ACADEMIC AUDIT 2024-25

Name of the Faculty/Department

Audit Team: External/Internal

1.		3.	
2.		4.	

Date of Audit:

	Faculty / Department Timings .... to	Observations	Remarks/Suggestions

I Curricular Aspects (2024-25)

A	Curriculum Design and Development
A.1	Name of Programmes and Board of Studies (BOS) conducted

	Name of Faculty.	Name of Department	Year of establishment	Last BOS conducted with year and frequency of revision	Attach details /Annexture No.

A.2	The Programmes offered by the institution focus on employability/ entrepreneurship/ skill development and their course syllabi are adequately revised to incorporate contemporary requirements (Academic Session 2024-25)

	Name of Programme	Name of Course	Course Code	Attach details /Annexture No

A.3	The Programmes offered by the institution focus Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment

	& Sustainability and other value framework enshrined in Sustainable Development goals and National Education Policy – 2020 into the Curriculum				
	Name of Program	Name of Course	Course code	Remark	Attach details /Annexture No.
B	**Academic Flexibility**				
B.1	New courses introduced across all programmes offered (Academic Session 2024-25)				
	Name of the Programme	Name of the Course		Course Code	Year of Introduction	Attach Annexture
C	**Curriculum Enrichment**					
C.1	Number of certificate / value-added courses / Diploma Programmes offered by the institution and online courses of MOOCs, SWAYAM / e-Pathshala/NPTEL and other recognized platforms where the students of the institution have enrolled and successfully completed (Session 2024-25)					
	Name of the course/ Programme/ Course Code (if any)	Mode of the Course- offered by the HEI or Online (Specify the platform like MOOCS, SWAYAM, etc.) or Value-Added Course	Year of offering /Year of enrolment	Contact hours of course	Number of students enrolled in the year	Number of Students completing the course in the year (certificate copy)	Attach broacher/ attendance /certificates along with office circular for course announcement
1							
2							
3							
4							
5							

C.2		Programmes that have components of field projects / research projects / internships etc. (Academic session 2024-25)				
	Name of the Programme(s) offered by the Department	Programme Code	Whether the program has components of Field project / research project/ internship (Yes/No)	If yes, name of the component (Field project / research project/ internship - Please specify)	Course code of the component	Number of students undertaking the field projects / research projects/ internships
1						
2						
3						
4						
5						
D		**Feedback on curriculum collected, analyzed with Action Taken Report (Academic session 2024-25)**				
i.		Students	Yes/No		(Month/Year)	
ii.		Teacher	Yes/No		(Month/Year)	
iii.		Alumni	Yes/No		(Month/Year)	
iv.		Employer	Yes/No		(Month/Year)	

II Teaching- Learning and Evaluation (2024-25)

A		**Student Enrolment and Profile**				
A.1		Name of Faculty	Programme offered	Year of establishment	Number of Sanctioned Strength	Number of Admitted Strength
B		**Catering to Student Diversity**				
B.1		Student-Full time teacher ratio (2024-25)				
B.2		Categorization of Advance and Slow learners (provide details)				
B.3		i. Mentor-Mentee session 2024-25 (Yes/No) ii. Number of Mentors iii. Details of Students with each mentor				

C	Teacher Profile and Quality					
C.1	i. Sanctioned Teaching staff per Department (Professor/Associate Professor/ Assistant Professor) and number of teachers present/appointed (2024-25) ii. Number of Contractual/Visiting Faculty per department (as applicable) iii. Details of the teaching staff as per format given below:					
	Name of Department	Name of Teacher	Qualification	Designation	Date of Joining	Teaching Experience
C.2	No. of teachers with Ph.D./NET/M.Phil. /Without Ph.D.					
C.3	**Teaching-Learning Process**					
C.3.1	Conduct of Classes (Academic calendar 2024-25/Instructional Delivery/Lesson plan /Workload assigned etc.)					
C.3.2	Use of supplementary teaching tools and application (Online Resources & ICT tools used)					
C.3.3	Seminars/Workshops/Guest Lectures Organized by the faculty.				Attach Annexture of poster /Banner, photographs, certificates/attendance sanction taken documents etc.	
C.3.3a	Teachers undergoing Seminars/Workshops/Guest Lectures Organized by other institutions					
	Name of the Faculty	**Type of Program (Professional Development Programmes, Orientation/Induction Programmes, Refresher Course, Short Term Course)**	**Duration (in No. of days)**	**start Date and end date**	**Name of the Organising Institution**	
				Yes/No	Attach records	
C.3.4	PDP classes (details with attendance records)					
C.3.5	Remedial Classes (details with attendance records)					

C.3.6	Student Assignment		
C.3.7	Student Feedback on teaching learning		
C.3.8	Peer tutoring (with details)		
C.3.9	Peer Review (with details)		
C.3.10	Teachers Diary (2024-25) Submitted/Not Submitted		
D	**Student Performance and learning outcomes**		
D.1	Conduct of Internal Examination (2024-25) (Assignment or test with dates as per Academic calendar)		
D.2	Maintenance of Marks Register		
D.3	Outcome based Education OBE (Followed or not)		
D.4	Result of University Examinations (2024-25)		

	Analysis of University Results As per pass out Batch in each programme 2024-2025				Remarks
	Name of the program	**Students appeared**	**Students passed**	**Pass percentage**	
1.					
2					

III Research, Innovations and Extension (2024-25)

