



ACADEMIC AUDIT REPORT (ACADEMIC YEAR 2018 -19)

Department Audited: Date:

Programmes Offered:,

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Auditor's Name & Designation:

Co - Auditor's Name & Designation:

Sl. No.	Name of the File	Remarks					
	Brief history of the Department						
	Vision and Mission of the Department						
	Details of the programme offered						
Overall Quality Assurance							
Sl. No.	Criteria	Grade					Remarks by the Auditors
		5 – Very Good and 1 - Very Poor (if not available don't rate the criteria)					
		5	4	3	2	1	
1.	System for Quality Assurance						
2.	Previous Academic Audit Reports & its compliance						
3.	Stock Audit Reports (Internal/ External) & its compliance						
4.	Records related to any special status conferred by the central/ state government						
5.	Records related to Departmental contribution to the University's growth						
6.	Quality Action Plan for the AY and its outcomes						

Admission Quality						
7.	Demand Ratio and Student Statistics (ref AQAR)					
8.	Records related to Admissions (Applications, selection procedure & List)					
Curricular Aspects						
9.	Records on Syllabus Revision & Curriculum (all regulations in Hard Copy and BOS minutes of AY)					
10.	Syllabus related to course on Employability, Entrepreneurship innovation & Skill Development,					
11.	Display of Program/ Program specific/ Course outcomes in University Website					
12.	Records related to Value Added Courses					
Teaching, Learning and Evaluation						
13.	Academic Calender (2018-19)					
14.	Laboratory Manual					
15.	Records on availability and use of ICT tools in class rooms					
16.	Records related to Mentoring					
17.	Records on Field Projects/ Internships undertaken by students					
18.	Records related to structured feedback from Students on Teaching Process					
19.	Records related to structured feedback from teachers on students learning					
20.	Records related to structured Feedback from Parents on Teaching Learning Process					
21.	Records related to structured feedback from Alumni					
22.	Records related to structured feedback from Employers					
23.	Record on Feedback analysis, action taken and outcomes					
24.	Student Satisfaction Survey on					

	the department						
25.	Detailed Staff Profile						
26.	Records related to Honours and Awards received from state/central government						
27.	Time Table						
28.	Attendance Register (student , Research Scholars & staff)						
29.	Records on P.G. Projects Review & Continuous Assessment						
30.	Details regarding Best Students/ advanced/ Weak learners						
31.	Records on Students Exam Results Statistics						
Research, Innovation, Incubation and Extension							
32.	Records related to Research Fellowships/ Award received from National / international level.						
33.	Enrolment details of JRF/SRF/ PDF/ RA / Other Fellows						
34.	Records related to conduct of seminar on IPR/ Industry Academia Innovative Practices						
35.	Records related to Awards for Innovation won by department						
36.	Records related to Incubation centre and Start ups by dept.						
37.	Records on Ph.D awarded at Department						
38.	Research Publications in the journals mentioned in UGC / CARE List by the department						
39.	Books/ Edited Volumes/ Paper Presentation by Teachers in Conferences						
40.	Patents Published/ Awarded by Teachers during AY						
41.	Records on Commercialised Patents						
42.	Details regarding the Citation Index (excluding Self Citation) by the Teachers						
43.	H-Index of the Department for						

	the AY						
44.	Details regarding the Teachers serving as resource person for the AY						
45.	Records related to Revenue generated through corporate training						
46.	Records related to Revenue Generated through consultancy work.						
47.	Records related to Extensions/ Outreach programmes organized with industry collaboration.						
48.	Records on Awards received for Extension activities from Govt.						
49.	Records on research, faculty/ students exchange collaborations						
50.	Industry Linkage for internships, training, project work and resource sharing						
51.	Functional MOUs signed with industry, National/ International Institutes signed in AY						
52.	Records on Budget allocation and Utilization (including maintenance)						
53.	Records on Research Advisory Committee for M.Phil (Minutes)						
54.	Records on M.Phil. Thesis – External Evaluation – Documents						
55.	Records on M.Phil. Viva Voce by External Examiner						
56.	Availability of UGC CARE List (soft/ hard copy)						
57.	Funded Projects (submitted/ completed/ ongoing) , Thrust Areas progress, and outcomes						
58.	Departmental Projects like SAP/ FIST/ TEQIP, etc.						
Infrastructure and Learning Resources							
59.	Availability of MIS for departmental data management						

60.	Records on resources augmentation during AY (ref 4.1.2 of AQAR)						
61.	Records related to departmental library						
62.	E-Contents developed by teachers for E-PG Pathshala, SWAYAM, NPTEL, etc.						
63.	Records on Technology upgradation during AY						
64.	Internet connectivity status, bandwidth details						
65.	Facility available at dept. for e-content development						
Student Support and Progress							
66.	Student Details and related statistics						
67.	Records related to capability enhancement of students (remedial class, skill enhancement, spoken English etc)						
68.	Records on Competitive coaching and students benefitted						
69.	Records related to redressal of students' grievances, sexual harassments and ragging						
70.	Placement Records						
71.	Students progression to Higher Education Records						
72.	Records on students qualifying in state/ national/ international level examinations						
73.	Records related to students; achievement in Sports & Cultural Activities						
74.	Records on Alumni meetings/ activities						
75.	Records related to the Value training e.g. induction programme						
76.	Records on departmental students association and their participation in committees						

Governance, Leadership and Management						
77.	Minutes of the Staff Meeting					
78.	Availability of Maintenance Policies and Procedures					
79.	Records related to financial assistance to teachers for attending conference/ workshops					
80.	Compliance to the UGC Guidelines, SCAA, Statutes					
81.	Availability of Circular Folder					
82.	Upkeeping of Stock Register					
83.	Records related to teachers professional development (refresher, orientation)					
Institutional Values and Best Practices						
84.	Records related to Best Practices of Department					
85.	Road map of the Department & Strategic Plan					

Note: The auditors can provide their constructive suggestions for the quality enhancement in an elaborate manner as appendix mentioning the serial numbers.

Auditors' Suggestion for further improvement: (Use additional sheets if required)

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Overall Remarks/ Recommendations by the Auditors: (Use additional sheets if required)

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Signature of the Co - Auditor

Name:

Designation:

Date:

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