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(Estd. By Uttarakhand State Govt. Vide Act No .07/2021 and Recognized under UGC Act 1956)  
7 kms Roorkee-Haridwar Road (NH-58), Post Box No. 27,  
Vardhmanpuram, Roorkee- 247667  
CU/DO-IQAC (15) /04/2023/002

## **Internal Quality Assurance Cell (IQAC)**

# **PEER TEAM REPORT ON EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT**

**(Academic year: 20\_\_ - 20 \_\_)**

## **ACADEMIC AUDIT**

### **INTRODUCTION**

The Academic Audit of the Department of .....was conducted on .....  
The Purpose of the Audit is to provide the opportunity for a regular strategic overview of the Department's Teaching and Learning activities. The Self Evaluation Report of the Department was presented to the Panel. The Panel Members investigated the different aspects of the Documents (as per attached list), and authenticated them with the supporting evidences. This report consolidates the findings of the panel and put forth the suggestions and area of improvements possible in the future.

**Head of the Department**

**External Expert-1**

**External Expert-2**

**Verified by:**

**IQAC:** \_\_\_\_\_

**Director IQAC:** \_\_\_\_\_

**Vice Chancellor:** \_\_\_\_\_

***Cc: Hon'ble Chancellor/ Pro Chancellor/ Registrar/ Respective Departments***

## **AUDIT PANEL MEMBERS**

### **External Panel Members:**

- 1. Name, Designation, Department, Institute, Email, Phone**
- 2. Name, Designation, Department, Institute, Email, Phone**

### **Internal Panel Members:**

- 1. Name, Designation, Department, Institute, Email, Phone**
- 2. Name, Designation, Department, Institute, Email, Phone**
- 3. Dean/Pro-VC/ VC**

## **LIST OF FILES / DOCUMENTS AUDITED**

1. Department Objective, Vision Mission and PEO's
2. Students admission and Faculty students ratio
3. Department Academic Plan / Schedule / Calendar
4. Compliance to Academic Calendar
5. Minutes of the Departmental Meetings
6. Time Table and Teaching Load
7. Curriculum enrichment (VAP, Internships, Trainings) (Please verify students certificate in value added course)
8. Final Year Projects
9. Project Based Learning (PBL)
10. Department programmes organized (Please verify number of programmes organized with proof)
11. Student Attendance
12. Internal Test Analysis (Both theory and practical)
13. Quality of Test Paper (Internal)
14. End Semester Exam Result Analysis
15. Students examination achievement, if any
16. Remedial Classes
17. Course files (Theory and laboratory)
18. Lab Manual, Records, Observation
19. All lab Maintenance, stock register, stock verification record and calibration of Instruments
20. Feedback process
  - i. Feedback on curriculum enrichment (Feedback from all stakeholders)
  - ii. Feedback on Teaching and learning
21. Teaching and Non-Teaching staff profile
22. Research Details
23. NPTEL, SWAYAM certification
24. Faculty Development Programs, Organized
25. Faculty Development Programs, Attended
26. Career Guidance Program for Students
27. Alumni Interaction
28. Department Budget
29. Department Library
30. Details of MoU's
31. Consultancy and IPR
32. Record of Student counseling

- 33. Student participation (Sports/Extra Curricular/ Co-Curricular)
- 34. Department Future Plans
- 35. Department Strength and Weakness

## **Assessment Report**

### **1. Overall Assessment:**

### **2. Strength, Weakness, Opportunity, Challenges (SWOC)**

### **3. Suggestions**

(Expert 1)

Signature and Name

Date:

(Expert 2)

Signature and Name

Date: