



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Lr. No.: KU/IQAC/AAA/AY 2021-22/Sem-Audit/EVEN

Date: 09/05/2022

SEMESTER CLOSING AUDIT FOR EVEN SEMESTERS, 2021-22

(Data to be Summarized for all EVEN Semesters (2/4/6/8/10) from Dec 2021 to May 2022)

1. Name of the School / Department:

2. School/Department Vision and Mission:

Vision:

Mission:

3. Name & Designation of School IQAC Team Members:

S No	Name & Designation	Institute/Dept.	Email	Mobile

4. **Whether School/Department conducted Voluntary Internal Quality Audit? If yes, provide complete details. If no, provide reason for not conducting the audit.**

5. Details of Board of Studies and Meetings Conducted in the EVEN Sem:
(Submission of Hard Copy Files are essential for Audit)

S No	Date of BoS Meeting	Online / Offline	Whether MoM Submitted to Registrar/VC Office for AC Approval and Date

6. Details of the Publications (By Faculty/Research Scholars & With Students):

Period	# of Articles published in Indexed Journals	# of Edited Books/Book Chapters (Indexed)	# of Patents Filled / Granted	# of FDP / Seminar / Workshop / other Events	
				Attended	Organized
Dec 2021					
Jan 2022					
Feb 2022					
Mar 2022					
April 2022					
May 2022					
Total #					

7. Details of Items available in the Course Files of each of the Course (On ERP//Hard Copy Files) (Overall Observations)

Task No	Course File Items Description	Y/N
1	Syllabus Description	
2	Course Description with COs, POs, PSOs, CO-PO-PSO mapping, with justification.	
3	Session Planner / Syllabus Coverage with Text/Reference books used	
4	Time Table of class & self	
5	Student list	
6	Material/Class notes/Assignment/Tutorials etc.,	
7	Student seminar topics/Presentation and evaluation	
8	Reference to relevant MOOCs if any	
9	Details of Quiz Conducted	
10	Details of MTE	
11	List of slow learners and remedial measures taken	
12	List of fast learners and Additional Achievements by these students	
13	MTE Performance Analysis	
14	Details of Project Based Learning (PBL)	
15	Activity based learning (ABL) if any.	
16	Innovative teaching-learning techniques adopted	
17	Details of Counselling and/or mentoring	
18	Details of University Examinations question papers	
19	Coverage of Content beyond syllabus	
20	Details of Self-learning by students if any	
21	Details of external experts/guest lecture organized	
22	Details of units/topics handled by industry professionals	
23	Result analysis, with CO attainment calculation for Quiz, Assignments, MTE and ESE	
24	Course Attendance Register	
25	Minutes of Quality Circle Meeting related to the course	
26	MoM/Suggestions made by course committee for common courses	
27	Course survey questionnaires and results	

8. Details of the meeting conducted/planning to conduct School Academic Advisory Board (AAB):

9. Teaching-Learning Process and Evaluation – EVEN SEMESTERS: Semester-wise Subjects Taught as per the approved programme Structure (For all EVEN Semesters – 2 / 4 / 6 / 8 / 10) (Create Separate table for Each of the Programmes and its semesters)

Name of the Programme:

S No	Subject Code & Title (T/P)	Sem.	# of Cr.	Hrs. / Week	Total Hrs. / Sem (13 Weeks)	# of Hrs. Conducted*	% Deficiency, if any	Name of the Faculty	Session Plan uploaded on ERP (Y/N)	Status of Course File (Hard Copy) Submission

10. Details of FDP Conducted/proposed:

11. Details of Internships/Capstone Project/Industry Visits/Corporate Training:

12. Details of Achievement on Placement:

Head of the Institute / Dean of School/ Head of Department

Comments of the Internal Auditor

Signature of the Internal Auditor
