

Approved by  
Mr. [Signature]

**AUDIT SCHEDULE OF DET  
INTERNAL QUALITY AUDIT SCHEDULE**

11/13/17

S/N	AIRCRAFT	DATE			TIME
		Author	Auditor	Date of Audit	
1	Dept College of Business Admin	Dr. Jeyika Agreem, UJain (HOD) Mr. A. S. Dhanraj, Sr. Asst. DCT	Dr. Vinod Kumar Sharma, Principal, DCE Dr. Dhanraj Lal, Sr. Asst. DCT	24.02.17	11:00AM-11:30AM
2	Dept College of Business Library Management		Dr. Devika Sharma, Librarian, DCE	24.02.17	11:00AM-11:30PM
3	Dept College of Business Statistics		Dr. Vinod Kumar Sharma, Principal, DCE	24.02.17	11:00AM-11:30PM
4	Dept College of Business IT Lab		Dr. Vinod Kumar Sharma, Principal, DCE Mr. Anwar Mahajan, In-Charge IT Lab, DCE, DCC	24.02.17	11:00AM-12:00PM
5	Dept Law College Auditorium		Dr. V. P. Agreem, Principal, DCE	25.02.17	11:00AM-11:30AM
6	Dept Law College Class	Dr. Vinod Kumar Sharma, Principal, DCE Mr. A. S. Dhanraj, Sr. Asst. DCT	Dr. Anshu Kumar, Sr. Asst. DCC	25.02.17	11:00AM-12:00PM
7	Dept Law College Library Management	Mr. Anshu Kumar, Sr. Asst. DCC	Mr. Anshu Kumar, Sr. Asst. DCC	25.02.17	12:00PM-01:00PM
8	Security & Camp Management	Mr. A. S. Dhanraj, Sr. Asst. DCT Mr. Anshu Kumar, Sr. Asst. DCC	Mr. Anshu Kumar, Sr. Asst. DCC	25.02.17	01:00PM-05:00PM
9	Maintenance & General Repair	Mr. A. S. Dhanraj, Sr. Asst. DCT Mr. Anshu Kumar, Sr. Asst. DCC	Mr. Chandan Sharma, Lab Supervisor, DCE	26.02.17	11:00AM-11:30AM
10	Food Store	Mr. Anshu Kumar, Sr. Asst. DCC	Mr. Anshu Kumar, Sr. Asst. DCC	26.02.17	11:00AM-12:00PM

11/13/17  
 Mr. [Signature]  
 Mr. [Signature]  
 Mr. [Signature]

11/13/17  
 Mr. [Signature]  
 Mr. [Signature]

# DOGRA EDUCATIONAL TRUST

Bassi Kalan, Bari Brahmana, Jammu

Ref No: \_\_\_\_\_

Date: 31/7/19

offg Principal  
DLC

1. Ref. Internal audit conducted for ISO 9001: 2008<sup>15</sup> of your department Dogra Law College Academic on 27/7/2019
2. Please find here enclosed \_\_\_\_\_ Non conformity reported in this Audit. You are requested to go through it in detail.
3. Please carry out Root Cause Analysis of the NC and record it. Please take Corrective as well as Preventive actions to avoid its recurrence and record it in the given space in the same NC.
4. Please close the NC & return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date its receipt.
5. one Observations are also endorsed in the Audit Summary Report. You are required to do the needful and submit a compliance report of it within a week from its receipt.

Yours faithfully,

[Signature]  
Managerial Rep. -

[Signature]  
Principal  
Dogra Law College  
Bari Brahmana, Jammu

Recd by

[Signature]

31.07.19

DET

# AUDIT SUMMARY REPORT

Department: DLC

Date of Audit: 22.7.2019

Audited: Principal, DLC

Ref. DOC Used: SOP/ADM/01

No. of NCR's: -

Proposed Completion Date: within three days

Specific Comments/ Improved Suggestions:

## Observation

1. Status Report on completion of syllabus is not sign by the Principal for the month of May and June 2019.

CC

Auditee Signature: [Signature]

Management Representative: [Signature]

Auditor(s): [Signature] [Signature]

DOGRA LAW COLLEGE (Academics)

Compliance Report: Reply to the Observation

S. no.	Observations	Report
1	Status report on completion of syllabus is not signed by the Principal for the month of May and June 2019	The signature on the said documents has been endorsed.

verified  
[Signature]

[Signature]  
Date: \_\_\_\_\_  
Section Head

# DOGRA EDUCATIONAL TRUST

Bassi Kalan, Bari Brahmna, Jammu

Ref No:

Date: 30/7/2019

Librarian,  
DLC

1. Ref. Internal audit conducted for ISO 9001: 2008<sup>15</sup> of your department Librarian, DLC on 29/7/2019
2. Please find here enclosed..... Non conformity reported in this Audit. You are requested to go through it in detail.
3. Please carry out Root Cause Analysis of the NC and record it. Please take Corrective as well as Preventive actions to avoid its recurrence and record it in the given space in the same NC.
4. Please close the NC & return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date its receipt.
5. .... etc. Observations are also endorsed in the Audit Summary Report. You are required to do the needful and submit a compliance report of it within a week from its receipt.

Yours Faithfully,

[Signature]  
Manager/In-charge

[Signature]

Recd by Bhanyalaya

DET

## AUDIT SUMMARY REPORT

Department: Lib, DLC

Date of Audit: 29.7.2019

Auditee: Lib, DLC Mr. Bharu Koya.

Ref. DOC Used: SOP/ADM/03

No. of NCR's: -

Proposed Completion Date: within three days

Specific Comments/ Improved Suggestions:

The undermentioned library documents have been given to the vendor for binding in Feb 2019, but not received till date:-

- (i) AIR 2016, 2017 & 2018.
- (ii) Criminal Law Journals 2017 & 2018
- (iii) S.C.C. 2017 and 2018.

CC

Auditee Signature: Bharu Koya

Management Representative: Auditor(s):  


## DOGRA LAW COLLEGE (Library)

### Compliance Report: Reply to the Observation

S. no.	Observations	Report
1	<p>The undermentioned have been given to the vendor for binding in February 2019, but not received till date</p> <ol style="list-style-type: none"><li>1. AIR 2016,2017 and 2018</li><li>2. Criminal Law Journals 2017 and 2018</li><li>3. SCC 2017 and 2018</li></ol>	<p>The vendor has been contacted for the said purpose that is for the binding of AIR,CLJ,SCC where he communicated that he complete the said task of binding by 20<sup>th</sup> of september 2019. The delay was due to the death of his mother.</p>

Received from the Book Binder on 4/11/2019  
Pranabjit  
Librarian  
4/11/19

verified

  
Dogra Law College  
New Graduate - 2019

# DOGRA EDUCATIONAL TRUST

Bassi Kalan, Bari Brahmna, Jammu

Ref No

Date: 30/07/2019

✓  
CAO,  
DLC

1. Ref. Internal Audit conducted for ISO 9001:2015 of your department Dogra Law College, Anantnag on 23.07.2019
2. Please find here enclosed, one Non conformity reported in this Audit. You are requested to go through it in detail.
3. Please carry out Root Cause Analysis of the NC and record it. Please take Corrective as well as Preventive actions to avoid its recurrence and record it in the given space in the same NC.
4. Please close the NC & return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date its receipt.
5. Suggestion/Observations are also endorsed in the Audit Summary Report. You are requested to do the needful and submit a compliance report of it within a week from its receipt.

Yours faithfully,  
  
Principal/Director (Rep.)





DET	SYSTEM NON-CONFORMITY REPORT	Page 01
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REF	DLC	REF DOCUMENT	7
DATE	27.7.2019	CLASS REF.	7
REPORT	Dr Vikram Sharma Principal, JCS	REPORT	Submitted on 30 DEC

(FOR SECTION OF A/C CONCERNED AND HOD ONLY)

Hostel Form is not printed as per ISO format. Detail of columns to be completed by Hostel association has not printed in the form.

DATE	28/7/19	AUTHOR	[Signature]
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In respect of NC No 3, The detail as has been printed has been printed/typed and shall be issued to candidates as and when it is the time of Admissions.

NOTE:

CORRECTIVE ACTION PLANNED (BY A/C/HOD)	CORRECTIVE ACTION VERIFICATION
Hostel Form has been printed as per ISO format	verified

DATE	05/8/19	AUTHOR	DATE	07/8/19	APPROVER
------	---------	--------	------	---------	----------

CORRECTIVE ACTION PLANNED (A/C/HOD)	CORRECTIVE ACTION VERIFICATION
Hostel form is printed and in future it will goes to students and ensure that the full form is filled by the student.	verified.

DATE	02/8/19	AUTHOR	DATE	02/8/19	APPROVER
------	---------	--------	------	---------	----------

CLOSURE OF COMPLAINT (BY A/C/HOD/CHOD)
Rectification verified.

DATE	02/8/19	APPROVER
------	---------	----------

[Signature]  
Principal  
JCS

DET

## AUDIT SUMMARY REPORT

Department: DLC

Date of Audit: 27.7.2019

Auditee: SO, DLC (Kamini Kumar)

Ref. DOC Used: SOP/ADM/-7

No. of NCR's: 01

Proposed Completion Date: within three days

Specific Comments/ Improved Suggestions:


Observation

- 1 RR number of two students i.e. Sanyog Khatri and Gurbhagat Singh of 3 Year B.A LLB is not recorded in the Admission Register.

Suggestion

- 2 Guardian Teachers may be made responsible to ensure that students have filled all the columns of Admission form properly before submit it in the office while admission in each semester.

cc:

Auditee Signature: Management Representative: Auditor(s):  

DOGRA LAW COLLEGE (Administration)

Compliance Report : Reply to the Observation

S. no	Observations	Report
1	RR no of two students i.e Mr Sanjog Khatri and Mr Gurubhagat singh of 3 yrs LLB Course is not recorded in the admission register.	The RR has been entered in the Admission register.

*[Signature]*  
Dogra Law College  
Roorkee, Uttarakhand

*verified*

*[Signature]*



# AUDIT SUMMARY REPORT

Department: IT Lab Dept, DC2

Date of Audit: 13. 8. 2019

Auditee: Ms. Rinku Mahajan

Ref. DOC Used: SOP/ADM/ 05

No. of NCR's: -

Proposed Completion Date: within three days

Specific Comments/ Improved Suggestions:

- 1.) IT Practical classes Register / Record need to be maintained regularly.
- 2.) Student - Attendance record of IT Lab is not updated.

CC

Auditee Signature:

Management Representative:

Auditor(s):

13/8/19

# DOGRA EDUCATIONAL TRUST

IT Lab Department

Compliance Report: Reply to the Observation

S. No	Observations	Report
1.	IT Practical Classes register/record needs to be maintained regularly.	Since IT Practical Classes are not a part of B.Ed Course, hence it is not updated. Register will be maintained as the Practical classes resumes.
2.	Student attendance record in IT Lab is not updated.	Attendance record will be maintained as the regular class work resumes.

*Rishav Mahajan*

Rishav Mahajan  
IT in-charge

verified

*[Signature]*

None of the students have opted the IT paper in B.Ed course, therefore the students opted the concerned paper during the practical classes. Hence the completed in IT Lab.

*[Signature]*

*[Signature]*

## AUDIT SUMMARY REPORT

Department: Security and Safety Dept

Date of Audit: 13.02.2019

Auditor: Raj Kumar, Asst. Spn

Ref. DOC Used: SDP/ADM/

No. of NCR's: 0

Proposed Completion Date: within three days

Specific Comments/ Improved Suggestions:

- 1/ Maintain complete record of in-coming/out-going for vehicles including take number.
- 2/ Maintain <sup>proper</sup> record of Staff In/out including timings.

CC

Auditor Signature: Raj Kumar

Management Representative: [Signature]

Auditor(s)

5/7

The record of In-coming/out-going of vehicles is being maintained properly in the main entry record of staff is also being maintained.

verified by

[Signature]

Asst. Spn

[Signature]

~~SECRET~~  
D.E.T.

# AUDIT SUMMARY REPORT

Department: Tpt Management

Date of Audit: 15.8.2019

Auditee: Raj Kumar, Asst Spvr.

Ref. DOC Used: SOP/ADM/7

No. of NCR's: -

Proposed Completion Date: within three days

Specific Comments/ Improved Suggestions:

- Document i.e. RC Fitness, Permit etc of two New College Buses is to be obtained from concerned Authority.

CC:

Auditor Signature: *Raj Kumar*

Management Representative: *Raj Kumar*

Auditor(s):

*[Signature]*

Sr. - Register of Vehicle with ARTO Samba has been done. Number plates filled with verified Buses.  
- Documents are being procured from the Govt. Transport Authority.  
*[Signature]*  
Tpt Spvr.

2022-23

DET		INTERNAL QUALITY AUDIT SCHEDULE			FORM-02/02/00
		2022-23 (2022-23)			PART I
S. No.	Year Dept.	Address	Auditor	Date of Audit	Time
1	Dept College of Education (M.A. Ed)	Dr. Kunda Suresh Ch. (Principal) M.A. Ed. (M.A. Ed. Dept.)	Dr. Yashwanth Kumar (Principal) M.A. Ed. (M.A. Ed. Dept.)	25-09-22	11:00 AM - 12:00 PM
2	Dept College of Education (B.A. Ed)		Dr. Yashwanth Kumar (Principal) M.A. Ed. (M.A. Ed. Dept.)	25-09-22	11:00 AM - 12:00 PM
3	Dept College of Education (B.A. Ed)		Dr. Yashwanth Kumar (Principal) M.A. Ed. (M.A. Ed. Dept.)	25-09-22	11:00 AM - 12:00 PM
4	Dept College of Education (B.A. Ed)	Dr. Kunda Suresh Ch. (Principal) M.A. Ed. (M.A. Ed. Dept.)	Dr. Yashwanth Kumar (Principal) M.A. Ed. (M.A. Ed. Dept.)	25-09-22	11:00 AM - 12:00 PM
5	Dept College of Education (B.A. Ed)		Dr. Yashwanth Kumar (Principal) M.A. Ed. (M.A. Ed. Dept.)	25-09-22	11:00 AM - 12:00 PM
6	Dept Law (B.A. LL.B.)	Dr. Kunda Suresh Ch. (Principal) M.A. Ed. (M.A. Ed. Dept.)	Dr. Yashwanth Kumar (Principal) M.A. Ed. (M.A. Ed. Dept.)	25-09-22	11:00 AM - 12:00 PM
7	Dept Law (B.A. LL.B.)		Dr. Yashwanth Kumar (Principal) M.A. Ed. (M.A. Ed. Dept.)	25-09-22	11:00 AM - 12:00 PM
8	Dept Law (B.A. LL.B.)	Dr. Kunda Suresh Ch. (Principal) M.A. Ed. (M.A. Ed. Dept.)	Dr. Yashwanth Kumar (Principal) M.A. Ed. (M.A. Ed. Dept.)	25-09-22	11:00 AM - 12:00 PM
9	Dept Law (B.A. LL.B.)		Dr. Yashwanth Kumar (Principal) M.A. Ed. (M.A. Ed. Dept.)	25-09-22	11:00 AM - 12:00 PM
10	Dept Law (B.A. LL.B.)	Dr. Kunda Suresh Ch. (Principal) M.A. Ed. (M.A. Ed. Dept.)	Dr. Yashwanth Kumar (Principal) M.A. Ed. (M.A. Ed. Dept.)	25-09-22	11:00 AM - 12:00 PM
11	Dept Law (B.A. LL.B.)		Dr. Yashwanth Kumar (Principal) M.A. Ed. (M.A. Ed. Dept.)	25-09-22	11:00 AM - 12:00 PM

*[Handwritten signature]*



No.	Particulars	Account Name	Account No.	Account Type	Branch	Balance
1	...	...	...	...	...	...
2	...	...	...	...	...	...
3	...	...	...	...	...	...
4	...	...	...	...	...	...
5	...	...	...	...	...	...
6	...	...	...	...	...	...
7	...	...	...	...	...	...
8	...	...	...	...	...	...
9	...	...	...	...	...	...
10	...	...	...	...	...	...

Special Instructions - No adjustments will be made after the date hereon in relation to the above.  
 (If required will be done only in the future - a further notice to be issued.)

For  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_  
 Zip \_\_\_\_\_

For information please  
 send us your account number  
 and address to: \_\_\_\_\_

CO-OPERATIVE BANK  
 \_\_\_\_\_  
 \_\_\_\_\_

Sl. No.	Department	Officer Name	Designation	Date	Time
1	Department of Arts	Dr. Shashi Sharma, Asst. Commissioner, DCE, Noida Office (DO)	Mr. A. S. Bhatnagar, Sr. SO, DCE	23-08-20	11:00 AM - 11:30 AM
2	Department of Education	Dr. Shashi Sharma, Asst. Commissioner, DCE, Noida Office (DO)	Mr. A. S. Bhatnagar, Sr. SO, DCE	23-08-20	11:30 AM - 12:00 PM
3	Department of Education	Dr. Shashi Sharma, Asst. Commissioner, DCE, Noida Office (DO)	Mr. A. S. Bhatnagar, Sr. SO, DCE	23-08-20	12:00 PM - 12:30 PM
4	Department of Education	Dr. Shashi Sharma, Asst. Commissioner, DCE, Noida Office (DO)	Mr. A. S. Bhatnagar, Sr. SO, DCE	23-08-20	12:30 PM - 1:00 PM
5	Department of Education	Dr. Shashi Sharma, Asst. Commissioner, DCE, Noida Office (DO)	Mr. A. S. Bhatnagar, Sr. SO, DCE	23-08-20	1:00 PM - 1:30 PM
6	Department of Education	Dr. Shashi Sharma, Asst. Commissioner, DCE, Noida Office (DO)	Mr. A. S. Bhatnagar, Sr. SO, DCE	23-08-20	1:30 PM - 2:00 PM
7	Department of Education	Dr. Shashi Sharma, Asst. Commissioner, DCE, Noida Office (DO)	Mr. A. S. Bhatnagar, Sr. SO, DCE	23-08-20	2:00 PM - 2:30 PM
8	Department of Education	Dr. Shashi Sharma, Asst. Commissioner, DCE, Noida Office (DO)	Mr. A. S. Bhatnagar, Sr. SO, DCE	23-08-20	2:30 PM - 3:00 PM

Special Instruction :- No refreshment will be served during the Audit Days to the Auditors in the Departments. Refreshment will be served only in the Auditor's Chamber during the Break Only.

To: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Office: \_\_\_\_\_

For information, please contact \_\_\_\_\_  
 For information, in concerned premises, please contact \_\_\_\_\_  
 For information, in concerned premises, please contact \_\_\_\_\_

*[Handwritten signatures and dates]*  
 23/8/2020  
 24/8/2020

P. 0015-02-0000H  
 1- 10/20/2017  
 Date: 10/20/2017  
 Time:

DEI		INTERNAL QUALITY AUDIT SCHEDULE		
		Period: 20 Jan - 27 Jan 2018		
C.No	AMBI/PHI	ADDRESS	Auditor	Date of Audit
1	Durga College of Education - Kothur	Dr. K. R. Raghav, Sr. Lecturer, ILLI M. S. T. Building No. 95, 101	Dr. V. Lakshmi Kumar Sharma Principal, DCI M. S. T. Building, ILLI, DCI	20 Jan 18
2	Durga College of Education - Software Management		Dr. V. Lakshmi Kumar Sharma Principal, DCI	20 Jan 18
3	Durga College of Education - Management		Dr. V. Lakshmi Kumar Sharma Principal, DCI	20 Jan 18
4	Durga College of Education - IITL	Dr. V. Lakshmi Kumar Sharma, Sr. Lecturer, DCI, ILLI (Office 20) M. S. T. Building No. 95, DCI	Dr. V. Lakshmi Kumar Sharma, Principal, DCI M. S. T. Building, Software ILLI, DCI, ILLI	20 Jan 18
5	Durga Law College - Academic		Dr. V. Lakshmi Kumar Sharma, Principal, DCI	20 Jan 18
6	Durga Law College - Lab	Dr. R. Raghav Sharma, Sr. Lecturer, DCI, ILLI (Office 20) M. S. T. Building No. 95, DCI	Dr. V. Lakshmi Kumar Sharma, Principal, DCI	20 Jan 18
7	Durga Law College - Library Management		Dr. V. Lakshmi Kumar Sharma, Principal, DCI	20 Jan 18
8	Finance & Sales Management		Dr. V. Lakshmi Kumar Sharma, Principal, DCI	20 Jan 18
9	Management & Journal Exp 100		Dr. V. Lakshmi Kumar Sharma, Principal, DCI	20 Jan 18

  
 \_\_\_\_\_

Sl. No.	Dr. Name, Designation, Address	Dr. Name, Designation, Address	Date	Remarks
1	Dr. [Name], [Designation], [Address]	Dr. [Name], [Designation], [Address]	[Date]	[Remarks]
2	Dr. [Name], [Designation], [Address]	Dr. [Name], [Designation], [Address]	[Date]	[Remarks]
3	Dr. [Name], [Designation], [Address]	Dr. [Name], [Designation], [Address]	[Date]	[Remarks]
4	Dr. [Name], [Designation], [Address]	Dr. [Name], [Designation], [Address]	[Date]	[Remarks]
5	Dr. [Name], [Designation], [Address]	Dr. [Name], [Designation], [Address]	[Date]	[Remarks]
6	Dr. [Name], [Designation], [Address]	Dr. [Name], [Designation], [Address]	[Date]	[Remarks]
7	Dr. [Name], [Designation], [Address]	Dr. [Name], [Designation], [Address]	[Date]	[Remarks]
8	Dr. [Name], [Designation], [Address]	Dr. [Name], [Designation], [Address]	[Date]	[Remarks]
9	Dr. [Name], [Designation], [Address]	Dr. [Name], [Designation], [Address]	[Date]	[Remarks]
10	Dr. [Name], [Designation], [Address]	Dr. [Name], [Designation], [Address]	[Date]	[Remarks]

Notice - No refreshments will be served during the Audit Days in the Auditor's Chamber. Refreshment will be served only in the Auditor's Chamber during the Break Out.

