Suggested Format for Academic Audit(Department wise)

Model Fo	ormat for Annual Academ	ic Audit of HEIs to be conduct	ed at their Under Institut	ional Level							
		Name of t	he HEI	Type of College	Type of Universities	Level of					
SI. No.					Central Y/N	Programme offer	Programme	Sanctioned student	Number of Enrolled Student	Number of Enrolled	Number of Enrolled
	Name of the Department				State Y/N Deemed Y/N	Hons/Major/	Title	Strength		Student 2nd yr	Student 3rd yr
					Govt Y/N	Anyother					
					Private Y/N						
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11				1							
12				1							
13				1							
15					-						

2							
	Vision and Mission of the Department						
	Department						
	Vision:						
	Mission:						

Contact Details	Name	Mobile Number	Email ID	Postal Address
HOD				
HEI				

4		C	Demand Ratio for Admission	
	Programme	Highest Percentage of mark	candidate taking Admission in	Demand : Seat Number of Applicants for course, for each seat: number of applicant

5 Faculty Profile

Si. No.	Name	Position Professor Associate Professor	Nature of Appointment Regular Adhoc Guest Contractual	Total Yrs. Of Teaching Experience	Highest Educational Qualification PG/ M.Phil/PhD	Area of Research PG	Area of Specialisation Teaching UG/PG	Teaching Work Load per week	Number of Faculty Using ICT for teaching No of PPT prapared	Whether shared with student Via Whatsapp/ Email	Whether hosted in website	Whether providing weblink to open sources of learning
		Assistant Professor	Visiting						for Teaching-Name	Linan		material to
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												

14					
15					

6 Student Performance in Co- curricluar/ Extra curricular activities

Name of Student	Name of Award/ Medal	Sponsoring Organisation	University/State/National/I nternational Level	Sports	Any other

7 Students Placement Record (Govt./Non Govt./ Public Sector)

Students Roll No.	Name of the Students	Admission Batch	Name of Organization	Annual Package if available

8 Give detail of Academic Extension:

No of Student Participated	Study Tour	Field Visit	Industrial Visit	Academic Exhibition

9 No. Of Girls Students Completed self-defence training Programme:

Class	No. Of Students Completed Self-defence training programme	Any other Programme

10 Student Extension Activities

Activity	Give Detailes	No. of Students Participated
Literary		
Plantation		
Rural Development		
Urban Development		
Traffic & Crowd Control		
Assisting Police		
Cleaning		
Agriculture		
Survey		
Green		
Blood Donation Camp		
Any Other		

11 Student Activities towards NCC/ Artillery / Airwing/ Nevy

	Achievements	Number of Students Clearing	Number of Students
Number of Cadets	Participation in Parade	Number of Students Clearing	Participating at camp
	District Level	A Level Certificate	District Level
	State Level	B Level Certificate	State Level
	National Level	C Level Certificate	National Leve

NSS	Number of Volunteer	Special camps conducted	Any other Activities	Awards Specify
Youth Red Cross				
Scouts and Guide				
Red Ribbon club				
Any other similar group				

13 Analysis of Students Feed Back on Teaching & other curricular Activity Natture of feed back through:

	Printed Questionair		Department as a whole	With the name of the Student or with out the name of the student
	Yes/No	Yes/No	Yes/No	Yes/No
ſ				
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14							
	Number of student feedback	From 5-10 Student	11-20 Student	21-50 Student	More than 50 Student		

15 Feed Back on Teacher

	Content Kowledge	Teaching Quality as a whole	Use of ICT in the class room
	1 to 5	1 to 5	1 to 5
Score in %			

16 Counciling Status

Educational Counselling	Personal and Psychological counselling	Counselling for carrier and Higher Education	Quality of Syllabus	
Yes/ No	Yes/ No	Yes/ No	Yes/ No	

17 No. Of Books added in the Library during the year

	Department Library	No. Of Reference Book	No. Of Text Book	No. Of other Books	Number of Book Added during the year Reference/Text/ E-journal /Other	
18						

(a) No. Of Classrooms / smart classooms

(b)

Room No.	Exclusive Shared	Sitting capacity for class/exam	
No. of Laboratories			

Name of the Lab	Capacity the use of	Equipment added during the
Name of the Lab	students	Year

19 Best Praties of the Department

20 SWOC Analysis

Strength.					

Weakness:

Opportunity:

Challenges:

21 Future Plan of the Departments:

22 Observation of the Audit Team (Observation against each heading is not mandatory)

(a) Teaching Learning

(b) Research and Publication

© Term End Examination Result

(d) Curriculum

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€ Progression to Higher Education and Employment

(F)	Students Performance	

(G) Infrastructure including ICT/ library etc.

(H) Teamsprit in the Dept. and ownership of both students and Teachers

(I) Any distinctive feature achivements etc.

(J) Suggestion for the Dept. including Road Map for Next Year

Signature of Academic Audit Team

Signature of H.O.D.