



ACADEMIC AUDIT REPORT (ACADEMIC YEAR 2019 –'20)

Department Audited: ..... Date: .....

Programmes Offered: ....., .....

1<sup>st</sup> Auditor's Name & Designation: .....

2<sup>nd</sup> Auditor's Name & Designation: .....

Sl. No.	Name of the File	Availability	Rating (if availability is 'yes') ( 5 – Very Good and 1 - Very Poor)					Remarks
			5	4	3	2	1	
	Brief history of the Department	Yes/No						
	Vision and Mission of the Department	Yes/No						
	Details of the programme offered	Yes/No						
1.	Academic Calender (2019-'20)	Yes/No						
2.	System for Quality Assurance	Yes/No						
3.	Previous Academic Audit Reports & its compliance	Yes/No						
4.	Stock Audit Reports (Internal/ External) & its compliance	Yes/No						
5.	Records related to any special status conferred by the central/ state government	Yes/No						
6.	Minutes of the Staff Meeting held in AY	Yes/No						
7.	Records related to Departmental contribution to the University's growth	Yes/No						

8.	Quality Action Plan for the AY and its outcomes	Yes/No							
9.	Availability of MIS for departmental data management	Yes/No							
10.	Records on Syllabus Revision & Curriculum (all regulations in Hard Copy and BOS minutes)	Yes/No							
11.	Syllabus related to course on Employability, Entrepreneurship & Skill Development,	Yes/No							
12.	Records related to Value Added Courses	Yes/No							
13.	Records on Field Projects/ Internships undertaken by students	Yes/No							
14.	Records related to structured feedback from Students on Teaching Process	Yes/No							
15.	Records related to structured feedback from teachers on students learning	Yes/No							
16.	Records related to structured Feedback from Parents on Teaching Learning Process	Yes/No							
17.	Records related to structured feedback from Alumni	Yes/No							
18.	Records related to structured feedback from Employers	Yes/No							
19.	Record on Feedback analysis, action taken and outcomes	Yes/No							
20.	Demand Ratio and Student Statistics (ref AQAR)	Yes/No							
21.	Records on availability and use of ICT tools in class rooms	Yes/No							
22.	Records related to Mentoring	Yes/No							
23.	Records related to Honours and Awards received from state/central government	Yes/No							
24.	Display of Program/ Program specific/ Course outcomes in University Website	Yes/No							
25.	Records on Students Exam Results Statistics	Yes/No							
26.	Student Satisfaction Survey on the department	Yes/No							



27.	Records related to Research Fellowships/ Award received by teachers from National / international level.	Yes/No						
28.	Enrolment details of JRF/SRF/ PDF/ RA / Other Fellows	Yes/No						
29.	Records on Sponsored Research Projects obtained in AY	Yes/No						
30.	Records related to conduct of seminar on IPR/ Industry Academia Innovative Practices	Yes/No						
31.	Records related to Awards for Innovation won by department	Yes/No						
32.	Records related to Incubation centre and Start ups by dept.	Yes/No						
33.	Records on Ph.D awarded at Department	Yes/No						
34.	Research Publications in the journals mentioned in UGC / CARE List by the department	Yes/No						
35.	Books/ Edited Volumes/ Paper Presentation by Teachers in Conferences	Yes/No						
36.	Patents Published/ Awarded by Teachers during AY	Yes/No						
37.	Records on Commercialised Patents	Yes/No						
38.	Details regarding the Citation Index (excluding Self Citation) by the Teachers	Yes/No						
39.	H-Index of the Department for the AY	Yes/No						
40.	Details regarding the Teachers serving as resource person for the AY	Yes/No						
41.	Records related to Revenue generated through corporate training	Yes/No						
42.	Records related to Revenue Generated through consultancy work.	Yes/No						
43.	Records related to Extensions/ Outreach programmes organized with industry collaboration.	Yes/No						

44.	Records on Awards received for Extension activities from Govt.	Yes/No						
45.	Records on research, faculty/ students exchange collaborations	Yes/No						
46.	Industry Linkage for internships, training, project work and resource sharing	Yes/No						
47.	Functional MOUs signed with industry, National/ International Institutes signed in AY	Yes/No						
48.	Records on Budget allocation and Utilization (including maintenance)	Yes/No						
49.	Records on resources augmentation during AY (ref 4.1.2 of AQAR)	Yes/No						
50.	Records related to departmental library (books, accession register, usage, etc)	Yes/No						
51.	E-Contents developed by teachers for E-PG Pathshala, SWAYAM, NPTEL, etc.	Yes/No						
52.	Records on Technology upgradation during AY	Yes/No						
53.	Internet connectivity status, bandwidth details	Yes/No						
54.	Facility available at dept. for e-content development	Yes/No						
55.	Availability of Maintenance Policies and Procedures	Yes/No						
56.	Student Details and related statistics	Yes/No						
57.	Records related to capability enhancement of students (remedial class, skill enhancement, spoken English etc)	Yes/No						
58.	Records on Competitive coaching and students benefitted	Yes/No						
59.	Records related to redressal of students' grievances, sexual harassments and ragging	Yes/No						
60.	Placement Records	Yes/No						
61.	Students progression to Higher Education Records	Yes/No						



62.	Records on students qualifying in state/ national/ international level examinations	Yes/No						
63.	Records related to students; achievement in Sports & Cultural Activities	Yes/No						
64.	Records on departmental students association and their participation in committees	Yes/No						
65.	Records on Alumni meetings/ activities	Yes/No						
66.	Records related to financial assistance to teachers for attending conference/ workshops	Yes/No						
67.	Records related to teachers professional development (refresher, orientation)	Yes/No						
68.	Records related to departmental accreditation if any (e.g. NBA)	Yes/No						
69.	Records related to Best Practices of Department	Yes/No						
70.	Records related to the Value training e.g. induction programme	Yes/No						
71.	Road map of the Department & Strategic Plan	Yes/No						
72.	Compliance to the UGC Guidelines, SCAA, Statutes	Yes/No						
73.	Records on Research Advisory Committee for M.Phil (Minutes)	Yes/No						
74.	Records on M.Phil. Thesis – External Evaluation – Documents	Yes/No						
75.	Records on M.Phil. Thesis – Plagiarism Check	Yes/No						
76.	Records on M.Phil. Viva Voce by External Examiner	Yes/No						
77.	Records related to Admissions (Applications, selection procedure & List)	Yes/No						
78.	Availability of Policies, Procedures, Circulars and notifications, regulations, Govt. orders, etc.	Yes/No						
79.	Academic Time Table	Yes/No						
80.	Upkeeping of Stock Register	Yes/No						

81.	Attendance Register (student , Research Scholars & staff)	Yes/No						
82.	Records on P.G. Projects Review & Continuous Assessment	Yes/No						
83.	Availability of UGC CARE List (soft/ hard copy)	Yes/No						
84.	Funded Projects (submitted/ completed/ ongoing) , Thrust Areas progress, and outcomes	Yes/No						
85.	Departmental Projects like SAP/ FIST/ TEQIP, etc.	Yes/No						
86.	Details regarding Best Students/ advanced/ Weak learners Thrust Areas progress, and outcomes	Yes/No						
87.	Detailed Staff Profile	Yes/No						
88.	Laboratory Manual and Books Published By The Department	Yes/No						
89.	Records related to insubordination, non cooperation by the faculty member in providing official details	Yes/No						
90.	Cleanliness of the department and its surroundings	Yes/No						
Total Score								

**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:**

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Overall Remarks by the Auditors:

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Signature of the Auditor

Name:

Designation:

Date:

Signature of the Auditor

Name:

Designation:

Date: