Gokhale Education Society's
DR. T. K. TOPE ARTS & COMMERCE NIGHT COLLEGE
PAREL, MUMBAI - 400 012
Permanently affiliated to University of Mumbai from 2004-05
(Reaccredited by NAAC with B-Grade and ISO 9001-2015 Certified)
Estd. 1984
Phone : 022-24138617, 24137609, Email : gestktacnc@hotmail.com | gestktiqac@gmail.com
Website : www.tktopenightcollege.in
Prof. Dr. S. B. Karande, *Principal*
M.A., M.Phil, SET, Ph.D., Economics

Ref. ISO/ B-28/2025-26/ 05 **9 March, 2026**

Notice: Re-Internal Audit ISO 9001:2015

All Teaching and Non-Teaching Staff members are hereby informed that the **Re-Internal Audit for ISO 9001:2015** will be conducted in the college on **Monday, 16 March 2026 at 4:00 p.m.**

All concerned staff members are requested to **keep their respective files, registers, and supporting documents ready for verification** as per the prescribed checklist.

Separate verification will be carried out for **Teaching Departments and Administrative Sections**.

Your cooperation in ensuring proper documentation and compliance with ISO standards is highly appreciated.

Dr. Pankaj Pandagale
M.R. ISO 9001:2015

G.E.S.'S DR. T. K. TOPE ARTS & COMMERCE NIGHT COLLEGE PAREL, MUMBAI-12

Dr. Prof. S.B. Karande
PRINCIPAL

Enclosures
1.Checklist for Teaching staff (Departments)
2.Checklist for non-teaching staff (Office / Administration)

Check List for Internal Audit: ISO 9001-2015

HOD'S Checklist of Records.

1) Department & Personal file of Teaching Staff.

Personal File No.

INDEX

- **i)** Bio data
- **ii)** Certificates
- **iii)** Personal time table
- **iv)** Semester Teaching Plan and Monthly Teaching Reports.
- **v)** Syllabus.
- **vi)** Department Report (Only in H.O.D's Personal file)

2)Records Required in Department.

- 1) Department file
- **1)** Additional/Remedial teaching record.
- **2)** Social Linkages- MOU, Visits, Study Tours.

2.1) Department file

INDEX

- **i)** Workload Distribution (Approval by Principal)
- **i)** Time Table (departmental teachers)
- **ii)** Semester Teaching Plan (departmental teachers)
- **iii)** List/ Roll call of student admitted in the specialization (TYBCom)
- **iv)** Department Report
- **v)** Records of workshops, guest lectures – **1)** Attendance
  - **2)** Correspondence
  - **3)** Feed-back.

(Feed-back of 1 to 2 guest lectures/ workshop, Feedback form enclosed)

- **vi)** Result Analysis of Departmental subjects.

Records Required in office.

1. General office Administration.

- **i)** Muster
- **ii)** Students Roll calls (faculty-wise)
- **iii)** Admission Register
- **iv)** Workload distribution chart of office staff and other staff.
- **v)** Meeting Registers: 1) Office staff
  - 2) Teaching Staff
  - 3) Grievance Redressal Cell
  - 4) Purchase Committee
  - 5) College Development Committee Meeting Register
- **vi)** Service Books.
- **vii)** Staff Leave Record.
- **viii)** Self-appraisal report file/ PBAS.
- **ix)** Inward Register
- **x)** Outward Register
- **xi)** Free ship, Scholarship Register.
- **xii)** Salary Register
- **xiii)** Circular/ Notice file
- **xiv)** Exam forms & fees paid record
- **xv)** Mark sheets & results file

xvi) Receipt of advance & utilization file.

2. Externally provided Services Records.

-Responsibility O.S. & Accountant.

i) Purchase requisitions received from different departments
ii) Consolidated purchase requisition
iii) Request to send quotations.
iv) Quotations
v) Comparative statement
vi) Purchase orders sent to vendors.
vii) Approved suppliers List
viii) List of technical experts
ix) Delivery Challans
x) Invoices
xi) Good received note
xii) Goods refund note
xiii) Stock register. Department/Lab
xiv) Purchase information register.
xv) Vendor evaluation form (initial evaluation of supplier)
xvi) Re-evaluation of existing supplier.
xvii) Vendor evaluation Report
xviii) GST Compliance.

3. Accounts – Responsibility Accountant

i) Budget / Financial statement
ii) Cash Book- Day Book
iii) Ledgers
iv) Vouchers
v) Invoices

4. Internal Services (Establishment) Responsibility O.S. & Establishment In charge

i) Work schedule charts
ii) Measurement Report sheets.
iii) Maintenance & Repairs records:
   A) Complaints record register.
   B) Departmental & other requirements record
   C) Fulfillment of requirement demanded/ feedback report.

