

**Aravali College of Engineering and Management, Faridabad**

**Internal Quality Assurance Cell**

**5S Audit Status**

<b>Department :</b> Computer Science Engineering	<b>Audit Date:</b> 8th August 2025	<b>HOD Name:</b> Dr. Ashif Ali
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<b>Lab Name :</b> LAB-01	<b>Audit Time:</b> 2:55 PM	<b>Responsible Person :</b> Ms. Mahima
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**1st Auditor Detail:** MR. PARVEEN KUMAR (HOD ME)

**2nd Auditor Detail:**

Area	5S Category	Checklist Item	Status	Remarks
Computer Labs	Sort (Seiri)	Remove obsolete computers and peripherals	OK	
		Clear unnecessary software and files	OK	
		Dispose of damaged cables and accessories	OK	
		Remove personal items from workstations	OK	
		Eliminate non-essential documentation	OK	
	Set in Order (Seiton)	Organize cables and power management	REQUIRED	
		Label all computers and peripherals	REQUIRED	Fixe Extinguisher
		Create systematic file organization	PARTIAL	
		Arrange furniture for optimal access	OK	
		Implement proper ventilation layout	OK	
	Shine (Seiso)	Clean computer screens and keyboards daily	OK	
		Maintain dust-free CPU units	OK	
		Keep floors and surfaces clean	OK	
		Regular cleaning of air vents and filters	PARTIAL	
		Sanitize shared input devices	OK	
	Standardize (Seiketsu)	Create computer usage guidelines	REQUIRED	
		Establish software installation standards	REQUIRED	
		Implement data backup procedures	PARTIAL	
		Set maintenance schedules for hardware	OK	
		Define user access and security protocols	OK	
Sustain (Shitsuke)	Monitor system performance regularly	OK		
	Conduct user training sessions	OK		
	Maintain software licensing compliance	REQUIRED		
	Review and update IT policies	REQUIRED		
	Implement feedback system for improvements	N/A		

**HOD Signature**

**1st Auditor Signature**

**2nd Auditor Signature**

Aravali College of Engineering and Management, Faridabad

Internal Quality Assurance Cell

5S Audit Status

Department : Computer Science Engineering

Audit Date: 8th August 2025

HOD Name: Dr. Ashif Ali

Lab Name : LAB-02

Audit Time: 3:00 PM

Responsible Person : <sup>MS.</sup> Ankita Chauhan

1st Auditor Detail:

MR. PARVEEN KUMAR (HODME)

2nd Auditor Detail:

Dr. Anok Agarwal (HOD, ECE)

Area	5S Category	Checklist Item	Status	Remarks
Computer Labs	Sort (Seiri)	Remove obsolete computers and peripherals	PARTIAL	
		Clear unnecessary software and files	OK	
		Dispose of damaged cables and accessories	OK	
		Remove personal items from workstations	OK	
		Eliminate non-essential documentation	OK	
	Set in Order (Seiton)	Organize cables and power management	REQUIRED	FIRE EXTINGUISHER REQUIRED
		Label all computers and peripherals	REQUIRED	
		Create systematic file organization	PARTIAL	
		Arrange furniture for optimal access	OK	
		Implement proper ventilation layout	OK	
	Shine (Seiso)	Clean computer screens and keyboards daily	OK	
		Maintain dust-free CPU units	OK	
		Keep floors and surfaces clean	OK	
		Regular cleaning of air vents and filters	PARTIAL	
		Sanitize shared input devices	OK	
	Standardize (Seiketsu)	Create computer usage guidelines	REQUIRED	
		Establish software installation standards	REQUIRED	
		Implement data backup procedures	PARTIAL	
		Set maintenance schedules for hardware	OK	
		Define user access and security protocols	OK	
Sustain (Shitsuke)	Monitor system performance regularly	OK		
	Conduct user training sessions	OK		
	Maintain software licensing compliance	REQUIRED		
	Review and update IT policies	REQUIRED		
	Implement feedback system for improvements	N.A.		