A	**Promotions of Research and Facilities**			Yes /No	Attach files as proof
A.1	Research Facilities available				
A.2	Number of Teachers provided with seed money for research (2024-25)				
S. No	**Name of the faculty recipient of Seed Money**	**Date of grant DD-MM-YYYY**	**Amount granted (INR in Lakhs)**	**Attach evidence letter and project completion report**	
A.3	Number of JRF/SRF among the enrolled Ph.D. Scholars				Attach evidence

B	**Resource Mobilization for Research**						
B.1	Number of Research Projects per Teacher funded by govt./ non govt. agencies/Industry etc. (details to be provided)						
C	**Innovation Ecosystem**						
C.1	Number of awards received for research/Innovation by teachers/research scholar/students (2024-25)						
Name of the teacher received the national/ international fellowship/financial support	**Name of the fellowship**	**Financial support (amount in INR)**	**Purpose of the grant**	**Stature of fellowship (national/International)**	**Awarding Agency**	**Year of Award**	
C.2	Number of seminar/workshop organized on IPR/IKS (2024-25)						
C.3	Innovative activities/Innovation/Research by Department/School						
D	**Research Publications and Awards** (2024-25) (*Annexures with details)						
D.1	Number of Research Paper Published per teacher						

D.2	Number of books and/ or Chapters published per teacher		
D.3	Number of Patents published/awarded		
D.4	Number of Ph.Ds. awarded per recognized guide		
D.5	E-content developed by teacher		
E	**Consultancy**		
E.1	Revenue generated from consultancy and corporate training (2024-25)		
F	**Extension Activities**		
F.1	Number of Extension and Outreach Programme conducted by Institution through organized forums like NSS/NCC		
G	**Collaboration**		
G.1	Number of functional MoUs/linkage with institutions/industries in India and abroad for internship, on-the-job training, project work, student/faculty exchange and collaborative research (2024-25) (Activities per MOU Letter)		
IV Infrastructure & Learning Resources			
A	**Physical Facilities**		
A.1	Classrooms/Laboratories (UG/PG/Research Lab)		
A.2	Room number /Name of class room /E-Class Rooms/Lab/ Seminar Hall (with details)		
A.3	ICT Facilities Such as Smart Classes/LMS etc.		
A.4	Basic Facilities • Auditorium • Indoor/Outdoor Games Facilities • Bank/ATM • Sanitation		

	• Drinking Water Facilities • Gymnasium • Girls common room • Canteen Others please specify			
B	**Library as a Learning Resource** (2024-25)			
B.1	Departmental Library & University Library (with details of number of books, journals, e-resources etc.)			
B.2	Number of New Books/Journals etc.			
C	**IT Infrastructure**			
C.1	IT Facilities Available i. Total Number of Computers – Staff and Dean Office etc. ii. Internet facilities available with bandwidth			
C.2	Student-Computer ratio			
C.3	Facilities for e-content and other resource development (Such as Audio-visual center, Animal House, Museum, Research Lab etc.)			
V Student Support and Progression				
A	**Student Support (2024-25)**			
A.1	Number of Students benefited by scholarships – (Name of Student/Type of Scholarships)			
A.2	Career Counselling and guidance by the school/college Coaching for competitive exam (Yes/No)			
A.3	Capacity development and skills enhancement initiatives undertaken by the institution (Soft Skill, Language and communications skills, life skills etc.)			
A.4	Redressal of student grievances (give details, if any)			

B	**Student Progression** (2024-25)		
B.1	Placement Activities undertaken by the faculty		
B.2	Number of outgoing students placed		
B.3	Number of students who qualified NET/SLET/ Government Exams etc. (kindly provide the information with details)		
B.4	Number of students who have progressed to higher education		
C	**Student Participation and Activities**		
C.1	Student Council (Presence of Student Council and its Activities for Institutional Development and student welfare) Student Centric Activities (Sports/cultural/technical/clubs etc.)		
C.2	Awards Received in activities (Inter University/State/National/International events)		
D	**Alumni Engagement**		
D.1	Alumni Contribution		
D.2	Related Activities in schools/college		
VI Governance, Leadership and Management			
A	**Institutional Vision and Leadership**		
A.1	Vision and mission of Faculty / Department		
A.2	Implementation of e-governance and Institutional Polices (Yes/No)		
A.3	Future Plan		
B	**Faculty Empowerment Strategies (2024-25)**		
B.1	The institution has performance appraisal system for teaching and non-teaching staff and avenues for career development/progression (Yes/No)		
B.2	Financial support to attend conferences/workshops/ publish research papers		

B.3	FDP's/QIP/Orientation/Refresher program attended (2024-25)					
	Dates (from-to) (DD-MM-YYYY)	**Title of the conference/ workshops/ name of the professional body**	**Name of the teacher attended**	**Amount provided by the HEI**	**Purpose (Membership fee/travel and other expenses/Registration fee)**	
B.4	i. Activities/participation in various committees of the Faculty/Dept. (Minutes of meeting to be attached) ii. Parents/ Teachers meeting- whether information is being given to parents or not					
B.5	Timely submission of information to IQAC (whether the school/college has criteria in charge assigned for the same)					
VII Institutional Values Best practices and Social Responsibilities						
A.1	Facilities for alternate source of energy (Solar energy/Biogas plant/ Use of LED bulbs etc.					
A.2	Waste Management /Waste Recycling system (Solid/ Liquid/Biomedical/E-waste/Hazardous chemicals etc.)					
A.3	Water conservation facilities and green campus initiatives					
A.4	Institution has prescribed code of conduct for students, teachers, administrators and other staff					
A.5	Best practices of School (mention any two with supporting documents)					

Name & Signature of the Academic Auditors:

1.   (   )

2.   (   )

3.   (   )

4.   (   )

5.   (   )