

Inter Departmental Audit Performa

Session 2021-2022

Name of the Department to be audited: **Computer Science**Name of Department auditor: **Mathematics**

Important- All supporting documents should be seen, verified and signed by the Auditing Department

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"> 1. All the members of the Department are made aware of the Academic workload? 2. Courses and time table are assigned and communicated to the departmental colleagues? 3. Academic Calendar prepared? 4. Was the moderation of internal Assessment marks done before uploading them on the college website? 5. Required Committees are formed in the department to distribute various academic responsibilities? 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>A 1.1: Minutes of Meeting A 1.2: Academic Workload</p> <p>A 2.1: Courses A 2.2: Time Table</p> <p>A 3.1: Academic Calender A 3.2: Lesson Plans A 3.3: Course Completion Certificates</p> <p>A 4.1: Minutes of Meeting A 4.2: IA Sheets (Odd Semester) A 4.3: IA Sheets (Even Semester)</p> <p>A.5: MOM (Dept. Committees)</p>
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	BC 1: Event Reports

C.	Was the academic calendar followed? (Please attach detailed reports of departmental activities)	Yes	BC 1:: Event Reports BC 2: Activity CalendarFollowed
D.	Result Analysis of the previous Session? (odd and even)	Yes	D 1: Result Analysis
E.	<p>1. Is there an evident commitment in making continuous quality improvement in the program? Please specify.</p> <p>2. List of mentoring of students in the current session (faculty wise)</p>	Yes Yes	E 1: Teaching Learning Practices E 2: Mentorship Report
F.	Have you taken any new initiative in your department with regard to career guidance and counseling?	Yes	F: Online session on Career Counseling (Tech Saksham)
G.	Is there any outstanding faculty achievement or involvement in any research area/project?	Yes	G: Faculty Achievements
H.	Did any faculty member received letter of recognition or award from any recognized body? If yes please attached documentary evidence.	Yes	H: Faculty Achievements
I.	Give detailed list of students who have undertaken internship program. Please attach proof.	---	---
J.	Give a detailed report of placement initiatives by the department. Give detailed list of students placed in previous year.	---	---
K.	Give detailed list of students' progression in terms of higher education (Previous Year). Attach documentary evidence.	---	K 1. Student Progression
L.	Please specify in detail of your departments' best practices followed (eg. in the area of environment, gender issues, students' capacity building etc.)	----	I 1. Best practices
M.	Please specify community outreach program of your department (if any).	---	---

N.	Special recognition, awards and achievements of students of your department (if any)	---	---
O.	Does the department publish newsletter/magazine? Give details.	---	----
P.	Do you have students' representative bodies in your department? If yes, please specify selection criteria and duties assigned to them?	---	---
Q.	Have you attached APAR (2020-21) of all faculty members of the department?	Yes	Q 1: APAR
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Criteria 2: Laboratory Management

A. Laboratory Management

Items	Yes/No	N/A	Detail
Does the department specify and document the responsibility of the lab staff?	Yes		1*
Does the department delegate duties to alternate in case of the absence of the technical staff?	Yes		Additional responsibilities shall be delegated to the present staff.
Does the technical staff receive training from time to time?	Yes		

B. Maintenance of Equipment

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

C. Remark

Items	Yes/No	N/A	detail
1. Do the laboratories have work instructions?	Yes		Operating instructions are displayed in each labs.
2. Do the documented procedures exist for purchase, reception and storage of the consumable materials used for the technical operations of the laboratory?	Yes		Maintained lab wise.
3. Does the department maintain stock register?	Yes		
4. Are the original reagent containers labeled with the date of expiry?		NA	
5. Are detailed records maintained on reagents and standard preparations?		NA	
6. Are all the documentation entries signed or initiated by responsible staff?	Yes		
7. Are all initial calibrations verified?		NA	

1* Lab staff is given responsibilities as per the following:

1. Uday Shankar, Lab. Attendant
 1. Dusting of Lab no. 205 and 206
 2. Lock and unlock of the labs
 3. Resident duty in the lab during practical hours.
 4. Photocopy / file movement work related to lab 205, 206 and in general also.
 5. Projector installations as per requirements
2. Manish , Lab. Attendant
 1. Dusting of Lab no. 35, 3 and resource room.
 2. Lock and unlock of the labs

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

File is complete with all supporting documents.

Name and Signature (Auditor Department)

Present TIC

Past TIC

Next TIC

Date: 24/11/2022

Alpana Rastogi

Nancy (Neetu Jain)

Name and Signature (Audited Department)

Present TIC

Past TIC

Next TIC

Jasone
24/11/22

Praty
24/11/2022