



MANONMANIAM SUNDARANAR UNIVERSITY
TIRUNELVELI – 627 012

DD&CE



ACADEMIC AUDIT REPORT (ACADEMIC YEAR 2020 –'21)

Department Audited: Date:

Programmes Offered:,

1st Auditor's Name & Designation:

2nd Auditor's Name & Designation:

Sl. No.	Name of the File	Availability	Rating (if availability is 'yes') (4 – Very Good and 0 – Very Poor)					Remarks
			4	3	2	1	0	
	Brief history of the Department	Yes/No						
	Vision and Mission of the Department	Yes/No						
	Details of the programme offered	Yes/No						
1.	System for Quality Assurance	Yes/No						
2.	Previous Academic Audit Reports & its compliance	Yes/No						
3.	Stock Audit Reports (Internal/ External) & its compliance	Yes/No						
4.	Records related to any special status conferred by the central/ state government	Yes/No						
5.	Records related to Departmental contribution to the University's growth	Yes/No						
6.	Quality Action Plan for the AY and its outcomes	Yes/No						
7.	Demand Ratio and Student Statistics (ref AQAR)	Yes/No						

8.	Records related to Admissions (Applications, selection procedure & List)	Yes/No						
9.	Records on Syllabus Revision & Curriculum (all regulations in Hard Copy and BOS minutes of AY)	Yes/No						
10.	Display of Program/ Program specific/ Course outcomes in University Website	Yes/No						
11.	Feedback on Curriculum Contents	Yes/No						
12.	Academic Calendar (2020-'21)	Yes/No						
13.	Self Learning Materials for students	Yes/No						
14.	Records on availability and use of ICT tools for interaction with students	Yes/No						
15.	Records related to Mentoring/ Counseling	Yes/No						
16.	Practice Teaching Monitoring	Yes/No						
17.	Records on Field Projects/ Internships undertaken by students	Yes/No						
18.	Model Lesson Plan	Yes/No						
19.	Records related to structured feedback from Students on Teaching Process	Yes/No						
20.	Records related to structured feedback from centre coordinators	Yes/No						
21.	Record on Feedback analysis, action taken and outcomes	Yes/No						
22.	Student Satisfaction Survey	Yes/No						
23.	Detailed Staff Profile	Yes/No						
24.	Records related to Honours and Awards received from state/central government	Yes/No						
25.	Time Table & Contact Programme Schedule	Yes/No						
26.	Attendance Register	Yes/No						

27.	Records on assignments, teaching practice, Projects Review & Continuous Assessment	Yes/No						
28.	Details regarding Best Students/ advanced/ Weak learners	Yes/No						
29.	Records on Students Exam Results Statistics	Yes/No						
30.	Records related to Research Fellowships/ Award received from National / international level.	Yes/No						
31.	Enrolment details of JRF/SRF/ PDF/ RA / Other Fellows	Yes/No						
32.	Records related to conduct of seminar on IPR/ Industry Academia Innovative Practices	Yes/No						
33.	Records related to Awards for Innovation won by department	Yes/No						
34.	Records on Ph.D awarded at Department	Yes/No						
35.	Research Publications in the journals mentioned in UGC / CARE List by the department	Yes/No						
36.	Books/ Edited Volumes/ Paper Presentation by Teachers in Conferences	Yes/No						
37.	Details regarding the Citation Index (excluding Self Citation) by the Teachers	Yes/No						
38.	H-Index of the Department for the AY	Yes/No						
39.	Details regarding the Teachers serving as resource person for the AY	Yes/No						
40.	MOUs signed with Study Centres	Yes/No						
41.	Records on Budget allocation and Utilization (including maintenance)	Yes/No						
42.	Funded Projects (submitted/ completed/ ongoing) , Thrust Areas progress, and outcomes	Yes/No						
43.	Availability of Specific Website for B.Ed, Programme.	Yes/No						
44.	Availability of Social Media Platform for information interchange with learners	Yes/No						

45.	Records related to departmental library	Yes/No						
46.	E-Contents developed by teachers for E-PG Pathshala, SWAYAM, NPTEL, etc.	Yes/No						
47.	Facility available at dept. for e-content development	Yes/No						
48.	Student Details and related statistics	Yes/No						
49.	Records related to redressal of students' grievances, sexual harassments and ragging	Yes/No						
50.	Placement Records	Yes/No						
51.	Facilities available for assisting students to enhance their skills	Yes/No						
52.	Minutes of the Staff Meeting	Yes/No						
53.	Availability of Maintenance Policies and Procedures	Yes/No						
54.	Compliance to the NCTE/ UGC/ DEB Guidelines, SCAA, Statutes	Yes/No						
55.	Availability of Circular Folder	Yes/No						
56.	Upkeeping of Stock Register	Yes/No						
57.	Records related to additional workload of the teachers	Yes/No						
58.	Records related to teachers professional development (refresher, orientation)	Yes/No						
59.	Records related to Best Practices of Department	Yes/No						
60.	Road map of the Department & Strategic Plan	Yes/No						
Total Score								

Note: The auditors can provide their constructive suggestions for the quality enhancement in an elaborate manner as appendix mentioning the serial numbers.

Auditors' Suggestion for further improvement:

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Overall Remarks by the Auditors:

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Signature of the Auditor

Name:

Designation:

Date:

Signature of the Auditor

Name:

Designation:

Date: