Central University of Himachal Pradesh

(Established under Central Universities Act 2009
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PRADESH
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IQAC/   Date:

INFORMATION FOR ACADEMIC AUDIT OF THE DEPARTMENT
(Please provide information for Academic Session 2019-20)

1. **Name of the Department:**

2. **Year of establishment:**

3. **Courses offered**:

Undergraduate	Post Graduate

4. **Courses introduced during last year:**

Undergraduate	Post Graduate	Add-on/Value Added

5. **Does the Department have Academic flexibility? If yes since when?:**

6. **Interdisciplinary programs offered and departments involved:**

Name of the Course/Paper	Interdisciplinary paper shared with department

7. **Courses conducted in collaboration with other Universities and Institutions:**

8. **Details of programmes discontinued, if any, with reasons:**

9. **Examination System: Annual/ Semester/Choice Based Credit System/ Credit and Grading system/ any other system, specify:**

10. Participation of the department in the curriculum development for courses offered by the Departments/University.

Name of the faculty	Course/Curriculum

11. Has the department periodically updated the syllabus or introduced any syllabus other than the one used by university for PG course at the onset?

12. Number of teaching posts sanctioned, filled and vacant.

Designation	Sanctioned	Filled			Filled under CAS
		P	A	G	
Professor					
Associate Professor					
Assistant Professor					
Total					

P=Permanent, A=Adhoc, G=Guest

13. Faculty profile with name, qualification, designation, experience, nature of appointment (confirmed/ probation/Ad-hoc/Guest) Appointed on Sanctioned Post:

Name	Gender	Designation	Qualifications	Teaching/ Research Experience	Nature of appointment

14. Highest Qualification of the teaching staff:

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	*Female*	*Male*	*Female*	*Male*	*Female*	
Permanent							
Ph.D.							
M.Phil							
PG							
Any Other							

Contract/Resource: NA								
Ph.D.								
M.Phil								
PG								
Any Other								
		Guest/Visiting: NA						
Ph.D.								
M.Phil								
PG								
Any Other								

15. Diversity of Faculty:

Number of Actual Strength (2019-20) =

Teaching faculty	Number	%
From the Same University		
From Other Universities within the State		
From Other States		
From Outside the Country		

16. Number of faculty who have awarded M.Phil., Ph.D., D.Sc. / D.Lit.:

17. List of Visiting Fellows/Teachers, Adjunct and Emeritus Professors, (2019-20).

Name	Designation	Institution

18. Percentage of classes taken in each semester by faculty (programme- wise information):

Name of Course	Name of Paper	% Class Taken by

19. Programme-wise Student-Teacher Ratio:

S. No.	No. Name of the Programme / Course	Sanctioned Student Intake	Teacher-Student Ratio (Formula- Students: teachers)

20. Number of academic support staff (technical) and administrative staff sanctioned, filled and vacant:

Sr. No.	Posts	Sanctioned posts	Filled		Total
			Permanent	Contractual	
1	Laboratory Assistant				
2	Laboratory Attendant				
3	Ministerial Staff				
4.	Others				

21. Thrust areas of research as identified by the department: (Please fill your thrust area)

22. Information about research grants, projects completed and ongoing during last year:

a) From National funding agencies (like UGC, CSIR, DST, DBT, DST-FIST; CSIR, UGC-SAP/CAS, DAE, DBT, BRNS, ICSSR, AICTE, etc):

Sr. No.	Name of the Principle Investigator (Co-investigator)	Title of the Project	Funding Agency, Duration & date of sanction	Amount (in Lakh)	Status of Project (Submitted/ Ongoing)	Remarks if any (Publication/ Award/ Patent)

Note: Please enclose a copy of Report Summery, Utilization Certificate and relevant documents

b) From International funding agencies:

Sr. No.	Name of the Principal Investigator (Co-investigator)	Title of the Project	Funding Agency, Duration & date of sanction	Amount (in Lakh)	Status of Project (Submitted/ Ongoing)	Remarks if any (Publication/ Award/ Patent)

Note: Please enclose a copy of Report Summery, Utilization Certificate and relevant documents

c) From Corporate Houses/Industries:

