



**Dayananda Sagar
University**

Kumaraswamy Layout, Bangalore- 560111

**Internal Quality Assurance Cell
(IQAC)**

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

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).**

A. Brief History of the Department :

B. Vision, Mission and Goals of the Department :

C. Details of the programme offered :

I. Overall Quality Assurance		
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.
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.
3.	Stock Audit Reports (Internal/ External) & its compliance	Ensure whether the stock audit reports are available along with the stock registers and consumable registers.
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.
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.
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.

II. Admission Quality		
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.
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.
III. Curricular Aspects		
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, Entrepreneurship innovation & Skill Development	Ensure the availability of Employment, innovation, skill development and entrepreneurship related courses.
11.	Display of Program/ Program specific/ Course outcomes in University Website	Ensure the availability of PEOs and CEOs in the department link of website.
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.

IV. Teaching, Learning and Evaluation		
13.	Academic Calendar (2019-2020)	Furnish the details of programmes conducted with a clear plan for the semester and the timeline is met.
14.	Laboratory Manual	Furnish the details of the updated Laboratory manual for each practical papers.
15.	i. Records on availability and use of ICT tools in class rooms 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.
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.
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 on Teaching Process	Furnish the documents related to Feedback with well-defined criteria to ensure the 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.
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 structured feedback from Employers	Any documents related to well defined feedback from Employee on our students.
23.	Record on Feedback analysis, action taken and outcomes	Furnish the Proof for feedback analysis and corrective action taken
24.	Student Satisfaction Survey on the department	Furnish online student satisfaction survey on the department.
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
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.
27.	Time Table	Furnish the details of the Master Time Table, Credit – Hour Matching, Association Hour, Library Hour, etc.
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.
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.
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.
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)

V. Research, Innovation, Incubation and Extension		
32.	Records related to Research Fellowships/ Award received from National / international level	Furnish the details of research related awards in national and international, etc.
33.	Enrolment details of JRF/SRF/ PDF/ RA / Other Fellows	Furnish Students' list of JRF/SRF/ PDF/ RA/ Fellows and corresponding communications.
34.	Records related to i. Conduct of seminar/Conference ii. Participation of Seminar/Conference iii. Seminar on IPR/ Industry Academia Innovative Practices	Furnish the Details regarding the seminar/conference and on IPR, Innovation and Institute Industry Interaction.
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.
36.	Records related to Incubation centre and Startups by dept.	Furnish the details of Budget allocation, utilization related to incubation centre and any other Startups.
37.	Records on Ph.D. awarded at Department	Furnish the details of students, their Thesis, Viva Communications, etc.
38.	Research Publications in the journals mentioned in UGC / CARE List by the department	Furnish the details of publication in the UGC CARE List.
39.	Books/ Edited Volumes/ Book Chapters by Teachers	Furnish the details of Books (with ISBN), edited volumes and Book Chapters of faculty members.

40.	Patents Published/Awarded by Teachers during AY	Furnish the details of patents filed/ published / granted by the faculty members during 2018- 19.
41.	Records on Commercialized Patents Awarded	Check the details regarding the licensed or commercialized patent and the MOUs indicating the University's 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.
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
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.
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.
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.
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.
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)

49.	Records on research, faculty/ students exchange collaborations	Furnish the details of regarding list of the faculty or students exchange, MOU signed, duration, purpose.
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.
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.
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.
53.	Records on Research Advisory Committee for Ph.D., (Minutes)	Furnish the details of UGC Regulations on Minimum Standards and Procedure for Award of Ph.D. Degrees Regulations, 2016 and 2019, details regarding the RAC 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 examiner, Presentation of Papers in Reputed Conferences, Quality of the thesis and conference paper.
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)
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.
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.
VI. Infrastructure and Learning Resources		
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.
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.
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.

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.
64.	WiFi, Internet connectivity status, bandwidth details	Furnish the details regarding the internet availability, WiFi, to the students.
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
VII. Student Support and Progress		
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.
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.
68.	Records on Competitive coaching and students benefitted	Furnish the Records related to coaching for NET/SET/GATE, Civil Service Examination, etc.
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.

70.	Placement Records	Furnish the List of students placed, their average salary, copy of appointment orders, etc.
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.
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.
73.	Records related to students; achievement in Sports & Cultural Activities	Furnish the list of winners in sports & Cultural activities, Photos, Certificates, etc.
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.
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.
76.	Records on departmental students association and their participation in committees	Furnish the details such as election of members, inauguration, activities, photos, news, etc.

VII. Governance, Leadership and Management		
77.	Minutes of the Staff Meeting	Furnish the departmental meetings are conducted 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.
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.
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
82.	Upkeeping of Stock Register	Furnish the availability of Stock and Consumable registers and check for the 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.

VIII. Institutional Values and Best Practices		
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
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

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

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

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Signature of the Auditor (1) Signature of the Auditor (2) Signature of the Auditor (3)

Name:
Designation:
Date: