

EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT REPORT
FORMAT

(ACADEMIC YEAR: _____)

Name and Designation of Audit Member-1:

Name and Designation of Audit Member- 2:

(The activities are to be graded on the following scale)

Excellent	Good	Satisfactory	Needs improvement
A	B	C	D

Details of Programmes in the college:

S.No.	Name of the Programme	Sanctioned Strength	Actual Strength		
UG					
1	B.Ed. General	A.Y.	Sanctioned Strength	Class	Strength

1. Curricular Aspects

S. No.	Item	Score (10)	Remarks
1.1	Curricula developed /adopted have relevance to the local/ national/regional/global developmental needs with learning objectives including program outcomes, program specific outcomes and course outcomes of all programs offered by the Institution		
1.2	Percentage of new courses introduced of the total number of courses across all programs		
1.3	Percentage of programs in which Choice Based Credit System (CBCS) /Elective course system has been implemented		

1.4	Institution integrates cross cutting issues relevant to Gender ,Environment and Sustainability, Human Values and Professional Ethics in to the Curriculum		
1.5	Number of Value-added courses imparting transferable and life skills offered		
1.6	Feedback on curriculum and other aspects from stakeholders		
2.Teaching-LearningandEvaluation			
S.No.	Item	Score (10)	Remarks
2.1	Number of full-time teachers		
2.2	Number of students enrolled		
2.3	Student –Full time teacher ratio		
2.4	No. of permanent faculty with Ph.D		
2.5	Average teaching experience of full time teachers in years		
2.6	Total No. of teaching days		
2.7	Preparation and adherence to Academic Calendar and Teaching plans		
2.8	Innovative processes adopted in Teaching and Learning		
2.9	Teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources, MOODLES etc.		
2.10	Remedial Classes for slow learners and backlog students		
2.11	NET/SET/TET/CTET Classes for Advanced learners		
2.12	Mentoring System		
2.13	Adequate facilities for teaching – learning, viz., classrooms, laboratories, computing equipment, etc.		
2.14	Approved Research Center		
2.15	Teachers attending professional development programs		
2.16	Organization of Guest Lectures, School Visits, Workshops, etc.,		

2.17	Certification Programmes		
2.18	Student Professional Society Chapter and Association Activities		
2.19	No. of Students undertaking field projects/internships		
2.20	Dissemination of PEOs, POs, PSOs, COs		
2.21	Attainment of COs, POs, PSOs		
2.22	Online student satisfaction survey		

3. Research and Innovation

S.No.	Item	Score (10)	Remarks
3.1	The institution has a well-defined policy for promotion of research		
3.2	The institution provides seed money to its teachers		
3.3	Teachers recognised as research guides		
3.4	Sponsored research Projects and consultancy		
3.5	Workshops/seminars conducted on Intellectual Property Rights(IPR) and Industry-Academia Innovative practices		
3.6	Research Publications		
3.7	No. of Faculty participated in conferences and symposia		
3.8	Books and chapters in edited volumes / books published, and papers in national/ international conference-proceedings.		
3.9	Revenue generated from Consultancy/ Research Center		
3.10	Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc.		
3.11	Functional MoUs		

4. Central library Facility

S. No.	Item	Score (10)	Remarks
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4.1	Library is automated using Integrated Library Management System (ILMS)		
4.2	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment		
4.3	Does the institution have the following: e – journals, e-Shodh Sindhu, Shodh ganga membership,e-books, Databases		
4.4	Expenditure for purchase of books and journals		
4.5	Availability of digital library with a provision for remote access on intranet		
4.6	Per day usage of library by teachers and students		
5.ExaminationSection			
S.No	Item	Score	Remarks
.		(10)	
5.1	Number of days from the date of last semester-end/ year- end examination till the declaration of results		
5.2	Percentage of student complaints/grievances about evaluation against total number appeared in the examinations		
5.3	Percentage of applications for revaluation leading to change in marks		
5.5	Status of automation of Examination division along with approved Examination Manual		
5.6	Pass percentage of out going students		
6.AmenitiesandSportsfacilities			
S. No.	Item	Score	Remarks
		(10)	
6.1	The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga center etc.,)and cultural activities		
6.2	Awards/medals for outstanding performance in sports, Yoga /cultural activities at national/international level		

6.3	Number of sports, Yoga and cultural activities/ competitions organized at the institution level.		
7. Internet Connectivity			
S.No.	Item	Score (10)	Remarks
7.1	Institution frequently updates its IT facilities including Wi-Fi		
7.2	Student-Computer ratio		
7.3	Available bandwidth of internet connection in the Institution		
7.4	Facilities for e-content development such as Media center, recording facility, Lecture Capturing System(LCS)		
8. Placements and Higher Education			
S.No.	Item	Score (10)	Remarks
8.1	Capability enhancement and development schemes		
8.2	No of students benefited by guidance for competitive examinations and career counseling offered by the institution		
8.3	Number of placements of outgoing students		
8.4	Students Qualified in Competitive Examinations		
9. Alumni Engagement			
S.No.	Item	Score (10)	Remarks
9.1	The Alumni Association / Chapters		
9.2	Alumni contributions		
9.3	Alumni Association / Chapters meetings Conducted		
10. Social service and Extension activities			
S. No.	Item	Score (10)	Remarks

