



MANONMANIAM SUNDARANAR UNIVERSITY  
TIRUNELVELI – 627 012



ACADEMIC AUDIT REPORT (ACADEMIC YEAR 2021-22)

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') (4 – Very Good and 0 – Very Poor)					Remarks
			4	3	2	1	0	
	Brief history of the Department	Yes/No						
	Vision and Mission of the Department	Yes/No						
	Details of the programmes offered	Yes/No						
1.	Academic Calendar (2021-22) for the Department	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						
		Total						



			4	3	2	1	0	
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						
		<b>Total</b>						



			4	3	2	1	0	
22.	Records related to Mentoring	Yes/No						
23.	Records related to Honours and Awards received from state/central government	Yes/No						
24.	Availability/ Display of Program/ Program specific/ Course outcomes in University Website/ file.	Yes/No						
25.	Outcome mapping assessment plan and evaluation records	Yes/No						
26.	Records on curricula that meets Local, Regional, Global need.	Yes/No						
27.	Record related to student centred teaching materials such as experiential learning, participative learning, etc.	Yes/No						
28.	Records on Students Exam Results Statistics	Yes/No						
29.	Student Satisfaction Survey on the department	Yes/No						
30.	Records related to Research Fellowships/ Awards received by teachers at National / international level.	Yes/No						
31.	Enrolment details of JRF/SRF/ PDF/ RA / Other Fellows	Yes/No						
32.	Records on Sponsored Research Projects obtained in the AY	Yes/No						
33.	Records related to conduct of seminars on IPR/ Industry Academia/Innovative Practices	Yes/No						
34.	Records related to Awards received for Innovation/ Extension activities by the department/Government agencies.	Yes/No						
		<b>Total</b>						



			4	3	2	1	0	
35.	Records related to Incubation centre and Start ups by dept.	Yes/No						
36.	Records on Ph.D Guidance / Awardees in the Department	Yes/No						
37.	Research Publications in the journals mentioned in UGC / CARE List by the department	Yes/No						
38.	Books/ Edited Volumes/ Paper Presentation by Teachers in Conferences	Yes/No						
39.	Patents/ IPR Published/ Awarded to Teachers during the AY	Yes/No						
40.	Records on Commercialised Patents	Yes/No						
41.	Details regarding the Citation Index (excluding Self Citation) by the Teachers	Yes/No						
42.	H-Index of the Department for the AY	Yes/No						
43.	Details regarding the Teachers serving as resource person during the AY	Yes/No						
44.	Records related to Revenue generated through corporate training	Yes/No						
45.	Records related to Revenue generated through consultancy work.	Yes/No						
46.	Records related to Extensions/ Outreach programmes organized with industry collaboration.	Yes/No						
47.	Records on research, faculty/ students exchange collaborations	Yes/No						
48.	Industry Linkage for internships, training, project work and resource sharing	Yes/No						
49.	Functional MOUs signed with industry/National/International Institutes during the AY	Yes/No						
		<b>Total</b>						



			4	3	2	1	0	
50.	Records on Budget allocation and Utilization (including maintenance)	Yes/No						
51.	Records on resources augmentation during AY (ref 4.1.4 of AQAR)	Yes/No						
52.	Records related to departmental library (books, accession register, usage, etc)	Yes/No						
53.	E-Contents developed by teachers for E-PG Pathshala, SWAYAM, NPTEL, etc. (4 Quadrants approach)	Yes/No						
54.	Records on Technology upgradation during AY	Yes/No						
55.	Internet connectivity status, bandwidth details	Yes/No						
56.	Facility available at dept. for e-content development	Yes/No						
57.	Availability of Maintenance Policies and Procedures	Yes/No						
58.	Student Details and related statistics	Yes/No						
59.	Records related to capability enhancement of students (remedial class, skill enhancement, spoken English etc)	Yes/No						
60.	Records on Competitive coaching and students benefitted	Yes/No						
61.	Records related to redressal of students' grievances, sexual harassments and ragging	Yes/No						
62.	Placement Records	Yes/No						
63.	Records on Students progression to Higher Education	Yes/No						
		<b>Total</b>						



			4	3	2	1	0	
64.	Records on students qualifying in state/ national/ international level examinations	Yes/No						
65.	Records related to students' achievement in Sports & Cultural Activities	Yes/No						
66.	Records on departmental students association and their participation in committees	Yes/No						
67.	Records on Alumni meetings/ activities	Yes/No						
68.	Records related to financial assistance to teachers for attending conference/ workshops	Yes/No						
69.	Records related to teachers professional development (refresher, orientation)	Yes/No						
70.	Records related to departmental accreditation if any (e.g. NBA)	Yes/No						
71.	Records related to Best Practices of Department	Yes/No						
72.	Records related to the Value training e.g. induction programme	Yes/No						
73.	Road map of the Department & Strategic Plan	Yes/No						
74.	Compliance to the UGC Guidelines, SCAA, Statutes	Yes/No						
75.	Records related to Admissions (Applications, selection procedure & List) as per TN GO.	Yes/No						
76.	Availability of Policies, Procedures, Circulars and notifications, regulations, Govt. orders, etc.	Yes/No						
77.	Academic Time Table	Yes/No						
78.	Up keeping of Stock Registers	Yes/No						
		<b>Total</b>						



			4	3	2	1	0	
79.	Attendance Register (Student, Research Scholars & Staff)	Yes/No						
80.	Records on P.G. Projects Review & Continuous Assessment	Yes/No						
81.	Availability of UGC CARE List (soft/ hard copy)	Yes/No						
82.	Funded Projects (submitted/ completed/ ongoing), Thrust Areas progress, and outcomes	Yes/No						
83.	Departmental Projects like SAP/ FIST/ TEQIP, etc.	Yes/No						
84.	Details regarding Best Students/ advanced/ Weak learners Thrust Areas progress, and outcomes	Yes/No						
85.	Detailed Staff Profile	Yes/No						
86.	Laboratory Manual and Books Published By The Department	Yes/No						
87.	Records related to insubordination, non cooperation by the faculty member in providing official details	Yes/No						
88.	Cleanliness of the department and its surroundings	Yes/No						
	Total							
	Grand Total Score (Sl. No. 1 - 88)		/				Percentage:	%

**Note:** The auditors may 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 1**

**Name:**

**Designation:**

**Date:**

**Signature of the Auditor 2**

**Name:**

**Designation:**

**Date:**

