue and Black need to be arranged.
19	Chart Displays	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Bio waste mechanism is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
22	How many Practical uses computer lab/ virtual lab	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Remarks</b>		Request given to LMD for necessary requirements.			

Name & Signature of Inspection team Members:

(External Experts-1) .....

  
(Ajeet Kr Singh)

HOD, JNU, Jaipur

(External Experts-2) .....

  
(SHIV MOHAN VERMA)

HOD, Sobhans University  
Meerut, U.P.

  
Registrar

  
Registrar  
Quantum University

## ADMINISTRATIVE AUDIT

### Lab/Workshop Audit

Date: 12-01-2022

S.N.	Department of Hotel Management (Lab: 04)	Physical Verification of Stock Register	Lab Manual	Equipment Status	Maintenance Log Book	Cleaning	Remarks
1	Lab I: Food Production Lab	Yes	Yes	OK Except Salamander	Yes	OK	Salamander to be repaired within 5 days
2	Lab II: Training Restaurant Lab	Yes	Yes	OK Juice Dispensers ok	Yes	OK	Juice Dispenser to be repaired within 6 days
3	Lab III: Hhouse keeping Lab	Yes	Yes	OK Bathroom Tap not ok.	Yes	OK	Wash room tap to be repaired within 4 days
4	Lab IV :- Front Office Lab	Yes	Yes	OK (PMS)	Yes	OK	

External Expert-1..... (Signature)  
(PRIYANKA TYAGI)  
Asst. Prof. JNU Jaipur

H.O.D..... (Signature)

Dean of School..... (Signature)  
Hospitality & Tourism

External Expert-2..... (Signature)  
(ISHITA SINGH)  
Asst. Prof. JNU Jaipur

Dean Academics..... (Signature)

Registrar..... (Signature)

(Signature)  
Registrar  
Quantum University

## ADMINISTRATIVE AUDIT LAB & WORKSHOP INSPECTION CHECKLIST

School of <u>Health Sciences</u>	Lab/Workshop Room No: <u>B-212</u>
Department: <u>of Paramedical</u>	
Lab/Workshop Incharge/Technician: <u>Mr. Deepak K. Sharma</u> <u>Mr. Himanshu Kumar</u>	Lab/Workshop Name: <u>Biochemistry Lab</u> Inspection Date: <u>20/11/2021</u>

**Instructions:**

- Boxes to be marked ticked (✓) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. **Any question marked with a cross requires a corrective action.**
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.

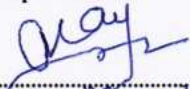
S.N.	Criteria	(✓)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Lab Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>lab manual not available,</u>
3	Equipment Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Maintenance Log Book (In/Out)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>maintenance log book.</u>
5	Display Notice Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Syllabus not shown in the Notice board &amp; new available</u>
6	Lab Occupancy Chart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Lab record: 5 Sample Reports duly signed by faculty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Lighting adequate and operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Mini projects: • They are properly displayed • Report available • Evaluated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10	Water Taps are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12	Electrical equipment tested, tagged and in date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	All power leads, outlets and switches are in good condition (not broken).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
15	Chemicals stored in appropriate containers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Containers are labelled correctly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	


  
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18	Segregated waste disposable containers are available and labelled correctly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Chart Displays	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Bio waste mechanism is maintained	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	How many Practical uses computer lab/ virtual lab	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Remarks</b>		lab manual available within 7 days			

Name & Signature of Inspection team Members:

(External Experts-1)   
 (Prof) Dr. Mayank Yadav  
 Prof. AVIPS, Sh, Ganganah  
 Saharanpur

(External Experts-2)   
 Dr. Kshitiz Aganwal  
 Director, Hari College of  
 Pharmacy

  
 Registrar

  
 Registrar  
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## ADMINISTRATIVE AUDIT

### Lab/Workshop Audit

Date: 19/11/2021

S.N.	School of Health Sciences (Lab: 16)	Physical Verification of Stock Register	Lab Manual	Equipment Status	Maintenance Log Book	Cleaning	Remarks
1	Lab 1: Pharmaceutics Lab I	✓	✓	✓	✓	✓	
2	Lab 2: Pharmaceutics Lab II	✓	✓	✓	✓	✓	
3	Lab 3: Pharmaceutical Biotechnology Lab/ Microbiology Lab	✓	✓	✓	✓	✓	
4	Lab 4: Pharmaceutical Chemistry Lab I	✓	✓	✓	✓	✓	
5	Lab 5: Pharmaceutical Chemistry Lab II	✓	✓	✓	✓	✓	
6	Lab 6: Pharmaceutical Analysis Lab	✓	✓	✓	✓	✓	
7	Lab 7: Pharmaceutical Biochemistry Lab/ Bio-Chemistry Lab	✓	✓	✓	✓	✓	
8	Lab 8: Anatomy and Physiology Lab/ Human Anatomy Lab	✓	✓	✓	✓	✓	
9	Lab 9: Clinical Pathology Lab/ Hematology & Pathology Lab	✓	✓	✓	✓	✓	
10	Lab 10: Pharmacology/ Human Physiology Lab	✓	✓	✓	✓	✓	
11	Lab 11: Pharmacognosy Lab	✓	✓	✓	✓	✓	
12	Lab 12: Hospital and Clinical Pharmacy Lab/ Immunology and Serology Lab	✓	✓	✓	✓	✓	
13	Lab 13: Central Instrument Room	✓	✓	✓	✓	✓	
14	Lab 14: Machine Room	✓	✓	✓	✓	✓	
15	Lab 15: Computer Lab	✓	✓	✓	✓	✓	
16	Lab 16: Model Pharmacy	✓	✓	✓	✓	✓	

External Expert- 1.....

*Prof. (Dr.) Mayank Yadav*  
AVIPS, SU, Grangeh SRG

H.O.D.....

*[Signature]*

Dean of School.....

*[Signature]*  
Health Sci

External Expert- 2.....

*Dr. K. S. Aganwal, Director*  
Hert College of Pharmacy.

Dean Academics.....

*[Signature]*

Registrar.....

*[Signature]*

*[Signature]*  
Registrar  
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## ADMINISTRATIVE AUDIT LAB & WORKSHOP INSPECTION CHECKLIST

School of ..... <u>Graduate Studies</u> .....	Lab/Workshop Room No:  <u>E-106</u>
Department: ..... <u>Department of sciences</u> .....	
Lab/Workshop Incharge/Technician:  <u>Ankit Dhiman</u>	Lab/Workshop Name: <u>Lab 02 : Electromagnetic Theory Lab</u> Inspection Date: <u>13/09/2021</u>

**Instructions:**

- Boxes to be marked ticked (✓) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.

