INTERNAL QUALITY ASSURANCE (IQAC)

INFORMATION FOR ACADEMIC AND ADMINISTRATIVE AUDIT

(TO BE FURNISHED BY THE SCHOOL/DEPARTMENT FOR EVERY YEAR)

1. **Name of the School/Department:**

2. **Year of establishment:**

3. **Programmes offered**: UG, PG, M. Phil., Ph.D., Integrated Masters, etc,.

S No	Year	UG	PG	M.Phil	Ph.D.

4. **Programmes introduced during last 4 years:**

5. **Does the School/Department have Academic flexibility? If yes since when?**

6. **Interdisciplinary programs offered and school/departments involved:**

7. Courses conducted in collaboration with other universities and Institutions:

8. Details of programmes discontinued, if any, with reasons:

9. Examination System: Annual/ Semester/Choice Based Credit System/ Credit and Grading system/ any other system, specify:

10. Participation of the school/department in the curriculum development for programmes/courses offered by the school/Departments.

11. Does the school/department have different syllabus than the one used by university for UG and PG programmes?

12. Number of teaching posts sanctioned, filled and vacant.

Designation	Sanctioned	Filled	Filled under CAS
Professor			
Associate Professor			
Assistant Professor			
Total			

13. Faculty profile with name, qualification, designation, experience, nature of appointment (confirmed/ probation/temporary):

Name	Designation	Qualifications	Teaching/Research Experience	Nature of appointment,.

14. List of Visiting Fellows/Teachers, Adjunct and Emeritus Professors, (for last 4 years).

15. Percentage of classes taken by temporary/visiting faculty (programme- wise information):

16. Programme-wise Student Teacher Ratio: (*Average of 4 Years*)

17. Number of academic support staff (technical) and administrative staff sanctioned, filled and vacant:

Sr. No.	Posts	Sanctioned posts	Filled	Actual
1	Laboratory Assistant			
2	Clerk (office)			
3	Laboratory Attendant			
4	Peon			
5	Other			

18. Thrust areas of research as identified by the school/department:

19. Information about research grants, projects completed and ongoing during the period of last 4 years

a. **From National funding agencies (like UGC, CSIR, DST, DBT etc):**

Sr. No.	Name of the Principle Investigator (C0-investigator)	Title of the Project	Funding Agency, Duration & date of sanction	Amount (in Lakh)	Remarks if any

b. **From International funding agencies:**

Sr. No.	Name of the Principle Investigator (C0-investigator)	Title of the Project	Funding Agency, Duration & date of sanction	Amount (in Lacs)	Remarks if any

20. Funds received at Departmental level through DST-FIST; CSIR, UGC-SAP/CAS, DAE, DBT, BRNS, ICSSR, AICTE, etc

Scheme and Funding Agency	Non- Recurring	Recurring	Project Fellow	Total

21. **Research facilities available in the school/department and recognition received, if any?**

22. **Special research laboratories sponsored by / created by industry or corporate bodies.**

23. **Publications: (attaché additional sheets if need)**

Sr. No.	Papers published in peer reviewed journals	Monographs, Books, Chapters in books	Citations	*h*-index	Impact factor range/Average Impact factor

24. **Details of patents filed & granted and income generated:**

25. **Consultancy services provided, name of the teacher/s and income generated**:

Sr. No.	Year	Name of the teacher	Nature of consultancy	Funds generated (In Lakh)

26. **Details of teachers invited as resource persons for Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels.**

27. Details of teachers participated in Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels.(participant, presented paper, chaired the session)

28. Participation of teachers in various academic activities as members of committees at University level, State level, National level, International level bodies. (give details.

29. Details of teachers appointed/nominated on Editorial Boards at university, state, national and international levels.

30. Awards / Prizes and recognitions received by teachers at university, state, national and international level:

31. Awards and Prizes received by students at university, state, national and international level:

32. Details of Seminars/ Conferences/Workshops organized at university, state, national and international level and the source of funding with details:

Name of Conference/ Seminars / Workshops	Funding agency	No. of Participants	University/State/National/ International	Dates

33. Student profile programme-wise at UG and PG

UG/PG	Applications Received	No. of students Admitted	Seats Available	Male	Female	Total	Year

34. Year-wise results of students at UG and PG:

UG/PG	Year	Appeared	Passed	Pass %	Grade %			
					O	A	B	C

35. Information about M. Phil. programme:

Year	Applications Received	No. of students admitted	Male	Female	Total

36. Information about Ph. D. programme :

Year	Applications Received	No. of students admitted	Male	Female	Total

37. Number of students awarded M.Phil., Ph.D ,Degree :

Year	M.Phil	Ph.D.	Male	Female	Total

38. Diversity of Students : (Year-wise)

Name of the Programme	% of students from the same university	% of students from other universities within the State	% of students from universities outside the State	% of students from other countries
UG				
PG				
M.Phil.				
Ph. D.				

