

देवी अहिल्या विश्वविद्यालय, इंदौर
DEVI AHILYA VISHWAVIDYALAYA, INDORE
आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ
Internal Quality Assurance Cell
Format for Internal Academic Audit Phase - I

Department/Centre/School of Studies: _____

Academic Year: _____ Date(s) of conducting audit: _____

I. CURRICULUM DEVELOPMENT

S No	Parameters	Yes	No	Not Known
1.	Learning objectives are clearly defined and measurable			
2.	Learning objectives are in line with student needs			
3.	Learning objectives are in line with industry needs			
4.	Content development is in line with the learning objectives			
5.	Content revision and updating is done regularly			
6.	Curriculum is flexible enough to incorporate changes			
7.	Choice Based Credit System is followed			
8.	Courses are in line with mission and vision of Department & University			
9.	New Course Started in Last One Year			

II. TEACHING AND LEARNING PROCESS

S No	Parameters	Yes	No	Not Known
1.	Academic calendar is prepared and communicated to the students			
2.	Learning objectives are communicated to the students			
3.	Syllabi and session plan/lecture plan is clearly communicated to the students			
4.	Syllabi is completed as per the session plan/lecture plan			
5.	Adequate amount of teaching material is provided			
6.	Teaching pedagogy is in line with the learning objectives			

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7.	Faculty makes use of ICT in teaching			
8.	Syllabi is completed within the stipulated period of time			
9.	Tutorials/Extra sessions/Remedial classes are conducted as per requirement			
10.	Guest lecturers /workshops are organized on a regular basis			
11.	Innovative teaching methods are adopted by the faculty members			
12.	Teachers also perform the work of mentoring students			

III. EVALUATION PROCESS

S No	Parameters	Yes	No	Not Known
1.	Evaluation criteria and process is clearly defined and communicated to the students			
2.	Transparency in examination is ensured			
3.	Students are communicated the examination schedule well in advance			
4.	Student is assessed on a continuous basis through various instruments			
5.	Transparency in evaluation is ensured			
6.	Grievance handling mechanism exists in the institute/department			

IV. RESEARCH ACTIVITIES

S No	Parameters	Yes	No	Not Known
1.	Funds for research are provided by the institute/department to faculty members			
2.	Research facilities like library, laboratory, databases etc. are made available			
3.	Monetary/non-monetary incentives given to faculty members to promote research culture			
4.	Research cell exists in the institute/department			
5.	Research papers in national referred journals are published by faculty members in last year as per UGC list			

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6.	Research paper in international refereed journals published by faculty members in last year as per UGC list			
7.	Ph.D. awarded to students of faculty members in the last one year			
8.	Faculty members completed their Ph.D. in the last one year			
9.	Books are published by the faculty members			
10.	Book Chapters are published by the faculty members			
11.	Papers are presented in national conferences by faculty members			
12.	Papers are presented in International conferences by faculty members			
13.	Session Chaired in Conferences by faculty members			
14.	Consultancy projects are undertaken by the faculty members			
15.	Funded projects are taken up by the faculty members			
16.	e-Content/MOOC developed by the faculty members			
17.	Award/recognitions are achieved by the faculty members			
18.	Collaborative Research activities are under taken by the department			
19.	Consultancy projects which lead to solution of specific social/business problems			
20.	Patents are taken by faculty members			
21.	Workshops, Seminars conducted by the Dept. at National Level			
22.	Workshops, Seminars conducted at International level			
23.	MOU/ Collaboration exists			

V. **INFRASTRUCTURE AND LEARNING RESOURCES**

S No	Parameters	Yes	No	Not Known
1.	Institution provides necessary facilities for teaching such as class room, furniture etc.			
2.	Washrooms, common rooms are available for boys			

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	and girls separately			
3.	Cleanliness of Washrooms maintained Timely			
4.	Classrooms are ICT enabled			
5.	Computer lab is equipped with state-of-the-art facilities			
6.	Library is equipped with digital and non- digital learning resources			
7.	Library and computers are continuously upgraded			
8.	Facilities for sports and extracurricular activities are provided			
9.	The Institute/department is equipped with multimedia theatre/auditorium			
10.	Proper maintenance of infrastructure is done from time to time			
11.	Facility of clean drinking water is available			
12.	The institute/department has refreshment centre for students and facilities			
13.	<i>Divyang</i> friendly Infrastructure is available			
14.	<i>Divyang</i> friendly wash room facility is available			

VI. COCURRICULAR ACTIVITIES

S No	Parameters	Yes	No	Not Known
1.	Adequate resources are available for sports, cultural and other activities			
2.	Co-curricular activities are encouraged			
3.	Co-curricular activities are designed to ensure overall development of the Student			

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VII. OTHER ACTIVITIES CONDUCIVE FOR ACADEMIC ENVIRONMENT

S No	Parameters	Yes	No	Not Known
1.	Departmental Website Exists			
2.	Departmental Website updated regularly			
3.	Suggestion Box is placed in prominent places			
4.	Arrangements have been made to display achievements of the students in academics, sports and extracurricular activities			
5.	Formal Placement Cell is exists			
6.	Activities of Career Development conducted			
7.	Efforts made for Psychological Counselling of the Students			
8.	Health Report Card of each Student is prepared			
9.	Health Report Card of each faculty member is prepared			
10.	Health Report Card of each staff member is prepared			
11.	Faculty welfare activities carried out in last one year			
12.	Faculty motivational activities carried out in last one year			
13.	Non-Teaching Staff welfare activities carried out in last one year			
14.	Non-Teaching Staff motivational activities carried out in last one year			
15.	Formal Alumni Cell Exists			
16.	Activities of Alumni Interaction carried out in last one year			
17.	Activities for the training of Non-Teaching Staff conducted in last one year			
18.	Fire Safety Measures available			
19.	Efforts on Energy Saving made in last one year			
20.	Energy Audit conducted in last one year			

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21.	Environment Audit conducted in last one year			
22.	Extension activities carried out in last one year			
23.	Use of Data Capturing System (IQAC) Started			

VIII. High Lights: Any special thing which the department would like to mention