HOD Signature

*Ashif*

1st Auditor Signature

*Parveen*

2nd Auditor Signature

*Ankita*



**Aravali College of Engineering and Management, Faridabad**

**Internal Quality Assurance Cell**

**5S Audit Status**

Department : Computer Science Engineering	Audit Date: 8th August 2025	HOD Name: Dr. Ashif Ali
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Lab Name: Lab-03	Audit Time: 3.10 PM	Responsible Person: Ms. Kavita
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1st Auditor Detail: **Dr. Atok Agarwal (HOD, ECE)**

2nd Auditor Detail: **Mr. Parveen Kumar (HOD ME)**

Area	5S Category	Checklist Item	Status	Remarks
Computer Labs	Sort (Seiri)	Remove obsolete computers and peripherals	OK	
		Clear unnecessary software and files	OK	
		Dispose of damaged cables and accessories	OK	
		Remove personal items from workstations	OK	
		Eliminate non-essential documentation	OK	
	Set in Order (Seiton)	Organize cables and power management	Required	
		Label all computers and peripherals	Required	Fire Extinguisher
		Create systematic file organization	Partial	
		Arrange furniture for optimal access	OK	
		Implement proper ventilation layout	OK	
	Shine (Seiso)	Clean computer screens and keyboards daily	OK	
		Maintain dust-free CPU units	OK	
		Keep floors and surfaces clean	OK	
		Regular cleaning of air vents and filters	Partial	
		Sanitize shared input devices	OK	
	Standardize (Seiketsu)	Create computer usage guidelines	Required	
		Establish software installation standards	Required	
		Implement data backup procedures	Partial	
		Set maintenance schedules for hardware	OK	
		Define user access and security protocols	OK	
	Sustain (Shitsuke)	Monitor system performance regularly	OK	
		Conduct user training sessions	OK	
		Maintain software licensing compliance	Required	
		Review and update IT policies	Required	
		Implement feedback system for improvements	N.A.	

HOD Signature: *Ashif*

1st Auditor Signature: *Ashif*  
 2nd Auditor Signature: *Parveen*

**Aravali College of Engineering and Management, Faridabad**

**Internal Quality Assurance Cell**

**5S Audit Status**

Department : Computer Science Engineering

Audit Date: 8th August 2025

HOD Name: Dr. Ashif Ali

Lab Name : LAB-04

Audit Time: 3.22 P M

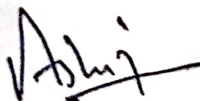
Responsible Person : MS. Jaspreet Kaur

1st Auditor Detail: Dr. Alok Agrawal (HOD, ECE)

2nd Auditor Detail: MR. PARVEEN KUMAR (NOME)

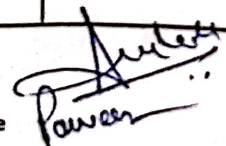
Area	5S Category	Checklist Item	Status	Remarks
Computer Labs	Sort (Seiri)	Remove obsolete computers and peripherals	OK	
		Clear unnecessary software and files	OK	
		Dispose of damaged cables and accessories	OK	
		Remove personal items from workstations	OK	
		Eliminate non-essential documentation	OK	
	Set in Order (Seiton)	Organize cables and power management	REQUIRED	FILE EXTRAORDINARY REQUIRED
		Label all computers and peripherals	REQUIRED	
		Create systematic file organization	PARTIAL	
		Arrange furniture for optimal access	OK	
		Implement proper ventilation layout	OK	
	Shine (Seiso)	Clean computer screens and keyboards daily	OK	
		Maintain dust-free CPU units	OK	
		Keep floors and surfaces clean	OK	
		Regular cleaning of air vents and filters	PARTIAL	
		Sanitize shared input devices	OK	
	Standardize (Seiketsu)	Create computer usage guidelines	REQUIRED	
		Establish software installation standards	REQUIRED	
		Implement data backup procedures	PARTIAL	
		Set maintenance schedules for hardware	OK	
		Define user access and security protocols	OK	
Sustain (Shitsuke)	Monitor system performance regularly	NEARLY OK		
	Conduct user training sessions	OK		
	Maintain software licensing compliance	REQUIRED		
	Review and update IT policies	REQUIRED		
	Implement feedback system for improvements	N.A.		

HOD Signature



1st Auditor Signature

2nd Auditor Signature



Aravali College of Engineering and Management, Faridabad

Internal Quality Assurance Cell

5S Audit Status

Department : Computer Science Engineering

Audit Date: 8th August 2025

HOD Name: Dr. Ashif Ali

Lab Name : Lab-5

Audit Time: 3.30 PM

Responsible Person : Ms. Neelem

1st Auditor Detail:

Dr. Atok Agarwal (HOD, ECE)

2nd Auditor Detail:

MR. PARVEEN KUMAR (HOD ME)

Area	5S Category	Checklist Item	Status	Remarks
Computer Labs	Sort (Seiri)	Remove obsolete computers and peripherals	OK	
		Clear unnecessary software and files	OK	
		Dispose of damaged cables and accessories	OK	
		Remove personal items from workstations	OK	
		Eliminate non-essential documentation	OK	
	Set in Order (Seiton)	Organize cables and power management	Required	
		Label all computers and peripherals	Required	
		Create systematic file organization	Partial	
		Arrange furniture for optimal access	OK	
		Implement proper ventilation layout	OK	
	Shine (Seiso)	Clean computer screens and keyboards daily	OK	
		Maintain dust-free CPU units	OK	
		Keep floors and surfaces clean	OK	
		Regular cleaning of air vents and filters	Partial	
		Sanitize shared input devices	OK	
	Standardize (Seiketsu)	Create computer usage guidelines	Required	
		Establish software installation standards	Required	
		Implement data backup procedures	Partial	
		Set maintenance schedules for hardware	OK	
		Define user access and security protocols	OK	
Sustain (Shitsuke)	Monitor system performance regularly	OK		
	Conduct user training sessions	OK		
	Maintain software licensing compliance	Required		
	Review and update IT policies	Required		
	Implement feedback system for improvements	N.A.		

HOD Signature

*Ashif*

1st Auditor Signature

2nd Auditor Signature

*Atok*  
*Parveen*



**Aravali College of Engineering and Management, Faridabad**

**Internal Quality Assurance Cell**

**5S Audit Status**

<b>Department :</b> Computer Science Engineering	<b>Audit Date:</b> 8th August 2025	<b>HOD Name:</b> Dr. Ashif Ali
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<b>Lab Name :</b> LAB-06	<b>Audit Time:</b> 3.40 PM	<b>Responsible Person :</b>
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**1st Auditor Detail:** Dr. Atok Aggarwal (HOD, ECE)

**2nd Auditor Detail:** MR. PARVEEN KUMAR (HOD ME)

Area	5S Category	Checklist Item	Status	Remarks	
Computer Labs	Sort (Seiri)	Remove obsolete computers and peripherals	OK		
		Clear unnecessary software and files	OK		
		Dispose of damaged cables and accessories	OK		
		Remove personal items from workstations	OK		
		Eliminate non-essential documentation	OK		
	Set in Order (Seiton)	Organize cables and power management	REQUIRED		FIRE EXTINGUISHER
		Label all computers and peripherals	REQUIRED		
		Create systematic file organization	PARTIAL		
		Arrange furniture for optimal access	OK		
		Implement proper ventilation layout	OK		
	Shine (Seiso)	Clean computer screens and keyboards daily	OK		
		Maintain dust-free CPU units	OK		
		Keep floors and surfaces clean	OK		
		Regular cleaning of air vents and filters	PARTIAL		
		Sanitize shared input devices	OK		
	Standardize (Seiketsu)	Create computer usage guidelines	REQUIRED		
		Establish software installation standards	REQUIRED		
		Implement data backup procedures	OK		
		Set maintenance schedules for hardware	OK		
		Define user access and security protocols	OK		
Sustain (Shitsuke)	Monitor system performance regularly	OK			
	Conduct user training sessions	OK			
	Maintain software licensing compliance	REQUIRED			
	Review and update IT policies	REQUIRED			
	Implement feedback system for improvements	NA			

**HOD Signature**

**1st Auditor Signature**   
**2nd Auditor Signature**

Aravali College of Engineering and Management, Faridabad

Internal Quality Assurance Cell

5S Audit Status

Department : Computer Science Engineering

Audit Date: 8th August 2025

HOD Name: Dr. Ashif Ali

Lab Name : Lab-7

Audit Time: 3.45

Responsible Person : Ms. Amita Nanded

1st Auditor Detail:

2nd Auditor Detail:

MR. PARVEEN KUMAR (HOD ME)

Area	5S Category	Checklist Item	Status	Remarks
Computer Labs	Sort (Seiri)	Remove obsolete computers and peripherals	OK	
		Clear unnecessary software and files	OK	
		Dispose of damaged cables and accessories	OK	
		Remove personal items from workstations	OK	
		Eliminate non-essential documentation	OK	
	Set in Order (Seiton)	Organize cables and power management	Required	
		Label all computers and peripherals	Partial	File Extinction done
		Create systematic file organization	Partial	
		Arrange furniture for optimal access	OK	
		Implement proper ventilation layout	OK	
	Shine (Seiso)	Clean computer screens and keyboards daily	OK	
		Maintain dust-free CPU units	OK	
		Keep floors and surfaces clean	OK	
		Regular cleaning of air vents and filters	OK	
		Sanitize shared input devices	OK	
	Standardize (Seiketsu)	Create computer usage guidelines	Required	
		Establish software installation standards	Required	
		Implement data backup procedures	Partial	
		Set maintenance schedules for hardware	OK	
		Define user access and security protocols	OK	
Sustain (Shitsuke)	Monitor system performance regularly	OK		
	Conduct user training sessions	OK		
	Maintain software licensing compliance	Required		
	Review and update IT policies	Required		
	Implement feedback system for improvements	NA		

HOD Signature

Ashif

1st Auditor Signature

2nd Auditor Signature

Parveen



**Aravali College of Engineering and Management, Faridabad**

**Internal Quality Assurance Cell**

**5S Audit Status**

Department : Computer Science Engineering

Audit Date: 8th August 2025

HOD Name: Dr. Ashif Ali

Lab Name : LAB-08

Audit Time: 3.55 P.M

Responsible Person : Ms. Malima

1st Auditor Detail:

MR. PARVEEN KUMAR (HOD ME)

2nd Auditor Detail:

Dr. Akh Agarwal (HOD, ECE)

Area	5S Category	Checklist Item	Status	Remarks
Computer Labs	Sort (Seiri)	Remove obsolete computers and peripherals	OK	
		Clear unnecessary software and files	OK	
		Dispose of damaged cables and accessories	OK	
		Remove personal items from workstations	OK	
		Eliminate non-essential documentation	OK	
	Set in Order (Seiton)	Organize cables and power management	REQUIRED	
		Label all computers and peripherals	REQUIRED	
		Create systematic file organization	PARTIAL	
		Arrange furniture for optimal access	OK	
		Implement proper ventilation layout	OK	
	Shine (Seiso)	Clean computer screens and keyboards daily	OK	
		Maintain dust-free CPU units	OK	
		Keep floors and surfaces clean	OK	
		Regular cleaning of air vents and filters	PARTIAL	
		Sanitize shared input devices	OK	
	Standardize (Seiketsu)	Create computer usage guidelines	REQUIRED	
		Establish software installation standards	REQUIRED	
		Implement data backup procedures	PARTIAL	
		Set maintenance schedules for hardware	OK	
		Define user access and security protocols	OK	
Sustain (Shitsuke)	Monitor system performance regularly	OK		
	Conduct user training sessions	OK		
	Maintain software licensing compliance	REQUIRED		
	Review and update IT policies	REQUIRED		
	Implement feedback system for improvements	NA.		

HOD Signature: Ashif

1st Auditor Signature

Parveen  
Ashif

2nd Auditor Signature

Aravali College of Engineering and Management, Faridabad

Internal Quality Assurance Cell

5S Audit Status

Department : Computer Science Engineering

Audit Date: 8th August 2025

HOD Name: Dr. Ashif Ali

Lab Name : Lab-9

Audit Time: 4.05 PM

Responsible Person : Ms. Parnel Sara ✓

1st Auditor Detail:

2nd Auditor Detail:

MR. PARUL KUMAR (HODME)

Area	5S Category	Checklist Item	Status	Remarks
Computer Labs	Sort (Seiri)	Remove obsolete computers and peripherals	OK	
		Clear unnecessary software and files	OK	
		Dispose of damaged cables and accessories	OK	
		Remove personal items from workstations	OK	
		Eliminate non-essential documentation	OK	
	Set in Order (Seiton)	Organize cables and power management	Required	
		Label all computers and peripherals	Required	Fire Extinguisher Read.
		Create systematic file organization	Partial	
		Arrange furniture for optimal access	OK	
		Implement proper ventilation layout	OK	
	Shine (Seiso)	Clean computer screens and keyboards daily	OK	
		Maintain dust-free CPU units	OK	
		Keep floors and surfaces clean	OK	
		Regular cleaning of air vents and filters	Partial	
		Sanitize shared input devices	OK	
	Standardize (Seiketsu)	Create computer usage guidelines	Required	
		Establish software installation standards	Required	
		Implement data backup procedures	Partial	
		Set maintenance schedules for hardware	OK	
		Define user access and security protocols	OK	
Sustain (Shitsuke)	Monitor system performance regularly	OK		
	Conduct user training sessions	OK		
	Maintain software licensing compliance	Required		
	Review and update IT policies	Required		
	Implement feedback system for improvements	NA		

HOD Signature

Ashif

1st Auditor Signature

2nd Auditor Signature

Parnel

