

फा. सं: 3-5/हि.प्र.के.वि./शै./2020/7208-20  
हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय  
Central University of Himachal Pradesh  
(शैक्षणिक शाखा /Academic Branch)

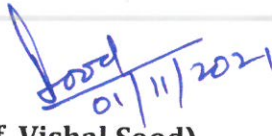
  
आज़ादी का  
अमृत महोत्सव

धर्मशाला-176215,

दिनांक: ~~अक्टूबर, 2021~~ 01<sup>st</sup> Nov. 2021

## NOTIFICATION

In pursuance to the decision taken by the Academic Council vide Item No. 28.2(S) in its 28<sup>th</sup> Meeting held on 28<sup>th</sup> August, 2021 and further approval of the Executive Council vide Item No. 52.19 in its 52<sup>nd</sup> Meeting held on 4<sup>th</sup> October, 2021, the Vice-Chancellor has been pleased to accord his approval for "Guidelines of Academic & Administrative Audi"t as per **ANNEUXRE-I**.

  
(Prof. Vishal Sood)  
Registrar(Addl. Charge)

Encl: As stated above.

Endst. No.: Even.

Dated: ~~October, 2021~~ 01<sup>st</sup> Nov. 2021

**Copy to the following for information and further necessary action:**

1. Secretary to VC – VC's Secretariat, Dharamshala.
2. Director, IQAC, CUHP
3. All Co-ordinator of different Campuses, CUHP.
4. Dean Students' Welfare, Central University of Himachal Pradesh.
5. All Deans of various Schools, Central University of Himachal Pradesh.
6. All HoDs/Directors, Central University of Himachal Pradesh.
7. The Finance Officer, Central University of Himachal Pradesh.
8. The Controller of Examinations, Central University of Himachal Pradesh.
9. Hony. Director, Computer Centre, Dhauladhar Parisar-I, Dharamshala.
10. Director, Public Relations, Dhauladhar Parisar-I, Dharamshala.
11. Librarian(Incharge), Acharya Raghbir Pustkalya, Dhauladhar Parisar, Dharamshala/  
Shahpur Parisar/Prof. S.R. Ranganathan, Library, Dehra, District Kangra H.P.
12. Assistant Registrar, VC's Secretariat, Dharamshala
13. Public Relations Officer, Dhauladhar Parisar-I, Dharamshala

  
Registrar(Addl. Charge)

## **Guidelines for Academic and Administrative Audit (AAA) of Central University of Himachal Pradesh**

The Central University of Himachal Pradesh is established under the Central Universities Act 2009 (No. 25 of 2009) enacted by the Parliament. The University is funded and regulated by the University Grants Commission (UGC). The University became functional with the assumption of charge by the first Vice Chancellor on 20th January 2010. The Central University is one of the reputed universities in India known for imparting high quality education. The university is presently running eleven different schools of study with 22 programs of studies including UG, PG level and each department has Ph.D. Degree programs.

The university is one of the universities recognized by UGC as University for undertaking research and academic activities. According to University vision the Central University of Himachal Pradesh strives for Inclusive Access to Excellence in Higher Education and Research to emerge as Premier University of the Country at par with the best Universities of the World in terms of Programme Offerings, Curricular Framework, Pedagogy, Research, Publications and Integration with the World of Work. The University is moving forward for the development of own infrastructure of the University which may take a while, the University has an ambitious Vision Document evolved in consultation with eminent experts in the field of education. The Vision Document and Strategic Plan of the University as approved by the statutory authorities of the University are available at the website of the University ([www.cuhimachal.ac.in](http://www.cuhimachal.ac.in)). The University is enriched with highly qualified faculty having distinctions in their respective academic and research jurisdictions. However, the university has quite a few newly established departments and it is expected that the young faculty from these departments should be facilitated in all possible manner so that their efforts attain greater standards in this competitive globalized world.

According to NAAC guidelines each institution has to evolve guidelines and strategies for improving the quality of different units of higher education Institutions. The careful monitoring of the institutional process requires structured system of internal and external review. The NAAC expected from each institution to have academic and administrative audit (AAA) under the umbrella of Internal Quality assurance cell. Since both academic and administration are inter-related therefore there should be a strong administrative background for the improving the quality in academic.

