



**Academic Audit – Department
AY 2023-24
Odd Semester**

Section - A

a. DEPARTMENT DETAILS

Name of Department					
Name of School					
Academic year	2023-24				
Semester	I	III	V	VII	IX
Name of the program [For eg: B.Tech. Computer Science & Engineering]					
No. of Theory courses offered					
No. of Lab courses offered					
<i>Note: Insert more rows as per the no. of UG & PG programs offered by the department</i>					

b. FACULTY DETAILS AND TEACHING LOAD

S. No.	Name of the Faculty Member	Designation	Courses Taught	L—T—P	Total Theory Hrs	Total Lab Hrs

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c. COURSE DELIVERY

Year/ Semester		From Core Deptt		From Other Deptt		To Other Deptt	
		No. of Courses (Theory & Labs)	Hrs	No. of Courses (Theory & Labs)	Hrs	No. of Courses (Theory & Labs)	Hrs
UG	I semester						
	III semester						
	V semester						
	VII semester						
	IX semester						
PG	I semester						
	III semester						

d. VALUE ADDED COURSES OFFERED

S. No.	Name of the Value-added Courses (with 30 or more Contact Hours) Offered	Semester	Duration of Course (Hours)	Date From - To	No. of Students Enrolled	No. of Students Completing the Course

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e. ACADEMIC PREPAREDNESS

Parameter	Review I (at the start of the semester)	Review II (during the semester)	Review III (at the end of the semester)	Remark (action taken)	Documents to be produced during Audit
No. of courses whose lesson plans(Theory & Lab both) are prepared before the commencement of the academic session					Departmental academic committee MoMs
No. of courses whose lesson plans (Theory & Lab both) are not prepared before the commencement of the academic session					Departmental academic committee MoMs
No. of course files (Theory & Lab both) reviewed by internal verifier(s) (Senior Faculty/HOD)					Departmental academic committee MoMs
Whether the CAPs have been approved in the BoS					BoS MoMs
Whether the course material has been prepared as per the					Departmental academic committee MoMs

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approved CAPs					
Whether the assessment of the courses is as per the approved CAPs					Departmental academic committee MoMs
Whether the academic regulations like graduation requirements and promotion policy have been shared with the students					Student orientation report/ Interaction/meeting MoMs with students for the same
Whether the records of the following are maintained by the respective mentors a) Semester credit registration b) MOOCs/Electives opted c) List of students & courses Not registered/dropped d) MRLSP details e) Details of PSC students					a) ERP report(signed by HoD) b) List of Student registrations in MOOCs/ Electives(signed by HoD) c) List of students & courses Not registered/dropped(signed by mentor & HoD) d) Details of MRLSP points (signed by mentor & HoD) e) List and their status (Signed by HoD & Mentor)
List of External Paper					BoS MoM (signed) along with attendance



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setters & Examiners approved by BoS					
Vision and Mission of the University well displayed at prominent places					Geotagged photographs
Vision, Mission and PEOs of the Department well displayed at prominent places					Geotagged photographs
Display of Time Table & important Notices					Geotagged photographs

f. DEPARTMENTAL LAB SETUP

Timetable, Lab incharge details, List of experiments with signatures displayed on the notice board					Geotagged photographs
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Equipment issue/usage register (log book)					Register
Whether the Lab Stock Register is Maintained properly? (Up to date)					Updated Stock Register along with Bills (copy)
Whether Lab Equipment is maintained properly?					Maintenance Agreements/ AMC details
Whether lab manuals for all lab courses are there?					Lab manual
List of Dos and Dont's displayed on lab notice boards					Geotagged photograph
Safety Measures Posters/ Instructions displayed in lab					Geotagged photograph
Proper waste disposal mechanism adopted					Manual/ SoP & Geotagged photograph of the facility

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(manual/SoP)					
Availability of well-maintained First Aid box in the labs to address any emergency, if any					Geotagged photograph

g. LIST OF COURSES ON DIFFERENT PEDAGOGIES

S.No.	Pedagogy Implemented	List of Courses	Document required
1	Project Based Learning		MoMs of DAC To be verified through CAPs & Course files along with rubrics
2	Collaborative		
3	Experiential		
4	Cooperative		
5	Flipped classroom		
6	Case Study Based		
7	Role Play		

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8	e-Learning modules		
9	Inclusion of appropriate complementary co-curricular activities		
10	Any other (insert rows as required)		

h. ATTENDANCE, RESULT, FEEDBACK & CO-PO ATTAINMENT ANALYSIS

Parameter	Review I	Review II	Review III	Documents to be produced during Audit
Attendance Analysis				<ol style="list-style-type: none"> Attendance analysis reports Records for corrective action implementation
Internal Assessment Result Analysis				<ol style="list-style-type: none"> Internal assessment analysis reports (Mid Term during review - II and overall in review III) Records for corrective action implementation
External Assessment Result Analysis				<ol style="list-style-type: none"> Overall analysis reports Records for targets achieved

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Feedback Analysis from all Stakeholders(Students, Faculty, Alumni, Employer)				a)Feedback Analysis report & sample filled form from ERP/Google form b) Records of Action taken
Regular Analysis of effectiveness of teaching methods & instructional material				DAC moms
CO-PO Attainment Analysis				CO-PO attainment report and action taken
Placement Records of all graduated/ graduating students are maintained and updated regularly				Placement Record File with all offer letters/ joining reports
Record of all of all graduated/ graduating students Progressing to Higher Studies is maintained & updated regularly				Higher Studies Record file with admission letters, I-card and Fee receipt
Record of all graduated/ graduating students appearing/ qualifying competitive examination is maintained & updated regularly				Qualifying competitive examination file Admit card, Result card

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i. Research Environment - Promotion & Activities

Parameter	Review I	Review II	Review III	Documents to be produced during Audit
The faculty effectively communicates the program’s research environment, values and priorities to current and prospective students & other audiences				MOMs of the session
The program engages graduate students in inquiry and contemporary research in collaboration with the faculty				Proof of the activity

j. SWOC ANALYSIS

SWOC	ANALYSIS
STRENGTH	
WEAKNESS	
OPPORTUNITIES	
CHALLENGES	



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k. LIST OF BEST PRACTICES FOLLOWED IN THE DEPARTMENT (PLEASE ATTACH PROOF & OUTCOME ACHIEVED)

Review I (at the Start of the Semester)	Review II (During the Semester)	Review III (End of the Semester)
HoD Signature	HoD Signature	HoD Signature
Remarks by the Auditor(s) & Signature	Remarks by the auditor(s) & sign	Remarks by the auditor(s) & sign



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Section - B

a. COURSE INFORMATION

Program Name	
Year/Semester	
Faculty Name	
Course Title/Code	
L-T-P/ Course Credits	
Teaching Pedagogy Used	

b. COURSE FILE DOCUMENTATION

Parameter	Review I (at the start of the semester)	Review II (during the semester)	Review III (at the end of the semester)	Remark (action taken)
Vision and Mission of the University				
Vision, Mission and PEOs of the Department				
POs and PSOs of the department				
Course Coordinator & List of faculty members teaching the course				

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Academic Calendar				
Time table of concerned faculty members teaching the course				
Course Description (including) <ul style="list-style-type: none">• Syllabus with Textbooks and Reference books• Course Outcomes- clear & measurable• Lesson Plan• Course Assessment Plan with well defined rubrics• CO-PO Mapping				
List of Students				
Attendance Record for classes and (First, second and Final Attendance review and action taken report)				
Course material as per the approved CAPs				

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Continuous Course evaluation as per the approved CAPs				
Solutions of assessment sheets (tutorials/ Quiz/ Assignments/ Test/ etc)				
Question paper of all assessment sheets, including mid-term and end term examination				
Lecture notes or course material (At onset - first 6 weeks course material, II Review - Complete course material)				
MOMs of the course coordinator's meeting, feedback analysis and action taken				
List of slow and advanced learners of the course				
Action taken for slow learners(with proof)				
Action taken for advanced learners(with proof)				

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Innovations in Teaching				
CO-PO attainment & action taken				

For lab

Parameter	Review I (at the start of the semester)	Review II (during the semester)	Review III (at the end of the semester)	Remark (action taken)
Course Description (including) <ul style="list-style-type: none"> • Syllabus with Textbooks and Reference books • Course Outcomes • Lesson Plan • Course Assessment Plan with well defined rubrics • CO-PO Mapping 				
Number of experiments conducted as per course plan				
Attendance Record for classes and (First, second and Final Attendance review and action taken report)				

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CO-PO attainment sheet				
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c. MONITORING & EVALUATION PROCESS OF MAJOR & MINOR PROJECTS/INTERNSHIPS/ITR/ SR

Parameter	Review I (at the start of the semester)	Review II (during the semester)	Review III (at the end of the semester)	Remark (action taken)
Formation of Project Batches, Supervisor Allocation				Process of allocation & list of allocated supervisors
Whether the assessment committee is formed or not?				List/ office order
Continuous Evaluation of Project/Internship/ SR/ITR as per defined rubrics				Related documents - approved rubrics, assessment sheets
For Internships/Project (outside)- NOC, Approval, Attendance record, project report, Completion certificate				Related Documents

COMMENTS OF THE AUDITOR

DATE

NAME, DESIGNATION & DEPARTMENT OF ACADEMIC AUDIT EXPERTS