10.1	Initiatives taken to engage with and contribute to local community		
10.2	No. of Activities conducted for promotion of universal values(Truth, Righteous conduct ,Love, Non-Violence and peace);national values, human values, national social cohesion as well as for observance off fundamental duties integration and communal harmony		
10.3	Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development		
10.4	Awards and recognition received for extension activities		
10.5	Extension and outreach programs conducted in collaboration Government Organizations, Non-Government Organizations		
10.6	Number of students participating in extension activities		
10.7	Village adaptation		
10.8	NSS (Awards)		
11.AdministrativeProcedures			
S. No.	Item	Score (10)	Remarks
11.1	Budget allocation, excluding salary for infrastructure augmentation		
11.2	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding Salary component		
11.3	Established systems and procedures for maintaining and utilizing physical, academic and support facilities -laboratory, library, sports complex, computers, Classrooms etc.		
11.4	Students benefited by scholarships and free ships provided by the Government.		
11.5	Students benefited by scholarships, free ships, etc .provided by the institution besides government schemes		
11.6	Support to differently abled students		
11.7	Transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases		

11.8	Presence of an active Student Council & representation of students on academic & administrative bodies/committees		
11.9	Professional development /administrative training programs organized by the Institution for teaching and non-teaching staff		
12.Governance,LeadershipandManagement			
S. No.	Item	Score (10)	Remark
12.1	Governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution		
12.2	Decentralization and participative management		
12.3	Perspective/Strategic plan and deployment documents		
12.4	Organizational structure of the Institution including governingbody, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism		
12.5	Implementation of e-governance in areas of operation		
12.6	Effectiveness of various bodies/ cells/ committees is evident through minutes of meetings and Implementation of their resolutions		
12.7	Welfare measures for teaching and non-teaching staff		
12.8	Performance Appraisal System for teaching and non-teaching staff		
12.9	Institutional strategies form mobilization off funds and the optimal utilization of resources		
12.10	Teachers provided with financial support of attend conferences/ workshops and towards membership fee of professional bodies		
13.BestPracticesoftheInstitution			
S.No.	Item	Score (10)	Remark
13.1	Number of gender equity promotion programs organized by the institution		
13.2	Power requirement of the Institution met by the renewable Energy sources		
13.3	Percentage of lighting power requirements met through LED bulbs		

13.4	Waste Management steps		
13.5	Rain water harvesting structures and utilization in the campus		
13.6	Green Practices		
13.7	Expenditure on green initiatives and waste management (Excluding salary component)		
13.8	Initiatives to address location advantages and disadvantages		
13.9	Code of conduct handbook exists for students, teachers, governing body, administration including Principal/Officials and support staff		
13.10	Display of core values in the institution and on its website		
13.11	Activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens obligations and other constitutional obligations		
13.12	Functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions.		
13.13	Organizes national festivals and birth/death anniversaries of the great Indian personalities.		
13.14	Transparency in its financial, academic ,administrative and auxiliary functions		
13.15	<ol style="list-style-type: none"> 1. Value addition by certification programs as well as technology training is focused through Skill Development Centre (APSSDC, IITB-RC, NPTEL, Spoken tutorial, Swayam Prabha). 2. Departmental initiative for placements in core domains other than central Training and Placement cell. 3. Alumni involvement in placement drive. 4. Conduct of subject based Seminars and workshops have been continued. Involvement of students in various committees has been increased. 5. The practice of conducting Guest lectures, Industrial visits, and Industrial training has been enhanced. 6. The functioning of Research groups to promote better quality research and publications has been strengthened. 7. More Practical orientation is supported through Mini-projects, Technical seminars. 		

	<p>8. Program electives, Open electives and Mandatory courses as well as MOOCs are incorporated.</p> <p>9. Continuous input from all stakeholders like Alumni, Academicians and Industry experts are taken to improve the curriculum on regular basis.</p> <p>10. To ensure a good character with better ethical values among the students, professional ethics course has been introduced in the curriculum for all the students</p> <p>11. Additional Training on communication skills and soft skills is further increased.</p> <p>12. Research aptitude among the students is inculcated through project implementations.</p> <p>13. An Advisory Committee has been formulated for every department with suitable external members.</p> <p>14. A regular monitoring of Academic growth is taken care by the College Advisory Board(CAB)</p> <p>15. Institute has signed some MOUs and established Tie ups / collaborations with reputed organizations and institutions</p> <p>16. Improved class room facilities with ICT tools.</p> <p>17. Participation of students in Sports, Games at National and International level, NCC, NSS activities</p>		
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14. IQAC

S.No.	Item	Score (10)	Remark
14.1	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance Strategies and processes		
14.2	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC Set up as per norms		
14.3	Quality initiatives by IQAC for promoting quality culture		
	Total Score		

Score	Grade
960 <	A
840-959	B

720-839	C
600-719	D
599 >	F

Over all College Score & Grade -----

Suggestions for improvement:

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Signature

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