S.N.	Criteria	(✓)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Lab Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Equipment Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>See remarks</u>
4	Maintenance Log Book (In/Out)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Display Notice Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Lab Occupancy Chart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Lab record: 5 Sample Reports duly signed by faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Lighting adequate and operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Mini projects: • They are properly displayed • Report available • Evaluated	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10	Water Taps are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12	Electrical equipment tested, tagged and in date.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Calibration of instrument (U.C.) required.</u>
13	All power leads, outlets and switches are in good condition (not broken).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Chemicals stored in appropriate containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
16	Containers are labelled correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

  
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18	Segregated waste disposable containers are available and labelled correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
19	Chart Displays	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See remarks
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Bio waste mechanism is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
22	How many Practical uses computer lab/ virtual lab	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Remarks</b>		(3) Calibration of instrument (ultrasound graty) is required (9) Required chart to display			

Name & Signature of Inspection team Members:

(External Experts-1) .....  
 Dr Manish S. Silastane  
 Prof. & Dean, Assam  
 Kaziranga University

(External Experts-2) .....  
 Mrs. Poojan Thomas  
 Asstt. Prof., Disha Bharti College  
 of Mgmt. & Education, Salasapur

Registrar



## ADMINISTRATIVE AUDIT

### Lab/Workshop Audit

Date: 24/06/2022

S.N.	Department of Sciences (Lab: 04)	Physical Verification of Stock Register	Lab Manual	Equipment Status	Maintenance Log Book	Cleaning	Remarks
1	Lab 01: Mechanics Lab for B.Sc. (Lab: Applied Physics Lab, Lab: Engineering Physics Lab, Lab: Modern Physics Lab, Lab: Thermal Physics Lab)	OK	OK	OK	Available	OK	
2	Lab 02: Electromagnetic Theory Lab	OK	OK	Ultrasonic grading is not working	Available	OK	repairing of instrument required
3	Lab 03: Applied Chemistry Lab	OK	OK	Spectrometer is not working	Available	OK	repairing required
4	Lab 04: Computational Physics Lab	OK	NA	All PCs (th no-3) in working condition	OK	OK	upgradation of PC's is required

External Expert-1.....  
*Dr. Manish Srivastava*  
 Prof & Dean (Assam Kaziranga Univ)  
 H.O.D. (Dr. Araykr. Sharma)

Dean of School.....  


External Expert-2.....  
*Poornam*  
 Asstt Prof, Digha Bhanu College  
 of Mgmt, SRE  
 Dean Academics.....

Registrar.....  


  
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## ADMINISTRATIVE AUDIT LAB & WORKSHOP INSPECTION CHECKLIST

School of <u>Technology</u>	Lab/Workshop Room No:  E002
Department: <u>Mechanical Engineering</u>	
Lab/Workshop Incharge/Technician: <u>Mr. Satyapal</u>	Lab/Workshop Name: <u>Fluid Mechanics &amp; Machinery Lab</u> Inspection Date: <u>9/11/21</u>

**Instructions:**


- Boxes to be marked ticked (√) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.

S.N.	Criteria	(√)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All ok
2	Lab Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Available
3	Equipment Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	leakage in Reciprocating pump. Rest ok
4	Maintenance Log Book (In/Out)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Available
5	Display Notice Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lab 1/2 name display missing Done. Completed.
6	Lab Occupancy Chart	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	To be displayed
7	Lab record: 5 Sample Reports duly signed by faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Available
8	Lighting adequate and operational	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lighting to be increased
9	Mini projects: • They are properly displayed • Report available • Evaluated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Available
10	Water Taps are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All ok
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All ok
12	Electrical equipment tested, tagged and in date.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13	All power leads, outlets and switches are in good condition (not broken).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All ok
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All ok
15	Chemicals stored in appropriate containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
16	Containers are labelled correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

  
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18	Segregated waste disposable containers are available and labelled correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
19	Chart Displays	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All ok
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All ok
21	Bio waste mechanism is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
22	How many Practical uses computer lab/ virtual lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All ok
<b>Remarks</b>		Incomplete work to be completed in seven days.			

Name & Signature of Inspection team Members:

(External Experts-1) .....  
  
 Mr. Sandeep Kumar  
 Ex. Scientist, CBRT,  
 Roorkee

(External Experts-2) .....  
  
 Dr. R. R. Prasad  
 Director, B.S.M. Engg College  
 Roorkee, Uttarakhand  
  
 Registrar

  
 Registrar  
 Quantum University

## ADMINISTRATIVE AUDIT

### Lab/Workshop Audit

Date: 8/11/2021

S.N.	Department of Mechanical Engineering (Total Labs: 06)	Physical Verification of Stock Register	Lab Manual	Equipment Status	Maintenance Log Book	Cleaning	Remarks
1	Lab I: Workshop (Lab: Manufacturing Science Lab, Lab: Machine Drawing Lab, Lab: Engineering Drawing Lab)	done	Completed	working	OK	OK	
2	Lab II: CAD CAM Lab (Lab: Mechatronics Lab, Lab: Industrial Automation Lab)	done	Completed	working	OK	OK	
3	Lab III: Strength of Material Lab (Lab: Measurement & Metrology Lab, Lab: Material Science Lab)	done	Completed	working	OK	OK	
4	Lab IV: Theory of Machine Lab (Lab: Refrigeration & Air Conditioning Lab)	done	Complete	working	OK	OK	
5	Lab V: Fluid Mechanics and Machines Lab	done	Complete	leakage in one	OK	OK	to be repaired in seven days.
6	Lab VI: Heat Transfer Lab (Lab: Vehicle Technology Lab, Lab: Thermal Engineering Lab,	done	Complete	working	OK	OK	

External Expert- 1.....

*(Signature)*  
Dr. R. R. Prasad  
Director, B.S.M Engg  
College, Roorkie.

H.O.D.....

*(Signature)*

Dean of School.....

*(Signature)*

External Expert- 2.....

*(Signature)*  
Mr. Sanjendra Kumar  
Ex. Scientist, CBRI, Roorkie.

Dean Academics.....

*(Signature)*

Registrar.....

*(Signature)*








## ADMINISTRATIVE AUDIT LAB & WORKSHOP INSPECTION CHECKLIST

School of <u>Business &amp; Management</u>	Lab/Workshop Room No: <u>F-402</u>
Department: <u>Business Administration</u>	
Lab/Workshop Incharge/Technician: <u>Mr Gaurav Saini</u>	Lab/Workshop Name: <u>Business Intelligence &amp; Analytical</u>
Inspection Date: <u>12/11/21</u>	

**Instructions:**

- Boxes to be marked ticked (√) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.

