

AAA

Introduction

The Academic and Administrative Audit (AAA) intends to audit the status of the college in terms of academic output and the performance in the extra / co-curricular activities. This audit is done based on the Self Study Parameters proposed by the NAAC

The Department is requested to submit a Self Study Report (SSR) of its performance during the academic year 2021-22 in the following format, for the purpose of department audit and grading. The aim is to encourage self-evaluation, accountability, research, and innovation in teaching and learning. It will also help to create healthy competition in curricular and extracurricular activities among departments. The Audit will be performed based on the following criteria.

All submissions should be supported by valid documents

Name of the Department	:
Total teaching staff members	:
Programmes offered	:
Total Teachers with PhD	:
Average teaching experience of Teachers	:
Total Non-teaching Staff members	:
Total students	:

I -Curricular Aspects

- a. Number of value added certificate courses offered
- b. Total teachers in various bodies of university
BOS
Academic Council
Examination committees
- c. Is there a departmental mechanism for feedback on curriculum
- d. Methods employed for curriculum delivery:

II -Teaching learning Evaluation

- a. Furnish the pass percentage for degree mainyear batch, subsidiaries year batch, and PG..... Year batch.

% pass

Postgraduate course :

Degree (main alone) :

Subsidiary (.....) :

Subsidiary (.....) :

- b. Mention rank, if any, obtained for the batches. (Give the total number of students appeared for the subject in the university)

- c. Does the department provide remedial / Bridge classes?

Yes

No

If yes furnish the following

Sl. No.	Name of the teacher	Class for which rem. /Bridge teaching is arranged

- d. Does the department employ any innovations in teaching and evaluation methods?

Yes

No

If yes, give details of the innovative methods employed this year.

- e. Did the department design any curricula this year? Certificate Courses?

Yes

No

If yes, give details

- f. Does the department conduct Student Teacher evaluation?

Yes

No

If yes mention the measures taken on the basis of the evaluation.

g. Does the department use any modern techniques in teaching (ICT)?

Yes

No

If yes give details.

h. How many teachers attended seminar/ workshop/ conference/ refresher courses / FDP etc. during (Use separate sheet if necessary)

Sl. No	Name of faculty	Title of the seminar/ workshop/ conference etc.	Duration		Whether international/ national/ state/regional	Organizing agency
			From	To		

i. Give details of faculty members, if any, who are selected as resource persons for seminar/workshop/conference/refresher courses etc. during? (Use separate sheet if necessary)

Sl. No	Name of faculty	Title of the seminar/ workshop/ conference etc.	Duration		Whether international/ national/ state/regional	Organizing agency
			From	To		

j. Does the department conduct student input-output analysis / Result analysis?

Yes

No

If yes furnish the following for degreebatch and PG batch

a. Class average % marks in entry level =

b. Class average % marks in exit level =

k. List the student centric learning methods adopted in the department

l. Do you prepare a teaching plan

- m. Give details of Continuous Internal Evaluation process
- n. What are the ICT facilities available in the Department
- o. Total teachers using ICT facilities
- p. Any other relevant information the department wishes to add.

III - Research

- a. Does the department have publications out of the work done within the department during the current academic year?

Yes

No

If yes furnish the following.

Sl. No	Name of faculty	Title of the paper	Title of the Journal and year of publishing	Citation index and impact factor of the journal, if available

- b. Give details of the publication by faculty, if any.

Sl. No	Name of faculty	Title of the paper/book	Title of the Journal / book and year of publishing	Citation index and impact factor of the journal, if available

- c. Is the department recognized as a research department?

Yes

No

If yes give the number of research scholars joined this year.

- d. Did the department produce any Ph. D during the last two years? (*For research departments only*)

Yes

No

If yes furnish the following

Sl. No	Name of the Research scholar	Name of the guide	Title of the thesis	Year of awarding

e. Does the department have any running major research project?

Yes

No

If yes furnish the following.

Sl. No	Name of the principal investigator	Duration		Title of the project	Funding agency
		from	To		

f. Does the department have any running minor research project?

Yes

No

If yes furnish the following.

Sl. No	Name of the principal investigator	Duration		Title of the project	Funding agency
		from	To		

g. Did the department receive any assistance from Government or Non governmental agencies during the academic year?

Yes

No

Sl. No	Title of the program	Duration		Funding agency	Amount allocated
		from	to		

h. Did the department submit any new proposal for project, seminar etc. to funding agencies during the academic year?

Yes

No

If yes give details

i. Did the department conduct seminar/workshop/conference etc. during the academic year?

Yes

No

If yes furnish the following

Sl. No	Title of the seminar/ workshop/ conference etc.	Duration		Whether international/ national/ state/regional	Funding agency
		From	To		

j. Any other relevant information the department wishes to add.

IV - Consultancy and extension

a. Did the department sign any MoU with industry or any other agency?

Yes

No

If yes give details.

b. Does the department conduct consultancy services?

Yes

No

If yes give details

c. Does the department provide job-oriented / career counselling training for students?

Yes

No

If yes give details

d. Does the department arrange placement for students?

Yes

No

If yes give details

e. Does the department conduct/coordinate any kind of extension activities?

Yes

No

If yes give details.

f. Any other relevant information the department wishes to add.

V- Extracurricular activities

a. Does the department participate in the interdepartmental sports/ cultural contests?

Yes

No

If yes give details

b. Mention achievements if any, of the students that come under the department.

c. Mention the student association activities if any, during the academic year

d. Mention the performance in the sports activities during the academic year.

e. Any other relevant information the department wishes to add.

VI - Governance, Innovations and Practices

a. Are any members of the department involved in the administrative/club/committee activities of the college?

Yes

No

If yes furnish the following (use separate sheet if necessary)

Sl. No.	Name	Activity to which associated

b. Do the teachers complete topics according to the teaching plan suggested?

Yes

No

If no mention the reason and give the details of additional classes arranged for completion of topics.

Sl. No.	Name of teacher	Class	Additional classes conducted	Remark

c. Does the department conduct additional certificate courses?

Yes

No

If yes give details

Sl. No.	Name of the course	Degree/certificate/diploma etc.	No. of students

d. Does the department involve in maintaining the discipline in the campus?

Yes

No

If yes give details

e. Describe the measures taken for maintaining the cleanliness of staff room, classrooms, labs, museums etc.

f. Does the department maintain proper documentation of data?

Yes

No

g. Does the department has any collaborations with other institutions

Yes

No

If yes give details

h. Does the department conduct student Mentoring / Counseling?

Yes

No

If yes give details

i. Mention the measures if any, taken by the department for personality development/ soft skills of the students

j. Do you perform PBAS

k. Is there a mechanism for PO / CO evaluation in the Department:

If yes attach on example

l. What is the grievance redressal mechanism in the department

m. Any other relevant information the department wishes to add.

Signature:

Head of the department:

Seal:

A- Comments and Recommendation of the committee

GRADE OF THE DEPARTMENT:

(Member-Academic audit committee)

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