- For information please
- For information as concerned present members
- For information as concerned present members

*[Handwritten Signature]*  
 11/1/2015

# DOGRA EDUCATIONAL TRUST

Bassi Kalan, Bari Brahmna, Samba

Principal  
D.E.C

Reference letter No. DE/CO/1205 Dated 22.09.20 Internal Audit conducted for the year 2019-2020 of your institution Lib, D.E.C  
on 28.9.20

1. Please find here enclosed          Non Conformity (NC) reported in this audit. You are requested to go through it in detail.
2. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in the given space in the same NC.
3. Please close the NC and return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date of receipt.
4. 04 observations are also endorsed in the audit summary report. You are required to do the needful and submit a compliance report of it within a week for its receipt.

  
(Principal/Institutional Head)



  
29/9/20  
S. D.

# Dogra Law College

## Bari Brahamana

Ref. No DLC/2352/20

Dated: 02-11-2020

The Nodal Officer

ISO

Dogra Educational Trust

Subject: Compliance of Audit Summary Report of Library DLC on 18-09-2020

Compliance Report of Dogra Law College Library regarding observations/Deficiencies raised by the Audit Committee for the Academic Session 2019-2020

S.no	Observations/Deficiencies/ Suggestions	Action Taken
1	E-mail id's of students	Done/Completed
2	Library Books Issue and Return Record (Student)	Done Annexure I ✓
3	Library Books Issue and Return Record (Staff)	Done Annexure II ✓
4	Fumigation of library is overdue w.e.f. 16-02-2020	Still pending for approval of the management.

  
Principal  
Dogra Law College  
Bari Brahamana, Srinagar

DOGRA EDUCATIONAL TRUST  
Bassi Kalan, Hari Brahmans, Samba


Principal (Incharge),  
DCE

1. Reference letter No. DA/CP/1314 Dated: 22.9.2020 Internal Audit conducted for ISO 9001:2015 of your department 11 ca2eb31c DCE on 26.9.2020
2. Please find here enclosed — Non Conformity (NC) reported in this audit. You are requested to go through it in detail.
3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in the given space in the same NC.
4. Please close the NC and return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date of receipt.
5. 03 observations are also endorsed in the audit summary report. You are requested to do the needs and submit a compliance report of it within a week for its receipt.

  
(Management Representative)



  
(Auditor)

  
24/9/20  
S. S.

DET

## AUDIT SUMMARY REPORT

Department: Academic, DUC

Date of Audit: 26/9/2020

Auditee: Dr. Kamila Aggarwal

Ref. DOC Used: SOP/ACH/01.

No. of NCR's: Nil.

Proposed Completion Date: Within 07 Days.

Specific Comments/ Improved Suggestions:

- 1) student feedback need to be analysed on monthly basis as per ISO.
- 2) 5 Year (1 Sem), There are of dispute cases need to be resolved with university at the earliest. All such cases need to be resolved from University of Jammu.
- 3) Alumni Placement Record need to be maintained at per ISO format and procedure.

CC

Auditee Signature:

Management Representative:

Auditor(s):

26/9/20  
S. S.



# DOGRA EDUCATIONAL TRUST

## Bari Brahmana Samba

Dated: 05/10/2020

Compliance Report Academics DLC  
Internal Audit Summary Report: Reply to the Observation

S. No	Observations	Report
1.	Student Feedback needs to be analysed on monthly basis as per ISO.	The student Feedback form will be analysed on monthly basis in the ongoing semester.
2.	5 Year (I Sem), there are 07 dispute cases, needed to be resolved with university at the earliest. All such cases need to be resolved from the University of Jammu.	07 Cases under D.E category were sent to Jammu University on 17.08.2020. Out of 07, 03 cases are cleared. 04 cases shall be cleared by 10.10.2020.
3.	Alumni/Placement Record needs to be maintained as per ISO format.	The committee members will do the needful to maintain the Alumni/Placement record as per ISO format within a period of 10-15 days.

closed

resolved

  
Principal Incharge  
Principal  
Dogra Law College  
Bari Brahmana Samba

Under review but not completed



# DOGRA EDUCATIONAL TRUST

Bassi Kalan, Bari Brahmna, Samba

To:

Principal (Incharge).  
DLC

1. Reference letter No: DA/ED/1353 Dated: 22.9.20 Internal Audit conducted for ISO 9001:2015 of your department Admin, DLC on 24/9/20.
2. Please find here enclosed 02 Non Conformity (NC) reported in this audit. You are requested to go through it in Detail.
3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in the given space in the same NC.
4. Please close the NC and return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date of receipt.
5. 02 observations are also endorsed in the audit summary report. You are required to do the needful and submit a compliance report of it within a week for its receipt.

[Signature]  
(Management Representative)

[Signature]

[Signature]  
(Auditor)

S. S. S.

[Signature]  
26/9/20

DET

SERVICE NON-CONFORMITY  
CORRECTIVE AND PREVENTATIVE ACTION REPORT

Form No. 1001-01/02

No. 01

Date 26/9/2020

Admin, DLE

26.09.2020

DLE

26/9/20

Visitors Photo on Hostel form are not endorsed (In Authority 13th Journal) 2019-20

It is submitted that at the time of Admission the students get the hostel forms from the office of DLE after collecting the forms the fee is to be deposited in accounts office and then the form will be submitted in the office of Hostel warden. The warden will put up the copies of hostel reports the concerned principals to complete the process of Adm. in Hostel & all the forms have to be verified & checked by the Committee members B. Principal

At the time of Adm. the Committee members will ensure that the forms should be duly filled.

The Office of DLE advise the students that after filling the forms the photo of the student to pasted on form which should be duly verified by the Committee after least photography of the forms has to be submitted in the office of DLE by the students.

RESPONSIBLE: Principal  
A.O.

NO. OF DAYS: min 7 days

All the Hostel forms are to be verified by Hostel Committee

Handwritten notes in bottom left corner.

JET

SERVICE NON-CONFORMITY  
CORRECTIVE AND PREVENTIVE ACTION REPORT

Form No. 11845-01/02

Ref: 02

Date: 26/9/2020

Admic, DC

26.9.2020

Deppa Lax College

26/7/20

Admission Form 2020-21 by  
Theorem 2/2, it can not sign  
by The Principal, DC (Deppa)  
All Admission form need to be  
signed by Principal, Lax College

It is submitted that Admission forms were not duly signed  
by the Principals due to the non presence of the principal  
at the time of Adm.

Princ

It is submitted that the Admission forms of All-Classes  
has been signed by the Principal. Further rest of the forms  
have been checked by Admic Committee to see whether in  
process

In future Admic Committee should  
check all the forms and also guide the  
Students to fill the forms properly

Admic Committee Principals	26/9/2020
----------------------------------	-----------

In future all the forms have to be checked by the  
Committee members.

Admic

DET

# AUDIT SUMMARY REPORT

Department: Admin, DLC  
Date of Audit: 26.09.2020  
Auditee: Sh. Surinder Kumar  
Ref. DOC Used: SOP/Adm-01  
No. of NCR's: 2  
Proposed Completion Date: within 07 days.

Specific Comments/ Improved Suggestions:

1. Managing committee Mtg has not held for the last 2 years. Last Mtg was held on 21.6.2018.
2. Admission Form have not <sup>been</sup> authenticated by the Admission committee.

[Signature]  
Auditor's signature

[Signature]  
Management Representative

[Signature]  
Auditor(s)

[Signature]  
26/9/20  
R.S

OFFICE OF THE PRINCIPAL  
**DOGRA LAW COLLEGE**  
Bari Brahmana Samba

Date: 09.10.2020

Ref: DLC/2351/20  
The Nodal Officer, ISO  
Dogra Educational Trust

Subject: Compliance of Audit Summary Report of Admin & Academics DLC on 26.09.2020

Sr.

1. Reference to Audit Summary Report of Admin & Academics DLC on 26.09.2020
2. The reply to the Observation/ suggestion raised during the audit of Admin & Academics DLC on 26.09.2020 as under:

Compliance Report of Dogra Law College regarding Observations/ Deficiencies raised by the Inspection Committee for the Administration session 2019-20:-

Observations/Deficiencies/Suggestions	Action Taken on Deficiencies/Suggestions
NCL: Visitors photo on Hostel form are not endorsed (Mr. Aditdoop Singh Jauwal) 2019-20.	It is submitted that at the time of Admission the student get the Hostel Form from the office of D.L.C. After collecting the form the fee is to be deposited in Accounts Branch of DET and then the form will be submitted in the Office of the Warden Hostel. The Warden will put up the name of hostellers before the concerned Principals to complete the process of admission in hostel and all the forms are to be verified and checked by the committee members and the Principal. <b>Proposed Preventive Action:</b> The office of the Dogra Law College advise the students that after filling the form the photos of the visitors be pasted on Form which shall be duly verified by the Principal after that photocopy of the form has to be submitted in the office of D.L.C. by the students.

No. 2. Admission Forms 2019-20 (Mr. Shivani, 1<sup>st</sup> Yr. B.Com not signed by the Principal, DDC (Incharge). All admission forms need to be signed by Principal, Incharge.

It is submitted that the Admission Form of Mr. Shivani has been signed by the Principal. Further the forms which are pending shall be completed by 24.10.2020.

Proposed Preventive Action: In future admission committee shall check the form and also guide the students to fill the form properly.

Observation 1: Managing Committee meeting has not held for the last 2 years. Last meeting was held on 21.6.2018.

Annexure - 2

In 2018, 21<sup>st</sup> June the Managing Committee Meeting was held and after that many letters & e-mail reminders were sent for further conducting of the Managing Committee Meeting but didn't get the same till date. We shall send a letter to University for the same. Annexure - 3  
Most of the admission for the session 2020-21 has been authenticated by the admission committee. The admission is still going on.

Observation 2: The Admission Forms have not been authenticated by the Admission Committee.

  
Principal  
Dogra Law College  
B-21 Jhama S.C. 1

  
Section Officer  
Dogra Law College

*Members  
of the  
Committee*

*Checked  
and  
Authenticated*

*Kans*

# DOGRA EDUCATIONAL TRUST

Bassi Kalan, Bari Brahmna, Samba

Principal  
DHC (Library Management)

1. Ack. from letter No. DA/CP/1255 Dated 22.09.20 Internal Audit conducted for AO 201:2015 of your department Lib, DHC on 25.9.20.
2. Please find here enclosed Nil Non Conformity (NC) reported in this audit. You are requested to go through it in Detail.
3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive actions to avoid recurrence and record it in the given space in the same NC.
4. Please close the NC and return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date of receipt.
5. 04 observations are also endorsed in the audit summary report. You are required to do the needful and submit a compliance report of it within a week for its receipt.

  
(Management Representative)



(Auditor) 29/9/20  
SIR



DET

## AUDIT SUMMARY REPORT

Department: Lib, DLE

Date of Audit: 28-09-2020

Auditor: Mrs Anuradha / E. L. M. A.

Ref. DOC Used: SOP / Adm / 03.

No. of NCR's:

Proposed Completion Date: within 07 days.

Specific Comments/ Improved Suggestions:

~~1. Lib books~~

- 1) Lib books Issue/Return Record. Email ID of student need to be incorporated in the said Record of all the
- 2) Lib books Issue/Return Record. Book issued to Sumita Chib on 27/ Sep or 14.07.20 not returned yet. Principal to discuss issue in house and give analysis to the Secy, DET on this whole issue.
- 3) Lib Issue/Return Record (Staff). 03 books issued to Mr. Rangna Gupta in Feb/Mar 2020 have not returned yet. Since the teacher has delivered from DLE. Sachi Sharma book issued on 17.5.20 not returned.
- 4) Furnigation of Lib is overdue since 18.2.2020.

cc

Auditor Signature: Mrs AnuradhaManagement Representative: [Signature]

August 2020

28/09/2020

S. S.

Office of the Principal  
Dogra Law College  
Bani Brahmana  
Samba

Ref. No DLC-2352/20

Date: 9-10-2020

The Nodal Officer

ISO

Dogra Educational Trust

Subject: Compliance of Audit Summary Report of Library DLC on 28-09-2020

Compliance Report of Dogra Law College Library regarding observations/ Deficiencies noted by the Audit Committee for the Academic Session 2019-2020

S.no	Observations/ Deficiencies/ Suggestioons	Action Taken
1	E-mail id's of students	It is found by the audit Committee that e-Mail id of some students have not been entered in the register so in this regard the librarian will enter all the e-mail id's in due course of time and shall be maintained properly.
2	Library Books Issue and Return Record (Student)	As observed by the audit committee that books issued to student of 9 <sup>th</sup> Sem (Ms. Sumrit Chh) on 14-07-2020 has not been returned yet. in this regard the concerned librarian has made a call to the student.



		where she assured that she will return the books within a period of 15 days
3	Library Books Issue and Return Record (Staff)	Two Faculty members have been marked out by the Audit committee who have not returned the books. The Librarian has made a call to both the faculties and had words with Ms. Kangara where she was told to return the books but the contact no. of the other faculty i.e. Mr. Inachab was switched off.
4	Forgiveness of library borrowing card 1995-2020	The file of Forgiveness is pending with the Management for their final approval and further process cannot be initiated due to lockdown.

  
 The Principal  
 K. J. Somaiya Institute of  
 Science and Technology  
 Banarashankar, Solapur

DET		AUDIT SUMMERY REPORT	
Department:	DLC (Academic)	Issue Date:	
Date of Audit:	21 Jan 2020	Page:	
Auditee:	Principal: DLC Prof. V. P. Mangotra		
Ref. DOC Used:	SOP/MS/CL		
No. of NCE's:	01		
Proposed Completion Date:	28 Jan 2020		
Specific Comments / Improved Suggestions:			
1. <u>Academic Calendar</u> . Final copy is not given to Parent Calendar 2019-20.			
2. <u>Orientation Programme</u> Subject wise student-orientation should be conducted in the beginning of the session.			
3. <u>Internal Assessment Record</u> need to be signed by the Committee members.			
4. <u>Syllabus Review Minutes</u> Not found maintained since 2015.			
5. <u>Alumni Meet</u> has not conducted since 2017-18. Last Record found - 2016-17.			
6. <u>Placement Record</u> not found maintained.			
7. <u>Ratio of calculating student-feedback</u> is not upto the mark.			
8. <u>Record No of student Feed back</u> is not as per SOP.			
CC:			
Auditee Signature: <u>V. P. Mangotra</u>		Auditor(s):	
Management Representative: <u>[Signature]</u>		(i) Dr. Shakti Singh	
		(ii) Sr. Socha	

01-  
2020

Message  
up from  
Kanchi

DET

**SERVICE NON-CONFORMITY  
CORRECTIVE AND PREVENTIVE ACTION REPORT**

Form No. SOW-2017-05  
Rev. 01  
Rev. 9/1/2020

COMPLAINT DETAILS  
 COMPLAINT: **ILC (Academic)**  
 COMPLAINT DATE: **21 June 2020**  
 BRANCH CODE: **DLC**  
 DATE: **21 Jan 2020**

RECORDS  
 Record number of 'Student  
 Feed Back' is not being  
 maintained as per 3rd.  
 HIS record not found  
 maintained.

**CASE INVESTIGATION NON CONFORMITY**

Investigation Details

?

CONFORMANCE ACTION TAKEN AND IS EFFECTIVE

NO.	DESCRIPTION	RESPONSE	PROCESSED BY

CORRECTIVE ACTION

DATE OF CHECK: \_\_\_\_\_  
 REPORTED BY: \_\_\_\_\_



*R.M.*  
 Principal  
 College Law College  
 Bani Baramulla, Srinagar

To

The Nodal Officer, (ISO)  
Dugun Educational Trust,  
Parsi Bhatnara  
Sambalpur.

Sub: Compliance Report on ISO observations  
Respected Madam,

Kindly find enclosed Compliance  
Report (Academics) on ISO audit conducted  
on 21<sup>st</sup> Jan. 2020 and oblige.

V. G. E. G. /  
Principal 2/21/20  
Dugun Law College  
Sambalpur

**SERVICE NON-CONFORMITY  
CORRECTIVE AND PREVENTIVE ACTION REPORT**

Doc No: 21/1/2020

COMPLAINANT/ DEPARTMENT: <b>DIC</b>	COMPLAINT DATE: <b>21 Jan 2020</b>	INCIDENTS: i) Record number of student Data Base not being maintained as per SOP.
		INCIDENTS: ii) MS Record not properly maintained.
NAME OF DEPT: <b>DIC</b>	DATE: <b>21 Jan 2020</b>	

**CAUSE INVESTIGATION OF NON-CONFORMITY**

- i) Record no. of students feedback is not being maintained as per SOP
- ii) MS Record not found maintained.

Review  
and  
audit  
of  
SOP  
is  
done

Corrective Action Taken and its Verification  
 Record no. of the feedback have been changed as per the SOP.  
 and its earlier no. i.e. D/AIM-01/16/00 has been changed to F/AIM-01/16/00  
 MS Record for the month of Jan has been maintained and annexed

PROPOSED PREVENTIVE ACTION: 1. SOP for feedback has prepared no. F/AIM-01/21/00 should be maintained & used for feedback purpose. 2. MS Record for the month of January has been annexed thereto and will be maintained & monitored in future.	RESPONSIBILITY: Principal V.P. Nagarajan	PROPOSED DATE OF COMPLETION: 28 Jan 20
--	--	---

PREVENTIVE ACTION TAKEN: 1. SOP for feedback has prepared no. F/AIM-01/21/00 should be maintained & used for feedback purpose. 2. MS Record for the month of January has been annexed thereto and will be maintained & monitored in future.	Signature of Officer: V.P. Nagarajan Principal D.A. Sharma, Secy.
---	--

*(Handwritten mark)*

DOGRA LAW COLLEGE (Academics)

Compliance Report: Reply to the Observation

S.No	Observations	Report
1	<b>ACADEMIC CALENDER:</b> Format No. is not given in the Academic calendar 2019-2020.	Format No. on the proposed academic calendar file has been controlled with.  ANNEXURE-I
2	<b>ORIENTATION PROGRAMME:</b> subject wise student orientation should be conducted in the beginning of the session.	Subject wise student orientation shall be conducted in the next academic session i.e. (2020-2021) as per the <i>subject wise student orientation - the same will be done by providing</i> ANNEXURE-II
3	<b>INTERNAL ASSESSMENT RECORD:</b> Need to be Signed by the committee members	It has been signed by the committee members. <i>used and signed</i>
4	<b>SYLLABUS REVIEW MINUTES:</b> Not found and maintained since 2013	It shall be maintained from the next semester i.e. from the month of Feb 2020. — ? ANNEXURE-III
5	<b>ALUMNI MEET:</b> Has not been conducted since 2017-18. LAST record found 2016-2017	First Alumni meet was organised on 18 <sup>th</sup> March 2018, the committee is making efforts to organise alumni meet for 2019-2020 but so far no positive response has been received from the President and Secretary of Alumni Association.

14-20  
20-21

*V. P. Singh*  
Principal  
Dogra Law College  
San Francisco, India



		In this regard a list of students who were not present and accordingly an exam was not conducted.
6	PLACEMENT RECORD: Not found maintained.	Placement record has been maintained properly. The details of students' EM, Answer Sheets etc. are maintained properly as pointed out which has now been revised. <u>Point 2.1.1.1.2</u>
7	FEEDBACK CALCULATION: Ratio of calculating student's feedback is not upto the mark.	Ratio of calculating student's feedback will be increased from the next semester in proportion to the number of student per class.
8	RECORD NO. FEEDBACK FORM: Record no. of the student feedback is not as per SOP.	Record no. of the feedback has been changed as per the SOP and the earlier one has been returned. <u>7/ACM 01/16/00</u> has been changed to <u>7/ACM 01/21/00</u> ANNEXURE <b>V</b>

(-3)

Principal  
Dogra Law College  
Bani Brahmana, Sarnar

**DOGRA EDUCATIONAL TRUST**  
Bassi Kalan, Bari Brahmna, Samba

10

Mr. Shantanu Singh  
Librarian  
DLC

1. Reference letter No: DPCO/1225 Dated 15.1.20, Internal Audit conducted for ISO 9001:2015 of your department Lib, DLC on 25/1/20.
2. Please find here enclosed — Non Conformity (NC) reported in this audit. You are requested to go through it in Detail.
3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in the given space in the same NC.
4. Please close the NC and return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date of receipt.
5. 05 observations are also endorsed in the audit summary report. You are required to do the needful and submit a compliance report of it within a week for its receipt.

[Signature]

(Management Representative)

ISO 9001:2015  
CERTIFIED  
BY  
DOGRA EDUCATIONAL TRUST

(Auditor)

(i) [Signature]


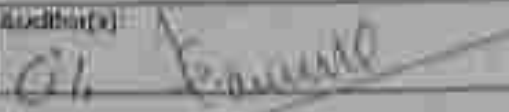

(ii) [Signature]  
S-10

<b>DET</b>	<b>AUDIT SUMMERY REPORT</b>	Issue Date:
Department:	Lib, Dhc	Page:
Date of Audit:	22 Jan 2020	
Auditee:	Sh. Bhanu Priya, Librarian	
Ref. DDC Used:	SOP/Adm/05	
No. of NCRs:	n/a.	
Proposed Completion Date:	29 Jan 2020.	

**Specific Comments / Improved Suggestions:**

- Lib Card Issue Register. Lib Card Issue Record of left out / Long absence cases should be and recorded in the Register. Ref case Satec "Ighal" 57, 350m, Roll No: 1508.
- SEC (Supreme Court Cases). Case/booklet not read since Aug 2019. Payment already made till Dec 2019.
- Book Review Record List of Books recommended by stu / staff not endorsed in the Record File.
- Issue of books stu should motivate to draw books from lib especially stu of 1st Sem.
- SEC 2019. SEC 2019 need to be binded as all cases till Dec 2019 has been read.
- Press Release. Press Release Folder was well Maint & updated.

CC:	
Auditee Signature: <u>Bhanu Priya</u>	
Management Representative:	Auditor(s):

  
  
 (1)   
 Sr. SD

# DOGRA LAW COLLEGE (Library)

## Compliance Report: Reply to the Observation

S. no.	Observations	Report
1.	Library Card Issue Register - Library card issue record of left out/ long absentee cases should be verified and recorded in the Register. Ref case 'Saleem Iqbal' Sy. Jm. No: 1308.	<p>The student has collected the library card but due to oversight the signature of student could not be taken in the register and endorsed as 'left out' case. Accordingly a change has been made in the library card issue register.</p> <p style="text-align: right;">Annexure: I ✓</p>
2.	SCC (Supreme Court Cases) - Case/Books not received since Aug 2019. Payment already made on Dec 2019.	<p>We used to subscribe loose volumes of SCC Weekly earlier but now we are subscribing bound volumes. The company will take time to get the loose volumes rebounded. However, the correspondence was made through e-mail where it was assured that the pending bounds will be sent soon. Copy of e-mail is attached.</p> <p style="text-align: right;">Annexure: II</p>
3.	Book Review Record - List of books recommended by student/staff not enclosed in the record file.	<p>A list of books has been attached with the book review record.</p> <p style="text-align: right;">Annexure: III</p>
4.	Issue of Books - Students should motivate to draw books from library especially of 1st sem.	<p>Students of 1st semester shall be motivated to get more books from the library in the upcoming semester. Members of library committee have been requested to motivate the student to involve themselves in the library.</p>
5.	SCC 2019 - SCC 2019 need to be binded as all cases till dec 2019 has been received.	<p>We already have bound volumes of SCC 2019. therefore no binding is required of SCC 2019. <i>RP</i></p>

*Bhambhaniya*  
29/1/20

Closed  
and verified.

*Bhambhaniya*  
29/1/20

obs: \_\_\_\_\_  
NC: 2/10

# DOGRA EDUCATIONAL TRUST

Bassi Kalan, Bari Brahmna, Samba

To: Dr. Vikash Sharma  
Principal  
DCS

1. Reference letter No: DAED/RAK Dated: 15-1-20 Internal Audit conducted for ISO 9001:2015 of your department Security / Safety Dept on 22-1-20.
2. Please find here enclosed 1 Non Conformity (NC) reported in this audit. You are requested to go through it in Detail.
3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in the given space in the same NC.
4. Please close the NC and return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date of receipt.
5. 05 observations are also endorsed in the audit summary report. You are required to do the needful and submit a compliance report of it within a week for its receipt.

[Signature]  
Management Representative(s)

(Auditor)  
[Signature]  
[Signature]

[Signature]

Principal  
Dogra Law Centre  
Bari Brahmna, Samba

**DOGRA EDUCATIONAL TRUST**  
Bassi Kalan, Bari Brahmna, Samba

To,

Principal  
DLE

1. Reference letter No. DET/14/2021/17/KSD Dated: 14.12.21 Internal Audit conducted for ISO 9001:2015 of your department Academic, DLE on 25.12.2021
2. Please find here enclosed — Non Conformity (NC) reported in this audit. You are requested to go through it in Detail.
3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in the given space in the same NC.
4. Please close the NC and return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date of receipt.
5. Attached observations are also endorsed in the audit summary report. You are required to do the needful and submit a compliance report of it within a week for its receipt.

[Signature]  
(Management Representative)

(Auditor) [Signature]

[Signature]

[Signature]  
25/12  
2021

DET

AUDIT SUMMERY REPORT

Issue Date :

Page :

Department:

Dydra Law College, Academic.

Date of Audit:

28-12-2021

Auditee:

Dr. Prejati Sharma

Ref. DOC Used:

DET/14/2021/12/1480

No. of NCR's:

Proposed Completion Date:

within week

Specific Comments / Improved Suggestions:

- ① Extension list file needs to be maintained properly.
- ② All the feedback need to analysed properly with report.
- ③ Formate no needs to be incorporated in minutes of meeting file.
- ④ NSS camp schedule and report needs to be maintained properly.
- ⑤ Publication of magazine is pending.
- ⑥ Feedback programme needs to be applied as per IA.
- ⑦ Prem owner is requested to review the sop

CC:

Auditee Signature:

Management Representative:

Auditor(s):

✓

25/12  
50/50

# DOGRA LAW COLLEGE

BASSI KALAN, BARI BRAHMANA, SAMBA

Ref.No DLK/7888/22

Date: 03-02-2022

The Nodal Officer  
ISO  
Dogra Educational Trust  
Bari Brahmana,  
Samba

**Sub: Compliance of Audit Summary Report of Academic which was conducted on 28.12.2021**

Compliance report of Dogra Law College regarding observation/Deficiencies raised by the Audit Committee for the Academic Session (2020-21). Kindly refer to the enclosure attached.

  
Principal  
Dogra Law College  
Bari Brahmana, Samba



# DOGRA LAW COLLEGE

BASSI KALAN, BARI BRAHMANA, SAMBA

Ref.No

DLC/7888/22

Date: 04-02-2022

The Nodal Officer  
ISO  
Dogra Educational Trust  
Bari Brahmna,  
Samba

**Sub: Compliance of Audit Summary Report of Academic which was conducted on 28.12.2021**

Compliance report of Dogra Law College regarding observation/Deficiencies raised by the Audit Committee for the Academic Session (2020-21)

S.No	Observation/Deficiencies/Suggestion	Action Taken
1.	Extension file needs to be maintained properly	Extension files updated with format no. (Annexure 1 attached)
2.	All the feedback forms needs to analysed with report	Feedbacks properly analysed. (Annexure 2&3 are attached)
3.	Format no needs to be in corporate in minutes of meeting files.	Format no is corporate in minute of meeting file. (Annexure 4 attached)
4.	NSS Camp schedule and report needs to be maintained properly.	The NSS camp schedule and report has now been updated with attendance list of all the students participated. (Annexure 5 & Annexure 6 are attached)
5.	Publication of magazine is pending	Magazine has been sent for proof reading.
6.	Feedback proforma needs to be applied as per ISO	Feedback proforma is applied as per ISO (Annexure 2 attached)
7.	Process owner is requested to renew the SOP	As per process owner no recommendation as suggested yet

Principal  
Dogra Law College  
Bari Brahmna, Samba

# DOGRA EDUCATIONAL TRUST

Bassi Kalan, Bari Brahmana, Samba

To,

Principal CMC  
DLC

1. Reference letter No. Dz/10/10/11/100 Dated 12.12.2021 Internal Audit conducted for ISO 9001:2015 of your department Admin. DLC on 08 & 10 Jan 2022
2. Please find here enclosed — Non Conformity (NC) reported in this audit. You are requested to go through it in Detail,
3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in the given space in the same NC.
4. Please close the NC and return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date of receipt.
5. Attached observations are also endorsed in the audit summary report. You are required to do the needful and submit a compliance report of it within a week for its receipt.

  
(Management Representative)

  
(Auditor)

10/1/22  
S.S.S.

DET

## AUDIT SUMMARY REPORT

Department: Dogra Law College (Administration Management)

Date of Audit: 08 &amp; 10 Jan 2022

Auditee: Head Asst. Mr Vishav Bandhu

Ref. DOC Used: SOP/ACM/02

No. of NCR's: -

Proposed Completion Date: within one week

Specific Comments/ Improved Suggestions:

Dogra Law College (Administration Management)

1. Contents of forwarding Note of RR BA LLB 3<sup>rd</sup> Sem for 112 students do not mean submitting of RR, it only say submitting of RR Fee. Need proper elaboration.
2. Contents of forwarding Note of RR BA LLB 5<sup>th</sup> Sem for 102 students do not mean submitting of RR, it only say submitting of RR Fee. Need proper elaboration.
3. Under mentioned submission of RR & Exam Form to University checked.
  - BA LLB 3 Sem – RR & Exam Form of 112 students submitted timely.
  - BA LLB 5 Sem - RR & Exam Form of 103 students submitted timely.
  - BA LLB 7 Sem - Exam Form of 100 students submitted, but RR is pending for mark sheets of 5<sup>th</sup> Sem from University.
  - BA LLB 9 Sem - RR & Exam Form of 85 students submitted timely.
  - RR & Exam Form of 45 students of LLB 1<sup>st</sup> Sem & Exam Form of 45 students of 2<sup>nd</sup> Sem correctly submitted
  - RR & Exam Form of 32 students of LLB 3<sup>rd</sup> Sem & Exam Form of 32 students of 4<sup>th</sup> Sem correctly submitted
  - RR & Exam Form of 31 students of LLB 5<sup>th</sup> Sem & Exam Form of 31 students of 6<sup>th</sup> Sem correctly submitted.
4. Exam Form of 6<sup>th</sup> Sem of Ms. Taniya Khan (University Roll No 6976/DLC(17) was not forwarded. However, her name has been added in the 7&8 Sem RR forwarded to University, which is not in order. Need reconciliation.
5. Forwarding Note of Exam Forms of all Sem does not have the nominal roll of students for whom the Exam Form forwarded. Forwarding Note of Exam Forms of each Sem should have nominal roll of students mentioning form number against each student's name for record.
6. Files of RR and Exam Forms both of BA LLB 5 Year and LLB 3 Year are not maintained properly.

V. P. B. B. B.  
Principal  
Dogra Law College  
Bani Brahamana, Samba

CS-5

7. Fee Register BA LLB 5 Yr 2021-22 – Index not yet updated.
8. Fee Register BA LLB 5 Year & LLB 3 Yr. Session of students in index sheet has not define correctly.
9. Fee Register. Index sheet session 2020-21 do not tally to that entry of the Register.
10. Fee Register LLB 3 Year has not completed
11. Result Register LLB 3 Year. Session didn't define correctly. Also Index Sheet has not endorsed properly in the register.
12. Fee ie DIQA/NSS/Sports/Resource Mobilization/Corpus Fund deposited in concerned section of university of 45 students 1<sup>st</sup> Sem, 32 students 3<sup>rd</sup> Sem & 31 5<sup>th</sup> Sem ie as per actual strength of Sem/RR of LLB 3 Year Course. However, University receipt of Ms Purbhi Khajuria for depositing of Resource Mobilization/Corpus Fund not found in file.
13. Fee ie DIQA/NSS/Sports/Resource Mobilization/Corpus Fund deposited in concerned section of university of 114 students 1<sup>st</sup> Sem, 112 students 3<sup>rd</sup> Sem, 103 students 5<sup>th</sup> Sem, 100 students 7<sup>th</sup> Sem & 85 students 9<sup>th</sup> Sem ie as per actual strength of Sem/RR of BA LLB 5 Yr Course.
14. Meeting of Managing Committee is due -- -- , last Managing Committee was held on 21.6.2018.
15. Meeting of University Selection Committee of teacher is also due, last selection committee was held on 08.1.2019.
16. Photocopies of Degrees BA LLB & LLB 3 Year has not file in concerned file of the students, it is kept in a separate file. These documents need to be properly tacked in the concerned file of the students for safe custody.

CC:

Auditee Signature: 

Management Representative: 

Auditor(s):

1. 

2.   
10/11/22  
S+SO

10/11/22



V. D. Pillai  
Principal  
Dogre Law College  
Rani Brehmana, Sambalpur

# DOGRA LAW COLLEGE

BASSI KALAN, BARI BRAHMANA, SAMBA

Ref. No. R/ADM-01/63/7939/DLC

Date: 11/03/2022

The Nodal Officer  
ISO, Dogra Educational Trust  
Bari Brahmna, Samba.

## Sub: Compliance of Audit Summary Report of Administration DLC.

Compliance report of Dogra Law College regarding observation/Deficiencies raised by the Audit Committee for the Academic Session (2020-21).

S. No	Observation/Deficiencies/Suggestion	Action Taken
1	Contents of forwarding Note of RR BALLB 3 <sup>rd</sup> Sem for 112 students do not means submitting of RR, it only say submitting of RR Fee. Need proper elaboration.	RR of 112 Students already submitted had no. for the concerned batch. Submitted with proper. As per the observation in Forwarding Note of RR BALLB & LLB semesters the submission of RR Fee / RR form both are mentioned alongwith nominal roles (Annexure-I Enclosed)
2	Contents of forwarding Note of RR BA LLB 5 <sup>th</sup> Sem for 102 students do not means submitting of RR, it only say submitting of RR Fee. Need proper elaboration.	Submitted timely ✓
3	Under mentioned Submission of RR & Exam Form to University Checked. BA.LLB 1 <sup>st</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> 9 <sup>th</sup> sem & LLB 1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> sem	Submitted timely ✓
4	Exam form of 6 <sup>th</sup> semester of Ms Taniya Khan (University Roll No. 8976/DLC/17) was not forwarded. However, her name has been added in the 7 & 8 semester RR forwarded to University, which is not in order. Need reconciliation	The Grievance related to submission of examination form had been pleaded. Informed to University of Jammu vide letter no R/ADM-01/22D/7872/DLC dated 31.01.2022 & reply is still awaited. (Annexure-II Enclosed) ✓
5	Forwarding Note of Exam Forms of all Semester does not have the nominal roll of student for whom the Exam Form forwarded. Forwarding Note of Exam Forms of each Sem should have nominal roll of students mentioning form number against each student's name for record.	Now the same has been implemented as per the observations made by the concerned authority. (Annexure-III Enclosed) ✓
6	Files of RR and Exam Forms both of BALLB 5 Years and LLB 3 Year are not maintained properly.	As per the observations the receiving/Documents of both the BA.LLB 5 Year and LLB 3 Years filed separately (Annexure-IV Enclosed)

	Fee Register BA.LLB 5 Year 2021-22-Index not yet updated	
8	Fee Register BA.LLB 5 Year & LLB 3 yr. Session of students in index sheet has not define correctly	As per observation Index Sheet Updated (Annexure-V) Enclosed)
9	Fee Register. Index sheet sessions 2020-21 do not tally to that entry of the Register	As per observation Index Sheet Updated. (Annexure-VI)
10	Fee Register LLB 3 Year has not completed	As per observation Fee Register has been completed. (Annexure-VII)
11	Result Register LLB 3 Year. Session didn't define correctly. Also index sheet has not endorsed properly in the register.	As per observation Index sheet updated
12	Fee ie DIQA / NSS / Sports / Resource Mobilization / Corpus Fund deposited in concerned section of university of 45 students 1 <sup>st</sup> sem, 32 students 3 <sup>rd</sup> sem & 31 5 <sup>th</sup> sem ie as per actual strength of Sem / RR of LLB 3 Year Course. However, University receipt of Ms Puvahi Khajuria for depositing of Resource Mobilization/Corpus Fund not found in file.	Copy of Resource Mobilization not provided by dealing section (according to record). Fee submitted by Acc. Section.
13	Fee ie DIQA/NSS/Sports/Resource Mobilization/ Corpus Fund deposited in Concerned section of University of 114 students 1 <sup>st</sup> sem, 112 students 3 <sup>rd</sup> sem, 103 students 5 <sup>th</sup> sem, 100 students 7 <sup>th</sup> sem, & 85 students 9 <sup>th</sup> sem, ie as per actual strength of Sem/RR of BA LLB 5 year Course.	All Fee submitted timely
14	Meeting of Managing Committee is due last Managing Committee was held on 21.08.2018.	Still meeting is due
15	Meeting of University Selection Committee of teacher is also due, last selection committee was held on 08.01.2019	Still meeting is due
16	Photocopies of Degrees BA.LLB 3 Year have not file in concerned file of the students, it is kept in a separate file. These documents need to be properly tacked in the concerned file of the students for safe custody.	In process

verified



  
Principal  
Dogra Law College  
Dogra Law College  
Bari Jrahmana, Sati...

# DOGRA EDUCATIONAL TRUST

Bassi Kalan, Bari Brahmna, Samba

To,


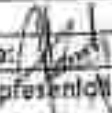



Principal  
DLC

1. Reference letter No DET/14/2021/12/15 Dated 14.12.2021 Internal Audit conducted for ISO 9001:2015 of your department IT Lab, DLC on 28.12.2021
2. Please find here enclosed — Non Conformity (NC) reported in this audit. You are requested to go through it in Detail.
3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in the given space in the same NC.
4. Please close the NC and return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date of receipt.
5. Attached observations are also endorsed in the audit summary report. You are required to do the needful and submit a compliance report of it within a week for its receipt.

[Signature]  
(Management Representative)

[Signature]

1.  
2. [Signature] (Auditor)  
28/12/21  
SRG

<b>DET</b>	<b>AUDIT SUMMERY REPORT</b>	Issue Date:
Department:	IT Lab D/LC	Place:
Date of Audit:	25.12.2021	
Auditee:	IT/c Mr. Avinash Dogra	
Ref. DOC Used:	Sof/ADM/05	
No. of NCRs:		
Proposed Completion Date:	within 07 days.	
Specific Comments / Improved Suggestions: 1. Annual calendar IT practical class need to be framed properly as per schedule. 2. Data Backup record need to be prepared as per format. 3. Teacher and students should attend the IT Lab regularly and maintained record.		
 _____ Auditor		
CC:		
Auditee Signature:		Auditor(s):
Management Representative:		1.  2.  Sr. So

✓



# DOGRA EDUCATIONAL TRUST

BASSI KALAN BARI BRAHMANA, SAMBA

Dated: <sup>29</sup> Feb 2022

The Nodal Officer, ISO  
Dogra Educational Trust

**Subject:** Compliance of Audit Summary Report of IT In-Charge of DOGRA LAW COLLEGE

Sir/Madam,

The reply an observation/ suggestion raised during the audit of IT In-Charge Vide your Audit Summary dated 28-Dec-2021 as under.

S. No.	Observation/suggestion	Action taken
1.	Annual Calendar IT Practical's class needs to be formed properly as per Schedule.	Preparation of Annual Calendar is under process. <i>NC</i>
2.	Data Backup record need to be prepared as per the ISO format.	Data Backup is being carried on regular basis. <i>✓ closed</i>
3.	Teachers/Students should attend IT Lab period regularly and maintained record properly as per Time Table.	Teachers/Students will attend the IT Lab period after the preparation of annual calendar. <i>NC</i>

With Regards,

*recd*  
*Bansal*

*A. Singh*

IT In-Charge  
Dogra Law College

*A. Singh*  
Principal  
Dogra Law College  
Bassi Brahmana, Samba

16

**DOGRA EDUCATIONAL TRUST**  
Bassi Kalan, Bari Brahmna, Samba

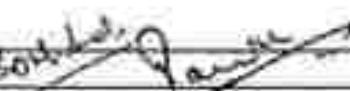


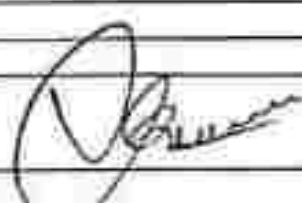
To, Dogra Law College  
Quality Management

1. Reference letter No: DET/14/2021 <sup>12/1480</sup> Dated: 14-12-21 Internal Audit conducted for ISO 9001:2015 of your department Quality Management on 29th Dec.
2. Please find here enclosed 01 Non Conformity (NC) reported in this audit. You are requested to go through it in Detail.
3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in the given space in the same NC.
4. Please close the NC and return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date of receipt.
5. 03 observations are also endorsed in the audit summary report. You are required to do the needful and submit a compliance report of it within a week for its receipt.

  
(Management Representative)



  
(Auditor)

DET	AUDIT SUMMERY REPORT	Issue Date:
Department:		Page:
<p style="text-align: center;">Agra law College, Library Management</p>		
Date of Audit:		
<p style="text-align: center;">29-12-2021</p>		
Auditee:		
<p style="text-align: center;">B.E. Mrs. Foniha Anand</p>		
Ref. DOC Used:		
<p style="text-align: center;">DET/14/2021/12/1420</p>		
No. of NCR's:		
Proposed Completion Date:		
<p style="text-align: center;">within 7 days</p>		
Specific Comments / Improved Suggestions:		
<ol style="list-style-type: none"> <li>① Circular for insurance of library books need to be implemented.</li> <li>② Accession Register should be signed by the concerned incharge.</li> <li>③ Both recommendation forms should be filled properly, all the columns of <del>Form</del> F/ADM-04/14A needs to be filled all particulars.</li> <li>④</li> </ol>		
CC:  Auditee Signature:  Management Representative:  Auditor(s): 		

# DOGRA LAW COLLEGE

BASSI KALAN, BARI BRAHMANA, SAMBA

Ref.No DLC/7835/21

Date: 29-12-2021

The Nodal Officer  
ISO  
Dogra Educational Trust  
Bari Brahmna,  
Samba

**Sub: Compliance of Audit Summary Report of Libraray DLC on**  
7-1-22

Compliance report of Dogra Law College regarding observation/Deficiencies raised by the Audit Committee for the Academic Session (2020-21)

S.No	Observation/Deficiencies/Suggestion	Action Taken
1.	Circular for issuance of Library Cards need to be implemented.	The Circular has been drafted and issued among the students and staff members. <b>Annexure I</b>
2.	Accession register should be signed by the concerned incharge.	The same has been complied with & it will be followed as practice from now onwards. <b>Annexure II</b>
3.	Book recommendation form should be filled properly, all the columns of F/ADM-04/14A needs to be filled all particular.	From now on all the requisite details in Book Recommendation form shall be duly filled and the same will be complied with.