S.N.	Criteria	(√)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Lab Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Manual of exp. is missing</u>
3	Equipment Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>2 systems are not working</u>
4	Maintenance Log Book (In/Out)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Not prepared properly</u>
5	Display Notice Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Lab Occupancy Chart	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Prepare occupancy chart</u>
7	Lab record: 5 Sample Reports duly signed by faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Lighting adequate and operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Mini projects: • They are properly displayed • Report available • Evaluated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Water Taps are working properly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Safety signage need to posted on walls.</u>
12	Electrical equipment tested, tagged and in date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	All power leads, outlets and switches are in good condition (not broken).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Chemicals stored in appropriate containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
16	Containers are labelled correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

18	Segregated waste disposable containers are available and labelled correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
19	Chart Displays	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	not prepared
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Bio waste mechanism is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
22	How many Practical uses computer lab/ virtual lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Remarks</b>		1. Prepare Lab Manual of Missing exp within 5 days. 2. computer systems are under maintenance. 3. Log. Book is prepared in proper format. 4. safety sign are prepare with in 2 day and clear			
Name & Signature of Inspection team Members:					
(External Experts-1)	 Dr. Manish Shrivastava Professor & Dean, Assam Kaziranga University	(External Experts-2)	 Dr. Alok Kumar Professor & Dean GNS University	 Registrar	


  
 Registrar  
 Quantum University

# ADMINISTRATIVE AUDIT

## Lab/Workshop Audit


Date: 11/11/2021


S.N.	Department of Business Administration (Lab: 01)	Physical Verification of Stock Register	Lab Manual	Equipment Status	Maintenance Log Book	Cleaning	Remarks
1	Lab: Business Intelligence & Analytics LAB	✓	In Proper	✓	Not proposed in Proper Journal	✓	working of Pen Drives

External Expert- 1.....  
  
 Dr. Alok Kumar  
 Prof & Dean, GNS,  
 Univ.

H.O.D.....  


Dean of School.....  
  
 11/11/21

External Expert- 2.....  
  
 Dr. Manish Srivastava  
 Prof & Dean (Assem  
 Kazianga Univ)

Dean Academics.....  


Registrar.....  


  
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## ADMINISTRATIVE AUDIT LAB & WORKSHOP INSPECTION CHECKLIST

School of <u>Agricultural Studies</u>	Lab/Workshop Room No: <u>C-003</u>
Department: <u>Department of Agriculture studies</u>	
Lab/Workshop Incharge/Technician: <u>Mr. Jitender / Kuldeep</u>	Lab/Workshop Name: <u>Lab <del>IV</del> Genetics And Plant breeding</u>
	Inspection Date: <u>10/12/2021</u>

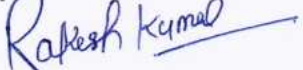
**Instructions:**


- Boxes to be marked ticked (√) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.

S.N.	Criteria	(√)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
2	Lab Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	one experiment was not mentioned completed immediately
3	Equipment Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Some equipment were not installed. Completed within 3 days
4	Maintenance Log Book (In/Out)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
5	Display Notice Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lab supervisor name was not correctly mentioned. Complete
6	Lab Occupancy Chart	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Lab record: 5 Sample Reports duly signed by faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
8	Lighting adequate and operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	few plugs are not working. Completed.
9	Mini projects: • They are properly displayed • Report available • Evaluated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reports need to verified by faculty coordinator within 7 days.
10	Water Taps are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12	Electrical equipment tested, tagged and in date.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13	All power leads, outlets and switches are in good condition (not broken).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
15	Chemicals stored in appropriate containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
16	Containers are labelled correctly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK

18	Segregated waste disposable containers are available and labelled correctly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
19	Chart Displays	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Need to arranged in sequence completed.
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
21	Bio waste mechanism is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
22	How many Practical uses computer lab/ virtual lab	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
<b>Remarks</b>		Project reports need to verified within 7 days.			

Name & Signature of Inspection team Members:

(External Experts-1) .....  
  
 Dr. Rakesh Kumar  
 Assit. Prof BFIT Dehradun

(External Experts-2) .....  
  
 Dr. Devi Singh  
 Head, MMU, Ambala

  
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## ADMINISTRATIVE AUDIT

### Lab/Workshop Audit

Date: 10/12/2021

S.N.	Department of Agriculture (Lab: 06)	Physical Verification of Stock Register	Lab Manual	Equipment Status	Maintenance Log Book	Cleaning	Remarks
1	Lab I: Biochemistry lab	✓	✓	✓	✓	✓	Equipment status entries missing. Rectified within 3 days
2	Lab II: Entomology Lab C-002 (Lab: Plant Pathology Lab)	✓	✓	✓	✓	✓	OK
3	Lab III: Soil Science Lab C-001	✓	✓	✓	✓	✓	OK
4	Lab IV: Agronomy Lab C-004 (Lab: Agro-Meteorology and Climate Change Lab, Lab: Agriculture Engineering Lab)	✓	✓	✓	✓	✓	Spade quantity was less according to student strength.
5	Lab V: Horticulture Lab	✓	✓	✓	✓	✓	OK
6	Lab VI: Genetics and Plant Breeding Lab	✓	✓	✓	✓	✓	Equipment installed within 3 days.

External Expert- 1... Rakesh Kumar  
Asst. Prof. BIT, Dehradun

External Expert- 2... Dr. Devi Singh  
head, MMU, Ambala

H.O.D.....

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## ADMINISTRATIVE AUDIT LAB & WORKSHOP INSPECTION CHECKLIST

School of <u>Technology</u>	Lab/Workshop Room No:
Department: <u>Department of Civil Engg.</u>	
Lab/Workshop Incharge/Technician: <u>Himanshu Kataria</u>	Lab/Workshop Name: <u>Equipment Lab Engineering</u>
Inspection Date: <u>14/01/2022</u>	

**Instructions:**

- Boxes to be marked ticked (✓) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. **Any question marked with a cross requires a corrective action.**
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.

S.N.	Criteria	(✓)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ask to update within a week
2	Lab Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
3	Equipment Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
4	Maintenance Log Book (In/Out)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Incomplete Information found
5	Display Notice Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Satisfactory
6	Lab Occupancy Chart	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not updated
7	Lab record: 5 Sample Reports duly signed by faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Satisfactory
8	Lighting adequate and operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	all OK.
9	Mini projects: • They are properly displayed • Report available • Evaluated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Available
10	Water Taps are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	all working
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ask to display within a week
12	Electrical equipment tested, tagged and in date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	all okay
13	All power leads, outlets and switches are in good condition (not broken).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Satisfactory
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
15	Chemicals stored in appropriate containers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Satisfactory
16	Containers are labelled correctly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Satisfactory
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Satisfactory

  
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18	Segregated waste disposable containers are available and labelled correctly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	all okay
19	Chart Displays	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	all okay
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	all okay
21	Bio waste mechanism is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
22	How many Practical uses computer lab/ virtual lab	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Available.
<b>Remarks</b>					

Name & Signature of Inspection team Members:

(External Experts-1) .....