39. Number of students cleared Civil Services and Defense Services examinations, NET, SET, GATE and other competitive examinations? Give Category wise data.

Year	MPSC/UPSC	NET/ SET	GATE	Other Exams	Total

40. Student progression/ placement record: Number/ percentage of students proceeded for higher studies Number/percentage of students placed:

Year	% proceeded for higher studies		% of students placed
	UG to PG	PG to Ph.D./ M.Phil	

41. Diversity of Faculty:

Teaching faculty	%
from the same university	
from other universities within the State	
from other States	
from outside the country	

42. Number of faculty who were awarded M.Phil., Ph.D., D.Sc. / D.Lit.:

43. Present details of school/departmental infrastructural & other facilities with regard to:

    a) Central Library Books and Journals, etc, relevant to School/Department :

    b) School/Departmental Library (books, journals etc.)   :

    c) Computers and Internet facilities for staff   :

    d) Total number of class rooms   :

    e) Class rooms with ICT facility   :

    f) Students' laboratory   :

    g) Research laboratories   :

    h) Seminar Hall

    i) Smart class room   :

    j) Any other facility LCDs,

44. List of post-doctoral students and Research Associates

    a) Post-doctoral. students-

Sr. No.	Name of the Faculty	Post-doctoral Students	Research Topic
1			
2			
3			
5			

b) Research Associates

Sr. No.	Name of the Faculty	Research Associates	Research Topic
1			
2			
3			
5			

45. Number of post graduate students getting financial assistance from the university/state / central government

46. Curricular Aspects:

    a) **Does the faculty take initiative in curriculum development process?**

    b) **Is curriculum suitable to make students globally competitive in the subject? If yes, substantiate.**

    c) **Does the department offer program with sufficient no. of electives options.**

    d) **While framing curriculum, is feed-back taken from stakeholder's viz. Students/Alumni/Parents/Employers considered?**

    e) **What is the frequency of curriculum revision? (3/4/5 years or more)**

    f) **Does the curriculum have emerging thrust areas, including interdisciplinary areas? (If yes, elaborate).**

47. Teaching-Learning, Evaluation

    1) Number of teachers preparing & following Academic Teaching plan

    2) How many teachers use the following teaching methods:

    a) Interactive lecture method using blackboard, Group discussions, Problem solving, Seminars.

b) Use ICT methods to support lectures.

3) Does the Department have Peer review processes? If yes, are the suggestions effectively used to improve the teaching quality?

4) Does the department have any mechanism to ensure that entire syllabus is completed?

5) Do you offer Bridge/Remedial courses? If yes, Give details.

6) What is the method for conducting internal evaluation?

48. Teacher Performance:

1) Whether the performance of the teacher assessed by the students? If yes, are the feedback reports analysed and suggestions communicated to teachers?

2) Number of teachers getting:

a) Very Good _____

b) Good _____

c) Average _____

Remarks from students.

3) Whether suggestion boxes are kept in the department to get suggestions from students on infrastructural facilities available in the department?

4) Are the suggestions received from students used for improvement of facilities?

5) Do teachers submit Self-Appraisal Reports? Are these reports appraised by HOD and forwarded to the university with comments?

6) What is the Departmental average API _____? How many teachers have API > Average API

7) What is the individual faculty wise h index?

8) Give details of "beyond syllabus scholarly activities" of the department.

49. List the distinguished alumni of the department (maximum 10)

50. Give details of student enrichment programmes (special lectures / workshops / seminar) involving external experts.

51. How does the school/department ensure that programme objectives are constantly met and learning outcomes are monitored?

52. Highlight the Special facilities (if, any) of the School/Department.

53. Highlight the unique features of the school/ department.

54. State the Innovative practices adopted in the school/department.

55. Highlight the participation of students and faculty in extension activities.

56. Detail five major Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the school/department.

Strengths:

Weaknesses:

Opportunities:

Challenges:

57. Future plans of the department:

    a) Long term plans-

    b) Short term plans

<div align="center">Declaration by the School Dean/Head of the Department</div>

I am aware that the above information provided by the school/department will be validated by the AAA committee during the visit.

                        Dean of the School / Head of Department

Date: