

**Format for Department Academic Audit (Internal)**

**(01-04-2019 to 30-04-2020)**

**Name of the Department**

**Date of Internal Academic Audit**

**Name, Designation and Address of Academic Audit  
Experts**

**Members of Staff Present**

Criterion	Items	Verification Comments Yes/No	Suggestions for improvement
<b>1. Curriculum (For evidence Annexure part – I is enclosed)</b>	Steps followed in the designing of syllabus & curriculum <ul style="list-style-type: none"> <li>• Teaching Plan</li> <li>• Lesson Plan</li> </ul>		
	Steps to followed for identification Curriculum gaps		
	The present curriculum validation done with other premium institute		
	Methodology adopted for preparation of outcome based curriculum / Education.		
	Credits allotted / distribution – logic		

<b>I Curriculum Transaction</b>	Teaching methods & teaching aids		
	E-learning modules		
	Project work UG/PG		
	Internal assessment – components – Uniqueness		
	Student support – remedial Coaching/ Extra Classes / Coaching for competitive Examinations		
	Stakeholders meeting – evaluation of student’s progress		
	Feedback from students <ul style="list-style-type: none"> <li>• Communication Skills</li> <li>• Interest generated by the Teacher</li> <li>• Ability to integrate course material with environment/other issues to provide a broader perspective</li> <li>• Punctuality of the teacher</li> <li>• Accessibility of the Teacher beyond the class room</li> <li>• Ability to design co-curricular programs and innovative evaluation methods</li> <li>• Effective use of teaching methods</li> <li>• Knowledge Base of the Teacher in the relevant subject</li> <li>• Sincerity and Commitment of</li> </ul>		

	the Teacher <ul style="list-style-type: none"> <li>Overall rating of the teacher</li> </ul>		
	Steps taken on the feedback		
<b>II Faculty Profile</b>	Projects completed / on going		
	Seminars / Conferences/Symposiums etc Attended		
	Papers / articles / books published		
	FDP / RC / OC / Training Program / Workshops attended		
	FDPs/RC/OC/Training Programs / Workshops organized		
	Preparation of E-learning Materials / Content / Monograms		
	Acted as resource persons		
	M.Phil. & Ph. D awarded		

<b>III Profile of Students</b>	Demand ratio (Applications received Vs Sanctioned Strength) & Cultural / Technical / Sports / other Activities		
	Students involvement in extra-curricular & Co-curricular activities		
	Study tours / industrial visits / exhibitions / Internships / Training programs etc organized /Conducted / attended		
	Achievements / NCC/UBA/Swatch Bharat/NSS etc		
	Corporate Social Responsibility (CSR), University Social Responsibility (USR), Community Engagement activities, organized and their Impact		

<b>IV Infrastructure in the Department</b>	No. of class rooms		
	No. of laboratories		
	No. of computers – for teachers		
	No. of computers – for Students		
	No. of computers – research Scholars		
	No. of instruments		

<b>V. Activities of the Department</b>	MoUs signed		
	R & D Projects		
	Consultancy		
	Collaborations		
	Patents & Copy rights		
	Association Meetings		
	Guest lectures		
	Conference / Seminar / Workshop conducted		
	Extension of Activities		
	Interaction with Industry / Research Centers / Educational Institutions		
	Newsletters / Magazines etc		
	Placements		

<b>VI Examinations</b>	1 <sup>st</sup> Mid Question Paper Valuation & Distribution		
	2 <sup>nd</sup> Mid Question Paper Valuation & Distribution		
	Online mid exams		
	Assignments / Viva Voce etc		
	Corrected Mid Paper obtained the signature of the student		
	Results Reviewed		
	Corrected Assignments & Mid Papers obtained the signature of the student		
	Mid Marks Submitted to Examination Section		
	Exit Survey collected from outgoing students.		
	Class room observation from collected for all students		
	Student Feed Back form collected from all students (At the end of Semester)		



**Please comment on SWOC Analysis:**

<b>Strengths</b>	
<b>Weaknesses</b>	
<b>Opportunities</b>	
<b>Challenges</b>	
<b>Best Practice (s) / Innovations of the Department</b>	
<b>Future Plans of the Department</b>	1. 2. 3. 4. 5.

**Signature of the HoD with Seal**

**Signature of the Academic Audit Experts& ISO Internal Auditors**

**1.**

**2.**