S. Kumar  
 Mr. Sashendra Kumar  
 Ex. Scientist, CBRI,  
 Roorkee

(External Experts-2) .....

R. R. Parasad  
 Dr. R. R. Parasad  
 Director, B.S.M. Engineering  
 College, Roorkee

W. J. ...  
 Registrar

W. J. ...  
 Registrar  
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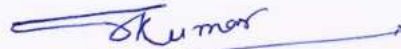



## ADMINISTRATIVE AUDIT

### Lab/Workshop Audit


Date: 17/01/2022

S.N.	Department of Civil Engineering (Labs: 04)	Physical Verification of Stock Register	Lab Manual	Equipment Status	Maintenance Log Book	Cleaning	Remarks
1	Lab I: Surveying Lab (Lab: Soil Mechanics Lab)	okay	okay	satisfactory	ok	ok	Satisfactory
2	Lab II: Structural Lab (Lab: Engineering Geology Lab)	all okay	Satisfactory	okay	okay	ok	Satisfactory
3	Lab III: Environment Engineering Lab	Asst to update within a week	ok	ok	Incomplete Information	ok	Asst to update Stock Register & maintenance log book
4	Lab IV: Transportation Engineering Lab (Lab: Concrete Lab, Lab: Building Material Lab)	Satisfactory	ok	Satisfactory	ok	ok	Satisfactory

External Expert- 1.....  
  
 Mr. Santendrakumar  
 Ex. Scientist, CBRI, Roorkee

External Expert- 2.....  
  
 Dr. R. R. Pooashad  
 Director, BSM, Engg College

H.O.D.....  


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## ADMINISTRATIVE AUDIT LAB & WORKSHOP INSPECTION CHECKLIST

School of <u>Technology</u>	Lab/Workshop Room No:
Department: <u>of Computer Applications</u>	<u>Comp Lab 7,</u> <u>C-305</u>
Lab/Workshop Incharge/Technician: <u>Mr. Ankit Tomer</u>	Lab/Workshop Name: <u>oops using Java</u> <u>Lab.</u>
Inspection Date: <u>25/01/2022</u>	

**Instructions:**

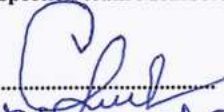
- Boxes to be marked ticked (√) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.


S.N.	Criteria	(√)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
2	Lab Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
3	Equipment Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>02 Systems not working</u>
4	Maintenance Log Book (In/Out)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Some entries missing.</u>
5	Display Notice Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
6	Lab Occupancy Chart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
7	Lab record: 5 Sample Reports duly signed by faculty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Asked faculty to submit.</u>
8	Lighting adequate and operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
9	Mini projects: • They are properly displayed • Report available • Evaluated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Not displayed</u> <u>Asked the project Co-ordinator</u> <u>to look into.</u>
10	Water Taps are working properly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
12	Electrical equipment tested, tagged and in date.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
13	All power leads, outlets and switches are in good condition (not broken).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK.
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
15	Chemicals stored in appropriate containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
16	Containers are labelled correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA


  
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18	Segregated waste disposable containers are available and labelled correctly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Asked to arrange.
19	Chart Displays	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
21	Bio waste mechanism is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
22	How many Practical uses computer lab/ virtual lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AU
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
<b>Remarks</b>					

Name & Signature of Inspection team Members:

(External Experts-1) .....  .....  
 Dr. Tamapriya Chaudhary  
 Associate Professor, UPRC, Dehpadun

(External Experts-2) .....  .....  
 Dr. Kuldeep Yadav  
 So. faculty, Govt. Polytechnic  
 Sahasraipur, U.P.

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## ADMINISTRATIVE AUDIT LAB & WORKSHOP INSPECTION CHECKLIST

School of ..... <u>Technology</u> .....	Lab/Workshop Room No: <u>A-303</u>
Department: ..... <u>Computer Science &amp; Engineering</u> .....	
Lab/Workshop Incharge/Technician: <u>Dr. Ashish Saxena</u>	Lab/Workshop Name: <u>Computer Networks Lab</u>
	Inspection Date: <u>25-01-2022</u>



**Instructions:**

- Boxes to be marked ticked (✓) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.

S.N.	Criteria	(✓)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
2	Lab Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
3	Equipment Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
4	Maintenance Log Book (In/Out)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
5	Display Notice Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Time Table of Lab is missing
6	Lab Occupancy Chart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
7	Lab record: 5 Sample Reports duly signed by faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	broads missing in Lab Records
8	Lighting adequate and operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
9	Mini projects: • They are properly displayed • Report available • Evaluated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evaluation of projects needs improvement
10	Water Taps are working properly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
12	Electrical equipment tested, tagged and in date.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
13	All power leads, outlets and switches are in good condition (not broken).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
15	Chemicals stored in appropriate containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
16	Containers are labelled correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK


18	Segregated waste disposable containers are available and labelled correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
19	Chart Displays	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
21	Bio waste mechanism is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
22	How many Practical uses computer lab/ virtual lab	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not required
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
Remarks					

Name & Signature of Inspection team Members:

(External Experts-1)  (External Experts-2) 

Dr. Tanupriya Chaudhary  
Associate Professor, UPES, Dehradun

Dr. Kulddeep Yadav  
Faculty, Govt. Polytechnic  
Saharanpur, U.P.

  
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# ADMINISTRATIVE AUDIT

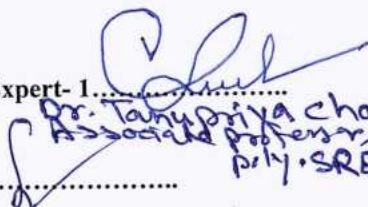
## Lab/Workshop Audit

Date: 08-02-2022

S.N.	Department of Computer Science & Engineering (I.T. Labs: 18)	Physical Verification of Stock Register	Lab Manual	Equipment Status	Maintenance Log Book	Cleaning	Remarks
1	(Design & Analysis of Algorithm Lab)	OK	OK	OK	Not updated	OK	take action on mentioned point
2	(Data Base Management System Lab)	OK	OK	LAM Cabled not working	OK	OK	"
3	(Soft Computing Lab)	Not verified by system Admin	OK	OK	OK	OK	"
4	Computer Networks lab	OK	OK	OK	OK	Need Improvement	"
5	(Open Source lab)	OK	OK	OK	OK	OK	"
6	Web programming lab	OK	OK	2 Keyboard missing	OK	OK	"
7	Python Programming lab	some experiment missing	OK	OK	some entries of them is missing	OK	"
8	System Software Lab	OK	Lab name missing	OK	OK	OK	"
9	Operating System lab	OK	OK	OK	OK	OK	"
10	Computer Programming Lab	OK	OK	OK	OK	OK	"
11	Data Structure Lab	OK	OK	OK	OK	Justification missing	"
12	Object Oriented Programming Lab	OK	Faculty name missing	OK	OK	OK	"
13	Computer Applications Lab-I	OK	OK	one computer missing	OK	OK	"
14	Computer Applications Lab-II	OK	OK	OK	OK	OK	"
15	R Programming Lab	Faculty signature missing	OK	OK	Lab in charge signature is missing	OK	"
16	Excel Lab	OK	OK	OK	OK	OK	"
17	Internet Lab	OK	OK	OK	OK	OK	"
18	Server Room	OK	OK	OK	OK	OK	"

the within 3 days

External Expert- 1.....


  
Dr. Tanu Priya Chaudhary  
Associate Professor, Govt Poly. SRE, UP

H.O.D.....

Dean of School.....



External Expert- 2.....

  
Dr. Kuldeep Khandelwal  
Sr. Faculty, Govt Poly Saharanpur U.P.

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## ADMINISTRATIVE AUDIT LAB & WORKSHOP INSPECTION CHECKLIST

School of ..... <u>Graduate Studies</u> .....	Lab/Workshop Room No: <u>F-405</u>
Department: ..... <u>of Humanities &amp; Social Science</u> .....	
Lab/Workshop Incharge/Technician: <u>Dr Anurag Jaiswal</u>	Lab/Workshop Name: <u>Psychology Lab</u>
Inspection Date: <u>27/03/2022</u>	

**Instructions:**

- Boxes to be marked ticked (✓) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.

S.N.	Criteria	(✓)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Lab Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>2 Manuals are not available</u>
3	Equipment Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Maintenance Log Book (In/Out)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Maintain in Stock Register</u>
5	Display Notice Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Syllabus was missing. Complete</u>
6	Lab Occupancy Chart	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Lab record: 5 Sample Reports duly signed by faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Lighting adequate and operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Mini projects: • They are properly displayed • Report available • Evaluated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Water Taps are working properly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12	Electrical equipment tested, tagged and in date.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13	All power leads, outlets and switches are in good condition (not broken).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
15	Chemicals stored in appropriate containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
16	Containers are labelled correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

18	Segregated waste disposable containers are available and labelled correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
19	Chart Displays	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	will be displayed in next five days
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Bio waste mechanism is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
22	How many Practical uses computer lab/ virtual lab	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
23	Do/ Don't of each lab	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Remarks</b>		(1) Prepare Manual within 7 days. (2) Prepare 100 book within 3 days? (3) Part 5 (4) charts will be displayed in next five days			
Name & Signature of Inspection team Members:					
(External Experts-1) 		(External Experts-2) 			
Dr. Alok Kumar Professor & Dean, GNS University		Dr. Manish Shrivastava Prof & Dean, Assam Kaziranga University			
		 Registrar			

  
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## ADMINISTRATIVE AUDIT


### Lab/Workshop Audit

Date: 26/03/22


S.N.	Department of Humanities & Social Sciences	Physical Verification of Stock Register	Lab Manual	Equipment Status	Maintenance Log Book	Cleaning	Remarks
1	Lab: Psychology Lab	Yes	Yes	Yes	No	Yes	Log Book - update prepared in next three days.

External Expert-1  Dr. Alok Kumar  
Prof & Dean, GMS University

H.O.D.  .....

External Expert-2  Mamish Soikata  
Professor & Dean  
Assam Kaziranga Univ.

Dean of School of Graduate Studies .....

Dean Academics  .....

Registrar  .....

  
Registrar  
Quantum University

## ADMINISTRATIVE AUDIT LIBRARY INSPECTION CHECKLIST

**Quantum Central Library**

Inspection Date: 17/11/21

**Instructions:**

Boxes to be marked ticked (✓) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*

- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and timeframes.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.

S.N.	Criteria	(✓)	(x)	NA	Corrective Action
1	Data base of Journal/Article available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Circulation Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Reference Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Functioning of Biometrics in the library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Need to be Required
5	Internet facility in the library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Availability of photocopy(Xerox) service in the library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	CD-ROMS for self-instruction and a virtual classroom	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pen drive available
8	OPAC (Online Public Access Catalog) used in the library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Need to be Required
9	Plagiarism Facilities available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	workund
10	Sufficient number of books are available in references and circulation sections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Availability of Subject Books in the library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Need to improve in Pharmacy Department
12	Periodical Back Volumes – subject related	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	A cyber library – subject related	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Old Question papers – subject related	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Available on DLRC
15	Physical conditions of the books and other materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Availability of latest editions of Books and journals in your subjects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Remarks**

Name & Signature of Inspection team Members:



(External Experts-1) .....  
**Mr. Sarvendra Kumar**  
 Ex. Scientist, CBI,  
 Roorkhee.



(External Experts-2) .....  
**Dr. R. R. Pooasad**  
 Director, B.S.M. Engg College  
 Roorkhee, Uttarakhand

  
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# **Academic Audit Report for Academic Year 2022-2023**



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## ADMINISTRATIVE AUDIT LAB & WORKSHOP INSPECTION CHECKLIST

School of <u>Graduate Studies</u>	Lab/Workshop Room No: <u>E 206</u>
Department: <u>Department of Hospitality and Tourism</u>	
Lab/Workshop Incharge/Technician: <u>Mr. Gaurav Mangain</u>	Lab/Workshop Name: <u>Bar Management Lab-II</u> <u>Training Restaurant Lab.</u>
Inspection Date: <u>23/07/2020</u>	


**Instructions:**

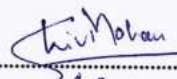
- Boxes to be marked ticked (√) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.

S.N.	Criteria	(√)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Lab Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Equipment Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Juice dispenser need to be repaired</u>
4	Maintenance Log Book (In/Out)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Display Notice Board	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Display board to be placed in 6 days</u>
6	Lab Occupancy Chart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Lab record: 5 Sample Reports duly signed by faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Lighting adequate and operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>One light need to be replaced in 4 days.</u>
9	Mini projects: • They are properly displayed • Report available • Evaluated	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10	Water Taps are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12	Electrical equipment tested, tagged and in date.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13	All power leads, outlets and switches are in good condition (not broken).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
15	Chemicals stored in appropriate containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
16	Containers are labelled correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

18	Segregated waste disposable containers are available and labelled correctly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	wet is available, dry need to be placed.
19	Chart Displays	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Bio waste mechanism is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
22	How many Practical uses computer lab/ virtual lab	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Remarks</b>		Request given to LMD for necessary requirements.			


