

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: **ECONOMICS**

Name of Department auditor: **COMMERCE**

Important- All supporting documents are seen, verified and signed.

Criteria 1: Teaching Learning Process

Sl.no	Items	Minutes	Documentary Evidence/Remark
A.	<p>Does the TIC ensures that</p> <ol style="list-style-type: none"><li>1. All the members of the Department are made aware of the Academic workload?</li><li>2. Courses and timetable are assigned and communicated to the departmental colleagues?</li><li>3. Academic Calendar is prepared?</li><li>4. Was the moderation of internal Assessment marks done before uploading them on the college website?</li><li>5. Required Committees are formed in the department to distribute various academic responsibilities?</li></ol>	Yes Yes Yes Yes Yes	Folder A (File A.1) Workload  Folder A (File A.2) Timetables and Folder B (Teaching plans)  Folder A (File A.3) (academic calendar)  Folder A (File A.4) (Internal assessment)  Folder A (File A.5) Committees
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	Folder B (teaching Plans) and Folder C (for Workshop on MS Excel)
C.	<ol style="list-style-type: none"><li>1. Was the academic calendar followed?</li><li>2. Detailed reports of departmental activities are attached with. (as per format attached in annexure 1)</li></ol>	Yes	Folder C (academic calendar and activity report)

D.	Result Analysis of the previous Session? (odd and even)	Yes	Folder D (Result analysis)
E.	1. Is there an evident commitment in making continuous quality improvement in the program? Please specify.	Yes	Conducted Workshops, Debate and Webinars etc. to improve the understanding of the subject and making students aware of the current economic scenario. (Folder C)
	2. List of mentoring of students in the current session (faculty wise)	Yes	Folder E (Mentorship)
F.	Have you taken any new initiative in your department with regard to career guidance and counselling?	Yes	File F (Opportunity Cell)
G.	Is there any outstanding faculty achievement or involvement in any research area/project?	Yes	File G Dr. Vishakha Sharma received her doctorate.
H.	Did any faculty member received letter of recognition or award from any recognized body? If yes please attached documentary evidence.	NO	
I.	Give detailed list of students who have undertaken internship program. Please attach proof.	List and Proof attached	File I (Internship Report)
J.	Give a detailed report of placement initiatives by the department. Give detailed list of students placed in previous year.	None	
K.	Give detailed list of students' progression in terms of higher education (Previous Year). Attach documentary evidence.	List and Proof attached	File K (Students' progression)
L.	Please specify in detail of your departments' best practices followed (eg. in the area of		File L

	environment, gender issues, students' capacity building etc.)		
M.	Please specify community outreach program of your department (if any).	No	None due to pandemic conditions
N.	Special recognition, awards and achievements of students of your department (if any)	None Yes	File N.
O.	Does the department publish newsletter/magazine? Give details.	No	
P.	Do you have students' representative bodies in your department? If yes, please specify selection criteria and duties assigned to them?	Yes	File P(Econtrix)
Q.	Have you attached APAR (2021-22) of all the faculty members of the department?	Yes	Folder Q (APAR with Proofs)

#### 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?			
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 AM. All supporting documents are seen, complete and verified. The documents are well maintained & organized.

**Name and Signature (Auditor Department)**

Mandeep Kaur  
23/11/22

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

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

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

**Name and Signature (Audited Department)**

Present TIC: Ms. Gita Golani  
Gita Golani  
23/11/2022

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

Next TIC: Dr. Jyotsna  
Jyotsna  
23/11/2022

Date: 23/11/2022