  
Principal  
Dogra Law College  
Bari Brahmna

*Respected*  
  
7/1/22

  
Nodal Officer

# DOGRA EDUCATIONAL TRUST

Bassi Kalan, Bari Brahmana, Samba

To,

Principal  
DHC

1. Reference letter No DST/12/2021/01/2021 Dated 12.4.21 Internal Audit conducted for ISO 9001:2015 of your department Admin. DHC on 12.4.2021.
2. Please find here enclosed — Non Conformity (NC) reported in this audit. You are requested to go through it in Detail.
3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in the given space in the same NC.
4. Please close the NC and return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date of receipt.
5. 02 observations are also endorsed in the audit summary report. You are required to do the needful and submit a compliance report of it within a week for its receipt.

[Signature]  
(Management Representative)

[Signature]  
Principal  
Dogra Law College  
Bari Brahmana, Samba

1 [Signature]  
2 [Signature] (Auditor)  
3 [Signature] Samba.

DET	<b>AUDIT SUMMERY REPORT</b>	Issue Date :
		Page :
Department: <i>Admin, D LC</i>		
Date of Audit: <i>17.4.2021</i>		
Auditee: <i>SO, D LC (Sh. Sunder Kumar)</i>		
Ref. DOC Used: <i>SOP Adm/01</i>		
No. of NCR's: <i>—</i>		
Proposed Completion Date: <i>within 07 days.</i>		
Specific Comments / Improved Suggestions:		
<ol style="list-style-type: none"> <li>1. Admission form of LLB 3 Year (1 Sem) 2020-21 Not signed by the Admission Committee.</li> <li>2. Nomination of Members of Managing Committee need to be first approved from the University of Jammu by their months.</li> </ol>		
CC:		
Auditee Signature: <i>[Signature]</i>		
Management Representative: <i>[Signature]</i>	Auditor(s): <i>[Signature]</i>	

# DOGRA EDUCATIONAL TRUST

Bassi Kalan, Bari Brahmana, Samba

To,

Principal  
DLC

1. Reference letter No. DEE/12/2024/04/102 Dated 12.4.21 Internal Audit conducted for ISO 9001:2015 of your department Lib DLC on 12/6/2024
2. Please find here enclosed — Non Conformity (NC) reported in this audit. You are requested to go through it in Detail.
3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in the given space in the same NC.
4. Please close the NC and return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date of receipt.
5. 04 observations are also endorsed in the audit summary report. You are required to do the needful and submit a compliance report of it within a week for its receipt.

[Signature]  
(Management Representative)

[Signature]  
Principal  
Dogra Educational Trust  
Bari Brahmana, Samba

[Signature]  
(Auditor)

DET

# AUDIT SUMMARY REPORT

Department: Lib, DUC

Date of Audit: 17.4.2021

Auditee: Diksha, Lib, DUC.

Ref. DOC Used: SOP/Adm (OS).

No. of NCR's: —

Proposed Completion Date: Within 07 days.

### Specific Comments/ Improved Suggestions:

1. Lib ID cards have not been taken by the <sup>max</sup> students (last 1 sem of both course).
2. List of student - of current year need to be maintained.
3. Lib books for the current session are yet to be finalized <sup>for purchase</sup>.
4. Lib committee Mtg NOT held from Jan 2021 due to which Books Recommendation work is pending.
- ISO Format No not printed on lib membership form.

Auditee Signature:

*(Signature)*  
Diksha

Management Representative:

*(Signature)*  
Diksha

Auditor(s):

*(Signature)*  
R. S. S. S. S.



DET

## AUDIT SUMMARY REPORT

Department: Lib, DUC

Date of Audit: 17.4.2021

Auditee: Diksha, Lib, DUC.

Ref. DOC Used: SOP/Adm (OS).

No. of NCR's: —

Proposed Completion Date: Within 07 days.

Specific Comments/ Improved Suggestions:

1. Lib ID cards have not been taken by the <sup>max</sup> students (has to see at both college).
2. List of student - of current year need to be maintained.
3. Lib books for ~~the~~ current session are yet to be finalized ~~and~~ purchase.
4. Lib committee Mtg NOT hold from Jan 2021 due to which Books Recommendation work is pending.
5. ISO Format No Not printed on lib membership form.

Auditee Signature:

Management Representative:

Auditor(s):

# DOGRA EDUCATIONAL TRUST

Bassi Kalan, Bari Brahmana, Samba

To,

Principal  
DLC

1. Reference letter No. DSE/12/2021/07/1402 Dated 12.4.21 Internal Audit conducted for ISO 9001:2015 of your department LiG DLC on 12/4/2021
2. Please find here enclosed — Non Conformity (NC) reported in this audit. You are requested to go through it in Detail.
3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in the given space in the same NC.
4. Please close the NC and return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date of receipt.
5. 01 observations are also endorsed in the audit summary report. You are required to do the needful and submit a compliance report of it within a week for its receipt.

V. D. Singh  
Principal  
Dogra Law College  
Bassi Kalan, Samba

(Management Representative)

[Signature]  
(Auditor)

To  
The Management Representative  
Dogra Educational Trust  
Bassi Kalan, Bari Brahmana  
Jammu

Subject: Compliance Report of Audit regarding observations/deficiencies raised by the Management Representative

Respected Sir/ Madam,

In reference to your letter no. DEY/12/2021/04/1402 Dated: 12/4/21 for internal audit (ISO 9001:2015) of library DLC held on 17<sup>th</sup> of April, 2021, following is the compliance report regarding observations/ deficiencies pointed out and the action taken.

S.No.	Observations/Suggestions	Action taken on Observations/Suggestions
1	Library ID cards have not been taken by most students (other than 1st semester of both courses).	Due to present situation, this takes time. A circular is made regarding this so that students take their cards as early as possible.
2	List of students of current year needs to be maintained.	Needful has been done and list is maintained of current year students.
3	Library books for current session are yet to be finalized.	Books finalized and list is sent to publisher for quotation.
4	Library committee may not be held from Jan. 2021 due to which book recommendation work is pending.	Book recommendation work is completed. And needful has been done. Library committee is also held in the library.
5	ISO format not printed on library membership form.	Needful has been done and ISO format is printed on library membership form.

Principal  
Dogra Law College  
Principal  
Dogra Law College  
Bari Brahmana, Samba

Librarian  
Dogra Law College  
LIBRARIAN  
DOGRA LAW COLLEGE  
Bari Brahmana, Jammu

Closing date 29/6/21

# DOGRA EDUCATIONAL TRUST

Bassi Kalan, Bari Brahmana, Samba

To:

Principal  
DLC

1. Reference letter No. DET/12/2021/4/1402 Dated 12.4.21 Internal Audit conducted for ISO 9001:2015 of your department Academic DLC on 17.4.2021

- 2. Also find here enclosed 07 Non Conformity (NC) reported in this audit. You are requested to go through it in Detail.
- 3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in separate report in the same NC.
- 4. The said report shall be delivered to the undersigned after getting it endorsed by your Principal/In-charge, if applicable, within 07 days from the date of receipt.
- 5. 07 observations are also endorsed in the audit summary report. You are requested to do the needful and submit a compliance report of it within a week for its receipt.





[Signature]



[Signature]  
Principal  
Dogra Law College  
Bari Brahmana, Samba

[Signature]

[Signature]  
17/04/21

CA. [Signature]

<b>DET</b>	<b>AUDIT SUMMERY REPORT</b>	Issue Date:
Department:	Academic, DLC	Page:
Date of Audit:	17/4/2023	
Auditee:	Principal, DLC	
Ref. DOC Used:	SOP/ACH/01	
No. of NCR's:	02	
Proposed Completion Date:	within 07 Days.	
<p><b>Specific Comments / Improved Suggestions:</b></p> <ol style="list-style-type: none"> <li>1. LL.B 3<sup>rd</sup> yr, 6<sup>th</sup> Sem - Result Analysis Pass percentage has not worked out correctly.</li> <li>2. Minutes of Result Analysis Committee NOT framed correctly.</li> <li>3. Academic Calendar has not prepared semester-wise as per ISO.</li> <li>4. Student orientation programme Reports has not been conducted/prepared as per ISO</li> <li>4. Feedback of students of Extension lecture has not been obtained and kept in the Record.</li> </ol>		
CC:		
Auditee Signature:		
Management Representative:	Auditor(s):	<ol style="list-style-type: none"> <li>1. </li> <li>2. </li> <li>3. </li> </ol>

DET		SYSTEM NON-CONFORMITY REPORT		MCR NO.: 02	
DEPTT. : Academic, PLC		REF. DOCUMENT: SOP/ACM/01			
DATE : 17.4.2021		CLAUSE REF.: R/ACM/01/23/Rev01			
AUDITOR : Principal, PLC		AUDITEE : Principal, PLC			
DESCRIPTION OF NON-CONFORMITY (ONE FOR ONLY): Student Feedback BA UBT 1 <sup>st</sup> (1 sem) 2020-21 has not taken as per ISO format.					
AUDITEE: 			AUDITOR:  		
ROOT CAUSE OF REPORTED N.C. (BY AUDITEE):					
AUDITEE:					
CORRECTIVE ACTION PLANNED (BY AUDITEE):			CORRECTIVE ACTION VERIFICATION:		
DATE:		AUDITEE:		AUDITOR:	
PREVENTIVE ACTION PLANNED (AUDITEE):			PREVENTIVE ACTION VERIFICATION:		
DATE:		AUDITEE:		AUDITOR:	
FOLLOW-UP COMMENTS / EFFECTIVENESS CHECKED:					

DET		SYSTEM NON-CONFORMITY REPORT		NCR NO.: 01	
DEPT.: Academic, DLC		REF. DOCUMENT: SOP/ACT/01			
DATE: 17/4/2021		CLAUSE REF.: R/ACT/01/04/Rev01			
AUDITOR: Principal, JCE		AUDITEE: Principal, DLC			
DESCRIPTION OF NON-CONFORMITY (ONE NCR ONLY): Student Orientation Programme Report has not prepared as ISO format.					
AUDITEE: <i>[Signature]</i>		AUDITOR: <i>[Signature]</i>			
ROOT CAUSE OF REPORTED N.C. (BY AUDITEE):					
AUDITEE					
CORRECTIVE ACTION PLANNED (BY AUDITEE):			CORRECTIVE ACTION VERIFICATION		
DATE:		AUDITEE:		DATE: 24/4/2021	
PREVENTIVE ACTION PLANNED (AUDITEE):			PREVENTIVE ACTION VERIFICATION:		
DATE:		AUDITEE:		DATE: 24/4/21	
FOLLOW-UP COMMENTS / EFFECTIVENESS CHECKED:					

*[Signature]*  
 Principal  
 Dnyanesh College  
 Raj Bhadrana, Samsi

DOGRA LAW COLLEGE  
ISO COMPLIANCE REPORT

121/June/21.

To

The Nodal Officer

Subject: Submission of ISO Report

Respected Sir,

Kindly consider the ISO compliance report of D.L.C. and issue directions

S.No	Point/ observations	Root cause	Preventive/ Corrective Measures	
1	Result Analysis of LL.B 3yrs 6 <sup>th</sup> sem has not been worked out correctly		The observations has been rectified and corrected Report will be submitted as when college resumes.	
2	Minutes of Result Analysis committee not framed correctly		The observations has been rectified and corrected Report will be submitted as when college resumes.	
3	Academic calendar semester wise not framed as per ISO format	Earlier the Department was framing Annual Academic Calendar for whole college	From the next Academic Session we will frame the Academic Calendar semester wise, as we have started working on this and is under process.	
4	Feedback of students of Extension Lectures had not been obtained and kept in the record		The committee will submit as soon as the college becomes functional.	

Closed.

V. P. Singh  
Principal  
Dogra Law College  
Sri. Bishmaya, Sarni



# DOGRA LAW COLLEGE

BASSI KALAN, BARI BRAHMANA, SAMBA

Ref.No DLL/3815/22



Date: 03-02-2022

The Nodal Officer  
ISO  
Dogra Educational Trust  
Bari Brahmana,  
Samba

**Sub: Compliance of Audit Summary Report of Academic which was conducted on 26.12.2021**

Compliance report of Dogra Law College regarding observation/Deficiencies raised by the Audit Committee for the Academic Session (2020-21). Kindly refer to the enclosure attached.

  
Principal  
Dogra Law College  
Bari Brahmana, Samba

  
  
31/2/22

# DOGRA LAW COLLEGE

BASSI KALAN, BARI BRAHMANA, SAMBA

Ref.No LC/7888/22

Date: 04-02-2022

The Nodal Officer  
ISO  
Dogra Educational Trust  
Bari Brahmna,  
Samba

**Sub: Compliance of Audit Summary Report of Academic which was conducted on 28.12.2021**

Compliance report of Dogra Law College regarding observation/Deficiencies raised by the Audit Committee for the Academic Section (2020-21)

S.No	Observation/Deficiencies/Suggestion	Action Taken
1.	Extension file needs to be maintained properly	Extension files updated with format no (Annexure 1 attached)
2.	All the feedback forms needs to be analysed with regular	Feedback properly analysed. (Annexure 2&3 are attached)
3.	Format no needs to be incorporate in minutes of meeting files.	Format no is incorporated in minute of meeting file. (Annexure 4 attached)
4.	NSS Camp schedule and report needs to be maintained properly.	The NSS camp schedule and report has now been updated with attendance list of all the students participated (Annexure 5 & Annexure 6 are attached)
5.	Publication of magazine is pending	Magazine has been sent for proof reading
6.	Feedback proforma needs to be applied as per ISO	Feedback proforma is applied as per ISO (Annexure 2 attached)
7.	Process owner is requested to renew the SOP	As per process owner no recommendation as suggested yet



# DOGRA EDUCATIONAL TRUST

Bassi Kalan, Bassi Brahmana, Saroba

To:

Principal (V/O)  
DTE

1. Reference issue No. DOE/EDT/17 dated 22/2/21 internal No. 17 conducted for ISO 9001:2015 of your department: Admin. DTE on 22/2/21
2. Please find here enclosed 01 Non Conformity (NC) reported in the audit. You are requested to go through it in Detail.
3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in the given space in the same NC.
4. Please close the NC and return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date of receipt.
5. 02 observations are also endorsed in the audit summary report. You are required to do the needful and submit a compliance report of it within a week for its receipt.

[Signature]  
(Management Representative)

[Signature]

[Signature]  
(Auditor)

[Signature]  
22/2/21

DET SYSTEM NON-CONFORMITY REPORT

REF NO: 01

DEF: Admin DHC

ATTACHMENT: SOP/Adm/01

DATE: 07.07.20

CAUSE:

ISSUE: Principal, A.C. S.S.O.

NOTE FROM HMT: Maintain database.

DESCRIPTION OF NON-CONFORMITY (SHORT): Fee Record Register not maintained properly. 2nd & 3rd of Mr. Arvind S. Phadke, Roll No 13746 entered in 2nd & 3rd column. All such cases need rectification.

REPORTED BY: [Signature] AUDITOR: [Signature]

01 S.S.O.

SCOPE OF REPORT: In the administrative staff - this is strange in the administrative staff - this is unfortunately entry made in the wrong column.

CORRECTIVE ACTION PLAN (BY AUDITOR): In the staff of the office has been explained the working procedure of the office by concerned authority.

CORRECTIVE ACTION VERIFICATION: Verified true

DATE: 11/10/21





PREVENTIVE ACTION PLAN (BY AUDITOR): In future all the entries are being checked by the hand assistance.

PREVENTIVE ACTION VERIFICATION: Accepted.

AUDITOR DATE: 11/10/21

FOLLOW UP COMMENTS / OBSERVATIONS (BY HMT):

NOF (CLOSED BY):

DET	AUDIT SUMMERY REPORT		Form No: P/HR/10/2010/001 Issue Date: 09/11/21
Department:	Admin D/C		Page:
Date of Audit:	09.09.2021		
Audited:	Head Asst. Winston Bawatha		
Ref. DOC Used:	SOP/Admin/01		
No. of NCR's:	01.		
Proposed Completion Date:	Within a week time.		
Specific Comments / Improved Suggestions:			
<p>1. Result Record Register UES 3 years and BACC 5 years, need to endorse a Index sheet as explained.</p>			
<p>2. Office Copy of Selection Committee letter sent to University, not found in file.</p>			
CC:			
Auditee Signature:			
Management Representative:		Auditor(s) 	
			S.O

# DOGRA LAW COLLEGE

BASSI KALAN, BARI BRAHMANA, SAMBA

Ref No. 11/10/21/2021/DLC

Date 11/10/21

The Nodal Officer  
ISO, Dogra Educational Trust  
Bari Brahmna, Samba

Sub: Compliance of Audit Summary Report of Administration DLC on  
11.10.2021.

Compliance report of Dogra Law College regarding observation/  
Deficiencies raised by the Audit Committee for the Academic Session  
(2020-21).

S.No	Observation/Deficiencies/Suggestion	Action Taken
1	Result Record Register LLB 3 Years and BA.LL.B 5 Years need to endorse index sheet as explained.	Index has been endorsed with Result Record Register. (copy of Annexure-I Attached)
2	Office Copy of Selection Committee letter forwarded to University of Jammu not found in file.	Letter for approval of Panel of Experts of Selection Committee was dispatched on 15.09.21 and copy has been attached in concern file. (copy of Annexure-II Attached)
3	Fee Record Register not maintained properly. 2 <sup>nd</sup> years fee of Mr. Archar S. Bharti. Roll No. 1370/F entered in 1 <sup>st</sup> years column. All Such case need to rectification	All case regarding Fee Record Register has been rectified and the fee entered as per column shown on Register. (copy of Annexure-III Attached)

  
Principal  
Dogra Law College  
Bari Brahmna, Samba

**OFFICE OF THE PRINCIPAL**  
**DOGRA LAW COLLEGE**  
Bari Brahmna Samba

Dated:  
09.12.21

Ref: \_\_\_\_\_  
The Nodal Officer, ISO  
Dogra Educational Trust

Subject: Compliance of Audit Summary Report of Admin & Academics DLC on  
27.10.2021.

Sir,

1. Reference to Audit Summary Report of Admin & Academics DLC on 27.10.2021.
2. The reply to the Observations/ suggestions raised during the audit of Admin & Academics DLC on 27.10.2021 is under:

Compliance Report of Dogra Law College regarding Observations/ Deficiencies raised by the Inspection Committee for the Administration session 2019-20:-

Observations/Deficiencies/Suggestions	Action Taken on Deficiencies/Suggestions
1. Minutes of the meeting of faculty orientation have not been framed properly.	The minutes of the meeting of faculty orientation have now been framed according to the ISO format (Annexure 1)
2. The attendance sheet of the said orientation is not filled.	The attendance sheet of the said orientation is now filled and attached to the file (Annexure 2)
3. Feedback of students has not been analysed properly. Also, the Principal remarks are not addressed in the feedback summary.	Feedback forms are in process and will be updated by 20th Dec 2021. As the faculty members are busy with the admission process.

  
Principal  
Dogra Law College  
Bari Brahmna Samba



DET		AUDIT SUMMERY REPORT	
Department	Academics, DDC		Issue Date: 11/11/2021
Date of Audit	11/09/2021		
Auditor	Principal, DDC		
Ref. DDC Used:	SOP/ACM-01		
No. of NCR's			
Proposed Completion Date:	Within seven days		
Specific Comments / Improved Suggestions:			
<ol style="list-style-type: none"> <li>1) Format no NOT endorsed in the Academic Calendar. Review again if/when.</li> <li>2) Minutes of Mtg of Faculty orientation have not framed properly. Attendance sheet of said orientation is not filled.</li> <li>3) Format no. Not endorsed in student orientation form.</li> <li>4. Feedback of students has not analyzed properly. Also principals remarks not endorsed in the feedback summary.</li> </ol>			
CC:			
Auditee Signature:	[Signature]		Auditor:
Management Representative:	[Signature]		[Signature]






# DOGRA EDUCATIONAL TRUST

Bassi Kalan, Bari Brahmna, Samba

To:

Principal  
DLC

1. Reference letter No. DST/16/2021/1619 Dated 07.9.2021 Internal Audit conducted for ISO 5001:2015 of your department Lib, DLC on 16/9/2021
2. Please find here enclosed — Non Conformity (NC) reported in this audit. You are requested to go through it in Detail.
3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in the given space in the same NC.
4. Please close the NC and return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date of receipt.
5. 05 observations are also endorsed in the audit summary report. You are required to do the needful and submit a compliance report of it within a week for its receipt.

Kaushal  
(Management Representative)

[Signature]  
(Auditor)

[Signature]  
5-10-

<b>DET</b>	<b>AUDIT SUMMERY REPORT</b>	Issue Date
Department	Library, DUC	Page
Date of Audit	15/9/2011	
Facility	Librarian, DUC	
Ref. DOC Used	SOP/ Admin-3.	
No. of NCR's		
Proposed Completion Date	within 07 days	
<p><b>Specific Comments / Improved Suggestions:</b></p> <ol style="list-style-type: none"> <li>1. Student Lib Book Issue/Return Record need to be maintained as per ISO norms.</li> <li>2. Lib ID Card not issued to the Army. Lib House Roll No 114/E Sem 5th but NCC issued. All such case need to be rectified.</li> <li>3. LIB 37 (Volume 2010-11), Register to be maintained for I, II, III, IV, V of the Semester.</li> <li>4. Minutes of Lib committee need to be forward properly.</li> <li>5. Press release file need to be maintained properly.</li> </ol>		
CC:		
Auditor Signature	<i>[Signature]</i>	
Management Representative	<i>[Signature]</i>	<i>[Signature]</i>

✓

(Signature)  
*[Signature]*      *[Signature]*  
 S.D

# DOGRA LAW COLLEGE

BASSI KALAN, BARI BRAHMANA, SAMBA

Ref No 1/10/11/21/2021/PLC

Date: 09/10/21

The Nodal Officer  
ISO  
Dogra Educational Trust  
Bari Brahmna,  
Samba

## Sub: Compliance of Audit Summary Report of Library DLC on 15.09.2021

Compliance report of Dogra Law College regarding observation/Deficiencies raised by the Audit Committee for the Academic Session (2020-21)

S.No	Observation/Deficiencies/Suggestion	Action Taken
1	Students Lib. Book issue/Return Record need to be maintained as per ISO norms	The record of issue/ return of students library book/issue/return record is maintained as per ISO norms. <b>Annexure I</b>
2	Lib ID Card not issued to be Home-Quarantine Roll No 1114F sem: 2 <sup>nd</sup> but NOC issued/All such case need to be rectified	Students have been intimated to collect their ID cards for the library before the commencement of the odd semesters. <b>Annexure II</b>
3	LLB 3 Years Course 2019-20; Register to be maintained for 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> and 6 <sup>th</sup> Semester	All register of LLB 3 Year are maintained as per ISO format. <b>Annexure III</b>
4	Minutes of Lib committee need to be framed properly	The earlier meeting was organised on dated 20.08.2021 and the next meeting will be scheduled after six months i.e. 20.12.2021 <b>Annexure IV</b>
5	Press release file need to be maintained properly	Press release file has been updated and maintained. Last month August press release file is maintained. <b>Annexure V</b>

By  
Principal  
Dogra Law College  
Bari Brahmna  
Samba  
Date

10/10/21

*[Handwritten Signature]*

Principal  
Dogra Law College  
Bari Brahmna Samba

# DOGRA EDUCATIONAL TRUST

Bassi Kalan, Bari Brahmna, Samba

To:

Principal,  
DLC

1. Reference letter no. DSI/A/2017/017 Dated 2/9/21 Internal Audit conducted for ISO 9001:2015 of your department Academic, DLC on 11.09.2021
2. Please find here enclosed 1 Non Conformance (NC) reported in this audit. You are requested to go through it in Detail.
3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in the given space in the same NC.
4. Please close the NC and return to the undersigned after getting it enforced by your Principal/Director, if applicable, within 07 days from the date of receipt.
5. 01 observations are also enforced in the audit summary report. You are required to do the needful and submit a compliance report of it within a week for its receipt.



(Management Representative)



(Auditor)

  
S.S.O

# DOGRA EDUCATIONAL TRUST


Bassi Kalan, Bari Brahmiana, Samba

To.

Principal,  
DLC

1. Reference letter No ES/1/21/11/17 Dated 2/9/21 Internal Audit conducted for ISO 9001:2015 of your department Academic SAC on 11.09.2021
2. Please find here enclosed 1 Non-Conformity (NC) reported in this audit. You are requested to go through it in Detail.
3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in the given space of the same NC.
4. Please close the NC and return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date of receipt.
5. 01 observations are also endorsed in the audit summary report. You are required to do the needful and submit a compliance report of it within a week for its receipt.

  
(Management Representative)

  
(Auditor) 11/9  
Sr. SD

# OFFICE OF THE PRINCIPAL DOGRA LAW COLLEGE

Bassi Kalan, Dist. Bhatnagar, Sarila

Ref. No: DDC/767721

Dated: 04/11/2021

The Nodal Officer, ISO  
Dogra Educational Trust

Subject: Internal Audit Report of Academic: Dogra Law College

Respected Sir,

1. Kindly refer to your letter No. DET/04/2021/1419 dated 07.09.2021.
2. The action taken report on the points given in the report received vide your letter is given as under:-

S.No.	Observation raised	Action taken
1.	Format No. was not updated (Academic Calendar and Students Orientation Programme).	Annexure (1)
2.	Attendance sheet of Faculty Orientation Programme was not filled.	Annexure (2)
3.	Feedback form of students not attached and Principal remarks not there.	Annexure (3)

With Regards

  
Principal  
Dogra Law College  
Bassi Kalan, Dist. Bhatnagar, Sarila

*Handwritten notes in red ink:*

Not closed yet  
H. compile the minutes and send back to the office  
and submit to the ISO office  
Action taken not taken before  
1 pm  
11/11/21

*Handwritten note at bottom left:*  
Kindly refer the received report of ISO  
11/11/21

SYSTEM NON-CONFIRMITY REPORT		NCR NO.
DEPT: Academic, O&C	REF. DOCUMENTS: SQP/ACM/05	
Date: 11/09/2021	AUDITEE:	
AUDITOR:	AUDITEE:	
<b>DESCRIPTION OF NON-CONFIRMITY (ONE NC ONLY)/ OBSERVATION</b> 1. Format No. on the Academic Calendar 2. Attendance sheet Faculty Orientation prog. Not filled 3. Feedback form not attached (Students Orientation form)		
<b>AUDITEE: Principal, O&amp;C</b> <b>Dr. Komika Aggarwal</b>	3	
<b>ROOT CAUSE REPORT OF REPORTED N.C.(B-AUDITEE)</b> 1. Format No. was not updated (Academic Calendar) & Student Orientation Programme. 2. Attendance sheet of Faculty Orientation Programme was not filled. 3. Feedback form of students not attached and Principal remarks not there		
<b>CORRECTIVE ACTION PLANNED (BY AUDITEE)</b> 1. Now format updated Academic Calendar and Student Orientation Programme. 2. Attendance Sheet now filled (Faculty Orientation Prog.) 3. Feedback form of students attached	<b>CORRECTIVE ACTION VERIFICATION</b> Annexure Attached (1)  Annexure Attached (2)  Annexure Attached (3)	
DATE: 17 <sup>th</sup> SEPT. 2021	DATE	AUDITOR
AUDITEE: Dr. Komika Aggarwal Principal, O&C		
<b>PREVENTIVE ACTION PLANNED (AUDITEE):</b> 1. In future format will be maintained properly. 2. Attendance sheet will be filled 3. Feedback form will be attached	<b>PREVENTIVE ACTION VERIFICATION</b>	
DATE	DATE	AUDITOR
AUDITEE		
<del>FOLLOW UP COMMENTS/ EFFECTIVENESS CHECKED</del>		
<del>NCR CLOSURE DATE</del>		

*[Handwritten signature]*

Principal  
 Dogra College  
 Bhat, Jharna, Saran

# DOGRA EDUCATIONAL TRUST


Bassi Kalan, Bari Brahmana, Samba

To,

Principal






SIC

1. Reference letter No DET/04/2025/1009 Dated 02/9/21 Internal audit conducted for ISO 9001:2015 of your department IT Lab, SIC on 12/9/2021
2. Please find here enclosed 1 Non Conformity (NC) reported in this audit. You are requested to go through it in Detail.
3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in the given space by the same NC.
4. Please close the NC and return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date of receipt.
5. 05 observations are also endorsed in the audit summary report. You are required to do the needful and submit a compliance report of it within a week for its receipt.

  
(Management Representative)

  
(Auditor)



DET	AUDIT SUMMERY REPORT	Issue Date:
Department: 17 Lab, DLE		Page:
Date of Audit: 16/9/2021		
Address:		
Ref. DOC Used: SOP/Adm-05		
No. of NCRs: -		
Proposed Completion Date: within 07 days.		
Specific Comments / Improved Suggestions: 1) In student Attendance Register need to be updated as per ISO. 2) No white pen be used while maintaining the Record. 3) All the records need to be updated as per ISO and NCR.		
CC: Addressee Signature:  Management Representative:  Auditor(s):   		

✓

# DOGRA EDUCATIONAL TRUST

BASSI KALAN BARI BRAHMANA, SAMBA

Dated: 07 Oct 2021

The Nodal Officer, ISO  
Dogra Educational Trust

Subject: Compliance of Audit Summary Report of IT In-Charge of Dogra Law College.

Re:

The reply an observation/ suggestion raised during the audit of IT In-Charge vide your Audit Summary dated 16-Sep-2021 as under

S. No.	Observation/suggestion	Action taken
(a)	Student IT Attendance Register needs to be updated as per ISO.	Student IT Attendance Register is updated as per ISO. (Annexure Attached)
(b)	No Whitener Pen is used while maintaining the record.	Record has been updated. (Annexure Attached)
(c)	All the records need to be updated as per ISO and NAAC.	All the records are being updated as per ISO and NAAC.

With Regards

  
IT In-charge  
Dogra Law College

  
Nodal Officer

  
Principal  
Dogra Law College  
Bassi Kalan, Brahmana Samba

# DOGRA EDUCATIONAL TRUST

Bassi Kalan, Bari Brahmana, Samba

To,


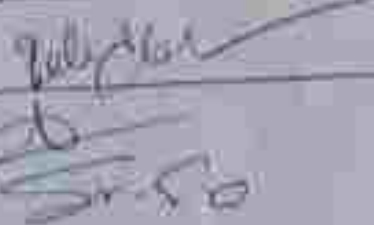
ISO  
No. D. E. T. / 11/2011

1. Reference letter No. DXS/04/2011/1417 Dated 07/9/11 Internal Audit conducted for ISO 9001:2015 of your department TEAM on 16/9/2011
2. Please find here enclosed 5 Non Conformity (NC) reported in this audit. You are requested to go through it in Detail.
3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in the given space in the same NC.
4. Please close the NC and return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date of receipt.
5. 01 observations are also endorsed in the audit summary report. You are required to do the needful and submit a compliance report of it within a week for its receipt.

(Management Representative)



Balraj  
(Auditor)  
Sr. B

DET	<b>AUDIT SUMMERY REPORT</b>		Issue Date
Department:		Internal Quality Audit Dept.	
Date of Audit:		16/9/2021	
Auditee:		ISO Model Office	
Ref. DOC. used:		SOP/IMS/02	
No. of NCRs:			
Proposed Completion Date:		within 07 days.	
<p><b>Specific Comments / Improved Suggestions:</b></p> <p>1) Internal Quarterly Audit for the year 2020 carried out twice in the M/O Jan 2020 and Sep 2020 need to be correctly entered in the Quarterly Internal Quality Audit Report.</p> <p>2) All other records have been maintained correctly.</p>			
CC:			
Auditee Signature:			
Management Representative:			Auditor:  Sr. SO

From the office of the ISO Nodal Officer  
**Dogra Educational Trust**  
Bari Brahmana, Samba

Subject - Compliance Report

The action taken report on the points

Date: 21/09/2021

S No	Observation Raised	Action Taken
1	Internal Quality Audit for the year 2020 cannot be conducted in the month of January, March and September, 2021 as it to be correctly placed with the Quarterly Annual Quality Audit Plan.	All the records for the month of January and September entered correctly in the format (QMS) Internal Quality Audit Plan.
2	All other records are well maintained.	GOOD

  
ISO Nodal Officer, DET



# DOGRA EDUCATIONAL TRUST

Bassi Kalan, Bari Brahmana, Samba

To,

He Sonika Arora  
Li Librarian  
DLC

1. Reference letter No. DTE/31/2021/03/21 Dated 31.3.22 Internal Audit conducted for ISO 9001:2015 of your department Library, DLC on 05/4/2022
2. Please find here enclosed          Non Conformity (NC) reported in this audit. You are requested to go through it in Detail.
3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in the given space in the same NC.
4. Please close the NC and return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date of receipt.
5. Attached observations are also endorsed in the audit summary report. You are required to do the needful and submit a compliance report of it within a week for its receipt.

Cal Anand  
13/4/22  
(Management Representative)

Saurabh  
Saurabh

S.S.S  
05/4  
(Auditor)

QIT  
5/4/22

QST	AUDIT SUMMERY REPORT	Issue Date
Facility	Library, SDLC	Page
Date of Audit	05/14/2022	
Auditor	Ms Sonika, Librarian	
Ref. Doc Used:	SOP/Adm/08	
No. of NCRs	-	
Proposed Completion Date:	Within work time	
Issues Comments / Proposed Suggestions:		
<p>1) Library books issued to Mr Neha condition on 14-2-2022 and not returned till date. All such cases need to be republished.</p> <p>2) SCC online computers are not functioning. Need to be looked further.</p> <p>3) SCC online subscription is pending for the year 2022.</p> <p>4) Book Recommendation form need to be signed by teachers/Principal/Chairman.</p>		
CC1	CC2	CC3
Auditor Signature	Chairman	5/14/22
Management Representative		

2

*[Signature]*

5/14/22

DET	AUDIT SUMMERY REPORT	Issue Date
Department	Library, SDLC	Page
Date of Audit	05/4/2022	
Auditor	Mr. Sonika, Librarian	
Ref. DOC Used:	SOP/Adm/03.	
No. of NCRs	-	
Proposed Completion Date:	Within Week Time	
Specific Comments / Improved Suggestions:		
<p>1) Library books issued to Mr. Neha <del>concern</del> on 14.2.2022 and not returned till date. All such case need to be regularised.</p> <p>2) SCC online computers are not functioning. Need to be looked forthwith.</p> <p>3) SCC online subscription is pending for the year 2022.</p> <p>4. Book Recommendation form need to be signed by teachers/<del>to</del> principal <del>concern</del>.</p>		
CC:		
Auditor Signature: <i>Sonika</i>	Date: 05/4/22	
Management Representative: <i>Rajni</i>		Sr. S

*[Signature]* ?

Date 5/4/22



# DOGRA LAW COLLEGE

BASSI KALAN, BARI BRAHMANA, SAMBA

Ref.No DL/31/2022/3/22

Date: 31-3-22

The Nodal Officer  
ISO  
Dogra Educational Trust  
Bari Brahmna,  
Samba

## Sub: Compliance of Audit Summary Report of Libraray DLC on

5-4-2022

Compliance report of Dogra Law College regarding observation/Deficiencies raised by the Audit Committee for the Academic Session (2020-21)

S.No	Observation/Deficiencies/Suggestion	Action Taken
1.	Library books issued to Ms Neha Wadhwa on 14.2.2022 and not returned till date. All such case needs to be regularized.	The suggestion with respect to library books issued has been complied with and it will be followed as practice from now onwards. Annexure I
2.	SCC online computers are not functioning. Need to be looked forthwith.	The communication has been sent to SCC by e-mail and the process is being reviewed.
3.	Book Recommendation form need to be signed by teachers/ Principal covered.	The suggestion with respect to Book Recommendation has been complied with and it will be followed as practice from now onwards. Annexure II

  
Principal  
Dogra Law College  
Bari Brahmna, Samba



  
11/5/22

Committee members

  
Nodal Officer

DET

# AUDIT SUMMERY REPORT

Date:

Department: IT Lab, DCE of DLC

Date of Audit: 05/05/2022

Audited: Mr Avinash Dagna, IT incharge.

Ref. DOC Used: SOP/Adm/05

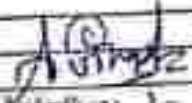
No. of NCRs: nil


Proposed Completion Date: within seven days.

### Specific Comments / Improved Suggestions:

1. Annual Calendar (IT) need to be implemented.
2. Master list of IT equipment should be signed by the IT incharge.
3. Data back-up need to be taken on weekly basis.
4. All the record should be prepared and verified by process owner (IT incharge) ~~prior to the audit~~ in consultation with principal DCE of DLC prior to the audit.

CC:

Auditee Signature: 

Management Representative: 

Auditor(s): 1. 

2.  05/05/22.  
Sr. 50

# DOGRA EDUCATIONAL TRUST

BASSI KALAN BARI BRAHMANA, SAMBA

Dated: 28 MAY 2022

The Nodal Officer, ISO  
Dogra Educational Trust

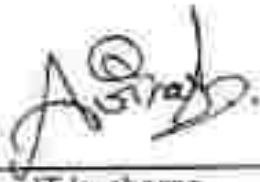
**Subject:-** Compliance of Audit Summary Report of IT In-Charge of DOGRA COLLEGE OF EDUCATION.

Madam,

The reply on observation/ suggestion raised during the audit of IT In-Charge Vide your Audit Summary dated 05-May-2022 is under.

S. No.	Observation/suggestion	Action taken
1.	Annual Calendar IT needs to be implemented.	Preparation of Annual Calendar is under process.
2.	Master list of IT equipments should be signed by the IT In-charge.	Master List of IT Equipments has been prepared.
3.	Data backup need to be taken on weekly basis.	Data Backup is being carried on regular basis.

With Regards,



IT In-charge  
Dogra College of Education



Principal  
Dogra College of Education

1st Quarter 2022

Dogra Law College (DLC)  
(Admin, Library, IT, Academics)

# DOGRA EDUCATIONAL TRUST

Bassi Kalan, Bari Brahmana, Samba

To:

Principal  
D.E.

1. Reference letter No: DE/31/2022/11 Dated: 31.3.2022 Internal Audit conducted for ISO 9001:2015 of your department Admission, D.E. on 04.5.2022.
2. Please find here enclosed 01 Non Conformity (NC) reported in this audit. You are requested to go through it in Detail.
3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in the given space in the same NC.
4. Please close the NC and return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date of receipt.
5. Attached observations are also endorsed in the audit summary report. You are required to do the needful and submit a compliance report of it within a week for its receipt.

(Management Representative)

[Signature]  
4/5/22

[Signature]

(Auditor)

[Signature]  
4/5/22

[Signature]  
5-10

<b>DET</b>	<b>AUDIT SUMMERY REPORT</b>	Issue Date:
Department:	Admin, <u>DLC</u>	Page: <u>2 of 2</u>
Date of Audit:	<u>09.05.2022</u>	
Auditee:	<u>Mr. Vishav Baidu</u>	
Ref. DOC Used:	<u>SO P / Admin - 01</u>	
No. of NCRs:	<u>01 (Case)</u>	
Proposed Completion Date:	<u>Within 07 days</u>	

**Specific Comments / Improved Suggestions:**

1. Fee Record Register A BA LLB 5 Year and LIS 3 Year need to be prepared afresh from the session 2021-22 in consultation with DDC.
2. College Bus facility form has not signed by the teacher incharge. Also total number of student-availing Bus facility could not be ascertained. An Index sheet need to be prepared. Form number is not given as per ISO format number.
3. Compliances of BCI approval for 2021-22 have not been sent till date. Need expedite action.

EC: <u>[Signature]</u>	Auditee Signature: <u>[Signature]</u>	Auditor(s):
Management Representative: <u>[Signature]</u>	<u>[Signature]</u>	1. <u>[Signature]</u> 4/5/22
		2. <u>[Signature]</u> 01/5/22 SRS

DET

AUDIT SUMMARY REPORT

11.9.2018

Page 02 of 02

Department Admin. SMC

Date of Audit 04.05.2022.

Auditor M. Vishnu Babu IAS

Ref. Doc Used: SOP / Admin - 01

No. of NCFs: 0 (one).

Proposed Completion Date: within 07 days.

Specific Comments / Improved Suggestions

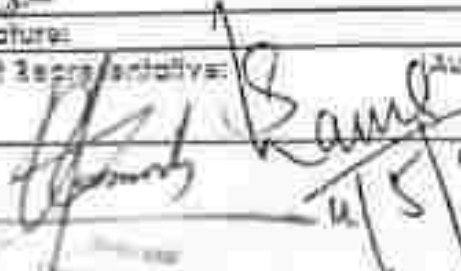

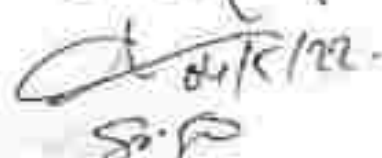
4. RR of 3/area 3/sem and 5th sem is pending for want of Mark Card of 1st sem and 3rd sem respectively. However RR fee has been deposited in time.
5. Advisory Committee File R/Admin-01/14 has not updated. Advisory committee list and minutes need to file in the subject file.
6. Next Managing Committee Mtg was held on 26.6.2018. Need to conduct urgently.
7. Draft Budget Allocation / Seed Money record need to be maintain by the Principal.

cc: (Verifi-)

Auditor Signature:

Management Representative:

Auditor(s):

 4/5/22  
 4/5/22  
 2  
 04/5/22  
 S.P.

<b>DET</b>		<b>SYSTEM NON-CONFORMITY REPORT</b>		NCR NO.: <i>01</i>	
DEPT.: <i>Admin/Hist DLC</i>		REF. DOCUMENT: <i>SOP/Adm-01</i>			
DATE: <i>04.05.2022</i>		CLAUSE REF.: <i>E/Adm-01/20 (Rev 01)</i>			
AUTHOR: <i>Vishnu Bandhu</i>		AUDITEE: <i>Dr. Shafali Phasman</i>			
DESCRIPTION OF NON-CONFORMITY (CIR/NCR ONLY): <i>Nanni Agral, student of 3<sup>rd</sup> LLB Roll No: 940 awaiting Bus facility in DLC, but form of Degree Degree College used. All such anomaly need to be rectified.</i>					
AUDITEE: <i>[Signature]</i>			AUDITOR: <i>[Signature]</i>		
ROOT CAUSE OF REPORTED N.C. (BY AUDITEE): <i>due to overscore the form, the Bus form has been filed by the Candidate</i>					
CORRECTIVE ACTION PLANNED (BY AUDITEE): <i>Next time old form has been replaced with the new form and will be implemented</i>					AUDITEE: <i>[Signature]</i>
CORRECTIVE ACTION VERIFICATION: <i>verified</i>					AUDITOR: <i>[Signature]</i>
DATE: <i>7/6/22</i>		AUDITEE: <i>[Signature]</i>		DATE: <i>7/6/22</i>	
PREVENTIVE ACTION PLANNED (AUDITEE): <i>Noted for future compliance</i>		PREVENTIVE ACTION VERIFICATION: <i>verified</i>			
DATE: <i>7/6/22</i>		AUDITEE: <i>[Signature]</i>		DATE: <i>7/6/22</i>	
FOLLOW-UP COMMENTS / EFFECTIVENESS CHECKED: <i>All the forms should be followed carefully</i>					
NCR CLOSURE DATE: <i>7/5/22</i>		Principal: <i>[Signature]</i>			



# DOGRA LAW COLLEGE

BASSI KALAN, BARI BRAHMANA, SAMBA

Date: 07/06/2022

Ref. No. R/Adm-01/65/2026/DLC

The Nodal Officer  
ISO, Dogra Educational Trust  
Bari Brahmna, Samba.