Name & Signature of Inspection team Members:

(External Experts-1) ..... 

(External Experts-2) ..... 

(Ajeet Kr. Singh) HOD, Jaipur National University  
Jaipur

(SHIV MOHAN VERMA) HOD, Subhasi University  
Meerut, U.P.

  
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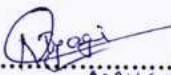
## ADMINISTRATIVE AUDIT

### Lab/Workshop Audit

Date: 16-07-2022

S.N.	Department of Hotel Management (Lab: 04)	Physical Verification of Stock Register	Lab Manual	Equipment Status	Maintenance Log Book	Cleaning	Remarks
1	Lab I: Food Production Lab	Yes	Yes	OK Mixer not OK	Yes	OK	Mixer to be repaired within 3 days
2	Lab II: Training Restaurant Lab	Yes	Yes	OK Menu Stand not OK	Yes	OK	Menu stand to be in right condition within
3	Lab III: House keeping Lab	Yes	Yes	OK Electric Kettle not OK	Yes	OK	Electric Kettle to be replaced within 6 days
4	Lab IV :- Front Office Lab	Yes	Yes	OK (PMS)	Yes	OK	

External Expert- 1.....



(NIKHITA TYAGI)  
Asst. Prof. JNU Jaipur

H.O.D.....



Dean of School.....

Hospitality & Tourism

External Expert- 2.....



(ISHITA SINGH)  
Asst. Prof. JNU Jaipur

Dean Academics.....



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## ADMINISTRATIVE AUDIT LAB & WORKSHOP INSPECTION CHECKLIST

School of ..... <u>Technology</u> .....	Lab/Workshop Room No: <u>E-203</u>
Department: ..... <u>Computer Science &amp; Engineering</u> .....	
Lab/Workshop Incharge/Technician: <u>Ms. Shalini Singh</u>	Lab/Workshop Name: <u>Design &amp; Analysis of Algorithm Lab</u>
	Inspection Date: <u>12/17/2022</u>


**Instructions:**


- Boxes to be marked ticked (√) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. **Any question marked with a cross requires a corrective action.**
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.

S.N.	Criteria	(√)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
2	Lab Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Some experiments missing in lab manual</u>
3	Equipment Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
4	Maintenance Log Book (In/Out)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
5	Display Notice Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
6	Lab Occupancy Chart	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Need to be prepared in 2 days</u>
7	Lab record: 5 Sample Reports duly signed by faculty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Need to be prepared in 3 days</u>
8	Lighting adequate and operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
9	Mini projects: • They are properly displayed • Report available • Evaluated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Less number of reports available</u>
10	Water Taps are working properly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
12	Electrical equipment tested, tagged and in date.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
13	All power leads, outlets and switches are in good condition (not broken).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
15	Chemicals stored in appropriate containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
16	Containers are labelled correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK

18	Segregated waste disposable containers are available and labelled correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
19	Chart Displays	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
21	Bio waste mechanism is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OK
22	How many Practical uses computer lab/ virtual lab	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not required
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
<b>Remarks</b>		Lab occupancy chart → prepared within 3 days Lab record → prepared within 3 days			

Name & Signature of Inspection team Members:

(External Experts-1) .....  
  
 Dr. Tanuja Chaudhary  
 Associate Professor, UPES  
 Dehradun

(External Experts-2) .....  
  
 Dr. Kuldeep Yadav  
 Sr. faculty, Govt. Polytechnic  
 Salasampur, U.P.

  
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## ADMINISTRATIVE AUDIT LAB & WORKSHOP INSPECTION CHECKLIST

School of <u>Technology</u>	Lab/Workshop Room No: <u>Comp. Lab 9</u>
Department: <u>Computer Applications</u>	
Lab/Workshop Incharge/Technician: <u>Mr Vineet Kr Salak</u>	Lab/Workshop Name: <u>Computer Networks Lab</u>
	Inspection Date: <u>23/01/2023</u>

**Instructions:**

- Boxes to be marked ticked (✓) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.


S.N.	Criteria	(✓)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	✓	□	□	OK
2	Lab Manual	✓	□	□	Got completed.
3	Equipment Status	✓	□	□	OK
4	Maintenance Log Book (In/Out)	✓	□	□	Maintained.
5	Display Notice Board	✓	□	□	OK
6	Lab Occupancy Chart	✓	□	□	OK
7	Lab record: 5 Sample Reports duly signed by faculty	✓	□	□	OK
8	Lighting adequate and operational	✓	□	□	OK
9	Mini projects: • They are properly displayed • Report available • Evaluated	✓	□	□	03 projects available Asked
10	Water Taps are working properly	□	□	✓	NA
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	□	□	✓	NA
12	Electrical equipment tested, tagged and in date.	□	✓	□	NA
13	All power leads, outlets and switches are in good condition (not broken).	✓	□	□	OK
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	□	□	✓	NA
15	Chemicals stored in appropriate containers.	□	□	✓	NA
16	Containers are labelled correctly	□	□	✓	NA
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	□	□	✓	NA


  
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18	Segregated waste disposable containers are available and labelled correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
19	Chart Displays	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
21	Bio waste mechanism is maintained	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NA
22	How many Practical uses computer lab/ virtual lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AU
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OK
<b>Remarks</b>					

Name & Signature of Inspection team Members:

(External Experts-1)   
 Dr. Tanupriya Chaudhary  
 Associate Professor  
 UPES, Dehradun

(External Experts-2)   
 Dr. Kavdeep Yadav  
 Sr. Faculty, Govt. Polytechnic  
 Saharanpur, U.P.

