

Dayananda Sagar University – Bangalore

Internal Quality Assurance Cell (IQAC)

Academic Administrative Audit (AAA) 2019-20

Visit Schedule & Committee Members

| Sl No | Date | School/Dept | Audit Team Members | Facilitators/ Files Verifiers |
|-------|------------|----------------------------------|---|---|
| 01 | 25.09.2020 | School of Basic Applied Sciences | Dr. V. Murugan (Chairman) Dr. Punith Cariappa (Member) Dr. Anil T John (Member) | Dr. Veena K N (DSBA) Dr. Vinayak Hemadri |
| 02 | 26.09.2020 | School of Pharmacy | Dr. Sunil S More (Chairman) Prof. Krishna V (Member) Dr. Punith Cariappa (Member) | Dr. Hemanth U Dr. Farhan Zameer |
| 03 | 28.09.2020 | School of Commerce & Management | Dr. Srinivas A (Chairman) Dr. Sharmila J (Member) Prof. Krishna V (Member) | Dr. Kumdavalli (DSI) Dr. B. Wilson |
| 04 | 29.09.2020 | College of Nursing | Dr. Punith Cariappa (Chairman) Dr. Sunil S More (Member) Dr. Vinayak Hemadri (Member) | Dr. Veena K N Dr. Chandrakala |
| 05 | 30.09.2020 | College of Physiotherapy | Prof. Krishna V (Chairman) Dr. Sunil S More (Member) Grp. Capt Nagaraj Subbarao (Member) | Dr. Aneesa Fasim Dr. Hemanth U (DSI) |

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|----|--------------------------------|--|---|---|
| 06 | 01.10.2020 | College of Journalism | Grp. Capt Nagaraj Subbarao (Chairman) Dr. V. Murugan(Member) Dr. Sharmila J (Member) | Dr. Vinayak Hemadri Mrs.Shivaleela P Upashe |
| 07 | 05.10.2020 To 07.10.2020 | School of Engineering Day - 1 5.10.2020 Day - 2 6.10.2020 Day - 3 7.10.2020 | Dr. V. Murugan (Chairman) Dr. Sunil S More (Member) Dr. Punith Cariappa (Member) Dr. Sunil S More (Chairman) Dr. V. Murugan (Member) Dr. Sharmila J (Member) Dr. Punith Cariappa (Chairman) Dr. Sunil S More (Member) Dr. . Sunil S More(Member) | Dr. Hemanth U Dr. Veena K N Dr. Farhan Zameer Dr.AneesaFasim Dr. Ramesh . S Dr. Geetha K.M |
| 08 | 08.10.2020 | Management (Post Graduation) Executive Education | Dr. Dr. Sharmila J (Chairman) Dr. V. Murugan (Member) Dr. Anil T John (Member) | Mrs. Shivaleela P Upashe Dr. Kumdavalli |

| Sl No | Date | Name of the School | Chairman | Members | Mobile Number | Email ids Chairman Members | Faculties File Verifiers | Verifiers Mobile Number | Verifiers Email ids |
|-------|------------|----------------------------------|---------------------|---------------------|---------------|--|--------------------------|-------------------------|--------------------------------|
| 01 | 25.09.2020 | School of Basic Applied Sciences | Dr. V. Murugan | | 9343824404 | ppl-pharmacy@dsu.edu.in | | | |
| | | | | Dr. Punith Cariappa | 9448492983 | dean-scms@dsu.edu.in | Dr. Veena K N | 9886261201 | deandsba@gmail.com |
| | | | | Dr. Anil T John | 9986033863 | deanphysio@dsu.edu.in | Dr. Vinayak Hemadri | 9910275510 | vinayak-me@dsu.edu.in |
| 02 | 26.09.2020 | School of Pharmacy | Dr. Sunil S More | | 9481787729 | drsunil.dsu.edu.in | | | |
| | | | | Prof. Krishna V | 9019362058 | vkrishna.dsu@gmail.com | Dr. Hemanth U | 9980837449 | hod-bca@dayanandasagar.edu |
| | | | | Dr. Punith Cariappa | 9448492983 | dean-scms@dsu.edu.in | Dr. Farhan Zameer | 9844576378 | farhanzameer@dsu.edu.in |
| 03 | 28.09.2020 | School of Commerce & Management | Dr. Srinivas A | | 9880283288 | dean-engg@dsu.edu.in | | | |
| | | | | Dr. Sharmila J | 9606253062 | ppl-nursing@dsu.edu.in | Dr. Kumudavalli (DSI) | 9980135525 | kumudavalli@dayanandasagar.edu |
| | | | | Prof. Krishna V | 9019362058 | vkrishna.dsu@gmail.com | Dr. B. Wilson | 9482962475 | wilson-sps@dsu.edu.in |
| 04 | 29.09.2020 | College of Nursing | Dr. Punith Cariappa | | 9448492983 | dean-scms@dsu.edu.in | | | |
| | | | | Dr. Sunil S More | 9481787729 | drsunil.dsu.edu.in | Dr. Veena K N | 9886261201 | deandsba@gmail.com |
| | | | | Dr. Vinayak Hemadri | 9910275510 | vinayak-me@dsu.edu.in | Dr. Chandrakala | 9740213929 | chandrakala-socm@dsu.edu.in |
| 05 | 30.09.2020 | College of Physiotherapy | Prof. Krishna V | | 9019362058 | vkrishna.dsu@gmail.com | | | |

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| | | | | Dr. Sunil S More | 9481787729 | drsunil.dsu.edu.in | Dr. Aneesa Fasim | 9845400955 | aneesafasim@dsu.edu.in |
| | | | | Grp. Capt Nagaraj Subba Rao | 9986321964 | dean-cee@dsu.edu.in | Dr. Hemanth U | 9980837449 | hod-bca@dayanandasagar.edu |
| 06 | 01.10.2020 | College of Journalism | Grp. Capt Nagaraj Subbarao | | 9986321964 | dean-cee@dsu.edu.in | | | |
| | | | | Dr. V. Murugan | 9343824404 | ppl-pharmacy@dsu.edu.in | Dr. Vinayak Hemadri | 9910275510 | vinayak-me@dsu.edu.in |
| | | | | Dr. Sharmila J | 9606253062 | ppl-nursing@dsu.edu.in | Mrs. Shivaleela P Upashe | 7022106367 | spupashe@gmail.com |
| 07 | 5.10.2020 | School of Engineering Day -01 | Dr. V. Murugan | | 9343824404 | ppl-pharmacy@dsu.edu.in | | | |
| | | | | Dr. Sunil S More | 9481787729 | drsunil.dsu.edu.in | Dr. Hemanth U | 9980837449 | hod-bca@dayanandasagar.edu |
| | | | | Dr. Punith Cariappa | 9448492983 | dean-scms@dsu.edu.in | Dr. Veena K N | 9886261201 | deandsba@gmail.com |
| | 6.10.2020 | Day - 02 | Dr. Sunil S More | | | | | | |
| | | | | Dr. V. Murugan | 9343824404 | ppl-pharmacy@dsu.edu.in | Dr. Farhan Zameer | 9844576378 | farhanzameer@dsu.edu.in |
| | | | | Dr. Sharmila J | 9606253062 | ppl-nursing@dsu.edu.in | Dr. Aneesa Fasim | 9845400955 | aneesafasim@dsu.edu.in |

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|----|-------------------|---|------------------------|------------------|------------|--|-----------------------------|------------|--------------------------------|
| | 7.10.2020 | Day - 03 | Dr. Punith Cariappa | | | | | | |
| | | | | Dr. Sunil S More | 9481787729 | drsunil.dsu.edu.in | Dr. Ramesh . S | 9445733407 | ramesh631052@gmail.com |
| | | | | Dr. V. Murugan | 9343824404 | ppl-pharmacy@dsu.edu.in | Dr. Geetha K.M | 9900508674 | geetha-sps@dsu.edu.in |
| 08 | 08.10.2020 | Management (Post Graduation) Executive Education | Dr. Dr. Sharmila J | | 9606253062 | ppl-nursing@dsu.edu.in | | | |
| | | | | Dr. V. Murugan | 9343824404 | ppl-pharmacy@dsu.edu.in | Mrs. Shivaleela P Upashe | 7022106367 | spupashe@gmail.com |
| | | | | Dr. Anil T John | 9986033863 | deanphysio@dsu.edu.in | Dr. Kumudavalli | 9980135525 | kumudavalli@dayanandasagar.edu |

Dayananda Sagar University
Internal Quality Assurance Cell (IQAC)
Report Academic and Administration Audit

1. Name of the Department: *SCHOOL OF ENGINEERING*

2. Name of the School: *AEROSPACE ENGINEERING*

3. Auditors Members Name: *Dr. V. MURUGAN*
Dr. SUNIL MORE

4. Files Verifier/ Facilitator Name: *Dr. GEETHA. K.M.*

5. Strength of the Department/School: *Incubation centre*
initiated - ₁ Dassault Systems.

6. Weakness of the Department/School:

Many files have not been updated
and opened.

7. Opportunities of the Department/School:

Can mobilise funds through various
Central / State Govt agencies

8. Challenges of the Department/School

- Conduct of International conferences
- Publications in good impact journals
- Consultancy projects

9. Overall Academic Performance of the School/Department:

- A. Excellent
- B. Very Good
- C. Good
- D. Satisfactory
- E. Poor/ Need Improvement

10. Auditors' Suggestion for further improvement: (Use additional sheets if required)


All files required for NAAC Accreditation needs to be updated regularly.

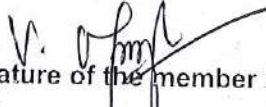
Responsibilities of family members to be defined clearly.

11. Overall Remarks/ Recommendations by the Auditors: (Use additional sheets if required)

All files to be maintained in a systematic and organised manner.

Signature of the Chairman
Name:
Designation:
Date:


Signature of the member 1.
(Dr. S. S. MOSE)
Dean - SBAS


Signature of the member 2.
(Dr. V. MURUGAN)
Dean, SOHS.



Dayananda Sagar
University

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Kumaraswamy Layout, Bangalore-560111

**Internal Quality Assurance Cell
(IQAC)**

**Academic and Administration Audit
For the Year 2018 to 2020.**

Verification of the Files

Name of the School/Department

Aerospace Engineering, DSU.

te:

is mandatory to submit the details from 1 to 8 in the format with documentary proof of the Academic and Administration audit.

If the documentary evidences are available in the Centralized office, it is the duty of the Dean/Principal to collect from them and keep the files in their respective department/school.

All the schools/departments should submit the report in format prescribed for every academic year separately for audit. (i.e. 2015-2016, 2016-2017, 2017-2018, 2018-2019 and 2019-2020).

| I. Overall Quality Assurance | | FILES SUBMITTED/ NOT SUBMITTED | |
|------------------------------|--|---|-----------------------------|
| 1. | System for Quality Assurance | Ensure the duties and responsibilities and procedures for various activities for all the staff members are well defined in written format and approved in the staff meet/ by any other authorities. | Not Submitted |
| 2. | Previous Academic Audit Reports & its compliance | Ensure the previous audit forms and minutes of the academic reviews are Available and the compliances were made. | applicable Not Submitted |
| 3. | Stock Audit Reports (Internal/ External) & its compliance | Ensure whether the stock audit reports are available along with the stock registers and consumable registers. | Not Submitted |
| 4. | Records related to any special status conferred by the central/ state government | E.g. Centre of Excellence, Departmental Accreditation (e.g. NBA), etc. Ensure the related records are available. | Not Submitted |
| 5. | Records related to Departmental contribution to the University's growth | The details related to the staff members with additional responsibilities, Conduct of programme for the common cause, Membership in the committees etc. | Not Submitted |

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| 6. | 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. | <i>Not Submitted</i> |
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| II. Admission Quality | | | FILES SUBMITTED/ NOT SUBMITTED |
|-----------------------|--|---|---|
| 7. | Demand Ratio and Student Statistics | Furnish the details of the number of applications received for a programme, vs approved strength. Also no. of available students vs approved strength. | <i>Not Submitted</i> |
| 8. | Records related to Admissions (Applications, selection procedure & List) | Furnish the details of availability of Admission Procedures, Applications, All the admission lists, Fee Remittance, Admission Letter, students' master register, closure of programmers, etc. | <i>Not Submitted (Needs updation)</i> |

| III. Curricular Aspects | | FILES SUBMITTED/ NOT SUBMITTED |
|-------------------------|--|---|
| 9. | Records on Syllabus Revision & Curriculum (all regulations in Hard Copy and BOS minutes of Academic Year(AY) | Ensure the availability of all the regulations for all the programmes since inception of the programme (Hard or Soft Copy). Also the BOS Minutes for the AY. Check the quality improvements such as enhancements, programme specific objectives/ outcomes and course objectives/ outcomes in each revision. |
| 10. | Syllabus related to course on Employability, Entrep reneurship innovation & Skill Development | Ensure the availability of Employment, innovation, skill development and entrepreneurship related courses. |
| 11. | Display of Program/Program specific/Course outco mes in University Websit e | Ensure the availability of PEOs and CEOs in the department link of website. |

File needs to be updated

File not available

Available but need to be updated on website.

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| 12. | Records related to Value Added Courses | Furnish the details of Records related to Value addition courses, MOOC courses, any additional credit courses. Student list, certificates or other evidences. | <i>yet to initiate</i> |
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| IV. Teaching, Learning and Evaluation | | | FILES SUBMITTED/ NOT SUBMITTED |
|---------------------------------------|---|---|------------------------------------|
| 13. | Academic Calendar (2019-2020) | Furnish the details of programmes conducted with a clear plan for the Semester and the timeline is met. | Programmes conducted to be updated |
| 14. | Laboratory Manual | Furnish the details of the updated Laboratory manual for each practical papers. | - Available - Submitted |
| 15. | i. Records on availability and use of ICT tools in classrooms ii. Number of Teachers Using ICT | Furnish the details of serviceability of the ICT tools i.e. smart board, LCD, video conferencing equipment and their usage records. | Available - Needs to be updated |
| 16. | Records related to Mentoring | Furnish the details of mentoring hours in the time table, list of mentors and mentee and also the mentoring records. | Submitted |
| 17. | Records on Field Projects/ Internships undertaken by students (National/ International) | Furnish the details of Letter correspondences with companies / institutions, Certificates issued to students, etc. | Not applicable (New programme) |
| 18. | Records related to structured feedback from | Furnish the documents related to Feedback with well-defined criterions to ensure the | Not Submitted |

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| | Students on Teaching Process | effective teaching process and scores. | |
| 19. | Records related to structured feedback from teachers on students learning | Furnish the documents related to Feedback with well-defined criteria to ensure the effective learning process and scores. | <i>File needs to be created</i> |
| 20. | Records related to structured Feedback from Parents on Teaching Learning Process | Furnish the details of documents related to well defined feedback from parents. | <i>File available Needs updation</i> |
| 21. | Records related to structured feedback from Alumni | Furnish the details of documents related to well defined feedback from Alumni. | <i>Not applicable</i> |

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| | Records related to structured feedback from Employers | Any documents related to welldefined feedback from Employee on our students. | Not applicable |
| 23. | Record on Feedback analysis, action taken and outcomes | Furnish the Proof for feedback analysis and corrective action taken | Submitted |
| 24. | Student Satisfaction Survey on the department | Furnish online student satisfaction survey On the department. | Needs updation |
| 25. | Detailed Staff Profile i. Full Time Teachers with Ph.D. ii. Full Time Teachers with DSc./D.Litt. | Furnish the details on updated faculty profile and its updating on websites | Submitted |
| 26. | Awards received from state/central government | Furnish the details of the Proof for Honours and Awards received by faculty members from the Government bodies alone. | Not available Not appli |
| 27. | Time Table | Furnish the details of the Master Time Table, Credit - Hour Matching, Association Hour, Library Hour, etc. | Submitted |

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| 28. | Attendance Register (Student, Research Scholars & Staff) | Furnish the details of attendance registers for all subjects and its updates. Also check the Bio-Metric Attendance. | Not Submitted. |
| 29. | Records on P.G. Projects Review & Continuous Assessment | Furnish the details of continuous assessment of P.G. Projects, review reports, review members, review process, etc. | Not applicable. |
| 30. | Details regarding Best Students/ advanced/ Weak learners | Furnish the details of Best student award, identification of weak, average and advanced learners and strategies adapted to progress them further. | Remedial classes Register needs updation. |
| 31. | Records on Students Exam Results Statistics with pass percentage in each programme semester wise | Furnish the details of Semester Exam Results and its statistics (Pass/ Fail) | File available Needs updation. |

| V. Research, Innovation, Incubation and Extension | | | FILES SUBMITTED/ NOT SUBMITTED |
|---|--|--|-----------------------------------|
| 32. | Records related to Research Fellowships/ Award received from National / international level | Furnish the details of research related awards in national and international, etc. | <i>Not available</i> |
| 33. | Enrolment details of JRF/SRF/ PDF/ RA / Other Fellows | Furnish Students' list of JRF/SRF/ PDF/ RA/ Fellows and corresponding communications. | <i>Not available</i> |
| 34. | Records related to i. Conduct of seminar/Conference Participation of Seminar/Conference ii. Seminar on IPR/ Industry Academia Innovative Practices | Furnish the Details regarding the seminar/conference and on IPR, Innovation and Institute Industry Interaction. | <i>Needs updation</i> |
| 35. | Records related to Awards for Innovation won | Furnish the details of awards related to Hackathon, or any other innovative commercial ventures by students or Institute Interaction Cell. | <i>Not available</i> |

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| | by department | | |
| 36. | Records relate to Incubation centre and Startups by dept. | Furnish the details of Budget allocation, utilization related to incubation centre and any other Startups. | <i>Not available</i> |
| 37. | Records on Ph.D. awarded at Department | Furnish the details of students, their Thesis, Viva Communications, etc. | <i>Not applicable</i> |
| 38. | Research Publications in the journals mentioned in UGC /CARE List by the department | Furnish the details of publication in the UGC CARE List. | <i>Available - Needs updation.</i> |
| 39. | Books/ Edited Volumes/Book Chapters by Teachers | Furnish the details of Books (with ISBN), edited volumes and Book Chapters of faculty members. | <i>Submitted</i> |
| 40. | Patents Published/ Awarded by Teachers during AY | Furnish the details of patents filed/published/granted by the faculty members during 2018-19. | <i>Not available</i> |

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| 41. | Records on Commercialized Patents Awarded | Check the details regarding the licensed or commercialized patent the MOUs indicating the University's share. | <i>Not available</i> |
| 42. | Details regarding the Citation Index (excluding Self Citation) by the Teachers | Furnish the details of report of the Web of Science or Google or Indian Citation Index for the H- index of faculty member. | <i>Not available</i> |
| 43. | H-Index of the Faculty/Department for the AY | Furnish the details of Report of the web of scienceregarding the H-Index of the Faculty/ department | <i>Not available</i> |
| 44. | Details regarding the Teachers serving as resource person for the AY | Furnish the details of s name of the faculty members, name of event, type of event, place, photos, title etc. | <i>Not available</i> |
| 45. | Records related to Revenue generated through corporate training | Furnish the details of Corporate training policy, no. of training provided, no. of participants, period, income generated, coordinator details, Letter of Intent, etc. | <i>Not available</i> |
| 46. | Records related to Revenue Generated through cons | Furnish the details of consultant, Letter of Intent, Income generated, nature of work, consultancy policies, etc. | <i>Not available</i> |

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| | ultancy work | | |
| 47. | Records related to Extensions/Village Adoption/ Outreach programmes/industry collaboration | Furnish the details of Extension programmes organized, beneficiaries, their feedback, expenses, Photos, Press news, etc. | <i>Yet to be initialled</i> |
| 48. | Records on Awards received for Extension activities from Govt. | Furnish the details of awards received from government for extension activities (e.g. Swach Bharath Award) | <i>Not available</i> |

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| 49. | Records on research, faculty/ students exchange collaborations | Furnish the details of regarding list of the faculty or students exchange, MOU signed, duration, purpose. | <i>Not available</i> |
| 50. | Industry Linkage for internships, training, project work and resource sharing | Furnish the details of MOUs with reputed industry for students' internship and training, activities carried out as per MOUs, MoUs related to resource sharing, etc. | <i>Not available</i> |
| 51. | Functional MOUs signed with industry, National/ International Institutes signed in AY | Furnish the details of MoUs related to Placement, Incubation, Fellowships, curriculum enhancement, Value Addition, MOOC, etc. with Industry/ National / International Institutes and its implementation. | <i>Not available</i> |
| 52. | Records on Budget allocation and Utilization (including maintenance) | Furnish the details of the copy of budget allocation for the department, fund utilized, account settlement, etc. | <i>Not available</i> |

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| 53. | Records on Research Advisory Committee for PhD.,(Minutes) | Furnish the details of UGC Regulation on Minimum Standards and Procedure for Award of Ph.D. Degrees Regulations, 2016 and 2019, details regarding the RAC Members, Minutes of RAC, etc. | <i>Not applicable</i> |
| 54. | Records on PhD., Thesis - External Evaluation - Documents | Furnish the details on Thesis Examiner(External), Evaluation Reports of supervisor and external, Presentation of Papers in Reputed Conferences, Quality of the thesis and conference paper. | <i>Not applicable</i> |
| 55. | Records on Ph.D. Viva Voce by External Examiner | Furnish the details regarding the conduct of Viva Voce, date, venue, external examiner, etc. | <i>Not applicable</i> |

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| 56. | Availability of UGC CARE List (soft/hard copy) | Furnish the details of UGC CARE List (soft/hard copy) | |
| 57. | Funded Projects (submitted/completed/ongoing) , Thrust Areas progress, and outcomes | Furnish the details related to the Principal Coordinator, project proposal s, presentation date, fund allotted, fund utilized, fund unutilized, the objectives and outcomes, thrust areas etc. during AY. | <i>Not available</i> |
| 58. | Departmental Projects like SAP/ FIST/ TEQIP, etc. | Furnish the details regarding the Coordinator, deputy coordinator, advisory committee members, advisory committee meeting, fund allocated, utilized, Lab Established, Project Carried out, Fellowships, recruitment of project fellows, etc. | <i>Not available</i> |

| VI. Infrastructure and Learning Resources | | | FILES SUBMITTED / NOT SUBMITTED |
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| 59. | Availability of MIS for departmental data management | Furnish the details of availability of any software modules used for any area of the departmental activities. | |
| 60. | Records on resources augmentation during AY | Furnish the details of new equipments purchased, stock entry, account settlement, its utilization, etc. | <i>Needs updation</i> |
| 61. | Records related to departmental library (Rare Books, e- journals/books, Data books and annual expenditure, etc. | Furnish the accession registers and usage registers, books added during the academic year, amount, etc. | <i>Not available</i> |
| 62. | E-Contents developed by teachers for E-PG Pathshala, SWAYAM, NPTEL, etc. | Furnish the details such as orders received to develop contents, subject, list of faculty members, etc. | <i>Not available</i> |

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| 63. | Records on Technology up gradation during AY | Furnish the details regarding the technology upgradation such as induction of Learning Management System, Online Examination, mobile attendance, Remote Login, Bio-Metric attendance for students, Online admission, video conferencing, etc. | <i>Needs updation.</i> |
| 64. | WiFi, Internet connectivity status, bandwidth details | Furnish the details regarding the internet availability, WiFi, to the students. | <i>Not available.</i> |
| 65. | Facility available at dept. for e-content development | Check the facility such as Smart Class Room, Video Camera, Voice Recorder, Multimedia Editors, etc. for the e-content development | <i>Not available.</i> |

| VII. Student Support and Progress | | | FILES SUBMITTED/ NOT SUBMITTED |
|-----------------------------------|---|---|--------------------------------------|
| 66. | Student Details and related statistics | Furnish the List of Students admitted, undergoing Programmes, Summary related to Gender, Community, economy status, Other states/Country, etc. | <i>Available Needs updation.</i> |
| 67. | Records related to capability enhancement of students (remedial class, skill enhancement, spoken English, etc.) | Furnish the details such as attendance registers, Circulars, event registers that reveals the conduct of such activities. | <i>Not submitted</i> |
| 68. | Records on Competitive coaching and students benefitted | Furnish the Records related to coaching for NET/SET/GATE, Civil Service Examination, etc. | <i>Not applicable.</i> |
| 69. | Records related to redressal of students' grievances, sexual harassments and ragging | Furnish the records related to the filing of any Grievances, its redressal, availability of Anti Ragging Posters, Sexual Harassment posters, etc. | <i>Not available.</i> |

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| 70. | Placement Records | Furnish the List of students placed, their average salary, copy of appointment orders, etc. | <i>Not applicable</i> |
| 71. | Students progression to Higher Education Records | Furnish the list of previous year students who have been admitted to higher education in / outside the institution. | <i>Not applicable</i> |
| 72. | Records on students qualifying in state/ national/ international level examinations | Furnish the list of students who have been cleared state/ national/ international level exam such as SET/ NET/ GATE/ CAT/ MAT/ KCET/ TOEFL/ IELTS, etc. | <i>Not applicable</i> |
| 73. | Records related to student s; achievement in Sports & Cultural Activities | Furnish the list of winners in sports & Cultural activities, Photos, Certificates, etc. | <i>Not available</i> |
| 74. | Records on Alumni meetings/ activities | Furnish the details such as database of alumni, alumni group in social media, meeting date, venue, list of participants, minutes, photo, news, expenditures, account settlement, etc. | <i>Not applicable</i> |

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| 75. | Records related to the Value training e.g. induction programme | Furnish the details related to Student Induction Programme, Duration, Schedule, Resource Persons, Programme Contents, Objectives and Outcomes, Photos, News, etc. | Submitted |
| 76. | Records on departmental students association and their participation in committees | Furnish the details such as election of members, inauguration, activities, photos, news, etc. | Submitted |

| VII. Governance, Leadership and Management | | | FILES SUBMITTED / NOT SUBMITTED |
|--|---|--|---------------------------------|
| 77. | Minutes of the Staff Meeting | Furnish the departmental meetings are conducted regularly and the minutes are approved by the members. | Not maintained |
| 78. | Availability of Maintenance Policies and Procedures | Furnish the availability of policies and procedures for the effective use of lab equipments, AMC, breakage handling, Complaints/ Suggestions, etc. | Has to be Initiated |

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| 79. | Records related to financial assistance to teachers for attending conference/workshops | Furnish the details such as list of faculty members who availed financial assistance for attending conferences, details of conference, source of fund, settlement of accounts, etc. | <i>Not updated</i> |
| 80. | Compliance to the UGC Guidelines, SCAA, Statutes | Furnish the availability of necessary UGC/AICTE/ NCTE/ PCI/ DEB/ Statutes/ MHRD/TANSICHE/ Syndicate/ SCAA Guidelines and its compliance. | <i>Not applicable</i> |
| 81. | Availability of Circular Folder | Furnish the Circular Folder that contains all the circulars and related entry in the Tappal Registers | <i>To be initiated</i> |
| 82. | Upkeeping of Stock Register | Furnish the availability Stock and Consumable registers and check for the updates. | <i>To be initiated</i> |
| 83. | Records related to teachers professional development (refresher, orientation) | Furnish the details such as list of faculty members attended the programmes, period, place, copy of certificate, etc. | <i>To be initiated</i> |

| VIII. Institutional Values and Best Practices | | | FILES SUBMITTED / NOT SUBMITTED |
|---|---|--|---------------------------------|
| 84. | Records related to Best Practices of Department | Furnish for details related to any special practices that leads to quality improvements. Also Check the cleanliness of the departments | Needs to be initiated |
| 85. | Road map of the Department & Strategic Plan | Furnish the details related to growth plan and the arrangements for execution, strength, weakness, opportunities and challenges | Not available. |

Verification of the Files (Total 85)

Files Submitted: 43 nos
and needs to be updated

Files Not submitted: 42 nos

P. Ramesh S
(P. RAMESH S)

Signature of the verifier

G. Suresh Kumar (G. Suresh Kumar)

Member 1.

Member 2

Name:

Dr. V. MURUGAN

Designation:

Dean, SOHS, COPT

Date:

07/10/2020

Signature of the Audit members:

V. M. Murugan
07/10/20

Dr. Suresh Kumar

Dean SOHS

07/10/2020

07/10/20

Dayananda Sagar University
Internal Quality Assurance Cell (IQAC)

Report Academic and Administration Audit

1. Name of the Department: CSE and CT

2. Name of the School: School of Health sciences

3. Auditors Members Name: Dr.Sunil More -Chairman

Dr.V Murugan, Dr.Sharmila J

4. Files Verifier/ Facilitator Name:

Dr.Farhan Zameer and Dr.Aneesha Fasim

5. Strength of the Department/School:

A. Good set of faculty members with High qualification and good Background

B. Good Infrastructure and resources available with state of the art facility

C.As per AICTE the faculty ratio in the each department is maintained

D.Industry sponsored laboratory is the game changer

6. Weakness of the Department/School:

a.Research and PhD ratio of the faculty should improve

b.Lack of External funded projects

c.Publication no is high but should focus in publishing in good reputed UGC CARE list journals

D. The documentation of files were not so encouraging

7. Opportunities of the Department/School:



Department of CSE



Dayananda Sagar
University

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Kumaraswamy Layout, Bangalore-560111

Internal Quality Assurance Cell (IQAC)

Academic and Administration Audit
For the Year ~~-----~~ ²⁰¹⁵ to ²⁰²⁰ --.

Verification of the Files

Name of the School/Department

CSE

Note:

1. It is mandatory to submit the details from 1 to 85 in the format with documentary proof for the Academic and Administration audit.

2. If the documentary evidences are available in the Centralized office, it is the duty of the Dean/Principal to collect from them and keep the files in their respective department/school.

3. All the schools/departments should submit the report in format prescribed for every academic year separately for audit. (i.e. 2015-2016, 2016-2017, 2017-2018, 2018-2019 and 2019-2020).

| I. Overall Quality Assurance | | | FILES SUBMITTED/ NOT SUBMITTED |
|------------------------------|--|---|--|
| 1. | System for Quality Assurance | Ensure the duties and responsibilities and procedures for various activities for all the staff members are well defined in written format and approved in the staff meet/ by any other authorities. | IN COMPLETE NEED TO BE UPDATED 1 |
| 2. | Previous Academic Audit Reports & its compliance | Ensure the previous audit forms and minutes of the academic reviews are Available and the compliances were made. | IN COMPLETE AUDITING 2 NO SIGN BY THE AUDITING AUTHORITY. ACTION PLAN REPORT. |
| 3. | Stock Audit Reports (Internal/ External) & its compliance | Ensure whether the stock audit reports are available along with the stock registers and consumable registers. | IN COMPLETE NEEDS TO BE UPDATED. 3 STOCK AUDITING TO BE DONE INVOICE BILLS |
| 4. | Records related to any special status conferred by the central/ state government | E.g. Centre of Excellence, Departmental Accreditation (e.g. NBA), etc. Ensure the related records are available. | NOT APPLICABLE 1 |
| 5. | Records related to Departmental contribution to the University's growth | The details related to the staff members with additional responsibilities, Conduct of programme for the common cause, Membership in the committees etc. | INCOMPLETE NEED TO BE UPDATED. 4 COMMITTEES - |
| 6. | 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 | Project funds Research IN COMPLETE 5 |

* NO SIGNATURE IN ANY OF THE FILES BY SIGNING AUTHORITY/
CHAIRMAN.

| | | | |
|--|--|---------------------------|--|
| | | the previous year's plan. | |
|--|--|---------------------------|--|

| II. Admission Quality | | | FILES SUBMITTED/ NOT SUBMITTED |
|-----------------------|--|---|------------------------------------|
| 7. | Demand Ratio and Student Statistics | Furnish the details of the number of applications received for a programme, vs approved strength. Also no. of available students vs approved strength. | <i>It should be updated</i> 6 |
| 8. | Records related to Admissions (Applications, selection procedure & List) | Furnish the details of availability of Admission Procedures, Applications, All the admission lists, Fee Remittance, Admission Letter, students' master register, closure of programmers, etc. | <i>Completed & Available</i> 1 |

| III. Curricular Aspects | | | FILES SUBMITTED/ NOT SUBMITTED |
|-------------------------|--|---|---|
| 9. | Records on Syllabus Revision & Curriculum (all regulations in Hard Copy and BOS minutes of Academic Year(AY) | Ensure the availability of all the regulations for all the programmes since inception of the programme (Hard or Soft Copy). Also the BOS Minutes for the AY. Check the quality improvements such as enhancements, programme specific objectives/ outcomes and course objectives/ outcomes in each revision. | <i>It should be updated with all the details.</i> 7 |
| 10. | Syllabus related to course on Employability, Entrepreneurship innovation & Skill Development | Ensure the availability of Employment, innovation, skill development and entrepreneurship related courses. | <i>Skill development details are not available.</i> 7 |
| 11. | Display of Program/Program specific/Course outcomes in University Website | Ensure the availability of PEOs and CEOs in the department link of website. | PEO's <i>BO's is yet to complete.</i> 7 |
| 12. | Records related to Value Added Courses | Furnish the details of Records related to Value addition courses, MOOC courses, any additional credit courses. Student list, | <i>Syllabus, Student list - Incomplete.</i> 8 |

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| | | certificates or other evidences. | |
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| IV. Teaching, Learning and Evaluation | | | FILES SUBMITTED/ NOT SUBMITTED |
|---------------------------------------|---|---|--|
| 13. | Academic Calendar (2019-2020) | Furnish the details of programmes conducted with a clear plan for the Semester and the timeline is met. | <i>update is required.</i> |
| 14. | Laboratory Manual | Furnish the details of the updated Laboratory manual for each practical papers. | <i>completed & available. ✓</i> |
| 15. | i. Records on availability and use of ICT tools in classrooms ii. Number of Teachers Using ICT | Furnish the details of serviceability of the ICT tools i.e. smart board, LCD, video conferencing equipment and their usage records. | <i>yet to complete 31</i> |
| 16. | Records related to Mentoring | Furnish the details of mentoring hours in the time table, list of mentors and mentee and also the mentoring records. | <i>Incomplete 10</i> |
| 17. | Records on Field Projects/ Internships undertaken by students (National/ International) | Furnish the details of Letter correspondences with companies / institutions, Certificates issued to students, etc. | |
| 18. | Records related to structured feedback from Students | Furnish the documents related to Feedback with well-defined criterions to ensure the effective teaching process and scores. | <i>Measurable action to be taken. 11</i> |

| | on Teaching Process | | |
|-----|--|---|--|
| 19. | Records related to structured feedback from teachers on students learning | Furnish the documents related to Feedback with well-defined criteria to ensure the effective learning process and scores. | <i>Available 3</i> |
| 20. | Records related to structured Feedback from Parents on Teaching Learning Process | Furnish the details of documents related to well defined feedback from parents. | <i>To be update 12</i> |
| 21. | Records related to structured feedback from Alumni | Furnish the details of documents related to well defined feedback from Alumni. | <i>Incomplete & Should update 13</i> |

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| 22. | Records related to structured feedback from Employers | Any documents related to welldefined feedback from Employee on our students. | Not Applicable 2 |
| 23. | Record on Feedback analysis, action taken and outcomes | Furnish the Proof for feedback analysis and <u>corrective action</u> taken | Action taken ^{report} is not available 2 |
| 24. | Student Satisfaction Survey on the department | Furnish online student satisfaction survey On the department. | Not Applicable 3. |
| 25. | Detailed Staff Profile i. Full Time Teachers with Ph.D. ii. Full Time Teachers with DSc./D.Litt. | Furnish the details on updated faculty profile and its updating on websites | Ph.d. Certificate has to be attached 13. |
| 26. | Awards received from state/central government | Furnish the details of the Proof for Honours and Awards received by faculty members from the Government bodies alone. | Verified 4 |
| 27. | Time Table | Furnish the details of the Master Time Table, Credit – Hour Matching, Association Hour, Library Hour, etc. | Should be update with signature & seal in |
| 28. | Attendance Register | Furnish the details of attendance registers | |

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| | (Student, Research Scholars & Staff) | for all subjects and its updates. Also check the Bio-Metric Attendance. | Available 5 |
| 29. | Records on P.G. Projects Review & Continuous Assessment | Furnish the details of continuous assessment of P.G. Projects, review reports, review members, review process, etc. | Consolidate report is required. 15 |
| 30. | Details regarding Best Students/ advanced/ Weak learners | Furnish the details of Best student award, <u>identification of weak, average and advanced learners</u> and strategies adapted to progress them further. | Weak and average students' action taken is not available. 3 |
| 31. | Records on Students Exam Results Statistics with pass percentage in each programme semester wise | Furnish the details of Semester Exam Results and its statistics (Pass/ Fail) | Action taken report has to furnish. 16 |

| V. Research, Innovation, Incubation and Extension | | | FILES SUBMITTED/ NOT SUBMITTED |
|---|---|---|--|
| 32. | Records related to Research Fellowships/ Award received from National / international level | Furnish the details of research related awards in national and international, etc. | Verified - 6 |
| 33. | Enrolment details of JRF/SRF/ PDF/ RA / Other Fellows | Furnish Students' list of JRF/SRF/ PDF/ RA/ Fellows and corresponding communications. | Not Applicable - 4 |
| 34. | Records related to i. Conduct of seminar/Conference Participation of Seminar/Conference ii. Seminar on IPR/ Industry Academia Innovative Practices | Furnish the Details regarding the seminar/conference and on IPR, Innovation and Institute Industry Interaction. | Some information has to update such - certificate - photos - name of the speaker - program of the schedule - Financial support document |
| 35. | Records related to Awards for | Furnish the details of awards related to Hackathon, or any other innovative commercial ventures by students or | verified only awarded certificates 7 |

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| | Innovation won by department | Institute Interaction Cell. | |
| 36. | Records relate to Incubation centre and Startups by dept. | Furnish the details of Budget allocation, utilization related to incubation centre and any other Startups. | verified 8 |
| 37. | Records on Ph.D. awarded at Department | Furnish the details of students, their Thesis, Viva Communications, etc. | not applicable 5 |
| 38. | Research Publications in the journals mentioned in UGC /CARE List by the department | Furnish the details of publication in the UGC CARE List. | verified 9 |
| 39. | Books/ Edited Volumes/Book Chapters by Teachers | Furnish the details of Books (with ISBN), edited volumes and Book Chapters of faculty members. | verified 10 |
| 40. | Patents Published/Awarded by Teachers during AY | Furnish the details of patents filed/published/granted by the faculty members during 2018-19. | One is article by Dr. Rubaltra 5. |
| 41. | Records on Commercialized Patents Awarded | Check the details regarding the licensed or commercialized patent the MOUs indicating the University's | not applicable 6 |

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| | | share. | |
| 42. | Details regarding the Citation Index (excluding Self Citation) by the Teachers | Furnish the details of report of the Web of Science or Google or Indian Citation Index for the H- index of faculty member. | <i>Date of publication is not available in the Summary list 18</i> |
| 43. | H-Index of the Faculty/Department for the AY | Furnish the details of Report of the web of scienceregarding the H-Index of the Faculty/ department | <i>Date is required - 4</i> |
| 44. | Details regarding the Teachers serving as resource person for the AY | Furnish the details of s name of the faculty members, name of event, type of event, place, photos, title etc. | <i>Verified - 1</i> |
| 45. | Records related to Revenue generated through corporate training | Furnish the details of Corporate training policy, no. of training provided, no. of participants, period, income generated, coordinator details, Letter of Intent, etc. | <i>not applicable - 7</i> |
| 46. | Records related to Revenue Generated through consultancy work | Furnish the details of consultant, Letter of Intent, Income generated, nature of work, consultancy policies, etc. | <i>not applicable - 8</i> |
| 47. | Records related to Extensions/Village | Furnish the details of Extension programmes organized, beneficiaries, their feedback, expenses, Photos, Press news, etc. | <i>village adaptation is Verified - 12</i> |

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| | Adoption/ Outreach programmes/indu stry collaboration | | |
| 48. | Records on Awards received for Extension activities from Govt. | Furnish the details of awards received from government for extension activities (e.g. Swach Bharath Award) | <i>not applicable</i> |

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| 49. | Records on research, faculty/ students exchange/collaborations | Furnish the details of regarding list of the faculty or students exchange, MOU signed, duration, purpose. | MOU is Verified - 15 Faculty/Student exchange collaboration is yet to happen |
| 50. | Industry Linkage for internships, training, project work and resource sharing | Furnish the details of MOUs with reputed industry for students' internship and training, activities carried out as per MOUs, MoUs related to resource sharing, etc. | - Verified - 13 |
| 51. | Functional MOUs signed with industry, National/ International Institutes signed in AY | Furnish the details of MoUs related to Placement, Incubation, Fellowships, curriculum enhancement, Value Addition, MOOC, etc. with Industry/ National / International Institutes and its implementation. | curricular enhancement is not included in AY syllabi. 19 |
| 52. | Records on Budget allocation and Utilization (including maintenance) | Furnish the details of the copy of budget allocation for the department, fund utilized, account settlement, etc. | - Not Available - 10 |
| 53. | Records on Research Advisory Committee for Ph.D., (Minutes) | Furnish the details of UGC Regulation on Minimum Standards and Procedure for Award of Ph.D. Degrees Regulation | Verified & Available 14 |

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| | | ons,2016 and2019,detailsregardingtheR AC Members, Minutes of RAC, etc. | |
| 54. | Records on Ph.D., Thesis – External Evaluation – Documents | Furnish the details on Thesis Examiner(External), Evaluation Reports of supervisor and external, Presentation of Papersin Reputed Conferences, Quality ofthe thesis and conference paper. | <i>Not Applicable - 11</i> |
| 55. | Records on Ph.D. Viva Voce by External Examiner | Furnish the details regarding the conduct of Viva Voce, date, venue, external examiner,etc. | <i>Not Applicable - 12</i> |

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| 56. | Availability of UGC CARE List (soft/ hard copy) | Furnish the details of UGC CARE List (soft/ hard copy) | , |
| 57. | Funded Projects (submitted/ completed/ ongoing) , Thrust Areas progress, and outcomes | Furnish the details related to the Principal Coordinator, project proposals, presentation date, fund allotted, fund utilized, fund unutilized, the objectives and outcomes, thrust areas etc. during AY. | <i>not Applicable -</i> 13 |
| 58. | Departmental Projects like SAP/ FIST/ TEQIP, etc. | Furnish the details regarding the Coordinator, deputy coordinator, advisory committee members, advisory committee meeting, fund allocated, utilized, Lab Established, Project Carried out, Fellowships, recruitment of project fellows, etc. | <i>not Applicable -</i> 14 |

| VI. Infrastructure and Learning Resources | | | FILES SUBMITTED / NOT SUBMITTED |
|---|--|---|---|
| 59. | Availability of MIS for departmental data management | Furnish the details of availability of any software modules used for any area of the departmental activities. | mydsi - e-journals Ekalavya - Examindi |
| 60. | Records on resources augmentation during AY | Furnish the details of new equipments purchased, stock entry, account settlement, its utilization, etc. | Verified - 2 Available 16. |
| 61. | Records related to departmental library (Rare Books, e-journals/books, Data books and annual expenditure, etc. | Furnish the accession registers and usage registers, books added during the academic year, amount, etc. | Department Library to be updated. 20 |
| 62. | E-Contents developed by teachers for E-PG Pathshala, SWAYAM, NPTEL, etc. | Furnish the details such as orders received to develop contents, subject, list of faculty members, etc. | Pathshala, Swayam, NPTEL Not Applicable Available. U-Tab / Slide Share / Google Drive is done. |
| 63. | Records on Technology up gradation during AY | Furnish the details regarding the technology upgradation such as induction of Learning Management System, Online Examination, | Ekalavya - Bill yet to submit 21 |

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| | | mobile attendance, Remote Login, Bio-Metric attendance for students, Online admission, video conferencing, etc. | |
| 64. | WiFi, Internet connectivity status, bandwidth details | Furnish the details regarding the internet availability, WiFi, to the students. | 15-16, 16-17, 17-18, 18-19 for wifi. Fees paid receipt is not available. 22 |
| 65. | Facility available at dept. for e-content development | Check the facility such as Smart Class Room, Video Camera, Voice Recorder, Multimedia Editors, etc. for the e-content development | -not available- 15 |
| VII. Student Support and Progress | | | FILES SUBMITTED/ NOT SUBMITTED |
| 66. | Student Details and related statistics | Furnish the List of Students admitted, undergoing Programmes, Summary related to Gender, Community, economy status, | Available & Verified. 17 |

| | | Other states/Country, etc. | |
|-----|---|---|--|
| 67. | Records related to capability enhancement of students (remedial class, skill enhancement, spoken English, etc.) | Furnish the details such as attendance registers, Circulars, event registers that reveals the conduct of such activities. | yet to update ²⁴ |
| 68. | Records on Competitive coaching and students benefitted | Furnish the Records related to coaching for NET/SET/GATE, Civil Service Examination, etc. | -not available ¹⁶ |
| 69. | Records related to redressal of students' grievances, sexual harassments and ragging | Furnish the records related to the filing of any Grievances, its redressal, availability of Anti Ragging Posters, Sexual Harassment posters, etc. | yes- to collect the details from the chairman of the committee ²³ |
| 70. | Placement Records | Furnish the List of students placed, their average salary, copy of appointment orders, etc. | Available & verified ¹⁸ |
| 71. | Students progression to Higher Education Records | Furnish the list of previous year students who have been admitted to higher education in / outside the institution. | Available ¹⁹ |
| 72. | Records on students qualifying in state/ national/ international level | Furnish the list of students who have been cleared state/ national/ international level exam such as SET/ | Available ²⁰ |

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| | examinations | NET/ GATE/ CAT/ MAT/ KCET/ TOEFL/ IELTS, etc. | |
| 73. | Records related to students; achievement in Sports & Cultural Activities | Furnish the list of winners in sports & Cultural activities, Photos, Certificates, etc. | Available ²¹ |
| 74. | Records on Alumni meetings/ activities | Furnish the details such as database of alumni, alumni group in social media, meeting date, venue, list of participants, minutes, photo, news, expenditures, account settlement, etc. | Available ²² |
| 75. | Records related to the Value training e.g. induction programme | Furnish the details related to Student Induction Programme, Duration, Schedule, Resource Persons, Programme Contents, Objectives and Outcomes, Photos, News, etc. | Need to be updated ²⁵ |
| 76. | Records on departmental students association and their participation in committees | Furnish the details such as election of members, inauguration, activities, photos, news, etc. | Available & verified. ²³ |
| VII. Governance, Leadership and Management | | | FILES SUBMITTED / NOT SUBMITTED |
| 77. | Minutes of the Staff Meeting | Furnish the departmental meetings are conducted | Should be updated ²⁴ |

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| | | regularly and the minutes are approved by the members. | |
| 78. | Availability of Maintenance Policies and Procedures | Furnish the availability of policies and procedures for the effective use of lab equipments, AMC, breakage handling, Complaints/ Suggestions, etc. | <i>Verified 24</i> |
| 79. | Records related to financial assistance to teachers for attending conference/works hops | Furnish the details such as list of faculty members who availed financial assistance for attending conferences, details of conference, source of fund, settlement of accounts, etc. | <i>Document is not proper 27</i> |
| 80. | Compliance to the UGC Guidelines, SCAA, Statutes | Furnish the availability of necessary UGC/AICTE/ NCTE/ PCI/ DEB/ Statutes/ MHRD/TANSICHE/ Syndicate/ SCAA Guidelines and its compliance. | <i>Available 25</i> |
| 81. | Availability of Circular Folder | Furnish the Circular Folder that contains all the circulars and related entry in the Tappal Registers | <i>Available 26</i> |
| 82. | Upkeeping of Stock Register | Furnish the availability Stock and Consumable registers and check for the | <i>Available 27</i> |

| | | | |
|-----|---|---|---|
| | | updates. | |
| 83. | Records related to teachers professional development (refresher, orientation) | Furnish the details such as list of faculty members attended the programmes, period, place, copy of certificate, etc. | <i>It should be update with proper documents</i> 2/6 |

| VIII. Institutional Values and Best Practices | | | FILES SUBMITTED / NOT SUBMITTED |
|---|---|--|---|
| 84. | Records related to Best Practices of Department | Furnish for details related to any special practices that leads to quality improvements. Also Check the cleanliness of the departments | Documents yet to be submit ²⁹ / Supportive document is required. |
| 85. | Road map of the Department & Strategic Plan | Furnish the details related to growth plan and the arrangements for execution, strength, weakness, opportunities and challenges | Supportive document ²⁰ is required |

Verification of the Files (Total 85)

Files -NA- - 16
 Files Submitted & complete nos 30
 Files has to be created - 34
 Files Not submitted: nos 5
 has to be up deleted - 5
85

Aneesa
 6/10/20

[Signature]
 Signature of the verifier

Member 1.

Dr. V. MURUGAN
 Dean, SOH
[Signature]

Name:
 Designation:
 Date:

Signature of the
 Audit members:

Member 2

Dr. SHARMILA S
 PRINCIPAL
 COLLEGE OF NURSING
 S.S.V.
[Signature]
 8/10/2020

Dayananda Sagar University
Internal Quality Assurance Cell (IQAC)

Report Academic and Administration Audit

1. Name of the Department: CSE and CT

2. Name of the School: School of Health sciences

3. Auditors Members Name: Dr.Sunil More -Chairman

Dr.V Murugan, Dr.Sharmila J

4. Files Verifier/ Facilitator Name:

Dr.Farhan Zameer and Dr.Aneesha Fasim

5. Strength of the Department/School:

A. Good set of faculty members with High qualification and good Background

B. Good Infrastructure and resources available with state of the art facility

C.As per AICTE the faculty ratio in the each department is maintained

D.Industry sponsored laboratory is the game changer

6. Weakness of the Department/School:

a.Research and PhD ratio of the faculty should improve

b.Lack of External funded projects

c.Publication no is high but should focus in publishing in good reputed UGC CARE list journals

D. The documentation of files were not so encouraging

7. Opportunities of the Department/School:



It can be a star program in the university with very high intake and has a capacity to become separate school of computing

8. Challenges of the Department/School

Many Private universities and affiliated colleges near the area offering CS and Providing Good placements to the graduating students

9. Overall Academic Performance of the School/Department:

- A. Excellent
- B. Very Good
- C. Good
- D. Satisfactory
- E. Poor/ Need Improvement

10. Auditors' Suggestion for further improvement: (Use additional sheets if required)

Keep all the files separately with index page on top of it
Label the files and maintain as per the year wise
Make team of each faculty and give them complete responsibility
The faculty were not guided properly to manage and arrange the documents

11. Overall Remarks/ Recommendations by the Auditors: (Use additional sheets if required)

Good coordination ,maintain all the files in order and updated conditions for the further rounds of audit , and faculty need to take interest in capturing the data available

06/10/2020

Signature of the Chairman
Name: Dr. Sunil S. More
Designation: Prof & Dean
Date: 06/10/2020

Signature of the member 1.
V. V. Murugan
(Dr. V. MURUGAN)
Dean, S&HE

Signature of the member 2.
Dr. SHARMILA S
PRINCIPAL
Sharmila S.
06/10/2020



Dayananda Sagar
University

000

Kumaraswamy Layout, Bangalore-560111

**Internal Quality Assurance Cell
(IQAC)**

**Academic and Administration Audit
For the Year-----to --.**

Verification of the Files

Name of the School/Department

Computer Science and Technology

Note:

1. It is mandatory to submit the details from 1 to 85 in the format with documentary proof for the Academic and Administration audit.
2. If the documentary evidences are available in the Centralized office, it is the duty of the Dean/Principal to collect from them and keep the files in their respective department/school.
3. All the schools/departments should submit the report in format prescribed for every academic year separately for audit. (i.e. 2015-2016, 2016-2017, 2017-2018, 2018- 2019 and 2019-2020).

| I. Overall Quality Assurance | | | FILES SUBMITTED/ NOT SUBMITTED |
|------------------------------|--|---|--|
| 1. | System for Quality Assurance | Ensure the duties and responsibilities and procedures for various activities for all the staff members are well defined in written format and approved in the staff meet/ by any other authorities. | Incomplete file has to be updated ¹ |
| 2. | Previous Academic Audit Reports & its compliance | Ensure the previous audit forms and minutes of the academic reviews are Available and the compliances were made. | file created has to be completely updated but has to be revised ¹ |
| 3. | Stock Audit Reports (Internal/ External) & its compliance | Ensure whether the stock audit reports are available along with the stock registers and consumable registers. | file has to be updated ² |
| 4. | Records related to any special status conferred by the central/ state government | E.g. Centre of Excellence, Departmental Accreditation (e.g. NBA), etc. Ensure the related records are available. | - N/A - |
| 5. | Records related to Departmental contribution to the University's growth | The details related to the staff members with additional responsibilities, Conduct of programme for the common cause, Membership in the committees etc. | file has to be updated ³ |
| 6. | 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 | file has to be updated ⁴ |

| | | | |
|--|--|---------------------------|--|
| | | the previous year's plan. | |
|--|--|---------------------------|--|

| II. Admission Quality | | | FILES SUBMITTED/ NOT SUBMITTED |
|-----------------------|--|---|---|
| 7. | Demand Ratio and Student Statistics | Furnish the details of the number of applications received for a programme, vs approved strength. Also no. of available students vs approved strength. | <i>file has to be updated</i> |
| 8. | Records related to Admissions (Applications, selection procedure & List) | Furnish the details of availability of Admission Procedures, Applications, All the admission lists, Fee Remittance, Admission Letter, students' master register, closure of programmers, etc. | <i>file has to be updated and completely redone</i> |

| III. Curricular Aspects | | | FILES SUBMITTED/ NOT SUBMITTED |
|-------------------------|--|---|-----------------------------------|
| 9. | Records on Syllabus Revision & Curriculum (all regulations in Hard Copy and BOS minutes of Academic Year (AY)) | Ensure the availability of all the regulations for all the programmes since inception of the programme (Hard or Soft Copy). Also the BOS Minutes for the AY. Check the quality improvements such as enhancements, programme specific objectives/ outcomes and course objectives/ outcomes in each revision. | <i>File has to be updated.</i> |
| 10. | Syllabus related to course on Employability, Entrepreneurship innovation & Skill Development | Ensure the availability of Employment, innovation, skill development and entrepreneurship related courses. | <i>File has to be updated.</i> |
| 11. | Display of Program/Program specific/Course outcomes in University Website | Ensure the availability of PEOs and CEOs in the department link of website. | <i>File has to be updated.</i> |
| 12. | Records related to Value Added Courses | Furnish the details of Records related to Value addition courses, MOOC courses, any additional credit courses. Student list, | <i>File has to be updated.</i> |

| | | |
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| | certificates or other evidences. | |
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| IV. Teaching, Learning and Evaluation | | FILES SUBMITTED/ NOT SUBMITTED | |
|---------------------------------------|---|---|--|
| 13. | Academic Calendar (2019-2020) | Furnish the details of programmes conducted with a clear plan for the Semester and the timeline is met. | <i>File needs to be updated.</i> ¹⁰ |
| 14. | Laboratory Manual | Furnish the details of the updated Laboratory manual for each practical papers. | <i>File is updated.</i> ¹¹ |
| 15. | i. Records on availability and use of ICT tools in classrooms ii. Number of Teachers Using ICT | Furnish the details of serviceability of the ICT tools i.e. smart board, LCD, video conferencing equipment and their usage records. | <i>File needs to be updated.</i> ¹² |
| 16. | Records related to Mentoring | Furnish the details of mentoring hours in the time table, list of mentors and mentee and also the mentoring records. | <i>File available.</i> |
| 17. | Records on Field Projects/ Internships undertaken by students (National/ International) | Furnish the details of Letter correspondences with companies / institutions, Certificates issued to students, etc. | <i>Needs update.</i> ¹³ |
| 18. | Records related to structured feedback from Students | Furnish the documents related to Feedback with well-defined criteria to ensure the effective teaching process and scores. | <i>Needs update.</i> ¹⁴ |

| | on Teaching Process | | |
|-----|--|---|-----------------------------------|
| 19. | Records related to structured feedback from teachers on students learning | Furnish the documents related to Feedback with well-defined criterions to ensure the effective learning process and scores. | <i>Needs to be updated.</i> 15 |
| 20. | Records related to structured Feedback from Parents on Teaching Learning Process | Furnish the details of documents related to well defined feedback from parents. | <i>To be upgraded.</i> 16 |
| 21. | Records related to structured feedback from Alumni | Furnish the details of documents related to well defined feedback from Alumni. | <i>need upgradation.</i> 17 |

| | | | |
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| 22. | Records related to structured feedback from Employers | Any documents related to welldefined feedback from Employee on our students. | <i>- NA -</i> |
| 23. | Record on Feedback analysis, action taken and outcomes | Furnish the Proof for feedback analysis and corrective action taken | <i>files should be updated¹⁸</i> |
| 24. | Student Satisfaction Survey on the department | Furnish online student satisfaction survey On the department. | <i>- NA -</i> |
| 25. | Detailed Staff Profile i. Full Time Teachers with Ph.D. ii. Full Time Teachers with DSc./D.Litt. | Furnish the details on updated faculty profile and its updating on websites | <i>file needs to be updated¹⁹</i> |
| 26. | Awards received from state/central government | Furnish the details of the Proof for Honours and Awards received by faculty members from the Government bodies alone. | <i>- NA -</i> |
| 27. | Time Table | Furnish the details of the Master Time Table, Credit – Hour Matching, Association Hour, Library Hour, etc. | <i>file complete</i> |
| 28. | Attendance Register | Furnish the details of attendance registers | |

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| | (Student, Research Scholars & Staff) | for all subjects and its updates. Also check the Bio-Metric Attendance. | <i>file complete</i> 2 |
| 29. | Records on P.G. Projects Review & Continuous Assessment | Furnish the details of continuous assessment of P.G. Projects, review reports, review members, review process, etc. | <i>— NA —</i> |
| 30. | Details regarding Best Students/ advanced/ Weak learners | Furnish the details of Best student award, identification of weak, average and advanced learners and strategies adapted to progress them further. | <i>Files to be updated</i> 20 |
| 31. | Records on Students Exam Results Statistics with pass percentage in each programmesemester wise | Furnish the details of Semester Exam Results and its statistics (Pass/ Fail) | <i>file to be updated</i> 21 |

| V. Research, Innovation, Incubation and Extension | | | FILES SUBMITTED/ NOT SUBMITTED |
|---|---|---|-------------------------------------|
| 32. | Records related to Research Fellowships/ Award received from National / international level | Furnish the details of research related awards in national and international, etc. | <i>— NA —</i> |
| 33. | Enrolment details of JRF/SRF/ PDF/ RA / Other Fellows | Furnish Students' list of JRF/SRF/ PDF/ RA/ Fellows and corresponding communications. | <i>— NA —</i> |
| 34. | Records related to i. Conduct of seminar/Conference Participation of Seminar/Conference ii. Seminar on IPR/ Industry Academia Innovative Practices | Furnish the Details regarding the seminar/conference and on IPR, Innovation and Institute Industry Interaction. | <i>file to be updated 22-</i> |
| 35. | Records related to Awards for | Furnish the details of awards related to Hackathon, or any other innovative commercial ventures by students or | <i>files to be updated complete</i> |

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| | Innovation won by department | Institute Interaction Cell. | |
| 36. | Records relate to Incubation centre and Startups by dept. | Furnish the details of Budget allocation, utilization related to incubation centre and any other Startups. | <i>Files to be updated 23</i> |
| 37. | Records on Ph.D. awarded at Department | Furnish the details of students, their Thesis, Viva Communications, etc. | <i>-NA-</i> |
| 38. | Research Publications in the journals mentioned in UGC /CARE List by the department | Furnish the details of publication in the UGC CARE List. | <i>File complete 5</i> |
| 39. | Books/ Edited Volumes/Book Chapters by Teachers | Furnish the details of Books (with ISBN), edited volumes and Book Chapters of faculty members. | <i>-NA-</i> |
| 40. | Patents Published/Awarded by Teachers during AY | Furnish the details of patents filed/published/granted by the faculty members during 2018-19. | <i>File available .6</i> |
| 41. | Records on Commercialized Patents Awarded | Check the details regarding the licensed or commercialized patent the MOUs indicating the University's | <i>-NA-</i> |

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| | | share. | |
| 42. | Details regarding the Citation Index (excluding Self Citation) by the Teachers | Furnish the details of report of the Web of Science or Google or Indian Citation Index for the H- index of faculty member. | <i>file available 1</i> |
| 43. | H-Index of the Faculty/Department for the AY | Furnish the details of Report of the web of scienceregarding the H-Index of the Faculty/ department | <i>file available 2</i> |
| 44. | Details regarding the Teachers serving as resource person for the AY | Furnish the details of s name of the faculty members, name of event, type of event, place, photos, title etc. | <i>file available 1</i> |
| 45. | Records related to Revenue generated through corporate training | Furnish the details of Corporate training policy, no. of training provided, no. of participants, period, income generated, coordinator details, Letter of Indent, etc. | <i>file has to be created 3</i> |
| 46. | Records related to Revenue Generatedthrough consultancy work | Furnish the details of consultant, Letter of Intent, Income generated, nature of work, consultancy policies, etc. | <i>file has to be updated 24</i> |
| 47. | Recordsrelated to Extensions/Village | Furnish the details of Extension programmes organized, beneficiaries, their feedback, expenses, Photos, Press news, etc. | <i>file has to be updated 3-</i> |

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| | Adoption/ Outreach programmes/indu stry collaboration | | |
| 48. | Records on Awards received for Extension activities from Govt. | Furnish the details of awards received from government for extension activities (e.g. Swach Bharath Award) | — NA — |

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| 49. | Records on research, faculty/ students exchange/collaborations | Furnish the details of regarding list of the faculty or students exchange, MOU signed, duration, purpose. | <i>File has to be updated.</i> |
| 50. | Industry Linkage for internships, training, project work and resource sharing | Furnish the details of MOUs with reputed industry for students' internship and training, activities carried out as per MOUs, MoUs related to resource sharing, etc. | <i>File complete</i> |
| 51. | Functional MOUs signed with industry, National/ International Institutes signed in AY | Furnish the details of MoUs related to Placement, Incubation, Fellowships, curriculum enhancement, Value Addition, MOOC, etc. with Industry/ National / International Institutes and its implementation. | <i>File has to be updated.</i> |
| 52. | Records on Budget allocation and Utilization (including maintenance) | Furnish the details of the copy of budget allocation for the department, fund utilized, account settlement, etc. | <i>File has to be created.</i> |
| 53. | Records on Research Advisory Committee for PhD., (Minutes) | Furnish the details of UGC Regulation on Minimum Standards and Procedure for Award of Ph.D. Degrees Regulation | <i>NA</i> |

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| | | ons,2016 and2019,detailsregardingtheR AC Members, Minutes of RAC, etc. | |
| 54. | Records on Ph.D., Thesis – External Evaluation – Documents | Furnish the details on Thesis Examiner(External), Evaluation Reports of supervisor and external, Presentation of Papersin Reputed Conferences, Quality ofthe thesis and conference paper. | — NA — |
| 55. | Records on Ph.D. Viva Voce by External Examiner | Furnish the details regarding the conduct of Viva Voce, date, venue, external examiner,etc. | — NA — |

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| 56. | Availability of UGC CARE List (soft/hard copy) | Furnish the details of UGC CARE List (soft/hard copy) | <i>file available</i> |
| 57. | Funded Projects (submitted/completed/ongoing) , Thrust Areas progress, and outcomes | Furnish the details related to the Principal Coordinator, project proposals, presentation date, fund allotted, fund utilized, fund unutilized, the objectives and outcomes, thrust areas etc. during AY. | <i>File has to be redone completely</i> |
| 58. | Departmental Projects like SAP/ FIST/ TEQIP, etc. | Furnish the details regarding the Coordinator, deputy coordinator, advisory committee members, advisory committee meeting, fund allocated, utilized, Lab Established, Project Carried out, Fellowships, recruitment of project fellows, etc. | <i>NA</i> |

| VI. Infrastructure and Learning Resources | | | FILES SUBMITTED / NOT SUBMITTED |
|---|--|---|--|
| 59. | Availability of MIS for departmental data management | Furnish the details of availability of any software modules used for any area of the departmental activities. | File has to be updated ²¹ |
| 60. | Records on resources augmentation during AY | Furnish the details of new equipments purchased, stock entry, account settlement, its utilization, etc. | File available & complete. ¹² |
| 61. | Records related to departmental library (Rare Books, e-journals/books, Data books and annual expenditure, etc. | Furnish the accession registers and usage registers, books added during the academic year, amount, etc. | File has to be created ⁶ |
| 62. | E-Contents developed by teachers for E-PG Pathshala, SWAYAM, NPTEL, etc. | Furnish the details such as orders received to develop contents, subject, list of faculty members, etc. | —NA— |
| 63. | Records on Technology up gradation during AY | Furnish the details regarding the technology upgradation such as induction of Learning Management System, Online Examination, | File has to be updated ²¹ |

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| | | mobile attendance, Remote Login, Bio-Metric attendance for students, Online admission, video conferencing, etc. | |
| 64. | WiFi, Internet connectivity status, bandwidth details | Furnish the details regarding the internet availability, WiFi, to the students. | <i>file available</i> ¹³ |
| 65. | Facility available at dept. for e- content development | Check the facility such as Smart Class Room, Video Camera, Voice Recorder, Multimedia Editors, etc. for the e-content development | <i>- NA -</i> |
| VII. Student Support and Progress | | | FILES SUBMITTED/ NOT SUBMITTED |
| 66. | Student Details and related statistics | Furnish the List of Students admitted, undergoing Programmes, Summary related to Gender, Community, economy status, | <i>file available</i> ¹⁴ |

| | | Other states/Country, etc. | |
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| 67. | Records related to capability enhancement of students (remedial class, skill enhancement, spoken English, etc.) | Furnish the details such as attendance registers, Circulars, event registers that reveals the conduct of such activities. | File has to be created 7 |
| 68. | Records on Competitive coaching and students benefitted | Furnish the Records related to coaching for NET/SET/GATE, Civil Service Examination, etc. | —NA— |
| 69. | Records related to redressal of students' grievances, sexual harassments and ragging | Furnish the records related to the filing of any Grievances, its redressal, availability of Anti Ragging Posters, Sexual Harassment posters, etc. | File has to be created 8 |
| 70. | Placement Records | Furnish the List of students placed, their average salary, copy of appointment orders, etc. | File has to be segregated and updated 20 |
| 71. | Students progression to Higher Education Records | Furnish the list of previous year students who have been admitted to higher education in / outside the institution. | File available 15 |
| 72. | Records on students qualifying in state/ national/ international level | Furnish the list of students who have been cleared state/ national/ international level exam such as SET/ | —NA— |

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| | examinations | NET/ GATE/ CAT/ MAT/ KCET/ TOEFL/ IELTS, etc. | |
| 73. | Records related to students; achievement in Sports & Cultural Activities | Furnish the list of winners in sports & Cultural activities, Photos, Certificates, etc. | <i>File available but has to be updated.</i> 31 |
| 74. | Records on Alumni meetings/ activities | Furnish the details such as database of alumni, alumni group in social media, meeting date, venue, list of participants, minutes, photo, news, expenditures, account settlement, etc. | <i>File has to be created</i> 9 |
| 75. | Records related to the Value training e.g. induction programme | Furnish the details related to Student Induction Programme, Duration, Schedule, Resource Persons, Programme Contents, Objectives and Outcomes, Photos, News, etc. | <i>File has to be updated</i> 32 |
| 76. | Records on departmental students association and their participation in committees | Furnish the details such as election of members, inauguration, activities, photos, news, etc. | <i>File has to be created</i> 10 |
| VII. Governance, Leadership and Management | | | FILES SUBMITTED / NOT SUBMITTED |
| 77. | Minutes of the Staff Meeting | Furnish the departmental meetings are conducted | <i>File has to be updated</i> 33 |

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| | | regularly and the minutes are approved by the members. | |
| 78. | Availability of Maintenance Policies and Procedures | Furnish the availability of policies and procedures for the effective use of lab equipments, AMC, breakage handling, Complaints/ Suggestions, etc. | <i>File has to be updated</i> 24 |
| 79. | Records related to financial assistance to teachers for attending conference/works hops | Furnish the details such as list of faculty members who availed financial assistance for attending conferences, details of conference, source of fund, settlement of accounts, etc. | <i>File available.</i> 16 |
| 80. | Compliance to the UGC Guidelines, SCAA, Statutes | Furnish the availability of necessary UGC/AICTE/ NCTE/ PCI/ DEB/ Statutes/ MHRD/TANSCHE/ Syndicate/ SCAA Guidelines and its compliance. | <i>File available and complete</i> 17 |
| 81. | Availability of Circular Folder | Furnish the Circular Folder that contains all the circulars and related entry in the Tappal Registers | <i>File Has to be created</i> 11 |
| 82. | Upkeeping of Stock Register | Furnish the availability Stock and Consumable registers and check for the | <i>file is available & has to be updated</i> 25 |

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| | | updates. | |
| 83. | Records related to teachers professional development (refresher, orientation) | Furnish the details such as list of faculty members attended the programmes, period, place, copy of certificate, etc. | file has to be updated 21 |

| VIII. Institutional Values and Best Practices | | | FILES SUBMITTED / NOT SUBMITTED |
|---|---|--|---------------------------------|
| 84. | Records related to Best Practices of Department | Furnish for details related to any special practices that leads to quality improvements. Also Check the cleanliness of the departments | File has to be updated. 37 |
| 85. | Road map of the Department & Strategic Plan | Furnish the details related to growth plan and the arrangements for execution, strength, weakness, opportunities and challenges | File has to be updated. 38 |

Verification of the Files (Total 85)

files-NA - - ~~19~~ 19

Files Submitted: & complete nos 17

Files has to be created - 11

Files Not submitted: nos 38

has to be updated

85

Aneesa
6/10/2020

[Signature]
6/10/2020

Signature of the verifiers

Member 1.

Name:

Dr. V. Murugan.

Designation:

Dean, SOHS

Date:

V. Murugan
6/10/20

Signature of the Audit members:

Member 2

Dr. SARMIKA S
PRINCIPAL
CON, DSU
[Signature]
6/10/2020

Dayananda Sagar University
Internal Quality Assurance Cell (IQAC)
Report Academic and Administration Audit

1. Name of the Department: *SCHOOL OF ENGINEERING*

2. Name of the School: *Electronics & Communication Engg*

3. Auditors Members Name: *Dr. V. Murugan*
Dr. Sharmila. J.

4. Files Verifier/ Facilitator Name: *Dr. Hemanth. U*
Dr. Veena K. N

5. Strength of the Department/School:

The department staff are applying all the funding agency to get research grants from the central and state government.

6. Weakness of the Department/School: Most of the files have not updated with the supporting documents.

7. Opportunities of the Department/School: ① The department can get research grants from the state and

central government.
② publication should be increased

8. Challenges of the Department/School

- ① plan for more conferences / guest lecture from I.T. companies.
- ② Need more ^{MOU} tie up with industries for students and staff exchange program.

9. Overall Academic Performance of the School/Department:

- A. Excellent
- B. Very Good
- ✓ C. Good
- D. Satisfactory
- E. Poor/ Need Improvement

10. Auditors' Suggestion for further improvement: (Use additional sheets if required)

1. International MOU may be initiated for research / conference / work shop with academic institutions

11. Overall Remarks/ Recommendations by the Auditors: (Use additional sheets if required)

- ① All the files has to update as per the requirement of NAAC.
- ② MOU's should be initiated with Industry as well as with academic institution.
- ③ More number of scientific conferences may be organised.

Signature of the Chairman

Name: DR. S. S. MOSE

Designation:

Date:

Signature of the member 1.

V. Murugan
(Dr. V. MURUGAN)

Signature of the member 2.

Dr. SHARMICA S
PRINCIPAL
COLLEGE OF NBS,
DSU.



Dayananda Sagar
University

000

Kumaraswamy Layout, Bangalore-560111

**Internal Quality Assurance Cell
(IQAC)**

**Academic and Administration Audit
For the Year 2015 to 2020.**

Verification of the Files 05/10/2020.

Name of the School/Department

DEPARTMENT OF ELECTRONICS & COMMUNICATION

Note:

1. It is mandatory to submit the details from 1 to 85 in the format with documentary proof for the Academic and Administration audit.
2. If the documentary evidences are available in the Centralized office, it is the duty of the Dean/Principal to collect from them and keep the files in their respective department/school.
3. All the schools/departments should submit the report in format prescribed for every academic year separately for audit. (i.e. 2015-2016, 2016-2017, 2017-2018, 2018-2019 and 2019-2020).

| I. Overall Quality Assurance | | | FILES SUBMITTED/ NOT SUBMITTED |
|------------------------------|--|---|-----------------------------------|
| 1. | System for Quality Assurance | Ensure the duties and responsibilities and procedures for various activities for all the staff members are well defined in written format and approved in the staff meet/ by any other authorities. | FILE TO BE UPDATED |
| 2. | Previous Academic Audit Reports & its compliance | Ensure the previous audit forms and minutes of the academic reviews are Available and the compliances were made. | FILE TO BE UPDATED |
| 3. | Stock Audit Reports (Internal/ External) & its compliance | Ensure whether the stock audit reports are available along with the stock registers and consumable registers. | FILE TO BE UPDATED |
| 4. | Records related to any special status conferred by the central/ state government | E.g. Centre of Excellence, Departmental Accreditation (e.g. NBA), etc. Ensure the related records are available. | To BE <u>AIC</u> DISCUSSED |
| 5. | Records related to Departmental contribution to the University's growth | The details related to the staff members with additional responsibilities, Conduct of programme for the common cause, Membership in the committees etc. | To BE UPDATED |

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| 6. | 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. | FILE TO BE UPDATED |
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| II. Admission Quality | | | FILES SUBMITTED/ NOT SUBMITTED |
|-----------------------|--|---|-----------------------------------|
| 7. | Demand Ratio and Student Statistics | Furnish the details of the number of applications received for a programme, vs approved strength. Also no. of available students vs approved strength. | FILE NOT PRESENT |
| 8. | Records related to Admissions (Applications, selection procedure & List) | Furnish the details of availability of Admission Procedures, Applications, All the admission lists, Fee Remittance, Admission Letter, students' master register, closure of programmers, etc. | FILE NOT PRESENT |

| III. Curricular Aspects | | | FILES SUBMITTED/ NOT SUBMITTED |
|-------------------------|--|---|--|
| 9. | Records on Syllabus Revision & Curriculum (all regulations in Hard Copy and BOS minutes of Academic Year(AY) | Ensure the availability of all the regulations for all the programmes since inception of the programme (Hard or Soft Copy). Also the BOS Minutes for the AY. Check the quality improvements such as enhancements, programme / specific objectives/ outcomes and course objectives/ outcomes in each revision. | FILE UPDATED |
| 10. | Syllabus related to course on Employability, Entrep reneurship innovation & Skill Development | Ensure the availability of Employment, innovation, skill development and entrepreneurship related courses. | FILE TO BE UPDATED |
| 11. | Display of Program/Program specific/Course outcomes in University Website | Ensure the availability of PEOs and CEOs in the department link of website. | WEBSITE IS UPDATED FILE TO BE UPDATED |

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| 12. | Records related to Value Added Courses | Furnish the details of Records related to Value addition courses, MOOC courses, any additional credit courses. Student list, certificates or other evidences. | FILE TO BE UPDATED |
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| IV. Teaching, Learning and Evaluation | | | FILES SUBMITTED/ NOT SUBMITTED |
|---------------------------------------|---|---|-----------------------------------|
| 13. | Academic Calendar (2019-2020) | Furnish the details of programmes conducted with a clear plan for the Semester and the timeline is met. | DEPT COE TO BE UPDATED |
| 14. | Laboratory Manual | Furnish the details of the updated Laboratory manual for each practical papers. | FILE UPDATED |
| 15. | i. Records on availability and use of ICT tools in classrooms ii. Number of Teachers Using ICT | Furnish the details of serviceability of the ICT tools i.e. smart board, LCD, video conferencing equipment and their usage records. | FILE UPDATED |
| 16. | Records related to Mentoring | Furnish the details of mentoring hours in the time table, list of mentors and mentee and also the mentoring records. | FILE UPDATED |
| 17. | Records on Field Projects/ Internships undertaken by students (National/ International) | Furnish the details of Letter correspondences with companies / institutions, Certificates issued to students, etc. | FILE UPDATED |
| 18. | Records related to structured feedback from | Furnish the documents related to Feedback with well-defined criterions to ensure the | |

| | | | |
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| | Students on Teaching Process | effective teaching process and scores. | FILE UPDATED |
| 19. | Records related to structured feedback from teachers on students learning | Furnish the documents related to Feedback with well-defined criteria to ensure the effective learning process and scores. | FILE TO BE UPDATED (CONSOLIDATED) |
| 20. | Records related to structured Feedback from Parents on Teaching Learning Process | Furnish the details of documents related to well defined feedback from parents. | FILE UPDATED |
| 21. | Records related to structured feedback from Alumni | Furnish the details of documents related to well defined feedback from Alumni. | FILE UPDATED |

| | | | |
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| 22. | Records related to structured feedback from Employers | Any documents related to welldefined feedback from Employee on our students. | - NA - |
| 23. | Record on Feedback analysis, action taken and outcomes | Furnish the Proof for feedback analysis and corrective action taken | FILE TO BE UPDATED |
| 24. | Student Satisfaction Survey on the department | Furnish online student satisfaction survey On the department. | FILE TO BE UPDATED (CLARIFICATION) |
| 25. | Detailed Staff Profile i. Full Time Teachers with Ph.D. ii. Full Time Teachers with DSc./D.Litt. | Furnish the details on updated faculty profile and its updating on websites | FILE UPDATED ✓ |
| 26. | Awards received from state/central government | Furnish the details of the Proof for Honours and Awards received by faculty members from the Government bodies alone. | FILE UPDATED ✓ |
| 27. | Time Table | Furnish the details of the Master Time Table, Credit - Hour Matching, Association Hour, Library Hour, etc. | FILE UPDATED ✓ |

| | | | |
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| 28. | Attendance Register (Student, Research Scholars & Staff) | Furnish the details of attendance registers for all subjects and its updates. Also check the Bio-Metric Attendance. | FILE UPDATED |
| 29. | Records on P.G. Projects Review & Continuous Assessment | Furnish the details of continuous assessment of P.G. Projects, review reports, review members, review process, etc. | FILE UPDATED |
| 30. | Details regarding Best Students/ advanced/ Weak learners | Furnish the details of Best student award, identification of weak, average and advanced learners and strategies adapted to progress them further. | FILE TO BE UPDATED |
| 31. | Records on Students Exam Results Statistics with pass percentage in each programmesemester wise | Furnish the details of Semester Exam Results and its statistics (Pass/ Fail) | FILE TO BE UPDATED |

| V. Research, Innovation, Incubation and Extension | | | FILES SUBMITTED/ NOT SUBMITTED |
|---|--|--|-----------------------------------|
| 32. | Records related to Research Fellowships/ Award received from National / international level | Furnish the details of research related awards in national and international, etc. | NA - |
| 33. | Enrolment details of JRF/SRF/ PDF/ RA / Other Fellows | Furnish Students' list of JRF/SRF/ PDF/ RA/ Fellows and corresponding communications. | IN PROGRESS |
| 34. | Records related to i. Conduct of seminar/Conference Participation of Seminar/Conference ii. Seminar on IPR/ Industry Academia Innovative Practices | Furnish the Details regarding the seminar/conference and on IPR, Innovation and Institute Industry Interaction. | FILE TO BE UPDATED. |
| 35. | Records related to Awards for Innovation won | Furnish the details of awards related to Hackathon, or any other innovative commercial ventures by students or Institute Interaction Cell. | FILE UPDATED |

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| | bydepartment | | |
| 36. | Records relate to Incubation centre and Startups bydept. | Furnish the details of Budget allocation, utilization related to incubation centre and any other Startups. | IN PROGRESS |
| 37. | Records on Ph.D. awarded at Department | Furnish the details of students, their Thesis, Viva Communications, etc. | FILE TO BE UPDATED |
| 38. | Research Publications in the journals mentioned in UGC /CARE List by the department | Furnish the details of publication in the UGC CARE List. | FILE UPDATED |
| 39. | Books/ Edited Volumes/Book Chapters byTeachers | Furnish the details of Books (with ISBN), edited volumes and Book Chapters of faculty members. | FILE UPDATED |
| 40. | PatentsPublished/ Awarded by Teachers during AY | Furnish the details of patents filed/published/grantedbythefacultymembers during2018-19. | FILE UPDATED |

| | | | |
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| 41. | Records on Commercialized Patents Awarded | Check the details regarding the licensed or commercialized patent the MOUs indicating the University's share. | - N/A - |
| 42. | Details regarding the Citation Index (excluding Self Citation) by the Teachers | Furnish the details of report of the Web of Science or Google or Indian Citation Index for the H- index of faculty member. | FILE UPDATED |
| 43. | H-Index of the Faculty/Department for the AY | Furnish the details of Report of the web of scienceregarding the H-Index of the Faculty/ department | FILE UPDATED |
| 44. | Details regarding the Teachers serving as resource person for the AY | Furnish the details of s name of the faculty members, name of event, type of event, place, photos, title etc. | FILE UPDATED |
| 45. | Records related to Revenue generated through corporate training | Furnish the details of Corporate training policy, no. of training provided, no. of participants, period, income generated, coordinator details, Letter of Intent, etc. | - N/A - |
| 46. | Records related to Revenue Generated through cons | Furnish the details of consultant, Letter of Intent, Income generated, nature of work, consultancy policies, etc. | FILE TO BE UPDATED |

| | | | |
|-----|--|--|--------------------|
| | ultancy work | | |
| 47. | Records related to Extensions/Village Adoption/ Outreach programmes/industry collaboration | Furnish the details of Extension programmes organized, beneficiaries, their feedback, expenses, Photos, Press news, etc. | FILE TO BE UPDATED |
| 48. | Records on Awards received for Extension activities from Govt. | Furnish the details of awards received from government for extension activities (e.g. Swach Bharath Award) | NA - |

| | | | |
|-----|---|--|---------------|
| 49. | Records on research, faculty/ students exchange/collaborations | Furnish the details of regarding list of the faculty or students exchange, MOU signed, duration, purpose. | - NA - |
| 50. | Industry Linkage for internships, training, project work and resource sharing | Furnish the details of MOUs with reputed industry for students' internship and training, activities carried out as per MOUs, MoUs related to resource sharing, etc. | TO BE UPDATED |
| 51. | Functional MOUs signed with industry, National/ International Institutes signed in AY | Furnish the details of MoUs related to Placement, Incubation, Fellowships, curriculum enhancement, Value Addition, MOOC, etc. with Industry/ National / International Institutes and its implementation. | TO BE UPDATED |
| 52. | Records on Budget allocation and Utilization (including maintenance) | Furnish the details of the copy of budget allocation for the department, fund utilized, account settlement, etc. | TO BE UPDATED |

| | | | |
|-----|--|---|--------------------|
| 53. | Records on Research Advisory Committee for Ph.D.,(Minutes) | Furnish the details of UGC Regulation on Minimum Standards and Procedure for Award of Ph.D. Degrees Regulations, 2016 and 2019, details regarding the RAC Members, Minutes of RAC, etc. | FILE UPDATED |
| 54. | Records on Ph.D., Thesis - External Evaluation - Documents | Furnish the details on Thesis Examiner(External), Evaluation Reports of supervisor and external, Presentation of Papers in Reputed Conferences, Quality of the thesis and conference paper. | FILE TO BE UPDATED |
| 55. | Records on Ph.D. Viva Voce by External Examiner | Furnish the details regarding the conduct of Viva Voce, date, venue, external examiner, etc. | |

| | | | |
|-----|---|--|--------------------|
| 56. | Availability of UGC CARE List (soft/hard copy) | Furnish the details of UGC CARE List (soft/hard copy) | FILE UPDATED ✓ |
| 57. | Funded Projects (submitted/completed/ongoing) , Thrust Areas progress, and outcomes | Furnish the details related to the Principal Coordinator, project proposal s, presentation date, fund allotted, fund utilized, fund unutilized, the objectives and outcomes, thrust areas etc. during AY. | FILE UPDATED ✓ |
| 58. | Departmental Projects like SAP/ FIST/ TEQIP, etc. | Furnish the details regarding the Coordinator, deputy coordinator, advisory committee members, advisory committee meeting, fund allocated, utilized, Lab Established, Project Carried out, Fellowships, recruitment of project fellows, etc. | FILE TO BE UPDATED |

| VI. Infrastructure and Learning Resources | | | FILES SUBMITTED / NOT SUBMITTED |
|---|---|---|---------------------------------|
| 59. | Availability of MIS for departmental data management | Furnish the details of availability of any software modules used for any area of the departmental activities. | FILE TO BE UPDATED |
| 60. | Records on resources augmentation during AY | Furnish the details of new equipments purchased, stock entry, account settlement, its utilization, etc. | TO BE UPDATED |
| 61. | Records related to departmental library (Rare Books, e- journals/books, Data books and annual expenditure, etc. | Furnish the accession registers and usage registers, books added during the academic year, amount, etc. | FILE UPDATED ✓ |
| 62. | E-Contents developed by teachers for E-PG Pathshala, SWAYAM, NPTEL, etc. | Furnish the details such as orders received to develop contents, subject, list of faculty members, etc. | - N/A - |

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|-----|---|---|--------------------|
| | | | |
| 63. | Records on Technology up gradation during AY | Furnish the details regarding the technology upgradation such as induction of Learning Management System, Online Examination, mobile attendance, Remote Login, Bio-Metric attendance for students, Online admission, video conferencing, etc. | FILE TO BE UPDATED |
| 64. | WiFi, Internet connectivity status, bandwidth details | Furnish the details regarding the internet availability, WiFi, to the students. | FILE TO BE UPDATED |
| 65. | Facility available at dept. for e-content development | Check the facility such as Smart Class Room, Video Camera, Voice Recorder, Multimedia Editors, etc. for the e-content development | -XMA- |

| VII. Student Support and Progress | | | FILES SUBMITTED/ NOT SUBMITTED |
|-----------------------------------|---|---|-----------------------------------|
| 66. | Student Details and related statistics | Furnish the List of Students admitted, undergoing Programmes, Summary related to Gender, Community, economy status, Other states/Country, etc. | FILE TO BE UPDATED. |
| 67. | Records related to capability enhancement of students (remedial class, skill enhancement, spoken English, etc.) | Furnish the details such as attendance registers, Circulars, event registers that reveals the conduct of such activities. | FILE TO BE UPDATED |
| 68. | Records on Competitive coaching and students benefitted | Furnish the Records related to coaching for NET/SET/GATE, Civil Service Examination, etc. | FILE TO BE UPDATED |
| 69. | Records related to redressal of students' grievances, ^{Anti} sexual harassments and ragging | Furnish the records related to the filing of any Grievances, its redressal, availability of ^{Anti} Anti Ragging Posters, Sexual Harassment posters, etc. | FILE UPDATED |

| | | | |
|-----|---|---|--------------------|
| 70. | Placement Records | Furnish the List of students placed, their average salary, copy of appointment orders, etc. | FILE TO BE UPDATED |
| 71. | Students progression to Higher Education Records | Furnish the list of previous year students who have been admitted to higher education in / outside the institution. | TO BE UPDATED |
| 72. | Records on students qualifying in state/ national/ international level examinations | Furnish the list of students who have been cleared state/ national/ international level exam such as SET/ NET/ GATE/ CAT/ MAT/ KCET/ TOEFL/ IELTS, etc. | - NA - |
| 73. | Records related to student s; achievement in Sports & Cultural Activities | Furnish the list of winners in sports & Cultural activities, Photos, Certificates, etc. | FILE UPDATED |
| 74. | Records on Alumni meetings/ activities | Furnish the details such as database of alumni, alumni group in social media, meeting date, venue, list of participants, minutes, photo, news, expenditures, account settlement, etc. | FILE UPDATED |

| | | | |
|-----|--|---|--------------------|
| 75. | Records related to the Value training e.g. induction programme | Furnish the details related to Student Induction Programme, Duration, Schedule, Resource Persons, Programme Contents, Objectives and Outcomes, Photos, News, etc. | - NA - |
| 76. | Records on departmental students association and their participation in committees | Furnish the details such as election of members, inauguration, activities, photos, news, etc. | FILE TO BE UPDATED |

| VII. Governance, Leadership and Management | | | FILES SUBMITTED / NOT SUBMITTED |
|--|---|--|---------------------------------|
| 77. | Minutes of the Staff Meeting | Furnish the departmental meetings are conducted regularly and the minutes are approved by the members. | FILE TO BE UPDATED |
| 78. | Availability of Maintenance Policies and Procedures | Furnish the availability of policies and procedures for the effective use of lab equipments, AMC, breakage handling, Complaints/ Suggestions, etc. | - NA - |

| | | | |
|-----|--|---|---------------|
| 79. | Records related to financial assistance to teachers for attending conference/workshops | Furnish the details such as list of faculty members who availed financial assistance for attending conferences, details of conference, source of fund, settlement of accounts, etc. | TO BE UPDATED |
| 80. | Compliance to the UGC Guidelines, SCAA, Statutes | Furnish the availability of necessary UGC/AICTE/ NCTE/ PCI/ DEB/ Statutes/ MHRD/TANSICHE/ Syndicate/ SCAA Guidelines and its compliance. | FILE UPDATED |
| 81. | Availability of Circular Folder | Furnish the Circular Folder that contains all the circulars and related entry in the Tappal Registers | TO BE UPDATED |
| 82. | Upkeeping of Stock Register | Furnish the availability Stock and Consumable registers and check for the updates. | TO BE UPDATED |
| 83. | Records related to teachers professional development (refresher, orientation) | Furnish the details such as list of faculty members attended the programmes, period, place, copy of certificate, etc. | TO BE UPDATED |

| VIII. Institutional Values and Best Practices | | | FILES SUBMITTED / NOT SUBMITTED |
|---|---|--|---------------------------------|
| 84. | Records related to Best Practices of Department | Furnish for details related to any special practices that leads to quality improvements. Also Check the cleanliness of the departments | TO BE UPDATED ✓ |
| 85. | Road map of the Department & Strategic Plan | Furnish the details related to growth plan and the arrangements for execution, strength, weakness, opportunities and challenges | FILE UPDATED ✓ |

Verification of the Files (Total 85)

Files Submitted:

nos UPDATED : 29

TO BE UPDATED : 39

Files Not submitted:

nos — 17.

Signature of the verifier

Member 1.

Dr. Veena. K. K

Name:

(Signature)

Designation:

Dean

Date:

05/10/2020.

Signature of the
Audit members:

Member 2

(Signature)

Arunanthi

HOD - BCA, DSCASC

Dayananda Sagar University

Internal Quality Assurance Cell (IQAC)

Report Academic and Administration Audit

1. Name of the Department:

Mechanical Engineering.

2. Name of the School:

School of Engineering.

3. Auditors Members Name:

1. Dr. Punitk Cariappa - Chairman
2. Dr. Meerugan - Member
3. Dr. Sunil More - Member

V. M. More

4. Files Verifier/ Facilitator Name:

1. Dr. Veena
2. Dr. Vinayak

5. Strength of the Department/School:

Number of Faculty members
The Faculty strength is more compared to
the student ratio.

6. Weakness of the Department/School:

Lack of direction and focus in the
department.

7. Opportunities of the Department/School:

The department can have centre of excellence, in focused areas.

8. Challenges of the Department/School

Keeping pace with technology may be one of the challenges.

9. Overall Academic Performance of the School/Department:

- A. Excellent
- B. Very Good
- C. Good
- D. Satisfactory
- E. Poor/ Need Improvement

10. Auditors' Suggestion for further improvement: (Use additional sheets if required)

- Clarity on the goal is required.
- Improvement on activities for faculties and students as a department is required.

11. Overall Remarks/ Recommendations by the Auditors: (Use additional sheets if required)

- Faculty to be given responsibility and to be moulded as a good team.

Signature of the Chairman

Name: Dr. Purilk Cariappa

Designation: Dean - SCMS.

Date:

5/10/2020.

Signature of the member 1.

(Dr. V. MURUGAN)

Signature of the member 2.

Dr. Sunil S. MORE

Dean - SCMS

5/10/2020



Kumaraswamy Layout, Bangalore-560111

Internal Quality Assurance Cell (IQAC)

Academic and Administration Audit For the Year 2015-16 to 2019-2020

Verification of the Files

Name of the School/Department : SOE, Mechanical

School of arts and humanities/College of Journalism and Mass Communication

Note:

1. It is mandatory to submit the details from 1 to 8 in the format with documentary proof for the Academic and
2. If the documentary evidences are available in the Centralized office, it is the duty of the Dean/Principal to
3. All the schools/departments should submit the report in format prescribed for every academic year

05/10/2020

| I. Overall Quality Assurance | | FILES SUBMITTED/ NOT SUBMITTED | Remark | |
|------------------------------|--|---|----------------|----------------|
| 1 | System for Quality Assurance | Ensure the duties and responsibilities and procedures for various activities for all the staff members are well defined in written format and approved in the staff meet/ by any other authorities. | Available | needs updation |
| 2 | Previous Academic Audit Reports & its compliance | Ensure the previous audit forms and minutes of the academic reviews are Available and the compliances were made. | Not applicable | |
| 3 | Stock Audit Reports (Internal/ External) & its compliance | Ensure whether the stock audit reports are available along with the stock registers and consumable registers. | Available | |
| 4 | Records related to any special status conferred by the central/ state government | E.g. Centre of Excellence, Departmental Accreditation (e.g. NBA), etc. Ensure the related records are available. | Available | Needs updation |

| | | | | |
|--------------------------------|--|---|---|--|
| 5 | Records related to Departmental contribution to the University's growth | The details related to the staff members with additional responsibilities, Conduct of programme for the common cause, Membership in the committees etc. | Available | Needs updation |
| 6 | 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. | Available | Needs modification |
| II. Admission Quality | | | FILES SUBMITTED/ NOT SUBMITTED | Remarks |
| 7 | Demand Ratio and Student Statistics | Furnish the details of the number of applications received for a programme, vs approved strength. Also no. of available students vs approved strength. | Not available | |
| 8 | Records related to Admissions (Applications, selection procedure & List) | Furnish the details of availability of Admission Procedures, Applications, All the admission lists, Fee Remittance, Admission Letter, students' master register, closure of programmers, etc. | Available | Needs updation ,Phd students admission details available |
| III. Curricular Aspects | | | FILES SUBMITTED/ NOT SUBMITTED | Remark |

| | | | | |
|--|---|---|---|----------------|
| 9 | Records on Syllabus Revision & Curriculum (all regulations in Hard Copy and BOS minutes of Academic Year (AY)) | Ensure the availability of all the regulations for all the programmes since inception of the programme (Hard or Soft Copy). Also the BOS Minutes for the AY. Check the quality improvements such as enhancements, programme specific objectives/ outcomes and course objectives/ outcomes in each revision. | Available | Needs updation |
| 10 | Syllabus related to course on Employability, Entrepreneurship innovation & Skill Development innovation & Skill Development | Ensure the availability of Employment, innovation, skill development and entrepreneurship related courses. | Not available | Needs updation |
| 11 | specific/Course outcomes in University Website | Ensure the availability of PEOs and CEOs in the department link of website. | Available | |
| 12 | Records related to Value Added Courses | Furnish the details of Records related to Value addition courses, MOOC courses, any additional credit courses. Student list, certificates or other evidences. | Available | Needs updation |
| IV. Teaching, Learning and Evaluation | | | FILES SUBMITTED/ NOT SUBMITTED | Remarks |
| 13 | Academic Calendar (2019-2020) | Furnish the details of programmes conducted with a clear plan for the Semester and the timeline is met. | Available | Needs updation |
| 14 | Laboratory Manual | Furnish the details of the updated Laboratory manual for each practical papers. | Available | |

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|----|--|---|---------------|---|
| 15 | <p>i. Records on availability and use of ICT tools in classrooms</p> <p>ii. Number of Teachers Using ICT</p> | Furnish the details of serviceability of the ICT tools i.e. smart board, LCD, video conferencing equipment and their usage records. | Not Available | Needs updation |
| 16 | Records related to Mentoring | Furnish the details of mentoring hours in the time table, list of mentors and mentee and also the mentoring records. | Available | Needs updation |
| 17 | Records on Field Projects/ Internships undertaken by students (National/ International) | Furnish the details of Letter correspondences with companies / institutions, Certificates issued to students, | Available | Needs updation |
| 18 | Records related to structured feedback from Students on Teaching Process | Furnish the documents related to Feedback with well-defined criterions to ensure the effective teaching process and scores. | Available | Needs updation |
| 19 | Records related to structured feedback from teachers on students learning | Furnish the documents related to Feedback with well-defined criterions to ensure the effective learning process and scores. | Available | needs report on analysis and action missing |
| 20 | Records related to structured Feedback from Parents on Teaching Learning Process | Furnish the details of documents related to well defined feedback from parents. | Available | |
| 21 | Records related to structured feedback from Alumni | Furnish the details of documents related to well defined feedback from Alumni. | Available | |
| 22 | Records related to structured feedback from Employers | Any documents related to well defined feedback from Employer on our students. | Not available | |

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|----|--|---|---------------|-------------------------|
| 23 | Record on Feedback analysis, action taken and outcomes | Furnish the Proof for feedback analysis and corrective action taken | Not available | |
| 24 | Student Satisfaction Survey on the department | Furnish online student satisfaction survey On the department. | Not required | |
| 25 | Detailed Staff Profile i. Full Time Teachers with Ph.D. ii. Full Time Teachers with DSc./D.Litt. | Furnish the details on updated faculty profile and its updating on websites | Available | |
| 26 | Awards received from state/central government | Furnish the details of the Proof for Honours and Awards received by faculty members from the Government bodies alone. | Not awards | |
| 27 | Time Table | Furnish the details of the Master Time Table, Credit - Hour Matching, Association Hour, Library Hour, etc. | Not available | |
| 28 | Attendance Register (Student, Research Scholars & Staff) | Furnish the details of attendance registers for all subjects and its updates. Also check the Bio-Metric Attendance. | Available | |
| 29 | Records on P.G. Projects Review & Continuous Assessment | Furnish the details of continuous assessment of P.G. Projects, review reports, review members, review process, etc. | Available | needs updation |
| 30 | Details regarding Best Students/ advanced/ Weak learners | Furnish the details of Best student award, identification of weak, average and advanced learners and strategies adapted to progress them further. | Not Available | Procedure adopted added |

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|--|--|--|---|--|
| 31 | Records on Students Exam Results Statistics with pass percentage in each programme semester wise | Furnish the details of Semester Exam Results and its statistics (Pass/ Fail) | Not Available | result analysis required for all the years |
| V. Research, Innovation, Incubation and Extension | | | FILES SUBMITTED/ NOT SUBMITTED | Remark |
| 32 | Records related to Research Fellowships/ Award received from National / international level | Furnish the details of research related awards in national and international, etc. | Not Yet | No such projects |
| 33 | Enrolment details of JRF/SRF/ PDF/ RA / Other Fellows | Furnish Students' list of JRF/SRF/ PDF/ RA/ Fellows and corresponding communications. | Not yet | Not yet |
| 34 | Records related to i. Conduct of seminar/Conference Participation of Seminar/Conference ii. Seminar on IPR/ Industry Academia Innovative Practices | Furnish the Details regarding the seminar/conference and on IPR, Innovation and Institute Industry Interaction. | not Available | |
| 35 | Records related to Awards for Innovation won by department | Furnish the details of awards related to Hackathon, or any other innovative commercial ventures by students or Institute Interaction Cell. | Available | |
| 36 | Records relate to Incubation centre and Startups by dept. | Furnish the details of Budget allocation, utilization related to incubation centre and | Not available | |

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|----|---|---|----------------|----------------------------------|
| | | any other Startups. | | |
| 37 | Records on Ph.D. awarded at Department | Furnish the details of students, their Thesis, Viva Communications, etc. | Not applicable | |
| 38 | Research Publications in the journals mentioned in UGC /CARE List by the department | Furnish the details of publication in the UGC CARE List. | Available | |
| 39 | Books/ Edited Volumes/Book Chapters by Teachers | Furnish the details of Books (with ISBN), edited volumes and Book Chapters of faculty members. | Available | |
| 40 | Patents Published/Awarded by Teachers during AY | Furnish the details of patents filed/published/granted by the faculty members during 2018-19. | Not yet | |
| 41 | Records on Commercialized Patents Awarded | Check the details regarding the licensed or commercialized patent the MOUs indicating the University's share. | not yet | |
| 42 | Details regarding the Citation Index (excluding Self Citation) by the Teachers | Furnish the details of report of the Web of Science or Google or Indian Citation Index for the H- index of faculty member. | Available | |
| 43 | H-Index of the Faculty/Department for the AY | Furnish the details of Report of the web of science regarding the H-Index of the Faculty/ department | Available | |
| 44 | Details regarding the Teachers serving as resource person for the AY | Furnish the details of s name of the faculty members, name of event, type of event, place, photos, title etc. | Not Available | supporting documents required |
| 45 | Records related to Revenue generated through corporate training | Furnish the details of Corporate training policy, no. of training provided, no. of participants, period, income generated, coordinator details, Letter of Indent, etc. | Available | needs updation |
| 46 | Records related to Revenue | Furnish the details of consultant, Letter of | Available | needs updation |

| | Generated through consultancy work | Intent, Income generated, nature of work, consultancy policies, etc. | | |
|----|--|--|----------------|----------------------|
| 47 | Records related to Extensions/Village Adoption/ Outreach programmes/industry collaboration | Furnish the details of Extension programmes organized, beneficiaries, their feedback, expenses, Photos, Press news, etc. | Available | Needs major updation |
| 48 | Records on Awards received for Extension activities from Govt. | Furnish the details of awards received from government for extension activities (e.g. Swach Bharath Award) | Not available | |
| 49 | Records on research, faculty/ students exchange collaborations | Furnish the details of regarding list of the faculty or students exchange, MOU signed, duration, purpose. | Not applicable | |
| 50 | Industry Linkage for internships, training, project work and resource sharing | Furnish the details of MOUs with reputed industry for students' internship and training, activities carried out as per MOUs. MoUs related to resource sharing, etc. | Not Available | Needs updation |
| 51 | Functional MOUs signed with industry, National/ International Institutes signed in AY | Furnish the details of MOUs related to Placement, Incubation, Fellowships, curriculum enhancement, Value Addition, MOOC, etc. with Industry/ National / International Institutes and its implementation. | Available | |
| 52 | Records on Budget allocation and Utilization (including maintenance) | Furnish the details of the copy of budget allocation for the department, fund utilized, account settlement, etc. | Not available | |
| 53 | Records on Research Advisory Committee for Ph.D., (Minutes) | Furnish the details of UGC Regulation on Minimum Standards and Procedure for Award of Ph.D. Degrees Regulations, 2016 and 2010, details regarding the RAC. Members, Minutes of RAC, etc. | Available | Needs reorganise |
| 54 | Records on Ph.D., Thesis - External Evaluation - Documents | Furnish the details on Thesis Examiner (External), Evaluation Reports of supervisor and external, Presentation of Papers in Reputed Conferences, Quality of the thesis and conference paper. | Not yet | |
| 55 | Records on Ph.D. Viva Voce by External Examiner | Furnish the details regarding the conduct | Not yet | |

| | | | | |
|--|---|---|--|--------------------|
| | | of Viva Voce, date, venue, external examiner, etc. | | |
| 56 | Availability of UGC CARE List (soft/hard copy) | Furnish the details of UGC CARE List (soft/hard copy) | Available | Needs update |
| 57 | Funded Projects (submitted/ completed/ ongoing) , Thrust Areas progress, and outcomes | Furnish the details related to the Principal Coordinator, project proposals, presentation date. fund allotted. fund utilized. fund outcomes, thrust areas etc. during AY. | Not yet | |
| 58 | Departmental Projects like SAP/ EIST/ TEQIP, etc. | Furnish the details regarding the Coordinator, deputy coordinator, advisory committee members. advisory committee meeting. fund etc. | Not yet | |
| VI. Infrastructure and Learning Resources | | | FILES SUBMITTED / NOT SUBMITTED | |
| 59 | Availability of MIS for departmental data management | Furnish the details of availability of any software modules used for any area of the departmental activities. | Available | Follow NAAC Manual |
| 60 | Records on resources augmentation during AY | Furnish the details of new equipments purchased, stock entry, account settlement, its utilization, etc. | Available | needs updation |
| 61 | Records related to departmental library (Rare Books, e- journals/books, Data books and annual expenditure, etc. | Furnish the accession registers and usage registers, books added during the academic year, amount, etc. | Available | Needs updation |
| 62 | E-Contents developed by teachers for E-PG Pathshala, SWAYAM, NPTEL, etc. | Furnish the details such as orders received to develop contents, subject, list of faculty members, etc. | Available | Needs update |

| | | | | |
|--|---|---|---|--|
| 63 | Records on Technology up gradation during AY | Furnish the details regarding the technology upgradation such as induction of Learning Management System, Online Examination, mobile attendance, Remote Login, Bio-Metric attendance for students, Online admission, video conferencing, etc. | Not available | |
| 64 | WiFi, Internet connectivity status, bandwidth details | Furnish the details regarding the internet availability, WiFi, to the students. | Available | Bill indicates college of engineering needs to be changed to DSU |
| 65 | Facility available at dept. for e-content development | Check the facility such as Smart Class Room, Video Camera, Voice Recorder, Multimedia Editors, etc. for the e-content development | Not yet | facility not available |
| VII. Student Support and Progress | | | FILES SUBMITTED/ NOT SUBMITTED | |
| 66 | Student Details and related statistics | Furnish the List of Students admitted, undergoing Programmes, Summary related to Gender, Community, economy status, Other states/Country, etc. | Available | Needs updation |
| 67 | Records related to capability enhancement of students (remedial class, skill enhancement, spoken English, etc.) | Furnish the details such as attendance registers, Circulars, event registers that reveals the conduct of such activities. | Not Available | Needs updation for all years |

| | | | | |
|----|--|---|---------------|----------------|
| 68 | Records on Competitive coaching and students benefitted | Furnish the Records related to coaching for NET/SET/GATE, Civil Service Examination, etc. | Not Available | |
| 69 | Records related to redressal of students' grievances, sexual harassments and ragging | Furnish the records related to the filing of any Grievances, its redressal, availability of Anti Ragging Posters, Sexual Harassment posters, etc. | Not Available | |
| 70 | Placement Records | Furnish the List of students placed, their average salary, copy of appointment orders, etc. | Available | needs update |
| 71 | Students progression to Higher Education Records | Furnish the list of previous year students who have been admitted to higher education in / outside the institution. | Available | needs update |
| 72 | Records on students qualifying in state/ national/ international level examinations | Furnish the list of students who have been cleared state/ national/ international level exam such as SET/ NET/ GATE/ CAT/ MAT/ KCET/ TOEFL/ IELTS, etc. | Available | |
| 73 | Records related to students; achievement in Sports & Cultural Activities | Furnish the list of winners in sports & Cultural activities, Photos, Certificates, etc. | Available | not relevant |
| 74 | Records on Alumni meetings/ activities | Furnish the details such as database of alumni, alumni group in social media, meeting date, venue, list of participants, minutes, photo, news, expenditures, account settlement, etc. | Available | |
| 75 | Records related to the Value training e.g. induction programme | Furnish the details related to Student Induction Programme, Duration, Schedule, Resource Persons, Programme Contents, Objectives and Outcomes, Photos, News, | Available | Needs updation |

| | | | | |
|---|--|---|--------------------------|---------------|
| | | etc. | | |
| 76 | Records on departmental students association and their participation in committees | Furnish the details such as election of members, inauguration, activities, photos, news, etc. | Available | Need updation |
| VII. Governance, Leadership and Management | | | FILES SUBMITTED / | |
| | | | NOT SUBMITTED | |
| 77 | Minutes of the Staff Meeting | Furnish the departmental meetings are conducted regularly and the minutes are approved by the members. | Available | |
| 78 | Availability of Maintenance Policies and Procedures | Furnish the availability of policies and procedures for the effective use of lab equipments, AMC, breakage handling, Complaints/ Suggestions, etc. | Available | |
| 79 | Records related to financial assistance to teachers for attending conference/workshops | Furnish the details such as list of faculty members who availed financial assistance for attending conferences, details of conference, source of fund, settlement of accounts, etc. | Not applicable | |
| 80 | Compliance to the UGC Guidelines, SCAA, Statutes | Furnish the availability of necessary UGC/AICTE/ NCTE/ PCI/ DEB/ Statutes/ MHRD/TANSCH/ Syndicate/ SCAA Guidelines and its compliance. | Available | |
| 81 | Availability of Circular Folder | Furnish the Circular Folder that contains all the circulars and related entry in the Tappal Registers | Available | |

| | | | | |
|--|--|--|--------------------------|--------------|
| 82 | Upkeeping of Stock Register | Furnish the availability Stock and Consumable registers and check for the updates. | Available | |
| 83 | Records related to teachers professional development (refresher,orientation) | Furnish the details such as list of faculty members attended the programmes, period, place, copy of certificate,etc. | Not available | |
| VIII. Institutional Values and Best Practices | | | FILES SUBMITTED / | |
| | | | NOT SUBMITTED | |
| 84 | Records related to Best Practices of Department | Furnish for details related to any special practices that leads to quality improvements. Also Check the cleanliness of the departments | Not available | |
| 85 | Road map of the Department & Strategic Plan | Furnish the details related to growth plan and the arrangements for execution, strength, weakness, opportunities and challenges | Available | needs rework |

of the Files (Total 85)

Files Submitted:

Files Not submitted:

Signature of the verifier

Member 1.

Name: Designation: Date:

f the Audit members:

Dr. Veena Kdl
Kelera
05/10/2020.

Member 2

Hemanth U.
[Signature]

Dayananda Sagar University
Internal Quality Assurance Cell (IQAC)

Report Academic and Administration Audit

1. Name of the Department: CSE and CT

2. Name of the School: School of Health sciences

3. Auditors Members Name: Dr.Sunil More -Chairman

Dr.V Murugan, Dr.Sharmila J

4. Files Verifier/ Facilitator Name:

Dr.Farhan Zameer and Dr.Aneesha Fasim

5. Strength of the Department/School:

A. Good set of faculty members with High qualification and good Background

B. Good Infrastructure and resources available with state of the art facility

C.As per AICTE the faculty ratio in the each department is maintained

D.Industry sponsored laboratory is the game changer

6. Weakness of the Department/School:

a.Research and PhD ratio of the faculty should improve

b.Lack of External funded projects

c.Publication no is high but should focus in publishing in good reputed UGC CARE list journals

D. The documentation of files were not so encouraging

7. Opportunities of the Department/School:



It can be a star program in the university with very high intake and has a capacity to become separate school of computing

8. Challenges of the Department/School

Many Private universities and affiliated colleges near the area offering CS and Providing Good placements to the graduating students

9. Overall Academic Performance of the School/Department:

- A. Excellent
- B. Very Good
- C. Good
- D. Satisfactory
- E. Poor/ Need Improvement

10. Auditors' Suggestion for further improvement: (Use additional sheets if required)

Keep all the files separately with index page on top of it
Label the files and maintain as per the year wise
Make team of each faculty and give them complete responsibility
The faculty were not guided properly to manage and arrange the documents

11. Overall Remarks/ Recommendations by the Auditors: (Use additional sheets if required)

Good coordination ,maintain all the files in order and updated conditions for the further rounds of audit , and faculty need to take interest in capturing the data available

06/10/2020

Signature of the Chairman

Name: Dr. Sunil S. More

Designation: Prof & Dean

Date: 06/10/2020

Signature of the member 1.

V. V. Murugan
(Dr. V. MURUGAN)
Dean, S&TE

Signature of the member 2.

Dr. SHARMILA S
PRINCIPAL
06/10/2020



Dayananda Sagar
University

000

Kumaraswamy Layout, Bangalore-560111

**Internal Quality Assurance Cell
(IQAC)**

**Academic and Administration Audit
For the Year-----to --.**

Verification of the Files

Name of the School/Department

BCA , Computer Application .

Note:

1. It is mandatory to submit the details from 1 to 85 in the format with documentary proof for the Academic and Administration audit.

2. If the documentary evidences are available in the Centralized office, it is the duty of the Dean/Principal to collect from them and keep the files in their respective department/school.

3. All the schools/departments should submit the report in format prescribed for every academic year separately for audit. (i.e. 2015-2016, 2016-2017, 2017-2018, 2018- 2019 and 2019-2020).

| I. Overall Quality Assurance | | | FILES SUBMITTED/ NOT SUBMITTED |
|------------------------------|--|---|---|
| 1. | System for Quality Assurance | Ensure the duties and responsibilities and procedures for various activities for all the staff members are well defined in written format and approved in the staff meet/ by any other authorities. | RMC needs updation |
| 2. | Previous Academic Audit Reports & its compliance | Ensure the previous audit forms and minutes of the academic reviews are Available and the compliances were made. | NA |
| 3. | Stock Audit Reports (Internal/ External) & its compliance | Ensure whether the stock audit reports are available along with the stock registers and consumable registers. | Share with CS Dept Save file. |
| 4. | Records related to any special status conferred by the central/ state government | E.g. Centre of Excellence, Departmental Accreditation (e.g. NBA), etc. Ensure the related records are available. | Save file as CS |
| 5. | Records related to Departmental contribution to the University's growth | The details related to the staff members with additional responsibilities, Conduct of programme for the common cause, Membership in the committees etc. | file needs updation. |
| 6. | 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 | File is not there needs to be created. |

| | | | |
|--|--|---------------------------|--|
| | | the previous year's plan. | |
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| II. Admission Quality | | | FILES SUBMITTED/ NOT SUBMITTED |
|-----------------------|--|---|-----------------------------------|
| 7. | Demand Ratio and Student Statistics | Furnish the details of the number of applications received for a programme, vs approved strength. Also no. of available students vs approved strength. | File needs updation. |
| 8. | Records related to Admissions (Applications, selection procedure & List) | Furnish the details of availability of Admission Procedures, Applications, All the admission lists, Fee Remittance, Admission Letter, students' master register, closure of programmers, etc. | File needs updation |

| III. Curricular Aspects | | | FILES SUBMITTED/ NOT SUBMITTED |
|-------------------------|--|---|-----------------------------------|
| 9. | Records on Syllabus Revision & Curriculum (all regulations in Hard Copy and BOS minutes of Academic Year(AY) | Ensure the availability of all the regulations for all the programmes since inception of the programme (Hard or Soft Copy). Also the BOS Minutes for the AY. Check the quality improvements such as enhancements, programme specific objectives/ outcomes and course objectives/ outcomes in each revision. | <i>needs updation.</i> |
| 10. | Syllabus related to course on Employability, Entrepreneurship innovation & Skill Development | Ensure the availability of Employment, innovation, skill development and entrepreneurship related courses. | <i>FILE not created</i> |
| 11. | Display of Program/Program specific/Course outcomes in University Website | Ensure the availability of PEOs and CEOs in the department link of website. | <i>FILE not created</i> |
| 12. | Records related to Value Added Courses | Furnish the details of Records related to Value addition courses, MOOC courses, any additional credit courses. Student list, | <i>with CSE they have done</i> |

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| | | certificates or other evidences. | |
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| IV. Teaching, Learning and Evaluation | | | FILES SUBMITTED/ NOT SUBMITTED |
|---------------------------------------|---|---|-----------------------------------|
| 13. | Academic Calendar (2019-2020) | Furnish the details of programmes conducted with a clear plan for the Semester and the timeline is met. | Not created |
| 14. | Laboratory Manual | Furnish the details of the updated Laboratory manual for each practical papers. | Lab record but no manual |
| 15. | i. Records on availability and use of ICT tools in classrooms ii. Number of Teachers Using ICT | Furnish the details of serviceability of the ICT tools i.e. smart board, LCD, video conferencing equipment and their usage records. | Shared facility needs updation. |
| 16. | Records related to Mentoring | Furnish the details of mentoring hours in the time table, list of mentors and mentee and also the mentoring records. | File created. |
| 17. | Records on Field Projects/ Internships undertaken by students (National/ International) | Furnish the details of Letter correspondences with companies / institutions, Certificates issued to students, etc. | - NA - Not created |
| 18. | Records related to structured feedback from Students | Furnish the documents related to Feedback with well-defined criterions to ensure the effective teaching process and scores. | File needs updation. |

| | on Teaching Process | | |
|-----|--|---|--|
| 19. | Records related to structured feedback from teachers on students learning | Furnish the documents related to Feedback with well-defined criterions to ensure the effective learning process and scores. | Not there. |
| 20. | Records related to structured Feedback from Parents on Teaching Learning Process | Furnish the details of documents related to well defined feedback from parents. | Needs time correction. |
| 21. | Records related to structured feedback from Alumni | Furnish the details of documents related to well defined feedback from Alumni. | CS common separate file needs creation |

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| 22. | Records related to structured feedback from Employers | Any documents related to welldefined feedback from Employee on our students. | <i>not done need to create</i> |
| 23. | Record on Feedback analysis, action taken and outcomes | Furnish the Proof for feedback analysis and corrective action taken | <i>no file created to BCA separately.</i> |
| 24. | Student Satisfaction Survey on the department | Furnish online student satisfaction survey On the department. | <i>File needs updation.</i> |
| 25. | Detailed Staff Profile i. Full Time Teachers with Ph.D. ii. Full Time Teachers with DSc./D.Litt. | Furnish the details on updated faculty profile and its updating on websites | <i>File needs updation</i> |
| 26. | Awards received from state/central government | Furnish the details of the Proof for Honours and Awards received by faculty members from the Government bodies alone. | <i>no awards received - NA -</i> |
| 27. | Time Table | Furnish the details of the Master Time Table, Credit – Hour Matching, Association Hour, Library Hour, etc. | <i>File created needs updation</i> |
| 28. | Attendance Register | Furnish the details of attendance registers | |

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| | (Student, Research Scholars & Staff) | for all subjects and its updates. Also check the Bio-Metric Attendance. | File needs updation |
| 29. | Records on P.G. Projects Review & Continuous Assessment | Furnish the details of continuous assessment of P.G. Projects, review reports, review members, review process, etc. | - NA - |
| 30. | Details regarding Best Students/ advanced/ Weak learners | Furnish the details of Best student award, identification of weak, average and advanced learners and strategies adapted to progress them further. | - NA - File needs to be created |
| 31. | Records on Students Exam Results Statistics with pass percentage in each programmesemester wise | Furnish the details of Semester Exam Results and its statistics (Pass/ Fail) | File created needs updation |

| V. Research, Innovation, Incubation and Extension | | | FILES SUBMITTED/ NOT SUBMITTED |
|---|--|---|-----------------------------------|
| 32. | Records related to Research Fellowships/ Award received from National / international level | Furnish the details of research related awards in national and international, etc. | - NA - |
| 33. | Enrolment details of JRF/SRF/ PDF/ RA / Other Fellows | Furnish Students' list of JRF/SRF/ PDF/ RA/ Fellows and corresponding communications. | - NA - |
| 34. | Records related to i. Conduct of seminar/Conference Participation of Seminar/Conference ii. Seminar on IPR/ Industry Academia Innovative Practices (NA) | Furnish the Details regarding the seminar/conference and on IPR, Innovation and Institute Industry Interaction. | File has to be updated. |
| 35. | Records related to Awards for | Furnish the details of awards related to Hackathon, or any other innovative commercial ventures by students or | |

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| | Innovation won by department | Institute Interaction Cell. | To be updated |
| 36. | Records relate to Incubation centre and Startups by dept. | Furnish the details of Budget allocation, utilization related to incubation centre and any other Startups. | - NA - |
| 37. | Records on Ph.D. awarded at Department | Furnish the details of students, their Thesis, Viva Communications, etc. | - NA - |
| 38. | Research Publications in the journals mentioned in UGC /CARE List by the department | Furnish the details of publication in the UGC CARE List. | To be updated. |
| 39. | Books/ Edited Volumes/Book Chapters by Teachers | Furnish the details of Books (with ISBN), edited volumes and Book Chapters of faculty members. | - NA - |
| 40. | Patents Published/Awarded by Teachers during AY | Furnish the details of patents filed/published/granted by the faculty members during 2018-19. | - NA - |
| 41. | Records on Commercialized Patents Awarded | Check the details regarding the licensed or commercialized patent the MOUs indicating the University's | - NA - |

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| | | share. | |
| 42. | Details regarding the Citation Index (excluding Self Citation) by the Teachers | Furnish the details of report of the Web of Science or Google or Indian Citation Index for the H- index of faculty member. | <i>To be updated</i> |
| 43. | H-Index of the Faculty/Department for the AY | Furnish the details of Report of the web of scienceregarding the H-Index of the Faculty/ department | <i>To be updated</i> |
| 44. | Details regarding the Teachers serving as resource person for the AY | Furnish the details of s name of the faculty members, name of event, type of event, place, photos, title etc. | <i>- NA -</i> |
| 45. | Records related to Revenue generated through corporate training | Furnish the details of Corporate training policy, no. of training provided, no. of participants, period, income generated, coordinator details, Letter of Indent, etc. | <i>- NA -</i> |
| 46. | Records related to Revenue Generatedthrough consultancy work | Furnish the details of consultant, Letter of Intent, Income generated, nature of work, consultancy policies, etc. | <i>- NA -</i> |
| 47. | Recordsrelated to Extensions/Villag e | Furnish the details of Extension programmes organized, beneficiaries, their feedback, expenses, Photos, Press news, etc. | <i>file available needs upgradation.</i> |

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| | Adoption/ Outreach programmes/indu stry collaboration | | |
| 48. | Records on Awards received for Extension activities from Govt. | Furnish the details of awards received from government for extension activities (e.g. Swach Bharath Award) | → NA ← |

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| 49. | Records on research, faculty/ students exchange/collaborations | Furnish the details of regarding list of the faculty or students exchange, MOU signed, duration, purpose. | <i>— NA —</i> |
| 50. | Industry Linkage for internships, training, project work and resource sharing | Furnish the details of MOUs with reputed industry for students' internship and training, activities carried out as per MOUs, MoUs related to resource sharing, etc. | <i>needs to upgrade.</i> |
| 51. | Functional MOUs signed with industry, National/ International Institutes signed in AY | Furnish the details of MoUs related to Placement, Incubation, Fellowships, curriculum enhancement, Value Addition, MOOC, etc. with Industry/ National / International Institutes and its implementation. | <i>To be updated.</i> |
| 52. | Records on Budget allocation and Utilization (including maintenance) | Furnish the details of the copy of budget allocation for the department, fund utilized, account settlement, etc. | <i>To be updated.</i> |
| 53. | Records on Research Advisory Committee for PhD., (Minutes) | Furnish the details of UGC Regulation on Minimum Standards and Procedure for Award of Ph.D. Degrees Regulation | <i>— NA —</i> |

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| | | ons,2016 and2019,detailsregardingtheR AC Members, Minutes of RAC, etc. | |
| 54. | Records on Ph.D., Thesis – External Evaluation – Documents | Furnish the details on Thesis Examiner(External), Evaluation Reports of supervisor and external, Presentation of Papersin Reputed Conferences, Quality ofthe thesis and conference paper. | — NA — |
| 55. | Records on Ph.D. Viva Voce by External Examiner | Furnish the details regarding the conduct of Viva Voce, date, venue, external examiner,etc. | — NA — |

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| 56. | Availability of UGC CARE List (soft/hard copy) | Furnish the details of UGC CARE List (soft/hard copy) | To be upgraded |
| 57. | Funded Projects (submitted/completed/ongoing) , Thrust Areas progress, and outcomes | Furnish the details related to the Principal Coordinator, project proposals, presentation date, fund allotted, fund utilized, fund unutilized, the objectives and outcomes, thrust areas etc. during AY. | NA |
| 58. | Departmental Projects like SAP/ FIST/ TEQIP, etc. | Furnish the details regarding the Coordinator, deputy coordinator, advisory committee members, advisory committee meeting, fund allocated, utilized, Lab Established, Project Carried out, Fellowships, recruitment of project fellows, etc. | NA |

| VI. Infrastructure and Learning Resources | | | FILES SUBMITTED / NOT SUBMITTED |
|---|--|---|---------------------------------|
| 59. | Availability of MIS for departmental data management | Furnish the details of availability of any software modules used for any area of the departmental activities. | To be updated. |
| 60. | Records on resources augmentation during AY | Furnish the details of new equipments purchased, stock entry, account settlement, its utilization, etc. | To be updated. |
| 61. | Records related to departmental library (Rare Books, e-journals/books, Data books and annual expenditure, etc. | Furnish the accession registers and usage registers, books added during the academic year, amount, etc. | To be updated. |
| 62. | E-Contents developed by teachers for E-PG Pathshala, SWAYAM, NPTEL, etc. | Furnish the details such as orders received to develop contents, subject, list of faculty members, etc. | — NA — |
| 63. | Records on Technology up gradation during AY | Furnish the details regarding the technology upgradation such as induction of Learning Management System, Online Examination, | To be updated. |

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| | | mobile attendance, Remote Login, Bio-Metric attendance for students, Online admission, video conferencing, etc. | |
| 64. | WiFi, Internet connectivity status, bandwidth details | Furnish the details regarding the internet availability, WiFi, to the students. | <i>available.</i> |
| 65. | Facility available at dept. for e-content development | Check the facility such as Smart Class Room, Video Camera, Voice Recorder, Multimedia Editors, etc. for the e-content development | <i>— NA —</i> |
| VII. Student Support and Progress | | | FILES SUBMITTED/ NOT SUBMITTED |
| 66. | Student Details and related statistics | Furnish the List of Students admitted, undergoing Programmes, Summary related to Gender, Community, economy status, | <i>To be updated.</i> |

| | | Other states/Country, etc. | |
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| 67. | Records related to capability enhancement of students (remedial class, skill enhancement, spoken English, etc.) | Furnish the details such as attendance registers, Circulars, event registers that reveals the conduct of such activities. | <i>Not available.</i> |
| 68. | Records on Competitive coaching and students benefitted | Furnish the Records related to coaching for NET/SET/GATE, Civil Service Examination, etc. | <i>File available.</i> |
| 69. | Records related to redressal of students' grievances, sexual harassments and ragging | Furnish the records related to the filing of any Grievances, its redressal, availability of Anti Ragging Posters, Sexual Harassment posters, etc. | <i>— NA —</i> |
| 70. | Placement Records | Furnish the List of students placed, their average salary, copy of appointment orders, etc. | <i>To be updated.</i> |
| 71. | Students progression to Higher Education Records | Furnish the list of previous year students who have been admitted to higher education in / outside the institution. | <i>To be updated to be created.</i> |
| 72. | Records on students qualifying in state/ national/ international level | Furnish the list of students who have been cleared state/ national/ international level exam such as SET/ | |

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| | examinations | NET/ GATE/ CAT/ MAT/ KCET/ TOEFL/ IELTS, etc. | <i>To be updated.</i> |
| 73. | Records related to students; achievement in Sports & Cultural Activities | Furnish the list of winners in sports & Cultural activities, Photos, Certificates, etc. | <i>- NA</i> |
| 74. | Records on Alumni meetings/ activities | Furnish the details such as database of alumni, alumni group in social media, meeting date, venue, list of participants, minutes, photo, news, expenditures, account settlement, etc. | <i>To be updated.</i> |
| 75. | Records related to the Value training e.g. induction programme | Furnish the details related to Student Induction Programme, Duration, Schedule, Resource Persons, Programme Contents, Objectives and Outcomes, Photos, News, etc. | <i>To be updated.</i> |
| 76. | Records on departmental students association and their participation in committees | Furnish the details such as election of members, inauguration, activities, photos, news, etc. | <i>To be updated.</i> |
| VII. Governance, Leadership and Management | | | FILES SUBMITTED / NOT SUBMITTED |
| 77. | Minutes of the Staff Meeting | Furnish the departmental meetings are conducted | <i>To be created.</i> |

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| | | regularly and the minutes are approved by the members. | |
| 78. | Availability of Maintenance Policies and Procedures | Furnish the availability of policies and procedures for the effective use of lab equipments, AMC, breakage handling, Complaints/ Suggestions, etc. | <i>To be created.</i> |
| 79. | Records related to financial assistance to teachers for attending conference/works hops | Furnish the details such as list of faculty members who availed financial assistance for attending conferences, details of conference, source of fund, settlement of accounts, etc. | <i>— NA —</i> |
| 80. | Compliance to the UGC Guidelines, SCAA, Statutes | Furnish the availability of necessary UGC/AICTE/ NCTE/ PCI/ DEB/ Statutes/ MHRD/TANSICHE/ Syndicate/ SCAA Guidelines and its compliance. | <i>— NA —</i> |
| 81. | Availability of Circular Folder | Furnish the Circular Folder that contains all the circulars and related entry in the Tappal Registers | <i>To be created.</i> |
| 82. | Upkeeping of Stock Register | Furnish the availability Stock and Consumable registers and check for the | <i>File available</i> |

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| | | updates. | |
| 83. | Records related to teachers professional development (refresher, orientation) | Furnish the details such as list of faculty members attended the programmes, period, place, copy of certificate, etc. | <i>To be created.</i> |

| VIII. Institutional Values and Best Practices | | | FILES SUBMITTED / NOT SUBMITTED |
|---|---|--|---------------------------------|
| 84. | Records related to Best Practices of Department | Furnish for details related to any special practices that leads to quality improvements. Also Check the cleanliness of the departments | To be upgraded. |
| 85. | Road map of the Department & Strategic Plan | Furnish the details related to growth plan and the arrangements for execution, strength, weakness, opportunities and challenges | To be created. |

Verification of the Files (Total 85)

Files - NA - 28
 Files Submitted: 5 complete nos 8
 Files need to be updated - 35
 Files ~~Not submitted:~~ ^{has to be created} nos - 14
 85


6/10/20

Member 1.


