**Format for Academic Audit**

**Period: Jan. to Dec. 2016**

**Last Date of submission:**

**Centre:**

**School:**

**Name of the Dean:**

**Name of the Head:**

**No. of Sanctioned Posts (Faculty) Professor: \_\_\_\_ Associate Professor: \_\_\_\_ Assistant Professor: \_\_\_\_**

**No. of Vacant Positions (Faculty) Professor: \_\_\_\_ Associate Professor: \_\_\_\_ Assistant Professor: \_\_\_\_**

**No. of Sanctioned Post (Support Staff):**

**No. of Vacant Post (Support Staff):**

*Please attach all the supporting documents as enclosures duly numbered. The enclosure number may be mentioned against the concerned table.*

1. **Faculty Details (Add additional rows as required)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.  No | Name of the Faculty Member | Qualification | Type (Regular / Contract/Temporary/Guest /FRP/etc) | Duration of Employment (between 01/01/2016 and 31/12/2016) | Courses Taught |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |

1. **Courses Offered (Add additional rows as required)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Program** | **Semester** | **Course Name** | **Course Code** | **Credits** | **Faculty Name** | **No. of Sessions Taken\*** | |
|  |  |  |  |  |  | **Lecture** | **Practical** |
| **January 2016 – May 2016** | | | | | | | |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| **July 2016 – December 2016** | | | | | | | |
|  |  |  |  |  |  |  |  |
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**\* The number of sessions should be as per the actual taken by the faculty (Enclose copy of the attendance sheet)**

**Note**: In case of courses taken by more than one faculty member, the no. of sessions may be entered as per the attendance statement.

1. **Batch wise Student details (Integrated / PG Program)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Batch of 2012 (Year V) | Batch of 2013 (Year IV) | Batch of 2014 (Year III) | Batch of 2015 (Year II) | Batch of 2016 (Year I) |
| No. of Students |  |  |  |  |  |

1. **Ph D Student Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the Student | Supervisor Name | Topic of Research | Type of Fellowship (UGC/RGNF/MANF/University/etc) | NET Qualified  **(Yes / No)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Faculty Wise Ph D Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Faculty | No. of Students pursuing Ph D | No. of Students submitted Thesis | Total |
|  |  |  |  |

1. **Physical Infrastructure**

|  |  |  |
| --- | --- | --- |
|  | **Number of Rooms** | **Room No. (details of location, etc)** |
| **Head** |  |  |
| **Faculty Room** |  |  |
| **Class room** |  |  |
| **Laboratory** |  |  |

1. **Teaching Aids (in classroom) (please add additional rows for other equipment, if any)**

|  |  |  |
| --- | --- | --- |
| **Type of Equipment** | **Number** | **Current Status (Working /Under Repair/Scrap)** |
| **Smart Boards** |  |  |
| **LCD Projectors** |  |  |
| **White Board** |  |  |
| **Green Board** |  |  |
|  |  |  |

1. **Laboratory Details (Please add additional rows as required) (include Teaching Labs and Research Labs)**

|  |  |  |
| --- | --- | --- |
| **Laboratory Room No** | **Equipment Details** | **Current Status Current Status (Working /Under Repair/Scrap)** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Financial Assistance (January to December 2016)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Extra Mural Research Projects | Total number | Total fund | University funding to Centre for Teaching Labs | Total fund given by University | Fund Utilized |
| Approved |  |  |  |  |  |
| Sanctioned |  |  |  |  |  |
| Total |  |  |  |  |  |
| Documentation proof (Enclosure no.): | |  |  |  |  |

1. Student – Teacher Ratio

|  |  |  |  |
| --- | --- | --- | --- |
| Period | Total Number of students in the Centre (Please do not include Ph D students) | Total Number of Faculty (Full time faculty including contractual /temporary) | Student Teacher Ratio |
| January – May 2016 |  |  |  |
| July – December 2016 |  |  |  |

1. **Faculty Development Activities (summary report for the Centre from January to December 2016)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Number of quality improvement programmes (Orientation/ Refreshers/ Short duration courses/ etc.) | Number of faculty development programme | Seminar/ Conference/ Workshop | Financial support for attending workshop/ seminar (mention the source | Numbers of Publication | Projects | | No. of Patents |
| Sponsored | Consultancy |
|  |  |  |  |  |  |  |  |

1. **Involvement in Exams**

|  |  |  |  |
| --- | --- | --- | --- |
| **Faculty Name** | Question paper prepared in (Even/ Odd) End Sem Exams **(consider two sets as one)** | papers evaluated during (Even/ Odd) End Sem examination | Total hours involved (as per UGC Amendment 4): |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Administrative responsibilities (include additional rows as required) (Include membership in committees)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Faculty Name** | Mention the Role and activities (Dean / Head / Chairman/ Member etc.) | No. of Hours spend for the activity | Total hours involved (as per UGC Amendment 4): |
|  |  |  |  |
|  |  |  |  |

1. Name of Journals where faculty is reviewer / editor / member of editorial board / etc **(include additional rows as required)**

|  |  |  |
| --- | --- | --- |
| **Name of the Faculty** | **Name of the Journal** | **Role in the Journal** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Student Placement / Higher Studies Details**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Number** | **Students Placed** | **Higher Studies** |
| **Students passed out after UG** |  |  |  |
| **Students passed out after PG** |  |  |  |

1. **Academic Bodies of the University**

|  |  |  |
| --- | --- | --- |
| Name of the Body | Constituted on | Date of the Meetings (Between Jan – Dec 2016) |
| Board of Studies |  |  |
| School Board |  |  |
| Doctoral Committees |  |  |

Enclose copy of the members notified by the University and the copy of the minutes of the meetings

1. Agenda in Board of Research Studies / Academic Council / Executive Council / etc

|  |  |  |
| --- | --- | --- |
| **Name of the Body** | **Agenda Item No and Details** | **Status of the Agenda** |
| Board of Research Studies |  |  |
| Academic Council |  |  |
| Executive Council |  |  |

1. Syllabus Approval (

|  |  |  |
| --- | --- | --- |
| **Program (Integrated / PG / UG / Ph D / etc)** | **Agenda Item No and Meeting No. of Academic Council** | **Copy of the Minutes of approval of syllabus** |
|  |  |  |
|  |  |  |

1. Do you have a hard copy of the approved syllabus with modification from time to time duly stamped by the office of Registrar / Controller of Examinations (Yes / No)
2. **SWOT Analysis**

|  |  |
| --- | --- |
| **Strengths** | **Weakness** |
|  |  |

1. **Requirements of the Centre**

|  |  |
| --- | --- |
| **Office Staff Requirements** | **Laboratory Staff Requirements** |
|  |  |

1. **Future Plans**