  
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## ADMINISTRATIVE AUDIT

### Lab/Workshop Audit

Date: 20-08-2022

S.N.	Department of Computer Science & Engineering (I.T. Labs: 18)	Physical Verification of Stock Register	Lab Manual	Equipment Status	Maintenance Log Book	Cleaning	Remarks
1	(Design & Analysis of Algorithm Lab)	OK	Not signed by departmental fac. OK	One computer Not working	Not properly updated	OK	take action within 3 days
2	(Data Base Management System Lab)	OK	OK	OK	OK	OK	"/
3	(Soft Computing Lab)	OK	OK	OK	OK	OK	"/
4	Computer Networks lab	Not updated, Need to be updated	OK	two keyboards missing	date & sign missing of Lab Incharge	OK	"/
5	(Open Source lab)	OK	OK	OK	OK	duct bin missing	"/
6	Web programming lab	OK	Some experiment missing	OK	OK	OK	"/
7	Python Programming lab	OK	OK	OK	OK	OK	"/
8	System Software Lab	OK	OK	LAN cable not working	System Admin sign missing	OK	"/
9	Operating System lab	OK	OK	OK	OK	OK	"/
10	Computer Programming Lab	Not updated, Need to be updated	OK	OK	OK	Need improvment	"/
11	Data Structure Lab	OK	Not in proper format	Internet Speed is very slow	Entries missing	OK	"/
12	Object Oriented Programming Lab	OK	OK	OK	OK	OK	"/
13	Computer Applications Lab-I	OK	OK	OK	OK	OK	"/
14	Computer Applications Lab-II	OK	OK	OK	OK	OK	"/
15	R Programming Lab	Some items missing in stock register	front page missing	OK	OK	OK	"/
16	Excel Lab	OK	OK	one UPS missing	OK	OK	"/
17	Internet Lab	OK	OK	OK	OK	OK	"/
18	Server Room	OK	OK	OK	OK	OK	"/

External Expert- 1.....

H.O.D.....

*Dr. Tanu Priya Chaudhary*  
Associate Professor  
Poly. S. De. UP.

Dean of School.....

External Expert- 2.....

*Dr. Kuldeep Yadav*  
Sr. Faculty, Govt. Poly  
Saharanpur, Dean Academics.....

Registrar.....

*[Signature]*  
Registrar  
Quantum University

## ADMINISTRATIVE AUDIT LAB & WORKSHOP INSPECTION CHECKLIST

School of <u>Health Sciences</u>	Lab/Workshop Room No: <u>B-211</u>
Department: <u>of Applied Science</u>	
Lab/Workshop Incharge/Technician: <u>Dr. Anisha Beniwal</u> <u>Mr. Himanshu Kumar</u>	Lab/Workshop Name: <u>Food microbiology lab.</u>
Inspection Date: <u>22/09/2022</u>	

**Instructions:**

- Boxes to be marked ticked (✓) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.

S.N.	Criteria	(✓)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Lab Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>lab manual not prepared</u>
3	Equipment Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Maintenance Log Book (In/Out)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Display Notice Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Syllabus not display in notice board &amp; now display.</u>
6	Lab Occupancy Chart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Lab record: 5 Sample Reports duly signed by faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>not available or now available.</u>
8	Lighting adequate and operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Mini projects: <ul style="list-style-type: none"> <li>• They are properly displayed</li> <li>• Report available</li> <li>• Evaluated</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10	Water Taps are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Hazard/safety signage on entrance/s clearly visible and contains information including: <ul style="list-style-type: none"> <li>• Authorized access only</li> <li>• No food or drink</li> <li>• Type of chemicals</li> <li>• Lab supervisor details</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12	Electrical equipment tested, tagged and in date.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13	All power leads, outlets and switches are in good condition (not broken).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Chemicals stored in appropriate containers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Containers are labelled correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

  
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18	Segregated waste disposable containers are available and labelled correctly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Chart Displays	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Bio waste mechanism is maintained	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	How many Practical uses computer lab/ virtual lab	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Remarks</b>		lab manuals prepared within 7 days.			

Name & Signature of Inspection team Members:

(External Experts-1) *Vijay*  
*Dr. Kshitiz Agarwal*  
 Director, Hari College of Pharmacy.

(External Experts-2) *May*  
*Prof. (Dr.) Mayank Kumar*  
 Prof., AVI PS, Sh. Gangaoh  
 Saharanpur.

*S S*  
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 Quantum University

## ADMINISTRATIVE AUDIT

### Lab/Workshop Audit

Date: 21/09/2022

S.N.	School of Health Sciences (Lab: 16)	Physical Verification of Stock Register	Lab Manual	Equipment Status	Maintenance Log Book	Cleaning	Remarks
1	Lab 1: Pharmaceutics Lab I	✓	✓	✓	✓	✓	
2	Lab 2: Pharmaceutics Lab II	✓	✓	✓	✓	✓	
3	Lab 3: Pharmaceutical Biotechnology Lab/ Microbiology Lab	✓	✓	✓	✓	✓	
4	Lab 4: Pharmaceutical Chemistry Lab I	✓	✓	✓	✓	✓	
5	Lab 5: Pharmaceutical Chemistry Lab II	✓	✓	✓	✓	✓	
6	Lab 6: Pharmaceutical Analysis Lab	✓	✓	✓	✓	✓	
7	Lab 7: Pharmaceutical Biochemistry Lab/ Bio-Chemistry Lab	✓	✓	✓	✓	✓	
8	Lab 8: Anatomy and Physiology Lab/ Human Anatomy Lab	✓	✓	✓	✓	✓	
9	Lab 9: Clinical Pathology Lab/ Hematology & Pathology Lab	✓	✓	✓	✓	✓	
10	Lab 10: Pharmacology/ Human Physiology Lab	✓	✓	✓	✓	✓	
11	Lab 11: Pharmacognosy Lab	✓	✓	✓	✓	✓	
12	Lab 12: Hospital and Clinical Pharmacy Lab/ Immunology and Serology Lab	✓	✓	✓	✓	✓	
13	Lab 13: Central Instrument Room	✓	✓	✓	✓	✓	
14	Lab 14: Machine Room	✓	✓	✓	✓	✓	
15	Lab 15: Computer Lab	✓	✓	✓	✓	✓	
16	Lab 16: Model Pharmacy	✓	✓	✓	✓	✓	

External Expert- 1.....

H.O.D.....

*Mayank*  
Prof (Dr). Mayank Yadav  
A VIPS, SU, Gangotri, RE

Dean of School. Health Sci.

External Expert- 2.....

Dean Academics.....

*Kishu*  
Dr. Kishu Singh  
In-charge Director  
Hant College of  
Pharmacy

Registrar.....

*[Signature]*  
Registrar  
Quantum University

## ADMINISTRATIVE AUDIT LAB & WORKSHOP INSPECTION CHECKLIST

School of <u>Graduate Studies</u>	Lab/Workshop Room No:  <b>E-106</b>
Department: <u>Department of Sciences</u>	
Lab/Workshop Incharge/Technician: <u>Ankit Dhiman</u>	Lab/Workshop Name: <u>Thermal physics lab</u>
	Inspection Date: <u>20/01/2023</u>

**Instructions:**

- Boxes to be marked ticked (√) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*
- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.

S.N.	Criteria	(√)	(x)	NA	Corrective Action
1	Physical Verification of Stock Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Lab Manual	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Manual of Thermocent in his</u>
3	Equipment Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Maintenance Log Book (In/Out)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Display Notice Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Lab Occupancy Chart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Lab record: 5 Sample Reports duly signed by faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Lighting adequate and operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Mini projects: • They are properly displayed • Report available • Evaluated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Water Taps are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Completed</u>
11	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only • No food or drink • Type of chemicals • Lab supervisor details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Electrical equipment tested, tagged and in date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	All power leads, outlets and switches are in good condition (not broken).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Chemicals stored in appropriate containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
16	Containers are labelled correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17	Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

18	Segregated waste disposable containers are available and labelled correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
19	Chart Displays	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	chart required.
20	Lab documents are frequently review by Director/Dean/Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Bio waste mechanism is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
22	How many Practical uses computer lab/ virtual lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01 practical through virtual lab
23	Do/ Don't of each lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Remarks		(2) Arrange manual of variation of thermo EMF of a Thermo couple (with ink)			

Name & Signature of Inspection team Members:

(19) chart required.

(External Experts-1) .....  
*Mal*  
 Dr. Manish Srivastava  
 Prof & Dean, Quantum University  
 Rooree

(External Experts-2) .....  
*Poojam*  
 Mrs. Poojam Tomar  
 Assistant Professor,  
 Disha Bharti College of Nursing  
 & Education, Sahasapur

*Atul*  
 Registrar

*Atul*  
 Registrar  
 Quantum University



## ADMINISTRATIVE AUDIT

### Lab/Workshop Audit

Date: 18/01/2023

S.N.	Department of Sciences (Lab: 04)	Physical Verification of Stock Register	Lab Manual	Equipment Status	Maintenance Log Book	Cleaning	Remarks
1	Lab 01: Mechanics Lab for B.Sc. (Lab: Applied Physics Lab, Lab: Engineering Physics Lab, Lab: Modern Physics Lab, Lab: Thermal Physics Lab)	Yes	Yes	OK	Yes	Yes	
2	Lab 02: Electromagnetic Theory Lab	Yes	Yes	OK	Yes	Yes	
3	Lab 03: Applied Chemistry Lab	Yes	Yes	OK	Not looked	Yes	
4	Lab 04: Computational Physics Lab	Yes	Yes	one equip not working	Yes	Yes	

External Expert-1.....  
*Mal*

External Expert-2.....  
*Poornam*

H.O.D.....  
*(Dr. Arjun Kr. Sharma)*

Dean of School.....  
*[Signature]*

Dean Academics.....  
*[Signature]*

Registrar.....  
*[Signature]*

*[Signature]*  
Registrar  
Quantum University

## ADMINISTRATIVE AUDIT LIBRARY INSPECTION CHECKLIST

**Quantum Central Library**

Inspection Date: 17/09/22

**Instructions:**

Boxes to be marked ticked (✓) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*


- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and timeframes.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.


S.N.	Criteria	(✓)	(x)	NA	Corrective Action
1	Data base of Journal/Article available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Circulation Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Reference Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Functioning of Biometrics in the library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Installed in library</i>
5	Internet facility in the library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Availability of photocopy(Xerox) service in the library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	CD-ROMS for self-instruction and a virtual classroom	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Pen drive Available</i>
8	OPAC (Online Public Access Catalog) used in the library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Plagiarism Facilities available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Sufficient number of books are available in references and circulation sections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Availability of Subject Books in the library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Periodical Back Volumes – subject related	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	A cyber library – subject related	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Old Question papers – subject related	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Available on QRC</i>
15	Physical conditions of the books and other materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Availability of latest editions of Books and journals in your subjects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Remarks**

Name & Signature of Inspection team Members:

(External Experts-1)   
 Dr. Tanupriya Chaudhary  
 Associate Professor, UPES  
 Dehradun

(External Experts-2)   
 Srs. Faculty, Govt  
 Polytechnic, SRE,  
 U.P.

  
 Registrar

  
 Registrar  
 Quantum University

## ADMINISTRATIVE AUDIT LIBRARY INSPECTION CHECKLIST

**Quantum Central Library**

Inspection Date: 15/07/23

**Instructions:**

Boxes to be marked ticked (✓) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*

- Any corrective actions which cannot be immediately resolved are to be entered into the **remarks**, at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and timeframes.
- If the corrective action is immediately completed please write "Completed" in the column heading "Corrective Action".
- If a maintenance number has been identified please enter the maintenance log book number in the column.

S.N.	Criteria	(✓)	(x)	NA	Corrective Action
1	Data base of Journal/Article available	✓	<input type="checkbox"/>	<input type="checkbox"/>	
2	Circulation Services	✓	<input type="checkbox"/>	<input type="checkbox"/>	
3	Reference Services	✓	<input type="checkbox"/>	<input type="checkbox"/>	
4	Functioning of Biometrics in the library	✓	<input type="checkbox"/>	<input type="checkbox"/>	
5	Internet facility in the library	✓	<input type="checkbox"/>	<input type="checkbox"/>	
6	Availability of photocopy(Xerox) service in the library	✓	<input type="checkbox"/>	<input type="checkbox"/>	
7	CD-ROMS for self-instruction and a virtual classroom	<input type="checkbox"/>	✓	<input type="checkbox"/>	Pendrive available
8	OPAC (Online Public Access Catalog) used in the library	✓	<input type="checkbox"/>	<input type="checkbox"/>	
9	Plagiarism Facilities available	✓	<input type="checkbox"/>	<input type="checkbox"/>	
10	Sufficient number of books are available in references and circulation sections	✓	<input type="checkbox"/>	<input type="checkbox"/>	
11	Availability of Subject Books in the library	✓	<input type="checkbox"/>	<input type="checkbox"/>	
12	Periodical Back Volumes – subject related	✓	<input type="checkbox"/>	<input type="checkbox"/>	
13	A cyber library – subject related	✓	<input type="checkbox"/>	<input type="checkbox"/>	
14	Old Question papers – subject related	<input type="checkbox"/>	✓	<input type="checkbox"/>	Available on QIRC
15	Physical conditions of the books and other materials	✓	<input type="checkbox"/>	<input type="checkbox"/>	
16	Availability of latest editions of Books and journals in your subjects	✓	<input type="checkbox"/>	<input type="checkbox"/>	

**Remarks**

Name & Signature of Inspection team Members:

(External Experts-1) Mr. Savendra Kumar  
Ex. Scientist, CBRI,  
Roorkee

(External Experts-2) Dr. R. R. Prasad  
Director, B.M.S Engg College  
Roorkee, Uttarakhand

Registrar