

FORMAT FOR DEPARTMENT ACADEMIC AUDIT - 2017-2018

(Mentoring and Not Monitoring)

Vision : To facilitate awareness about processes and systems that can ensure quality enhancement and realization of goals set in higher education

Mission : To understand the existing system and assess the strengths and weaknesses of the Department and to suggest the methods for improvement and for overcoming the weaknesses.

To identify the limitations in the administrative Mechanisms and to identify the opportunities for academic reforms, administrative reforms, Examination reforms etc

To evaluate the optimum utilization of Financial and other resources.

To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.

Name of the Department :

Name & Designation of AA Experts :

Staff Members Present :

Date :

Criteria	Parameters	Verification Yes/No	Comments / Nos.	Suggestions for improvement
I . CURRICULAR ASPECTS (100)				
1.	Steps followed in the designing of syllabus & Curriculum Certificate - Add on courses			
2.	Department semester-wise curricular Plans			
3.	No.of Certificate /Diploma programme			
4.	No.of teachers in various bodies (BOS/Academic Council)			
5.	No.of new courses introduced			
6.	No.of programmes in which choice based credit system / Elective course system			
7.	Total No.of students enrolled in certificate /Add on /Diploma Courses			
8.	No.of courses related to curriculum on Gender, Environment, sustainability Human values & Professional ethics			
9.	No.of Value added courses			
10.	No.of students undertaking field projects for internship			
11.	Feedback conducted on curricular design / review of syllabus /Add on courses (Stakeholders)			
12.	Have you processed the feedback Questionnaire? Documented for Action? Outcome of Action?			

Criteria	Parameters	Verification Yes/No	Comments / Nos.	Suggestions for improvement
2 . TEACHING -LEARNING AND EVALUATION (350)				
13.	No.of Students from other states & Countries			
14.	Total No.of students admitted against total No.of students sanctioned			
15.	Actual No.of students admitted from reserved categories against total No.of seats earmarked for reserved as per govt. /State Govt.			
16.	Teaching student centric Methods - experiential learning, Participative learning and problem solving			
17.	Total No.of teachers using ICT with learning Management systems (LMS), E-learning resources etc			
18.	Ratio of Mentors to students			
19.	Are you following innovation & creativity in teaching-learning process?			
20.	Total No.of full-time faculty, faculty with Ph.D			
21.	Teaching experience : Total experience of fulltime teaching ÷ Total No.of Full-time teachers			
22.	Total No.of Full-time teachers receiving Awards from state/national/International level			
23.	No.of Full time teachers from other states and Total No.of sanctioned posts			
24.	Internal Evaluations - transparent and robust in frequency and variety			
25.	Handling of examination related grievances(transparent, time bound and efficient)			
26.	Department adheres to the academic calendar			
27.	Evaluation of programme outcomes, specific outcomes and course outcomes			
28.	Total No.of Final year students passed against appeared.			
29.	Student satisfactory survey : (not applicable)			

Criteria	Parameters	Verification Yes/No	Comments / Nos.	Suggestions for improvement
3 . RESEARCH, INNOVATION AND EXTENSION (120)				
30	Sources of research project funding i. (Non- Govt (industry, Corporate houses International bodies, endowments, chairs etc) ii. Govt & other Agencies			
31.	Total No.of research projects with total No.of teachers			
32.	Eco systems for innovations / innovation club			
33.	Workshops / Seminars on IPR & Industry - Academia innovative practices and Total No.of students participated			
34.	Incentives to teachers who receive State/National /international recognition /awards			
35.	No.of publications in UGC notified journals			
36.	No.of books/chapters : edited/ published and papers in National/international conferences - Proceedings			
37.	Extension activities in the neighbor community (Sensitising social issues and holistic developement)			
38.	No.of Awards and recognition received for extension activities from Govt / recognized bodies.			
39.	No.of extension and outreach program conducted in collaboration i) industry ii) Community iii) NGO Through NSS / Red cross / Rangers Etc			
40.	Total No.of students participating in extension activities Vs Total No.of students.			
41.	Total No.of Linkages For faculty exchange/student exchange /internship / field trip / on the job training, research etc			
42.	No.of functional MOUs			

Criteria	Parameters	Verification Yes/No	Comments / Nos.	Suggestions for improvement
4.INFRASTRUCTURE & LEARNING RESOURCES (100)				
43.	Adequate facilities of class rooms, laboratories etc			
44.	Adequate facilities for sports, games and cultural activities			
45.	No.of classrooms & seminar halls with ICT facilities			
46.	Budget allocation for infrastructure augmentation excluding salary			
47.	Is library automated using Integrated library Management system?			
48.	Collection of rare books/manuscripts /special reports at the department level			
49.	Does the institution have i) e-journals ii) E-Shodh Sindhu iii) Shodhganga Membership iv) E-books v) Data bases			
50.	Annual Expenditure for purchase of books and Journals for department / library			
51.	Availability of remote access to e-resources of the library			
52.	No.of teachers and students using department library per day			
53.	Student Computer ratio			
54.	Frequency of updates in IT facilities including Wi-Fi			
55.	Available bandwidth of internet connection ≥ 50 MBPS, 35-50 ; 20-35 < 5-20			
56.	Facilities for e-content development (Media centre, Recording facility, Lecture capturing system)			
57.	Exp on maintenance of Physical & academic support facilities excluding salary component V ^s total expenditures (Excluding salary)			

Criteria	Parameters	Verification Yes/No	Comments / Nos.	Suggestions for improvement
5. STUDENTS SUPPORT AND PROGRESSION (130)				
58.	No.of students benefited by Scholarships and freeships by Govt Vs total No.of students			
59.	No.of students benefitted by scholarships and freeships besides Govt.			
60.	No.of capability enhancement and development schemes			
	i. Guidance for competitive exam			
	ii. Career Counselling			
	iii. Softskill Development			
	iv. Remedial Coaching			
	v. Language lab			
	vi. Bridge courses			
	vii. Yoga and meditation			
	viii. Personal Counselling			
61.	No.of students benefitted by guidance for competitive examinations and career counseling offered by college			
62.	Total No.of students attending vocational education and training			
63.	Redressal of student Grievances /sexual harassment /Anti ragging			
64.	No.of outgoing students placed			
65.	No.of outgoing students progressing to higher education			
66.	No.of students qualifying in State/National/International level exams			
67.	No.of awards /Medals for outstanding performance in sports / cultural activities.			
68.	No.of sports and cultural activities / competitions organized			
68(a)	Implementation of Quality circle			

Criteria	Parameters	Verification Yes/No	Comments / Nos.	Suggestions for improvement
6. GOVERNANCE , LEADERSHIP AND MANAGEMENT (100)				
69.	Department meetings, minutes, Resolutions in Numbers			
70.	Work Diaries / Tutorial / Counselling			
71.	E- Governance in areas of operation;			
	i. Planning and Development			
	ii. Administration			
	iii. Finance & accounts			
	iv. Student admission and support			
	v. Examination			
72	Welfare measures of teaching staff			
73	No.of teachers provided with financial support to attend conference /workshop towards membership fee			
74	No.of professional Development programmes for teaching staff			
75	No.of teaching staff attending OC/RC/STC/FDP			
76	Performance appraisal system for teaching/PMP			
77	Funds/Grants received from NGO/individual etc to conduct activities			
78	Department strategies for mobilization of funds			

Criteria	Parameters	Verification Yes/No	Comments / Nos.	Suggestions for improvement
7. INSTITUTIONAL VALUES AND BEST PRACTICES (100)				
79.	Gender Equity presentation at the institutional level			
80.	Institution shows Gender sensitivity in providing facilities a. Safety security b. Counselling c. Common room			
81.	Renewable energy sources accessed			
82.	LED bulbs as environment consciousness			
83.	Waste Management steps initiated a. Solid waste Management b. Liquid waste Management c. Waste Management			
84.	Rain water harvesting structures & Utilization in the campus			
85.	Green practices by students and staff a. Bicycles b. Public transport c. Pedestrian friendly roads Plastic Free campus Paperless office Green land scalping with trees and plant			
86.	Expenditure on Green Initiatives and waste Management excluding salary ÷ Annual Expenditure and excluding salary			
87.	Differently abled students friendly facilities : Physical facilities / lift / ramp/Rails /Rest Rooms scribes for exam / special skill development etc			
88.	No.of initiatives taken to engage with and contribute to local community			
89.	Human values and professional ethics -Motivational talk, display of core values, fundamental duties and rights, constitutional obligation			
90.	No.of activities conducted for promotion of Universal values. (Truth, Righteous Conduct, Love, non-violence and peace)			
91.	Institution organizes national festivals and birth/death anniversaries of the great Indian Personalities			
92.	Institution maintains complete transparency in its financial, academic, administrative and auxiliary functions			

Descriptive statements:

93. Describe at least one departmental best practices (one para)

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94. Describe the performance of the department in one area distinctive to its vision, priority and thrust (one para)

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95. Please write on SWOC (one para each)

Strength :

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Weaknesses :

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Opportunities :

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Challenges :

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96. Future Plans of the Department (one para space)

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Signature of the H.O.D

Signature of the Academic Audit Experts

IQAC Co-ordinator

NAAC co-ordinator

PRINCIPAL

(To be handed over to HOD : Curricular Design for Certificate /ADD on/Diploma Courses)

CURRICULAR FEEDBACK MECHANISM

Course :

Duration :

Department :

Date :

Co-ordinator :

Guest Faculty :

Please rate the following parameters on a 4 point scale thereby indicating the level of perception(Strongly Agree - 4 ; Agree-3; Not Sure-2 ; Disagree -1

S.No	Parameter	Rating Scale			
		4	3	2	1
1.	The content met my expectations				
2.	Content had depth and extensive coverage				
3.	Strengthened my knowledge and skill				
4.	The goals and objectives clearly stated				
5.	Learning activities match objectives				
6.	Methods of Evaluation were appropriate and fair				
	Total				

Individual student /Alumni/Parent Perception rate =

1 below 6 : Disagree

6-12 : Not Sure

12-18 : Agree

18-24 : Strongly Agree

Format for Department Academic Audit - 2017-2018.

Ms. Preetha Bhandary	H.O.D	
Dr. Meenakshi	H.O.D	
Dr. Parashuram malage	H.O.D	
Ms. Triveni Shetty	H.O.D	
Ms. Saritha	H.O.D	
Ms. Usha	H.O.D	
Ms. Shirly Rani	H.O.D	
Mr. Krishnananda Shenoy	H.O.D	
Ms. Hemalatha	H.O.D	
Ms. Asha Rai M.G	H.O.D	
Ms. Smitha Shenoy	H.O.D	
Ms. Savithri Rao	H.O.D	
Mr. Gopalkrishna Raiker	H.O.D	
Mr. Praveen Kamath	H.O.D	
Ms. Divya B.S	H.O.D	
Ms. Sanjana Shenoy	H.O.D	
Ms. Sowmya T N	H.O.D	
Dr. Balaji	H.O.D	

Place : Mangalore

Date : 27-3-20180