Sr. No.	Name of the Principal Investigator (Co-investigator)	Title of the Project	Funding Agency, Duration & date of sanction	Amount (in Lakh)	Status of Project (Submitted/ Ongoing)	Remarks if any (Publication/ Award/ Patent)

Note: Please enclose a copy of Report Summery, Utilization Certificate and relevant documents

23. Funds received at University level through Corpus fund/Seed Money:

Sr. No.	Name of the Principle Investigator (Co-investigator)	Title of the Project	Funding Agency, Duration & date of sanction	Amount (in INR)	Status of Project (Submitted/ Ongoing)	Remarks if any (Publication/ Award/ Patent)

Note: Please enclose a copy of Report Summery, Utilization Certificate and relevant documents

24. Research facilities available in the department and recognition received, if any?

25. Special research laboratories sponsored by/created by industry or corporate bodies.

26. Details of patents filed & granted and income generated:

27. Consultancy services provided, name of the teacher/s and income generated:

Sr. No.	Year	Name of the teacher	Nature of consultancy	Funds generated (In Rs)

28. Publications:

Sr. No.	Papers published in UGC listed journals	Papers published in peer reviewed journals (Not in UGC-LIST	Monographs, Books, Chapters in books		Citations	*h-*index*	Impact factor range/Average Impact factor*
			With ISBN no.	Without ISBN no.			

* Based on Scopus/ Web of science

29. #Details of teachers invited as resource persons for Refresher courses, Orientation courses, Seminars, Workshops, Conferences at state, national and international levels.

Name of Faculty	Resource Person for (Refresher courses, Orientation courses, Seminars, Workshops, Conferences)	Levels (National/ International/ State/University/College)

 #Format for para 29

Participated/Invited as Resource person and presented/Judged the topic "(***Title of the topic)***." under the session/sub-session "(***Name, if any***)" in state/national/international workshop/conference/seminar on "(***Title of the event)***." Organised by (***Department/College)*** held on (***Date/month/year***), at (***Institution/University***).

30. **#Details of teachers participated in Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels.(participant, presented paper, chaired the session)**

Name of Faculty	Participation in (Refresher courses, Orientation courses, Seminars, Workshops, Conferences)	Levels (National/ International/ State/University/College)

#Format for para 30

Participated in state/national/international workshop/conference/seminar on "(***Title of the event)***." Organised by (***Department/College)*** held on (***Date/month/year)***, at (***Institution/University)***.

31. **Details of teachers presented paper Seminars, Workshops, Conferences at national and international levels.(participant, presented paper, chaired the session) in an academic year.**

Name of Faculty	Participation in (Refresher courses, Orientation courses, Seminars, Workshops, Conferences)	Levels (National/ International/ State/University/College)

#Format for para 31

Presented a paper entitled as "(***Title of the paper/poster/oral presentation)***" in state/national/international workshop/conference/seminar on "(***Title of the event)***." Organised by (***Department/College)*** held on (***date/month/year)***, at (***Institution/University)***.

32. **Participation of teachers in various academic activities as members of committees at University level, State level, National level, International level bodies. (give details)**

Name of Faculty	Nature of Participation (Activity)	Levels (National/ International/ State/University/College)

33. **Percentage of participation of full-time teachers in various bodies of the Universities/ Other Colleges, (eg. BoS and Academic Council during the last year)**

Data requirement:
• Number of teachers participated
• Name of the body in which full time teacher participated
• Total number of teachers

Formula= **Number of teachers participated** X 100
                          Total Number of teachers

Documents: Enclose scanned copies of the certificate supporting the participation of teachers

34. Details of teachers appointed/nominated on Editorial Boards at university, state, national and international levels.

Sr. No.	Name of the teacher	Name of Editorial Boards	Level of board	Name of Institution

35. Awards/Prizes and recognitions received by teachers at University, State, National and International level:

Sr. No.	Name of the teacher	Nature of Award	Level of Award	Money received if any (In Rs)

36. Awards and Prizes received by students at University, State, National and International level:

Sr. No.	Name of the Student	Name of the activity	Nature of Award	Level of Award	Money received if any (In Rs)

37. Details of Seminars/ Conferences/Workshops organized by department at University, State, National and International level and the source of funding with details:

Name of Conference/ Seminars / Workshops	Funding agency and funds received		No. of Participants		University/State/ National/ International	Dates
	Internal	External	Internal	External		

38. Student profile programme-wise at UG and PG (2019-20)

UG/PG	Applications Received	No. of students Admitted	Sanctioned Seats	Male*	Female	Total

*For Add-on/Value Added/Short term Course

39. Diversity of Students : (Year-wise)

Name of the Programme	Course	Year	Total number	% of students from the same state	% of students from other State	% of students from other countries
UG		I				
		II				
		III				
PG		I				
		II				

40. Year-wise results of students at UG and PG:

UG/PG	Year	Appeared	Passed	Pass %	Grade %			
					O	A	B	C

41. Student progression/ placement record: Number/ percentage of students proceeded for higher studies Number/percentage of students placed:

Year	% proceeded for higher studies			% of students placed
	UG to PG	PG to Ph.D./ M.Phil	Professional	
UG				
PG	--			

42. Number of students awarded M.Phil., Ph.D., Degree (in case of any faculty is Co-supervisor):

Year	M.Phil	Ph.D.	Title of the Research	Parent University	Male	Female	Total

43. Number of students cleared Civil Services and Defense Services examinations, NET, SET, GATE and other competitive examinations? Give Category wise data.

Year	UPSC/other State PSCs	NET/ SET	GATE	Other Exams	Total

44. Dropout rate in UG and PG (average for the last two batches)

UG = …….%

PG = ………%

45. Present details of departmental infrastructural & other facilities with regard to

    a) Central Library Books and Journals, etc, relevant to Department   :

    b) Departmental Library (books, journals etc.)   :

    c) Computers and Internet facilities for staff   :

    d) Total number of class rooms   :

    e) Class rooms with ICT facility   :

    f) Students' laboratory   :

    g) Research laboratories   :

    h) Smart class room   :

    i) Any other facility LCDs   :

46. List of faculty members doing post-doctoral Research

Sr. No.	Name of the Faculty	Institute	Research Topic
1			
2			
3			
5			

47. Number of students getting financial assistance from the university/state / central government / NGOs/ Trusts/ Other sources

Sr. No.	Name of the Student	Source of Funding	Nature of Financial assistance	Level of Financial assistance	Money received (In Rs)

48. Curricular Aspects:

a) **Does the faculty take initiative in curriculum development process?**

Sr. No.	Name of the Faculty	Type of curriculum development
1		
2		
3		
4		

b) **Is curriculum suitable to make students globally competitive in the subject? If yes, substantiate.**

c) **Does the department offer program with sufficient no. of electives options.**

d) **While framing curriculum, is feed-back taken from stakeholder's viz. Students/Alumni/Parents/Employers considered?**

e) **What is the frequency of curriculum revision? (3/4/5 years or more or less)**

f) **Does the curriculum have emerging thrust areas, including interdisciplinary areas? (If yes, elaborate).**

49. Teaching-Learning, Evaluation:

- **Number of teachers preparing & following Academic Teaching plan**

S. No.	Name of the Faculty	Curriculum plan submitted (Yes/No)

- **The details of teachers who use the following teaching methods:**

  o **Interactive lecture method using blackboard, Group discussions, Problem solving, Seminars.**
  o **Use ICT methods to support lectures.**

S. No.	Name of the Faculty	Method of teaching

11

- **Does the Department have Peer review processes? If yes, are the suggestions effectively used to improve the teaching quality?**

- **Does the department have any mechanism to ensure that entire syllabus is completed? Enclose relevant documents.**

- **Do you offer Bridge/Remedial courses? If yes, Give details.**

- **What is the method for conducting internal evaluation?**

50. Teacher Performance:

- **Whether the performance of the teacher assessed by the students? If yes, are The feedback reports analysed and suggestions communicated to teachers?**

- **Number of teachers getting   a) Very Good _____   b) Good _____ c) Average _____ remarks from students.**

- **Whether suggestion boxes are kept in the department to get suggestions from   students on infrastructural facilities available in the department?**

- **Are the suggestions received from students used for improvement of facilities?**

- **Do teachers submit Self-Appraisal Reports? Are these reports appraised by TIC and forwarded to the Principal Office with comments?**

- **What is the Departmental average API _____? How many teachers have API > Average API**

- **What is the individual faculty wise h index?**

S. No.	Name of the Faculty	h index

12

o **Give details of "beyond syllabus scholarly activities" of the department.**

51. List the distinguished alumni of the department (maximum 10):

S. No.	Name of the Alumina	Current Status/Position

52. Give details of student enrichment programmes (special lectures / workshops / seminar) involving external experts.

S. No.	Name of the Programme	Name of external expert	Designation and Institute

53. How does the department ensure that programme objectives are constantly met and learning outcomes are monitored?

54. Highlight the Special facilities (if, any) of the Department.

55. Highlight the unique features of the department.

56. State the Innovative practices adopted in the department.

57. Highlight the participation of students and faculty in extension activities.

58. Detail five major Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department.

  a. **Strengths:**
     1. **…**
     2. **….**
     3. **….**
     4. **….**
     5. **….**
  b. **Weaknesses:**
     1.   …
     2.   ….
     3.   ….
     4.   ….
     5.   ….

  c. **Opportunities:**
     1.   …
     2.   ….
     3.   ….
     4.   ….

5.   ….
d. **Challenges:**
1.   …
2.   ….
3.   ….
4.   ….
5.   ….

59. Future plans of the department:

a. **Long term plans-**

b. **Mid term plans**

c. **Short term plans**

Declaration by the Head of the Department/In-charge

The information given in this report are verified and true to the best of my knowledge and I am aware that the above information provided by the department will be validated by the AAA committee during the visit.

Date: **Head of the Department/In-charge**

Supplement to the Academic audit

1. **Does the department prepare/maintain academic calendar? enclose the copy.**

2. **Is Faculty-wise Academic Plan maintained at department level?**

3. **Is Departmental Meeting verified, Minutes recorded and maintained?**

4. **Are Classes being held regularly; as per designated time-slot; and full period is utilized as per the timetable**

5. **Department ensure that long gaps are not given in Students Timetable**

6. **Proper justice is done to the whole syllabus; Course completion report is kept**

7. **Does the department conduct Field Visit/Excursion trips? Please provide the detailed report.**

8. **Does the department have developed any mechanism of Student Mentoring? If yes Please provide the list of mentor and mentee and relevant point if any to be mentioned here.**

9. **Departmental Activities Report is maintained; Duties are assigned properly**

10. **Departmental activities are distributed equally in both semesters**

11. **What is the process of Evaluation of Students' performance?**

12. **Does any record of Non-performing Students is maintained?**

S. No.	Name and roll no. of the student	Course	Paper

13. **Whether Attendance is recorded/ done?**

Name of faculty	Attendance done online (Y/N)

14. **Does department maintain record of short of Attendance?**

15. **Does department have Mini Library and is properly maintained?**

16. **Are Record of circulation of books/material/syllabus, Guidelines etc. preserved?**

17. **Stock register/Issue Register and other record maintained in Department?**

18. **Does Departmental prepare any study material/data that which can be submitted to the Institutional Repository? If yes, please give the details.**

19. **Brief introduction of department (history, relevance, research highlights, career opportunities etc.) is updated on college website.**

20. **Student's achievements maintained at department?**

21. **Department prepare/release any Newsletter/Journals (If applicable) (provide soft copy)**

22. **Contribution of the department to Corporate Life of the College (Only Convener/Coordinator/Adviser).**

23. **Participation of department in Institutional Social responsibilities.**

24. **Does department have any Industrial/Research institution Collaboration/Linkage.**

25. **Visibility Check**

	Visibility Check	Yes/No/ Not Applicable	Faculty member Responsible
A	Wall Magazine		
B	Department Display Board		
C	College Website		
D	e-Resources		