



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No.: KU/IQAC/AAA/AY 2021-22/Sem-Audit/Even-Sem

Date:07/02/2022

SEMESTER COMMENCEMENT AUDIT FOR EVEN SEMESTERS, 2021-22

(Data to be Summarized for all Even Semesters (2/4/6/8/10) from Dec 2021/January to April/May 2022 by all the schools/departments)

1. Name of the School / Department:

2. Year of establishment:

3. Programmes offered: Advanced Diploma, UG, PG, Ph.D., Integrated Masters etc.,

S No	Year of Started	Name of Programmes	Adv. Diploma / UG / PG / Ph.D.

4. Tentative Date of Board of Studies Meeting Planned:

5. Proposed Number of Stakeholders to be contacted to collect feedback for revising curriculum and syllabus (Details of to be maintained by the school as per the formats of NAAC Criteria 1.4.1 & 1.4.2):

# of Employers	# of Industry Personal	# of Alumni	# of Faculty	# of Students

6. Details of Inter-school Collaboration/Interdisciplinary Courses (Credit/Non-Credit) proposed to be offered for other schools in the even semesters: (Particularly on emerging technologies such as Design & 3D Printing, AR & VR, Data Analytics, AI and Machine Learning, Robotics and Automation, FinTech (Blockchain) etc.)

7. Details of New Programmes proposed to be offered in the next academic year (if any):

8. (a) Details of the Proposed Publications/Events/FDPs etc., (By Faculty & Students) (For Next One Semester):

Month	Expected # of Research Articles	Expected # of Edited Books/Book Chapters	Expected # of Patents to be filled	Expected # of FDPs / Seminars / Workshops / other Events	
				To Attend	To Organize
January					
February					
March					
April					
May					
Total #					

(b) Name, Contact Mobile and Email ID of the Faculty member(s) in-charge of planning/monitoring the activities stated in 8 (a) above.

9. (a) Publications by Ph. D. Scholars:

# of Approved PhD Supervisors in the school	# of PhD Scholars in the school	Status of Coursework Completion		# of Indexed Research Articles	
		# Completed	# Ongoing	Published	Communicated

(b) Name, contact mobile number and Email IDs of School Research Coordinator(s):

10. Details of Proposed Industrial Visits/Collaborative Events etc., (Can be furnished on separate sheet):

11. Details of Industry/Academic Research based Internships/Capstone Projects (Summer/Winter/Full-time) (Compulsory all UG/PG Programmes) (10 to 15 Credits as per the UGC/AICTE Regulations) (Attach the details):

12. (a) Details of Involvement of Students in the proposed Research and Development Activities: (As per the decision taken in the HoI/Operational Meeting held in September, Internships and Project works of, at least, 1 out of every 10 students of final year and pre-final year, must be converted to Indexed Research Publications/Patents/Book Chapters etc.,)

Students Count	Total Students	Proposed # of Research Articles (Conference & Journals)	Proposed # of Book Chapters	Proposed # of Patents
Pre-final Year				
Final Year				

(b) Name, Contact Mobile Number and Email IDs of the Faculty members responsible for monitoring of activities mentioned in 12 (a) above.

13. Details of Teaching Load Allocations for all Even Semesters 2/4/6/8/10 (January to May 2022) (Separate Sheet for Each Programme) (HoI/Dean & Audit Team, to please ensure no column is left as blank):

Name of the Programme:

S No	Subject Code & Title	Course Type (T / L / Pj. / Intp.)	Semesters (2 / 4 / 6/8/10)	# of Cr.	Hrs. / Week*	Total Hrs. Scheduled in the Full Semesters (13 - 15 Weeks)	Name of the Faculty	Status of (Partial) Course File Preparation	Remarks of the HoI

*Theory: 1 Cr. = 1 Hr. / LD(Activity) / Practical/Internship/Project: 1 Cr. = 2 Hrs. / RIL - 0 Cr. – 1 Hr.

14. Whether Syllabus approved by BoS and Countersigned by the HoI/Registrar/Controller of Examinations given to all faculty members for EVEN Semester Courses? (To be Strictly Verified by the Audit Team)

Compliance Report by Audit Coordinator:

15. Details of Elective Courses / MOOC / Language Courses / Value Added Courses, proposed to be offered in all EVEN Semesters **(To be furnished on Separate Sheet)**:

16. Preparation of Course File for all Courses of EVEN Semesters:

The Following items has to be kept in the course files by the respective faculty members before the commencement of the classes:

- a) Syllabus Description
- b) Vision & Mission of the School/Department/PEOs/POs/PSOs/COs are to be described in the Course Description.
- c) Evaluation Scheme – Internal/External/(Mid-Term Exams (MTE)/End Term Exam (ETE)/Attendance Requirements
- d) Class Timetable and Faculty Timetable (Strictly in the format as per the template)
- e) Students List including CR Details
- f) Session-wise Course hand-out as uploaded on ERP – **Mandatory**
- g) Details of Online/Offline Classes
- h) Session-wise Course hand-out must be given to all students studying the course.

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

Comments of the Internal Auditor

Signature of the Internal Auditor