

**PROFORMA FOR THE DEPARTMENT
FOR INTERNAL ACADEMIC AUDIT 2020-21**
(Annexures may be provided wherever required)

BRIEF INFORMATION	
Name of the Department	
Name, Designation and Address of Academic Audit Experts:	
Sanctioned Strength of the Department	
Name and Designation of Faculty Present:	
TEACHING-LEARNING EVALUATION	
Name of Subjects allotted to each Faculty (Odd Semester)	
Name of Subjects allotted to each Faculty (Even Semester)	1
Status of Student Attendance Register of the Department	
Status of Lesson Cum Progress Register of each Faculty	
Teaching Methods & Teaching Aids	
Project work of UG/PG (Register maintained or not)	

Any Study Materials provided or not	
Remedial Coaching	
Parents Meeting – Evaluation of Student’s Progress	
Feedback from students	
FACULTY ENRICHMENT ACITIVITIES	
Projects Completed / on Going	
Seminars / Conferences attended	
Papers / Articles / Books published	
FDP / Refresher Course Orientation Programme / Training Program / Workshop	
Preparation of E-learning Materials / Content	
Acted as Resource Person	2
M.Phil. & Ph. D Awarded	
Number of UG and PG Projects Guided	
PARTICIPATION OF STUDENT	
Demand ratio (Applications received Vs Sanctioned Strength)	
Performance of Students (Provide last two years	UG (Semester wise)

data)	PG (Semester wise)	
Students progression /Admitted in Universities or reputed institutions for higher education/achievements		
No of Students who cleared Entrance examinations/ other competitive exams		
Students involvement in extra-curricular & Co- curricular activities		
Study tour / industrial visits / exhibitions / Internship / Training		
Grievance addressal system of students		
Students participation in extension activities NCC. NSS. Red Cross etc.		
Girl students participation in Self-defense		
If any other Achievements		
INFRASTRUCTURAL STATUS		
No. of class Rooms		
Facilities like drinking water, toilet, reading room for students		3
No. of laboratories		
No. of computers for teachers		
No. of computers for students		
No. of instruments (Significant instruments to be mentioned)		
Whether any special computer packages or software for learning installed, Anti virus		

software's loaded or not	
Facilities like Internet, printer, power back up, Digital Board etc.	
Department/ Seminar Library: a. Total no. of books b. No. of books purchased c. No of books issued to staff d. No of books issued to students	
SWOC ANALYSIS OF THE DEPARTMENT	
Strength	
Weakness	
Opportunities	
Challenges	
Best Practice (s) / Innovations of the Department	
Future Plans of the Department	4

Signature of the Faculty Members:

Signature of the HOD with Seal:

Observation/Feedback/ Suggestion of Audit Team members;

Signature of the Academic Audit Experts Signature of the Academic Audit Experts

