

Internal Quality Assurance Cell (IQAC)
Academic and Administrative Audit
Audit Evaluation Sheet

Academic Year/s	:			Audit Date	:	
Department	:					
Auditor(s) Detail	:	Auditor-1		Auditor-2		
		Name	:	Name	:	
		Designation/Department	:	Designation/Department	:	
		College Address	:	College Address	:	
		Email ID	:	Email ID	:	
		Mobile Number:	:	Mobile Number:	:	

#	Parameters	Files to be audited	Observation(s) & Remarks
1. Curriculum Aspects			
1.1	Curriculum Design and Development Process, Curriculum and syllabus – Planning and Implementation- Mapping of CO, PO and PSO	a) Process Flowchart b) Regulation Book c) Minutes of BOS Meeting	
1.2	Relevance of PEOs	a) With Mission	
1.3	Feedback and Action Taken Report on Curriculum	a) Feedback forms from stakeholders with Action Taken in BoS/AC MoM	
1.4	PAQIC formulation and Meeting minutes	a) PAQIC File	
1.5	Frequency of curriculum and	a) Courses Introduced/ Modified	

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	regulations revision		
1.6	Curriculum emphasizes with NEP-2020	a) Multi-Disciplinary/Transdisciplinary, IKS, Skill Based, ABC, ODL/OL	
1.7	Beyond Syllabus Scholarly Activities	a) Extension Lectures etc.,	
1.8	Value-Added Courses	a) Course Files/VAC List/No. of Students Benefited	
2. Teaching Learning Evaluation			
2.1	Academic Calendar	a) Effective Implementation	
2.2	Innovative Teaching Methodologies	a) ICT Tools, Course End Projects, Active Learning Strategies, Quality of Students Projects, Case Studies etc., b) Real life examples, LMS,	
2.3	Bridge/Remedial Courses	a) Identification of Weak Students, Conduction of Remedial Classes, Assessment and Improvement	
2.4	PO/PSOs/COs Attainment	a) Assessment Process, Action Taken for Improvement	
2.5	Students Projects beyond curriculum	a) Course End Projects, Industry Collaborative Projects etc.,	
2.6	Methodology for evaluating student projects/internships/field works	a) Project/Internship/Field Work Rubrics, Publications	
3. Faculty & Staff			
3.1	Regular/Visiting Faculty Details,	a) FSR Ratio, Cadre Ratio & Faculty	

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3.2	Professor of Practice (POP) if any	Retention	
3.3			
3.4			
3.5	Faculty Development Programs	a) No. of Programs conducted year wise, No. of Faculty Participated, Events Reports	
3.6	Supporting Staff & Administrative Staff Details with Qualifications	a) Staff Profiles	
3.7	Staff Development Programs	a) No. of Programs conducted year wise, No. of Staff Participated, Events Reports, Relevance Skills upgradation outcomes	
3.8	E-Content developed	a) No. of E-Content Modules Developed and launched for MOOCs platform,	
3.9	Faculty Interaction with Outside World	a) No. of Faculty as Resource Persons b) Refresher courses/Orientation courses/Seminars/Workshops/ c) Conferences at national and international levels	
3.10		a) No. of Faculty as Participants in Refresher courses/Orientation courses/Seminars/Workshops/Conferences at national and international levels	

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3.11	Faculty Awards / Prizes and recognitions	a) National/International Level recognitions	
3.12	Faculty awarded with Ph.D	a) No. of Faculty awarded with Ph. D	
3.13	Student Mentoring	a) Efficacy of Mentoring in, Academic Performance, Career Advancement, Psychological Makeup etc.,	
3.14	Faculty National/International Fellowships, Financial & Support for Advanced Studies	a) No. of Faculty, Advanced/Additional Qualification Details	
4. Research & Consultancy			
4.1	Thrust areas of research as identified by the department	a) Research Areas	
4.2	Research facilities available	a) Research Facilities Available in the Department b) Special Research Laboratories Sponsored by Industry/Corporate Bodies (No. of Research Laboratories sponsored by Industries/Corporate Bodies and Utilization and Outcome)	
4.3	Research Grants	a) Research Grants Applied, Sanctioned Ongoing and Completed Projects b) Project Details (Including PI/Co-PI, Title, Funding Agency, Duration, Total Cost, Fund Received)	
4.4	Publications	a) Journal Papers b) Conference Papers	

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		c) Books and Book Chapters etc.	
4.5	Patents	a) Patents Filed/ Published/ Granted/Commercialized	
4.6	Consultancy Works and Corporate Trainings	a) Consultancy Facilities available	
4.7		a) Summary of Consultancy Works	
4.8		a) Summary of Corporate Trainings	
4.9	Faculty Wise h-index and i10-index	a) Individual Faculty-wise h-index b) Individual Faculty-wise i10-index	
4.10	Faculty vs Research Publications Ratio	a) Faculty vs Research Publications Ratio	
4.11	MoUs and associated activities, outcome	a) List of active MoUs, Activities conducted and Outcomes	
4.12	Faculty recognized as research supervisors	a) Summary of Research Guides along with Research Scholars	
4.13	Teacher: Research Scholar Ratio	a) Teacher: Research Scholar Ratio	
4.14	Seed money Proposals submitted/granted	a) Seed Money Proposals Submitted/Granted b) Audited Statements	
5. Student Support and Progression			
5.1	Student Admissions	a) Improvement in Student Admissions	
5.2	Students Admission Ranks	a) Quality of Students Admission Ranks	
5.3	Student Diversity	a) Student Diversity	

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		b) Region Diversity, Gender Diversity	
5.4	Student Results	a) Pass percentage of students	
		b) Result analysis by the department	
		c) Follow-up action for improvement of results	
5.5	Higher Studies	a) Training Programs Provided for Higher Studies if any	
5.6		a) Students Higher Studies opted/ Qualified List	
5.7	Placement Training	a) Core Company placement Training if any	
5.8		a) No of Students placed company wise, Reputed Companies, Packages, Median Saley	
5.9	Student Enrichment Programs	a) Quality of Student enrichment programs related to their Domains and outcomes b) Professional Society Activities	
5.10	Students Awards and Prizes	a) Awards and Prizes received by students in various competitions	
5.11	Students Projects	a) Quality of Students Projects	
5.12	Availability of IT Infrastructure and LMS	a) LMS Related Learning Resources	

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#	Parameters	Files to be audited	Observation(s) & Remarks
6. Infrastructure			
6.1	Central Library Books and Journals, etc., relevant to Department	a) Availability of No. of Books, Journals, e-Journals, etc. in Central Library / Department Library	
6.2	Departmental Library (books, journals etc.)		
6.3	Computers and Internet facilities for staff	a) Computers and Internet Facility Available	
6.4	Total number of classrooms	a) Adequate no of Classrooms	
6.5	Classrooms with ICT facility / Smart classrooms	a) No of Smart Classrooms	
6.6	Students' Laboratories	a) Adequate no of Laboratories	
6.7	Research Laboratories	a) Research Laboratories	
6.8	Seminar Halls	a) Seminar Halls	
7. Extension & Outreach Activities			
7.1	Distinguished Alumni	a) Alumni Database b) Alumni Association/ meetings c) Alumni Talks/Contributions d) Feedback and Evaluation Forms	
7.2	Participation of Students and Faculty in Extension Activities	a) No. of Activities/ Details of Activities b) Students and Faculty participations roles and outcomes c) Certificates and Recognition if any	

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#	Parameters	Files to be audited	Observation(s) & Remarks
8. SWOC Analysis			
8.1	Department Uniqueness & Innovative Practices	a) Department Uniqueness	
8.2		a) Department Best Practices	
8.3	SWOC	a) Any five Strengths, Weaknesses, Opportunities and Challenges (SWOC)	
9. Future plans of the department			
9.1	Department Future Plans	a) Strategic/ Long term plans	
9.2		a) Short term plans	
10. Administrative Audit			
10.1	Faculty Contribution	a) Faculty and Staff Workload Distribution cadre wise b) Teaching Load c) Research and Innovations d) Administrative Duties e) Professional Development f) Departmental and Institutional Committee Involvement	
10.2	Student Feedback System	a) Student Feedback System on b) TLP c) Infrastructural Facilities d) student mentoring	
10.3	Student Mentoring	a) Efficiency of Student Mentoring and	

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#	Parameters	Files to be audited	Observation(s) & Remarks
		Outcomes	
10.4	Performance Based Appraisal System (PBAS)	a) Performance Based Appraisal System (PBAS) to assess individual/department performance	
10.5	Budget	a) Budget Sanctioned/Utilized	

Any other specific Observations, Remarks & Recommendations for further growth:

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Strengths	Weakness
Opportunities	Challenges