

# ORIENTAL UNIVERSITY, INDORE

## ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) No.3 CHECK LIST FOR AUDITORS

YEAR 2021-22

1. Name of the Department:	BSc. Hons. (Agriculture) <sup>*</sup> As per ordinance 36			
2. Year of establishment:	2018 <sup>✓</sup> Approval Proof (Y/N)			
3. Last AAA details (If applicable)	1. PDF of hard copy of last audit's signed report is attached (Y/N) <sup>✓</sup> 2. Action taken report based on last AAA's report is attached (Y/N) <sup>✓</sup> NO Remark:			
4. Examination System: Annual/ Semester/Choice Based Credit System/ Credit and Grading system/any other system, specify.	Annual	Semester	CBCS	<sup>✓</sup> Credit as per ICAR
5. Structure of curriculum	Schemes and syllabus of all the programs across all the programs run by the department are attached	<sup>✓</sup> Y/N	Remark: YES	
5.a Programmes where syllabus revision was carried out during the last five years	Details given, if applicable	<sup>✓</sup> Y/N	Remark: YES	
5.b. List of courses having focus on employability/ entrepreneurship/ skill development during the last five years	Details given in prescribed table, if applicable	<sup>✓</sup> Y/N	Remark: YES	
5.c. List of new courses introduced across all Programmes offered during the last five years	Details given in prescribed table, if applicable	<sup>✓</sup> Y/N	2018-19 BSc Ag. (Hons.) Remark:	
5d. List of Value added courses introduced across all programmes offered during the last five years.	Details given in prescribed table, if applicable	<sup>✓</sup> Y/N	2021-22 (one) Remark: YES	
6 a. Mission and Vision of the Department approved by competent authority are produced	Details of approval is given	<sup>✓</sup> Y/N	Remark: YES	
6 b. Program Education Objectives (PEO) of all the programs approved by competent authority are produced	Details of approval is given	<sup>✓</sup> Y/N	Remark: YES	

<sup>\*</sup> - Department name not confirmed in evidence

6 c. Program Outcomes (PO) of all the programs approved by competent authority are produced	Details of approval is given	✓ Y/N	Remark: YES
6 d. Program Specific Outcomes (PSO) of all the programs approved by competent authority are produced	Details of approval is given	✓ Y/N	Remark: YES
7. a. Outcome Assessment from Course Outcome and Learning distribution of question paper	Course-wise detailed report/Question paper PO/CO/BL mapping are attached in the prescribed format	X/N ✓	Remark: NO
7.b. Course outcome -program outcome mapping	Details given in prescribed table	✓ Y/N	Remark: YES
7.c. Mapping between Program Outcomes and Course Outcomes for all the courses across all the programs (Refer course files)	Mapping is done for all the courses across all the programs	Corrections Req'd. in ✓ Course file Y/N	Remark: HARD COPY NOT AVAILABLE
8. List of Visiting Fellows/Teachers, Adjunct and Emeritus Professors (separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Proofs of classes taken, appointment letter of the temporary/visiting faculty etc are available and checked
9. Percentage of classes taken by temporary/visiting faculty (program-wise information, separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Proofs of classes taken, appointment letter of the temporary/visiting faculty etc are available and checked Only one year 2021-22 available
10. Information about research grants, projects completed and on-going from National funding agencies (like BCUD, UGC, DST) (separate table for last 5 years)	Details given in prescribed table and proofs attached	X/N ✓	Remark: Certificates, utilization sheet etc checked? NO
11. Publications (separate table for last 5 years for details)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Links/prints verified? YES (one available)
12. Details of patents filed & granted, and revenue income generated (separate table for last 5 years)	Details given in prescribed table and proofs attached	X/N ✓	Remark: Certificates checked? NO
13. Consultancy services provided, name of the teacher/s and income generated (Last 5 Years)	Details given in prescribed table and proofs attached	X/N ✓	Remark: Certificates checked? NO
14. Details of teachers invited as resource persons for Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels. (separate table for last 5 years)	Details given in prescribed table and proofs attached	X/N ✓	Remark: Certificates checked? NO

15. Details of teachers participated in Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels. (Participant, presented paper, chaired the session) (Last 5 Years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Table to be modified</i>
16. Participation of teachers in various academic activities as members of committees at University level, State level, National level, International level bodies. (Give details)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>YES at OUI.</i>
17. Details of teachers appointed/nominated on Editorial Boards/Reviewers at university, state, national and international levels	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>(01)</i>
18. Awards / Prizes and recognitions received by teachers at university, state, national and international level	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>(02 Proofs available)</i>
19. Awards and Prizes received by students at university, state, national and international level	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>at OUI Level</i>
20. Details of industrial training by students	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>(Proof Available)</i>
21. Details of projects done by students	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>(03)</i>
22. Details of industry internship by students.	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>YES (one year)</i>
23. Details of Seminars/Conferences/Workshops/FDP organized at university, state, national and international level and the source of funding with details (separate table for last 5 years):	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>YES</i>
24. Number of faculty who were awarded M.Phil., Ph.D., D.Sc. / D.Lit. (separate table for last 5 years)	Details given in prescribed table and proofs attached	Y/N	Remark: Certificates checked? <i>NIL</i>
25. Curricular and Teaching-Learning aspects: a) Does the department offer program with sufficient no. of electives options?	Details given in prescribed table	List with approved curriculum? Y/N	Remark: <i>YES (as per ICAR)</i>

b) While framing curriculum is feedback taken from stakeholder's viz. Students, Alumni, Parents, Employers considered?	Check the average number of feedbacks for each course of each program	Taken/Analyzed/ Action taken	Remark: <i>Not available</i>
c) Number of teachers preparing & following Academic Teaching plan	Details given in prescribed table	Course file verified? Y/N	Remark: <i>To be updated</i>
d) Do you offer Remedial courses? If yes, Give details:	Remedial Courses (separate table for last 5 years) in the prescribed format	List with approved curriculum? Y/N  Proof of student enrollment? Y/N  Attendance sheet? Y/N	Remark: Number/quality/frequency/footfall satisfactory?  <i>YES. (as per ICAR Student enrolment list available)</i>
d) Do you offer Bridge courses? If yes, Give details:	Bridge Courses (separate table for last 5 years) in the prescribed format	List with approved curriculum? Y/N  Proof of student enrollment? Y/N  Attendance sheet? Y/N ✓	Remark: Number/quality/frequency / footfall satisfactory?  <i>NO</i>
e) How does the department assess the learning levels of the students, after admission and organizes special Programmes for advanced learners and slow learners?	Details Given	✓ Y/N	Remark: <i>YES (Enplais with</i>

f) What Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences?

The participatory learning activities adopted by the faculty to develop an application-based outlook of student may include:

- (i) Group discussions Not available
- (ii) Case Analysis 02 (available)
- (iii) Role plays No
- (iv) Designs Projects 03 Available
- (v) Presentations Data to arranged.
- (vi) Term Papers / Seminar YES (\$)
- (vii) Home Assignments YES
- (viii) Minor Project/ Dissertation No
- (ix) Self-Work (SW) No
- (x) Industry internship YES
- (xi) Field work YES
- (xii) Major Project ~~NO~~ As per No

Remark:

not limited to.....  
~~Experiential~~ <sup>Experiential</sup>  
 Learning Program

Details Given

Y/N

Attendance registers?  
Y/N

Marks/grades of assignment/quiz duly signed? Y/N

Marks/grades of MST duly signed? Y/N

Remark:

YES

26. What is the method for conducting internal evaluation? (Internal Evaluation Sheet)

Details given in prescribed table

<p>27. Teachers, Performance:</p> <p>a) Whether the performance of the teacher assessed by the students? If yes, are the feedback reports analysed and suggestions communicated to teachers?</p>	<p>Details given</p>	<p>✓ Y/N</p>	<p>Remark:</p> <p>No. of Feedback Taken: 07 (Only for one sem)</p> <p>No. of Feedback Analysed: YES</p> <p>Suggestions noted:</p> <p>Action taken with NO documentary evidence:</p> <p>Other remark:</p>
<p>b) Whether suggestion boxes are kept in the department to get suggestions from students on infrastructural facilities available in the department?</p>	<p>Details given</p>	<p>✓ Y/N</p>	<p>Remark:</p> <p>YES</p>
<p>c) Do teachers submit Self-Appraisal Reports? Are these reports appraised by HOD and forwarded to the Dean with comments?</p>	<p>Details given</p>	<p>✓ Y/N</p>	<p>Remark:</p> <p>YES (available at Dean Academics office)</p>
<p>d) What is the Departmental Average Teacher Appraisal Score?</p>	<p>Details given</p>	<p>✓ Y/N</p>	<p>Remark:</p> <p>— do —</p>
<p>28. Give details of student enrichment programs (special lectures / workshops / seminar) involving external experts.</p>	<p>Details Given in prescribed format:  List with students participated/Report with photographs/attendance sheet etc</p>	<p>✓ Y/N</p>	<p>Remark:</p> <p>Table to be arrange</p>
<p>29. Have safety measures been displayed in all the labs?</p>	<p>Details given</p>	<p>✓ Y/N</p>	<p>Remark:</p> <p>YES</p>
<p>30. Have Vision, Mission and PEO of the department been displayed at the entrance of department as well in HoD cabin?</p>	<p></p>	<p>✓ Y/N</p>	<p>Remark:</p> <p>YES</p>

31. Administrative Audit	Year wise details regarding no of teachers, no. of students, student-teacher ratio are given in prescribed format	✓ Y/N	Remark:  YES
31. Process of curricular development. Involvement of stake holders in curriculum development. Feedback from Stake holder	Details given	Y/N	Remark: A NO
32. a. Feedback collected on curriculum, analyzed and implemented with documentary evidence	<p>Details given in prescribed format</p> <p>Do the department furnish stakeholder feedback report, action taken report based on feedback taken as stated in the minutes of the Department Academic Council, University Academic Council, BoS and Board of Management?</p>	✓ Y/N	<p>Remark:</p> <p>No. of Feedback Taken:</p> <p>No. of Feedback Analysed:</p> <p>Suggestions noted:</p> <p>Action taken with documentary evidence:</p> <p>Other remark:</p> <p>NO</p>
33. A. Number of teaching posts sanctioned, filled and vacant (Seperate table for last 5Years)	Details given in prescribed format	✓ Y/N	<p>Remark:</p> <p>Modification Required</p> <p>Extract of approval of AC/GB? (Approval not available)</p>
33. B. Student Enrollment for all the programs run by the department	Details given in prescribed format	✓ Y/N	Remark: YES
34. Faculty profile with name, qualification, designation, experience, nature of appointment (Separate sheets for last 5 Academic years):	<p>Details given in prescribed format</p> <p>List of faculty members, appointment letter copy and attendance register?</p>	✓ Y/N	Remark:  Table to be arranged

	Details given in prescribed format		Remark:
35. Number of academic support staff (technical) and administrative staff sanctioned, filled and vacant last 5 years:	List of staff, appointment letter copy and attendance register?	✓ Y/N	To be to be arrange
36. Demand ratio (Separate table for last 5 years)	Details given in prescribed format	✓ Y/N	Remark: YES
37. Year-wise results of students	Details given in prescribed format	✓ Y/N	Remark: Result duly signed by competent authority? YES
38. Student progression/ placement record: Number/ percentage of students proceeded for higher studies Number/percentage of students placed	Details given in prescribed format	✓ Y/N	Remark: Job offer letters/admission letters? YES
39. Provide the placement data in the below mentioned format with the name of the program and the assessment year	Details given in prescribed format	✓ Y/N	Remark: Job offer letters/admission letters? YES
40. Faculty Retention	Details given in prescribed format	✓ Y/N	Remark: YES
41. Present details of departmental infrastructural & other facilities with regard to			Remark:
a) Central Library Books and Journals, etc., relevant to Department			8092
b) Online (books, journals etc.) subscribed			Journal - No
c) Computers and Internet facilities for staff			No
d) Total number of class rooms			03
e) Class rooms with ICT facility			10
f) Students' laboratory			01
g) Research laboratories			03
j) Any other facility LCDs etc	Details given (Lists duly signed)	Y/N ✓	NIL
			No, Poly house, Green House

42. Diversity of Students: (Year-wise)	Details given with lists of students with domicile certificates	✓ Y/N	Remark: YES
43. Number of students cleared Civil Services and Defense Services examinations, NET, SET, GATE and other competitive examinations? Give Category wise data.	Details given with copies of report card	✓ X/N	Remark: NO
44. Diversity of Faculty	Details given with list of faculties with domicile certificates and relevant mark sheets	✓ Y/N	Remark: Few are available
45. Proposed and sanction budget of the department (Program wise) (for last 5 years)	Details given (duly signed)	✓ Y/N	Remark: Not available

46. SWOC of the Department

a. Strengths

① Good strength of the faculty;

② Diversity of the students.

③ Diversity of the faculty members

b. Weaknesses

① Lack of Lab. equipment as per ICR

② Less no. of publications

③ Departmental computer lab

c. Opportunities

① Good career in public/private sector.

② Entrepreneurship.

③ National level exposure

d. Challenges

① ICAR accreditation.

② Placement of students

③ Infrastructure as per ICAR

47. General comments of the Auditors:

Some data is to be arranged and updated in course file as required as per NAAC


The above information provided by the department is verified by the Academic and Administrative Audit committee during the visit.


Name & Signature of the auditors:

External Auditor

1. \_\_\_\_\_

Internal Auditors

2. Dr Mohd Ali 

3. Dr Chaitanya   
29/8/22

4. \_\_\_\_\_

Exit Meeting:

Comments shared by the auditors with the Department Council in presence of HoD:


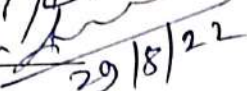
Feedback taken by the auditors from the Department Council (DC) and HoD:

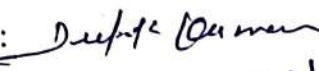
Name & Signature of the auditors:

External Auditor

1. \_\_\_\_\_

Internal Auditors

2. Dr Mohd Ali 
3. Dr. Chaitanya Mishra  29/8/22
4. \_\_\_\_\_

Name and Signature of HoD:  29/08/22

**HOD**  
Faculty of Agriculture  
Oriental University, Indore

# ORIENTAL UNIVERSITY, INDORE

## ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) CHECK LIST FOR AUDITORS

YEAR 2021-22

1. Name of the Department:	Basic Science			
2. Year of establishment:	2015      As per ordinance Available Approval Proof (Y/N) (Need to Collect data from Registrar office of establi shment)			
3. Last AAA details (If applicable)	1. PDF of hard copy of last audit's signed report is attached (Y/N) 2. Action taken report based on last AAA's report is attached (Y/N) (1) → Audit Report must be signed. Remark: 2 → Prepare Action taken Report of last Audit and must be signed			
4. Examination System: Annual/Semester/Choice Based Credit System/Credit and Grading system/any other system, specify.	Annual	✓ Semester	CBCS	Credit  Available
5. Structure of curriculum	Schemes and syllabus of all the programs across all the programs run by the department are attached	✓ Y/N	Available Remark:	
5.a Programmes where syllabus revision was carried out during the last five years	Details given, if applicable	✓ Y/N	Bos Available Remark:	
5.b. List of courses having focus on employability/ entrepreneurship/ skill development during the last five years	Details given in prescribed table, if applicable	✓ Y/N	Available. Remark:	
5.c. List of new courses introduced across all Programmes offered during the last five years	Details given in prescribed table, if applicable	✓ Y/N	Available Remark:	
5d. List of Value added courses introduced across all programmes offered during the last five years.	Details given in prescribed table, if applicable	✓ Y/N	Not Available Remark:	
6 a. Mission and Vision of the Department approved by competent authority are produced	Details of approval is given	✓ Y/N	Available Remark: Need to be signed	
6 b. Program Education Objectives (PEO) of all the programs approved by competent authority are produced	Details of approval is given	✓ Y/N	Available Remark: Need to be signed	

6 c. Program Outcomes (PO) of all the programs approved by competent authority are produced	Details of approval is given	✓ Y/N	Remark: Available Need to be signed
6 d. Program Specific Outcomes (PSO) of all the programs approved by competent authority are produced	Details of approval is given	✓ Y/N	Remark: Available to be signed Need to be signed
7. a. Outcome Assessment from Course Outcome and Learning distribution of question paper	Course-wise detailed report/Question paper PO/CO/BL mapping are attached in the prescribed format	✓ Y/N	Remark: Available. Need to be signed.
7.b. Course outcome -program outcome mapping	Details given in prescribed table	✓ Y/N	Remark: Available Need to be signed.
7.c. Mapping between Program Outcomes and Course Outcomes for all the courses across all the programs (Refer course files)	Mapping is done for all the courses across all the programs	✓ Y/N	Remark: Available, need to be signed.
8. List of Visiting Fellows/Teachers, Adjunct and Emeritus Professors (separate table for last 5 years)	Details given in prescribed table and proofs attached	Y/N ✓	Remark: Proofs of classes taken, appointment letter of the temporary/visiting faculty etc are available and checked
9. Percentage of classes taken by temporary/visiting faculty (program-wise information, separate table for last 5 years)	Details given in prescribed table and proofs attached	Y/N ✓	Remark: Proofs of classes taken, appointment letter of the temporary/visiting faculty etc are available and checked
10. Information about research grants, projects completed and on-going from National funding agencies (like BCUD, UGC, DST) (separate table for last 5 years)	Details given in prescribed table and proofs attached	Y/N ✓	Remark: Certificates, utilization sheet etc checked?
11. Publications (separate table for last 5 years for details)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Links/prints verified? Need to be improved.
12. Details of patents filed & granted, and revenue income generated (separate table for last 5 years)	Details given in prescribed table and proofs attached	Y/N ✓	Remark: Certificates checked? Need to be improved.
13. Consultancy services provided, name of the teacher/s and income generated (Last 5 Years)	Details given in prescribed table and proofs attached	Y/N ✓	Remark: Certificates checked? Need to be improved.
14. Details of teachers invited as resource persons for Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels. (separate table for last 5 years)	Details given in prescribed table and proofs attached	Y/N ✓	Remark: Certificates checked? Need to take Action on this.

5. Details of teachers participated in Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels. (Participant, presented paper, chaired the session) (Last 5 Years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? ✓ prepare excel sheet
16. Participation of teachers in various academic activities as members of committees at University level, State level, National level, International level bodies. (Give details)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? BOS & Result Committee - Evidence of Result Committee is TR.
17. Details of teachers appointed/nominated on Editorial Boards/Reviewers at university, state, national and international levels	Details given in prescribed table and proofs attached	Y/N ✓	Remark: Certificates checked? Need to be improved.
18. Awards / Prizes and recognitions received by teachers at university, state, national and international level	Details given in prescribed table and proofs attached	Y/N ✓	Remark: Certificates checked? Certificate of Appreciation can include.
19. Awards and Prizes received by students at university, state, national and international level	Details given in prescribed table and proofs attached	Y/N ✓	Remark: Certificates checked? Need to update Atharva/and others.
20. Details of industrial training by students	Details given in prescribed table and proofs attached	Y/N ✓	Remark: Certificates checked? updated in scheme and syllabus
21. Details of projects done by students	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? prepare excel sheet for upload PG
22. Details of industry internship by students.	Details given in prescribed table and proofs attached	Y/N ✓	Remark: Certificates checked? updated from current year.
23. Details of Seminars/Conferences/Workshops/FDP organized at university, state, national and international level and the source of funding with details (separate table for last 5 years):	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? updated
24. Number of faculty who were awarded M.Phil., Ph.D., D.Sc. / D.Lit. (separate table for last 5 years)	Details given in prescribed table and proofs attached	Y/N ✓	Remark: Certificates checked?
25. Curricular and Teaching-Learning aspects: a) Does the department offer program with sufficient no. of electives options?	Details given in prescribed table	List with approved curriculum? Y/N	Remark: Details given

<p>1) While framing curriculum is feedback taken from stakeholder's viz. Students, Alumni, Parents, Employers considered?</p>	<p>Check the average number of feedbacks for each course of each program</p>	<p>No. Taken/Analyzed/ Action taken</p>	<p>Remark: Need to update.</p>
<p>c) Number of teachers preparing &amp; following Academic Teaching plan</p>	<p>Details given in prescribed table</p>	<p>Course file verified? Y/N</p>	<p>Remark: Need to update.</p>
<p>d) Do you offer Remedial courses? If yes, Give details:</p>	<p>Remedial Courses (separate table for last 5 years) in the prescribed format</p>	<p>List with approved curriculum? Y/N ✓  Proof of student enrollment? Y/N ✓  Attendance sheet? Y/N ✓</p>	<p>Remark: Number/quality/frequency/foott fall satisfactory?  Remedial classes are Available.</p>
<p>d) Do you offer Bridge courses? If yes, Give details:</p>	<p>Bridge Courses (separate table for last 5 years) in the prescribed format</p>	<p>List with approved curriculum? Y/N ✓  Proof of student enrollment? Y/N ✓  Attendance sheet? Y/N ✓</p>	<p>Remark: Number/quality/frequency / foott fall satisfactory?  Not available.</p>
<p>e) How does the department assess the learning levels of the students, after admission and organizes special Programmes for advanced learners and slow learners?</p>	<p>Details Given</p>	<p>✓ Y/N</p>	<p>Remark:  Remedial classes arranged for this. Need to update student details for advanced and slow learners.</p>

What Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences?

The participatory learning activities adopted by the faculty to develop an application-based outlook of student may include:

- (i) Group discussions ✓
- (ii) Case Analysis ✓
- (iii) Role plays ✓
- (iv) Designs Projects ✓
- (v) Presentations ✓
- (vi) Term Papers / Seminar ✓
- (vii) Home Assignments ✓
- (viii) Minor Project/ Dissertation *introduced*
- (ix) Self-Work (SW) ✓
- (x) Industry internship *introduced*
- (xi) Field work ✓
- (xii) Major Project

not limited to.....

Details Given

✓  
Y/N

Remark:

*Available.*

*Yes*

✓

✓

✓

*introduced*

✓

*introduced*

✓

26. What is the method for conducting internal evaluation? (Internal Evaluation Sheet)

Details given in prescribed table

Attendance registers?

✓  
Y/N

Marks/grades of assignment/quiz duly signed? Y/N

Marks/grades of MST duly signed? Y/N

Remark:

*Need to update. Heading / title on sheets.*

<p>27. Teachers, Performance:</p> <p>a) Whether the performance of the teacher assessed by the students? If yes, are the feedback reports analysed and suggestions communicated to teachers?</p>	<p>Details given</p>	<p>✓ Y/N</p>	<p>Remark:</p> <p>No. of Feedback Taken: 26</p> <p>No. of Feedback Analysed: 26</p> <p>Suggestions noted: given.</p> <p>Action taken with documentary evidence: Report available</p> <p>Other remark:</p>
<p>b) Whether suggestion boxes are kept in the department to get suggestions from students on infrastructural facilities available in the department?</p>	<p>Details given</p>	<p>Y/N ✓</p>	<p>Remark:</p> <p>Need to be update.</p>
<p>c) Do teachers submit Self-Appraisal Reports? Are these reports appraised by HOD and forwarded to the Dean with comments?</p>	<p>Details given</p>	<p>✓ Y/N</p>	<p>Remark:</p> <p>Submitted to HR</p>
<p>d) What is the Departmental Average Teacher Appraisal Score?</p>	<p>Details given</p>	<p>Y/N ✓</p>	<p>Remark:</p> <p>Not available.</p>
<p>28. Give details of student enrichment programs (special lectures / workshops / seminar) involving external experts.</p>	<p>Details Given in prescribed format:</p> <p>List with students participated/Report with photographs/ attendance sheet etc</p>	<p>✓ Y/N</p>	<p>Remark:</p> <p>Available.</p>
<p>29. Have safety measures been displayed in all the labs?</p>	<p>Details given</p>	<p>✓ Y/N</p>	<p>Remark:</p> <p>Available Creating photos required.</p>
<p>30. Have Vision, Mission and PEO of the department been displayed at the entrance of department as well in HoD cabin?</p>		<p>✓ Y/N</p>	<p>Remark:</p> <p>Available</p>

31. Administrative Audit	Year wise details regarding no of teachers, no. of students, student-teacher ratio are given in prescribed format	✓ Y/N	Remark: Need to update 2020-21 data.
31. Process of curricular development. Involvement of stake holders in curriculum development. Feedback from Stake holder	Details given	Y/N ✓	Remark: Need to update
32. a. Feedback collected on curriculum, analyzed and implemented with documentary evidence	Details given in prescribed format  Do the department furnish stakeholder feedback report, action taken report based on feedback taken as stated in the minutes of the Department Academic Council, University Academic Council, BoS and Board of Management?	✓ Y/N	Remark: No. of Feedback Taken: No. of Feedback Analysed: Suggestions noted: Action taken with documentary evidence: Other remark: BoS Available, student feedback not available.
33. A. Number of teaching posts sanctioned, filled and vacant (Separate table for last 5 Years)	Details given in prescribed format	✓ Y/N	Remark: Need to be update with department Extract of approval of AC/GB? Establishment proof
33. B. Student Enrollment for all the programs run by the department	Details given in prescribed format	✓ Y/N	Remark: Appointment letter Available
34. Faculty profile with name, qualification, designation, experience, nature of appointment (Separate sheets for last 5 Academic years):	Details given in prescribed format  List of faculty members. appointment letter copy and attendance register?	✓ Y/N	Remark: Need to collect CV from all faculties and Appointment letter.

35. Number of academic support staff (technical) and administrative staff sanctioned, filled and vacant last 5 years:	Details given in prescribed format  List of staff, appointment letter copy and attendance register?	✓ Y/N	Remark:  Requirement given for the Technical Staff. office Assistant available.
36. Demand ratio (Separate table for last 5 years)	Details given in prescribed format	✓ Y/N	Remark:  Available
37. Year-wise results of students	Details given in prescribed format	✓ Y/N	Remark:  TR available. Result duly signed by competent authority?
38. Student progression/ placement record: Number/ percentage of students proceeded for higher studies Number/percentage of students placed	Details given in prescribed format	✓ Y/N	Remark:  Job offer letters/admission letters? Available.
39. Provide the placement data in the below mentioned format with the name of the program and the assessment year	Details given in prescribed format	Y/N ✓	Remark:  Not available. Job offer letters/admission letters?
40. Faculty Retention	Details given in prescribed format	✓ Y/N	Remark:  Available
41. Present details of departmental infrastructural & other facilities with regard to a) Central Library Books and Journals, etc., relevant to Department b) Online (books, journals etc.) subscribed c) Computers and Internet facilities for staff d) Total number of class rooms e) Class rooms with ICT facility f) Students' laboratory  g) Research laboratories  j) Any other facility LCDs etc	Details given (Lists duly signed)	Yes. No Yes. Yes Yes Yes No Y/N ✓	Remark:  Books details need to be collected.  2 system upto 20-24 → 7 domes. upto 20-24 → 1 class room 1 → physics.

42. Diversity of Students: (Year-wise)	Details given with lists of students with domicile certificates	✓ Y/N	Remark: 1-Student data need to be updated.
43. Number of students cleared Civil Services and Defense Services examinations, NET, SET, GATE and other competitive examinations? Give Category wise data.	Details given with copies of report card	Y/N ✓	Remark: Not available
44. Diversity of Faculty	Details given with list of faculties with domicile certificates and relevant mark sheets	✓ Y/N	Remark: Address Card Available
45. Proposed and sanction budget of the department (Program wise) (for last 5 years)	Details given (duly signed)	Y/N ✓	Remark: NOT Available

#### 46. SWOC of the Department

##### a. Strengths

proper data available in soft copy and hard copy, Lab is proper.

##### b. Weaknesses

① Need to update publication, patents are not available.

Research Related Activity should be improved. Industrial training for the students  
Need to be update

##### c. Opportunities

① faculties can go for higher studies, publications & for National/International level Reviewers/Committee member

##### d. Challenges

Faculty Retention, Faculty are Required in few departments, Development of chemistry and language lab.

#### 47. General comments of the Auditors:

Good in data collection in soft copy & hard copy, good environment in the department, Lab is proper.

The above information provided by the department is verified by the Academic and Administrative Audit committee during the visit.

Name & Signature of the auditors:

External Auditor

1. \_\_\_\_\_

Internal Auditors

2. Dr. Ankita Niruani

*Ankita*

3. Dr. Hemant Patidar

*Hemant*

4. \_\_\_\_\_

Exit Meeting:

Comments shared by the auditors with the Department Council in presence of HoD:

Feedback taken by the auditors from the Department Council (DC) and HoD:

Name & Signature of the auditors:

External Auditor

1. \_\_\_\_\_


Internal Auditors

3.


4.

Name and Signature of HoD:

Dr. Sakshi Singh

  
24/8/22

Vandana Sheivastan

  
24/8/22

# ORIENTAL UNIVERSITY, INDORE

## ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) CHECK LIST FOR AUDITORS

YEAR 2020-22

1. Name of the Department:	Bachelor of Technology Civil Engineering			
2. Year of establishment:	2011 <span style="float: right;">Approval Proof (Y/N) <input checked="" type="checkbox"/> Hard copy <input checked="" type="checkbox"/></span>			
3. Last AAA details (If applicable)	1. PDF of hard copy of last audit's signed report is attached (Y/N) <input checked="" type="checkbox"/> <span style="float: right;">Hard copy</span> 2. Action taken report based on last AAA's report is attached (Y/N) <input checked="" type="checkbox"/> Remark: YES Available			
4. Examination System: Annual/ Semester/Choice Based Credit System/ Credit and Grading system/any other system, specify.	Annual	<input checked="" type="checkbox"/> Semester	CBCS <input checked="" type="checkbox"/>	Credit
5. Structure of curriculum	Schemes and syllabus of all the programs across all the programs run by the department are attached <input checked="" type="checkbox"/> Y/N Remark: Approval required + Elective			
5.a Programmes where syllabus revision was carried out during the last four years	Details given, if applicable <input checked="" type="checkbox"/> Y/N Remark: 2017 In 2020 External reports <del>Home Document</del> to be arranged.			
5.b. List of courses having focus on employability/ entrepreneurship/ skill development during the last four years	Details given in prescribed table, if applicable <input checked="" type="checkbox"/> Y/N Remark: Revision required			
5.c. List of new courses introduced across all Programmes offered during the last four years	Details given in prescribed table, if applicable <input checked="" type="checkbox"/> Y/N Remark: Table should be there of prescribed form			
5d. List of Value added courses introduced across all programmes offered during the last four years.	Details given in prescribed table, if applicable <input checked="" type="checkbox"/> Y/N Remark: Table should be there in prescribed form (Proof is there) Attendance to attached for 30 hrs			
6 a. Mission and Vision of the Department approved by competent authority are produced	Details of approval is given <input checked="" type="checkbox"/> Y/N Remark: YES			
6 b. Program Education Objectives (PEO) of all the programs approved by competent authority are produced	Details of approval is given <input checked="" type="checkbox"/> Y/N Remark: YES			

6 c. Program Outcomes (PO) of all the programs approved by competent authority are produced	Details of approval is given	✓ Y/N	Remark: YES
6 d. Program Specific Outcomes (PSO) of all the programs approved by competent authority are produced	Details of approval is given	✓ Y/N	Remark: YES
7. a. Outcome Assessment from Course Outcome and Learning distribution of question paper	Course-wise detailed report/Question paper PO/CO/BL mapping are attached in the prescribed format	✓ Y/N	Remark: YES
7.b. Course outcome -program outcome mapping	Details given in prescribed table	✓ Y/N	Remark: YES
7.c. Mapping between Program Outcomes and Course Outcomes for all the courses across all the programs (Refer course files)	Mapping is done for all the courses across all the programs	✓ Y/N	Remark: <i>To be arranged in proper order</i>
8. List of Visiting Fellows/Teachers, Adjunct and Emeritus Professors (separate table for last 4 years)	Details given in prescribed table and proofs attached	✓ <del>Y/N</del>	Remark: Proofs of classes taken, appointment letter of the temporary/visiting faculty etc are available and checked
9. Percentage of classes taken by temporary/visiting faculty (program-wise information, separate table for last 4 years)	Details given in prescribed table and proofs attached	✓ <del>Y/N</del>	Remark: Proofs of classes taken, appointment letter of the temporary/visiting faculty etc are available and checked
10. Information about research grants, projects completed and on-going from National funding agencies (like BCUD, UGC, DST) (separate table for last 4 years)	Details given in prescribed table and proofs attached	✓ <del>Y/N</del>	Remark: Certificates, utilization sheet etc checked?
11. Publications (separate table for last 4 years for details)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Links/prints verified? <i>To upload the sheet</i>
12. Details of patents filed & granted, and revenue income generated (separate table for last 4 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>03 Patents (To be arranged in Tabular form)</i>
13. Consultancy services provided, name of the teacher/s and income generated (Last 4 Years)	Details given in prescribed table and proofs attached	✓ <del>Y/N</del>	Remark: Certificates checked? <i>NO</i>
14. Details of teachers invited as resource persons for Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels. (separate table for last 4 years)	Details given in prescribed table and proofs attached	✓ <del>Y/N</del>	Remark: Certificates checked? <i>NO</i>

15. Details of teachers participated in Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels. (Participant, presented paper, chaired the session) (Last 4 Years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked?  Table to be arranged
16. Participation of teachers in various academic activities as members of committees at University level, State level, National level, International level bodies. (Give details)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked?  YES
17. Details of teachers appointed/nominated on Editorial Boards/Reviewers at university, state, national and international levels	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked?  YES
18. Awards / Prizes and recognitions received by teachers at university, state, national and international level	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked?  YES
19. Awards and Prizes received by students at university, state, national and international level	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked?  One
20. Details of industrial training by students	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked?  YES
21. Details of projects done by students	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked?  YES
22. Details of industry internship by students.	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked?  NO
23. Details of Seminars/Conferences/Workshops/FDP organized at university, state, national and international level and the source of funding with details (separate table for last 4 years):	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked?  YES
24. Number of faculty who were awarded M.Phil., Ph.D., D.Sc. / D.Lit. (separate table for last 4 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked?  NO
25. Curricular and Teaching-Learning aspects: a) Does the department offer program with sufficient no. of electives options?	Details given in prescribed table	List with approved curriculum? Y/N	Remark: YES in VII & VIII Sem only & M. Tech.

b) While framing curriculum is feedback taken from stakeholder's viz. Students, Alumni, Parents, Employers considered?	Check the average number of feedbacks for each course of each program	Taken/Analyzed/ Action taken	Remark: Only by students & Alumni Taken, Analysing & <del>Added</del> taken <sup>reqd.</sup>
c) Number of teachers preparing & following Academic Teaching plan	Details given in prescribed table	Course file verified? Y/N	Remark: YES
d) Do you offer Remedial courses? If yes. Give details:	Remedial Courses (separate table for last 4 years) in the prescribed format	List with approved curriculum? Y/N  Proof of student enrollment? Y/N  Attendance sheet? Y/N	Remark: Number/quality/frequency/footfall satisfactory?   NO
d) Do you offer Bridge courses? If yes. Give details:	Bridge Courses (separate table for last 4 years) in the prescribed format	List with approved curriculum? Y/N  Proof of student enrollment? Y/N  Attendance sheet? Y/N	Remark: Number/quality/frequency / footfall satisfactory?   NO
e) How does the department assess the learning levels of the students, after admission and organizes special Programmes for advanced learners and slow learners?	Details Given	Y/N ✓	Remark: Data Not available

<p>f) What Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences?  The participatory learning activities adopted by the faculty to develop an application-based outlook of student may include:</p> <p>(i) Group discussions</p> <p>(ii) Case Analysis</p> <p>(iii) Role plays</p> <p>(iv) Designs Projects</p> <p>(v) Presentations</p> <p>(vi) Term Papers / Seminar</p> <p>(vii) Home Assignments</p> <p>(viii) Minor Project/ Dissertation</p> <p>(ix) Self-Work (SW)</p> <p>(x) Industry internship</p> <p>(xi) Field work</p> <p>(xii) Major Project</p> <p>not limited to.....</p>			<p>Remark:</p> <p>NO</p> <p>NO</p> <p>NO</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>HARD COPY</p> <p>YES</p> <p>NO</p> <p>NO</p> <p>YES</p> <p>YES</p>
<p>26. What is the method for conducting internal evaluation? (Internal Evaluation Sheet)</p>	<p>Details Given</p> <p>Details given in prescribed table</p>	<p>Attendance registers? Y/N</p> <p>Marks/grade s of assignment/ qquiz duly signed? Y/N</p> <p>Marks/grade s of MST duly signed? Y/N</p>	<p>Remark:</p> <p>YES (HARD COPY)</p> <p>YES (HARD COPY)</p> <p>To be arranged in proper format</p>

<p>27. Teachers, Performance:</p> <p>a) Whether the performance of the teacher assessed by the students? If yes, are the feedback reports analysed and suggestions communicated to teachers?</p>	<p>Details given</p>	<p>✓ Y/N</p>	<p>Remark:</p> <p>No. of Feedback Taken: YES</p> <p>No. of Feedback Analysed: YES</p> <p>Suggestions noted: - YES</p> <p>Action taken with documentary evidence: Communicated to</p> <p>Other remark: faculty member</p>
<p>b) Whether suggestion boxes are kept in the department to get suggestions from students on infrastructural facilities available in the department?</p>	<p>Details given</p>	<p>✓ Y/N</p>	<p>Remark:</p> <p>No suggestions</p>
<p>c) Do teachers submit Self-Appraisal Reports? Are these reports appraised by HOD and forwarded to the Dean with comments?</p>	<p>Details given</p>	<p>✓ Y/N</p>	<p>Remark:</p> <p>Centrally at Dean Academics office</p>
<p>d) What is the Departmental Average Teacher Appraisal Score?</p>	<p>Details given</p>	<p>Y/N</p>	<p>Remark:</p> <p>Not available in the Dept.</p>
<p>28. Give details of student enrichment programs (special lectures / workshops / seminar) involving external experts.</p>	<p>Details Given in prescribed format:</p> <p>List with students participated/Report with photographs/ attendance sheet etc</p>	<p>✓ Y/N</p>	<p>Remark:</p> <p>YES</p>
<p>29. Have safety measures been displayed in all the labs?</p>	<p>Details given</p>	<p>✓ Y/N</p>	<p>Remark:</p> <p>YES (sign &amp; seal)</p>
<p>30. Have Vision, Mission and PEO of the department been displayed at the entrance of department as well in HoD cabin?</p>		<p>✓ Y/N</p>	<p>Remark:</p> <p>YES</p>

31. Administrative Audit	Year wise details regarding no of teachers, no. of students, student-teacher ratio are given in prescribed format	✓ Y/N	Remark:  <i>Table to be updated</i>
31. Process of curricular development. Involvement of stake holders in curriculum development. Feedback from Stake holder	Details given	✓ Y/N	Remark:  NO
32. a. Feedback collected on curriculum, analyzed and implemented with documentary evidence	<p>Details given in prescribed format</p> <p>Do the department furnish stakeholder feedback report, action taken report based on feedback taken as stated in the minutes of the Department Academic Council, University Academic Council, BoS and Board of Management?</p>	✓ Y/N	<p>Remark:</p> <p>No. of Feedback Taken:</p> <p>No. of Feedback Analysed:</p> <p>Suggestions noted:</p> <p>Action taken with documentary evidence:</p> <p>Other remark:</p> <p>NO</p>
33. A. Number of teaching posts sanctioned, filled and vacant (Seperate table for last 4 Years)	Details given in prescribed format	✓ Y/N	<p>Remark:</p> <p><i>Arrange Year wise Extract of approval of AC/GB?</i></p>
33. B. Student Enrollment for all the programs run by the department	Details given in prescribed format	✓ Y/N	<p>Remark:</p> <p><i>Data to be arranged</i></p>
34. Faculty profile with name, qualification, designation, experience, nature of appointment (Separate sheets for last 4 Academic years):	List of faculty members, appointment letter copy and attendance register?	✓ Y/N	<p>Remark:</p> <p><i>HARD COPY of some (02) faculty rest AT HR office</i></p>

	Details given in prescribed format		Remark:
35. Number of academic support staff (technical) and administrative staff sanctioned, filled and vacant last four years:	List of staff, appointment letter copy and attendance register?	✓ Y/N	YES (Proof Not available)
36. Demand ratio (Separate table for last 4 years)	Details given in prescribed format	✓ Y/N	Remark: YES increase one more year 2018-19
37. Year-wise results of students	Details given in prescribed format	✓ Y/N	Remark: Result duly signed by competent authority? HARD COPY
38. Student progression/ placement record: Number/ percentage of students proceeded for higher studies Number/percentage of students placed	Details given in prescribed format	✓ Y/N	Remark: Job offer letters/admission letters? 03 Students letter available
39. Provide the placement data in the below mentioned format with the name of the program and the assessment year	Details given in prescribed format	✓ Y/N	Remark: Job offer letters/admission letters? 03 Std
40. Faculty Retention	Details given in prescribed format	✓ Y/N	Remark: YES
41. Present details of departmental infrastructural & other facilities with regard to			Remark:
a) Central Library Books and Journals, etc., relevant to Department			779 Books } Hard
b) Online (books, journals etc.) subscribed			19 Journal } Copy
c) Computers and Internet facilities for staff			YES
d) Total number of class rooms			03
e) Class rooms with ICT facility			01
f) Students' laboratory			06
g) Research laboratories			NIL
j) Any other facility LCDs etc	Details given (Lists duly signed)	Y/N	00

42. Diversity of Students: (Year-wise)	Details given with lists of students with domicile certificates	✓ Y/N	Remark: Yes
43. Number of students cleared Civil Services and Defense Services examinations, NET, SET, GATE and other competitive examinations? Give Category wise data.	Details given with copies of report card	✓ Y/N	Remark: 01 std cleared (Proof to be attached) GATE
44. Diversity of Faculty	Details given with list of faculties with domicile certificates and relevant mark sheets	✓ Y/N	Remark: Yes. (Domicile to be attached)
45. Proposed and sanction budget of the department (Program wise) (for last four years)	Details given (duly signed)	✓ Y/N	Remark: NO
46. SWOC of the Department			

a. Strengths

- ① Good no. of Publications
- ② MoU with International University (Ethiopia Mettu University)

b. Weaknesses

- ① No less no. of Students

c. Opportunities

- ① More exposure to field work.
- ② Exposure to Private Sector

d. Challenges

- ① To increase no. of admissions
- ②

47. General comments of the Auditors:

Some data to be arrange as per proper format  
 > Annexures.

The above information provided by the department is verified by the Academic and Administrative Audit committee during the visit.

Name & Signature of the auditors:

Internal Auditors

1. Dr Dinesh Jais
2. Dr Mohd Ali
3. \_\_\_\_\_

Timing of Audit

10:30 AM to 1:30 PM

Date of Audit

23/08/2022

Members of CED:

- ① Dr Chaitanya Mishra HOD
- ② Mr Vignesh M. Asst Prof
- ③ Mr Arvind V. —
- ④ Ms Anjali S. —

Exit Meeting:

Comments shared by the auditors with the Department Council in presence of HoD:

Feedback taken by the auditors from the Department Council (DC) and HoD:

Name & Signature of the auditors:

Internal Auditors

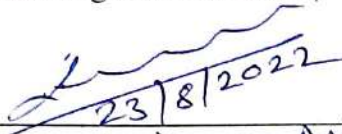
1. Dr Dinesh Jais
2. Dr Mohd Ali
3. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Name and Signature of HoD:

  
23/8/2022  
\_\_\_\_\_  
(Dr. Chandanya Mishra)

# ORIENTAL UNIVERSITY, INDORE

## ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) CHECK LIST FOR AUDITORS

YEAR 2021-22

1. Name of the Department:	Department of Computer Science & Engineering			
2. Year of establishment:	2012	Approval Proof (Y/N) ✓		
3. Last AAA details (If applicable)	1. PDF of hard copy of last audit's signed report is attached (Y/N) ✓ 2. Action taken report based on last AAA's report is attached (Y/N) ✓  Remark: Action Report not available.			
4. Examination System: Annual/ Semester/Choice Based Credit System/ Credit and Grading system/any other system, specify.	Annual	✓ Semester	CBCS	✓ Credit
5. Structure of curriculum	Schemes and syllabus of all the programs across all the programs run by the department are attached	✓ Y/N	Remark: Yes, available	
5.a Programmes where syllabus revision was carried out during the last four years	Details given, if applicable	✓ Y/N	Remark: Yes <del>Not</del> available	
5.b. List of courses having focus on employability/ entrepreneurship/ skill development during the last four years	Details given in prescribed table, if applicable	✓ Y/N	Remark: Need approval in BOS	
5.c. List of new courses introduced across all Programmes offered during the last four years	Details given in prescribed table, if applicable	Y/N ✓	Need to show approval of BOS Remark: Courses Not Available	
5d. List of Value added courses introduced across all programmes offred during the last four years.	Details given in prescribed table, if applicable	Y/N ✓	Remark: <del>Not</del>	
6 a. Mission and Vision of the Department approved by competent authority are produced	Details of approval is given	Y/N ✓	Approval is not taken from Competent Authority Remark:	

b. Program Education Objectives (PEO) of all the programs approved by competent authority are produced

Details of approval is given

Y/N

Remark:

6 c. Program Outcomes (PO) of all the programs approved by competent authority are produced

Details of approval is given

✓  
Y/N

Remark:

Approval Required from Competent Authority

6 d. Program Specific Outcomes (PSO) of all the programs approved by competent authority are produced

Details of approval is given

✓  
Y/N

Remark:

Approval Required from Competent Authority

7. a. Outcome Assessment from Course Outcome and Learning distribution of question paper

Course-wise detailed report/Question paper PO/CO/BL mapping are attached in the prescribed format

Y/N ✓

Remark:

Not available

7.b. Course outcome -program outcome mapping

Details given in prescribed table

✓  
Y/N

Remark:

Available Signed copy required

7.c. Mapping between Program Outcomes and Course Outcomes for all the courses across all the programs (Refer course files)

Mapping is done for all the courses across all the programs

✓  
Y/N

Remark:

Available Signed copy required

8. List of Visiting Fellows/Teachers, Adjunct and Emeritus Professors (separate table for last 4 years)

Details given in prescribed table and proofs attached

Not Available

Y/N

Remark: Proofs of classes taken, appointment letter of the temporary/visiting faculty etc are available and checked

9. Percentage of classes taken by temporary/visiting faculty (program-wise information, separate table for last 4 years)

Details given in prescribed table and proofs attached

Not Required in that period

Y/N

Remark: Proofs of classes taken, appointment letter of the temporary/visiting faculty etc are available and checked

10. Information about research grants, projects completed and on-going from National funding agencies (like BCUD, UGC, DST) (separate table for last 4 years)

Details given in prescribed table and proofs attached

No Research grants

Y/N

Remark: Certificates, utilization sheet etc checked?

11. Publications (separate table for last 4 years for details)

Details given in prescribed table and proofs attached

Proofs to be shown

✓  
Y/N

Remark: Links/prints verified?

Proofs to be shown

12. Details of patents filed & granted, and revenue income generated (separate table for last 4 years)

Details given in prescribed table and proofs attached

Yes

Y/N

Remark: Certificates checked?

One patent document shown

13. Consultancy services provided, name of the teacher/s and income generated (Last 4 Years)

Details given in prescribed table and proofs attached

Not given

Y/N

Remark: Certificates checked?

<p>Details of teachers invited as source persons for Refresher courses, Orientation courses, Seminars, Workshops. Conferences at national and international levels. (separate table for last 4 years)</p>	<p>Details given in prescribed table and proofs attached</p>	<p>NIL Y/N</p>	<p>Remark: Certificates checked?</p>
---	--	--------------------	--------------------------------------

Details of teachers participated in refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels. (Participant, presented paper, chaired the session) (Last 4 Years)	Details given in prescribed table and proofs attached	Yes Y/N	Remark: Certificates checked? 2020-21 and 2019-20 document were checked
16. Participation of teachers in various academic activities as members of committees at University level, State level, National level, International level bodies. (Give details)	Details given in prescribed table and proofs attached	Yes Y/N	Remark: Certificates checked? Need to update it
17. Details of teachers appointed/nominated on Editorial Boards/Reviewers at university, state, national and international levels	Details given in prescribed table and proofs attached	Yes Y/N	Remark: Certificates checked? Yes
18. Awards / Prizes and recognitions received by teachers at university, state, national and international level	Details given in prescribed table and proofs attached	NIL Y/N	Remark: Certificates checked?
19. Awards and Prizes received by students at university, state, national and international level	Details given in prescribed table and proofs attached	Y/N	Remark: Certificates checked? Two certificates of one student available
20. Details of industrial training by students	Details given in prescribed table and proofs attached	Y/N	Remark: Certificates checked? Certificates are available
21. Details of projects done by students	Details given in prescribed table and proofs attached	Y/N	Remark: Certificates checked? Need to show the projects
22. Details of industry internship by students.	Details given in prescribed table and proofs attached	Y Y/N	Remark: Certificates checked? Need to show the certificates
23. Details of Seminars/ Conferences/Workshops/FDP organized at university, state, national and international level and the source of funding with details (separate table for last 4 years):	Details given in prescribed table and proofs attached	NIL Y/N	Remark: Certificates checked?
24. Number of faculty who were awarded M.Phil., Ph.D., D.Sc. / D.Lit. (separate table for last 4 years)	Details given in prescribed table and proofs attached	Yes Y/N	Remark: Certificates checked? Yes (only one faculty member)
25. Curricular and Teaching-Learning aspects: a) Does the department offer program with sufficient no. of electives options?	Details given in prescribed table	List with approved curriculum? Y/N Yes	Remark Signed copy is available

While framing curriculum is feedback taken from stakeholder's viz. Students, Alumni, Parents, Employers considered?

Check the average number of feedbacks for each course of each program

Taken/Analyzed/ Action taken

Remark:  
Evidence to be shown

c) Number of teachers preparing & following Academic Teaching plan

Details given in prescribed table

Course file verified? Y/N

Remark:  
Need to update

d) Do you offer Remedial courses? If yes, Give details:

Remedial Courses (separate table for last 4 years) in the prescribed format

List with approved curriculum? Y/N ✓

Remark:  
Number/quality/frequency/footfall satisfactory?

Proof of student enrollment? Y/N ✓

NIL

Attendance sheet? Y/N ✓

d) Do you offer Bridge courses? If yes, Give details:

Bridge Courses (separate table for last 4 years) in the prescribed format

List with approved curriculum? Y/N ✓

Remark:  
Number/quality/frequency / footfall satisfactory?

Proof of student enrollment? Y/N ✓

Proofs to be shown

Attendance sheet? Y/N ✓

e) How does the department assess the learning levels of the students, after admission and organizes special Programmes for advanced learners and slow learners?

Details Given

Y/N

Remark:  
Attendance list is being shown

What Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences?

The participatory learning activities adopted by the faculty to develop an application-based outlook of student may include:

- (i) Group discussions
- (ii) Case Analysis
- (iii) Role plays
- (iv) Designs Projects
- (v) Presentations
- (vi) Term Papers / Seminar
- (vii) Home Assignments
- (viii) Minor Project/ Dissertation
- (ix) Self-Work (SW)
- (x) Industry internship
- (xi) Field work
- (xii) Major

Project not limited to.....

Details Given

Y/N

Remark:

They do the activities but  
~~at~~ ↓  
 evidences to be shown

26. What is the method for conducting internal evaluation? (Internal Evaluation Sheet)

Details given in prescribed table

Attendance registers? Y/N  
 Marks/grades of assignment/quiz duly signed? Y/N  
 Marks/grades of MST duly signed? Y/N

Remark:

Need to upload the evidence in soft copy

<p>27. Teachers, Performance:</p> <p>a) Whether the performance of the teacher assessed by the students? If yes, are the feedback reports analysed and suggestions communicated to teachers?</p>	<p>Details given</p>	<p>Yes Y/N</p>	<p>Remark:</p> <p>No. of Feedback Taken:</p> <p>No. of Feedback</p> <p>Analysed: Suggestions noted:</p> <p>Action taken with documentary evidence:</p> <p>Other remark: Paper documents captured.</p>
<p>b) Whether suggestion boxes are kept in the department to get suggestions from students on infrastructural facilities available in the department?</p>	<p>Details given</p>	<p>Y/N</p>	<p>Remark: To be given</p>
<p>c) Do teachers submit Self-Appraisal Reports? Are these reports appraised by HOD and forwarded to the Dean with comments?</p>	<p>Details given</p>	<p>Y. x Y/N</p>	<p>Remark: Self Appraisal reports and submitted to Dean, Academics</p>
<p>d) What is the Departmental Average Teacher Appraisal Score?</p>	<p>Details given</p>	<p>Y/N</p>	<p>Remark: — Do —</p>
<p>28. Give details of student enrichment programs (special lectures / workshops / seminar) involving external experts.</p>	<p>Details Given in prescribed format: List with students participated/Report with photographs/attendance sheet etc</p>	<p>Yes Y/N</p>	<p>Remark: Shown the Proofs.</p>
<p>29. Have safety measures been displayed in all the labs?</p>	<p>Details given</p>	<p>NO Y/N</p>	<p>Remark: Sols flex with instructions must be displayed in Lab</p>
<p>30. Have Vision, Mission and PEO of the department been displayed at the entrance of department as well in HoD cabin?</p>	<p>Details given</p>	<p>No Y/N</p>	<p>Remark: Not Displayed</p>

31. Administrative Audit	Year wise details regarding no of teachers, no. of students, student-teacher ratio are given in prescribed format	Yes Y/N	Remark: shown the ratio as per format
31. Process of curricular development. Involvement of stake holders in curriculum development. Feedback from Stake holder	Details given	Y/N ✓	Remark: Inputs to be taken
32. a. Feedback collected on curriculum, analyzed and implemented with documentary evidence	<p>Details given in prescribed format</p> <p>Do the department furnish stakeholder feedback report, action taken report based on feedback taken as stated in the minutes of the Department Academic Council, University Academic Council, BoS and Board of Management?</p>	Y/N	<p>Remark:</p> <p>No. of Feedback Taken:</p> <p>No. of Feedback</p> <p>Analysed: suggestions noted:</p> <p>Action taken with documentary evidence:</p> <p>Other remark:</p> <p>Need to be shown</p>
33. A. Number of teaching posts sanctioned, filled and vacant (Seperate table for last 4 Years)	Details given in prescribed format	Y/N ✓	<p>Remark:</p> <p>Extract of approval of AC/ GIB? Not available</p>
33. B. Student Enrollment for all the programs run by the department	Details given in prescribed format	Y/N ✓	<p>Remark:</p> <p>List to be attached/ enclosed</p>

<p>34. Faculty profile with name, qualification, designation, experience, nature of appointment (Separate sheets for last 4 Academic years):</p>	<p>Details given in prescribed format</p> <p>List of faculty members, appointment letter copy and attendance register?</p>	<p>✓ Y/N</p>	<p>Remark:</p> <p>Available          appointment letter          in HR Office &amp; face          registration attendance          at centralised level</p>
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35. Number of academic support staff (technical) and administrative staff sanctioned, filled and vacant last four years:	Details given in prescribed format  List of staff, appointment letter copy and attendance register?	Y/N	Remark:  Sanctioned data is to be updated
36. Demand ratio (Separate table for last 4 years)	Details given in prescribed format	Y/N	Remark: No data available
37. Year-wise results of students	Details given in prescribed format	Yes Y/N	Remark: Result duly signed by competent authority?
38. Student progression/ placement record: Number/ percentage of students proceeded for higher studies Number/percentage of students placed	Details given in prescribed format	Yes Y/N	Remark: Job offer letters/admission letters?
39. Provide the placement data in the below mentioned format with the name of the program and the assessment year	Details given in prescribed format	Yes Y/N	Remark: Job offer letters admission letters?
40. Faculty Retention	Details given in prescribed format	Y/N	Remark: Yes
41. Present details of departmental infrastructural & other facilities with regard to a) Central Library Books and Journals, etc., relevant to Department b) Online (books, journals etc.) subscribed c) Computers and Internet facilities for staff d) Total number of class rooms e) Class rooms with ICT facility f) Students' laboratory g) Research laboratories j) Any other facility LCDs etc	Yes Yes Yes 06 01 01  Details given (Lists duly signed)	Y/N	Remark:  Yes

42. Diversity of Students: (Year-wise)	Details given with lists of students with domicile certificates	Y/N ✓	Remark: Details to be enclosed
43. Number of students cleared Civil Services and Defense Services examinations, NET, SET, GATE and other competitive examinations? Give Category wise data.	Details given with copies of report card	Yes X Y/N	Remark: Available
44. Diversity of Faculty	Details given with list of faculties with domicile certificates and relevant mark sheets	Yes X Y/N	Remark: Proofs required
45. Proposed and sanction budget of the department (Program wise) (for last four years)	Details given (duly signed)	NO X Y/N	Remark: -

#### 46. SWOC of the Department

##### a. Strengths

- New courses to be started from ~~July~~ 2022-23 Academic year
- Patent & Research publications

##### b. Weaknesses

PO, PSO & CO. Mission & Vision are pending for approval, no. of conferences, workshops are less.

##### c. Opportunities

Focus to introduce new courses B.Tech (AIML), Big data analytics, Data Science, IOT, Block chain & Cloud computing.

##### d. Challenges

Faculty required to introduce/run the new courses.

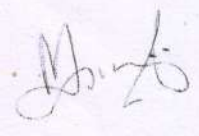
#### 47. General comments of the Auditors:

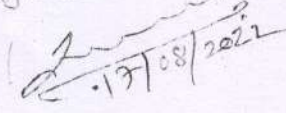
The above information provided by the department is verified by the Academic and Administrative Audit committee during the visit.

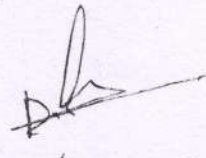
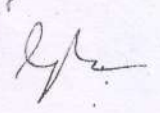
Name & Signature of the auditors:

Internal Auditors

1. Dr. Manmeet Singh, HOD, (Dept of Mgt & Commerce)
2. Dr. Chaitanya Mishra, HOD, Civil
3. \_\_\_\_\_



  
17/08/2022

HOD of Dept   
Dr. Dinesh Jain (HOD-CSE)  
Other person in audit  
Dr. Gunveen Vasera 

Exit Meeting:

Comments shared by the auditors with the Department Council in presence of HoD:

Feedback taken by the auditors from the Department Council (DC) and HoD:

Name & Signature of the auditors:

Internal Auditors

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## ORIENTAL UNIVERSITY, INDORE

### ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) CHECK LIST FOR AUDITORS

YEAR 2021-22

1. Name of the Department:	Department of Education as per NCTE, New Delhi.			
2. Year of establishment:	2015 as per NCTE			
3. Last AAA details (If applicable)	Approval Proof (Y/N) <input checked="" type="checkbox"/>			
4. Examination System: Annual/Semester/Choice Based Credit System/Credit and Grading system/any other system, specify.	1. PDF of hard copy of last audit's signed report is attached (Y/N)	2. Action taken report based on last AAA's report is attached (Y/N)	Remark: Some improvements were observed.	
4. Examination System: Annual/Semester/Choice Based Credit System/Credit and Grading system/any other system, specify.	Annual <input checked="" type="checkbox"/>	Semester <input type="checkbox"/>	CBCS <input type="checkbox"/>	Credit <input checked="" type="checkbox"/>
5. Structure of curriculum	Schemes and syllabus of all the programs across all the programs run by the department are attached <input checked="" type="checkbox"/>	Y/N	Available in soft copy Remark:	
5.a Programmes where syllabus revision was carried out during the last five years	Details given, if applicable <input checked="" type="checkbox"/>	Y/N	Available Remark:	
5.b. List of courses having focus on employability/ entrepreneurship/ skill development during the last five years	Details given in prescribed table, if applicable <input checked="" type="checkbox"/>	Y/N	Available Remark:	
5.c. List of new courses introduced across all Programmes offered during the last five years	Details given in prescribed table, if applicable <input checked="" type="checkbox"/>	Y/N	Remark: NA	
5d. List of Value added courses introduced across all programmes offered during the last five years.	Details given in prescribed table, if applicable <input checked="" type="checkbox"/>	Y/N	Total 06 value Added courses have been done till date Remark:	
6 a. Mission and Vision of the Department approved by competent authority are produced	Details of approval is given <input checked="" type="checkbox"/>	Y/N	Approved by Dean & HOD Remark:	
6 b. Program Education Objectives (PEO) of all the programs approved by competent authority are produced	Details of approval is given <input checked="" type="checkbox"/>	Y/N	Remark: Seen	
6 c. Program Outcomes (PO) of all the programs approved by competent	Details of approval is		Remark: seen	

authority are produced	given	✓ Y/N	
6 d. Program Specific Outcomes (PSO) of all the programs approved by competent authority are produced	Details of approval is given	✓ Y/N	Remark: <i>Approved by Dean &amp; HOD</i>
7. a. Outcome Assessment from Course Outcome and Learning distribution of question paper	Course-wise detailed report/Question paper PO/CO/BL mapping are attached in the prescribed format	✓ Y/N	Remark: <i>Soft copy available but required Hard copy.</i>
7.b. Course outcome -program outcome mapping	Details given in prescribed table	✓ Y/N	Remark: <i>---</i>
7.c. Mapping between Program Outcomes and Course Outcomes for all the courses across all the programs (Refer course files)	Mapping is done for all the courses across all the programs	✓ Y/N	Remark: <i>---</i>
8. List of Visiting Fellows/Teachers, Adjunct and Emeritus Professors (separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Proofs of classes taken, appointment letter of the temporary/visiting faculty etc are available and checked <i>Not available</i>
9. Percentage of classes taken by temporary/visiting faculty (program-wise information, separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Proofs of classes taken, appointment letter of the temporary/visiting faculty etc are available and checked <i>Not available</i>
10. Information about research grants, projects completed and on-going from National funding agencies (like BCUD, UGC, DST) (separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates, utilization sheet etc checked? <i>Not available</i>
11. Publications (separate table for last 5 years for details)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Links/prints verified? <i>Publication List must be update view this number.</i>
12. Details of patents filed & granted, and revenue income generated (separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Not available</i>
13. Consultancy services provided, name of the teacher/s and income generated (Last 5 Years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Not available Need to be Generated.</i>
14. Details of teachers invited as resource persons for Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels. (separate table for last 5 years)	Details given in prescribed table and proofs attached	Y/N	Remark: Certificates checked? <i>only one. required more in future.</i>

15. Details of teachers participated in Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels. (Participant, presented paper, chaired the session) (Last 5 Years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Available. Seen &amp; Verified.</i>
16. Participation of teachers in various academic activities as members of committees at University level, State level, National level, International level bodies. (Give details)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Available Seen details. Need Proof.</i>
17. Details of teachers appointed/nominated on Editorial Boards/Reviewers at university, state, national and international levels	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>only one available. Seen certificate.</i>
18. Awards / Prizes and recognitions received by teachers at university, state, national and international level	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Two Awards. Seen Certificate.</i>
19. Awards and Prizes received by students at university, state, national and international level	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>one certificate of student.</i>
20. Details of industrial training by students	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Not applicable.</i>
21. Details of projects done by students	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>checked &amp; Verified.</i>
22. Details of industry internship by students.	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Not applicable.</i>
23. Details of Seminars/Conferences/Workshops/FDP organized at university, state, national and international level and the source of funding with details (separate table for last 5 years):	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Seen as per available Proposal &amp; proofs.</i>
24. Number of faculty who were awarded M.Phil., Ph.D., D.Sc. / D.Lit. (separate table for last 5 years)	Details given in prescribed table and proofs attached	Y/N	Remark: Certificates checked? <i>Endorsed Certificate. Seen</i>
25. Curricular and Teaching-Learning aspects: a) Does the department offer program with sufficient no. of electives options?	Details given in prescribed table	List with approved curriculum? ✓ Y/N	Remark: <i>Available</i>

<p>b) While framing curriculum is feedback taken from stakeholder's viz. Students, Alumni, Parents, Employers considered?</p>	<p>Check the average number of feedbacks for each course of each program</p>	<p>Taken/Analyzed/ Action taken</p>	<p>Remark: <i>Not available</i></p>
<p>c) Number of teachers preparing &amp; following Academic Teaching plan</p>	<p>Details given in prescribed table</p>	<p>Course file verified? Y/N ✓</p>	<p>Remark: <i>Seen Course Files. Contain Teaching Plan.</i></p>
<p>d) Do you offer Remedial courses? If yes, Give details:</p>	<p>Remedial Courses (separate table for last 5 years) in the prescribed format</p>	<p>List with approved curriculum? Y/N ✓ Proof of student enrollment? Y/N ✓ Attendance sheet? Y/N ✓</p>	<p>Remark: Number/quality/frequency/foott fall satisfactory?  <i>Not Available</i></p>
<p>d) Do you offer Bridge courses? If yes, Give details:</p>	<p>Bridge Courses (separate table for last 5 years) in the prescribed format</p>	<p>List with approved curriculum? Y/N ✓ Proof of student enrollment? Y/N ✓ Attendance sheet? Y/N ✓</p>	<p>Remark: Number/quality/frequency / foott fall satisfactory?  <i>Not Available..</i></p>
<p>e) How does the department assess the learning levels of the students, after admission and organizes special Programmes for advanced learners and slow learners?</p>	<p>Details Given</p>	<p>Y/N ✓</p>	<p>Remark: <i>Regularly organizing activities</i></p>

<p>f) What Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences?</p> <p>The participatory learning activities adopted by the faculty to develop an application-based outlook of student may include:</p> <ul style="list-style-type: none"> <li>(i) Group discussions ✓</li> <li>(ii) Case Analysis</li> <li>(iii) Role plays ✓</li> <li>(iv) Designs Projects ✓</li> <li>(v) Presentations ✓</li> <li>(vi) Term Papers / Seminar ✓</li> <li>(vii) Home Assignments</li> <li>(viii) Minor Project / Dissertation</li> <li>(ix) Self-Work (SW)</li> <li>(x) Industry internship</li> <li>(xi) Field work ✓</li> <li>(xii) Major Project ✓</li> </ul> <p>not limited to.....</p>	<p>Yes as mentioned (✓)</p>	<p>Y/N</p>	<p>Remark:</p> <p>Checked &amp; Verified proofs.</p>
<p>26. What is the method for conducting internal evaluation? (Internal Evaluation Sheet)</p>	<p>Details given in prescribed table</p>	<p>Attendance registers? ✓/N</p> <p>Marks/grades of assignment/quiz duly signed? ✓/N</p> <p>Marks/grades of MST duly signed? ✓/N</p>	<p>Remark:</p> <p>Seen &amp; Verified list of students with attendance &amp; Award of marks.</p>

			Remark: No. of Feedback Taken: No. of Feedback Analysed: Suggestions noted: Action taken with documentary evidence: Other remark:
27. Teachers, Performance:  a) Whether the performance of the teacher assessed by the students? If yes, are the feedback reports analysed and suggestions communicated to teachers?	Details given	✓ Y/N	Submitted to Dean Academics madam.
b) Whether suggestion boxes are kept in the department to get suggestions from students on infrastructural facilities available in the department?	Details given	✓ Y/N	Remark: Seen in Department
c) Do teachers submit Self-Appraisal Reports? Are these reports appraised by HOD and forwarded to the Dean with comments?	Details given	✓ Y/N	Remark: Submitted to Dean Academics
d) What is the Departmental Average Teacher Appraisal Score?	Details given	✓ Y/N	Remark: <del>not</del> - 11 -
28. Give details of student enrichment programs (special lectures / workshops / seminar) involving external experts.	Details Given in prescribed format:  List with students participated/Report with photographs/attendance sheet etc	✓ Y/N	Remark: Available.
29. Have safety measures been displayed in all the labs?	Details given	Y/N	Remark: Not applicable
30. Have Vision, Mission and PEO of the department been displayed at the entrance of department as well in HoD cabin?		✓ Y/N	Remark: Seen on Notice board but must be frame properly.

31. Administrative Audit	Year wise details regarding no of teachers, no. of students, student-teacher ratio are given in prescribed format	✓ Y/N	Remark: Data available but need to be update in format.
31. Process of curricular development. Involvement of stake holders in curriculum development. Feedback from Stake holder	Details given	✓ Y/N	Remark: Under Planning.
32. a. Feedback collected on curriculum, analyzed and implemented with documentary evidence	Details given in prescribed format  Do the department furnish stakeholder feedback report, action taken report based on feedback taken as stated in the minutes of the Department Academic Council, University Academic Council, BoS and Board of Management?	Y/N	Remark: No. of Feedback Taken: NO No. of Feedback Analysed: NO Suggestions noted: NO Action taken with documentary evidence: NO Other remark: Under process will be taken in Next week.
33. A. Number of teaching posts sanctioned, filled and vacant (Seperate table for last 5Years)	Details given in prescribed format	✓ Y/N	Remark: Need to put as per Name of NCTE. Extract of approval of AC/GB?
33. B. Student Enrollment for all the programs run by the department	Details given in prescribed format	✓ Y/N	Remark: Available.
34. Faculty profile with name, qualification, designation, experience, nature of appointment (Separate sheets for last 5 Academic years):	Details given in prescribed format  List of faculty members, appointment letter copy and attendance register?	✓ Y/N	Remark: Seen complete list of NCTE partial.

	Details given in prescribed format		Remark:
35. Number of academic support staff (technical) and administrative staff sanctioned, filled and vacant last 5 years:	List of staff, appointment letter copy and attendance register?	✓ Y/N	Available
36. Demand ratio (Separate table for last 5 years)	Details given in prescribed format	✓ Y/N	Remark: Need Hand Copy must be seal & signed.
37. Year-wise results of students	Details given in prescribed format	✓ Y/N	Remark: Seen (TR sheets) Result duly signed by competent authority? yes
38. Student progression/ placement record: Number/ percentage of students proceeded for higher studies Number/percentage of students placed	Details given in prescribed format	✓ Y/N	Remark: Job offer letters/admission letters? Seen & verified
39. Provide the placement data in the below mentioned format with the name of the program and the assessment year	Details given in prescribed format	✓ Y/N	Remark: Job offer letters/admission letters? seen & satisfied
40. Faculty Retention	Details given in prescribed format	✓ Y/N	Remark: Available
41. Present details of departmental infrastructural & other facilities with regard to a) Central Library Books and Journals, etc., relevant to Department b) Online (books, journals etc.) subscribed c) Computers and Internet facilities for staff d) Total number of class rooms (05) e) Class rooms with ICT facility (✓) f) Students' laboratory (NA) g) Research laboratories (NA) j) Any other facility LCDs etc	Details given (Lists duly signed)	Y/N	Remark: Computers not available for faculty Required minimum 03 computers for smooth functioning Dept. Need more internet connection for the same.

42. Diversity of Students: (Year-wise)	Details given with lists of students with domicile certificates	✓ Y/N	Remark: Verified with list. Need signature.
43. Number of students cleared Civil Services and Defense Services examinations, NET, SET, GATE and other competitive examinations? Give Category wise data.	Details given with copies of report card	✓ Y/N	Remark: Available as actual
44. Diversity of Faculty	Details given with list of faculties with domicile certificates and relevant mark sheets	✓ Y/N	Remark: Available
45. Proposed and sanction budget of the department (Program wise) (for last 5 years)	Details given (duly signed)	Y/N ✓	Remark: Not available for Department.

46. SWOC of the Department

- a. Strengths
- 1.) Most of documents are well organized.
  - 2.) Great team work for smooth functioning of Department
- b. Weaknesses
- 1.) Hard copies of all documents as per AAA audit list must be complete with seal & signature.
  - 2.) There is a need for improvements in Publications, seminars, Workshops and resource persons.
- c. Opportunities
- 1.) Research may be explore by PG students & faculty members.
  - 2.) Consultancy services may be increase.
- d. Challenges
- 1.) Required more resources like computers, infrastructure, etc.

47. General comments of the Auditors:

Department facing problems in resources and very less Research papers and may be improved in future by promoting faculty to do more research.

The above information provided by the department is verified by the Academic and Administrative Audit committee during the visit.

Name & Signature of the auditors:

External Auditor

1. \_\_\_\_\_

Internal Auditors

2. Dr. Neetesh K Jain 


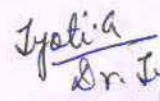
3. Dr. Dolly Thakur 

4. \_\_\_\_\_

Exit Meeting:

Comments shared by the auditors with the Department Council in presence of HoD:

Feedback taken by the auditors from the Department Council (DC) and HoD:

  
Dr. Subhawani Tripathi  
  
Dr. Tyoti Anugrade

Name & Signature of the auditors:

External Auditor

1. \_\_\_\_\_

Internal Auditors

2. Dr. Dolly Thantlason

3. \_\_\_\_\_

4. \_\_\_\_\_

Name and Signature of HoD:

Sr. Jyoti Gargade *Jyoti G*

# ORIENTAL UNIVERSITY, INDORE

## ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) CHECK LIST FOR AUDITORS

YEAR 2021-22

1. Name of the Department:	Faculty of Engineering, Dept. of Electrical & Electronics		
2. Year of establishment:	2011 Approval Proof (Y/N) ✓		
3. Last AAA details (If applicable)	1. PDF of hard copy of last audit's signed report is attached (Y/N) 2. Action taken report based on last AAA's report is attached (Y/N) Remark: Last AAA report action taken is available		
4. Examination System: Annual/Semester/Choice Based Credit System/Credit and Grading system/any other system, specify.	Annual	Elective system but CBCS is in process ✓ Semester	CBCS Credit
5. Structure of curriculum	Schemes and syllabus of all the programs across all the programs run by the department are attached	✓ Y/N Scheme & syllabus is available but signature is required in syllabus	Remark: data available
5.a Programmes where syllabus revision was carried out during the last five years	Details given, if applicable	✓ Y/N	Remark: Available with BOS
5.b. List of courses having focus on employability/ entrepreneurship/ skill development during the last five years	Details given in prescribed table, if applicable	✓ Y/N	Remark: Available with BOS
5.c. List of new courses introduced across all Programmes offered during the last five years	Details given in prescribed table, if applicable	✓ Y/N	Remark: Available with BOS
5d. List of Value added courses introduced across all programmes offered during the last five years.	Details given in prescribed table, if applicable	Y/N completed	Remark: one value added but report need to be completed
6 a. Mission and Vision of the Department approved by competent authority are produced	Details of approval is given	✓ Y/N	Remark: Available need to be display in Hop cabin
6 b. Program Education Objectives (PEO) of all the programs approved by competent authority are produced	Details of approval is given	✓ Y/N	Remark: Available
6 c. Program Outcomes (PO) of all the programs approved by competent	Details of approval is	✓	Remark: Available

authority are produced	given	Y/N	
6 d. Program Specific Outcomes (PSO) of all the programs approved by competent authority are produced	Details of approval is given	✓ Y/N	Remark: Available
7. a. Outcome Assessment from Course Outcome and Learning distribution of question paper	Course-wise detailed report/Question paper PO/CO/BL mapping are attached in the prescribed format	✓ Y/N	Remark: No data is this
7.b. Course outcome -program outcome mapping	Details given in prescribed table	✓ Y/N	Remark: Available
7.c. Mapping between Program Outcomes and Course Outcomes for all the courses across all the programs (Refer course files)	Mapping is done for all the courses across all the programs	✓ Y/N	Remark: Available
8. List of Visiting Fellows/Teachers, Adjunct and Emeritus Professors (separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Proofs of classes taken, appointment letter of the temporary/visiting faculty etc are available and checked <i>No any visiting teachers</i>
9. Percentage of classes taken by temporary/visiting faculty (program-wise information, separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Proofs of classes taken, appointment letter of the temporary/visiting faculty etc are available and checked <i>No any data</i>
10. Information about research grants, projects completed and on-going from National funding agencies (like BCUD, UGC, DST) (separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates, utilization sheet etc checked? <i>No grant available but fellowship was secured from MPCST</i>
11. Publications (separate table for last 5 years for details)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Links/prints verified? <i>Available</i>
12. Details of patents filed & granted, and revenue income generated (separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Available</i>
13. Consultancy services provided, name of the teacher/s and income generated (Last 5 Years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>NOT received</i>
14. Details of teachers invited as resource persons for Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels. (separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Need to compile</i>

15. Details of teachers participated in Refresher courses, Orientation courses, Seminars, Workshops, Conferences at National and international levels. (Participant, presented paper, chaired the session) (Last 5 Years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Available</i>
16. Participation of teachers in various academic activities as members of committees at University level, State level, National level, International level bodies. (Give details)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Available</i>
17. Details of teachers appointed/nominated on Editorial Boards/Reviewers at university, state, national and international levels	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Available</i>
18. Awards / Prizes and recognitions received by teachers at university, state, national and international level	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Data need to be updated</i>
19. Awards and Prizes received by students at university, state, national and international level	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Data need to be updated of latest year</i>
20. Details of industrial training by students	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Available</i>
21. Details of projects done by students	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Available</i>
22. Details of industry internship by students.	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Available</i>
23. Details of Seminars/Conferences/Workshops/FDP organized at university, state, national and international level and the source of funding with details (separate table for last 5 years):	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Available</i>
24. Number of faculty who were awarded M.Phil., Ph.D., D.Sc. / D.Lit. (separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>No</i>
25. Curricular and Teaching-Learning aspects: a) Does the department offer program with sufficient no. of electives options?	Details given in prescribed table	List with approved curriculum? ✓ Y/N	Remark: <i>Available</i>

b) While framing curriculum is feedback taken from stakeholder's viz. Students, Alumni, Parents, Employers considered?	Check the average number of feedbacks for each course of each program	Taken/Analyzed/ Action taken	Remark: <i>Need to be completed</i>
c) Number of teachers preparing & following Academic Teaching plan	Details given in prescribed table	Course file verified? Y/N	Remark: <i>Available but requires to maintain it properly &amp; attendance</i>
d) Do you offer Remedial courses? If yes, Give details:	Remedial Courses (separate table for last 5 years) in the prescribed format	List with approved curriculum? <input checked="" type="checkbox"/> Y/N  Proof of student enrollment? Y/N  Attendance sheet? Y/N	Remark: Number/quality/frequency/footfall satisfactory? <i>R. class available satisfactory</i>
e) Do you offer Bridge courses? If yes, Give details:	Bridge Courses (separate table for last 5 years) in the prescribed format	List with approved curriculum? <input checked="" type="checkbox"/> Y/N  Proof of student enrollment? Y/N  Attendance sheet? Y/N	Remark: Number/quality/frequency / footfall satisfactory? <i>Bridge courses available but that courses need to be approved in BOS.</i>
f) How does the department assess the learning levels of the students, after admission and organizes special programmes for advanced learners and slow learners?	Details Given	<input checked="" type="checkbox"/> Y/N	Remark: <i>Data is not available but need to be done and updated</i>

<p>f) What Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences?</p> <p>The participatory learning activities adopted by the faculty to develop an application-based outlook of student may include:</p> <ul style="list-style-type: none"> <li>(i) Group discussions</li> <li>(ii) Case Analysis</li> <li>(iii) Role plays</li> <li>(iv) Designs Projects</li> <li>(v) Presentations ✓</li> <li>(vi) Term Papers / Seminar ✓</li> <li>(vii) Home Assignments ✓</li> <li>(viii) Minor Project/ Dissertation ✓</li> <li>(ix) Self-Work (SW)</li> <li>(x) Industry internship ✓</li> <li>(xi) Field work</li> <li>(xii) Major Project ✓</li> </ul> <p>not limited to.....</p>	<p>Details Given</p>	<p>Y/N</p>	<p>Remark: Satisfactory data available for last academic session</p>
<p>26. What is the method for conducting internal evaluation? (Internal Evaluation Sheet)</p>	<p>Details given in prescribed table</p>	<p>Attendance registers? Y/N</p> <p>Marks/grade s of assignment/quiz duly signed? Y/N</p> <p>Marks/grade s of MST duly signed? Y/N</p>	<p>Remark: data available</p>

			Remark: No. of Feedback Taken: No. of Feedback Analysed: Suggestions noted: Action taken with documentary evidence: Other remark:
27. Teachers, Performance: a) Whether the performance of the teacher assessed by the students? If yes, are the feedback reports analysed and suggestions communicated to teachers?	Details given	✓ Y/N	Remark: <i>Yes</i> <del>Feedback has taken</del> <del>Analysis &amp; report</del> <del>is pending</del> <del>with PATO</del>
b) Whether suggestion boxes are kept in the department to get suggestions from students on infrastructural facilities available in the department?	Details given	✓ Y/N	Remark: <i>Suggestion box is available</i>
c) Do teachers submit Self-Appraisal Reports? Are these reports appraised by HOD and forwarded to the Dean with comments?	Details given	✓ Y/N	Remark: <i>Yes</i>
d) What is the Departmental Average Teacher Appraisal Score?	Details given	✓ Y/N	Remark: <i>Score was calculated by HOD and was send to higher authority</i>
28. Give details of student enrichment programs (special lectures / workshops / seminar) involving external experts.	Details Given in prescribed format:  List with students participated/Report with photographs/attendance sheet etc	✓ Y/N	Remark: <i>Need to be update in report data is available</i>
29. Have safety measures been displayed in all the labs?	Details given	✓ Y/N	Remark: <i>Yes available</i>
29. Have Vision, Mission and PEO of the department been displayed at the entrance of department as well in HoD cabin?		✓ Y/N	Remark: <i>Need to be displayed in HoD cabin</i>

ADVANCED & DISTANCE

31. Administrative Audit	Year wise details regarding no of teachers, no. of students, student-teacher ratio are given in prescribed format	✓ Y/N	Remark: <i>Available</i>
31. Process of curricular development. Involvement of stake holders in curriculum development. Feedback from Stake holder	Details given	✓ Y/N	Remark: <i>Not available</i>
2. a. Feedback collected on curriculum, analyzed and implemented with documentary evidence	<p>Details given in prescribed format</p> <p>Do the department furnish stakeholder feedback report, action taken report based on feedback taken as stated in the minutes of the Department Academic Council, University Academic Council, BoS and Board of Management?</p>	✓ Y/N	<p>Remark:</p> <p>No. of Feedback Taken:</p> <p>No. of Feedback Analysed:</p> <p>Suggestions noted:</p> <p>Action taken with documentary evidence:</p> <p>Other remark:</p> <p><i>no</i></p>
3. A. Number of teaching posts sanctioned, filled and vacant (Seperate ble for last 5Years)	Details given in prescribed format	✓ Y/N	<p>Remark: <i>only filled post is there</i></p> <p>Extract of approval of AC/GB? <i>request to furnish sanction &amp; vacant post</i></p>
3. B. Student Enrollment for all the programs run by the department	Details given in prescribed format	✓ Y/N	<p>Remark: <i>Available</i></p>
4. Faculty profile with name, qualification, designation, experience, ture of appointment (Separate sheets for last 5 Academic years):	List of faculty members, appointment letter copy and attendance register?	✓ Y/N	<p>Remark: <i>Data available but column of teaching &amp; research experience need to be completed</i></p>

35. Number of academic support staff (technical) and administrative staff sanctioned, filled and vacant last 5 years:	Details given in prescribed format  List of staff, appointment letter copy and attendance register?	✓ Y/N	Remark: only one supporting staff in their
36. Demand ratio (Separate table for last 5 years)	Details given in prescribed format	✓ Y/N	Remark: Data Available but application record need to be incorporated
37. Year-wise results of students	Details given in prescribed format	✓ Y/N	Remark: Data available Result duly signed by competent authority? $\downarrow$ update
38. Student progression/ placement record: Number/ percentage of students proceeded for higher studies Number/percentage of students placed	Details given in prescribed format	✓ Y/N	Remark: no any student process for Job offer letters/admission letters? higher education
39. Provide the placement data in the below mentioned format with the name of the program and the assessment year	Details given in prescribed format	✓ Y/N	Remark: Data available with necessary Job offer letters/admission letters? $\downarrow$ prog.
40. Faculty Retention	Details given in prescribed format	Y/N	Remark: Data need to be complete & in proper format updated
41. Present details of departmental infrastructural & other facilities with regard to a) Central Library Books and Journals, etc., relevant to Department b) Online (books, journals etc.) subscribed c) Computers and Internet facilities for staff d) Total number of class rooms e) Class rooms with ICT facility f) Students' laboratory g) Research laboratories h) Any other facility LCDs etc	Details given (Lists duly signed)	Y Y Y Y Y Y Y Y Y Y Y/N	Remark: Available Available (IEEE) Available 3 1 7 0 Geo tag photos need to be update

42. Diversity of Students: (Year-wise)	Details given with lists of students with domicile certificates	Y/N ✓	Remark: Data need to be compiled
43. Number of students cleared Civil Services and Defense Services examinations, NET, SET, GATE and other competitive examinations? Give Category wise data.	Details given with copies of report card	Y/N ✓	Remark: No any data available
44. Diversity of Faculty	Details given with list of faculties with domicile certificates and relevant mark sheets	Y/N ✓	Remark: Only available
45. Proposed and sanction budget of the department (Program wise) (for last 5 years)	Details given (duly signed)	Y/N ✓	Remark: No such information

46. SWOC of the Department

a. Strengths

- Good number of Research publications and patents
- Data are well organized

b. Weaknesses

- No. of Students admission is less
- Need to increase participation as resource person in Seminar/Workshop/conference

c. Opportunities

- Need to focus on Consultancy services
- Need to increase more number of value added course.

1. Challenges

- Need to update/upgrade labs and related equipments

47. General comments of the Auditors:

The department has good and proper documentation, but student admission is less so need to be increased is the same. Also labs upgradation is required.

The above information provided by the department is verified by the Academic and Administrative Audit committee during the visit.

Name & Signature of the auditors:

External Auditor

1. \_\_\_\_\_

Internal Auditors

2. ~~\_\_\_\_\_~~ Dr. Dheeraj Singh

3. ~~\_\_\_\_\_~~ 23/05/22 Dr. Sunil Dwivedi

4. \_\_\_\_\_

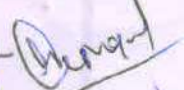

Exit Meeting:

Comments shared by the auditors with the Department Council in presence of HoD:

Feedback taken by the auditors from the Department Council (DC) and HoD:

Name and signature of Faculty present

Name & Signature of the auditors:

1. Dr. Hemant Patidar 
2. Ms. Shalini Goad 



External Auditor

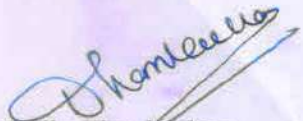
1. \_\_\_\_\_

Internal Auditors

45 Proposed and sanction budget of the department (Program wise)- No such provision

I Dr Dolly Thankachan HoD/Incharge of EXE department, is aware that the above information provided by the department will be validated by the Academic Audit and Administrative Audit committees during the visit.

1. Dr Sumeet Diwedi   
2. Dr Dheeraj Nim   
Auditors Name / Signature

  
Dr Dolly Thankachan  
HoD / Incharge

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INDEX

# ORIENTAL UNIVERSITY, INDORE

## ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) CHECK LIST FOR AUDITORS

YEAR 2021-22

1. Name of the Department:	Law (As per BCI - School of Law)		
2. Year of establishment:	Available Approval Proof (Y/N)		
3. Last AAA details (If applicable)	1. PDF of hard copy of last audit's signed report is attached (Y/N) 2. Action taken report based on last AAA's report is attached (Y/N) ✓ Remark: → Data updated but not in report form need to make a action taken Repo		
4. Examination System: Annual/ Semester/Choice Based Credit System/ Credit and Grading system/any other system, specify.	Annual	Semester ✓	CBCS Credit ✓ As per BCI
5. Structure of curriculum	Schemes and syllabus of all the programs across all the programs run by the department are attached Y/N ✓ Remark: Available As per (BCI)		
5.a Programmes where syllabus revision was carried out during the last five years	Details given, if applicable Y/N ✓ Remark: Available		
5.b. List of courses having focus on employability/ entrepreneurship/ skill development during the last five years.	Details given in prescribed table, if applicable Y/N ✓ Remark: Available		
5.c. List of new courses introduced across all Programmes offered during the last five years	Details given in prescribed table, if applicable Y/N ✓ Remark: ULM & Diploma		
5d. List of Value added courses introduced across all programmes offered during the last five years.	Details given in prescribed table, if applicable Y/N ✓ Remark: Available		
6 a. Mission and Vision of the Department approved by competent authority are produced	Details of approval is given Y/N ✓ Remark: Need approval		
6 b. Program Education Objectives (PEO) of all the programs approved by competent authority are produced	Details of approval is given Y/N ✓ Remark: Available		

6 c. Program Outcomes (PO) of all the programs approved by competent authority are produced	Details of approval is given	<input checked="" type="checkbox"/> Y/N	Remark: Available
6 d. Program Specific Outcomes (PSO) of all the programs approved by competent authority are produced	Details of approval is given	<input checked="" type="checkbox"/> Y/N	Remark: Available
7. a. Outcome Assessment from Course Outcome and Learning distribution of question paper	Course-wise detailed report/Question paper PO/CO/BL mapping are attached in the prescribed format	<input checked="" type="checkbox"/> Y/N	Remark: Need Signed Copy.
7. b. Course outcome -program outcome mapping	Details given in prescribed table	<input checked="" type="checkbox"/> Y/N	Remark: Available
7. c. Mapping between Program Outcomes and Course Outcomes for all the courses across all the programs (Refer course files)	Mapping is done for all the courses across all the programs	<input checked="" type="checkbox"/> Y/N	Remark: Available
8. List of Visiting Fellows/Teachers, Adjunct and Emeritus Professors (separate table for last 5 years)	Details given in prescribed table and proofs attached	- Nil - <input checked="" type="checkbox"/> Y/N	Remark: Proofs of classes taken, appointment letter of the temporary/visiting faculty etc are available and checked
9. Percentage of classes taken by temporary/visiting faculty (program-wise information, separate table for last 5 years)	Details given in prescribed table and proofs attached	- Nil - <input checked="" type="checkbox"/> Y/N	Remark: Proofs of classes taken, appointment letter of the temporary/visiting faculty etc are available and checked
10. Information about research grants, projects completed and on-going from National funding agencies (like BCUD, UGC, DST) (separate table for last 5 years)	Details given in prescribed table and proofs attached	Nil- <input checked="" type="checkbox"/> Y/N	Remark: Certificates, utilization sheet etc checked?
11. Publications (separate table for last 5 years for details)	Details given in prescribed table and proofs attached	<input checked="" type="checkbox"/> Y/N	Remark: Links/prints verified? Yes
12. Details of patents filed & granted, and revenue income generated (separate table for last 5 years)	Details given in prescribed table and proofs attached	- Nil - <input checked="" type="checkbox"/> Y/N	Remark: Certificates checked?
13. Consultancy services provided, name of the teacher/s and income generated (Last 5 Years)	Details given in prescribed table and proofs attached	- Nil - <input checked="" type="checkbox"/> Y/N	Remark: Certificates checked?
14. Details of teachers invited as resource persons for Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels. (separate table for last 5 years)	Details given in prescribed table and proofs attached	<input checked="" type="checkbox"/> Y/N	Remark: Certificates checked? Available

15. Details of teachers participated in Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels. (Participant, presented paper, chaired the session) (Last 5 Years)	Details given in prescribed table and proofs attached	<input checked="" type="checkbox"/> Y/N	Remark: Certificates checked? <i>Latest certificates required</i>
16. Participation of teachers in various academic activities as members of committees at University level, State level, National level, International level bodies. (Give details)	Details given in prescribed table and proofs attached	<input type="checkbox"/> Y/N <input checked="" type="checkbox"/>	Remark: Certificates checked? <i>Need to be update</i>
17. Details of teachers appointed/nominated on Editorial Boards/Reviewers at university, state, national and international levels	Details given in prescribed table and proofs attached	<input type="checkbox"/> Y/N	Remark: Certificates checked? <i>Need to be update.</i>
18. Awards / Prizes and recognitions received by teachers at university, state, national and international level	Details given in prescribed table and proofs attached	<input checked="" type="checkbox"/> Y/N	Remark: Certificates checked? <i>Available.</i>
19. Awards and Prizes received by students at university, state, national and international level	Details given in prescribed table and proofs attached	<input type="checkbox"/> Y/N <input checked="" type="checkbox"/>	Remark: Certificates checked? <i>Need to be update.</i>
20. Details of industrial training by students	Details given in prescribed table and proofs attached.	(NA) <input type="checkbox"/> Y/N	Remark: Certificates checked?
21. Details of projects done by students	Details given in prescribed table and proofs attached	<input checked="" type="checkbox"/> Y/N	Remark: Certificates checked? <i>Available</i>
22. Details of industry internship by students.	Details given in prescribed table and proofs attached	<input checked="" type="checkbox"/> Y/N	Remark: Certificates checked? <i>Available</i>
23. Details of Seminars/Conferences/Workshops/FDP organized at university, state, national and international level and the source of funding with details (separate table for last 5 years):	Details given in prescribed table and proofs attached	<input checked="" type="checkbox"/> Y/N	Remark: Certificates checked? <i>Available</i>
24. Number of faculty who were awarded M.Phil., Ph.D., D.Sc. / D.Lit. (separate table for last 5 years)	Details given in prescribed table and proofs attached	<input checked="" type="checkbox"/> Y/N	Remark: Certificates checked? <i>Available</i>
25. Curricular and Teaching-Learning aspects: a) Does the department offer program with sufficient no. of electives options?	Details given in prescribed table	List with approved curriculum? <input checked="" type="checkbox"/> Y/N	Remark: <i>Available</i>

b) While framing curriculum is feedback taken from stakeholder's viz. Students, Alumni, Parents, Employers considered?	Check the average number of feedbacks for each course of each program	Taken/Analyzed/ Action taken	Remark: <u>Date Required</u>
c) Number of teachers preparing & following Academic Teaching plan	Details given in prescribed table	Course file verified? <input checked="" type="checkbox"/> Y/N	Remark: <u>Available</u>
d) Do you offer Remedial courses? If yes, Give details:	<p><u>Remedial class Available</u></p> <p><del>Nil</del> (NA)</p> <p>Remedial Courses (separate table for last 5 years) in the prescribed format</p>	<p>List with approved curriculum? Y/N</p> <p>Proof of student enrollment? Y/N</p> <p>Attendance sheet? Y/N</p>	<p>Remark: Number/quality/frequency/footfall satisfactory?</p> <p><del>Not</del> (NA)</p>
d) Do you offer Bridge courses? If yes, Give details:	<p>(NA)</p> <p>Bridge Courses (separate table for last 5 years) in the prescribed format</p>	<p>List with approved curriculum? Y/N</p> <p>Proof of student enrollment? Y/N</p> <p>Attendance sheet? Y/N</p>	<p>Remark: Number/quality/frequency / footfall satisfactory?</p> <p>(NA)</p>
e) How does the department assess the learning levels of the students, after admission and organizes special Programmes for advanced learners and slow learners?	Details Given	<input checked="" type="checkbox"/> Y/N	Remark: <u>Special Programs Required</u> <u>Available</u>

b) While framing curriculum is feedback taken from stakeholder's viz. Students, Alumni, Parents, Employers considered?	Check the average number of feedbacks for each course of each program	Taken/Analyzed/ Action taken	Remark: <u>Data Required</u>
c) Number of teachers preparing & following Academic Teaching plan	Details given in prescribed table	Course file verified? <input checked="" type="checkbox"/> Y/N	Remark: <u>Available</u>
d) Do you offer Remedial courses? If yes, Give details:	<p><u>Remedial classes Available</u></p> <p><del>Nil</del> (NA)</p> <p>Remedial Courses (separate table for last 5 years) in the prescribed format</p>	<p>List with approved curriculum? Y/N</p> <p>Proof of student enrollment? Y/N</p> <p>Attendance sheet? Y/N</p>	<p>Remark: <u>Number/quality/frequency/footfall satisfactory?</u></p> <p><del>Nil</del> (NA)</p>
d) Do you offer Bridge courses? If yes, Give details:	<p>(NA)</p> <p>Bridge Courses (separate table for last 5 years) in the prescribed format</p>	<p>List with approved curriculum? Y/N</p> <p>Proof of student enrollment? Y/N</p> <p>Attendance sheet? Y/N</p>	<p>Remark: <u>Number/quality/frequency / footfall satisfactory?</u></p> <p>(NA)</p>
e) How does the department assess the learning levels of the students, after admission and organizes special Programmes for advanced learners and slow learners?	Details Given	<input checked="" type="checkbox"/> Y/N	Remark: <u>Special Programmes Available</u>

f) What Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences?

The participatory learning activities adopted by the faculty to develop an application-based outlook of student may include:

- (i) Group discussions
  - (ii) Case Analysis ✓
  - (iii) Role plays
  - (iv) Designs Projects
  - (v) Presentations ✓
  - (vi) Term Papers / Seminar
  - (vii) Home Assignments ✓
  - (viii) Minor Project/ Dissertation ✓
  - (ix) Self-Work (SW)
  - (x) Industry internship ✓
  - (xi) Field work ✓
  - (xii) Major Project
- not limited to... *(Most Count)*

Remark:

*Available*

Details Given

✓ Y/N

26. What is the method for conducting internal evaluation? (Internal Evaluation Sheet)

Details given in prescribed table

Attendance registers?  
✓ Y/N

Marks/grades of assignment/quiz duly signed? ✓ Y/N

Marks/grades of MST duly signed? ✓ Y/N

Remark:

*Available*

			Remark: No. of Feedback Taken: No. of Feedback Analysed: Suggestions noted: Action taken with documentary evidence: Other remark:
27. Teachers, Performance: a) Whether the performance of the teacher assessed by the students? If yes, are the feedback reports analysed and suggestions communicated to teachers?	Details given	Y/N ✓	Remark: <i>Pending Form with Dean Academics</i>
b) Whether suggestion boxes are kept in the department to get suggestions from students on infrastructural facilities available in the department?	Details given	Y/N ✓	Remark: <i>Available</i>
c) Do teachers submit Self-Appraisal Reports? Are these reports, appraised by HOD and forwarded to the Dean with comments?	Details given	Y/N ✓	Remark: <i>Submitted</i>
d) What is the Departmental Average Teacher Appraisal Score?	Details given	Y/N ✓	Remark: <i>Pending</i>
28. Give details of student enrichment programs (special lectures / workshops / seminar) involving external experts.	Details Given in prescribed format:  List with students participated/Report with photographs/attendance sheet etc	Y/N ✓	Remark: <i>Available</i>
29. Have safety measures been displayed in all the labs?	Details given	Y/N (NA)	Remark: (NA)
30. Have Vision, Mission and PEO of the department been displayed at the entrance of department as well in HoD cabin?		Y/N ✓	Remark: <i>Available</i>

R

31. Administrative Audit	Year wise details regarding no of teachers, no. of students, student-teacher ratio are given in prescribed format.	Y/N	Remark:
31. Process of curricular development. Involvement of stake holders in curriculum development. Feedback from Stake holder	Details given,	Y/N ✓	Remark:
32. a. Feedback collected on curriculum, analyzed and implemented with documentary evidence	<p>Details given in prescribed format</p> <p>Do the department furnish stakeholder feedback report, action taken report based on feedback taken as stated in the minutes of the Department Academic Council, University Academic Council, BoS and Board of Management?</p>	Y/N ✓	<p>Remark:</p> <p>No. of Feedback Taken:</p> <p>No. of Feedback Analysed:</p> <p>Suggestions noted:</p> <p>Action taken with documentary evidence:</p> <p>Other remark:</p> <p><i>Need to update.</i></p>
33. A. Number of teaching posts sanctioned, filled and vacant (Seperate table for last 5Years)	Details given in prescribed format	Y/N ✓	<p>Remark:</p> <p><i>Not Available</i></p> <p>Extract of approval of AC/GB?</p>
33. B. Student Enrollment for all the programs run by the department.	Details given in prescribed format	Y/N.	<p>Remark:</p> <p><i>Exceed sheet by Registrar office Registrar</i></p>
34. Faculty profile with name, qualification, designation, experience, nature of appointment (Separate sheets for last 5 Academic years):	List of faculty members, appointment letter, copy and attendance register?	Y/N ✓	<p>Remark:</p> <p><i>Available</i></p>

35. Number of academic support staff (technical) and administrative staff sanctioned, filled and vacant last 5 years:	Details given in prescribed format List of staff, appointment letter copy and attendance register?	Y/N ✓	Remark: <i>Need to update.</i>
36. Demand ratio (Separate table for last 5 years)	Details given in prescribed format	✓ Y/N	Remark: <i>Available</i>
37. Year-wise results of students	Details given in prescribed format	✓ Y/N	Remark: <i>Available</i> Result duly signed by competent authority?
38. Student progression/ placement record: Number/ percentage of students proceeded for higher studies Number/percentage of students placed	Details given in prescribed format	✓ Y/N	Remark: Job offer letters/admission letters? <i>Available</i> <i>Higher studies data</i>
39. Provide the placement data in the below mentioned format with the name of the program and the assessment year	Details given in prescribed format	✓ Y/N	Remark: Job offer letters/admission letters? <i>Available</i>
40. Faculty Retention	Details given in prescribed format	✓ Y/N	Remark: <i>Available</i>
41. Present details of departmental infrastructural & other facilities with regard to a) Central Library Books and Journals, etc., relevant to Department b) Online (books, journals etc.) subscribed c) Computers and Internet facilities for staff d) Total number of class rooms ————— <i>5</i> e) Class rooms with ICT facility. ————— <i>Nil.</i> f) Students' laboratory ————— <i>(NA)</i> g) Research laboratories ————— <i>(NA)</i> j) Any other facility LCDs etc —————	Details given (Lists duly signed) <i>Nil</i>	Y/N	Remark: <i>Available</i> <i>Available</i>

42. Diversity of Students: (Year-wise)	Details given with lists of students with domicile certificates	Y/N ✓	Remark: Available
43. Number of students cleared Civil Services and Defense Services examinations, NET, SET, GATE and other competitive examinations? Give Category wise data.	Details given with copies of report card	Y/N ✓	Remark: 17 Judges.
44. Diversity of Faculty	Details given with list of faculties with domicile certificates and relevant mark sheets	Y/N ✓	Remark: Need to update
45. Proposed and sanction budget of the department (Program wise) (for last 5 years)	Details given (duly signed)	Y/N ✓	Remark: Nil-

46. SWOC of the Department

a. Strengths

- ✓ well organised data.
- ✓ Excellent team work.

b. Weaknesses

- ✓ More publication require.

- ✓ All the Data Need to be in hard copy.

- ✓ Supporting documents require for placement.

c. Opportunities

- ✓ They can improve Infrastructure facilities.

- ✓ They can improve Student Teacher Ratio.

d. Challenges

- ✓ Less Resources.

47. General comments of the Auditors:

- ✓ Overall satisfactory audit some areas needs to be improve & update.

The above information provided by the department is verified by the Academic and Administrative Audit committee during the visit.

Name & Signature of the auditors:

External Auditor

1. \_\_\_\_\_

Internal Auditors

2. Dr. Geetanjali Sharma *Geetanjali* 17/8/22

3. Dr. Ravindra Sonani *Ravindra* 17/8/22

4. \_\_\_\_\_

Exit Meeting:

Comments shared by the auditors with the Department Council in presence of HoD:

Feedback taken by the auditors from the Department Council (DC) and HoD:

Name & Signature of the auditors:

External Auditor

1. \_\_\_\_\_

Internal Auditors



2. Dr. Gayatri Sharma gjs 17/8/22
3. Dr. Rashmi Sonari Rashmi 17/8/22
4. \_\_\_\_\_

Name and Signature of HoD:

Dr. Nimita Mishra

Dr. Priya Sepalia Priya 17/8/22

# ORIENTAL UNIVERSITY, INDORE

## ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) CHECK LIST FOR AUDITORS

YEAR 2021-22

1. Name of the Department:	Faculty of Management / Faculty of Commerce in Ordinance		
2. Year of establishment:	2012	- Ordinance available	
3. Last AAA details (If applicable)	Approval Proof (Y/N) 1. PDF of hard copy of last audit's signed report is attached (Y/N) 2. Action taken report based on last AAA's report is attached (Y/N) Remark: Action taken report of last audit - available		
4. Examination System: Annual/Semester/Choice Based Credit System/Credit and Grading system/any other system, specify.	Annual	<input checked="" type="checkbox"/> Semester	Grading system is there but Planning to go with CBCS Credit
5. Structure of curriculum	Schemes and syllabus of all the programs across all the programs run by the department are attached	<input checked="" type="checkbox"/> Y/N	Available
5.a Programmes where syllabus revision was carried out during the last five years	Details given, if applicable	<input checked="" type="checkbox"/> Y/N	Syllabus revision was done for MBA I sem from July-Dec' 2022 session
5.b. List of courses having focus on employability/ entrepreneurship/ skill development during the last five years	Details given in prescribed table, if applicable	<input checked="" type="checkbox"/> Y/N	Available
5.c. List of new courses introduced across all Programmes offered during the last five years	Details given in prescribed table, if applicable	<input checked="" type="checkbox"/> Y/N	No any courses (new) was introduced
5d. List of Value added courses introduced across all programmes offered during the last five years.	Details given in prescribed table, if applicable	<input type="checkbox"/> Y/N	Remark:
6 a. Mission and Vision of the Department approved by competent authority are produced	Details of approval is given	<input checked="" type="checkbox"/> Y/N	Competent authority approval is required
6 b. Program Education Objectives (PEO) of all the programs approved by competent authority are produced	Details of approval is given	<input checked="" type="checkbox"/> Y/N	Available but not approved by competent authority

6 c. Program Outcomes (PO) of all the programs approved by competent authority are produced	Details of approval is given	✓ Y/N	Remark: Available but not approved by competent authority
6 d. Program Specific Outcomes (PSO) of all the programs approved by competent authority are produced	Details of approval is given	✓ Y/N	Remark: Available but not approved by competent authority
7. a. Outcome Assessment from Course Outcome and Learning distribution of question paper	Course-wise detailed report/Question paper PO/CO/BL mapping are attached in the prescribed format	✓ Y/N	Remark: BL mapping not available
7.b. Course outcome -program outcome mapping	Details given in prescribed table	✓ Y/N	Remark: Available
7.c. Mapping between Program Outcomes and Course Outcomes for all the courses across all the programs (Refer course files)	Mapping is done for all the courses across all the programs	✓ Y/N	Remark: Available
8. List of Visiting Fellows/Teachers, Adjunct and Emeritus Professors (separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Proofs of classes taken, appointment letter of the temporary/visiting faculty etc are available and checked N/A
9. Percentage of classes taken by temporary/visiting faculty (program-wise information, separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Proofs of classes taken, appointment letter of the temporary/visiting faculty etc are available and checked N/A
10. Information about research grants, projects completed and on-going from National funding agencies (like BCUD, UGC, DST) (separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates, utilization sheet etc checked? No any grant received
11. Publications (separate table for last 5 years for details)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Links/prints verified? Info available history done
12. Details of patents filed & granted, and revenue income generated (separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? 1- Patent Published sales available
13. Consultancy services provided, name of the teacher/s and income generated (Last 5 Years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Detail available
14. Details of teachers invited as resource persons for Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels. (separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Details available

15. Details of teachers participated in Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels. (Participant, presented paper, chaired the session) (Last 5 Years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Compile the data &amp; compile the certificates of all the teachers</i>
16. Participation of teachers in various academic activities as members of committees at University level, State level, National level, International level bodies. (Give details)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Proof need to be attached</i>
17. Details of teachers appointed/nominated on Editorial Boards/Reviewers at university, state, national and international levels	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>available, Proof available</i>
18. Awards / Prizes and recognitions received by teachers at university, state, national and international level	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>data available, Proof need to complete</i>
19. Awards and Prizes received by students at university, state, national and international level	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>update the data for 2021-22 &amp; compile all certificates.</i>
20. Details of industrial training by students	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>N/A</i>
21. Details of projects done by students	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>data available</i>
22. Details of industry internship by students.	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Need to update for 2021-22 with evidence</i>
23. Details of Seminars/Conferences/Workshops/FDP organized at university, state, national and international level and the source of funding with details (separate table for last 5 years):	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>data available but complete in proper format</i>
24. Number of faculty who were awarded M.Phil., Ph.D., D.Sc. / D.Lit. (separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? <i>Available</i>
25. Curricular and Teaching-Learning aspects: a) Does the department offer program with sufficient no. of electives options?	Details given in prescribed table	List with approved curriculum? Y/N	Remark: <i>Details are attached as per scheme mentioned</i>

b) While framing curriculum is feedback taken from stakeholder's viz. Students, Alumni, Parents, Employers considered?	Check the average number of feedbacks for each course of each program	Taken/Analyzed/ Action taken	Remark: <i>Available for Students, Alumni, Parents, not for employers only existing</i>
c) Number of teachers preparing & following Academic Teaching plan	Details given in prescribed table	Course file verified? Y/N	Remark: <i>Data available for all the teachers</i>
d) Do you offer Remedial courses? If yes, Give details: <u>        </u>	Remedial Courses (separate table for last 5 years) in the prescribed format	List with approved curriculum? Y/N Proof of student enrollment? Y/N Attendance sheet? Y/N	Remark: Number/quality/frequency/footfall satisfactory? <i>Remedial class are available with attendance but remedial courses are not there.</i>
d) Do you offer Bridge courses? If yes, Give details:	Bridge Courses (separate table for last 5 years) in the prescribed format	List with approved curriculum? Y/N Proof of student enrollment? Y/N Attendance sheet? Y/N	Remark: Number/quality/frequency / footfall satisfactory? <i>No any bridge courses are available</i>
e) How does the department assess the learning levels of the students, after admission and organizes special Programmes for advanced learners and slow learners?	Details Given	Y/N	Remark: <i>Yes, details mentioned</i>

<p>f) What Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences?</p> <p>The participatory learning activities adopted by the faculty to develop an application-based outlook of student may include:</p> <ul style="list-style-type: none"> <li>(i) Group discussions ✓</li> <li>(ii) Case Analysis ✓</li> <li>(iii) Role plays</li> <li>(iv) Designs Projects</li> <li>(v) Presentations ✓</li> <li>(vi) Term Papers / Seminar</li> <li>(vii) Home Assignments ✓</li> <li>(viii) Minor Project/ Dissertation ✓</li> <li>(ix) Self-Work (SW)</li> <li>(x) Industry internship ✓</li> <li>(xi) Field work</li> <li>(xii) Major Project ✓</li> </ul> <p>not limited to.....</p>	<p>Details Given</p>	<p>Y/N</p>	<p>Remark:</p> <p><i>Available</i> <i>Complete the</i> <i>Progs of all the</i> <i>activities</i></p>
<p>26. What is the method for conducting internal evaluation? (Internal Evaluation Sheet)</p>	<p>Details given in prescribed table</p>	<p>Attendance registers? ✓ Y/N</p> <p>Marks/grades of assignment/quiz duly signed? ✓ Y/N</p> <p>Marks/grades of MST duly signed? ✓ Y/N</p>	<p>Remark:</p> <p><i>Data available</i></p>

			Remark: No. of Feedback Taken: No. of Feedback Analysed: Suggestions noted: Action taken with documentary evidence: Other remark: <i>Feedback taken (Shakti) by PAZGAC for Jan-June 2022.</i>
27. Teachers, Performance: a) Whether the performance of the teacher assessed by the students? If yes, are the feedback reports analysed and suggestions communicated to teachers?	Details given	✓ Y/N	
b) Whether suggestion boxes are kept in the department to get suggestions from students on infrastructural facilities available in the department?	Details given	✓ Y/N	Remark: <i>Not available. Dept. has merited suggestions for the same.</i>
c) Do teachers submit Self-Appraisal Reports? Are these reports appraised by HOD and forwarded to the Dean with comments?	Details given	✓ Y/N	Remark: <i>Yes, self appraisal report submitted properly</i>
d) What is the Departmental Average Teacher Appraisal Score?	Details given	✓ Y/N	Remark: <i>the scores not available</i>
28. Give details of student enrichment programs (special lectures / workshops / seminar) involving external experts.	Details Given in prescribed format:  List with students participated/Report with photographs/attendance sheet etc	✓ Y/N	Remark: <i>Data need to be updated for 2021-22</i>
29. Have safety measures been displayed in all the labs?	Details given	✓ Y/N	Remark: <i>Not applicable as there is not any lab.</i>
30. Have Vision, Mission and PEO of the department been displayed at the entrance of department as well in HoD cabin?		✓ Y/N	Remark: <i>Not approved by competent authority but displayed in HoD Cabin</i>

31. Administrative Audit	Year wise details regarding no of teachers, no. of students, student-teacher ratio are given in prescribed format	✓ Y/N	Remark: Available
31. Process of curricular development. Involvement of stake holders in curriculum development. Feedback from Stake holder	Details given	✓ Y/N	Remark: No feedback has been taken
32. a. Feedback collected on curriculum, analyzed and implemented with documentary evidence	<p>Details given in prescribed format</p> <p>Do the department furnish stakeholder feedback report, action taken report based on feedback taken as stated in the minutes of the Department Academic Council, University Academic Council, BoS and Board of Management?</p>	Y/N	<p>Remark:</p> <p>No. of Feedback Taken:</p> <p>No. of Feedback Analysed:</p> <p>Suggestions noted:</p> <p>Action taken with documentary evidence:</p> <p>Other remark:</p> <p><u>N/A</u></p>
33. A. Number of teaching posts sanctioned, filled and vacant (Seperate table for last 5Years)	Details given in prescribed format	✓ Y/N	Remark: Sanctioned details are not available, data regarding Extract of approval of AC/GB? <sup>filling</sup> are there
33. B. Student Enrollment for all the programs run by the department	Details given in prescribed format	✓ Y/N	Remark: Student enroll details available
34. Faculty profile with name, qualification, designation, experience, nature of appointment (Separate sheets for last 5 Academic years):	List of faculty members, appointment letter copy and attendance register?	✓ Y/N	Remark: Solo available

35. Number of academic support staff (technical) and administrative staff sanctioned, filled and vacant last 5 years:	Details given in prescribed format  List of staff, appointment letter copy and attendance register?	✓ Y/N	Remark: Data <del>is</del> available - attendance is centralized - Appointment letter need to upload
36. Demand ratio (Separate table for last 5 years)	Details given in prescribed format	Y/N	Remark: Data available
37. Year-wise results of students	Details given in prescribed format	✓ Y/N	Remark: Latest result need to be incorporated Result duly signed by competent authority?
38. Student progression/ placement record: Number/ percentage of students proceeded for higher studies Number/percentage of students placed	Details given in prescribed format	✓ Y/N	Remark: Data not available Job offer letters/admission letters? Need to be updated if any
39. Provide the placement data in the below mentioned format with the name of the program and the assessment year	Details given in prescribed format	✓ Y/N	Remark: Same as above Job offer letters/admission letters?
40. Faculty Retention	Details given in prescribed format	✓ Y/N	Remark: Data available
41. Present details of departmental infrastructural & other facilities with regard to a) Central Library Books and Journals, etc., relevant to Department b) Online (books, journals etc.) subscribed c) Computers and Internet facilities for staff d) Total number of class rooms e) Class rooms with ICT facility f) Students' laboratory g) Research laboratories j) Any other facility LCDs etc	Details given (Lists duly signed)	Y/N	Remark: - Available - Available (EBSCO) - Available (8 in no.) - Available (8 in no.) - Available (1 in no.) - N/A - N/A - N/A

42. Diversity of Students: (Year-wise)	Details given with lists of students with domicile certificates	Y/N ✓	Remark: Data need to compile and updated
43. Number of students cleared Civil Services and Defense Services examinations, NET, SET, GATE and other competitive examinations? Give Category wise data.	Details given with copies of report card	Y/N ✓	Remark: No any student cleared such exam.
44. Diversity of Faculty	Details given with list of faculties with domicile certificates and relevant mark sheets	Y/N ✓	Remark: Data available
45. Proposed and sanction budget of the department (Program wise) (for last 5 years)	Details given (duly signed)	Y/N ✓	Remark: NOT available.

46. SWOC of the Department

a. Strengths

- ① Good number of admissions.
- ② Have Consultancy from reputed Institution & Organization
- ③ Teamwork of faculties.

b. Weaknesses

- ① Faculties are lesser in Number
- ② Need Lab such as Media and IT Lab.

c. Opportunities

- ① Can upgrade in IPR activities.
- ② Need to focus in Placement.

d. Challenges

- ① Student Teacher Ratio is less, which affects mentoring.
- ② Classroom / Instructional upgradation needed.

47. General comments of the Auditors:

Department has good admission but as faculty ratio is less, so mentoring gets affected.

The above information provided by the department is verified by the Academic and Administrative Audit committee during the visit.

Name & Signature of the auditors:

External Auditor

1. \_\_\_\_\_

Internal Auditors

2. Dr. Sumedh Doshi

3. Dr. Dolly Thambakum

4. \_\_\_\_\_

*h.*  
~~16/08/22~~

Exit Meeting:

Comments shared by the auditors with the Department Council in presence of HoD:

Feedback taken by the auditors from the Department Council (DC) and HoD:

Name & Signature of the auditors:

External Auditor

1. \_\_\_\_\_

Internal Auditors

Name & Signature  
of faculty present

① Dr. Dheeraj alim

② Dr. Neelu Gupta

22/10/2022

2. Dr. Sunnet Dhillon

3. St Dolly Thombley

4. \_\_\_\_\_

*MS*

Name and Signature of HoD:

(Dr. Manmeet Singh)

\_\_\_\_\_

# ORIENTAL UNIVERSITY, INDORE

## ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) CHECK LIST FOR AUDITORS

YEAR 2021-22

1. Name of the Department:	<i>Department of Mechanical Engeneering</i>			
2. Year of establishment:	Approval Proof (Y/N) ✓			
3. Last AAA details (If applicable)	1. PDF of hard copy of last audit's signed report is attached (Y/N) 2. Action taken report based on last AAA's report is attached (Y/N) Remark: <i>Action has been taken but there is no hard copy of the report.</i>			
4. Examination System: Annual/Semester/Choice Based Credit System/Credit and Grading system/any other system, specify.	Annual	Semester	CBCS	Credit
			<i>Elective/grading system</i>	
5. Structure of curriculum	Schemes and syllabus of all the programs across all the programs run by the department are attached	Y/N	* <i>Scheme is signed</i> * <i>Syllabus's hard copy is not signed.</i> Remark:	
5.a Programmes where syllabus revision was carried out during the last five years	Details given, if applicable	Y/N	<i>Just one course is added in 2021</i> Remark: <i>Not done.</i>	
5.b List of courses having focus on employability/ entrepreneurship/ skill development during the last five years	Details given in prescribed table, if applicable	Y/N	Remark: <i>Not done.</i>	
5.c. List of new courses introduced across all Programmes offered during the last five years	Details given in prescribed table, if applicable	Y/N	Remark: <i>Four courses had been added in 2 → 2020 2 → 2021</i>	
5d. List of Value added courses introduced across all programmes offered during the last five years.	Details given in prescribed table, if applicable	Y/N	Remark: <i>Two courses in 2021 added.</i>	
6 a. Mission and Vision of the Department approved by competent authority are produced	Details of approval is given	Y/N	Remark: <i>Done &amp; approved</i>	
6 b. Program Education Objectives (PEO) of all the programs approved by competent authority are produced	Details of approval is given	Y/N	Remark: <i>Done</i>	

6 c. Program Outcomes (PO) of all the programs approved by competent authority are produced	Details of approval is given	✓ Y/N	Remark: Done
6 d. Program Specific Outcomes (PSO) of all the programs approved by competent authority are produced	Details of approval is given	✓ Y/N	Remark: Done
7. a. Outcome Assessment from Course Outcome and Learning distribution of question paper	Course-wise detailed report/Question paper PO/CO/BL mapping are attached in the prescribed format	✓ Y/N	Remark: Done but not signed
7.b. Course outcome -program outcome mapping	Details given in prescribed table	✓ Y/N	Remark: Done but not signed.
7.c. Mapping between Program Outcomes and Course Outcomes for all the courses across all the programs (Refer course files)	Mapping is done for all the courses across all the programs	✓ Y/N	Remark: Done but not signed.
8. List of Visiting Fellows/Teachers, Adjunct and Emeritus Professors (separate table for last 5 years)	Details given in prescribed table and proofs attached	Y/N ✓	Remark: Proofs of classes taken, appointment letter of the temporary/visiting faculty etc are available and checked NO
9. Percentage of classes taken by temporary/visiting faculty (program-wise information, separate table for last 5 years)	Details given in prescribed table and proofs attached	Y/N ✓	Remark: Proofs of classes taken, appointment letter of the temporary/visiting faculty etc are available and checked NO
10. Information about research grants, projects completed and on-going from National funding agencies (like BCUD, UGC, DST) (separate table for last 5 years)	Details given in prescribed table and proofs attached	Y/N ✓	Remark: Certificates, utilization sheet etc checked? No.
11. Publications (separate table for last 5 years for details)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Links/prints verified? with evidence
12. Details of patents filed & granted, and revenue income generated (separate table for last 5 years)	Details given in prescribed table and proofs attached	Y/N	Remark: Certificates checked? Patent without evidence.
13. Consultancy services provided, name of the teacher/s and income generated (Last 5 Years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Yes but no revenue
14. Details of teachers invited as resource persons for Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels. (separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Yes only one two

15. Details of teachers participated in Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels. (Participant, presented paper, chaired the session) (Last 5 Years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Yes
16. Participation of teachers in various academic activities as members of committees at University level, State level, National level, International level bodies. (Give details)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Yes
17. Details of teachers appointed/nominated on Editorial Boards/Reviewers at university, state, national and international levels	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Yes, but not affiliated with OUI
18. Awards / Prizes and recognitions received by teachers at university, state, national and international level	Details given in prescribed table and proofs attached	✗ Y/N ✓	Remark: Certificates checked? Yes No
19. Awards and Prizes received by students at university, state, national and international level	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Yes
20. Details of industrial training by students	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Yes till 2020
21. Details of projects done by students	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Yes
22. Details of industry internship by students.	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Yes
23. Details of Seminars/Conferences/Workshops/FDP organized at university, state, national and international level and the source of funding with details (separate table for last 5 years):	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Yes
24. Number of faculty who were awarded M.Phil., Ph.D., D.Sc. / D.Lit. (separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Yes, no evidence
25. Curricular and Teaching-Learning aspects: a) Does the department offer program with sufficient no. of electives options?	Details given in prescribed table	List with approved curriculum? ✓ Y/N	Remark: Yes

15. Details of teachers participated in Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels. (Participant, presented paper, chaired the session) (Last 5 Years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Yes
16. Participation of teachers in various academic activities as members of committees at University level, State level, National level, International level bodies. (Give details)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Yes
17. Details of teachers appointed/nominated on Editorial Boards/Reviewers at university, state, national and international levels	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Yes, but not affiliated with OUI
18. Awards / Prizes and recognitions received by teachers at university, state, national and international level	Details given in prescribed table and proofs attached	✗ Y/N ✓	Remark: Certificates checked? Yes No
19. Awards and Prizes received by students at university, state, national and international level	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Yes
20. Details of industrial training by students	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Yes till 2020
21. Details of projects done by students	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Yes
22. Details of industry internship by students.	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Yes
23. Details of Seminars/Conferences/Workshops/FDP organized at university, state, national and international level and the source of funding with details (separate table for last 5 years):	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Yes
24. Number of faculty who were awarded M.Phil., Ph.D., D.Sc. / D.Lit. (separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Yes, no evidence
25. Curricular and Teaching-Learning aspects: a) Does the department offer program with sufficient no. of electives options?	Details given in prescribed table	List with approved curriculum? ✓ Y/N	Remark: Yes

b) While framing curriculum is feedback taken from stakeholder's viz. Students, Alumni, Parents, Employers considered?	Check the average number of feedbacks for each course of each program	Taken/Analyzed/ Action taken	Remark: <i>Yes</i>
c) Number of teachers preparing & following Academic Teaching plan	Details given in prescribed table	Course file verified? Y/N	Remark: <i>Incomplete</i>
d) Do you offer Remedial courses? If yes, Give details:	Remedial Courses (separate table for last 5 years) in the prescribed format	List with approved curriculum? Y/N  Proof of student enrollment? Y/N ✓  Attendance sheet? Y/N	Remark: Number/quality/frequency/foott fall satisfactory?  <i>Only remedial classes.</i>
d) Do you offer Bridge courses? If yes, Give details:	Bridge Courses (separate table for last 5 years) in the prescribed format	List with approved curriculum? Y/N  Proof of student enrollment? Y/N ✓  Attendance sheet? Y/N	Remark: Number/quality/frequency / foott fall satisfactory?
e) How does the department assess the learning levels of the students, after admission and organizes special Programmes for advanced learners and slow learners?	Details Given	✓ Y/N	Remark: <i>Yes, but proper documentation + policy must be included.</i>

f) What Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences?

The participatory learning activities adopted by the faculty to develop an application-based outlook of student may include:

- (i) Group discussions ✓
- (ii) Case Analysis
- (iii) Role plays
- (iv) Designs Projects ✓
- (v) Presentations ✓
- (vi) Term Papers / Seminar ✓
- (vii) Home Assignments ✓
- (viii) Minor Project/ Dissertation ✓
- (ix) Self-Work (SW) ✓
- (x) Industry internship ✓
- (xi) Field work ✓
- (xii) Major Project ✓

not limited to.....

Remark:

*Geo tag photos are required.*

Details Given

Y/N

Attendance registers?  
Y/N

Marks/grade s of assignment/ qquiz duly signed? Y/N

Marks/grade s of MST duly signed? Y/N

Remark:

*Yes*

26. What is the method for conducting internal evaluation? (Internal Evaluation Sheet)

Details given in prescribed table

			Remark: No. of Feedback Taken: No. of Feedback Analysed: Suggestions noted: Action taken with documentary evidence: Other remark:
27. Teachers, Performance: a) Whether the performance of the teacher assessed by the students? If yes, are the feedback reports analysed and suggestions communicated to teachers?	Details given	<input checked="" type="checkbox"/> Y/N	
b) Whether suggestion boxes are kept in the department to get suggestions from students on infrastructural facilities available in the department?	Details given	<input checked="" type="checkbox"/> Y/N	Remark: Yes
c) Do teachers submit Self-Appraisal Reports? Are these reports appraised by HOD and forwarded to the Dean with comments?	Details given	<input checked="" type="checkbox"/> Y/N	Remark: Yes
d) What is the Departmental Average Teacher Appraisal Score?	Details given	Y/N	Remark: as per OUI norms
28. Give details of student enrichment programs (special lectures / workshops / seminar) involving external experts.	Details Given in prescribed format:  List with students participated/Report with photographs/attendance sheet etc	<input checked="" type="checkbox"/> Y/N	Remark: Yes
29. Have safety measures been displayed in all the labs?	Details given	<input checked="" type="checkbox"/> Y/N	Remark: Yes
30. Have Vision, Mission and PEO of the department been displayed at the entrance of department as well in HoD cabin?		<input checked="" type="checkbox"/> Y/N	Remark: Yes

31. Administrative Audit	Year wise details regarding no of teachers, no. of students, student-teacher ratio are given in prescribed format	✓ Y/N	Remark:  Yes
31. Process of curricular development. Involvement of stake holders in curriculum development. Feedback from Stake holder	Details given	✓ Y/N	Remark: Yes of external member student/alumni needed.
32. a. Feedback collected on curriculum, analyzed and implemented with documentary evidence	<p>Details given in prescribed format</p> <p>Do the department furnish stakeholder feedback report, action taken report based on feedback taken as stated in the minutes of the Department Academic Council, University Academic Council, BoS and Board of Management?</p>	✓ Y/N	<p>Remark:</p> <p>No. of Feedback Taken:</p> <p>No. of Feedback Analysed:</p> <p>Suggestions noted:</p> <p>Action taken with documentary evidence:</p> <p>Other remark:</p> <p>Yes.</p>
33. A. Number of teaching posts sanctioned, filled and vacant (Seperate table for last 5Years)	Details given in prescribed format	✓ Y/N	<p>Remark: Yes</p> <p>Extract of approval of AC/GB?</p>
33. B. Student Enrollment for all the programs run by the department	Details given in prescribed format	✓ Y/N	<p>Remark: Yes</p>
34. Faculty profile with name, qualification, designation, experience, nature of appointment (Separate sheets for last 5 Academic years):	List of faculty members, appointment letter copy and attendance register?	✓ Y/N	<p>Remark:</p> <p>appointment letters &amp; Resume needed.</p>

	Details given in prescribed format		Remark:
35. Number of academic support staff (technical) and administrative staff sanctioned, filled and vacant last 5 years:	List of staff, appointment letter copy and attendance register?	✓ Y/N	appointment letters & resume needed.
36. Demand ratio (Separate table for last 5 years)	Details given in prescribed format	✓ Y/N	Remark: Yes
37. Year-wise results of students	Details given in prescribed format	✓ Y/N	Remark: Result duly signed by competent authority? Yes
38. Student progression/ placement record: Number/ percentage of students proceeded for higher studies Number/percentage of students placed	Details given in prescribed format	Y/N ✓	Remark: Job offer letters/admission letters? NIL
39. Provide the placement data in the below mentioned format with the name of the program and the assessment year	Details given in prescribed format	Y/N ✓	Remark: Job offer letters/admission letters? NIL
40. Faculty Retention	Details given in prescribed format	✓ Y/N	Remark: No retention table made.
41. Present details of departmental infrastructural & other facilities with regard to a) Central Library Books and Journals, etc., relevant to Department ✓ b) Online (books, journals etc.) subscribed ✓ c) Computers and Internet facilities for staff ✓ d) Total number of class rooms ✓ e) Class rooms with ICT facility ✓ f) Students' laboratory ✓ g) Research laboratories X j) Any other facility LCDs etc ✓	Details given (Lists duly signed)	Y/N	Remark: Yes

42. Diversity of Students: (Year-wise)	Details given with lists of students with domicile certificates	✓ Y/N	Remark: <i>Incomplete.</i>
43. Number of students cleared Civil Services and Defense Services examinations, NET, SET, GATE and other competitive examinations? Give Category wise data.	Details given with copies of report card	Y/N ✓	Remark: <i>N/A</i>
44. Diversity of Faculty	Details given with list of faculties with domicile certificates and relevant mark sheets	✓ Y/N	Remark: <i>Incomplete.</i>
45. Proposed and sanction budget of the department (Program wise) (for last 5 years)	Details given (duly signed)	Y/N ✓	Remark: <i>No.</i>

46. SWOC of the Department

a. Strengths

b. Weaknesses

c. Opportunities

d. Challenges

47. General comments of the Auditors:

The above information provided by the department is verified by the Academic and Administrative Audit committee during the visit.

Name & Signature of the auditors:

External Auditor

1. \_\_\_\_\_

Internal Auditors

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Exit Meeting:

Comments shared by the auditors with the Department Council in presence of HoD:

Feedback taken by the auditors from the Department Council (DC) and HoD:

Name & Signature of the auditors:

External Auditor

1. \_\_\_\_\_

Internal Auditors

2.

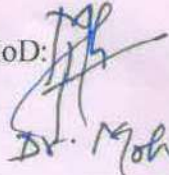
Dr. Priya Sepaha. Sept  
18/8/22

3.


Dr. Deepak Guman Deepak Guman  
18/08/22

4.

Name and Signature of HoD:



Dr. Mohammed Ali

S.N. Dubay 

# ORIENTAL UNIVERSITY, INDORE

## ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) CHECK LIST FOR AUDITORS

YEAR 2021-22

1. Name of the Department:	Faculty of Pharmacy		
2. Year of establishment:	2011 Approval Proof (Y/N) ✓		
3. Last AAA details (If applicable)	1. PDF of hard copy of last audit's signed report is attached (Y/N) ✓ 2. Action taken report based on last AAA's report is attached (Y/N) ✓ - soft copy available - Hard copy not available Remark:		
4. Examination System: Annual/Semester/Choice Based Credit System/Credit and Grading system/any other system, specify.	Diploma - Annual (Grading)	M. Pharm B. Pharm Semester	B. Pharm CBCS
			M. Pharm (CCBS) Credit
5. Structure of curriculum	Schemes and syllabus of all the programs across all the programs run by the department are attached	Y/N	Remark: Yes as per PCI
5.a Programmes where syllabus revision was carried out during the last five years	Details given, if applicable	Y/N	Remark: Yes
5.b. List of courses having focus on employability/ entrepreneurship/ skill development during the last five years	Details given in prescribed table, if applicable	Y/N	Remark: Yes
5.c. List of new courses introduced across all Programmes offered during the last five years	Details given in prescribed table, if applicable	Y/N	Remark: Yes
5d. List of Value added courses introduced across all programmes offered during the last five years.	Details given in prescribed table, if applicable	Y/N	Remark: Yes
6 a. Mission and Vision of the Department approved by competent authority are produced	Details of approval is given	Y/N	Remark: Yes
6 b. Program Education Objectives (PEO) of all the programs approved by competent authority are produced	Details of approval is given	Y/N	Remark: Yes

6.c. Program Outcomes (PO) of all the programs approved by competent authority are produced	Details of approval is given	✓ Y/N	Remark: Yes
6.d. Program Specific Outcomes (PSO) of all the programs approved by competent authority are produced	Details of approval is given	✓ Y/N	Remark: Yes
7. a. Outcome Assessment from Course Outcome and Learning distribution of question paper	Course-wise detailed report/Question paper PO/CO/BL mapping are attached in the prescribed format	Y/N ✓	Remark: Not Available
7.b. Course outcome -program outcome mapping	Details given in prescribed table	✓ Y/N	Remark: Yes
7.c. Mapping between Program Outcomes and Course Outcomes for all the courses across all the programs (Refer course files)	Mapping is done for all the courses across all the programs	✓ Y/N	Remark: Yes
8. List of Visiting Fellows/Teachers, Adjunct and Emeritus Professors (separate table for last 5 years)	Details given in prescribed table and proofs attached	N.A. Y/N	Remark: Proofs of classes taken, appointment letter of the temporary/visiting faculty etc are available and checked
9. Percentage of classes taken by temporary/visiting faculty (program-wise information, separate table for last 5 years)	Details given in prescribed table and proofs attached	N.A. Y/N	Remark: Proofs of classes taken, appointment letter of the temporary/visiting faculty etc are available and checked
10. Information about research grants, projects completed and on-going from National funding agencies (like BCUD, UGC, DST) (separate table for last 5 years)	Details given in prescribed table and proofs attached	Y/N	Remark: Certificates, utilization sheet etc checked? No Grants
11. Publications (separate table for last 5 years for details)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Links/prints verified? Available, verified
12. Details of patents filed & granted, and revenue income generated (separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Yes, checked
13. Consultancy services provided, name of the teacher/s and income generated (Last 5 Years)	Details given in prescribed table and proofs attached	Y/N ✓	Remark: Certificates checked? No
14. Details of teachers invited as resource persons for Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels. (separate table for last 5 years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked? Certificate available

15. Details of teachers participated in Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels. (Participant, presented paper, chaired the session) (Last 5 Years)	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked?  Yes, Available.
16. Participation of teachers in various academic activities as members of committees at University level, State level, National level, International level bodies. (Give details)	Details given in prescribed table and proofs attached	Y/N ✓	Remark: Certificates checked?  Not updated. Date to be compiled.
17. Details of teachers appointed/nominated on Editorial Boards/Reviewers at university, state, national and international levels	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked?  Yes, available
18. Awards / Prizes and recognitions received by teachers at university, state, national and international level	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked?  Yes, Available
19. Awards and Prizes received by students at university, state, national and international level	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked?  Yes, Available
20. Details of industrial training by students	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked?  Yes, Available
21. Details of projects done by students	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked?  Yes, checked
22. Details of industry internship by students.	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked?  Yes, Diplomas students do the internship
23. Details of Seminars/Conferences/Workshops/FDP organized at university, state, national and international level and the source of funding with details (separate table for last 5 years):	Details given in prescribed table and proofs attached	✓ Y/N	Remark: Certificates checked?  Recent (Report of last 2021-22) has evidence to Yes, Available to be made
24. Number of faculty who were awarded M.Phil., Ph.D., D.Sc. / D.Lit. (separate table for last 5 years)	Details given in prescribed table and proofs attached	Y/N ✓	Remark: Certificates checked?  NO.
25. Curricular and Teaching-Learning aspects: ) Does the department offer program with sufficient no. of electives options?	Details given in prescribed table	List with approved curriculum? ✓ Y/N	Remark: Yes, B.Bham.

b) While framing curriculum is feedback taken from stakeholder's viz. Students, Alumni, Parents, Employers considered?	Check the average number of feedbacks for each course of each program	Taken/Analyzed/ Action taken	Remark: Not Applicable, as it made/given by PCI
c) Number of teachers preparing & following Academic Teaching plan	Details given in prescribed table	Course file verified? Y/N	Remark: Available
d) Do you offer Remedial courses? If yes, Give details: <u>Classes</u>	Remedial Courses (separate table for last 5 years) in the prescribed format	List with approved curriculum? Y/N  Proof of student enrollment? Y/N  Attendance sheet? Y/N	Remark: Number/quality/frequency/foott fall satisfactory?  Yes,
d) Do you offer Bridge courses? If yes, Give details:	Bridge Courses (separate table for last 5 years) in the prescribed format	List with approved curriculum? Y/N  Proof of student enrollment? Y/N  Attendance sheet? Y/N	Remark: Number/quality/frequency / foott fall satisfactory?  No Bridge Courses
e) How does the department assess the learning levels of the students, after admission and organizes special Programmes for advanced learners and slow learners?	Details Given	Y/N	Remark: Based on Internal assessment learning level is assessed.

<p>f) What Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences?</p> <p>The participatory learning activities adopted by the faculty to develop an application-based outlook of student may include:</p> <ul style="list-style-type: none"> <li>(i) Group discussions</li> <li>(ii) Case Analysis</li> <li>(iii) Role plays</li> <li>(iv) Designs Projects</li> <li>(v) Presentations ✓</li> <li>(vi) Term Papers / Seminar ✓</li> <li>(vii) Home Assignments</li> <li>(viii) Minor Project/ Dissertation</li> <li>(ix) Self-Work (SW)</li> <li>(x) Industry internship</li> <li>(xi) Field work</li> <li>(xii) Major Project</li> </ul> <p>not limited to.....</p>	<p>Details Given</p>	<p>Y/N</p>	<p>Remark:</p> <p><i>Presentations</i>  <i>Term Papers/Seminar</i>  <i>Assignments</i>  <i>Minor Project</i>  <i>Industry Internships</i>  <i>Major Project</i></p>
<p>26. What is the method for conducting internal evaluation? (Internal Evaluation Sheet)</p>	<p>Details given in prescribed table</p>	<p>Attendance registers? Y/N</p> <p>Marks/grades of assignment/quiz duly signed? Y/N</p> <p>Marks/grades of MST duly signed? Y/N</p>	<p>Remark:</p> <p><i>Yes, Available</i></p>

<p>27. Teachers. Performance:</p> <p>a) Whether the performance of the teacher assessed by the students? If yes.. are the feedback reports analysed and suggestions communicated to teachers?</p>	<p>Details given</p>	<p>✓ Y/N</p>	<p>Remark:</p> <p>No. of Feedback Taken:</p> <p>No. of Feedback Analysed:</p> <p>Suggestions noted:</p> <p>Action taken with documentary evidence:</p> <p>Other remark:</p> <p>All the feedback forms are with PA IQAC</p>
<p>b) Whether suggestion boxes are kept in the department to get suggestions from students on infrastructural facilities available in the department?</p>	<p>Details given</p>	<p>✓ Y/N</p>	<p>Remark:</p> <p>Available</p>
<p>c) Do teachers submit Self-Appraisal Reports? Are these reports appraised by HOD and forwarded to the Dean with comments?</p>	<p>Details given</p>	<p>✓ Y/N</p>	<p>Remark:</p> <p>Yes</p>
<p>d) What is the Departmental Average Teacher Appraisal Score?</p>	<p>Details given</p>	<p>Y/N</p>	<p>Remark:</p> <p>It is confidential and directly submitted by Dean</p>
<p>28. Give details of student enrichment programs (special lectures / workshops / seminar) involving external experts.</p>	<p>Details Given in prescribed format:</p> <p>List with students participated/Report with photographs/ attendance sheet etc</p>	<p>✓ Y/N</p>	<p>Remark: (NOT REVEALED)</p> <p>Yes, Available</p>
<p>29. Have safety measures been displayed in all the labs?</p>	<p>Details given</p>	<p>✓ Y/N</p>	<p>Remark:</p> <p>Yes, Geo-tag Photo needs to be displayed</p>
<p>30. Have Vision, Mission and PEO of the department been displayed at the entrance of department as well in HoD cabin?</p>		<p>Y/N</p>	<p>Remark:</p> <p>Yes, Available</p>

31. Administrative Audit	Year wise details regarding no of teachers, no. of students, student-teacher ratio are given in prescribed format	✓ Y/N	Remark:  Available
31. Process of curricular development. Involvement of stake holders in curriculum development. Feedback from Stake holder	Details given	Y/N ✓	Remark:  N.A.
32. a. Feedback collected on curriculum, analyzed and implemented with documentary evidence	<p>Details given in prescribed format</p> <p>Do the department furnish stakeholder feedback report, action taken report based on feedback taken as stated in the minutes of the Department Academic Council, University Academic Council, BoS and Board of Management?</p>	Y/N	<p>Remark:</p> <p>No. of Feedback Taken:</p> <p>No. of Feedback Analysed:</p> <p>Suggestions noted:</p> <p>Action taken with documentary evidence:</p> <p>Other remark:</p> <p>Under Process.</p>
33. A. Number of teaching posts sanctioned, filled and vacant (Seperate table for last 5Years)	Details given in prescribed format	✓ Y/N	<p>Remark:</p> <p>As per PCI, Gazette Extract of approval of AC/ GB? <i>notification is available</i></p>
33. B. Student Enrollment for all the programs run by the department	Details given in prescribed format	✓ Y/N	Remark:  Yes, Available
34. Faculty profile with name, qualification, designation, experience, nature of appointment (Separate sheets for last 5 Academic years):	List of faculty members, appointment letter copy and attendance register?	✓ Y/N	Remark:  Yes, Available

	Details given in prescribed format		Remark:
35. Number of academic support staff (technical) and administrative staff sanctioned, filled and vacant last 5 years:	List of staff, appointment letter copy and attendance register?	✓ Y/N	Yes, Available
36. Demand ratio (Separate table for last 5 years)	Details given in prescribed format	✓ Y/N	Remark: Available
37. Year-wise results of students	Details given in prescribed format	✓ Y/N	Remark: Result duly signed by competent authority? Yes, Available
38. Student progression/ placement record: Number/ percentage of students proceeded for higher studies Number/percentage of students placed	Details given in prescribed format	✓ Y/N	Remark: Yes, Available Job offer letters/admission letters? No higher studies More letters to be updated
39. Provide the placement data in the below mentioned format with the name of the program and the assessment year	Details given in prescribed format	✓ Y/N	Remark: Job offer letters/admission letters? Some job letters are available
40. Faculty Retention	Details given in prescribed format	✓ Y/N	Remark: Available
41. Present details of departmental infrastructural & other facilities with regard to a) Central Library Books and Journals. etc., relevant to Department b) Online (books, journals etc.) subscribed c) Computers and Internet facilities for staff d) Total number of class rooms e) Class rooms with ICT facility f) Students' laboratory  g) Research laboratories  j) Any other facility LCDs etc	Details given (Lists duly signed)	✓ Y/N	Remark:  Yes, Available  (list to be prepared)

42. Diversity of Students: (Year-wise)	Details given with lists of students with domicile certificates	✓ Y/N	Remark: Yes, Available
43. Number of students cleared Civil Services and Defense Services examinations. NET, SET, GATE and other competitive examinations? Give Category wise data.	Details given with copies of report card	Y/N ✓	Remark: NO.
44. Diversity of Faculty	Details given with list of faculties with domicile certificates and relevant mark sheets	✓ Y/N	Remark: Available
45. Proposed and sanction budget of the department (Program wise) (for last 5 years)	Details given (duly signed)	✓ Y/N	Remark: Data is not updated. It is to be corrected.
46. SWOC of the Department			

a. Strengths

Documents are updated and available

b. Weaknesses

Budget data is not correct.

c. Opportunities

Consultancy Services can be provided.

d. Challenges

Training & Placement of Students.

47. General comments of the Auditors:

The above information provided by the department is verified by the Academic and Administrative Audit committee during the visit.