5. Quality Control Cell - Responsibility Principal & Chairman QCC

i) Filled formats
ii) Result Analysis of collected data.
iii) Meeting Register

6. **IQAC** – Responsibilities In-charge, OS, Principal.

i) PBAS Form
ii) Meeting register.
iii) Annual report (AQAR)

C) Committee In-charge's checklist of records-
Extra Curricular Activities / Co-curricular Activities

i)	Student council	-	Chairperson
ii)	Gymkhana	-	Gymkhana In-charge
iii)	NSS	-	Programme Officer
iv)	Other Committees	-	Incharge / Chair persons.

Records Required

i) Organization Chart.
ii) Committee Members list.
iii) Meeting records (Attendance & Minutes of meetings)
iv) Plan of activities – Schedule
v) Budget allocation if any (keep copy in the file)
vi) Election record (for student council & gymkhana) list of elected CR, GR and GS.
vii) Annual report of activities
viii) Notices – Circulars / Correspondence.
ix) Planning of Annual Social activities and its conduct- records.
x) Evaluation sheet for selection of "Best Student" (student council)
xi) For- NSS – record of special winter Camp.
xii) For NSS membership record
xiii) Enrollment and deputation for specific activities (applicable to all above)
xiv) Stock register – for NSS & Gymkhana
xv) University Circulars / Calender.
xvi) Rules for the events.
xvii) Correspondence

D) Librarian's checklist of record –

i) Budget allocation.
ii) Library committee meeting register.
iii) Accession register.
iv) Membership record.
v) Withdrawal record.
vi) Stock record.
vii) Periodical record.
viii) Charging discharging record. (Book Issuing record)
ix) Reports.
x) Statements.
xi) Invoices
xii) Recommendation & order.
xiii) Entrance register.
xiv) Printing / purchase record.
xv) Donations.
xvi) Facilities and services.
xvii) News & advertisement clipping.
xviii) University circulars.
xix) College souvenir & other publications.
xx) News paper scrap record.

xxi) Duty chart of library staff (Mention of protection of books & use of fire-extinguisher)
xxii) Computer maintenance record.
xxiii) Library digitization record.
xxiv) Cleanliness Schedule.

E) Chairperson, Exam Committee - checklist of records.

Responsibilities **of Chairperson, Examination Committee.**

College level & University level

i) Number of students who filled exam forms, program-wise, Class-wise.
ii) Record of exam fees paid.
iii) Records of financial resources, advances received, expenses and utilization of the funds. (i, ii and iii records available with office.)
iv) Time tables and schedule of exams.
v) Examinations related appointments.
vi) Report of students appeared for the examination.
vii) Record of attendance.
viii) Record of utilization of stationary.
ix) Record of unfair practices.
x) Marksheet & result of various examinations (Available in office)

F) MR – Responsibility

i) Records of all Surveillance audits up till now.
ii) Records of MRM meetings.
iii) Records of Internal audits conducted up till now.
iv) Review and update list of Internal Auditors.
v) Audit reports and its compliance record.
vi) Preparation of Internal Audit Plan and Schedule.
vii) In-corporation of current year information in Quality Manual and Procedures Manual.
viii) Review of Non-Conformities.
ix) Review of Corrective Action.

C) Committee In-charge's checklist of records-
Extra Curricular Activities / Co-curricular Activities

v) Student council - Chairperson
vi) Gymkhana - Gymkhana In-charge
vii) NSS - Programme Officer
viii) Other Committees - Incharge / Chair persons.

Records Required

xviii) Organization Chart.
xix) Committee Members list.
xx) Meeting records (Attendance & Minutes of meetings)
xxi) Plan of activities – Schedule
xxii) Budget allocation if any (keep copy in the file)
xxiii) Election record (for student council & gymkhana) list of elected CR, GR and GS.
xxiv) Annual report of activities

xxv) Notices – Circulars / Correspondence.
xxvi) Planning of Annual Social activities and its conduct- records.
xxvii) Evaluation sheet for selection of "Best Student" (student council)
xxviii) For- NSS – record of special winter Camp.
xxix) For NSS membership record
xxx) Enrollment and deputation for specific activities (applicable to all above)
xxxi) Stock register – for NSS & Gymkhana
xxxii) University Circulars / Calender.
xxxiii) Rules for the events.
xxxiv) Correspondence

G.E.S.'S SIR T. K. TOPE ARTS & COMMERCE NIGHT COLLEGE PAREL, MUMBAI-12.

PRINCIPAL
GOKHALE EDUCATION SOCIETY'S
SIR T. K. TOPE ARTS & COMMERCE
NIGHT COLLEGE, PAREL, MUMBAI-400012.