InternalQualityAssuranceCell (IQAC)

AcademicandAdministrationAudit
for the Year 2022 to 2023.

		Parameter of Audit	Observation	
		I.OverallQualityAssurance		
1.		SystemforQualityAssurance	Ensure the duties and responsibilities and procedures for various activities for all the staff members are well defined in written formatandapprovedinthestaffmeet/by anyotherauthorities.	
2.		Previous Academic Audit Reports & its compliance	Ensure the previous audit forms and minutes of the academic reviews are availableandthecomplianceswerennmade.	
3.		Stock Audit Reports (Internal/ External) & its compliance	Ensurewhetherthestockauditreportsare available along with the stock registers and consumable registers.	
4.		Recordsrelatedtoanyspecialstatusconferredby thecentral/state government.	The details related to the staff members with additional responsibilities, Conduct of program for the common cause, Membership in the committees etc.	
5		Quality Action Plan for the AY and its outcomes	Ensure the department has the specific, measurable, Achievable, realistic and time bound action plan and the documents related to the outcomes of the previous year's plan	
		II.AdmissionQuality		
1.		Demand Ratio and Student Statistics	Verify the details of the number of applications received for a programme, vs approvedstrength.Alsono.ofavailable Student'svsapprovedstrength.	

2.	Records related to Admissions (Applications, selection procedure &List)	Verify the details of availability ofAdmission Procedures, Applications, All the admission lists, Fee Remittance, Admission Letter,students'masterregister,closureofprogrammes, etc.	
III.CurricularAspects			
1.	Records on Syllabus Revision & Curriculum (all regulations in Hard Copy)	Ensure the availability of all the regulations for all the programmes since inception of the programme (Hard or Soft Copy). Check the quality improvements such as programmeoutcomesandcourse Objectives/outcomesineachrevision.	
2.	Displayof Program/Programspecific/Courseoutcomesin College Website	EnsuretheavailabilityofPOsandCOsin the department link of website.	
3.	RecordsrelatedtoValueAdded Courses	Verify the details of Records related to Value addition courses, MOOC courses,anyadditionalcreditcourses.Studentlist, Certificatesorotherevidences.	
IV.Teaching,LearningandEvaluation			
1.	AcademicCalendar	Verify the detailsof programs conducted with a clear plan for the Semesterandthetimelineismet.	
2.	LaboratoryManual	Verify the details of the updated Laboratory manual for each practical Course.	

3.	Records on availability and use of ICT tools in class rooms and NumberofTeachersUsingICT	Verify the details of serviceability of the ICT tools i.e. smart board, LCD, video conferencingequipmentandtheirusage records.	
4	RecordsrelatedtoMentoring	Verify thedetailsofmentoringhoursin the time table, list of mentors and mentee and also the mentoring records.	
5.	Records on Field Projects/ Internships undertaken by students(National/ International)	Verify the details of Letter correspondences with companies / institutions,Certificatesissuedtostudents,etc.	
6.	Records related to structured feedback from TeachingProcess	Verify the documents related to Feedback withwell-definedcriterionstoensurethe effectiveteachingprocessandscores.	
7.	Records related tostructured feedback from teachers on students learning	Verify the documentsrelatedtoFeedback withwell-definedcriterionstoensurethe effective learning process and scores.	
8.	Records related tostructured FeedbackfromParentsonTeaching Learning Process	Verify the details of documents related to well define feedback from parents.	
9.	Records related to structured feedbackfromAlumni	Verifythedetailsofdocumentsrelatedto welldefinedfeedbackfromAlumni.	
10.	Records related to structured feedbackfromEmployers	Anydocumentsrelatedtowelldefined feedbackfromEmployeeonourstudents.	
11.	Record on Feedbackanalysis, actiontakenandoutcomes	VerifytheProofforfeedbackanalysisand correctiveactiontaken	
12.	DetailedStaffProfile i. FullTimeTeacherswith Ph.D.	Verifythedetails onupdatedfaculty profile and its updating on websites.	

13.	Awardsreceivedfromstate/central government if any	VerifythedetailsoftheProofforHonors andAwardsreceivedbyfacultymembers fromtheGovernmentbodiesalone.	
14.	TimeTable	VerifythedetailsoftheMasterTime Table,Credit– HourMatching,Association Hour,LibraryHour,etc.	
15.	Attendance Register(Student, Research Scholars & Staff)	Verifythedetailsofattendanceregisters for all subjects and its updates. Also check the Bio-Metric Attendance.	
16.	RecordsonP.G.ProjectsReview& Continuous Assessment	Verify the details of continuous assessment of P.G. Projects, review reports, review members, review process, etc.	
17.	DetailsregardingBestStudents/ advanced/ Weak learners	Verify the details ofBest student award, identification of weak, average and advancedlearnersandstrategiesadapted to progressthemfurther.	
18.	RecordsonStudentsExamResults Statisticswithpasspercentagein each programme semester wise	Verify the details of Semester Exam Results and its statistics (Pass/ Fail)	
V.Research,Innovation,IncubationandExtension			
1.	Records related toResearch Fellowships/Awardreceivedfrom National/internationallevel	Verifythedetailsofresearchrelatedawards in national and international, etc.	

2.	Recordsrelatedto i. Conductofseminar/Conference ii. Participation iii. Seminar on IPR/Industry AcademiaInnovativePractices	Verify the Details regarding the seminar/conferenceandonIPR,Innovation and Institute Industry Interaction.	
3.	Records related to Awardsfor Innovation won by department	Verify the details of awards related to Hackathon, or any other innovative commercialventuresbystudentsor InstituteInteractionCell.	
4.	Records related toIncubation center and Startups by dept.	VerifythedetailsofBudgetallocation, utilizationrelatedtoincubationcenterand anyother Startups.	
5	Records on Ph.D. awarded Department	Verifythedetailsofstudents,theirThesis, VivaCommunications,etc.	
6	Research Publications in theJournels mentioned in UGC/CARE list by department.	Verifythedetailsofpublicationinthe UGC CARE List.	
7.	Books/ Edited Volumes/Book Chapters by Teachers	Verify the details of Books (with ISBN), edited volumes and Book Chaptersof faculty members.	
8.	Patents Published/Awarded	Verify the details of patents filed/ Published/grantedbythefacultymembers during 2018- 19.	
9.	Records onCommercialized Patents Awarded	Check the details regarding the licensed or commercialized patent and the MOUs IndicatingtheUniversity'sshare.	

10.	DetailsregardingtheCitationIndex (excludingSelfCitation)bytheTeachers	Verify the details of report of the Web of ScienceorGoogleorIndianCitationIndex fortheH-indexoffacultymember.	
11.	Details regarding theTeachers servingasresourceperson.	Verifythedetailsofsnameofthefaculty members,nameofevent,typeofevent,place, photos, title etc.	
12.	Records related toRevenue Generated throughconsultancy work	Verifythedetailsofconsultant,Letterof Intent,Incomegenerated,natureofwork, consultancy policies, etc.	
13.	Recordsrelated to Extensions/VillageAdoption/ Outreachprogrammes/industry collaboration	Verify the details of Extension programmes organized, beneficiaries, their feedback,expenses,Photos,Pressnews,etc.	
14.	RecordsonAwardsreceivedfor Extension activities from Govt if any	Verifythedetailsofawardsreceivedfrom governmentforextensionactivities(e.g. SwachBharath Award)	
15.	Records on research,faculty/ students exchange collaborations if any	Verifythedetailsofregardinglistofthe faculty or students exchange, MOU signed, duration, purpose.	
16.	Industry Linkage for internships, training, project work and resource sharing	Verify the details of MOUs with reputed industry for students' internship and training,activitiescarriedoutasperMOUs, MoUsrelatedtoresourcesharing,etc.	

17	Functional MOUs signed with industry,National/International Institutes signed in AY	Verify the details of MoUs related to Placement, Incubation, Fellowships, curriculum enhancement, Value Addition, MOOC, etc. with Industry/ National / InternationalInstitutesandits implementation.	
18.	RecordsonBudgetallocationand Utilization(including maintenance)	Verifythedetailsofthecopyofbudget allocation for the department, fund utilized,accountsettlement,etc.	
19	Records on PhD., Thesis – External Evaluation – Documents	Verify the details on Thesis Examiner (External),EvaluationReportsof supervisor and external examiner, Presentation of PapersinReputedConferences,Qualityof thethesisandconferencepaper.	
20.	AvailabilityofUGCCAREList(soft / hardcopy)	VerifythedetailsofUGCCAREList(soft/ hardcopy)	
21.	Funded Projects (submitted/ completed/ongoing), Thrust Areas progress, and outcomes	Verify the details related to the Principal Coordinator, project proposals, presentation date, fund allotted, fund utilized,fundunutilized,theobjectives and outcomes,thrustareasetc.duringAY.	
VI.InfrastructureandLearningResources			
1.	AvailabilityofMISfordepartment al data management	VerifythedetailsofavailabilityofanysoftwaremodulessuchasERPusedforanyareaofthe departmentalactivities.	
2.	Recordsonresourcesaugmentation	Verifythedetailsofnewequipments purchased, stock entry, account settlement, its utilization, etc.	

3.	Records related to departmental library (Rare Books, books,Databooksand annualexpenditure,etc.	Verify the accession registers and usage registers, books added during the academic year, amount, etc.	
4.	E-Contents utilized by teachers for E-PG Pathshala, SWAYAM, NPTEL, etc.	Verify the details such as orders received to develop contents, subject, list of faculty members, etc.	
5.	Records on Technology	Verify the details regarding the technology upgradation such as induction of Learning Management System, Online Examination, mobile attendance, Remote Login,Bio-Metricattendanceforstudents, Onlineadmission,videoconferencing,etc.	
6.	WiFi,Internetconnectivitystatus, bandwidthdetails	Verifythedetailsregardingtheinternet availability,WiFi,tothestudents.	
7.	Facilityavailableatdept.fore-content development	Check the facility such as Smart Class Room, Video Camera, Voice Recorder, MultimediaEditors,etc.forthee-content Development.	
VII.StudentSupportandProgress			
1.	Student Details and related statistics	Verify the List of Students admitted, undergoing Programmes, Summary related toGender,Community,economystatus, Otherstates/Country,etc.	
2.	Records related to capability enhancement of students (remedial class,skillenhancement,spoken English,etc.)	Verify the details such as attendance registers, Circulars, event registers that reveals the conduct of such activities.	

3.	RecordsonCompetitivecoaching and students benefitted	VerifytheRecordsrelatedtocoachingfor NET/SET/GATE, Civil Service Examination, etc.	
4.	Records related to redressal of students' grievances, sexual harassments and ragging	Verify therecords related to the filing of any Grievances, its redressal, availability of AntiRaggingPosters,SexualHarassment posters,etc.	
5.	PlacementRecords	VerifytheListofstudentsplaced,their average salary, copy ofappointment orders, etc.	
6.	Students progression toHigher Education Records	Verifythelistofpreviousyearstudents whohave been admitted to higher educationin/outsidetheinstitution.	
7.	Records on students qualifying in state/ national/ international level examinations	Verify the list of students who have been cleared state/ national/ international level examsuchasSET/NET/GATE/CAT/ MAT/KCET/TOEFL/IELTS, etc.	
8.	Records related tostudents; achievementinSports&Cultural Activities	Verifythelistofwinnersinsports& Cultural activities, Photos, Certificates, etc.	
9.	Records on Alumnimeetings/ activities	Verify the details such as database of alumni, alumni group in social media, meeting date, venue, list of participants, minutes,photo,news,expenditures, accountsettlement,etc.	

10	Records related to theValue training e.g. induction programme	Verify the details related to Student Induction Programme, Duration, Schedule, Resource Persons, Programme Contents, ObjectivesandOutcomes,Photos,News, etc.	
11.	Recordsondepartmentalstudents associationandtheirparticipation in committees	Verifythedetailssuchaselectionof members,inauguration,activities,photos, news, etc.	
**VII.Governance,LeadershipandManagement**		
1.	MinutesoftheStaffMeeting	Verifythedepartmentalmeetingsare conductedregularlyandtheminutesare approvedbythemembers.	
2.	AvailabilityofMaintenancePolicies and Procedures	Verify the availability of policies and procedures for the effective use of lab equipments,AMC,breakagehandling, Complaints/Suggestions.	
3.	Records related to financial assistance to teachers for attending conference/workshops	Verify the details such as list of faculty members who availed financial assistance for attending conferences, details of conference,sourceoffund,settlementof accounts,etc.	
4.	Compliance to the VTU/AICTE Guidelines	Verify the availability of necessary VTU/AICTE Guidelinesanditscompliance.	
5.	AvailabilityofCircularFolder	VerifytheCircularFolderthatcontainsall thecircularsandrelatedentryintheTappal Registers	

6.	UpkeepingofStockRegister	Verify the availability of Stock and Consumableregistersandcheckforthe updates.	
7.	Records related to teachers professional develop ment (refresher, orientation)	Verifythedetailssuchaslistoffaculty members attended the programmes, period, place, copy of certificate, etc.	
	VIII.InstitutionalValuesandBestPractices		
1.	Records related to Best Practices of Department	Verify for details related to any special practices that leads to quality improvements.AlsoCheckthecleanliness ofthe departments	
2	RoadmapoftheDepartment& Strategic Plan	Verify the details related to growth plan and the arrangements for execution, strength,weakness,opportunitiesand challenges	

Auditors'Suggestionforfurtherimprovement:(Useadditionalsheetsifrequired)

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OverallRemarks/RecommendationsbytheAuditors:(Useadditionalsheetsif required)

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SignatureoftheAuditor(1)   **Signatureofthe Auditor(2)**   **SignatureoftheAuditor(3)**

  Name & Designation   **Name & Designation**   **Name & Designation**

Date:

Approved by

IQAC Coordinator   **Principal**