10/6/2020
Signature of the verifier

Member 2

Name:

Designation:

Date:

10/6/2020
DR-S.S.MORE

Signature of the
Audit members:



Dayananda Sagar
University

Kumaraswamy Layout, Bangalore-560111

Internal Quality Assurance Cell
(IQAC)

Academic and Administration Audit
For the Year ~~2015~~²⁰¹⁵ to ~~2016~~²⁰²⁰.

Verification of the Files

Name of the School/Department

Basic Science Engineering

Note:

1. It is mandatory to submit the details from 1 to 8 in the format with documentary proof for the Academic and Administration audit.
2. If the documentary evidences are available in the Centralized office, it is the duty of the Dean/Principal to collect from them and keep the files in their respective department/school.
3. All the schools/departments should submit the report in format prescribed for every academic year separately for audit. (i.e. 2015-2016, 2016-2017, 2017-2018, 2018-2019 and 2019-2020).

| I. Overall Quality Assurance | | | FILES SUBMITTED/ NOT SUBMITTED |
|------------------------------|--|---|---|
| 1. | System for Quality Assurance | Ensure the duties and responsibilities and procedures for various activities for all the staff members are well defined in written format and approved in the staff meet/ by any other authorities. | File needs to be prepared. P.C.M. |
| 2. | Previous Academic Audit Reports & its compliance | Ensure the previous audit forms and minutes of the academic reviews are Available and the compliances were made. | - NA - |
| 3. | Stock Audit Reports (Internal/ External) & its compliance | Ensure whether the stock audit reports are available along with the stock registers and consumable registers. | Created by P, C |
| 4. | Records related to any special status conferred by the central/ state government | E.g. Centre of Excellence, Departmental Accreditation (e.g. NBA), etc. Ensure the related records are available. | - NA - |
| 5. | Records related to Departmental contribution to the University's growth | The details related to the staff members with additional responsibilities, Conduct of programme for the common cause, Membership in the committees etc. | File needs updation in memos & Physic schemes has to be created |

| | | | |
|----|---|---|-----------------------------------|
| 6. | 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. | <i>File has to be created PCM</i> |
|----|---|---|-----------------------------------|

| II. Admission Quality | | | FILES SUBMITTED/ NOT SUBMITTED |
|-----------------------|--|---|-----------------------------------|
| 7. | Demand Ratio and Student Statistics | Furnish the details of the number of applications received for a programme, vs approved strength. Also no. of available students vs approved strength. | <i>- NR -</i> |
| 8. | Records related to Admissions (Applications, selection procedure & List) | Furnish the details of availability of Admission Procedures, Applications, All the admission lists, Fee Remittance, Admission Letter, students' master register, closure of programmers, etc. | <i>- NA -</i> |

| III. Curricular Aspects | | | FILES SUBMITTED/ NOT SUBMITTED |
|-------------------------|--|---|-----------------------------------|
| 9. | Records on Syllabus Revision & Curriculum (all regulations in Hard Copy and BOS minutes of Academic Year(AY) | Ensure the availability of all the regulations for all the programmes since inception of the programme (Hard or Soft Copy). Also the BOS Minutes for the AY. Check the quality improvements such as enhancements, programme specific objectives/ outcomes and course objectives/ outcomes in each revision. | |
| 10. | Syllabus related to course on Employability, Entrep reneurship innovation & Skill Development | Ensure the availability of Employment, innovation, skill development and entrepreneurship related courses. | <i>File updated</i> |
| 11. | Display of Program/Program specific/Course outcomes in UniversityWebsite | Ensure the availability of PEOs and CEOs in the department link of website. | <i>File updated.</i> |

| | | | |
|-----|--|---|-----------------------|
| 12. | Records related to Value Added Courses | Furnish the details of Records related to Value addition courses, MOOC courses, any additional credit courses. Student list, certificates or other evidences. | RME has to be created |
|-----|--|---|-----------------------|

| IV. Teaching, Learning and Evaluation | | | FILES SUBMITTED/ NOT SUBMITTED |
|---------------------------------------|---|---|-----------------------------------|
| 13. | Academic Calendar (2019-2020) | Furnish the details of programmes conducted with a clear plan for the Semester and the timeline is met. | File updated |
| 14. | Laboratory Manual | Furnish the details of the updated Laboratory manual for each practical papers. | File updated |
| 15. | i. Records on availability and use of ICT tools in classrooms ii. Number of Teachers Using ICT | Furnish the details of serviceability of the ICT tools i.e. smart board, LCD, video conferencing equipment and their usage records. | File has to be created |
| 16. | Records related to Mentoring | Furnish the details of mentoring hours in the time table, list of mentors and mentee and also the mentoring records. | - NA - |
| 17. | Records on Field Projects/ Internships undertaken by students (National/ International) | Furnish the details of Letter correspondences with companies / institutions, Certificates issued to students, etc. | - NA - |
| 18. | Records related to structured feedback from | Furnish the documents related to Feedback with well-defined criterions to ensure the | File created needs updating |

| | | | |
|-----|---|---|-----------------------------|
| | Students on Teaching Process | effective teaching process and scores. | |
| 19. | Records related to structured feedback from teachers on students learning | Furnish the documents related to Feedback with well-defined criteria to ensure the effective learning process and scores. | RAE has to be created |
| 20. | Records related to structured Feedback from Parents on Teaching Learning Process | Furnish the details of documents related to well defined feedback from parents. | RAE has to be created |
| 21. | Records related to structured feedback from Alumni | Furnish the details of documents related to well defined feedback from Alumni. | - NA - |

| | | | |
|-----|--|---|------------------------|
| 22. | Records related to structured feedback from Employers | Any documents related to welldefined feedback from Employee on our students. | - NA - |
| 23. | Record on Feedback analysis, action taken and outcomes | Furnish the Proof for feedback analysis and corrective action taken | File has to be created |
| 24. | Student Satisfaction Survey on the department | Furnish online student satisfaction survey On the department. | - NA - |
| 25. | Detailed Staff Profile i. Full Time Teachers with Ph.D. ii. Full Time Teachers with DSc./D.Litt. | Furnish the details on updated faculty profile and its updating on websites | File created. |
| 26. | Awards received from state/central government | Furnish the details of the Proof for Honours and Awards received by faculty members from the Government bodies alone. | File created |
| 27. | Time Table | Furnish the details of the Master Time Table, Credit - Hour Matching, Association Hour, Library Hour, etc. | File created |

| | | | |
|-----|--|---|-----------------------------|
| 28. | Attendance Register (Student, Research Scholars & Staff) | Furnish the details of attendance registers for all subjects and its updates. Also check the Bio-Metric Attendance. | File created. |
| 29. | Records on P.G. Projects Review & Continuous Assessment | Furnish the details of continuous assessment of P.G. Projects, review reports, review members, review process, etc. | - NA - |
| 30. | Details regarding Best Students/ advanced/ Weak learners | Furnish the details of Best student award, identification of weak, average and advanced learners and strategies adapted to progress them further. | File needs updation. |
| 31. | Records on Students Exam Results Statistics with pass percentage in each programme semester wise | Furnish the details of Semester Exam Results and its statistics (Pass/ Fail) | File created needs updation |

| V. Research, Innovation, Incubation and Extension | | | FILES SUBMITTED/ NOT SUBMITTED |
|---|---|--|---|
| 32. | Records related to Research Fellowships/ Award received from National / international level | Furnish the details of research related awards in national and international, etc. | File created. |
| 33. | Enrolment details of JRF/SRF/ PDF/ RA / Other Fellows | Furnish Students' list of JRF/SRF/ PDF/ RA/ Fellows and corresponding communications. | File created needs updates by chemistry mathematics |
| 34. | Records related to i. Conduct of seminar/Conference Participation of Seminar/Conference ii. Seminar on IPR/ Industry Academia Innovative Practices | Furnish the Details regarding the seminar/conference and on IPR, Innovation and Institute Industry Interaction. | File updated |
| 35. | Records related to Awards for Innovation won | Furnish the details of awards related to Hackathon, or any other innovative commercial ventures by students or Institute Interaction Cell. | - NA - |

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| | by department | | |
| 36. | Records relate to Incubation centre and Startups by dept. | Furnish the details of Budget allocation, utilization related to incubation centre and any other Startups. | - NA - |
| 37. | Records on Ph.D. awarded at Department | Furnish the details of students, their Thesis, Viva Communications, etc. | File needs updation |
| 38. | Research Publications in the journals mentioned in UGC /CARE List by the department | Furnish the details of publication in the UGC CARE List. | File created needs updation |
| 39. | Books/ Edited Volumes/Book Chapters by Teachers | Furnish the details of Books (with ISBN), edited volumes and Book Chapters of faculty members. | File created needs updation |
| 40. | Patents Published/ Awarded by Teachers during AY | Furnish the details of patents filed/published/granted by the faculty members during 2018-19. | Separate file has to be created Document present in chemistry |

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| 41. | Records on Commercialized Patents Awarded | Check the details regarding the licensed or commercialized patent the MOUs indicating the University's share. | - NA - |
| 42. | Details regarding the Citation Index (excluding Self Citation) by the Teachers | Furnish the details of report of the Web of Science or Google or Indian Citation Index for the H- index of faculty member. | File created. |
| 43. | H-Index of the Faculty/Department for the AY | Furnish the details of Report of the web of scienceregarding the H-Index of the Faculty/ department | File created |
| 44. | Details regarding the Teachers serving as resource person for the AY | Furnish the details of s name of the faculty members, name of event, type of event, place, photos, title etc. | File needs to be created |
| 45. | Records related to Revenue generated through corporate training | Furnish the details of Corporate training policy, no. of training provided, no. of participants, period, income generated, coordinator details, Letter of Intent, etc. | File has to be created. |
| 46. | Records related to Revenue Generated through cons | Furnish the details of consultant, Letter of Intent, Income generated, nature of work, consultancy policies, etc. | File created for Chemistry |

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| | ultancy work | | |
| 47. | Records related to Extensions/Village Adoption/ Outreach programmes/industry collaboration | Furnish the details of Extension programmes organized, beneficiaries, their feedback, expenses, Photos, Press news, etc. | File has to be created. |
| 48. | Records on Awards received for Extension activities from Govt. | Furnish the details of awards received from government for extension activities (e.g. Swach Bharath Award) | - NA - |

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| 49. | Records on research, faculty/ students exchange collaborations | Furnish the details of regarding list of the faculty or students exchange, MOU signed, duration, purpose. | File not created. |
| 50. | Industry Linkage for internships, training, project work and resource sharing | Furnish the details of MOUs with reputed industry for students' internship and training, activities carried out as per MOUs, MoUs related to resource sharing, etc. | File not created. |
| 51. | Functional MOUs signed with industry, National/ International Institutes signed in AY | Furnish the details of MoUs related to Placement, Incubation, Fellowships, curriculum enhancement, Value Addition, MOOC, etc. with Industry/ National / International Institutes and its implementation. | File not there. |
| 52. | Records on Budget allocation and Utilization (including maintenance) | Furnish the details of the copy of budget allocation for the department, fund utilized, account settlement, etc. | File has to be created |

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| 53. | Records on Research Advisory Committee for Ph.D.,(Minutes) | Furnish the details of UGC Regulation on Minimum Standards and Procedure for Award of Ph.D. Degrees Regulations, 2016 and 2019, details regarding the RAC Members, Minutes of RAC, etc. | RAC has to be created |
| 54. | Records on Ph.D., Thesis - External Evaluation - Documents | Furnish the details on Thesis Examiner(External), Evaluation Reports of supervisor and external, Presentation of Papers in Reputed Conferences, Quality of the thesis and conference paper. | NA |
| 55. | Records on Ph.D. Viva Voce by External Examiner | Furnish the details regarding the conduct of Viva Voce, date, venue, external examiner, etc. | NA |

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| 56. | Availability of UGC CARE List (soft/hard copy) | Furnish the details of UGC CARE List (soft/hard copy) | File has to be |
| 57. | Funded Projects (submitted/completed/ongoing) , Thrust Areas progress, and outcomes | Furnish the details related to the Principal Coordinator, project proposal s, presentation date, fund allotted, fund utilized, fund unutilized, the objectives and outcomes, thrust areas etc. during AY. | File created need updation |
| 58. | Departmental Projects like SAP/ FIST/ TEQIP, etc. | Furnish the details regarding the Coordinator, deputy coordinator, advisory committee members, advisory committee meeting, fund allocated, utilized, Lab Established, Project Carried out, Fellowships, recruitment of project fellows, etc. | - NA - |

| VI. Infrastructure and Learning Resources | | | FILES SUBMITTED / NOT SUBMITTED |
|---|---|---|---|
| 59. | Availability of MIS for departmental data management | Furnish the details of availability of any software modules used for any area of the departmental activities. | File created needs updation |
| 60. | Records on resources augmentation during AY | Furnish the details of new equipments purchased, stock entry, account settlement, its utilization, etc. | File has to be created Physics, Chemistry it is updated |
| 61. | Records related to departmental library (Rare Books, e- journals/books, Data books and annual expenditure, etc. | Furnish the accession registers and usage registers, books added during the academic year, amount, etc. | File has to be created |
| 62. | E-Contents developed by teachers for E-PG Pathshala, SWAYAM, NPTEL, etc. | Furnish the details such as orders received to develop contents, subject, list of faculty members, etc. | NR - File not created |

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| 63. | Records on Technology up gradation during AY | Furnish the details regarding the technology upgradation such as induction of Learning Management System, Online Examination, mobile attendance, Remote Login, Bio-Metric attendance for students, Online admission, video conferencing, etc. | File created for physics |
| 64. | WiFi, Internet connectivity status, bandwidth details | Furnish the details regarding the internet availability, WiFi, to the students. | File created needs update |
| 65. | Facility available at dept. for e-content development | Check the facility such as Smart Class Room, Video Camera, Voice Recorder, Multimedia Editors, etc. for the e-content development | NA - File not there |

| VII. Student Support and Progress | | | FILES SUBMITTED/ NOT SUBMITTED |
|-----------------------------------|---|---|-----------------------------------|
| 66. | Student Details and related statistics | Furnish the List of Students admitted, undergoing Programmes, Summary related to Gender, Community, economy status, Other states/Country, etc. | - N/A - |
| 67. | Records related to capability enhancement of students (remedial class, skill enhancement, spoken English, etc.) | Furnish the details such as attendance registers, Circulars, event registers that reveals the conduct of such activities. | File history created. |
| 68. | Records on Competitive coaching and students benefitted | Furnish the Records related to coaching for NET/SET/GATE, Civil Service Examination, etc. | - N/A - |
| 69. | Records related to redressal of students' grievances, sexual harassments and ragging | Furnish the records related to the filing of any Grievances, its redressal, availability of Anti Ragging Posters, Sexual Harassment posters, etc. | - N/A - |

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| 70. | Placement Records | Furnish the List of students placed, their average salary, copy of appointment orders, etc. | - N/A - |
| 71. | Students progression to Higher Education Records | Furnish the list of previous year students who have been admitted to higher education in / outside the institution. | - N/A - |
| 72. | Records on students qualifying in state/ national/ international level examinations | Furnish the list of students who have been cleared state/ national/ international level exam such as SET/ NET/ GATE/ CAT/ MAT/ KCET/ TOEFL/ IELTS, etc. | - N/A - |
| 73. | Records related to students; achievement in Sports & Cultural Activities | Furnish the list of winners in sports & Cultural activities, Photos, Certificates, etc. | - N/A - |
| 74. | Records on Alumni meetings/ activities | Furnish the details such as database of alumni, alumni group in social media, meeting date, venue, list of participants, minutes, photo, news, expenditures, account settlement, etc. | - N/A - |

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| 75. | Records related to the Value training e.g. induction programme | Furnish the details related to Student Induction Programme, Duration, Schedule, Resource Persons, Programme Contents, Objectives and Outcomes, Photos, News, etc. | File need to be created |
| 76. | Records on departmental students association and their participation in committees | Furnish the details such as election of members, inauguration, activities, photos, news, etc. | File created for physics M, C updated |

| VII. Governance, Leadership and Management | | | FILES SUBMITTED / NOT SUBMITTED |
|--|---|--|---------------------------------|
| 77. | Minutes of the Staff Meeting | Furnish the departmental meetings are conducted regularly and the minutes are approved by the members. | File created |
| 78. | Availability of Maintenance Policies and Procedures | Furnish the availability of policies and procedures for the effective use of lab equipments, AMC, breakage handling, Complaints/ Suggestions, etc. | File needs updating |

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| 79. | Records related to financial assistance to teachers for attending conference/workshops | Furnish the details such as list of faculty members who availed financial assistance for attending conferences, details of conference, source of fund, settlement of accounts, etc. | File needs updation. |
| 80. | Compliance to the UGC Guidelines, SCAA, Statutes | Furnish the availability of necessary UGC/AICTE/ NCTE/ PCI/ DEB/ Statutes/ MHRD/TANSCHE/ Syndicate/ SCAA Guidelines and its compliance. | - NA - |
| 81. | Availability of Circular Folder | Furnish the Circular Folder that contains all the circulars and related entry in the Tappal Registers | File has to be created |
| 82. | Upkeeping of Stock Register | Furnish the availability Stock and Consumable registers and check for the updates. | File updated |
| 83. | Records related to teachers professional development (refresher, orientation) | Furnish the details such as list of faculty members attended the programmes, period, place, copy of certificate, etc. | File created needs updation |

| VIII. Institutional Values and Best Practices | | | FILES SUBMITTED / NOT SUBMITTED |
|---|---|--|---------------------------------|
| 84. | Records related to Best Practices of Department | Furnish for details related to any special practices that leads to quality improvements. Also Check the cleanliness of the departments | File has to be created |
| 85. | Road map of the Department & Strategic Plan | Furnish the details related to growth plan and the arrangements for execution, strength, weakness, opportunities and challenges | File has to be created |

Verification of the Files (Total 85)

AF
19
21

Files Submitted: 14 nos

Files Not submitted: ~~71~~ 71 nos

Signature of the verifier

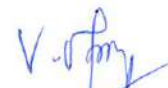

(G. Srinivas Kumar)
Member 1.

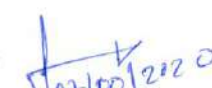

Member 2

Name: Dr. V. MURUGAN
Designation: DEAN,
SOITS, COFS
Date:

RAMESH S
Associate Professor
7/10/2020

Signature of the
Audit members:


DR. SUNIL
Dean, SOITS


S. MORE
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Dayananda Sagar University

Internal Quality Assurance Cell (IQAC)

Report Academic and Administration Audit

1. Name of the Department:

COLLEGE OF JOURNALISM AND
MASS COMMUNICATION.

2. Name of the School:

COLLEGE OF JOURNALISM.

3. Auditors Members Name:

1. Dr. V. MURUGAN - PRINCIPAL, COPS
2. Dr. SHARMILA. J - PRINCIPAL, CONS.

4. Files Verifier/ Facilitator Name:

Dr. VINAYAK
Prof. SHIVALEELA.

5. Strength of the Department/School:

- MAINTAINED ALL THE FILES
REQUIRED FOR AUDITING — AAA (IQAC)

6. Weakness of the Department/School:

- ALL THE FILES NEED TO BE UPDATED
AS PER THE REQUIREMENT. — IQAC.
- LABS NEED TO BE EQUIPPED AND
RENEWED AS PER THE REQUIREMENT OF
THE PROGRAMME.
- PG. PROGRAMME NEED TO BE STARTED TO
ENHANCE RESEARCH ACTIVITIES.
- STAFF NEED TO BE APPOINTED FROM ACADEMIC SIDE.

7. Opportunities of the Department/School:

JOB OPPORTUNITIES AND SCOPE IN THE FIELD AS

- REPORTER
- HANDLING OF CAMERA
- ADVERTISEMENTS & NEWS
- SERIALS
- FILM MAKING
- DIGITAL MARKETING
- PUBLIC RELATIONSHIP.

8. Challenges of the Department/School

- COLLABORATION WITH FOREIGN UNIVERSITIES.
- AUDIO VISUAL STUDIO NEED TO BE CREATED FOR BETTER SCOPE (PROGRAMME)

9. Overall Academic Performance of the School/Department:

- A. Excellent.
- B. Very Good
- C. Good
- D. Satisfactory
- E. Poor/ Need Improvement

10. Auditors' Suggestion for further improvement: (Use additional sheets if required)

- NEED TO UPDATE THE FILES REGULARLY
- REQUEST FOR INTAKE OF STAFF FROM ACADEMIC SIDE..
- LABS NEED TO BE ESTABLISHED

11. Overall Remarks/ Recommendations by the Auditors: (Use additional sheets if required)

- DETAILED INFORMATION'S NEED TO BE UPDATED IN ALL THE FILES AS PER THE REQUIREMENT OF IQAC.
- SOFTWARES NEED TO BE PURCHASED FOR MEDIA PRODUCTION WORK.
- PG PROGRAMME SHOOT CAN BE STARTED TO ENHANCE RESEARCH ACTIVITIES.

Signature of the Chairman

Name:

Designation:

Date:

Dr. V. MURUGAN.
Dean
SOHS

Signature of the member 1.

V. [Signature] 30/9/2020

Signature of the member 2.

Dr. SHARMILA.S.
PRINCIPAL,
COLLEGE OF NSS, D.S.U.

[Signature] 30/9/2020

GIRP CAP. NAGARAJ RAD

MEDICAL LEAVE

CHAIRMAN
JOURNALISM



Dayananda Sagar
University

Kumaraswamy Layout, Bangalore-560111

Internal Quality Assurance Cell (IQAC)

Academic and Administration Audit For the Year 2015-16 to 2019-2020

Verification of the Files

Name of the School/Department

School of arts and humanities\College of Journalism and Mass Communication

Note:

1. It is mandatory to submit the details from 1 to 85 in the format with documentary proof for the Academic and
2. If the documentary evidences are available in the Centralized office, it is the duty of the Dean/Principal to
3. All the schools/departments should submit the report in format prescribed for every academic year separately

| I. Overall Quality Assurance | | FILES SUBMITTED/ NOT SUBMITTED | Remark |
|------------------------------|---|---|-----------------------------|
| 1 | System for Quality Assurance | Ensure the duties and responsibilities and procedures for various activities for all the staff members are well defined in written format and approved in the staff meet/ by any other authorities. | Available Needs updation |
| 2 | Previous Academic Audit Reports & its compliance | Ensure the previous audit forms and minutes of the academic reviews are Available and the compliances were made. | Not available |
| 3 | Stock Audit Reports (Internal/ External) & its compliance | Ensure whether the stock audit reports are available along with the stock registers and consumable registers. | Available |

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| 4 | Records related to any special status conferred by the central/ state government | E.g. Centre of Excellence, Departmental Accreditation (e.g. NBA), etc. Ensure the related records are available. | Not applicable | |
| 5 | Records related to Departmental contribution to the University's growth | The details related to the staff members with additional responsibilities, Conduct of programme for the common cause, Membership in the committees etc. | Not Available | |
| 6 | 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. | Not Available | |
| II. Admission Quality | | | FILES SUBMITTED/ NOT SUBMITTED | Remarks |
| 7 | Demand Ratio and Student Statistics | Furnish the details of the number of applications received for a programme, vs approved strength. Also no. of available students vs approved strength. | Available | Needs updation |

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| | Records related to Admissions 8 (Applications, selection procedure & List) | Furnish the details of availability of Admission Procedures, Applications, All the admission lists, Fee Remittance, Admission Letter, students' master register, closure of programmers, etc. | Available | |
| III. Curricular Aspects | | | FILES SUBMITTED/ NOT SUBMITTED | Remark |
| | Records on Syllabus Revision & Curriculum (all regulations in Hard Copy and BOS minutes of Academic Year (AY)) 9 | Ensure the availability of all the regulations for all the programmes since inception of the programme (Hard or Soft Copy). Also the BOS Minutes for the AY. Check the quality improvements such as enhancements, programme specific objectives/ outcomes and course objectives/ outcomes in each revision. | Available | Needs Updation |
| 10 | Syllabus related to course on Employability, Entrepreneurship innovation & Skill Development | Ensure the availability of Employment, innovation, skill development and entrepreneurship related courses. | Available | Needs updation |
| 11 | specific/Course outcomes in University Website | Ensure the availability of PEOs and CEOs in the department link of website. | Available | Needs updation |

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| 12 | Records related to Value Added Courses | Furnish the details of Records related to Value addition courses, MOOC courses, any additional credit courses. Student list, certificates or other evidences. | Not Available | |
| IV. Teaching, Learning and Evaluation | | | FILES SUBMITTED/ NOT SUBMITTED | Remarks |
| 13 | Academic Calendar (2019-2020) | Furnish the details of programmes conducted with a clear plan for the Semester and the timeline is met. | Available | Needs updation |
| 14 | Laboratory Manual | Furnish the details of the updated Laboratory manual for each practical papers. | Not Applicable | |
| 15 | i. Records on availability and use of ICT tools in classrooms ii. Number of Teachers Using ICT | Furnish the details of serviceability of the ICT tools i.e. smart board, LCD, video conferencing equipment and their usage records. | Available | Needs updation |
| 16 | Records related to Mentoring | Furnish the details of mentoring hours in the time table, list of mentors and mentee and also the mentoring records. | Available | Needs updation |
| 17 | Records on Field Projects/ Internships undertaken by students (National/ International) | Furnish the details of Letter correspondences with companies / institutions, Certificates issued to students, | Available | Needs updation |

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| 18 | Records related to structured feedback from Students on Teaching Process | Furnish the documents related to Feedback with well-defined criterions to ensure the effective teaching process and scores. | Available | Needs updation |
| 19 | Records related to structured feedback from teachers on students learning | Furnish the documents related to Feedback with well-defined criterions to ensure the effective learning process and scores. | Not Available | |
| 20 | Records related to structured Feedback from Parents on Teaching Learning Process | Furnish the details of documents related to well defined feedback from parents. | Available | Needs updation |
| 21 | Records related to structured feedback from Alumni | Furnish the details of documents related to well defined feedback from Alumni. | Available | Needs updation |
| 22 | Records related to structured feedback from Employers | Any documents related to well defined feedback from Employer on our students. | Not applicable | |
| 23 | Record on Feedback analysis, action taken and outcomes | Furnish the Proof for feedback analysis and corrective action taken | Available | |
| 24 | Student Satisfaction Survey on the department | Furnish online student satisfaction survey On the department. | Not applicable | |

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| 25 | Detailed Staff Profile i. Full Time Teachers with Ph.D. ii. Full Time Teachers with DSc./D.Litt. | Furnish the details on updated faculty profile and its updating on websites | Available | |
| 26 | Awards received from state/central government | Furnish the details of the Proof for Honours and Awards received by faculty members from the Government bodies alone. | Not applicable | |
| 27 | Time Table | Furnish the details of the Master Time Table, Credit - Hour Matching, Association Hour, Library Hour, etc. | Available | |
| 28 | Attendance Register (Student, Research Scholars & Staff) | Furnish the details of attendance registers for all subjects and its updates. Also check the Bio-Metric Attendance. | Available | |
| 29 | Records on P.G. Projects Review & Continuous Assessment | Furnish the details of continuous assessment of P.G. Projects, review reports, review members, review process, etc. | Not Applicable | |
| 30 | Details regarding Best Students/ advanced/ Weak learners | Furnish the details of Best student award, identification of weak, average and advanced learners and strategies adapted to progress them further. | Available | |

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| 31 | Records on Students Exam Results Statistics with pass percentage in each programme semester wise | Furnish the details of Semester Exam Results and its statistics (Pass/ Fail) | Available | |
| V. Research, Innovation, Incubation and Extension | | | FILES SUBMITTED/ NOT SUBMITTED | Remark |
| 32 | Records related to Research Fellowships/ Award received from National / international level | Furnish the details of research related awards in national and international, etc. | Not Applicable | |
| 33 | Enrolment details of JRF/SRF/ PDF/ RA / Other Fellows | Furnish Students' list of JRF/SRF/ PDF/ RA/ Fellows and corresponding communications. | Not Applicable | |
| 34 | Records related to i. Conduct of seminar/Conference Participation of Seminar/Conference ii. Seminar on IPR/ Industry Academia Innovative Practices | Furnish the Details regarding the seminar/conference and on IPR, Innovation and Institute Industry Interaction. | Available | |

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| 35 | Records related to Awards for Innovation won by department | Furnish the details of awards related to Hackathon, or any other innovative commercial ventures by students or Institute Interaction Cell. | Available | |
| 36 | Records relate to Incubation centre and Startups by dept. | Furnish the details of Budget allocation, utilization related to incubation centre and any other Startups. | Not Applicable | |
| 37 | Records on Ph.D. awarded at Department | Furnish the details of students, their Thesis, Viva Communications, etc. | Available | |
| 38 | Research Publications in the journals mentioned in UGC /CARE List by the department | Furnish the details of publication in the UGC CARE List. | Not Applicable | |
| 39 | Books/ Edited Volumes/Book Chapters by Teachers | Furnish the details of Books (with ISBN), edited volumes and Book Chapters of faculty members. | Not Available | |
| 40 | Patents Published/Awarded by Teachers during AY | Furnish the details of patents filed/published/granted by the faculty members during AY. | Not applicable | |
| 41 | Records on Commercialized Patents Awarded | Check the details regarding the licensed or commercialized patent the MOU indicating the University's share. | Not applicable | |
| 42 | Details regarding the Citation Index (excluding Self Citation) by the | Furnish the details of report of the Web of Science or Google or Indian Citation Index | Not applicable | |

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| | Teachers | for the H- index of faculty member. | | |
| 43 | H-Index of the Faculty/Department for the AY | Furnish the details or report or the web of scienceregarding the H-Index of the Faculty/ department | Not applicable | Needs to be updated |
| 44 | Details regarding the Teachers serving as resource person for the AY | Furnish the details of s name of the faculty members, name of event, type of event, place, photos, title etc. | Available | |
| 45 | Records related to Revenue generated through corporate training | Furnish the details of Corporate training policy, no. of training provided, no. of participants, period coordinator details, Letter of Indent, etc. | Not applicable | No relevant activity carried out |
| 46 | Records related to Revenue Generated through consultancy work | Furnish the details of consultant, Letter of Intent, Income generated, nature of work, consultancy policies, etc. | Not applicable | |
| 47 | Records related to Extensions/Village Adoption/ Outreach programmes/industry collaboration | Furnish the details of Extension programmes organized, beneficiaries, their feedback, expenses, Photos, Press news, etc. | Not applicable | |
| 48 | Records on Awards received for Extension activities from Govt. | Furnish the details of awards received from government for extension activities (e.g. Swach Bharath Award) | Not applicable | |
| 49 | Records on research, faculty/ students exchange collaborations | Furnish the details of regarding list of the faculty or students exchange, MOU signed, duration, purpose. | Not Availalable | Needs to be updated |
| 50 | Industry Linkage for internships, training, project work and resource sharing | Furnish the details of MOUs with reputed industry for students' internship and training activities | Not Availalble | Needs to be updated |

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| | | MoUs related to resource sharing, etc. | | |
| 51 | Functional MOUs signed with industry, National/ International Institutes signed in AY | Furnish the details of MOUs related to Placement, Incubation, Fellowships, curriculum enhancement, Value Addition MOOC etc with Industry/ implementation. | Not Available | Needs to be updated |
| 52 | Records on Budget allocation and Utilization (including maintenance) | Furnish the details of the copy of budget allocation for the department, fund utilized, account settlement, etc. | Available | Needs to be updated |
| 53 | Records on Research Advisory Committee for Ph.D., (Minutes) | Furnish the details of UGC Regulation on Minimum Standards and Procedure for Award of Ph. D. Degree Regulations for Members, Minutes of RAC, etc. | Not Applicable | |
| 54 | Records on Ph.D., Thesis – External Evaluation – Documents | Furnish the details on Thesis Examiner (External), Evaluation Reports of supervisor and external | Not Applicable | |
| 55 | Records on Ph.D. Viva Voce by External Examiner | Furnish the details regarding the conduct of Viva Voce, date, venue, external examiner, etc. | Not applicable | |
| 56 | Availability of UGC CARE List (soft/ hard copy) | Furnish the details of UGC CARE List (soft/ hard copy) | Not Applicable | |
| 57 | Funded Projects (submitted/ completed/ ongoing), Thrust Areas progress and outcomes | Furnish the details related to the Principal Coordinator, project proposals, presentation date, fund outcomes, thrust areas etc. during AY. | Not Applicable | File needs to be updated |
| 58 | Departmental Projects like SAP/ FIST/ TEQIP, etc. | Furnish the details regarding the Coordinator, deputy coordinator, advisory committee members | Not Applicable | File needs to be updated |

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|--|---|---|--------------------------|----------------------------|
| | | etc. | | |
| VI. Infrastructure and Learning Resources | | | FILES SUBMITTED / | |
| | | | NOT SUBMITTED | |
| 59 | Availability of MIS for departmental data management | Furnish the details of availability of any software modules used for any area of the departmental activities. | Not available | |
| 60 | Records on resources augmentation during AY | Furnish the details of new equipments purchased, stock entry, account settlement, its utilization, etc. | Available | |
| 61 | Records related to departmental library (Rare Books, e- journals/books, Data books and annual expenditure, etc. | Furnish the accession registers and usage registers, books added during the academic year, amount, etc. | Available | Year wise to be maintained |
| 62 | E-Contents developed by teachers for E-PG Pathshala, SWAYAM, NPTEL, etc. | Furnish the details such as orders received to develop contents, subject, list of faculty members, etc. | Not available | |

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| 63 | Records on Technology up gradation duringAY | Furnish the details regarding the technology upgradation such as induction of Learning Management System,Online Examination, mobile attendance, Remote Login,Bio-Metric attendanceforstudents,Online admission,video conferencing, etc. | Avaiable | Needs to be document |
| 64 | WiFi, Internet connectivity status, bandwidth details | Furnish the details regarding the internet availability, WiFi, to the students. | Available | Bill indicates college of engineering needs to be changed to |
| 65 | Facility available at dept. for e-content development | Check the facility such as Smart Class Room, Video Camera, Voice Recorder, Multimedia Editors, etc. for the e-content development | Available | Needs to be updated |
| VII. Student Support and Progress | | | FILES SUBMITTED/ NOT SUBMITTED | |
| 66 | Student Details and related statistics | Furnish the List of Students admitted, undergoing Programmes, Summary related to Gender, Community, economy status, Other states/Country, etc. | Avialable | Needs updation |

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| 67 | Records related to capability enhancement of students (remedial class, skill enhancement, spoken English, etc.) | Furnish the details such as attendance registers, Circulars, event registers that reveals the conduct of such activities. | Not available | |
| 68 | Records on Competitive coaching and students benefitted | Furnish the Records related to coaching for NET/SET/GATE, Civil Service Examination, etc. | Not applicable | |
| 69 | Records related to redressal of students' grievances, sexual harassments and ragging | Furnish the records related to the filing of any Grievances, its redressal, availability of Anti Ragging Posters, Sexual Harassment posters, etc. | Available | |
| 70 | Placement Records | Furnish the List of students placed, their average salary, copy of appointment orders, etc. | Available | Needs updation |
| 71 | Students progression to Higher Education Records | Furnish the list of previous year students who have been admitted to higher education in / outside the institution. | Available | Needs updation |
| 72 | Records on students qualifying in state/ national/ international level examinations | Furnish the list of students who have been cleared state/ national/ international level exam such as SET/ NET/ GATE/ CAT/ MAT/ KCET/ TOEFL/ IELTS, etc. | Not available | |
| 73 | Records related to students; achievement in Sports & Cultural | Furnish the list of winners in sports & Cultural activities, Photos, Certificates, etc. | Available | |

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|---|--|---|--------------------------|-----------------------|
| | Activities | | | |
| 74 | Records on Alumni meetings/ activities | Furnish the details such as database of alumni, alumni group in social media, meeting date, venue, list of participants, minutes, photo, news, expenditures, account settlement, etc. | Not available | |
| 75 | Records related to the Value training e.g. induction programme | Furnish the details related to Student Induction Programme, Duration, Schedule, Resource Persons, Programme Contents. Objectives and etc. | Not available | |
| 76 | Records on departmental students association and their participation in committees | Furnish the details such as election of members, inauguration, activities, photos, news, etc. | Not available | |
| VII. Governance, Leadership and Management | | | FILES SUBMITTED / | |
| | | | NOT SUBMITTED | |
| 77 | Minutes of the Staff Meeting | Furnish the departmental meetings are conducted regularly and the minutes are approved by the members. | Available | Needs to be formatted |
| 78 | Availability of Maintenance Policies and Procedures | Furnish the availability of policies and procedures for the effective use of lab equipments, AMC, breakage handling, | Not available | |

| | | | | |
|--|--|---|--------------------------|-------------------------|
| | | Complaints/ Suggestions, etc. | | |
| 79 | Records related to financial assistance to teachers for attending conference/workshops | Furnish the details such as list of faculty members who availed financial assistance for attending conferences, details of conference, source of fund, settlement of accounts, etc. | Not available | |
| 80 | Compliance to the UGC Guidelines, SCAA, Statutes | Furnish the availability of necessary UGC/AICTE/ NCTE/ PCI/ DEB/ Statutes/ MHRD/TANSICHE/ Syndicate/ SCAA Guidelines and its compliance. | | |
| 81 | Availability of Circular Folder | Furnish the Circular Folder that contains all the circulars and related entry in the Tappal Registers | Available | Needs updation |
| 82 | Upkeeping of Stock Register | Furnish the availability Stock and Consumable registers and check for the updates. | Available | Repetition of File no 3 |
| 83 | Records related to teachers professional development (refresher,orientation) | Furnish the details such as list of faculty members attended the programmes, period, place, copy of certificate,etc. | Not Available | |
| VIII. Institutional Values and Best Practices | | | FILES SUBMITTED / | |
| | | | NOT SUBMITTED | |
| 84 | Records related to Best Practices of Department | Furnish for details related to any special practices that leads to quality improvements. Also Check the cleanliness of the departments | Available | |

| | | | | |
|----|---|---|-----------|--|
| 85 | Road map of the Department & Strategic Plan | Furnish the details related to growth plan and the arrangements for execution, strength, weakness, opportunities and challenges | Available | |
|----|---|---|-----------|--|

of the Files (Total 85)

Files Submitted:

Files Not submitted:

Signature of the verifier

Member 1.

Name: Designation: Date: 1.10.2020

f the Audit members:

Dr. Vinayak Handi 65
20

Member 2

Mrs. Shwaleela P. Upashe
1.10.2020

Dayananda Sagar University

Internal Quality Assurance Cell (IQAC)

Report Academic and Administration Audit

1. Name of the Department: School of Commerce & Management (SCMS)

2. Name of the School: SCMS

3. Auditors Members Name:

Dr.Sharmila J, Prof.Krishna V

4. Files Verifier/ Facilitator Name: Dr.Kumadavalli, Dr. B.Wilson

5. Strength of the Department/School:

- Involvement of all the faculty members in the audit
- Good Leadership
- Meticulous planning for the audit
- Highly experienced and dedicated faculty

6. Weakness of the Department/School:

- Research to be more aggressive
- Need more focus on funded projects
- Need improved ways of hands-on and technology based teaching

7. Opportunities of the Department/School:

- Can create a true differentiator in the programs offered.

8. Challenges of the Department/School

- Highly branded institutions offering similar programs in and around Bangalore.

9. Overall Academic Performance of the School/Department:

- A. Excellent
- B. Very Good (Very Good)
- C. Good
- D. Satisfactory
- E. Poor/ Need Improvement

10. Auditors' Suggestion for further improvement: (Use additional sheets if required)

- Need summary sheet for each of the files
- Action taken report for documents such as Student Feedback, Parent Feedback, BoS suggestions etc.

11. Overall Remarks/ Recommendations by the Auditors: (Use additional sheets if required)

- Good Documentation. Scope for refining the same.

Signature of the Chairman Signature of the member 1. Signature of the member 2.

Name: A. Srinivas
Dr.A.Srinivas
Designation: 29.9.2020
Dean, SOE
Date:

V. Krishna
V. KRISHNA
Bryal Principal
29/9/2020

Dr. SHAMINI S
PRINCIPAL
Shamini S
29/9/2020



Dayananda Sagar
University

Kumaraswamy Layout, Bangalore-560111

**Internal Quality Assurance Cell
(IQAC)**

**Academic and Administration Audit
For the Year--2015--to --2020--.**

Verification of the Files

Name of the School/Department

Note:

- 1. It is mandatory to submit the details from 1 to 85 in the format with documentary proof for the Academic and Administration audit.**
- 2. If the documentary evidences are available in the Centralized office, it is the duty of the Dean/Principal to collect from them and keep the files in their respective department/school.**
- 3. All the schools/departments should submit the report in format prescribed for every academic year separately for audit. (i.e. 2015-2016, 2016-2017, 2017-2018, 2018-2019 and 2019-2020).**

| I. Overall Quality Assurance | | | FILES SUBMITTED/ NOT SUBMITTED |
|------------------------------|---|---|--|
| 1. | System for Quality Assurance | Ensure the duties and responsibilities and procedures for various activities for all the staff members are well defined in written format and approved in the staff meet/ by any other authorities. | Submitted *) University level roles & responsibilities of Assoc/Asst/Prof not defined |
| 2. | Previous Academic Audit Reports & its compliance | Ensure the previous audit forms and minutes of the academic reviews are available and the compliances were made. | Submitted *) Regular internal audit report missing |
| 3. | Stock Audit Reports (Internal/ External) & its compliance | Ensure whether the stock audit reports are available along with the stock registers and consumable registers. | submitted |
| 4. | Records related to any special status conferred by the | E.g. Centre of Excellence, Departmental Accreditation (e.g. NBA), etc. Ensure the related records are available. | - NIL - |
| 5. | Records related to Departmental contribution to the University's growth | The details related to the staff members with additional responsibilities, Conduct of programme for the common cause, Membership in the committees etc. | Submitted |
| 6. | 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. | Submitted *) Action taken report missing |

| II. Admission Quality | | | FILES SUBMITTED/ NOT SUBMITTED |
|-----------------------|--|--|--|
| 7. | Demand Ratio | Furnish the details of the number of applications received for a programme, vs approved strength. Also no. of available students vs approved strength. | Submitted → Total Applications missing |
| 8. | Records related to Admissions (Applications, selection procedure & List) | Furnish the details of availability of Admission Procedures, Applications, All the admission lists, Fee Remittance, Admission Letter, students' master register, closure of programmes, etc. | Submitted → Student Master Admission Register missing |

| III. Curricular Aspects | | | FILES SUBMITTED/ NOT SUBMITTED |
|-------------------------|--|---|---|
| 9. | Records on Syllabus Revision & Curriculum (all regulations in Hard Copy and BOS minutes of Academic Year (AY)) | Ensure the availability of all the regulations for all the programmes since inception of the programme (Hard or Soft Copy). Also the BOS Minutes for the AY. Check the quality improvements such as enhancements, programme specific objectives/ outcomes and course objectives/ outcomes in each revision. | Submitted * BOS suggestions not recorded for follow up semesters. * Course outcomes should be more elaborate & measurable |
| 10. | Syllabus related innovation & Skill Development | Ensure the availability of Employment, innovation, skill development and entrepreneurship related courses. | Submitted |
| 11. | Display of Program/Program specific/Course | Ensure the availability of PEOs and CEOs in the department link of website. | submitted |
| 12. | Records related to Value Added Courses | Furnish the details of Records related to Value addition courses, MOOC courses, any additional credit courses. Student list, certificates or other evidences. | Submitted |

| IV. Teaching, Learning and Evaluation | | | FILES SUBMITTED/ NOT SUBMITTED |
|---------------------------------------|---|---|--|
| 13. | Academic Calendar (2019-2020) | Furnish the details of programmes conducted with a clear plan for the semester and the timeline is met. | Submitted |
| 14. | Laboratory Manual | Furnish the details of the updated Laboratory manual for each practical papers. | - NIL - |
| 15. | i. Records on availability and use of ICT tools in classrooms ii. Number of Teachers Using ICT | Furnish the details of serviceability of the ICT tools i.e. smart board, LCD, video conferencing equipment and their usage records. | Submitted |
| 16. | Records related to Mentoring | Furnish the details of mentoring hours in the time table, list of mentors and mentee and also the mentoring records. | Submitted *) Qualitative information to be filled |
| 17. | Records on Field Projects/ Internships undertaken by students (National/ International) | Furnish the details of Letter correspondences with companies / institutions, Certificates issued to students, etc. | Submitted |
| 18. | Records related to structured feedback Teaching Process | Furnish the documents related to Feedback with well-defined criteria to ensure the effective teaching process and scores. | Submitted *) Action taken report missing |

| | | | |
|-----|--|---|--|
| 19. | Records related to structured feedback from teachers on students learning | Furnish the documents related to Feedback with well-defined criteria to ensure the effective learning process and scores. | <u>Submitted</u> * Better Structured Feedback required. |
| 20. | Records related to structured Feedback from Parents on Teaching Learning Process | Furnish the details of documents related to well defined feedback from parents. | <u>Submitted</u> * Feedback Analysis & implementation report |
| 21. | Records related to structured feedback from Alumni | Furnish the details of documents related to well defined feedback from Alumni. | <u>Submitted</u> * qualitative feedback required * Action taken report |
| 22. | Records related to feedback from Employers | Any documents related to well defined feedback from Employee on our students. | Not submitted |
| 23. | Record on Feedback action taken and outcomes | Furnish the Proof for feedback analysis and corrective action taken | Not submitted |
| 24. | Student Satisfaction Survey on the department | Furnish online student satisfaction survey on the department. | <u>Submitted</u> * Analysis report missing. |
| 25. | Detailed Staff Profile i. Full Time Teachers with Ph.D. ii. Full Time Teachers with DSc./D.Litt. | Furnish the details on updated faculty profile and its updating on websites | Submitted |
| 26. | Awards received from state/central government | Furnish the details of the Proof for Honours and Awards received by faculty members from the Government bodies alone. | Not submitted |

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|-----|--|---|---|
| 27. | Time Table | Furnish the details of the Master Time Table, Credit - Hour Matching, Association Hour, Library Hour, etc. | Submitted |
| 28. | Attendance Register | Furnish the details of attendance registers for all subjects and its updates. Also check the Bio-Metric Attendance. | Submitted |
| 29. | Records on P.G. Projects Review & Continuous Assessment | Furnish the details of continuous assessment of P.G. Projects, review reports, review members, review process, etc. | Not submitted |
| 30. | Details regarding Best Students/ advanced/ Weak learners | Furnish the details of Best student award, identification of weak, average and advanced learners and strategies adapted to progress them further. | Submitted * Process for identifying slow learner missing * Post remedial class analysis missing |
| 31. | Records on Students Exam Results Statistics with pass percentage in each programme semester wise | Furnish the details of Semester Exam Results and its statistics (Pass/ Fail) | Submitted * Linking results to remedial classes not available |

| V. Research, Innovation, Incubation and Extension | | | FILES SUBMITTED/ NOT SUBMITTED |
|---|---|--|-----------------------------------|
| 32. | Records related National / international level | Furnish the details of research related awards in national and international, etc. | <i>submitted</i> |
| 33. | Enrolment details of JRF/SRF/ PDF/ RA / Other Fellows | Furnish Students' list of JRF/SRF/ PDF/ RA/ Fellows and corresponding communications. | <i>Not submitted</i> |
| 34. | Records related to i. Conduct of seminar/Conference Participation ii. Seminar on Academia Innovative Practices | Furnish the Details regarding the seminar/conference and on IPR, Innovation and Institute Industry Interaction. | <i>submitted</i> |
| 35. | Records related to Awards for Innovation won by department | Furnish the details of awards related to Hackathon, or any other innovative commercial ventures by students or Institute Interaction Cell. | <i>Not submitted</i> |
| 36. | Records relate to Incubation centre and Startups by dept. | Furnish the details of Budget allocation, utilization related to incubation centre and any other Startups. | <i>Not Submitted</i> |
| 37. | Records on Ph.D. Department | Furnish the details of students, their Thesis, Viva Communications, etc. | <i>Not submitted</i> |

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|-----|--|--|----------------------|
| 38. | Research Publications List by the department | Furnish the details of publication in the UGC CARE List. | <i>submitted</i> |
| 39. | Books/ Edited Volumes/Book Chapters by Teachers | Furnish the details of Books (with ISBN), edited volumes and Book Chapters of faculty members. | <i>submitted</i> |
| 40. | Patents Published/ Awarded by Teachers during AY | Furnish the details of patents filed/published/granted by the faculty members during 2018-19. | <i>Not submitted</i> |
| 41. | Records on Commercialized Patents Awarded | Check the details regarding the licensed or commercialized patent indicating the University's share. | <i>Not submitted</i> |
| 42. | Details regarding the Citation Index (excluding Self Citation) by the Teachers | Furnish the details of report of the Web of Science or Google or Indian Citation Index for the H- index of faculty member. | <i>submitted</i> |
| 43. | H-Index of the Faculty/Department for the AY | Furnish the details of Report of the web of science regarding the H-Index of the Faculty/ department | <i>submitted</i> |
| 44. | Details regarding serving as resource person for the AY | Furnish the details of s name of the faculty members, name of event, type of event, place, photos, title etc. | <i>submitted</i> |

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| 45. | Records related to Revenue generated through corporate training | Furnish the details of Corporate training policy, no. of training provided, no. of participants, period, income generated, coordinator details, Letter of Intent, etc. | <i>Submitted</i> |
| 46. | Records related Generated through | Furnish the details of consultant, Letter of Intent, Income generated, nature of work, consultancy policies, etc. | <i>Not submitted</i> |
| 47. | Records related collaboration | Furnish the details of Extension programmes organized, beneficiaries, their feedback, expenses, Photos, Press news, etc. | <i>Submitted</i> |
| 48. | Records on Awards received for Extension activities from Govt. | Furnish the details of awards received from government for extension activities (e.g. Swach Bharath Award) | <i>Not submitted</i> |

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|-----|--|--|---|
| 49. | Records on research, faculty/ students exchange/collaborations | Furnish the details of regarding list of the faculty or students exchange, MOU signed, duration, purpose. | <i>Submitted</i> |
| 50. | Industry Linkage for internships, training, project work and resource sharing | Furnish the details of MOUs with reputed industry for students' internship and training, activities carried out as per MOUs, MoUs related to resource sharing, etc. | <i>submitted</i> |
| 51. | Functional MOUs signed with industry, National/ International Institutes signed in, AY | Furnish the details of MoUs related to Placement, Incubation, Fellowships, curriculum enhancement, Value Addition, MOOC, etc. with Industry/ National / International Institutes and its implementation. | <i>Submitted</i> |
| 52. | Records on Budget allocation and Utilization (maintenance) | Furnish the details of the copy of budget allocation for utilized, account settlement, etc. | <i>Submitted</i> * Spending model from budgeted to sanctioned is missing |

| | | | |
|-----|--|---|---------------|
| 53. | Records on Research Advisory Committee for Ph.D.,(Minutes) | Furnish the details of UGC Regulation on Minimum Standards and Procedure for Award of Ph.D. Degrees Regulations, 2016 and 2019, details regarding the RAC Members, Minutes of RAC, etc. | Not submitted |
| 54. | Records on Ph.D., Thesis - External Evaluation - Documents | Furnish the details on Thesis Examiner(External), Evaluation Reports of supervisor and external, Presentation of Papers in Reputed Conferences, Quality of the thesis and conference paper. | Not submitted |
| 55. | Records on Ph.D. Viva Voce by External Examiner | Furnish the details regarding the conduct of Viva Voce, date, venue, external examiner, etc. | Not submitted |

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| 56. | Availability of UGC CARE List (soft/hard copy) | Furnish the details of UGC CARE List (soft/hard copy) | submitted |
| 57. | Funded Projects (submitted/completed/ongoing) , Thrust Areas progress, and outcomes | Furnish the details related to the Principal Coordinator, outcomes, thrust areas etc. during AY. | Not submitted * seminar grants not considered under funded Project. |
| 58. | Departmental Projects like SAP/ FIST/ TEQIP, etc. | Furnish the details regarding the Coordinator, deputy coordinator, advisory committee members, advisory committee meeting, fund allocated, utilized, Lab Established, Project Carried out, Fellowships, recruitment of project fellows, etc. | Not submitted |

| VI. Infrastructure and Learning Resources | | | FILES SUBMITTED / NOT SUBMITTED |
|---|--|---|--------------------------------------|
| 59. | Availability of MIS for departmental data management | Furnish the details of availability of any software modules used for any area of the departmental activities. | submitted |
| 60. | Records on resources augmentation during AY | Furnish the details of new equipments purchased, stock entry, account settlement, its utilization, etc. | submitted |
| 61. | Records related to departmental library (Rare Books, e-journals/books, Data books and annual expenditure, etc. | Furnish the accession registers and usage registers, books added during the academic year, amount, etc. | Submitted |
| 62. | E-Contents developed by teachers for E-PG Pathshala, SWAYAM, NPTEL, etc. | Furnish the details such as orders received to develop contents, subject, list of faculty members, etc. | submitted * Score for improvement |

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| 63. | Records on Technology up gradation during AY | Furnish the details regarding the technology upgradation such as induction of Learning Management System, Online Examination, mobile attendance, Remote Login, Bio-Metric attendance for students, Online admission, video conferencing, etc. | <i>Submitted</i> |
| 64. | WiFi, Internet connectivity status, bandwidth details | Furnish the details regarding the internet availability, WiFi, to the students. | <i>Submitted</i> |
| 65. | Facility available at dept. for e- content development | Check the facility such as Smart Class Room, Video Camera, Voice Recorder, Multimedia Editors, etc. for the e-content development | <i>Submitted</i> |

| VII. Student Support and Progress | | | FILES SUBMITTED/ NOT SUBMITTED |
|-----------------------------------|---|---|---|
| 66. | Student Details | Furnish the List of Students admitted, undergoing Programmes, Summary related to Gender, Community, economy status, Other states/Country, etc. | <u>Submitted</u> * special category students list missing |
| 67. | Records related to capability enhancement of students (remedial class, skill enhancement, spoken English, etc.) | Furnish the details such as attendance registers, Circulars, event registers that reveals the conduct of such activities. | <u>Submitted</u> |
| 68. | Records on Competitive coaching and students benefitted | Furnish the Records related to coaching for NET/SET/GATE, Civil Service Examination, etc. | <u>Submitted</u> * Focus on long duration training programs. |
| 69. | Records related to redressal of students' grievances, sexual harassments and ragging | Furnish the records related to the filing of any Grievances, its redressal, availability of Anti Ragging Posters, Sexual Harassment posters, etc. | <u>Submitted</u> * Activities not done |
| 70. | Placement Records | Furnish the List of students placed, their average salary, copy of appointment orders, etc. | <u>Submitted</u> |

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|-----|---|---|---|
| 71. | Students progression to | Furnish the list of previous year students who have education in / outside the institution. | Submitted |
| 72. | Records on students qualifying in state/ national/ international level examinations | Furnish the list of students who have been cleared state/ national/ international level exam such as SET/ NET/ GATE/ CAT/ MAT/ KCET/ TOEFL/ IELTS, etc. | Submitted |
| 73. | Records related Activities | Furnish the list of winners in sports & Cultural activities, Photos, Certificates, etc. | Submitted |
| 74. | Records on Alumni meetings/ activities | Furnish the details such as database of alumni, alumni group in social media, meeting date, venue, list of participants, minutes, photo, news, expenditures, account settlement, etc. | Submitted <i>A) Discussion on Alumni Contribution</i> <i>B) Accounts Statement missing.</i> |
| 75. | Records related | Furnish the details related to Student Induction Programme, Duration, Schedule, Resource Persons, Programme Contents, Objectives and Outcomes, Photos, News, etc. | Submitted |

| | | | |
|-----|--|---|-----------------------------------|
| 76. | Records on departmental students association and their participation in committees | Furnish the details such as election of members, inauguration, activities, photos, news, etc. | Submitted * Awareness Programs |
|-----|--|---|-----------------------------------|

| VII. Governance, Leadership and Management | | | FILES SUBMITTED / NOT SUBMITTED |
|--|---|---|---------------------------------|
| 77. | Minutes of the Staff Meeting | Furnish the departmental meetings are conducted regularly and the minutes are approved by the members. | Submitted |
| 78. | Availability of Maintenance Policies and Procedures | Furnish the availability of policies and procedures for the effective use of lab equipments, AMC, breakage handling, Complaints/ Suggestions, etc. | -NIL- |
| 79. | Records related to financial assistance to teachers for attending conference/worksh ops | Furnish the details such as list of faculty members who availed financial assistance for attending conferences, details of conference, source of fund, settlement of accounts, etc. | Submitted |
| 80. | Compliance to the UGC Guidelines, SCAA, Statutes | Furnish the availability of necessary UGC/AICTE/ NCTE/ PCI/ DEB/ Statutes/ MHRD/TANSCH/ | Submitted |

| | | | |
|-----|------------------------------------|---|------------------|
| | | Syndicate/ SCAA Guidelines and its compliance. | |
| 81. | Availability of Circular Folder | Furnish the Circular Folder that contains all the circulars and related entry in the Tappal Registers | <i>Submitted</i> |
| 82. | Upkeeping of Stock Register | Furnish the availability updates. | <i>Submitted</i> |
| 83. | Records related professional | Furnish the details such as list of faculty members attended the programmes, period, place, copy of certificate, etc. | <i>Submitted</i> |

| VIII. Institutional Values and Best Practices | | | FILES SUBMITTED / NOT SUBMITTED |
|---|---|--|--|
| 84. | Records related to Best Practices of Department | Furnish for details related to any special practices that leads to quality improvements. Also Check the cleanliness of the departments | Submitted |
| 85. | Road map of the Department & Strategic Plan | Furnish the details related to growth plan and the arrangements for execution, strength, weakness, opportunities and challenges | Submitted Growth Plan to be revisited |

Verification of the Files (Total 85)

Files Submitted: nos 65

Files Not submitted: nos 20

Signature of the verifier

Member 1.

Name: DR. A SRINIVAS
 Designation: Dean, SoE, C-3
 Date: 29 September 2020

Signature of the
 Audit members:

~~MAHARAO~~
 B. A. I. L. + 1
 Dr. B. A. I. L. S. 2
 Professor
 COPS, DSU

Member 2

V. KRISHNA
 Principal, CIME
 Sept 29, 2020

V. Krishna

20

Dr. Kumudavalli
 Associate Prof.
 29/9/2020
 Kumude

Dayananda Sagar University
Internal Quality Assurance Cell (IQAC)
Report Academic and Administration Audit

1. Name of the Department: *Biological Sciences*

2. Name of the School: *Basic Applied Sciences*

3. Auditors Members Name: *Dr. Punith Cariappa*
Dr. Anil John

4. Files Verifier/ Facilitator Name: *Dr. Veena & Dr. Vinayak Hemadri*

5. Strength of the Department/School: *Most of the faculty members*

have completed their P.D.F from Abroad. and
the department has many sponsor projects by
the central and State Government.

6. Weakness of the Department/School: Staff Stability is the
Challenge of the department -

7. Opportunities of the Department/School: Research is the
main focus of the department.

- ② publication also entertained in a high impact factor Journals.
- ③ Students also motivated to involve in research activities.

8. Challenges of the Department/School

- ① To get new research grants.
- ② To start more number of PG program.

9. Overall Academic Performance of the School/Department:


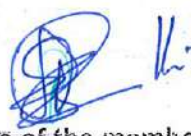
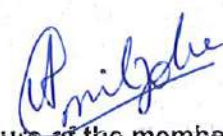
- A. Excellent
- B. Very Good
- C. Good
- D. Satisfactory
- E. Poor/ Need Improvement

10. Auditors' Suggestion for further improvement: (Use additional sheets if required)

Department is doing good in academic as well as in Research.

11. Overall Remarks/ Recommendations by the Auditors: (Use additional sheets if required)

Overall performance of the department, (academic, Research & maintaining of more files) is Satisfactory

| | | |
|---|---|---|
|  |  |  |
| Signature of the Chairman | Signature of the member 1. | Signature of the member 2. |
| Name: Dr. V. MURUGAN | Dr. Punitha Carappa | DR. ANIL T. JOHN |
| Designation: Dean | Dean | Prof & Principal |
| Date: SOHS, COPT. | SCMS. | COPT. |



Dayananda Sagar University

Kumaraswamy Layout, Bangalore-560011

Internal Quality Assurance Cell (IQAC)

Academic and Administration Audit For the Year 2015-16 to 2019-2020

Verification of the Files

Name of the School/Department

School of Basic and Applied Sciences

Note:

1. It is mandatory to submit the details from 85 in the format with documentary proof for the Academic and Administration audit.
2. If the documentary evidences are available in the Centralized office, it is the duty of the Dean/Principal to collect from them and keep the files in their respective department/school.
3. All the schools/departments should submit the report in format prescribed for every academic year separately for audit. (i.e. 2015-2016, 2016-2017, 2017-2018, 2018-2019 and 2019-2020).



| I. Overall Quality Assurance | | FILES SUBMITTED/ NOT SUBMITTED | Remark |
|------------------------------|---|--|---|
| 1 | System for Quality Assurance | Ensure the duties and responsibilities and any other authorities. Available | Only list of faculty available procedures |
| 2 | Previous Academic Audit Reports & its | Ensure the previous audit forms and minutes Available and the compliances were made. Not Applicable | |
| 3 | Stock Audit Reports (Internal/ External) | Ensure whether the stock audit reports are available along with the stock registers and Available | File needs reorganization |
| 4 | Records related to any special status conferred by the central/ state | E.g. Centre of Excellence, Accreditation (e.g. NBA), etc. Ensure the Not Applicable | |
| 5 | Records related to Departmental | The details related to the staff members with Membership in the committees etc. Not available | |
| 6 | Quality Action Plan for the AY and its | Ensure the department has the specific, year's plan. Available | Needs revision |

| II. Admission Quality | | FILES SUBMITTED/ NOT SUBMITTED | Remarks |
|-------------------------|--|-----------------------------------|--|
| 7 | Demand Ratio and Student Statistics | Available | Needs update, - Student application, - Approved admission list |
| 8 | Records related to Admissions | Not available | May be available with admission |
| III. Curricular Aspects | | | |
| 9 | Records on Syllabus Revision & | Available | File needs restructuring |
| 10 | Syllabus related to course on innovation & Skill Development | Available | |
| 11 | Display of Program/Program specific/Course outcomes in | Available | Outcomes need to be rearticulated |
| 12 | Records related to Value Added Courses | Available | * |

IV. Teaching, Learning and Evaluation

| | | FILES SUBMITTED/ NOT SUBMITTED | Remarks |
|----|--|---|-----------------------------------|
| 13 | Academic Calendar(2019-2020) | Furnish the details of programmes conducted Semester and the timeline is met. | Academic calendar execution to be |
| 14 | Laboratory Manual | Furnish the details of the updated Laboratory | Lab records includes manual |
| 15 | i. Records on availability and use of ii. Number of Teachers | Furnish the details of serviceability of the ICT | Not available |
| 16 | Records related to Mentoring | Furnish the details of mentoring hours in the | List to be attached |
| 17 | Records on Field Projects/ Internships | Furnish the details of Letter correspondences etc. | To be organized year wise |
| 18 | Records related to structured Teaching Process | Furnish the documents related to Feedback with effective teaching process and scores. | Statement needs reticulation to |
| 19 | Records related to structured feedback from teachers on students | Furnish the documents related to Feedback with well-defined criterions to ensure the | Statement needs reticulation to |
| 20 | Records related to structured Feedback from Parents on Teaching | Furnish the details of documents related to | Statement needs reticulation to |

| | | | | |
|----|---|--|-----------|---------------------------------|
| 21 | Records related to structured feedback from Alumni | Furnish the details of documents related to | Available | Statement needs reticulation to |
| 22 | Records related to structured feedback from Employers | Any documents related to welldefined feedback from Employee on our students. | Available | Statement needs reticulation to |
| 23 | Record on Feedback analysis, action taken and outcomes | Furnish the Proof for feedback analysis and corrective action taken | Available | Statement needs reticulation to |
| 24 | Student Satisfaction Survey on the department | Furnish online student satisfaction survey On the department. | Available | Not required to be done by the |
| 25 | Detailed Staff Profile i. Full Time Teachers with ii. Full Time Teachers with | Furnish the details on updated faculty profile | Available | Faculty list to be added |
| 26 | Awards received from state/central | Furnish the details of the Proof for Honours from the Government bodies alone. | Available | |
| 27 | Time Table | Furnish the details of the Master Time Table, Hour, Library Hour, etc. | Available | |
| 28 | Attendance Register (Student, Research | Furnish the details of attendance registers | Available | |

| | | for all subjects and its updates. Also check the | | Information to be updated |
|--|--|--|-----------------------------------|---------------------------|
| 29 | Records on P.G. Projects Review & | Furnish the details of continuous assessment of P.G. Projects. review reports. | Available | |
| 30 | Details regarding Best Students/ | Furnish the details of Best student award, progress them further. | Not Available | |
| 31 | Records on Students Exam Results Statistics with pass percentage in each | Furnish the details of Semester Exam Results | Available | |
| V. Research, Innovation, Incubation and Extension | | | | |
| 32 | Records related to Research National / international level | Furnish the details of research related awards | FILES SUBMITTED/ NOT SUBMITTED | Remark |
| 33 | Enrolment details of IRF/SRF/ PDF/ RA / | Furnish Students' list of IRF/SRF/ PDF/ RA/ Fellows and corresponding | Available | Needs to be updated |
| 34 | Records related to i. Conduct ofseminar/Confer Participation of Seminar/Conference | Furnish the Details regarding the | Available | Needs to be updated |

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|----|--|--|-----------|---------------------------|
| | ii. Seminar on Academia Innovative Practices | | | |
| 35 | Records related to Awards for | Furnish the details of awards related to Institute Interaction Cell. | Available | No awards received yet |
| 36 | Records relate to Incubation centre | Furnish the details of Budget allocation, any other Startups. | Available | Details to be updated |
| 37 | Records on Ph.D. awarded at Department | Furnish the details of students, their Thesis, Viva Communications, etc. | Available | No awards received yet |
| 38 | Research Publications in the List by the department | Furnish the details of publication in the UGC | Available | Needs to be updated |
| 39 | Books/ Edited Volumes/Book | Furnish the details of Books (with ISBN). | Available | Needs to be updated |
| 40 | Patents Published/Awarded | Furnish the details of patents | Available | Not yet applied |
| 41 | Records on Commercialized | Check the details regarding the licensed indicating the University's share. | Available | Not yet applied |
| 42 | Details regarding the Citation Index Teachers | Furnish the details of report of the Web of for the H- index of faculty member. | Available | Needs to be updated |

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|----|--|--|---------------|----------------------------------|
| 43 | H-Index of the Faculty/Department | Furnish the details of Report of the web of | Available | Needs to be updated |
| 44 | Details regarding the Teachers serving as resource person for the AY | Furnish the details of name of the faculty members, name of event, type of event. | Not available | |
| 45 | Records related to Revenue generated | Furnish the details of Corporate training coordinator details, Letter of Intent, etc. | Available | No relevant activity carried out |
| 46 | Records related to Revenue Generated through consultancy work | Furnish the details of consultant, Letter of Intent, Income generated, nature of | Available | No relevant activity carried out |
| 47 | Records related to Extensions/Village collaboration | Furnish the details of Extension programmes | Available | File needs to be updated |
| 48 | Records on Awards received for | Furnish the details of awards received from government for extension activities (e.g. | Available | No relevant activity carried out |
| 49 | Records on research, faculty/ students | Furnish the details of regarding list of the faculty or students exchange, MOU signed. | Available | Needs to be updated |
| 50 | Industry Linkage for internships, training, | Furnish the details of MOUs with reputed MoUs related to resource sharing, etc. | Available | Needs to be updated |
| 51 | Functional MOUs signed with industry. | Furnish the details of MoUs related to | Available | Needs to be updated |

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|---|--|---|---------------------------|--|-----------------------------------|--|
| | | implementation. | | | | |
| 52 | Records on Budget allocation and maintenance) | Furnish the details of the copy of budget utilized, account settlement, etc. | Available | | Needs to be updated | |
| 53 | Records on Research Advisory Committee | Furnish the details of UGC Regulations on Members, Minutes of RAC, etc. | Available | | Needs to be updated | |
| 54 | Records on Ph.D., Thesis - External | Furnish the details on Thesis | Available | | Student thesis submitted recently | |
| 55 | Records on Ph.D. Viva Voce by | Furnish the details regarding the conduct of Viva Voce, date, venue, external | Available | | Student thesis submitted recently | |
| 56 | Availability of UGC CARE List (soft/hard copy) | Furnish the details of UGC CARE List (soft/hard copy) | Reputation of File no :38 | | | |
| 57 | Funded Projects (submitted/) | Furnish the details related to the Principal outcomes, thrust areas etc. during AY. | Available | | File needs to be updated | |
| 58 | Departmental Projects like SAP/ | Furnish the details regarding the etc. | Available | | File needs to be updated | |
| VI. Infrastructure and Learning Resources | | | FILES SUBMITTED / | | | |
| | | | NOT SUBMITTED | | | |

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|--|--|---|-------------------------|---|
| 59 | Availability of MIS for departmental | Furnish the details of availability of any departmental activities. | Not available | |
| 60 | Records on resources augmentation during | Furnish the details of new equipments purchased, stock entry, account settlement, its | Not available | |
| 61 | Records related to departmental library annual expenditure, etc. | Furnish the accession registers and usage | Not available | |
| 62 | E-Contents developed by | Furnish the details such as orders received to | Available | Needs to be reworked |
| 63 | Records on Technology up | Furnish the details regarding the | Available | Needs to be reworked |
| 64 | WiFi, Internet connectivity status, bandwidth details | Furnish the details regarding the internet availability, WiFi, to the students. | Available | Bill indicates college of engineering needs |
| 65 | Facility available at dept. for e- content | Check the facility such as Smart Class Room, development | Available | Needs to be updated A |
| VII. Student Support and Progress | | | FILES SUBMITTED/ | |
| | | | NOT SUBMITTED | |
| 66 | Student Details and related statistics | Furnish the List of Students admitted, Other states/Country, etc. | Available | File to be reorganized |

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|----|---|---|-----------------------|-----------------------|
| 67 | Records related to capability (English, etc.) | Furnish the details such as attendance registers, | Not available | |
| 68 | Records on Competitive | Furnish the Records related to coaching for NET/SET/GATE, Civil Service Examination. | Available | Details to be updated |
| 69 | Records related to redressal of students' | Furnish the records related to the filing of posters, etc. | Available | Details to be updated |
| 70 | Placement Records | Furnish the List of students placed, their average salary, copy of appointment orders, etc. | Available | Details to be updated |
| 71 | Students progression to Higher | Furnish the list of previous year students education in / outside the institution. | Available | Details to be updated |
| 72 | Records on students qualifying in state/ | Furnish the list of students who have been MAT/ KCET/ TOEFL/ IELTS, etc. | Repeat ion of file 68 | |
| 73 | Records related to students: Activities | Furnish the list of winners in sports & | Available | Needs to be updated |
| 74 | Records on Alumni meetings/ activities | Furnish the details such as database of alumni, account settlement, etc. | Not available | |

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|---|--|--|---------------|---|
| 75 | Records related to the Value training | Furnish the details related to Student etc. | Not available | |
| 76 | Records on departmental association and their participation in | Furnish the details such as election of members, inauguration, activities, photos, news. | Not available | |
| VII. Governance, Leadership and Management | | | | |
| 77 | Minutes of the Staff Meeting | Furnish the departmental meetings approved by the members. | Available | Needs to be updated |
| 78 | Availability of Maintenance Policies | Furnish the availability of policies and Complaints/ Suggestions, etc. | Not Available | |
| 79 | Records related to financial assistance | Furnish the details such as list of faculty accounts, etc. | Available | Needs to be updated, policy to be added |
| 80 | Compliance to the UGC Guidelines, | Furnish the availability of necessary Guidelines and its compliance. | Available | Needs rework |
| 81 | Availability of Circular Folder | Furnish the Circular Folder that contains all Registers | Available | To be reorganized |

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|--|--|---|---------------------------------|-------------------------|
| 82 | Upkeeping of Stock Register | Furnish the availability Stock and Consumable updates. | Available | Repetition of File no 3 |
| 83 | Records related to teachers professional development | Furnish the details such as list of faculty | Available | Needs to be updated |
| VIII. Institutional Values and Best Practices | | | | |
| 84 | Records related to Best Practices of | Furnish for details related to any special of the departments | FILES SUBMITTED / NOT SUBMITTED | |
| 85 | Road map of the Department & | Furnish the details related to growth plan challenges | Available | |

ification of the Files (Total 85)

Files Submitted: 72

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Files Not submitted: 13

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Signature of the verifier

Member 1.

Member 2

Name: Designation: Date:

Dr. Veena. KN.
Dean DSBA
25/09/2020

Dr. Vinayak B. Hemadri
(Associate Professor)


25/09/2020

Dayananda Sagar University

Internal Quality Assurance Cell (IQAC)

Report Academic and Administration Audit

1. Name of the Department:

Department of Nursing.

2. Name of the School:

School of Health Sciences.

3. Auditors Members Name:

1. Dr. Punith Cariappa - Chairman
2. Dr. Sunil More - Member
3. Dr. Vinayak - Member

4. Files Verifier/ Facilitator Name:

1. Dr. Veena.
2. Dr. Chandrakala

5. Strength of the Department/School:

- Clarity in roadmap and 3-5 yrs plan
- Good Team work.
- Capable of designing and delivering additional programs for student learning other than NCI.

6. Weakness of the Department/School:

- Not able to attract more students for P.G. program.
- More encouragement and focus required on research and publication.

7. Opportunities of the Department/School:

Market conditions and changes in technology to be leveraged to improve admissions and branding.

8. Challenges of the Department/School

Too many competitors offering similar courses at very less fees.

9. Overall Academic Performance of the School/Department:

- A. Excellent
- B. Very Good
- C. Good
- D. Satisfactory
- E. Poor/ Need Improvement

10. Auditors' Suggestion for further improvement: (Use additional sheets if required)

- The school can come up with good quality policy specifying proper parameters.
- Lot of improvement required on research and publications.

11. Overall Remarks/ Recommendations by the Auditors: (Use additional sheets if required)

- The school is trying to perform well.
- Improvement can be achieved by subject related workshops and funded research projects.




Signature of the Chairman

Name: Dr. Punith Cassappa,

Designation: Dean - SCMS

Date: 9/10/2020.



Signature of the member 1.

Dr. Sunil S. More

Dean - SCMS

2/10/2020

4



Signature of the member 2.

Dr. Vinayak Hemadri
IQAC - Coordinator
DSU. SOE
02.10.2020



Dayananda Sagar
University

Kumaraswamy Layout, Bangalore-560011

Internal Quality Assurance Cell (IQAC)

Academic and Administration Audit For the Year 2015-16 to 2019-2020

Verification of the Files

| | |
|--|--|
| Name of the School/Department | |
| School of Health Sciences /College of Nursing | |
| Note: | |

1. It is mandatory to submit the details from 1 to 8 in the format with documentary proof for the Academic and Administration audit.
2. If the documentary evidences are available in the Centralized office, it is the duty of the Dean/Principal to collect from them and keep the files in their respective department/school.
3. All the schools/departments should submit the report in format prescribed for every academic year separately for audit. (i.e. 2015-2016, 2016-2017, 2017-2018, 2018-2019 and 2019-2020).

| I. Overall Quality Assurance | | | FILES SUBMITTED/ NOT SUBMITTED | Remark |
|------------------------------|--|--|-----------------------------------|--------------------------------------|
| 1 | System for Quality Assurance | Ensure the duties and responsibilities and procedures for various activities for all the staff members are well defined in written format and approved in the staff meet/ by | Available | All signed by by competent authority |
| 5 | Records related to Departmental contribution to the University's growth | The details related to the staff members with additional responsibilities, Conduct of programme for the common cause, | Not available | |
| 10 | Syllabus related to course on Employability, Entrepreneurship innovation & Skill Development | Ensure the availability of Employment, innovation, skill development and entrepreneurship related courses. | Not Available | |
| 12 | Records related to Value Added Courses | Furnish the details of Records related to Value addition courses, MOOC courses, any additional credit courses Student list, certificates or other evidences. | Not Available | |



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|----|--|---|----------------------------|--|
| 3 | Stock Audit Reports (Internal/ External) & its compliance | Ensure whether the stock audit reports are | Available | duration to be indicated |
| 4 | Records related to any special status | E.g. Centre of Excellence, Departmental | Not Applicable | INC and KMC affiliation records attached |
| 6 | 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 | Available NOT SUBMITTED | Needs revision Remarks |
| 7 | Demand Ratio and Student Statistics | Furnish the details of the number of applications received for a programme, vs approved strength. Also no. of available students vs approved strength. | Available | |
| 8 | Records related to Admissions (Applications, selection procedure & List) | Furnish the details of availability of Admission Procedures, Applications, All the admission lists, Fee Remittance, Admission Letter, students' master register, closure of programmes, etc. | Available NOT SUBMITTED | |
| 9 | Records on Syllabus Revision & Curriculum (all regulations in Hard Copy and BOS minutes of Academic Year (AY)) | Ensure the availability of all the regulations for all the programmes since inception of the programme (Hard or Soft Copy). Also the BOS Minutes for the AY. Check the quality improvements such as enhancements, programme specific objectives/ outcomes and course objectives/ outcomes in each revision. | Available | |
| 11 | Display of Program/Program specific/Course outcomes in University Website | Ensure the availability of PEOs and CEO's in the department link of website. | Available NOT SUBMITTED | Course Out comes to the maximum Six |
| 13 | Academic Calendar (2019-2020) | Furnish the details of programmes conducted with a clear plan for the Semester and the timeline is met. | Available | |

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|----|---|---|-----------|---|
| 14 | Laboratory Manual | Furnish the details of the updated Laboratory manual for each practical papers. | Available | |
| 16 | Records related to Mentoring | Furnish the details of mentoring hours in the time table, list of mentors and mentee and also the mentoring records. | Available | |
| 17 | Records on Field Projects/ Internships undertaken by students (National/ International) | Furnish the details of Letter correspondences with companies / institutions, Certificates issued to students, etc | Available | |
| 18 | Records related to structured feedback from Students on Teaching Process | Furnish the documents related to Feedback with well-defined criteria to ensure the effective teaching process and scores. | Available | |
| 21 | Records related to structured feedback from Alumni | Furnish the details of documents related to well defined feedback from Alumni. | Available | Analysis and action taken report |
| 24 | Student Satisfaction Survey on the department | Furnish online student satisfaction survey On the department. | Available | Not required to be done by the Department |
| 25 | Detailed Staff Profile | Furnish the details on updated faculty profile and its updating on websites | Available | Full list of Faculty list to be added |
| 26 | Awards received from state/central government | Furnish the details of the Proof for Honours and Awards received by faculty members from the Government bodies alone. | Available | No records yet |
| 27 | Time Table | Furnish the details of the Master Time Table, Credit – Hour Matching, Association | Available | |
| 28 | Attendance Register (Student, Research Scholars & Staff) | Furnish the details of attendance registers for all subjects and its updates. Also check the Bio-Metric Attendance. | Available | |
| 29 | Records on P.G. Projects Review & Continuous Assessment | Furnish the details of continuous assessment of P.G. Projects, review reports, review members, review process, etc. | Available | To be updated |

| | | | | |
|----|--|---|--------------------------------|--|
| 30 | Details regarding Best Students/ advanced/ Weak learners | Furnish the details of Best student award, identification of weak, average and advanced learners and strategies adapted to progress them further. | Available | Incomplete |
| 31 | Records on Students Exam Results | Furnish the details of Semester Exam Results and its statistics (Pass/ Fail) Statistics with pass percentage in each programme/semester wise | Available NOT SUBMITTED | Course wise analysis has to be carried out |
| 32 | Records related to Research Fellowships/ Award received from National / international level | Furnish the details of research related awards in national and international, etc. | Not Applicable | |
| 33 | Enrolment details of JRF/SRF/ PDF/ RA / Other Fellows | Furnish Students' list of JRF/SRF/ PDF/ RA/ Fellows and corresponding communications. | Not Applicable | |
| 34 | Records related to | Furnish the Details regarding the seminar/conference and on IPR, Innovation and Institute Industry Interaction. | Available | |
| 37 | Records on Ph.D. awarded at Department | Furnish the details of students, their Thesis, Viva Communications, etc. | Not Applicable | |
| 38 | Research Publications in the journals mentioned in UGC /CARE | Furnish the details of publication in the UGC CARE List. | Available | Details to be updated |
| 39 | Books/ Edited Volumes/Book Chapters by Teachers | Furnish the details of Books (with ISBN), edited volumes and Book Chapters of faculty members. | Available | |
| 40 | Patents Published/Awarded by Teachers during AY | Furnish the details of patents filed/published/granted by the faculty members during 2018-19. | Not Applicable | |
| 41 | Records on Commercialized Patents Awarded | Check the details regarding the licensed or commercialized patent the MOUs | Not Applicable | |
| 42 | Details regarding the Citation Index (excluding Self Citation) by the | Furnish the details of report of the Web of Science or Google or Indian Citation Index | Available | |
| 43 | H-Index of the Faculty/Department for the AY | Furnish the details of Report of the web of science regarding the H-Index of the Faculty/ department | Available | |

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|----|--|---|----------------------------|--|
| 44 | Details regarding the Teachers | Furnish the details of s name of the faculty | Available | Needs updation |
| 45 | Records related to Revenue generated through corporate training | Furnish the details of Corporate training policy, no. of training provided, no. of participants, period, income generated, | Not Applicable | |
| 46 | Records related to Revenue | Furnish the details of consultant, Letter of | Not Applicable | |
| 47 | Recordsrelated to Extensions/Village Adoption/ Outreach programmes/industry | Furnish the details of Extension programmes organized, beneficiaries, their feedback, expenses, Photos, Press news, etc. | Available | File needs to be updated |
| 50 | Industry Linkage for internships, training, project work and resource sharing | Furnish the details of MOUs with reputed industry for students' internship and training, activities carried out as per MOUs, | Available | Needs to be updated |
| 51 | Functional MOUs signedwith industry, National/ International Institutes signed in AY | Furnish the details of MoUs related to Placement, Incubation, Fellowships, curriculum enhancement, Value Addition, MOOC, etc. with Industry/ National / International Institutes and its | Available | Needs to be updated |
| 53 | Records on Research Advisory Committee for Ph.D.,(Minutes) | FurnishthedetailsofUGCRegulationson MinimumStandardsandProcedurefor AwardofPh.D.DegreesRegulations,2016 and2019,detailsregardingtheRAC | Not Applicable | |
| 54 | Records on Ph.D., Thesis – External Evaluation – Documents | Furnish the details on Thesis Examiner(External), Evaluation Reports of supervisor and external, Presentation of Papersin Reputed Conferences, Quality ofthe thesis and conference paper. | Not Applicable | Student thesis submitted recently awaiting for reply |
| 55 | Records on Ph.D. Viva Voce by External Examiner | Furnish the details regarding the conduct | Not Applicable | Student thesis submitted recently awaiting for reply |
| 56 | Availability of UGC CARE List (soft/ | Furnish the details of UGC CARE List (soft/ | Availble NOT SUBMITTED | |
| 60 | Records on resources augmentation during AY | Furnish the details of new equipments | Available | |
| 61 | Records related to departmental library (Rare Books, e- journals/books, Data books and | Furnish the accession registers and usage registers, books added during the academic year, amount, etc. | Available NOT SUBMITTED | |
| 66 | Student Details and related statistics | Furnish the List of Students admitted, undergoing Programmes, Summary related to Gender, Community, economy status, | Available | Needs to be updated with dash board table |
| 67 | Records related to capability enhancement of students (remedial class,skill enhancement,spoken | Furnish the details such as attendance registers, Circulars, event registers that reveals the conduct of such activities. | Not Applicable | |
| 68 | Records on Competitive coaching and students benefitted | Furnish the Records related to coachingfor | Not Applicable | |

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|----|--|--|----------------------------|---------------------|
| 69 | Records related to redressal of students' grievances, sexual harassments and ragging | Furnish the records related to the filing of any Grievances, its redressal, availability of Anti Ragging Posters, Sexual Harassment | Not Applicable | |
| 72 | Records on students qualifying in state/ national/ international level examinations | Furnish the list of students who have been cleared state/ national/ international level exam such as SET/ NET/ GATE/ CAT/ | Not Applicable | |
| 75 | Records related to the Value training e.g. induction programme | Furnish the details related to Student Induction Programme, Duration, Schedule, Resource Persons, Programme Contents, Objectives and Outcomes, Photos, News, | Available | Needs to be updated |
| 76 | Records on departmental students | Furnish the details such as election of | Available NOT SUBMITTED | |
| 77 | Minutes of the Staff Meeting | Furnish the departmental meetings are conducted regularly and the minutes are | Available | Needs to be updated |
| 78 | Availability of Maintenance Policies and Procedures | Furnish the availability of policies and procedures for the effective use of lab equipments, AMC, breakage handling, | Available | |
| 79 | Records related to financial assistance to teachers for attending conference/workshops | Furnish the details such as list of faculty members who availed financial assistance for attending conferences, details of conference, source of fund, settlement of | Available | |
| 80 | Compliance to the UGC Guidelines, SCAA, Statutes | Furnish the availability of necessary UGC/AICTE/ NCTE/ PCI/ DEB/ Statutes/ MHRD/TANSICHE/ Syndicate/ SCAA | Available | |
| 81 | Availability of Circular Folder | Furnish the Circular Folder that contains all the circulars and related entry in the Tappal | Available | |
| 82 | Upkeeping of Stock Register | Furnish the availability Stock and Consumable registers and check for the | Available | |
| 83 | Records related to teachers | Furnish the details such as list of faculty members attended the programmes, period, place, copy of certificate, etc. | Available NOT SUBMITTED | needs update |
| 85 | Road map of the Department & Strategic Plan | Furnish the details related to growth plan and the arrangements for execution, strength, weakness, opportunities and | Available | |

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|----|--|---|---------------|--|
| 59 | Availability of MIS for departmental data management | Furnish the details of availability of any software modules used for any area of the | Not available | |
| 62 | E-Contents developed by teachers for E-PG Pathshala, SWAYAM, NPTEL, etc. | Furnish the details such as orders received to develop contents, subject, list of faculty members, etc. | Not Available | |
| 63 | Records on Technology up gradation during AY | Furnish the details regarding the technology upgradation such as induction of Learning Management System, Online Examination, mobile attendance, Remote Login, Bio-Metric attendance for students, Online admission, video conferencing, etc. | Not Available | |
| | bandwidth details | availability, WiFi, to the students. | Not Available | |
| 65 | Facility available at dept. for e- content development | Check the facility such as Smart Class Room, Video Camera, Voice Recorder, Multimedia Editors, etc. for the e-content | Not Available | |
| | | average salary, copy of appointment orders, etc. | Not Available | |
| 71 | Students progression to Higher Education Records | Furnish the list of previous year students who have been admitted to higher | Not Available | |
| | | MAT/ KCET/ TOEFL/ IBLTS, etc. | | |
| 73 | Records related to students; achievement in Sports & Cultural | Furnish the list of winners in sports & Cultural activities, Photos, Certificates, etc. | Not Available | |
| 74 | Records on Alumni meetings/ activities | Furnish the details such as database of alumni, alumni group in social media, meeting date, venue, list of participants, minutes, photo, news, expenditures, | Not available | |
| 84 | Records related to Best Practices of Department | Furnish for details related to any special practices that leads to quality improvements. Also Check the cleanliness | Not Available | |

Verification of the Files (Total 85)

Files Submitted: 61

Files Not submitted: 24
Signature of the verifier

Member 1, Name: Designation: Date:

Signature of the Audit members:

Dr. Veena. K.N.

(Signature)

29/09/2020.

Member 2

(Signature)
29/9/2020.
Dr. Chandrakala. G
Assistant professor





Dayananda Sagar
University

Kumaraswamy Layout, Bangalore-560111

Internal Quality Assurance Cell (IQAC)

Academic and Administration Audit
For the Year 2016 to 2020.

Verification of the Files

Name of the School/Department

SCHOOL OF PHARMACY

Note:

1. It is mandatory to submit the details from 1 to 8 in the format with documentary proof for the Academic and Administration audit.
2. If the documentary evidences are available in the Centralized office, it is the duty of the Dean/Principal to collect from them and keep the files in their respective department/school.
3. All the schools/departments should submit the report in format prescribed for every academic year separately for audit. (i.e. 2015-2016, 2016-2017, 2017-2018, 2018-2019 and 2019-2020).

| I. Overall Quality Assurance | | | FILES SUBMITTED/ NOT SUBMITTED |
|------------------------------|---|---|---|
| 1. | System for Quality Assurance | Ensure the duties and responsibilities and procedures for various activities for all the staff members are well defined in written format and approved in the staff meet/ by any other authorities. | 2015 onwards Submitted University Guidelines Necessary |
| 2. | Previous Academic Audit Reports & its compliance | Ensure the previous audit forms and minutes of the academic reviews are available and the compliances were made. | Audit conducted in May 2020. |
| 3. | Stock Audit Reports (Internal/ External) & its compliance | Ensure whether the stock audit reports are available along with the stock registers and consumable registers. | Stock Register updated. |
| 4. | Records related to any special status conferred by the | E.g. Centre of Excellence, Departmental Accreditation (e.g. NBA), etc. Ensure the related records are available. | - NA - |
| 5. | Records related to Departmental contribution to the University's growth | The details related to the staff members with additional responsibilities, Conduct of programme for the common cause, Membership in the committees etc. | File updated. |
| 6. | 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. | File need to be updated with complete |

| II. Admission Quality | | | FILES SUBMITTED/ NOT SUBMITTED |
|-----------------------|--|--|-----------------------------------|
| 7. | Demand Ratio | Furnish the details of the number of applications received for a programme, vs approved strength. Also no. of available students vs approved strength. | <i>File updated</i> |
| 8. | Records related to Admissions (Applications, selection procedure & List) | Furnish the details of availability of Admission Procedures, Applications, All the admission lists, Fee Remittance, Admission Letter, students' master register, closure of programmes, etc. | <i>File need to updated.</i> |

| III. Curricular Aspects | | | FILES SUBMITTED/ NOT SUBMITTED |
|-------------------------|--|---|--|
| 9. | Records on Syllabus Revision & Curriculum (all regulations in Hard Copy and BOS minutes of Academic Year (AY)) | Ensure the availability of all the regulations for all the programmes since inception of the programme (Hard or Soft Copy). Also the BOS Minutes for the AY. Check the quality improvements such as enhancements, programme specific objectives/ outcomes and course objectives/ outcomes in each revision. | File updated [Need to be consolidated in a single file] |
| 10. | Syllabus related innovation & Skill Development | Ensure the availability of Employment, innovation, skill development and entrepreneurship related courses. | File updated Only CIL programs |
| 11. | Display of Program/Program specific/Course | Ensure the availability of PEOs and CEOs in the department link of website. | File updated |
| 12. | Records related to Value Added Courses | Furnish the details of Records related to Value addition courses, MOOC courses, any additional credit courses. Student list, certificates or other evidences. | Not available |

| IV. Teaching, Learning and Evaluation | | | FILES SUBMITTED/ NOT SUBMITTED |
|---------------------------------------|---|---|-----------------------------------|
| 13. | Academic Calendar (2019-2020) | Furnish the details of programmes conducted with a clear plan for the semester and the timeline is met. | 2018-19, 2019-20 Updated. |
| 14. | Laboratory Manual | Furnish the details of the updated Laboratory manual for each practical papers. | Books updated |
| 15. | i. Records on availability and use of ICT tools in classrooms ii. Number of Teachers Using ICT | Furnish the details of serviceability of the ICT tools i.e. smart board, LCD, video conferencing equipment and their usage records. | File not available |
| 16. | Records related to Mentoring | Furnish the details of mentoring hours in the time table, list of mentors and mentee and also the mentoring records. | File updated |
| 17. | Records on Field Projects/ Internships undertaken by students (National/ International) | Furnish the details of Letter correspondences with companies / institutions, Certificates issued to students, etc. | File need to updated |

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|-----|--|---|--|
| 18. | Records related to structured feedback from Students on Teaching Process | Furnish the documents related to Feedback with well-defined criterions to ensure the effective teaching process and scores. | file updated. [Need consolidated] ✓ |
| 19. | Records related to structured feedback from teachers on students learning | Furnish the documents related to Feedback with well-defined criterions to ensure the effective learning process and scores. | forms available. |
| 20. | Records related to structured Feedback from Parents on Teaching Learning Process | Furnish the details of documents related to well defined feedback from parents. | |
| 21. | Records related to structured feedback from Alumni | Furnish the details of documents related to well defined feedback from Alumni. | |

| | | | |
|-----|--|---|-----------------------|
| 22. | Records related to feedback from Employers | Any documents related to welldefined feedback from Employee on our students. | file not updated |
| 23. | Record on Feedback action taken and outcomes | Furnish the Proof for feedback analysis and corrective action taken | file not updated |
| 24. | Student Satisfaction Survey on the department | Furnish online student satisfaction survey on the department. | Not aware of SSS |
| 25. | Detailed Staff Profile i. Full Time Teachers with Ph.D. ii. Full Time Teachers with DSc./D.Litt. | Furnish the details on updated faculty profile and its updating on websites | file updated |
| 26. | Awards received from state/central government | Furnish the details of the Proof for Honours and Awards received by faculty members from the Government bodies alone. | NA -NA- |
| 27. | Time Table | Furnish the details of the Master Time Table, Credit - Hour Matching, Association Hour, Library Hour, etc. | file updated |

| | | | |
|-----|---|---|------------------|
| 28. | Attendance Register | Furnish the details of attendance registers for all subjects and its updates. Also check the Bio-Metric Attendance. | file updated |
| 29. | Records on P.G. Projects Review & Continuous Assessment | Furnish the details of assessment of P.G. Projects, review reports, review members, review process, etc. | file updated |
| 30. | Details regarding Best Students/ advanced/ Weak learners | Furnish the details of Best student award, identification of weak, average and advanced learners and strategies adapted to progress them further. | file not updated |
| 31. | Records on Students Exam Results Statistics with pass percentage in each programmesemester wise | Furnish the details of Semester Exam Results and its statistics (Pass/ Fail) | file updated |

| V. Research, Innovation, Incubation and Extension | | | FILES SUBMITTED/ NOT SUBMITTED |
|---|--|--|-----------------------------------|
| 32. | Records related National / international level | Furnish the details of research related awards in national and international, etc. | File updated |
| 33. | Enrolment details of JRF/SRF/ PDF/ RA / Other Fellows | Furnish Students' list of JRF/SRF/ PDF/ RA/ Fellows and corresponding communications. | -NA- |
| 34. | Records related to i. Conduct of seminar/Conference Participation ii. Seminar on Academia Innovative Practices | Furnish the Details regarding the seminar/conference and on IPR, Innovation and Institute Industry Interaction. | File updated |
| 35. | Records related to Awards for Innovation won by department | Furnish the details of awards related to Hackathon, or any other innovative commercial ventures by students or Institute Interaction Cell. | -NA- |
| 36. | Records relate to Incubation centre and Startups by dept. | Furnish the details of Budget allocation, utilization related to incubation centre and any other Startups. | -NA- |
| 37. | Records on Ph.D. Department | Furnish the details of students, their Thesis, Viva Communications, etc. | |

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|-----|--|--|--------------------|
| 38. | Research Publications List by the department | Furnish the details of publication in the UGC CARE List. | File updated |
| 39. | Books/ Edited Volumes/Book Chapters by Teachers | Furnish the details of Books (with ISBN), edited volumes and Book Chapters of faculty members. | File updated |
| 40. | Patents Published/ Awarded by Teachers during AY | Furnish the details of patents filed/published/granted by the faculty members during 2018-19. | -NA- |
| 41. | Records on Commercialized Patents Awarded | Check the details regarding the licensed or commercialized patent indicating the University's share. | -NA- |
| 42. | Details regarding the Citation Index (excluding Self Citation) by the Teachers | Furnish the details of report of the Web of Science or Google or Indian Citation Index for the H- index of faculty member. | File updated |
| 43. | H-Index of the Faculty/Department for the AY | Furnish the details of Report of the web of scienceregarding the H-Index of the Faculty/ department | file updated |
| 44. | Details regarding serving as resource person for the AY | Furnish the details of s name of the faculty members, name of event, type of event, place, photos, title etc. | File to be updated |

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| 45. | Records related to Revenue generated through corporate training | Furnish the details of Corporate training policy, no. of training provided, no. of participants, period, income generated, coordinator details, Letter of Indent, etc. | File need to updated |
| 46. | Records related Generated through | Furnish the details of consultant, Letter of Intent, Income generated, nature of work, consultancy policies, etc. | File File updated (Process initiated) |
| 47. | Records related collaboration | Furnish the details of Extension programmes organized, beneficiaries, their feedback, expenses, Photos, Press news, etc. | File updated File not updated (Process initiated) |
| 48. | Records on Awards received for Extension activities from Govt. | Furnish the details of awards received from government for extension activities (e.g. Swach Bharath Award) | -NA- |

| | | | |
|-----|---|--|---------------------------|
| 49. | Records on research, faculty/ students exchange/collaborations | Furnish the details of regarding list of the faculty or students exchange, MOU signed, duration, purpose. | <i>File to be updated</i> |
| 50. | Industry Linkage for internships, training, project work and resource sharing | Furnish the details of MOUs with reputed industry for students' internship and training, activities carried out as per MOUs, MoUs related to resource sharing, etc. | <i>File to be updated</i> |
| 51. | Functional MOUs signed with industry, National/ International Institutes signed in AY | Furnish the details of MoUs related to Placement, Incubation, Fellowships, curriculum enhancement, Value Addition, MOOC, etc. with Industry/ National / International Institutes and its implementation. | <i>File to be updated</i> |
| 52. | Records on Budget allocation and Utilization (maintenance) | Furnish the details of the copy of budget allocation for utilized, account settlement, etc. | <i>File updated</i> |

| | | | |
|-----|--|---|-------------------------------|
| 53. | Records on Research Advisory Committee for PhD.,(Minutes) | Furnish the details of UGC Regulation on Minimum Standards and Procedure for Award of Ph.D. Degrees Regulations, 2016 and 2019, details regarding the RAC Members, Minutes of RAC, etc. | File to be updated |
| 54. | Records on Ph.D., Thesis - External Evaluation - Documents | Furnish the details on Thesis Examiner(External), Evaluation Reports of supervisor and external, Presentation of Papers in Reputed Conferences, Quality of the thesis and conference paper. | File to be updated |
| 55. | Records on Ph.D. Viva Voce by External Examiner | Furnish the details regarding the conduct of Viva Voce, date, venue, external examiner, etc. | - NA - |

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|-----|---|--|---------------------------|
| 56. | Availability of UGC CARE List (soft/hard copy) | Furnish the details of UGC CARE List (soft/hard copy) | File to be updated |
| 57. | Funded Projects (submitted/completed/ongoing) , Thrust Areas progress, and outcomes | Furnish the details related to the Principal Coordinator, outcomes, thrust areas etc. during AY. | -NIL- (Submitted file) |
| 58. | Departmental Projects like SAP/ FIST/ TEQIP, etc. | Furnish the details regarding the Coordinator, deputy coordinator, advisory committee members, advisory committee meeting, fund allocated, utilized, Lab Established, Project Carried out, Fellowships, recruitment of project fellows, etc. | - NIL - |

| VI. Infrastructure and Learning Resources | | | FILES SUBMITTED / NOT SUBMITTED |
|---|--|---|---------------------------------|
| 59. | Availability of MIS for departmental data management | Furnish the details of availability of any software modules used for any area of the departmental activities. | File need to be updated |
| 60. | Records on resources augmentation during AY | Furnish the details of new equipments purchased, stock entry, account settlement, its utilization, etc. | File need to be updated |
| 61. | Records related to departmental library (Rare Books, e-journals/books, Data books and annual expenditure, etc. | Furnish the accession registers and usage registers, books added during the academic year, amount, etc. | File updated. |
| 62. | E-Contents developed by teachers for E-PG Pathshala, SWAYAM, NPTEL, etc. | Furnish the details such as orders received to develop contents, subject, list of faculty members, etc. | -NA- [NIL] |

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|-----|--|---|---------------------------|
| 63. | Records on Technology up gradation during AY | Furnish the details regarding the technology upgradation such as induction of Learning Management System, Online Examination, mobile attendance, Remote Login, Bio-Metric attendance for students, Online admission, video conferencing, etc. | <i>File to be updated</i> |
| 64. | WiFi, Internet connectivity status, bandwidth details | Furnish the details regarding the internet availability, WiFi, to the students. | <i>- NA -</i> |
| 65. | Facility available at dept. for e- content development | Check the facility such as Smart Class Room, Video Camera, Voice Recorder, Multimedia Editors, etc. for the e-content development | <i>- NIL -</i> |

| VII. Student Support and Progress | | | FILES SUBMITTED/ NOT SUBMITTED |
|-----------------------------------|---|---|-----------------------------------|
| 66. | Student Details | Furnish the List of Students admitted, undergoing Programmes, Summary related to Gender, Community, economy status, Other states/Country, etc. | <i>file to be updated</i> |
| 67. | Records related to capability enhancement of students (remedial class, skill enhancement, spoken English, etc.) | Furnish the details such as attendance registers, Circulars, event registers that reveals the conduct of such activities. | <i>file to be updated</i> |
| 68. | Records on Competitive coaching and students benefitted | Furnish the Records related to coaching for NET/SET/GATE, Civil Service Examination, etc. | <i>file to be updated</i> |
| 69. | Records related to redressal of students' grievances, sexual harassments and ragging | Furnish the records related to the filing of any Grievances, its redressal, availability of Anti Ragging Posters, Sexual Harassment posters, etc. | <i>file updated</i> |
| 70. | Placement Records | Furnish the List of students placed, their average salary, copy of appointment orders, etc. | <i>file updated</i> |

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|-----|---|---|--------------------|
| 71. | Students progression to | Furnish the list of previous year students who have education in / outside the institution. | file to be updated |
| 72. | Records on students qualifying in state/ national/ international level examinations | Furnish the list of students who have been cleared state/ national/ international level exam such as SET/ NET/ GATE/ CAT/ MAT/ KCET/ TOEFL/ IELTS, etc. | file to be updated |
| 73. | Records related Activities | Furnish the list of winners in sports & Cultural activities, Photos, Certificates, etc. | file to be updated |
| 74. | Records on Alumni meetings/ activities | Furnish the details such as database of alumni, alumni group in social media, meeting date, venue, list of participants, minutes, photo, news, expenditures, account settlement, etc. | file to be updated |
| 75. | Records related | Furnish the details related to Student Induction Programme, Duration, Schedule, Resource Persons, Programme Contents, Objectives and Outcomes, Photos, News, etc. | file to be updated |

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| 76. | Records on departmental students association and their participation in committees | Furnish the details such as election of members, inauguration, activities, photos, news, etc. | <i>File to be updated</i> |
|-----|--|---|---------------------------|

| VII. Governance, Leadership and Management | | | FILES SUBMITTED / NOT SUBMITTED |
|--|---|---|---------------------------------|
| 77. | Minutes of the Staff Meeting | Furnish the departmental meetings are conducted regularly and the minutes are approved by the members. | <i>File updated</i> |
| 78. | Availability of Maintenance Policies and Procedures | Furnish the availability of policies and procedures for the effective use of lab equipments, AMC, breakage handling, Complaints/ Suggestions, etc. | <i>File to be updated</i> |
| 79. | Records related to financial assistance to teachers for attending conference/worksh ops | Furnish the details such as list of faculty members who availed financial assistance for attending conferences, details of conference, source of fund, settlement of accounts, etc. | <i>File to be updated</i> |
| 80. | Compliance to the UGC Guidelines, SCAA, Statutes | Furnish the availability of necessary UGC/AICTE/ NCTE/ PCI/ DEB/ Statutes/ MHRD/TANSCH/ | <i>-NIL-</i> |

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|-----|------------------------------------|---|---------------------|
| | | Syndicate/ SCAA Guidelines and its compliance. | |
| 81. | Availability of Circular Folder | Furnish the Circular Folder that contains all the circulars and related entry in the Tappal Registers | <i>file updated</i> |
| 82. | Upkeeping of Stock Register | Furnish the availability updates. | <i>file updated</i> |
| 83. | Records related professional | Furnish the details such as list of faculty members attended the programmes, period, place, copy of certificate, etc. | <i>file updated</i> |

| VIII. Institutional Values and Best Practices | | | FILES SUBMITTED / NOT SUBMITTED |
|---|---|--|---|
| 84. | Records related to Best Practices of Department | Furnish for details related to any special practices that leads to quality improvements. Also Check the cleanliness of the departments | file to be updated & process to be initiated. |
| 85. | Road map of the Department & Strategic Plan | Furnish the details related to growth plan and the arrangements for execution, strength, weakness, opportunities and challenges | file to be updated. |

Verification of the Files (Total 85)

Files Submitted: nos 65

Files Not submitted: nos 20

Signature of the verifier

Member 1.

Name: Hemantbali
 Designation: Asst-Prof & HOD
 Date: 26/9/2020

Signature of the Audit members:


 26/9/2020

Member 2

Dr. Farhan Zameer
 Asst. professor
 SBAS, DSU.


 26/9/2020

ph no: 9844576378

Dayananda Sagar University

Internal Quality Assurance Cell (IQAC)

Report of Academic and Administration Audit

- 1. Name of the Department: College of Physiotherapy**
- 2. Name of the School: School of Health Sciences**
- 3. Auditors' Names: Professor Krishna V., Chairman; Dr Sunil More**
- 4. File Verifiers'/Facilitators' Names: Dr Hemanth U., Dr Aneesa Fasim**
- 5. Strengths of the Department/School:**
 - Access to many hospitals for clinical postings**
 - Hands-on training**
 - Faculty has good clinical competencies**
 - Conduct outreach programmes**
- 6. Weaknesses of the Department/School:**
 - Limited number of faculty**
 - Dependence on medical doctors for guest lectures**
 - Need to strengthen research**
- 7. Opportunities for the Department/School:**
 - Initiating inter-departmental collaborations**
 - Starting PhD programme**
- 8. Challenges for the Department/School:**
 - Getting staff with specialization**
 - Retaining medical doctors**
 - Providing transport to hospitals for students**
 - Getting more patients**

9. Overall Academic Performance of the School/Department:

- A. Excellent
- B. Very Good
- C. Good
- D. Satisfactory
- E. Poor/Need Improvement

10. Auditors' suggestion for further improvement: (Use additional sheets if required)

Files need to be updated
Cover pages needed
Try to cover all sections in files

11. Overall Remarks/Recommendations by the Auditors: (Use additional sheets if required)

Progress is appreciable. Can do even better after integration with medical school at Harohalli.



Signature of the Chairman
Name: Krishna V.
Designation: Professor and
Principal, CJMC
Date: 30/09/2020



Signature of Member 1
Name:
Designation:
Date: 30/09/2020



**Dayananda Sagar
University**

000

Kumaraswamy Layout, Bangalore-560111

**Internal Quality Assurance Cell
(IQAC)**

**Academic and Administration Audit
For the Year-----to-----.**

Verification of the Files

Name of the School/Department

Note:

- 1. It is mandatory to submit the details from 1 to 85 in the format with documentary proof for the Academic and Administration audit.**
- 2. If the documentary evidences are available in the Centralized office, it is the duty of the Dean/Principal to collect from them and keep the files in their respective department/school.**
- 3. All the schools/departments should submit the report in format prescribed for every academic year separately for audit. (i.e. 2015-2016, 2016-2017, 2017-2018, 2018-2019 and 2019-2020).**

| I. Overall Quality Assurance | | | FILES SUBMITTED/ NOT SUBMITTED |
|------------------------------|---|---|-----------------------------------|
| 1. | System for Quality Assurance | Ensure the duties and responsibilities and procedures for various activities for all the staff members are well defined in written format and approved in the staff meet/ by any other authorities. | file completed |
| 2. | Previous Academic Audit Reports & its compliance | Ensure the previous audit forms and minutes of the academic reviews are available and the compliances were made. | Nil |
| 3. | Stock Audit Reports (Internal/ External) & its compliance | Ensure whether the stock audit reports are available along with the stock registers and consumable registers. | file updated |
| 4. | Records related to any special status conferred by the | E.g. Centre of Excellence, Departmental Accreditation (e.g. NBA), etc. Ensure the related records are available. | Nil |
| 5. | Records related to Departmental contribution to the University's growth | The details related to the staff members with additional responsibilities, Conduct of programme for the common cause, Membership in the committees etc. | file updated |
| 6. | 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. | Partially updated |

| II. Admission Quality | | | FILES SUBMITTED/ NOT SUBMITTED |
|-----------------------|--|--|-----------------------------------|
| 7. | Demand Ratio | Furnish the details of the number of applications received for a programme, vs approved strength. Also no. of available students vs approved strength. | <i>file updated</i> |
| 8. | Records related to Admissions (Applications, selection procedure & List) | Furnish the details of availability of Admission Procedures, Applications, All the admission lists, Fee Remittance, Admission Letter, students' master register, closure of programmes, etc. | <i>file updated</i> |

| III. Curricular Aspects | | | FILES SUBMITTED/ NOT SUBMITTED |
|-------------------------|--|---|-----------------------------------|
| 9. | Records on Syllabus Revision & Curriculum (all regulations in Hard Copy and BOS minutes of Academic Year (AY)) | Ensure the availability of all the regulations for all the programmes since inception of the programme (Hard or Soft Copy). Also the BOS Minutes for the AY. Check the quality improvements such as enhancements, programme specific objectives/ outcomes and course objectives/ outcomes in each revision. | <i>file updated</i> |
| 10. | Syllabus related innovation & Skill Development | Ensure the availability of Employment, innovation, skill development and entrepreneurship related courses. | <i>Not applicable</i> |
| 11. | Display of Program/Program specific/Course | Ensure the availability of PEOs and CEOs in the department link of website. | <i>File updated</i> |
| 12. | Records related to Value Added Courses | Furnish the details of Records related to Value addition courses, MOOC courses, any additional credit courses. Student list, certificates or other evidences. | <i>Not available</i> |

| IV. Teaching, Learning and Evaluation | | | FILES SUBMITTED/ NOT SUBMITTED |
|---------------------------------------|---|---|-----------------------------------|
| 13. | Academic Calendar (2019-2020) | Furnish the details of programmes conducted with a clear plan for the semester and the timeline is met. | File updated |
| 14. | Laboratory Manual | Furnish the details of the updated Laboratory manual for each practical papers. | File updated |
| 15. | i. Records on availability and use of ICT tools in classrooms ii. Number of Teachers Using ICT | Furnish the details of serviceability of the ICT tools i.e. smart board, LCD, video conferencing equipment and their usage records. | File completed |
| 16. | Records related to Mentoring | Furnish the details of mentoring hours in the time table, list of mentors and mentee and also the mentoring records. | File completed |
| 17. | Records on Field Projects/ Internships undertaken by students (National/ International) | Furnish the details of Letter correspondences with companies / institutions, Certificates issued to students, etc. | File completed |

| | | | |
|-----|--|---|----------------|
| 18. | Records related to structured feedback from Students on Teaching Process | Furnish the documents related to Feedback with well-defined criterions to ensure the effective teaching process and scores. | File completed |
| 19. | Records related to structured feedback from teachers on students learning | Furnish the documents related to Feedback with well-defined criterions to ensure the effective learning process and scores. | - NA - |
| 20. | Records related to structured Feedback from Parents on Teaching Learning Process | Furnish the details of documents related to well defined feedback from parents. | File updated |
| 21. | Records related to structured feedback from Alumni | Furnish the details of documents related to well defined feedback from Alumni. | File updated |

| | | | |
|-----|--|---|-----------------|
| 22. | Records related to feedback from Employers | Any documents related to welldefined feedback from Employee on our students. | - NA - |
| 23. | Record on Feedback action taken and outcomes | Furnish the Proof for feedback analysis and corrective action taken | file updated |
| 24. | Student Satisfaction Survey on the department | Furnish online student satisfaction survey on the department. | file completed |
| 25. | Detailed Staff Profile i. Full Time Teachers with Ph.D. ii. Full Time Teachers with DSc./D.Litt. | Furnish the details on updated faculty profile and its updating on websites | file completed. |
| 26. | Awards received from state/central government | Furnish the details of the Proof for Honours and Awards received by faculty members from the Government bodies alone. | - NA - |
| 27. | Time Table | Furnish the details of the Master Time Table, Credit - Hour Matching, Association Hour, Library Hour, etc. | file completed |

| | | | |
|-----|--|---|-----------------------|
| 28. | Attendance Register | Furnish the details of attendance registers for all subjects and its updates. Also check the Bio-Metric Attendance. | <i>file updated</i> |
| 29. | Records on P.G. Projects Review & Continuous Assessment | Furnish the details of assessment of P.G. Projects, review reports, review members, review process, etc. | <i>file completed</i> |
| 30. | Details regarding Best Students/ advanced/ Weak learners | Furnish the details of Best student award, identification of weak, average and advanced learners and strategies adapted to progress them further. | <i>file updated .</i> |
| 31. | Records on Students Exam Results Statistics with pass percentage in each programme semester wise | Furnish the details of Semester Exam Results and its statistics (Pass/ Fail) | <i>file updated</i> |

| V. Research, Innovation, Incubation and Extension | | | FILES SUBMITTED/ NOT SUBMITTED |
|---|--|--|-----------------------------------|
| 32. | Records related National / international level | Furnish the details of research related awards in national and international, etc. | File updated |
| 33. | Enrolment details of JRF/SRF/ PDF/ RA / Other Fellows | Furnish Students' list of JRF/SRF/ PDF/ RA/ Fellows and corresponding communications. | - NA - |
| 34. | Records related to i. Conduct of seminar/Conference Participation ii. Seminar on Academia Innovative Practices | Furnish the Details regarding the seminar/conference and on IPR, Innovation and Institute Industry Interaction. | File updated |
| 35. | Records related to Awards for Innovation won by department | Furnish the details of awards related to Hackathon, or any other innovative commercial ventures by students or Institute Interaction Cell. | - NA - |
| 36. | Records relate to Incubation centre and Startups by dept. | Furnish the details of Budget allocation, utilization related to incubation centre and any other Startups. | - NA - |
| 37. | Records on Ph.D. Department | Furnish the details of students, their Thesis, Viva Communications, etc. | - NA - |

| | | | |
|-----|--|--|------------------------|
| 38. | Research Publications List by the department | Furnish the details of publication in the UGC CARE List. | File updated |
| 39. | Books/ Edited Volumes/Book Chapters by Teachers | Furnish the details of Books (with ISBN), edited volumes and Book Chapters of faculty members. | File updated |
| 40. | Patents Published/ Awarded by Teachers during AY | Furnish the details of patents filed/published/granted by the faculty members during 2018-19. | -NA- |
| 41. | Records on Commercialized Patents Awarded | Check the details regarding the licensed or commercialized patent indicating the University's share. | -NA- |
| 42. | Details regarding the Citation Index (excluding Self Citation) by the Teachers | Furnish the details of report of the Web of Science or Google or Indian Citation Index for the H- index of faculty member. | File has to be updated |
| 43. | H-Index of the Faculty/Department for the AY | Furnish the details of Report of the web of science regarding the H-Index of the Faculty/ department | -NA- |
| 44. | Details regarding serving as resource person for the AY | Furnish the details of s name of the faculty members, name of event, type of event, place, photos, title etc. | File completed |

| | | | |
|-----|---|--|--------------------|
| 45. | Records related to Revenue generated through corporate training | Furnish the details of Corporate training policy, no. of training provided, no. of participants, period, income generated, coordinator details, Letter of Indent, etc. | - NA - |
| 46. | Records related Generated through | Furnish the details of consultant, Letter of Intent, Income generated, nature of work, consultancy policies, etc. | - NA - |
| 47. | Records related collaboration | Furnish the details of Extension programmes organized, beneficiaries, their feedback, expenses, Photos, Press news, etc. | File to be updated |
| 48. | Records on Awards received for Extension activities from Govt. | Furnish the details of awards received from government for extension activities (e.g. Swach Bharath Award) | - NA - |

| | | | |
|-----|---|--|---------------------------|
| 49. | Records on research, faculty/ students exchange collaborations | Furnish the details of regarding list of the faculty or students exchange, MOU signed, duration, purpose. | <i>file completed</i> |
| 50. | Industry Linkage for internships, training, project work and resource sharing | Furnish the details of MOUs with reputed industry for students' internship and training, activities carried out as per MOUs, MoUs related to resource sharing, etc. | <i>file to be updated</i> |
| 51. | Functional MOUs signed with industry, National/ International Institutes signed in AY | Furnish the details of MoUs related to Placement, Incubation, Fellowships, curriculum enhancement, Value Addition, MOOC, etc. with Industry/ National / International Institutes and its implementation. | <i>file completed</i> |
| 52. | Records on Budget allocation and Utilization (maintenance) | Furnish the details of the copy of budget allocation for utilized, account settlement, etc. | <i>File updated</i> |

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|-----|---|---|--------|
| 53. | Records on Research Advisory Committee for PhD.,(Minutes) | Furnish the details of UGC Regulation on Minimum Standards and Procedure for Award of Ph.D. Degrees Regulations, 2016 and 2019, details regarding the RAC Members, Minutes of RAC, etc. | - NA - |
| 54. | Records on PhD., Thesis – External Evaluation – Documents | Furnish the details on Thesis Examiner(External), Evaluation Reports of supervisor and external, Presentation of Papers in Reputed Conferences, Quality of the thesis and conference paper. | - NA - |
| 55. | Records on Ph.D. Viva Voce by External Examiner | Furnish the details regarding the conduct of Viva Voce, date, venue, external examiner, etc. | - NA - |

| | | | |
|-----|---|--|--------------|
| 56. | Availability of UGC CARE List (soft/hard copy) | Furnish the details of UGC CARE List (soft/hard copy) | file updated |
| 57. | Funded Projects (submitted/completed/ongoing) , Thrust Areas progress, and outcomes | Furnish the details related to the Principal Coordinator, outcomes, thrust areas etc. during AY. | - NA - |
| 58. | Departmental Projects like SAP/ FIST/ TEQIP, etc. | Furnish the details regarding the Coordinator, deputy coordinator, advisory committee members, advisory committee meeting, fund allocated, utilized, Lab Established, Project Carried out, Fellowships, recruitment of project fellows, etc. | - NA - |

| VI. Infrastructure and Learning Resources | | | FILES SUBMITTED / NOT SUBMITTED |
|---|--|---|---------------------------------|
| 59. | Availability of MIS for departmental data management | Furnish the details of availability of any software modules used for any area of the departmental activities. | <i>file to be completed</i> |
| 60. | Records on resources augmentation during AY | Furnish the details of new equipments purchased, stock entry, account settlement, its utilization, etc. | <i>file updated</i> |
| 61. | Records related to departmental library (Rare Books, e-journals/books, Data books and annual expenditure, etc. | Furnish the accession registers and usage registers, books added during the academic year, amount, etc. | <i>file completed</i> |
| 62. | E-Contents developed by teachers for E-PG Pathshala, SWAYAM, NPTEL, etc. | Furnish the details such as orders received to develop contents, subject, list of faculty members, etc. | <i>- NA -</i> |

| | | | |
|-----|--|---|-----------------------------|
| 63. | Records on Technology up gradation during AY | Furnish the details regarding the technology upgradation such as induction of Learning Management System, Online Examination, mobile attendance, Remote Login, Bio-Metric attendance for students, Online admission, video conferencing, etc. | <i>file to be completed</i> |
| 64. | WiFi, Internet connectivity status, bandwidth details | Furnish the details regarding the internet availability, WiFi, to the students. | <i>file updated</i> |
| 65. | Facility available at dept. for e- content development | Check the facility such as Smart Class Room, Video Camera, Voice Recorder, Multimedia Editors, etc. for the e-content development | <i>- NA -</i> |

| VII. Student Support and Progress | | | FILES SUBMITTED/ NOT SUBMITTED |
|-----------------------------------|---|---|-----------------------------------|
| 66. | Student Details | Furnish the List of Students admitted, undergoing Programmes, Summary related to Gender, Community, economy status, Other states/Country, etc. | <i>file has to be updated</i> |
| 67. | Records related to capability enhancement of students (remedial class, skill enhancement, spoken English, etc.) | Furnish the details such as attendance registers, Circulars, event registers that reveals the conduct of such activities. | <i>file completed</i> |
| 68. | Records on Competitive coaching and students benefitted | Furnish the Records related to coaching for NET/SET/GATE, Civil Service Examination, etc. | <i>- NA -</i> |
| 69. | Records related to redressal of students' grievances, sexual harassments and ragging | Furnish the records related to the filing of any Grievances, its redressal, availability of Anti Ragging Posters, Sexual Harassment posters, etc. | <i>file has to be updated</i> |
| 70. | Placement Records | Furnish the List of students placed, their average salary, copy of appointment orders, etc. | <i>file completed</i> |

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|-----|---|---|--|
| 71. | Students progression to | Furnish the list of previous year students who have education in / outside the institution. | File has to be updated |
| 72. | Records on students qualifying in state/ national/ international level examinations | Furnish the list of students who have been cleared state/ national/ international level exam such as SET/ NET/ GATE/ CAT/ MAT/ KCET/ TOEFL/ IELTS, etc. | File completed |
| 73. | Records related Activities | Furnish the list of winners in sports & Cultural activities, Photos, Certificates, etc. | File completed |
| 74. | Records on Alumni meetings/ activities | Furnish the details such as database of alumni, alumni group in social media, meeting date, venue, list of participants, minutes, photo, news, expenditures, account settlement, etc. | File updated [meetings to be conducted] |
| 75. | Records related to | Furnish the details related to Student Induction Programme, Duration, Schedule, Resource Persons, Programme Contents, Objectives and Outcomes, Photos, News, etc. | File has to be updated |

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|-----|--|---|--------------------------------|
| 76. | Records on departmental students association and their participation in committees | Furnish the details such as election of members, inauguration, activities, photos, news, etc. | <i>file has to be updated.</i> |
|-----|--|---|--------------------------------|

| VII. Governance, Leadership and Management | | | FILES SUBMITTED / NOT SUBMITTED |
|--|---|---|---------------------------------|
| 77. | Minutes of the Staff Meeting | Furnish the departmental meetings are conducted regularly and the minutes are approved by the members. | <i>file has to be updated.</i> |
| 78. | Availability of Maintenance Policies and Procedures | Furnish the availability of policies and procedures for the effective use of lab equipments, AMC, breakage handling, Complaints/ Suggestions, etc. | <i>file has to be completed</i> |
| 79. | Records related to financial assistance to teachers for attending conference/worksh ops | Furnish the details such as list of faculty members who availed financial assistance for attending conferences, details of conference, source of fund, settlement of accounts, etc. | <i>file has to be completed</i> |
| 80. | Compliance to the UGC Guidelines, SCAA, Statutes | Furnish the availability of necessary UGC/AICTE/ NCTE/ PCI/ DEB/ Statutes/ MHRD/TANSICHE/ | <i>- N.A -</i> |

| | | | |
|-----|------------------------------------|---|------------------------------------|
| | | Syndicate/ SCAA Guidelines and its compliance. | |
| 81. | Availability of Circular Folder | Furnish the Circular Folder that contains all the circulars and related entry in the Tappal Registers | <i>file completed</i> |
| 82. | Upkeeping of Stock Register | Furnish the availability updates. | <i>file completed</i> |
| 83. | Records related professional | Furnish the details such as list of faculty members attended the programmes, period, place, copy of certificate, etc. | <i>file has to be updated.</i> |

| VIII. Institutional Values and Best Practices | | | FILES SUBMITTED / NOT SUBMITTED |
|---|---|--|---|
| 84. | Records related to Best Practices of Department | Furnish for details related to any special practices that leads to quality improvements. Also Check the cleanliness of the departments | File completed |
| 85. | Road map of the Department & Strategic Plan | Furnish the details related to growth plan and the arrangements for execution, strength, weakness, opportunities and challenges | File completed to be updated |


Verification of the Files (Total 85)

Files Submitted:

nos 43 completed
18 to be completed


Files Not submitted:

nos 24 - NA -


30/9/2020
Signature of the verifier

Member 1.

Name: V. Krishna
Designation: Principal, CTMC
Date: Sept 30, 2020

Signature of the Audit members: 

Member 2

Dr. Sunil S. More
Prot & Dean SBAS
30/09/2020


30/09/2020