The Academic Audit and Administrative audit is a faculty-driven model of ongoing self-reflection, collaboration, teamwork and peer feedback. It is based on structured conversations among faculty, stakeholders and peer reviewers all focused on a common goal: to **continuously** improve quality processes in teaching and learning and administrative reforms thus to enhance teachers and student progression. During the self-study phase of the Academic Audit, the faculty look at the key activities in place that



regularly improve the quality of teaching and learning. Faculty members reflect on how they organize their work and how they use data to make decisions. The faculty may also note opportunities for improvement during this self-study phase and thus identify initiatives for improvement. These are undertaken during ensuing years. The Academic Audit model also involves a review by peers called the Academic Auditor Team. This team reviews a program's self-study report, conducts a **virtual** site visit, and writes its own report that includes commendations, affirmations and recommendations for continued improvement.

The National Assessment and Accreditation Council (NAAC) have evolved certain benchmarks for ascertaining and ensuring the quality at different levels of Higher Education. Internal Quality Assurance Cells (IQACs) are established in almost all Higher Educational Institutions (HEI) to identify the benchmarks required for achieving the quality. Thus, IQAC plays an important role in improving the quality of academic and administrative activities of the Institution. The academic, administrative, curricular and extra-curricular activities carried out by the faculty of the university needs to be assessed by internal committee as well as by external academicians and peers as their appreciations and valuable suggestions boost the confidence of the faculty. The IQAC of the university has decided to carry out the stringent quality assessment with the help of an external peer review committee. Hence, the Academic and Administrative Audit Committee (AAAC) is constituted and assigned the task of assessing the performance of academic and administrative units of the university and give valuable suggestions required to achieve remarkable academic standards in the competitive educational environment.

**Academic Audit:** Academic audit according to NAAC can be understood as a scientific and systematic method of reviewing the quality of academic process in the institution to ensure quality of academic activities in Higher education institutions.

**Administrative Audit:** It is a process of evaluating the efficiency and effectiveness of the administrative and financial procedures; it includes assessment of policies, strategies and functions of the various administrative and financial departments' control of overall administrative systems etc.

**Periodicity of the AAA:** The central University of Himachal Pradesh will exercise academic and administrative audit annually to enhance the quality of administrative and academic activities. The involvement of external experts from different fields will be a part of the AAA.

**Selection of Peer teams/experts:** Since peer team/experts are the back bone of the AAA, similarly to NAAC accreditation. So it is important to select good experts as peer teams of AAA to command respect from faculty on the basis of their credential, such as academic distinctions and experience as reviewer on NAAC or similar bodies and professionalism. In the academic audit peer team two external members should be involved in the process of

each or group of departments having similar interest of field domain. The administrative audit peer team shall also have external experts of the field including some senior professors of the university.

**Process:** Peer teams will have onsite visit of each unit after receiving self-evaluations by faculty and administrative units, formats of reports and outcomes etc. The format of evaluation is given as under:

**Outcomes:** The outcome of AAA may be placed before the IAQC and Governing Body of the University. Plan of action may be prepared for implementation of the suggestions by IQAC and Governing body.

### **Purpose of the Academic and Administrative (AAA) Audit:**

The purpose of the Academic and Administrative Audit is to evaluate the performance of the university departments, schools and the centers and appreciate their achievements and give suggestions for further improvement of the quality of teaching, research, administration, and curricular and extra-curricular activities. The after visiting the departments, schools and centers, and interacting with the HODs/Directors/Coordinators, teaching and non-teaching faculties, students, alumni and parents and validating the data the committee would give valuable suggestions on the following points:

1. Availability of teaching and non-teaching faculty.
2. Infrastructural facilities available for carrying out academic and administrative activities.
3. Efforts taken for curricular development.
4. Teacher quality.
5. Teaching methods adopted and use of ICT in teaching, learning process.
6. Feedback mechanism used for assessing the performance of teachers by students and for curricular development.
7. Faculty development program implemented by the department.
8. Strengths, Weaknesses, Opportunities and Challenges of the department.
9. Research facilities and research output in the form of publications and patents.
10. Computer, internet and library facilities available.
11. Mentoring system, introduction of Remedial classes, Bridge courses, guidance for NET/SET and competitive examinations.
12. Skill development and personality development programmes.
13. Generation of funds and optimum utilization.
14. Evaluation methods adopted for internal and external examinations.
15. Future plans of the department.

## **Purpose of Administrative Audit**

### **Administrative section:**

1. Record keeping
2. File movement data
3. Grievance redressal
4. Employee record maintenance including service books
5. Teaching and non-teaching welfare schemes
6. Training assessment and progression for employees
7. Information dissemination
8. Efforts for faculty career progression
9. Plans for infrastructure augmentation
10. Establishments of medical facilities
11. Implementation of HBA
12. Empanelment of specialized hospitals-action taken
13. Time bound implementation of Govt. orders-action taken
14. Feedback of all stake holders for performance evaluation of office
15. Action plan, action taken reports

### **Finance Section:**

16. Budget planning and allocation
17. Periodicity of internal audit
18. Balance sheet and statement of expenditure
19. Timely delivery of Utilization certificate
20. Timely release of payments and grants
21. Time bound implementation of Government orders
22. Disbursement of allowances and salaries for employees
23. Implementation of welfare schemes for teaching and non-teachings (Group insurance, GPF, CPF, NPS, CEA, Medical insurance)
24. Feedback of all stake holders for performance evaluation of office
25. Action plan, action taken reports.

### **Admission and Examination cell:**

26. Procedure
27. Publicity
28. Timely initiation, Implementation and completions of the process
29. Student diversity
30. Method of fees collection and record maintenance
31. Grievances redressal
32. Facilities provided after admission
33. Utilization of funds received from students for the purpose mentioned



34. Drop out ratio
35. Gross enrollment ratio (GER)
36. Pass percentage
37. Convocations schedule
38. Feedback of all stake holders for performance evaluation of office
39. Action plan, action taken reports

### **Methodology:**

The departments, schools, centers and administrative sections are expected to submit the necessary information in the Format provided by the IQAC of the university. The information provided should include all the aspects as per NAAC criteria. The information should also include the achievements, curricular, co-curricular activities and extra-curricular activities carried out, participation of students in various activities and their achievements and participation of teachers in national and international conferences, seminars and workshops. The funds generated by the faculty and the department, the purpose and the names of the funding agencies and duration of the project should be indicated. Individual faculty profile indicating their contribution in teaching, research and extension activities and their achievements, awards and prizes received along with supporting data should also be kept ready in the departments, schools and centers. The format for the purpose is enclosed.

Similarly the administrative, finance and examination cell needs to fill the required format before the peer team visit for evaluation of their performance.

The efforts will be made to publish theses form online so that information can be submitted online mode.

The departments, schools and centers and offices should keep all the data such as feedback forms collected from students and other stakeholders on curricular developments, infrastructural facilities and performance of teachers, administrative performance based on the important parameters for validation of the committee. The information about consultancy services, collaborations with other reputed universities and institutions, placement records, students admitted and their results in final examinations, mentoring system and financial support provided to students etc. should also be kept ready during the visit of AAA committee visit.

### **Visit of AAA Peer Team:**

The AAA committee will visit the academic and administrative units of the university as per the visit schedule. The detailed visit schedule will be informed well in time to all the departments and administrative sections. During the peer team visit each departments HOD, Director of Centers, Library Incharge/Librarian, Registrar, Finance officers and Controller of examination will make a brief presentation about their department/section on all aspects to the AAA committee. The committee then will interact

with teaching and non-teaching staff see the facilities available and validate the information provided by each department/section on the required format. The faculties/administrative personals can interact with the committee and brief them about the innovative methods adopted in improving the administration, finance departments in delivering various files, implementation of various orders and teaching and research efforts taken for improving the quality. The HOD can also impress up on how their department/section is different than similar departments in other universities. The committee will also interact with the students to have suggestions from them regarding infrastructural facilities available, performance of teachers, evaluation methods adopted and teaching learning process.

It is expected that all the administrative sections, departments, schools and centers should submit the information in the format for providing information on their section/department and for faculty Profile enclosed here with to IQAC office before next academic session so that the visit of AAA committee could be arranged at the onset of new session.

### **Format for preparing the faculty profile:**

(Provide the information for last five years)

1. Name of the faculty:
  2. Name of the Department:
  3. Educational qualifications:
  4. Present position:
  5. Address for correspondence:
  6. E-mail and contact number:
  7. Specialization:
  8. Total teaching experience:
  9. Courses taught:
  10. Research experience:
  11. Major research projects completed: Title of the project, Date of sanction and Duration, Grant received, Funding agency. PI or Co-PI.
  12. Minor research projects completed: Title of the project, Date of sanction and Duration, Grant received, Funding agency. PI or Co-PI.
  13. Number of students awarded Ph.D. degree: Name of the student, topic of research, date of registration, date of declaration of Ph.D. degree.
  14. Number of students registered for Ph.D. degree: Name of the student, topic of research, date of registration.
  15. Provide information as indicated in 11 and 12 above.
  16. Participation in conferences, symposia, seminars and workshops: International, national, state or university level, attended. Presented paper, chaired session. Resource person.
  17. Innovative processes developed in teaching and learning.
  18. Participation in curricular development:
  19. Participation in co-curricular and extra-curricular activities.
  20. Refresher and Orientation courses attended:
  21. Examination /Evaluation reforms initiated:
  22. Publication of research papers: in peer reviewed journals, non-peer reviewed journals, conference proceedings, impact factors, citations, h-index. Numbers in SCOPUS.
  23. Books published: with ISBN No., Without ISBN No., Chapters in books.
  24. Patents Applied/Granted: National. International, commercialized:
  25. Consultancy services provided and revenue generated:
  26. Conferences ,seminars, symposia and workshops organized as convener/coordinator:
  27. Number of collaborations:
  28. Awards /recognitions received: International, National, State, University level.
- Note: If necessary for Item No. 11 and 12 provide information in Enclosure-I, for 13,14 and 15 Enclosure- II, for 16 Enclosure-III, for 22 and 23 Enclosure- IV and so on.





# Central University of Himachal Pradesh

(Established under Central Universities Act 2009)  
PO BOX: 21, DHARAMSHALA, DISTRICT KANGRA – 176215, HIMACHAL  
PRADESH  
www.cuhimachal.ac.in

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 programs 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. Does the department have different syllabus or introduced any syllabus other than the one used by university for UG and PG courses?
12. Number of teaching posts sanctioned, filled and vacant.

Designation	Sanctioned	Filled			Filled under CAS
		R	T	C	
Professor					
Associate Professor					
Assistant Professor					
<b>Total</b>					

R=Regular, T=Temporary, C=Contract

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	
<b>Permanent</b>							
Ph.D.							
M.Phil							
PG							
Any Other							
<b>Temporary: NA</b>							
Ph.D.							
M.Phil							
PG							
Any Other							
<b>Contract/Visiting:</b>							
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 were 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 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	Other				

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 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

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 Summary, 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/University)

\*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)." Organized by (Department/University) 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/University)

\*Format for para 30

Participated in state/national/international workshop/conference/seminar on "(Title of the event)." Organised by (Department/University) 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)

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

\*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/University) 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/University)

33. Percentage of participation of full time teachers in various bodies of the Universities/ Other Universities, (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

Formulae=  $\frac{\text{Number of teachers participated}}{\text{Total Number of teachers}} \times 100$

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 (Rs.)		No. of Participants		University/State/ National/ International	Dates
	Internal	External	Internal	External		

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

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

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

- Central Library Books and Journals, etc, relevant to Department :
- Departmental Library (books, journals etc.) :
- Computers and Internet facilities for staff :
- Total number of class rooms :

- e) Class rooms with ICT facility :
- f) Students' laboratory :
- g) Research laboratories :
- hi) Smart class room :
- j) Any other facility LCDs/Projector :

46. List of faculty members doing post-doctoral Research or Research Associates

a) Post-doctoral Fellow

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

b) Research Associates

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

47. Number of students getting financial assistance from the university/state / central government

Sr. No.	Name of the Student	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		

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)

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)

- How many teachers use the following teaching methods:

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

S. No.	Name of the Faculty	Method of teaching

- 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

- 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

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**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 University website.
20. Students 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 University (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	University Website		
D	e-Resources		

