



FORMERLY KNOWN AS UETR

(Estd. By Uttarakhand State Govt. Vide Act No .07/2021 and Recognized under UGC Act 1956)
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Vardhmanpuram, Roorkee- 247667
CU/DO-IQAC (15) /04/2023/001

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT

College of _____

Department of _____

Date of Audit: _____

Name and Designation of Auditor-1:

Name and Designation of Auditor-2:

Prepared By:

(Name and Signature with date)

Checked by:

(Name and Signature with date)

Verified by

(Name and Signature with date)

SECTION I: GENERAL INFORMATION

1.1 Department Details:

- a. Department Name:
- b. Head of Department:

1.2 Academic Programs Offered:

Program Name	Duration	Number of Students Enrolled

1.3 Administrative Structure:

- a. Organizational Chart:

[Provide an organizational chart showing the department's administrative structure]

SECTION II: FACULTY INFORMATION AND CONTRIBUTION

2.1 Faculty Information:

Name of the faculty Member	Qualification			Association with the University	Designation	Specialization	Academic Research			
	Degree (Highest Degree)	University	Year of attaining higher				Research paper publication	PhD Guidance, if applicable	Research	Faculty Work Load*

* Workload components: Teaching Load + Administrative Responsibilities+ Research

2.2 Cadre Ratio

The reference Faculty cadre proportion is 1(F1): 2(F2): 6(F3)

F1: Number of Professors required = $1/9 \times$ Number of Faculty required to comply with 20:1 Student-Faculty ratio based on no. of students: _____

F2: Number of Associate Professors required = $2/9 \times$ Number of Faculty required to comply with 20:1 Student-Faculty ratio based on no. of students (N): _____

F3: Number of Assistant Professors required = $6/9 \times$ Number of Faculty required to comply with 20:1 Student-Faculty ratio based on no. of students (N): _____

2.3 Student-Faculty Ratio (SFR)

No. of UG Programs in the Department (n): _____

No. of PG Programs in the Department (m): _____

No. of Students in UG 2nd Year= u1

No. of Students in UG 3rd Year= u2

No. of Students in UG 4th Year= u3

No. of Students in PG 1st Year= p1

No. of Students in PG 2nd Year= p2

No. of Students = Sanctioned Intake + Actual admitted lateral entry students (The above data to be provided considering all the UG and PG programs of the department)

S=Number of Students in the Department = UG1 + UG2 +... +UGn + PG1 + ...PGn F = Total Number of Faculty Members in the Department (excluding first year faculty) Student

$$\text{Teacher Ratio (STR)} = S / F$$

ANSWER: _____

2.4 Faculty as participants in Faculty development/training activities/STTPs

S NO	Name of the faculty	Title of the Program	Duration

SECTION III: TEACHING-LEARNING AND EVALUATION

3.1 Pedagogical Practices:

A. Overview of teaching methodologies employed by faculty [100 Words]

B. Analysis of innovative teaching practices implemented.

Innovative Teaching Practices	Description	Tick One
Use of Technology in Classroom	Integration of educational technology tools and resources in teaching.	YES/NO
Flipped Classroom Approach	Pre-recorded lectures or online materials for students to review before class, and in-class activities focused on application and problem-solving.	YES/NO
Project-Based Learning	Assigning projects that require students to apply theoretical knowledge in real-world scenarios.	YES/NO
Collaborative Learning	Encouraging group activities, discussions, and peer-to-peer learning.	YES/NO
Use of Multimedia Resources	Utilizing multimedia tools, such as videos, animations, and interactive presentations, to enhance learning experiences.	YES/NO
Experiential Learning	Providing hands-on experiences, internships, and field trips to bridge the gap between theory and practice.	YES/NO
Personalized Learning Approaches	Tailoring teaching methods and materials to individual students' learning styles and needs.	YES/NO

3.2 Student Support Systems:

Assessment of counseling and mentoring programs. Documentary evidence of Mentor's Diary and Counselling reports [faculty wise]

3.3 Student performance

YEAR	Number of Students Appeared for the Exam	Number of students passes (Without Backlogs)	Number of students passes (With Backlogs)
I			
II			
III			
IV			

SECTION IV: CURRICULUM ENRICHMENT AND RELEVANCE OF CURRICULUM

4.1 Curriculum development [Department's contribution in curriculum development]

4.2 Percentage of new courses introduced: [Provide a list of courses added]

S NO	Course Code	Course Title	Credit Hours	Year of Introduction

4.3 Percentage of CBCS/Electives in the program(s)

Diploma	
UG	
PG	
PhD	

4.4 Description of the curriculum structure and alignment with industry requirements [100 words with one-to-one mapping of the structure with industrial requirement]

SECTION V: RESEARCH AND PUBLICATIONS

5.1 Research and Publications:

A. Publications:

[Include details of faculty wise publications, conference presentations, and other scholarly activities]

S. No	Author(s)	Title of paper	Journal name	Page number, issue(volume), Year	SCI/ SCOP US/ UGC/ NAAS	Impact Factor	Affiliation used in paper	Link of paper

B. Research Projects:

S.No.	PI	Co-PI	Title of the project	Year of grant	Amount Sanctioned	Issuing agency	Remarks
							Ongoing/Completed

[List ongoing and completed research projects within the department]

SECTION VI: FINANCIAL AUDIT

6.1 Budget Allocation and Expenditure:

a. Budget Allocated: _____ **(Amount in Rupees)**

b. Expenditure incurred in Infrastructure and Maintenance:

[Include details of expenses related to infrastructure, equipment, maintenance, and repairs]

c. Expenditure incurred in Research and Development:

[Include details of expenses related to research grants, laboratory facilities, and equipment]

d. Any Other Expenses:

[Include any additional expenses incurred by the department]

6.2 Grants and Funding:

a. Internal Grants:

[Include details of any internal grants received by the department]

b. External Grants:

[Include details of any external grants received by the department]

SECTION VII: ACTIVITIES AND BEST PRACTICES

7.1 Number of activities conducted

S No	Type of Activity	Numbers
1.	Workshops	
2.	Industrial Visits	
3.	Expert Lectures	
4.	Seminar/Webinars	
5.	Life skills (Yoga, physical fitness, health and hygiene)	
6.	FDPs	
7.	Staff Development Program	
8.	Programs related to contribution to Society	
9	Hackathons/Ideathons/Inter Institute or University Competitions	
10	Alumni Interaction	

[Provide detailed list]

SECTION VIII: ACTION PLAN

8.1 Overall Assessment:

a. Strengths:

[List the department's strengths and notable achievements]

b. Weaknesses:

[Identify areas of improvement and challenges faced by the department]

8.2 Action Plan:

[Outline an action plan with timelines and responsible individuals/units for implementing the recommendations]