Shyama Prasad Mukherji College for Women

University of Delhi

Inter Departmental Audit Performa

Session: July 2021-June 2022

Name of the Department to be audited: **COMMERCE**

Name of Department auditor: **ECONOMICS**

Important-

Criteria 1: Teaching Learning Process

Sl.no	Items	Minutes	Documentary Evidence/Remark
A.	Does the TIC ensures that		
	1. All the members of the Department are made aware of the Academic workload?	Yes, workload	Folder A with sub folders A1-workload
	2. Courses and timetable are assigned and communicated to the departmental colleagues?	Yes ,Timetable, Teaching plans attached	Folder A2-Syllabus, Timetable, Teaching plans and TP Adherence
	3. Academic Calendar is prepared?	Yes, Calendar attached	File A3-Academic Calendar
	4. Was the moderation of internal Assessment marks done before uploading them on the college website?	Yes, Documentary proof attached	Folder A4-Minutes of Meetings & IA sheets
	5. Required Committees are formed in the department to distribute various academic responsibilities?	Yes, Committees List attached	Folder A5-Minutes of Meetings & Committees List
B.	Is there a mixed approach followed in teaching and learning of the course in your department (lecture/seminar/ICT/field visit/ workshops/ interactive session, class project activity)? Please attach detailed documents.	Yes, Mentioned in teaching plans, attached PPTs and activity report	Folder B-Activity Report and PPT Also refer to Sub folder A2 for Teaching plans
C.	1. Was the academic calendar followed? 2. Detailed reports of departmental activities are attached with. (As per format attached in annexure 1)	Yes Yes, Activity Report attached	Folder C- Academic Calendar & Activity Report

D.	Result Analysis of the previous Session? (Odd and even)	Yes, in tabular form	File D-Result Analysis-Teacher wise and Paper wise
E.	1. Is there an evident commitment in making continuous quality improvement in the program? Please specify. 2. List of mentoring of students in the current session (faculty wise)	Held various events for overall students development Yes, Mentor-mentee list attached	Refer file B for Activity Report Folder E2-Mentorship report and Students list
F.	Have you taken any new initiative in your department with regard to career guidance and counselling?	Yes, Career Counselling Session Report	File F-Career Counselling Session Report
G.	Is there any outstanding faculty achievement or involvement in any research area/project?	Yes - Dr Prabha Rani	As Prabha Rani Proof Attached. FILE-G
H.	Did any faculty member lreceive letter of recognition or award from any recognized body? If yes please attached documentary evidence.	yes- Teaching excellence award by Prof. Neelam Goel	FILE - H.
I.	Give detailed list of students who have undertaken internship program. Please attach proof.	List with proof attached	File I-Internship data & Proofs
J.	Give a detailed report of placement initiatives by the department. Give detailed list of students placed in previous year.	List with proof attached	File J-Placement Data & Proofs
K.	Give detailed list of students' progression in terms of higher education (Previous Year). Attach documentary evidence.	List with proof attached	File K-Progression Data & Proofs
L.	Please specify in detail of your departments' best practices followed (eg. in the area of environment, gender issues, students' capacity building etc.)	Document attached	Folder L-Best Practices Document & proof (Book Donation)
M.	Please specify community outreach program of your department (if any).	Yes	File M-Book collection and Distribution Camp-Activity report
N.	Special recognition, awards and achievements of students of your department (if any)	List with proof attached	File N-Students Recognition & Award List with proofs
O.	Does the department publish newsletter/magazine? Give details.	Yes	File O- E Magazine "SHILP"

		Yes/No	N/A	Detail
P.	Do you have students' representative bodies in your department? If yes, please specify selection criteria and duties assigned to them?	Yes		Folder P-Commerce Association List, Notices & Results
Q.	Have you attached APAR (2021-22) of all the faculty members of the department?	Yes		Folder Q- APAR with Proofs
R.				

Criteria 2: Laboratory Management   N.A.

A. Laboratory Management

Items	Yes/No	N/A	Detail
Does the department specify and document the responsibility of the lab staff?			
Does the department delegate duties to alternate in case of the absence of the technical staff?			
Does the technical staff receive training from time to time?			

B. Maintenance of Equipment

Items	Yes/No	N/A	Detail
1. Are the maintenance procedures documented			
2. Procedure and periodicity of the maintenance of equipment?			

C. Remark

Items	Yes/No	N/A	Detail
1. Do the laboratories have work instructions?			
2. Do the documented procedures exist for purchase, reception and storage of the consumable materials used for the technical operations of the laboratory?			
3. Does the department maintain stock register?			

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4. Are the original reagent containers labeled with the date of expiry?			
5. Are detailed records maintained on reagents and standard preparations?			
6. Are all the documentation entries signed or initiated by responsible staff?			
7. Are all initial calibrations verified?			

Report of the Internal Academic Audit :(Along with suggestions and recommendations for improvement)

Academic audit was done in Room no. 23 (commerce dept. Room) of the college on Nov. 23, 2022 at 11.30 A.M. All supporting documents are seen, complete & verified. The documents are well maintained & organized.

Name and Signature (Auditor Department)
(Economics)

Name and Signature (Audited Department)
(Commerce)

Present TIC: Ms. Gita Golani *Gegolani* 23/11/2022
(2021-2022)

Present TIC: Ms. Mandeep Kaur *Mandeep Kaur* (2021-2022)

Past TIC: Dr.N. Lalitha *N. Lalitha* 23/11/2022

Past TIC: Dr. Prabha Rana *Prabha* 23/11/2022

Next TIC: Dr. Jyotsna *(sign)* 23/11/2022

Next TIC: Ms. Alpana *Alpana* 23/11/22

Date: 23/11/2022