**Sub: Compliance of Audit Summary Report of Administration DLC.**

Compliance report of Dogra Law College regarding observation/Deficiencies raised by the Audit Committee for the Academic Session (2021-22).

S. No	Observation/Deficiencies/Suggestion	Action Taken
1	Fee Record Register of BA LLB 5 Year and LLB 3 Year need to be prepared afresh from the session 2022-23 in consultation with DDC.	Requisition for New Fee Record Register has given to account section.
2	College Bus facility form has not signed by the teacher In-charge. Also total number of students availing bus facility could not ascertained. An index sheet need to be prepared. An Index sheet need as per ISO format number.	As per observation College Bus Facility form updated from Degree College to Law College, Index sheet also prepared also forms completed and signed by In-charge Teacher.
3	Compliance of BCI approval for 2021-22 have not been sent till date. Need expedite action	Action taken as per observation Compliance of BCI Approval is in process.
4	RR of 3 Year 3 <sup>rd</sup> sem and 5 <sup>th</sup> sem is pending for want of marks card of 1 <sup>st</sup> sem and 3 <sup>rd</sup> sem respectively. However RR fee has been deposited in time.	RR of LLB 3 Year 5 <sup>th</sup> sem has been submitted but RR of LLB 3 <sup>rd</sup> sem is pending due to non availability of Mark sheets of 1 <sup>st</sup> sem.
5	Advisory Committee file R/adm-01/14 has not updated advisory committee list and minutes need to file in the subject file	As per observation advisory committee file updated with Committee List provided by Sr. SO A/c Section.
6	Last Managing Committee file was held on 26.06.2018. Need to conduct urgently.	As per observation the letter has been issued to Director CDC, for fixing of date for Management Committee meeting of Dogra Law College 13/July/2022
7	Draft Budget Allocation/Seed Money record need to be maintained by Principal DLC.	Work in process

*Handwritten signature*

*Handwritten signature*  
Principal  
Dogra Law College  
Bari Brahmna, Samba



1923-2023 Centenary

Ph : 01923 221001, 01923 220129  
e-mail : principal@dograeducationaltrust.org

# DOGRA LAW COLLEGE

(A UNIT OF DOGRA EDUCATIONAL TRUST)

(Affiliated to the University of Jammu & Approved by Bar Council of India)

(Recognised by UGC Under Section 2(f) of the UGC Act 1956)

"MALUK DHAWAN", BASSI KALAN (BARI BRAHMANA)

SAMBA (J&K) - 181133

Ref. No. P/2021-22/224/8076/OLC

Dated 02/06/2022

The Director  
Colleges Development Council  
University of Jammu  
Jammu.

**Subject:** Fixing of Date for Management Committee Meeting of Dogra Law College

Respected Sir

With reference to the letter no. CDC/2021/769-773, Dated 13/07/2021, the meeting of Management Committee of Dogra Law College, Bassi Kalan, Bari Brahmana, Samba for the academic session 2021-2024 is to be convened.

This is to inform you that the Management Committee of the college for the period 2021-24 has been constituted.

Kindly give us the convenient date for convening the meeting of the Management Committee. Once we get the directions from your office, we will inform the same to the other nominees and the members of the committee to make it convenient for them to attend the meeting.

I would be grateful for your prompt reply.

With Regards

Principal  
Dogra Law College  
Bari Brahmana, Samba

# DOGRA EDUCATIONAL TRUST

Bassi Kalan, Bari Brahmana, Samba

TO:

Mr Avinash Darya  
IT Incharge  
DCE & DCC

1. Reference letter No DCE/31/2022/22 Dated 31.3.2022 Internal Audit conducted for ISO 9001:2015 of your department IT Incharge DCE & DCC  
05.5.2022

2. Please find here enclosed — Non Conformity (NC) reported in this audit. You are requested to go through it in Detail.

3. Please carry out Root Cause Analysis of the NC and record it and take Corrective as well as Preventive Actions to avoid recurrence and record it in the given space in the same NC.

4. Please also the NC and return to the undersigned after getting it endorsed by your Principal/Director, if applicable, within 07 days from the date of receipt.

5. Attached observations are also endorsed in the audit summary report. You are required to do the needful and submit a compliance report of it within a week for its remedy.



1. Samir

2. 05/5/22  
Sr. SO

SIKHA LAW COLLEGE

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31/03/2018

EXPENDITURE	AMOUNT	TOTAL	INCOME	AMOUNT	TOTAL
Advertisement & Printing	1,270,445.00		Fee Income	16,800,144.00	
Arise Institutional Membership Fee	22,500.00		Entrance	2,280.00	
Application Fee	4,000.00		Donation Fee	400,700.00	17,403,124.00
Bank Charge	20,700.40		Drive Fee		
Building Rent	7,140,775.20		<b>DISBURSES</b>		
Building Renovation Cost	500,000.00		MAC Income	49,770.00	49,770.00
C.P.F Account	447,344.00		Vehicle Parking	26,300.00	
Computer Invoice	27,200.00		<b>GRAND TOTAL</b>		
Computer Repair AMC	45,100.00		P.T.S	20,000.00	
Contract Award	100,000.00		Printing &	79,400.00	176,170.00
Contract Fee	3,000.00		Stationery	14,000.00	
Course Programme Fee	95,750.00				
Electricity Expenses	228,400.00				
EEI Expense	18,000.00				
Excess Exp	154,300.00				
General Exp	270,200.00				
General Expenses	10,500.00				
Goods Exp	10,000.00				
Insurance Premium	1,07,800.00				
Legal Expense	4,000.00				
Legal Charge	16,500.00				
Liberal Expense	17,400.00				
Marketing	25,000.00				
Party Cost Expense	70,000.00				
Printing & Delivery	2,200,075.00				
Rent	10,000.00				
Stationery Paper Expense	81,700.00				
Staff Expense	100,400.00				
Student Welfare Expense	62,500.00				
Teaching Centre	40,000.00				
Traveling Expense	1,200,700.00				
Utility Expense	10,000.00				
Vehicle Income	100,000.00				
Vehicle Fuel & Stationery Expense	24,000.00				
Merchandise Charge	1,000,000.00				
Donation	1,000,000.00				
Grand Total Income Over Expenditure		17,403,124.00			17,403,124.00

Signed as per report of own date

PLACE: JAMMU  
DATE: 31/03/2018



**HOBBS LAW COLLEGE**  
**SCHEDULE OF NET ASSETS AS OF 31/03/2019 (in Lakhs)**

LINE	PARTICULARS	W/O AS ON 1/4/2018	ADDITIONS (FROM 01/04/2018)	DEDUCTIONS (UP TO 31/03/2019)	SOLD / TRANSFERRED (FROM 01/04/2018)	TOTAL	MARK	QPR	W/O AS ON 31/3/2019
1	Ac. Creditors	91,704.82	-	-	-	91,704.82	100%	11,600.96	1,00,000.00
2	Amplifier System	6,604.12	-	-	-	6,604.12	100%	4,481.82	6,000.00
3	Battery	42,840.26	6,000.00	-	-	48,840.26	100%	4,334.04	51,000.00
4	Biomedical Machine	6,738.06	-	-	-	6,738.06	100%	1,013.96	5,500.00
5	Building	22,79,871.80	-	-	-	22,79,871.80	100%	6,27,941.16	29,07,812.96
6	Bus 1473	1,29,240.00	-	-	-	1,29,240.00	100%	1,00,000.00	2,29,240.00
7	Bus 2003	1,13,540.00	-	-	-	1,13,540.00	100%	1,00,000.00	2,13,540.00
8	Camera	40,117.37	-	-	-	40,117.37	100%	1,00,000.00	1,40,117.37
9	Car 8283	1,29,540.00	-	-	-	1,29,540.00	100%	7,207.41	1,36,747.41
10	Car	80,127.89	-	-	-	80,127.89	100%	12,079.14	92,207.03
11	Computer	51,500.00	-	-	-	51,500.00	100%	2,029.04	53,529.04
12	Digital Slides	6,118.83	-	-	-	6,118.83	100%	922.79	7,041.62
13	Electric Fencing	41,400.00	21,482.00	-	-	62,882.00	100%	10,179.86	73,061.86
14	EPFAIR System Account	22,809.74	-	-	-	22,809.74	100%	4,818.56	27,628.30
15	Furniture & Fixtures	18,83,471.44	58,908.00	4,30,240.00	-	23,98,139.44	100%	1,17,083.46	25,15,222.90
16	Furn.	40,021.17	-	-	-	40,021.17	100%	6,144.56	46,165.73
17	Generator	2,007.81	-	-	-	2,007.81	100%	861.47	2,869.28
18	Printer	21,900.00	22,000.00	-	-	43,900.00	100%	8,229.33	52,129.33
19	Library Books	3,72,437.00	93,800.00	14,800.00	-	4,51,437.00	100%	2,85,407.16	7,36,844.16
20	Inventory	17,193.33	-	-	-	17,193.33	100%	2,577.48	19,770.81
21	Multi-Medical System	9,146.43	-	-	-	9,146.43	100%	1,272.06	10,418.49
22	New Bus	12,19,750.00	-	-	-	12,19,750.00	100%	1,65,925.30	13,85,675.30
23	New Bus 2	12,19,750.00	-	-	-	12,19,750.00	100%	1,65,925.30	13,85,675.30
24	Photocopy Machine	7,296.86	-	-	-	7,296.86	100%	1,085.48	8,382.34
25	Printers	40,141.95	-	-	-	40,141.95	100%	6,071.79	46,213.74
26	Solved System	27,067.26	-	-	-	27,067.26	100%	4,090.29	31,157.55
27	Sanitary Fitting	1,94,207.83	-	-	-	1,94,207.83	100%	2,587.79	1,96,795.62
28	Shed	17,261.54	-	-	-	17,261.54	100%	2,587.79	19,849.33
29	Shed/Store	22,368.90	-	-	-	22,368.90	100%	3,138.50	25,507.40
30	Transformer	6,408.07	-	-	-	6,408.07	100%	961.21	7,369.28
31	Type Writer	488.57	-	-	-	488.57	100%	72.84	561.41
32	Water Cooler	20,331.16	-	-	-	20,331.16	100%	2,899.87	23,231.03
33	Softener Filter	47,040.20	-	-	-	47,040.20	100%	7,057.38	54,097.58
34	Projector	58,000.00	27,500.00	-	-	85,500.00	100%	8,700.00	94,200.00
35	Refrigerator	18,713.91	-	-	-	18,713.91	100%	2,807.09	21,521.00
<b>TOTAL</b>		<b>83,72,789.79</b>	<b>7,40,965.00</b>	<b>4,30,306.00</b>	<b>-</b>	<b>1,02,99,925.23</b>		<b>18,33,495.31</b>	<b>1,21,33,420.54</b>

**DOGRA LAW COLLEGE**

**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31.03.2022**

EXPENDITURE	AMOUNT	INCOME	AMOUNT
Advertisement & Printing	1,86,750.00	Fee/Feech	1,26,00,000.00
Bank Charge	1,224.00	Tuition Fee	62,00,000.00
Banking Remittance Exp	2,21,372.00	Other Fees	3,18,521.00
Building Rent	14,40,000.00	Transport Fee	
Building Rep	1,80,120.00	Other Income	
C.I.F Account	8,252.00		
Commercial Charge	21,480.00	College Machine	21,000.00
Concession	19,00,000.00	Star Income	4,36,070.00
College Building/Development Fund	1,40,375.00	Income Interest of	
Computer Expenses	5,200.00	Interest Income	
Culture Fees	11,89,500.00	2.2%	6,00,000.00
Depreciation	1,56,114.00	Saving Ac	62,150.00
Electricity & Electric Repair Expenses	26,720.00		
Exigency Fees	1,14,867.00		
Gift Expenses	20,842.00		
Food & Stationery	47,871.00		
Furniture Repair	85,284.00		
General Expenses	86,810.00		
Household Expenses	+ 1,91,104.00		
Infrastructure Fund	63,205.00		
LAN Expenses	38,220.00		
Inspection Fee/Charge	31,400.00		
Journals and Subscription	24,180.00		
Professional Expenses	19,880.00		
Litrary Expenses	29,812.00		
Machine Repair	6,980.00		
M.C.I. Registration Fee	1,84,820.00		
Printing Expenses	18,800.00		
Misc Expenses	14,400.00		
NOI Fee	13,778.00		
Newsprint	1,00,931.00		
Printing & Stationery	10,000.00		
Return Filing Expenses	+ 46,71,245.00		
Salary	19,200.00		
Sanitary Repair Expenses	2,05,000.00		
Scholarship & Award Ceremony Exp	11,800.00		
Security Guard Expenses	14,400.00		
Sports Expenses	33,520.00		
Staff/Student Welfare Expenses	1,87,200.00		
Tour and Photo	81,300.00		
Traveling Expenses	2,600.00		
Uniform Expenses	2,52,305.10		
Vehicle Insurance	6,05,484.00		
Vehicle Running & Maintenance Expenses	60,500.00		
Via Expenses	2,40,42,707.81		
	20,01,816.08		

Excess of Income Over Expenditure:

<b>TOTAL</b>	<b>2,80,46,525.86</b>	<b>TOTAL</b>	<b>2,80,46,525.86</b>
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Signed as per report of even date

R.C. GUPTA & CO  
CHARTERED ACCOUNTANTS



LALIT KUMAR GUPTA  
(PARTNER)

Place: Jammu  
Date: 28-09-2022

**BHOLA LAM KIRANA**  
**REKORD IN FOKED ANGE 15. NO. 01. 21. 92. 2011. LAJ. C. 0000**

S.No	PARTICULARS	WED 14.08.2021	ADDITIONS (Date: 14.08.2021)	ADDITIONS (Date: 20.08.2021)	WED 14.08.2021 TRANSFERRED TO WED 14.08.2021	TOTAL	WED 14.08.2021	WED 14.08.2021
1	Air Conditioner	1,81,300.00				1,81,300.00		
2	Amplifier System	6,200.00				6,200.00		
3	Battery	10,200.00				10,200.00		
4	Domestic Machine	8,800.00				8,800.00		
5	Building	20,00,000.00				20,00,000.00		
6	Bus 1472	1,65,700.00				1,65,700.00		
7	Bus 2009	1,40,700.00				1,40,700.00		
8	Camera	10,400.00				10,400.00		
9	Car 2009							
10	Car	27,000.00				27,000.00		
11	Computer	21,000.00				21,000.00		
12	Digital Screen	4,400.00				4,400.00		
13	Electric Fitting	49,300.00				49,300.00		
14	EPABX System Account	18,500.00				18,500.00		
15	Flogging Machine		8,200.00			8,200.00		
16	Furniture & Fixtures	70,00,000.00		18,200.00		70,18,200.00		
17	Fire Fighting Equipment		8,400.00			8,400.00		
18	Fan	20,100.00				20,100.00		
19	Generator	1,40,000.00				1,40,000.00		
20	Heater	1,00,000.00	13,200.00	10,000.00		1,23,200.00		
21	Library Books		23,000.00			23,000.00		
22	Machine Account	17,000.00				17,000.00		
23	Machinery	8,000.00				8,000.00		
24	Music Media System	5,07,000.00				5,07,000.00		
25	New Bus	5,07,000.00				5,07,000.00		
26	New Bus 2	5,200.00				5,200.00		
27	Photostat Machine	10,418,000.00				10,418,000.00		
28	Printer	18,500.00				18,500.00		
29	Sound System	1,33,700.00				1,33,700.00		
30	Sanitary Fitting	12,400.00				12,400.00		
31	Shed	10,170.00				10,170.00		
32	Shaver	2,100.00				2,100.00		
33	Transformer	200.00				200.00		
34	Type Writer	28,400.00				28,400.00		
35	Water Cooler	33,000.00				33,000.00		
36	Water Filter	41,000.00				41,000.00		
37	Projector	13,500.00				13,500.00		
38	Refrigerator	72,20,000.00	10,000.00	1,10,000.00		73,40,000.00		
<b>TOTAL</b>							<b>73,40,000.00</b>	<b>11,00,000.00</b>

ROGERS LAW COLLEGE  
 SCHEDULE OF FINED ASSETS AS ON 31/03/2019 (Per Culture)

S.No.	PARTICULARS	W.D.V AS ON 1.4.2018	ADDITIONS (Dues)	ACQUISITIONS (LAB)	SALES (DISBURSED)	TOTAL	BASE	EQ	W.D.V AS ON 31.3.2019
1	All Conditions	107,124.72				107,124.72	100%	107,124.72	91,901.52
2	Acoustic System	11,275.44				11,275.44	100%	11,275.44	9,548.42
3	Library	40,215.00		6,500.00		46,715.00	100%	46,715.00	42,500.75
4	Acoustic Acoustics	7,592.91				7,592.91	100%	7,592.91	6,500.00
5	Building	1,044,205.71				1,044,205.71	100%	1,044,205.71	985,000.00
6	Bus 1471	480,257.14				480,257.14	100%	480,257.14	350,000.00
7	Bus 2805	481,751.18				481,751.18	100%	481,751.18	350,000.00
8	Carpet	87,285.18				87,285.18	100%	87,285.18	80,000.00
9	Car 8811	803,833.75				803,833.75	100%	803,833.75	722,000.00
10	Car	54,298.10				54,298.10	100%	54,298.10	51,000.00
11	Car 8811	619.88				619.88	100%	619.88	611.88
12	Car 8811	7,131.74				7,131.74	100%	7,131.74	6,000.00
13	Electric Fitting	54,889.25				54,889.25	100%	54,889.25	51,000.00
14	Electric Fitting	25,940.87				25,940.87	100%	25,940.87	24,000.00
15	Electric System Account	1,878,250.15				1,878,250.15	100%	1,878,250.15	1,800,000.00
16	Electric System Account	20,809.87				20,809.87	100%	20,809.87	19,000.00
17	Electric System Account	3,128.84				3,128.84	100%	3,128.84	2,800.00
18	Electric System Account	28,720.98				28,720.98	100%	28,720.98	27,000.00
19	Electric System Account	872,644.59				872,644.59	100%	872,644.59	820,000.00
20	Electric System Account	20,215.57				20,215.57	100%	20,215.57	19,000.00
21	Electric System Account	101,260.50				101,260.50	100%	101,260.50	95,000.00
22	Electric System Account	6,613.88				6,613.88	100%	6,613.88	6,000.00
23	Electric System Account	47,225.82				47,225.82	100%	47,225.82	44,000.00
24	Electric System Account	31,843.83				31,843.83	100%	31,843.83	30,000.00
25	Electric System Account	5,723.58				5,723.58	100%	5,723.58	5,000.00
26	Electric System Account	26,200.00				26,200.00	100%	26,200.00	25,000.00
27	Electric System Account	26,341.78				26,341.78	100%	26,341.78	25,000.00
28	Electric System Account	5,185.97				5,185.97	100%	5,185.97	5,000.00
29	Electric System Account	571.39				571.39	100%	571.39	500.00
30	Electric System Account	8,879.85				8,879.85	100%	8,879.85	8,000.00
31	Electric System Account	1,438,000.00				1,438,000.00	100%	1,438,000.00	1,350,000.00
32	Electric System Account	1,435,000.00				1,435,000.00	100%	1,435,000.00	1,350,000.00
33	Electric System Account	66,383.00				66,383.00	100%	66,383.00	60,000.00
34	Electric System Account	22,018.28				22,018.28	100%	22,018.28	20,000.00
35	Electric System Account	29,459.06				29,459.06	100%	29,459.06	28,000.00
	<b>TOTAL</b>	<b>8,376,032.24</b>	<b>87,383.00</b>	<b>1,099,277.00</b>		<b>11,952,692.24</b>		<b>11,952,692.24</b>	<b>11,114,342.51</b>



HOORBAKAW COLLEGE  
 SCHEDULE OF EXHIBITS AS ON 30.06.2023

Sl. No.	PARTICULARS	W.D.V AS ON 1.4.2023	REVISIONS		W.D.V AS ON 30.06.2023	W.D.V AS ON 31.03.2023	W.D.V AS ON 31.03.2023	W.D.V AS ON 31.03.2023
			ADDITION	DELETION				
1	As Contingent	77,42,422			77,42,422			77,42,422
2	Applicable System	8,14,615			8,14,615			8,14,615
3	Library	41,01,471			41,01,471			41,01,471
4	Donative Building	8,14,615			8,14,615			8,14,615
5	Building	20,11,40,44			20,11,40,44			20,11,40,44
6	Bus 1872	2,30,44,14			2,30,44,14			2,30,44,14
7	Bus 2605	2,30,44,24			2,30,44,24			2,30,44,24
8	Camera	41,74,74			41,74,74			41,74,74
9	Car 8893							
10	Car	68,12,871			68,12,871			68,12,871
11	Computer	20,50,119			20,50,119			20,50,119
12	Digital System	5,58,176			5,58,176			5,58,176
13	Electric Fencing	87,20,96			87,20,96			87,20,96
14	EV-Milk System Account	18,44,278			18,44,278			18,44,278
15	Furniture & Fixtures	21,81,248.00			21,81,248.00			21,81,248.00
16	Gas	24,27,200			24,27,200			24,27,200
17	Generator	2,50,514			2,50,514			2,50,514
18	Inventory	48,81,14			48,81,14			48,81,14
19	Library Band	2,11,50,073			2,11,50,073			2,11,50,073
20	Masterkey	54,07,75			54,07,75			54,07,75
21	Water Meters System	1,27,47			1,27,47			1,27,47
22	Water Bus	8,53,871.00			8,53,871.00			8,53,871.00
23	Water Bus 2	8,53,871.00			8,53,871.00			8,53,871.00
24	Water Meter Machine	8,53,871.00			8,53,871.00			8,53,871.00
25	Printer	6,13,137			6,13,137			6,13,137
26	Sound System	4,11,01,075			4,11,01,075			4,11,01,075
27	Sound System	21,90,717			21,90,717			21,90,717
28	Sound System	1,98,70,190			1,98,70,190			1,98,70,190
29	Sound System	1,98,70,190			1,98,70,190			1,98,70,190
30	Sound System	1,98,70,190			1,98,70,190			1,98,70,190
31	Sound System	1,98,70,190			1,98,70,190			1,98,70,190
32	Sound System	1,98,70,190			1,98,70,190			1,98,70,190
33	Sound System	1,98,70,190			1,98,70,190			1,98,70,190
34	Sound System	1,98,70,190			1,98,70,190			1,98,70,190
35	Sound System	1,98,70,190			1,98,70,190			1,98,70,190

# DOGRA LAW COLLEGE

## INCOME AND EXPENDITURE FOR THE YEAR ENDED 31.03.2019

EXPENDITURE	AMOUNT	INCOME	AMOUNT
Advertisement & Publicity		Less: Faculty	
Annual Institutional Membership Fees	6,82,532.00	Tuition Fees	1,64,82,146.26
Application Fees	2,452.00	Other Fees	21,26,126.78
Bank Charges	20,330.00	Misc. Income	11,87,240.00
Building Renovation Exp	14,542.39	P.D.Fs	4,21,811.39
C.P.T Account	1,53,275.00	Sewing Art	16,226.00
Computer Repair	5,75,547.00	Int on account	5,202.00
Computer Repair AMC	62,480.00		
Corpus Donation	27,005.00		
Contract Wages	5,78,560.00		
DIGA Fee	2,29,370.00		
Examination & development Fund	32,120.00		
Electricity Expenses	8,30,740.00		
Est. Expenses	1,87,822.00		
Fuel Exp	1,35,460.00		
Furniture Repair	1,25,501.00		
General Expenses	85,050.00		
Insurance Fee	4,58,146.00		
Interest on Loans	2,32,718.00		
Advertisement Expenses	79,294.00		
Legal Charges	79,294.00		
Library Expenses	4,000.00		
Machinery Repair	21,000.00		
Misc Expenses	10,701.00		
Printing	43,885.00		
Phone	15,072.00		
Postage	1,21,000.00		
Printing & stationery	1,08,946.00		
Salary	<u>28,31,566.00</u>		
MSB Exp	2,208.00		
Sports Exp	26,154.00		
Staff Student welfare Exp	4,21,239.00		
Telephone Exp	71,472.00		
Traveling Exp	1,18,409.00		
University Exp	90,543.00		
Vehicle Insurance	1,83,274.00		
Vehicle running & maintenance	10,24,220.00		
Uniform Exp	11,200.00		
University Maintenance fee	7,28,173.00		
Depreciation	<u>74,72,852.00</u>		
<b>Total of income &amp; expenditure</b>	<b>71,89,480.00</b>		
			<b>2,82,58,766.76</b>

28/03/2019  
 Dogra Law College  
 Jammu  


**REGINA LAW COLLEGE**  
**SCHEDULE OF FIXED ASSETS AND DEPRECIATION EXPENSE**

S.No.	PARTICULARS	W.D.V AS ON	ADDITIONS	ADDITIONS	W.D.V AS ON	TOTAL	W.D.V AS ON	DEPR.	W.D.V AS ON
		1.4.2017	(Net)	(Net)	31.3.2018				
1	Air Conditioner	5,242.00	1,10,400.00			1,15,642.00		20,138.75	95,503.25
2	Generator System	13,000.00				13,000.00		2,600.00	10,400.00
3	Battery	50,000.00	17,300.00			67,300.00		13,460.00	53,840.00
4	Stenographic Machine	2,000.00				2,000.00		400.00	1,600.00
5	Making	4,049,204.20				4,049,204.20		809,840.84	3,239,363.36
6	TV-24"3	800,501.00				800,501.00		160,100.20	640,400.80
7	DVD-2005	800,501.00				800,501.00		160,100.20	640,400.80
8	Camera	17,000.00				17,000.00		3,400.00	13,600.00
9	Car-1000	1,004,270.00				1,004,270.00		200,854.00	803,416.00
10	Car	1,12,800.00				1,12,800.00		22,560.00	90,240.00
11	Computer	1,527.00				1,527.00		305.40	1,221.60
12	Digital Screen	8,402.00				8,402.00		1,680.40	6,721.60
13	Electric Filing	84,702.00				84,702.00		16,940.40	67,761.60
14	EPAMER System Account	71,000.00		1,00,000.00		1,71,000.00		34,200.00	1,36,800.00
15	Furniture & Fixtures	10,000.00		2,000.00		12,000.00		2,400.00	9,600.00
16	Fan	3,000.00				3,000.00		600.00	2,400.00
17	Generator	30,000.00				30,000.00		6,000.00	24,000.00
18	Inverter	224,541.54	70,000.00	20,000.00		314,541.54		62,908.31	251,633.23
19	Library Books	1,000.00				1,000.00		200.00	800.00
20	Machinery	12,000.00				12,000.00		2,400.00	9,600.00
21	MultiMedia System	10,000.00				10,000.00		2,000.00	8,000.00
22	Photostat Machine	55,500.00				55,500.00		11,100.00	44,400.00
23	Printer	17,000.00		1,000.00		18,000.00		3,600.00	14,400.00
24	Sound System	4,000.00				4,000.00		800.00	3,200.00
25	Sanitary Filing	23,000.00				23,000.00		4,600.00	18,400.00
26	Sheet	30,000.00				30,000.00		6,000.00	24,000.00
27	Stabilizer	6,100.00				6,100.00		1,220.00	4,880.00
28	Transformer	572.00				572.00		114.40	457.60
29	Type Writer	10,447.00		30,000.00		40,447.00		8,089.40	32,357.60
30	Water Cooler			50,000.00		50,000.00		10,000.00	40,000.00
31	Machinery								
32	Submarine Filter	25,000.00				25,000.00		5,000.00	20,000.00
33	Refrigerator								
<b>TOTAL</b>		<b>8,172,789.79</b>	<b>208,300.00</b>	<b>1,295,750.00</b>		<b>9,676,840.79</b>	<b>1,789,396.95</b>	<b>8,887,443.84</b>	

Percentage expenditure incurred on last five years (INR in Lakhs)

4.1.1 Expenditure incurred exclusively on last five years (INR in Lakhs)

**Dogra Law College**

**INCOME AND EXPENDITURE FOR THE YEAR ENDED 31.03.2019**

EXPENDITURE	AMOUNT	INCOME	AMOUNT
Advertisement & Publicity	6,07,312.00	Fee / Tuition	1,54,00,145.00
Annual Institutional Membership Fees	8,400.00	Tuition Fees	24,59,134.75
Application Fees	30,300.00	Other Fees	15,87,340.00
Bank Charges	14,142.36	Misc Income	4,21,011.00
Building Renovation Exp.	1,53,475.00	P.D.Fs	19,230.00
C.P.F Account	5,79,347.00	Saving A/c	1,396.00
Computer Repair	42,480.00	Net Profit/loss	
Computer Repair AMC	27,000.00		
Corpus Donation	9,79,560.00		
Contract Wages	2,29,375.00		
DON Fee	32,120.00		
Examination Fee/Development Fund	6,39,740.00		
Electricity Expenses	1,67,623.00		
ESI Expenses	1,86,490.00		
Function Expenses	1,25,501.00		
Furniture Repair	81,058.00		
General Expenses	4,50,149.00		
Inspection Fee	3,97,758.00		
Honarium Expenses	70,394.00		
Legal Charges	4,000.00		
Library Expenses	21,000.00		
Machinery Repair	10,781.00		
Misc Expenses	43,589.00		
Newspaper	19,072.00		
Picnic	7,81,000.00		
Printing & Stationery	1,08,940.00		
Salary	30,81,566.00		
NDS Exp	2,000.00		
Sports Exp	29,154.00		
Staff Student welfare Exp	5,81,290.00		
Telephone Exp	71,473.00		
Travelling Exp	1,79,400.00		
University Exp	5,000.00		
Vehicle Insurance	1,03,374.00		
Vehicle running & maintenance	10,24,225.00		
Uniforms Exp	21,300.00		
Resource Mobilization fee	7,39,075.00		
Depreciation	16,18,404.33		
For Total	2,02,88,784.75		
To Excess of Income Over Expenditure			2,22,69,784.75

Signed as per report of Exam date

20/04/2019  
Jammu

For B.C. Gupta & Co.  
Chartered Accountants

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**DOGRA LAW COLLEGE, BHATOLI BAGAR, JAMMU**  
**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31.03.2022**

EXPENDITURE	AMOUNT	INCOME	AMOUNT
Advertisement & Publicity	6,42,000.00	Fee & Grants	1,00,38,074.00
Bank Charges	1,500.00	Tuition Fees	48,00,175.00
Building Renovation Exp.	1,20,000.00	Other Fees	1,75,000.00
Building Rent	63,00,000.00	Transport Fee	
C.P.F. Account	3,67,234.00		
Computer Repair	20,000.00	Other Income	82,180.00
Depreciation	14,75,745.00	College Magazine	7,88,147.53
Electricity & Electric Repair Expenses	2,00,000.00	Misc. Income	
ERP Software Expense	83,882.00	Interest Income	5,54,888.00
ESI Expenses	91,000.00	F.O.R's	2,37,758.20
Furniture Repair	10,075.00	Being A/c	
General Expenses	1,12,943.00		
Gratuitum Expenses	60,258.00		
Inspection Fee	6,75,000.00		
Journals and Subscription	4,25,788.00		
Lab Fees	1,500.00		
Library Expenses	7,000.00		
Medical Expenses	23,141.00		
Misc Expenses	1,81,865.00		
Newspaper	2,590.00		
Printing & Stationery	21,165.00		
Repair & Maint	17,387.00		
Return Filing Expenses	3,000.00		
Salary	32,32,818.00		
Sanitary Repair Expenses	1,300.00		
Scholarship & Award Ceremony Exp	5,000.00		
Security Guard Expenses	1,47,400.00		
SOI Expenses	25,000.00		
Sports Expenses	55,680.00		
Staff/Student Welfare Expense	7,542.00		
Telephone & Internet Expense	87,108.00		
Vehicle Insurance	35,915.00		
Vehicle Running & Maintenance Expenses	3,03,007.40		
Vote Expenses	22,267.00		
	<u>1,43,31,252.30</u>		
Excess of Income Over Expenditure	77,64,845.23		
<b>TOTAL</b>	<b>2,20,96,125.53</b>	<b>TOTAL</b>	<b>2,20,96,125.53</b>

2,20,96,125.53

H.C. GUPTA &  
 CHARTERED ACCOUNTANTS  
 LALIT K. GUPTA  
 PARTNER

Signed as per report of even date

Place: Jammu  
 Date: 01/02/2022

**DOGRA LAW COLLEGE**  
**INCOME AND EXPENDITURE FOR THE YEAR ENDED 31.03.2019**

EXPENDITURE	AMOUNT	INCOME	AMOUNT
Agencies Interest & Penalty		1,02,352.20	
Annual Institutional Membership Fees		8,450.00	
Application Fees		25,330.00	
Bank Charges		14,142.36	
Building Renovation Exp		1,53,275.00	
C.P.F. Account		6,75,947.00	
Computer Repair		42,480.00	
Computer Repair AMC		27,085.00	
Contract Donation		1,79,500.00	
Contract Wages		2,29,370.00	
DOGA Fee		32,120.00	
Examination Fee/Development Fund		8,39,740.00	
Electricity Expenses		1,87,022.00	
EDU Expenses		1,35,493.00	
Furniture Expenses		1,25,501.00	
Furniture Repair		50,028.00	
General Expenses		4,59,149.00	
Inspection Fee		3,57,708.00	
Konvocation Expenses		75,294.00	
Legal Charges		4,000.00	
Library Expenses		21,000.00	
Machinery Repair		10,791.00	
Misc Expenses		43,685.00	
Non-Resident		19,072.00	
Phone		1,91,000.00	
Printing & Stationery		1,08,949.00	
Salary		38,51,306.00	
WED Exp		2,200.00	
Sports Exp		29,154.00	
Staff Student welfare Exp		6,81,200.00	
Telephone Exp		71,473.00	
Traveling Exp		1,79,400.00	
University Exp		65,660.00	
Vehicle Insurance		1,03,374.00	
Vehicle running & maintenance		10,24,225.00	
Uniform Exp		21,200.00	
Fire Insurety Mobilization fee		2,39,073.00	
Depreciation		10,19,494.33	
Tuition of Interest Over Expenditure		71,89,440.00	
		<b>2,02,65,784.75</b>	
			<b>2,02,65,784.75</b>

Signed as per report of Excess Data

Dr. 28-03-2019  
 Dr. J. Jaiswal

**2,02,65,784.75**

For BCL Inqam & Co.  
 Chartered Accountants  


**ENGR LAW COLLEGE**  
**STATEMENT OF ASSETS AND LIABILITIES (as of 31.03.2023)**

S.NO	PARTICULARS	BALANCE ON 1.1.2021	ADDITIONS		DEBIT	TOTAL	%	B.P.	BALANCE ON 31.3.2023
			(Rs)	(Rs)					
		4300.00	113000.00		117300.00			117300.00	
1	Academics	15,000.00			15,000.00	12.78%		15,000.00	
2	Library System	30,000.00	11,300.00		41,300.00	35.21%		41,300.00	
3	Library	4,000.00			4,000.00	3.41%		4,000.00	
4	Computer Machine	4,500,000.00			4,500,000.00	3840.80%		4,500,000.00	
5	Building	990,000.00			990,000.00	844.24%		990,000.00	
6	Bus 1412	100,000.00			100,000.00	85.33%		100,000.00	
7	Bus 2076	10,000.00			10,000.00	8.53%		10,000.00	
8	Camera	1,00,000.00			1,00,000.00	853.06%		1,00,000.00	
9	Car 4997	1,00,000.00			1,00,000.00	853.06%		1,00,000.00	
10	Car	1,00,000.00			1,00,000.00	853.06%		1,00,000.00	
11	Computer	4,000.00			4,000.00	3.41%		4,000.00	
12	Printer	4,000.00			4,000.00	3.41%		4,000.00	
13	Mobile Phone	4,000.00			4,000.00	3.41%		4,000.00	
14	Electric Filing	10,000.00		1,00,000.00	1,10,000.00	942.70%		1,10,000.00	
15	EPSON Scanner	7,000.00		2,000.00	9,000.00	77.16%		9,000.00	
16	Furniture & Fixtures	70,000.00			70,000.00	596.41%		70,000.00	
17	Car	1,00,000.00			1,00,000.00	853.06%		1,00,000.00	
18	Generator	20,000.00		20,000.00	40,000.00	339.52%		40,000.00	
19	Inverter	20,000.00			20,000.00	170.61%		20,000.00	
20	Locking System	1,000.00			1,000.00	0.85%		1,000.00	
21	Machinery	1,000.00			1,000.00	0.85%		1,000.00	
22	Multi-Media System	10,000.00			10,000.00	85.33%		10,000.00	
23	Refrigerator	10,000.00			10,000.00	8.53%		10,000.00	
24	Fridge	10,000.00		1,000.00	11,000.00	94.27%		11,000.00	
25	Sound System	4,000.00			4,000.00	3.41%		4,000.00	
26	Galaxy Fridge	20,000.00			20,000.00	170.61%		20,000.00	
27	Chair	20,000.00			20,000.00	170.61%		20,000.00	
28	Table	20,000.00			20,000.00	170.61%		20,000.00	
29	Transformer	20,000.00			20,000.00	170.61%		20,000.00	
30	Tyre Water	10,000.00		20,000.00	30,000.00	257.14%		30,000.00	
31	Water Chub			20,000.00	20,000.00	170.61%		20,000.00	
32	Machinery								
33	Scholarship	20,000.00			20,000.00	170.61%		20,000.00	
34	Subsidy	8,10,000.00	1,00,000.00	1,00,000.00	7,10,000.00	605.26%		7,10,000.00	
	<b>TOTAL</b>								

F/OMS-02/02/00

No. DA&amp;CD/1247

Issue Date: 15-1-2020

Time

DET		INTERNAL QUALITY AUDIT SCHEDULE			
		Period: 20 Jan - 25 Jan 2020			
S. No	Audit Deptt.	Auditors	Addressee	Date of Audit	Time
1	Dogra College of Education (Admin)	Dr. Komal Aggarwal, Sr. Lecturer, D.C. Mr. A. S. Bansal, Sr. SO, DET	Dr. Vikash Kumar Sharma, Principal, DCE	20 Jan 20	10:00AM-11:00AM
2	Dogra College of Education (Library Management)		Mr. Darshan Lal, SO, DCE	21 Sept 20	
3	Dogra College of Education (Academics)		Ms. Deepika Sharma, Librarian, DCE	20 Jan 20 23 Sept 20	11:00AM-12:00PM
4	Dogra College of Education (IT Lab)	Dr. Shafiqi Sharma, Asst Coordinator, DCE/ Nodal Officer ISO Mr. A. S. Bansal, Sr. SO, DET	Dr. Vikash Kumar Sharma, Principal, DCE	20 Jan 20 21 Sept 20	12:00PM-01:00PM
5	Dogra Law College (Academics)		Dr. Vikash Kumar Sharma, Principal, DCE	21 Jan 20 22 Sept	10:00AM-11:00AM
6	Dogra Law College Admin.		Mr. Rishav Mishra, Asst In-Charge IT Lab, DCE/DAC		
7	Dogra Law College (Library Management)	Dr. Shafiqi Sharma, Asst Coordinator, DCE/ Nodal Officer ISO Mr. A. S. Bansal, Sr. SO, DET	Prof V.P. Mishra, Asst Principal, DCE	21 Jan 20	11:00AM-12:00PM
8	Security & Safety Management		Sh. Sumit Kumar, SO, DCE	21 Jan 20	12:00PM-01:00PM
9	Maintenance & General upkeep		Mr. Dharmendra Prasad, Librarian, DCE	22 Jan 20 23 Sept 20	10:00AM-11:00AM
			Dr. Vikash Kumar Sharma, Principal, DCE	22 Jan 20 23 Sept 20	11:00AM-12:00PM
			Dr. Vikash Kumar Sharma, Principal, DCE	23 Jan 20 24 Sept 20	12:00PM-01:00PM



19	Guest House	Dr. Shefali Sharma, Asst Coordinator, DCE/ Head Officer DCO	Dr. Vibesh Kumar Principal, DCE	29-Sep-20	10:00AM-11:00AM
21	Transport & Auto Management	Mr. A. S. Bhandal, Sr. SO, DET		27-Sep-20	11:00AM-12:00PM
22	Finance & Accounting	Dr. Shefali Sharma, Asst Coordinator, DCE/ Nodal Officer ISO	Mr. A. S. Bhandal, Sr. SO, DET	29-Sep-20	12:00PM-01:00PM
13	Purchase & Inventory	Dr. Shefali Sharma, Asst Coordinator, DCE/ Nodal Officer DCE	Mr. A. S. Bhandal, Sr. SO, DET	30-Sep-20	10:00AM-11:00AM
14	Girls Hostel	Dr. Shefali Sharma, Asst Coordinator, DCE/ Nodal Officer ISO	Dr. Vibesh Kumar Principal, DCE	30-Sep-20	11:00AM-12:00PM
15	Dogra Degree College (Admin)	Mr. A. S. Bhandal, Sr. SO, DET	Mrs. Bela Thakur, Principal, DCE	10-Sep-20	12:00PM-01:00PM
16	Dogra Degree College (Library Management)		Mrs. Bela Thakur, Principal, DCE	10-Sep-20	10:00AM-11:00AM
17	Dogra Degree College (Academics)	Dr. Shefali Sharma, Asst Coordinator, DCE/ Nodal Officer ISO Mr. A. S. Bhandal, Sr. SO, DET	Mrs. Bela Thakur, Principal, DCE	10-Sep-20	11:00AM-12:00PM
18	Dogra Degree College (IT Lab)		Mrs. Bela Thakur, Principal, DCE	10-Sep-20	12:00PM-01:00PM

Special Instruction - No refreshment will be served during the Audit Days to the staff in the Departments.  
Refreshment will be served only in the Auditor's Chamber during the hours (10)

To,

Auditors: \_\_\_\_\_

Auditee: \_\_\_\_\_

Copy to:

① Secretary, DET

② Principals D.C, DCE & DIX

③ Accounts Section, DET

④ Guard file.

- For information please.

- For information to concerned process owners.

- For information to concerned process owners.

ISO NODAL OFFICER (DET)  
Dr. Shefali Sharma

DET		INTERNAL QUALITY AUDIT SCHEDULE (1st QUARTER)		FORMS-52A/220	
		Period: 16th April - 23rd April 2021		No. BA&CB	DET/ISO/HR/HRM
No.	Audit Dept.	Auditors	Auditee	Date of Audit	Time
1	Dogra College of Education (Admission & Registration Management)		Dr. Virek Kumar Principal Sh. Sandeep Kumar S.O. DET	18-Apr-21	10:00AM-11:00AM
2	Dogra College of Education (Library Administration Management)	Dr. Kamla Aggarwal, DC Principal, D.C. Mr. A. S. Baudral, Sr. SO, DET Mr. Virej Magotra (HR, DET) as a Observer.	Dr. Virek Kumar Principal Sh. Sandeep Kumar Librarian	16-Apr-21	11:00AM-12:00PM
3	Dogra College of Education (Academic Planning & Delivery Management)		Dr. Virek Kumar Principal	16-Apr-21	12:00PM-01:00PM
4	Dogra College of Education (IT Lab Management)	Dr. Kamla Aggarwal, DC Principal, D.C. Mr. A. S. Baudral, Sr. SO, DET Mr. Virej Magotra (HR, DET) as a Observer.	Dr. Virek Kumar Principal ICIT Lab	18-Apr-21	2:00PM-03:00PM
5	Dogra Law College (Academic Planning & Delivery Management)	Dr. Shashi Sharma, Head Office ISO Mr. A. S. Baudral, Sr. SO, DET Mr. Virej Magotra (HR, DET) as a Observer.	Dr. Virek Kumar Principal	17-Apr-21	11:00AM-11:00AM
6	Dogra Law College (Admission & Registration Management)	Dr. Virek Kumar Sharma Principal, DCE Mr. A. S. Baudral, Sr. SO, DET Mr. Virej Magotra (HR, DET) as a Observer.	Dr. Kamla Aggarwal Library Principal Sh. Sandeep Kumar S.O. DET	17-Apr-21	11:00AM-11:00AM

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## INTERNAL QUALITY AUDIT SCHEDULE (2ND QUARTER)

Period: 10th April - 23rd April 2021

DET		Auditors		Date of Audit	
S. No	Audit Dept				
2	Digital Law College (IT Lab Management)	Dr. Vikash Kumar Sharma (Principal, DCE) Mr. A. S. Bhandari, Sr. SO, DET Mr. Vinay Magaria (HR, DET) as a Observer.	Mrs. Kamita Aggarwal, Incharge Principal DLC (IT Lab IC) (DLC)	17-Apr-21	12:00PM - 01:00PM
3	Digital Law College (Library Administration Management)	Dr. Vikash Kumar Sharma, Principal, DCE Mr. A. S. Bhandari, Sr. SO, DET Mr. Vinay Magaria (HR, DET) as a Observer.	Mrs. Kamita Aggarwal, Incharge Principal DLC Library IC (DLC)	15-Apr-21	11:30PM - 01:30PM
4	Security & Safety Management	Dr. Shashi Sharma, Head Office IQA Mr. A. S. Bhandari, Sr. SO, DET Mr. Vinay Magaria (HR, DET) as a Observer.	Dr. Vikash Kumar Sharma, Principal, DCE Mr. Sandeep Kumar Supervisor, DET	19-Apr-21	10:00AM - 11:00AM
5	Facilities Management & General up & down	Dr. Shashi Sharma, Head Office IQA Mr. A. S. Bhandari, Sr. SO, DET Mr. Vinay Magaria (HR, DET) as a Observer.	Dr. Vikash Kumar Sharma, Principal, DCE Mr. Sandeep Kumar Supervisor, DET	19-Apr-21	11:30AM - 12:00PM
6	Guest House Management	Dr. Shashi Sharma, Head Office IQA Mr. A. S. Bhandari, Sr. SO, DET Mr. Vinay Magaria (HR, DET) as a Observer.	Dr. Vikash Kumar Sharma, Principal, DCE Mr. Sandeep IC Guest House	19-Apr-21	12:30PM - 01:00PM
7	Transport & Accommodation Management	Dr. Shashi Sharma, Head Office IQA Mr. A. S. Bhandari, Sr. SO, DET Mr. Vinay Magaria (HR, DET) as a Observer.	Dr. Vikash Kumar Sharma, Principal, DCE Mr. Sandeep Kumar Supervisor, DET	19-Apr-21	01:30PM - 02:00PM

DET		INTERNAL QUALITY AUDIT SCHEDULE (1st QUARTER)			F/OMS-02/02/00
		Period: 160-500-1300 Audit 2021			No. BA&CD/DET/2702/14/1402
No	Audit Deptt.	Auditors	Auditor	Date of Audit	Time
13	Finance & Accounting Management	Mrs. Bela Chaurak, Principal, DCC. Dr. Vikash Kumar Sharma, Principal, DCE. Mr. Vinj Magotra (HR, DET) as a Observer.	Mr. A. S. Bansal, Sr. SO, DET.	20-Apr-21	10:30AM-11:30AM
14	Purchase & Inventory Management	Mrs. Bela Chaurak, Principal, DCC. Dr. Vikash Kumar Sharma, Principal, DCE. Mr. Vinj Magotra (HR, DET) as a Observer.	Mr. A. S. Bansal, Sr. SO, DET.	29-Apr-21	11:00AM-12:00PM
15	Girls Hostel Mess, Canteen	Dr. Shefali Sharma, Nodal Officer ISO. Mr. A. S. Bansal, Sr. SO, DET. Mr. Vinj Magotra (HR, DET) as a Observer.	Dr. Vikash Kumar Sharma, Principal DCE. Mr. Harish Chandra Grewal (DC Girls Hostel Mess)	20-Apr-21	12:00PM-01:00PM
16	Dogra Degree College (Administration & Registration Management)	Dr. Vikash Kumar Sharma, Principal, DCE. Mr. A. S. Bansal, Sr. SO, DET. Mr. Vinj Magotra (HR, DET) as a Observer.	Mr. Bela Chaurak, Principal DCC. Mr. Gaur, DCE	26-Apr-21	01:30PM-02:30PM
17	Dogra Degree College (Library Administration Management)	Dr. Vikash Kumar Sharma, Principal, DCE. Mr. A. S. Bansal, Sr. SO, DET. Mr. Vinj Magotra (HR, DET) as a Observer.	Mrs. Bela Chaurak, Principal DCC. Mr. Gaur, DCE. Library DCC	22-Apr-21	10:30AM-11:00AM
18	Dogra Degree College (Academic Planning & Delivery Management)	Dr. Shefali Sharma, Nodal Officer ISO. Mr. A. S. Bansal, Sr. SO, DET. Mr. Vinj Magotra (HR, DET) as a Observer.	Mrs. Bela Chaurak, Principal DCC.	22-Apr-21	10:30AM-12:00PM

## INTERNAL QUALITY AUDIT SCHEDULE (2ND QUARTER)

Period: 16th April - 23rd April 2021




DET		Auditors		Date of Audit	
S. No	Activity				
19	Design Dept. (Lab. IT Lab. Maintenance)	Dr. Virendra Kumar Sharma, Principal, DCE Mr. A. S. Bhandari, Sr. SO, DET Mr. Virendra Magotra (HR, DET) as a Observer.	Mrs. Bela Thakur, Principal DDC IT Lab. IC DDC	22-Apr-21	12:00PM to 4:00PM
20	HIM & Training Activities	Mrs. Bela Chavak, Principal, DDC Dr. Virendra Kumar Sharma, Principal, DCE	Mr. Virendra Magotra HR, DET	22-Apr-21	01:00PM-03:00PM
21	Quality Management - Manual	Mrs. Bela Chavak, Principal, DDC Mr. A. S. Bhandari, Sr. S. O, DET	Dr. Sheela Sharma, M.B., DET	23-Apr-21	01:00PM-02:30PM

Special Instructions :- No references will be served during the Audit Days to the Auditors in the Departments.

- Checklist:
- D. Sections, DET
  - E. Principals DDC, DCE & DOK
  - F. SOC, DET
  - G. Accounts Section DET
  - H. HR, DET
  - I. Guard file.

- For information to concerned process owners
- For information to concerned process owners
- For information to concerned process owners
- For information to concerned process owners

  
**DR. SHEELA SHARMA**  
 ISO NODAL OFFICER (DET)

  
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F/QMS-02/02/00

**INTERNAL QUALITY AUDIT SCHEDULE (13rd QUARTER)**

No. DASCD/  
DET/64/2023/9/1419

Period: 01st September - 30th September, 2023

Issue Date: 07.09.23

S. No.	Audit Deptt.	Auditors	Auditee	Date of Audit	Time
1	Dogra College of Education (Admission & Registration Management)		Dr. Vikash Kumar Sharma, Principal, DCE Mr. Dushan Lal, SO, DCE	07/09/23	09:00AM-10:00AM
2	Dogra College of Education (Library Administration Management)	Dr. Kamla Agarwal, IC Principal, D.C. Mr. A. S. Bhandal, Sr. SO, DET.	Dr. Vikash Kumar Sharma, Principal, DCE Ms. Deepika Sharma, Librarian, DCE.	07/09/23	10:00AM-11:00AM
3	Dogra College of Education (Academic Planning & Delivery Management)		Dr. Vikash Kumar Sharma, Principal, DCE.	07/09/23	11:00AM-12:00PM
4	Dogra College of Education (IT Lab Management)	Dr. Kamla Agarwal, IC Principal, D.C. Mr. A. S. Bhandal, Sr. SO, DET.	Dr. Vikash Kumar Sharma, Principal, DCE IC, IT Lab, DCE.	07/09/23	12:00PM-01:00PM
5	Dogra Law College-(Academic Planning & Delivery Management)	Dr. Shafiqi Sharada, Nodal Officer ISO, Mr. A. S. Bhandal, Sr. SO, DET.	Dr. Kamla Agarwal IC Principal, D.C.	07/09/23	01:00PM-02:00PM

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6	Dogra Law College (Admission & Registration Management)	Dr. Vikesh Kumar Sharma Principal, DCE Mr. A. S. Baidral, Sr. SO, DET.	Dr. Kamilla Agarwal, Incharge Principal, DCE, SO, DCE.	9/09/21	02/09/21-15/09/21
7	Dogra Law College (IT Lab Management)	Dr. Vikesh Kumar Sharma Principal, DCE Mr. A. S. Baidral, Sr. SO, DET.	Mrs. Kamilla Agarwal, Incharge Principal DCE (IT Lab IC (DCE).	9/09/21	1/09/21-14/09/21
8	Dogra Law College (Library Administration Management)	Dr. Vikesh Kumar Sharma, Principal, DCE Mr. A. S. Baidral, Sr. SO, DET.	Mrs. Kamilla Agarwal, Incharge Principal DCE Library IC (DCE)	9/09/21	08/09/21-14/09/21
9	Security & Safety Management	Dr. Shefali Sharma, Nodal Officer ISO Mr. A. S. Baidral, Sr. SO, DET.	Dr. Vikesh Kumar Sharma, Principal, DCE Mr. Amit Kumar Supervisor, DET	9/09/21	31/08/21-11/09/21
10	Facilities Maintenance & General upkeep Management	Dr. Shefali Sharma, Nodal Officer ISO Mr. A. S. Baidral, Sr. SO, DET.	Dr. Vikesh Kumar Sharma, Principal, DCE Mr. Sunil Kumar Supervisor, DET	9/09/21	11/09/21-17/09/21
11	Guest House Management	Dr. Shefali Sharma, Nodal Officer ISO Mr. A. S. Baidral, Sr. SO, DET.	Dr. Vikesh Kumar Sharma, Principal, DCE Mr. Sunil IC Guest House	9/09/21	12/09/21-19/09/21

Dr. Vikesh Kumar Sharma  
Principal, DCE

12	Transport & Administration Management	Dr. Shefali Sharma, Nodal Officer ISO. Mr. A. S. Bhandral, Sr. SO, DET.	Dr. Vikesh Kumar Sharma, Principal, DCE. Mr. Sunil Kumar Supervisor, DET.	16-Sep-21	01:00PM-02:00PM
13	Finance & Accounting Management	Mrs. Bela Chank, Principal, DDC. Dr. Vikesh Kumar Sharma, Principal, DCE.	Mr. A.S Bhandal, Sr. SO, DET.	16-Sep-21	2:00PM-03:00PM
14	Purchase & Inventory Management	Mrs. Bela Chank, Principal, DDC. Dr. Vikesh Kumar Sharma, Principal, DCE.	Mr. A.S Bhandal, Sr. So, DET.	16-Sep-21	3:00PM-04:00PM
15	Girls Hostel Mess, Canteen	Dr. Shefali Sharma, Nodal Officer ISO. Mr. A. S. Bhandral, Sr. SO, DET.	Dr. Vikesh Kumar Sharma, Principal, DCE. Ms. Harsh Gupta DC Girls Hostel Mess & Canteen	16-Sep-21	9:00AM-10:00AM
16	Dogra Degree College (Admission & Registration Management)	Dr. Vikesh Kumar Sharma, Principal, DCE. Mr. A. S. Bhandral, Sr. SO, DET.	Mrs. Bela Duttar, Principal, DDC. Mrs. Geeta, SO/DC	16-Sep-21	10:00AM-11:00AM <i>[Signature]</i>



17	Dogra Degree College (Library Administration Management)	Dr. Virend Kumar Sharma, Principal, D.C.C. Mr. A. S. Bhandal, Sr. SO, DET.	Mrs. Dola Chahal, Principal, DDC, Sec. Class Section, L. Section, DDC.	11/07/2019	11/07/2019
18	Dogra Degree College (Academic Planning & Delivery Management)	Dr. Shashi Sharma, Head College SO, Mr. A. S. Bhandal, Sr. SO, DET.	Mrs. Dola Chahal, Principal, DDC.	12/07/2019	12/07/2019
19	Dogra Degree College (IT Lab Management)	Dr. Virend Kumar Sharma, Principal, D.C.C. Mr. A. S. Bhandal, Sr. SO, DET.	Mrs. Dola Chahal, Principal, DDC, (IT Lab), D.C.C.	14/07/2019	14/07/2019
20	Quality Management System Manual	Mrs. Dola Chahal, Principal, DDC, Mr. A.S. Bhandal, Sr. S.O., DET.	Dr. Shashi Sharma, S.O., DDC	15/07/2019	15/07/2019

Special Instruction :- No refreshment will be served during the Audit Days at the Auditor's Office.

*[Signature]*  
 JUSHEEN SHARMA  
 SOCIAL OFFICER (DET)

*[Signature]*

*[Signature]*

Copy to:

- Secretary, DET
- Principal, D.C.C.
- H.R. DET
- Accounts Section DET
- Guard file.

*[Signature]*  
 D.C.C. & DET

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 Social Dept

- For information please.
- For information to concerned process owners.
- For information to concerned process owners.
- For information to concerned process owners.

DET

INTERNAL QUALITY AUDIT SCHEDULE  
QUARTER)

No.	Audit Dept.	Period: 20th December to 24th December, 2015		
		Auditors	Auditees	Date of Audit
1	Dogra College of Education (Admission & Registration Management)	Dr. Komila Aggarwal, IC Principal, DCE.	Dr. Vikesh Kumar Sharma, Principal, DCE. Mr. Divishan Lal, Sr. DCE.	20/12/2015
2	Dogra College of Education (Library Administration Management)	Mr. A. S. Bandral, Sr. SO, DET.	Dr. Vikesh Kumar Sharma, Principal, DCE.	20/12/2015
	Ms. Deepika Sharma, Librarian, DCE.		20/12/2015	
	Dogra College of Education (Academic Planning & Delivery Management)		Dr. Vikesh Kumar Sharma, Principal, DCE.	20/12/2015
	Dogra College of Education (IT Lab Management)	Dr. Komila Aggarwal, IC Principal, DCE. Mr. A. S. Bandral, Sr. SO, DET.	Dr. Vikesh Kumar Sharma, Principal, DCE IC IT Lab, DCE.	20/12/2015
	Dogra Law College- (Academic Planning & Delivery Management)	Dr. Shefali Sharma, Nodal Officer ISO. Mr. A. S. Bandral, Sr. SO, DET.	Dr. Komila Aggarwal, IC Principal, DCE.	21/12/2015

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No. of Pages 1 to 2 of 2

Date 11/11/2015

OFFICE USE ONLY

TO BE MAINTAINED

11:00 AM-12:00 PM

12:00 PM-01:00 PM

09:00 AM-10:00 AM

6	Dogra Law College (Admission & Registration Management)	Dr. Vikash Kumar Sharma, Principal, DUE, Mr. A. S. Bhandal, Sr. SO, DET.	Dr. Kamla Aggarwal, Incharge Principal, DUE, SO, DUE.	21/12/20	10:00AM-11:00AM
7	Dogra Law College (IT Lab Management)	Dr. Vikash Kumar Sharma, Principal, DUE, Mr. A. S. Bhandal, Sr. SO, DET.	Mrs. Kamla Aggarwal Incharge Principal, DUE, IT Lab IC (DUE)	21/12/20	11:00AM-12:00PM
8	Dogra Law College (Library Management)	Dr. Vikash Kumar Sharma, Principal, DUE, Mr. A. S. Bhandal, Sr. SO, DET.	Mrs. Kamla Aggarwal, Incharge Principal, DUE, Librarian (DUE)	21/12/20	12:00PM-01:00PM
9	Security & Safety Management	Dr. Shafiq Sharma Nodal Officer ISO Mr. A. S. Bhandal, Sr. SO, DET.	Dr. Vikash Kumar Sharma, Principal, DUE, Mr. Sunil Kumar Supervisor, DET	21/12/20	09:00AM-10:00AM
10	Facilities Maintenance & General up keep Management	Dr. Shafiq Sharma Nodal Officer ISO Mr. A. S. Bhandal, Sr. SO, DET.	Dr. Vikash Kumar Sharma, Principal, DUE, Mr. Sunil Kumar Supervisor, DET	21/12/20	10:00AM-11:00AM
11	Guest House Management	Dr. Shafiq Sharma, Nodal Officer ISO, Mr. A. S. Bhandal, Sr. SO, DET.	Dr. Vikash Kumar Sharma, Principal, DUE, Mr. Sunil Kumar IC Guest House	21/12/20	11:00AM-12:00PM

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12	Transport & Administration Management	Dr. Shefali Sharma, Nodal Officer ISO, Mr. A. S. Bhandral, Sr. SO, DET.	Dr. Vikesh Kumar Sharma, Principal, DCE, Mr. Sunil Kumar, Supervisor, DCE	22/12/2021	12:00PM-01:00PM	<i>[Signature]</i>
13	Finance & Accounting Management	Mrs. Bela Charak, Principal, DDC, Dr. Vikesh Kumar Sharma, Principal, DCE.	Mr. A S Bhandral, Sr. SO, DET.	23/12/2021	09:00AM-10:00AM	<i>[Signature]</i>
14	Purchase & Inventory Management	Mrs. Bela Charak, Principal, DDC, Dr. Vikesh Kumar Sharma, Principal, DCE.	Mr. A S Bhandral, Sr. SO, DET.	25/12/2021	10:00AM-11:00AM	<i>[Signature]</i>
15	Girls Hostel Mess, Canteen	Dr. Shefali Sharma, Nodal Officer ISO, Mr. A. S. Bhandral, Sr. SO, DET.	Dr. Vikesh Kumar Sharma, Principal, DCE, Ms. Harish Gupta IC Girls Hostel Mess & Canteen	23/12/2021	11:00AM-12:00PM	<i>[Signature]</i>
16	Dogra Degree College (Admission & Registration Management)	Dr. Vikesh Kumar Sharma, Principal, DCE Mr. A. S. Bhandral, Sr. SO, DET.	Mrs. Bela Thakur, Principal, DDC Mrs. Geeta, SO DDC	23/12/2021	12:00PM-01:00PM	<i>[Signature]</i>

17	Dogra Degree College (Library Administration Management)	Dr. Vinod Kumar Sharma, Principal, D.C.S. Mr. A. S. Bhandal, Sr. SO, DET.	Mrs. Susha Thakur, Principal, DEE, Ms. Kirti Sharma, Assistant DOC.	28/02/2024	GRANTING REQUEST	<i>Handwritten signature</i>
18	Dogra Degree College (Academic Planning & Delivery Management)	Dr. Anshu Sharma, Head of Center, DEE, Mr. A. S. Bhandal, Sr. SO, DET.	Mrs. Susha Thakur, Principal, DEE	28/02/2024	GRANTING REQUEST	<i>Handwritten signature</i>
19	Dogra Degree College (IT Lab Management)	Dr. Vinod Kumar Sharma, Principal, D.C.S. Mr. A. S. Bhandal, Sr. SO, DET.	Mrs. Susha Thakur, Principal, DEE, IT Lab, SO, DEE.	28/02/2024	GRANTING REQUEST	<i>Handwritten signature</i>
20	Quality Management System Manual	Mrs. Susha Thakur, Principal, DEE, Mr. A. S. Bhandal, Sr. SO, DET.	Dr. Anshu Sharma, ACR, DEE	28/02/2024	GRANTING REQUEST	<i>Handwritten signature</i>

Special Instructions - No attachment will be served during the Audit Days for the reason which is

*Handwritten signature*  
 DR. ANSHU SHARMA  
 HEAD OFFICER (DET)

Ccgs to:-

- 1. Secretary, DET
- 2. Principal, D.C.S., D.C.E. & D.C.S.
- 3. MR, DET
- 4. Accounts Section, DET
- 5. Chief Fin.

- For information in phone
- For information to concerned process owner
- For information to concerned process owner
- For all records to concerned process owner

*Due to heavy schedule of auditors, the process of audit will be continued on 28/02/2024. For further details contact Mr. A. S. Bhandal, Sr. SO, DET.*

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