Input from Department for Academic Audit

Name of the Department:

Year of Establishment:

Head of the Department:

Metric No	Description	Response	Weightage
	Total No. of Seats (Major)		
	Total No. of Students at present		
	No. of sanctioned faculty positions		
	No. of filled up faculty against sanctioned posts		
	No. of other faculty		
1.1.1.	The Institution ensures effective curriculum delivery through a well-planned and documented process: (Response-Yes/ No) a. Lesson plan is maintained by the teachers b. Course progress record is maintained by the teachers c. Course completed in stipulated time d. Feedback on teachers collected from the students e. Internal examination results are analysed and necessary action taken		10
1.1.2.	The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE) (Response-Yes/ No) a. Academic calendar is maintained for teaching b. Academic calendar is maintained for CIE		5
1.2.2	Number of Add on /Certificate programs offered during :		10
1.2.3	No. of students enrolled in Certificate/ Add-on programs last year		10
1.3.1.	Following issues are integrated to curriculum: (Response-Yes/ No) a. Professional Ethics b. Gender c. Human Values d. Environment and Sustainability		10
1.3.2	No. of courses that include experiential learning through project work/field work/internship		10

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1.3.3	No. of students undertaking project work/field work/ internships		10
2.2.1	Department assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners		30 QLM (100 words)
2.2.2	Student- Full time teacher ratio		20
2.3.1	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences		20 QLM (100 words)
2.3.2	No. of Teachers use ICT enabled tools for effective teaching-learning process.		15
2.3.3	Ratio of mentor to students for academic and other related issues		15
2.4.2	No. of Teachers with PhD		20
2.4.3	Average teaching experience of full time teachers in the same institution		20
2.5.1	Mechanism of internal assessment is transparent and robust in terms of frequency and mode. (please keep evidences ready)		15 QLM (100 words)
2.5.2	Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient (please keep evidences ready)		15 QLM (100 words)
2.6.1	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution. Please give detail of the mechanism		15 QLM (100 words)
2.6.2	Attainment of Programme outcomes and course outcomes are evaluated by the institution. (please keep evidences ready)		15 QLM (100 words)
2.6.3	Pass percentage of final year Students in the last year		30
3.1.1	Grants received from Government and non-governmental agencies for research projects / endowments. (please arrange to display the final report ,		5

	if submitted)		
3.1.2	No. of research projects funded by government and non-government agencies (please arrange to display the Reports, if submitted)		5
3.1.3	Number of Seminars/conferences/workshops conducted		5
3.2.1	Number of papers published per teacher in the Journals notified on UGC website (please arrange to display the publications)		5
3.2.2	Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings (please arrange to display the publications)		10
3.3.1	No. of Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development		10
3.3.2	Number of awards and recognitions received for extension activities from government / government recognised bodies		10
3.3.3	No. of Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs)		20
3.3.4	No. of students participating in extension activities at 3.3.3. above		20
3.4.1	No. of collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc		10
3.4.2	Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc.		10
4.1.3	No. of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc		10
5.1.3	Capacity building and skills enhancement		10

	initiatives taken by the department include the following 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. ICT/computing skills Options: A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above E. none of the above		
5.2.1	No. of placement of outgoing students		10
5.2.2	No. of students progressing to higher education		15
5.2.3	No. of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)		5
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level		10
5.3.3	No. of number of sports and cultural events/competitions in which students of the Institution participated		5
6.3.3	No. of number of professional development /administrative training programs organized		5
6.3.4	No. of teachers undergoing online/face-to-face Faculty development Programmes (FDP)		5
7.2.1	Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.		20 QLM (250 Words each)

*Use separate sheet for all QLM metrics