

Shyama Prasad Mukherji College for Women

University of Delhi

Inter Departmental Audit Performance

Session: July 2021-June 2022

Name of the Department to be audited: APPLIED PSYCHOLOGY

Name of Department auditor: GEOGRAPHY

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

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	Supporting Document Attached
	2. Courses and timetable are assigned and communicated to the departmental colleagues?	Yes	Verified
	3. Academic Calendar is prepared?	Yes	Attached
	4. Was the moderation of internal Assessment marks done before uploading them on the college website?	Yes	Verified
	5. Required Committees are formed in the department to distribute various academic responsibilities?	Yes	Blog Committee Report Moderation Committee Result Committee (Summary Report Attached) Record Committee E-Library Committee (Books were provided in soft version (GC)) Mental Health Committee
B.	Is there a mixed approach followed in teaching and learning of the course in your department (lecture/seminar/ICT/field visit/ workshops/	Yes	The Teaching Plan, focus group discussion, PPT

	interactive session, class project activity)? Please attach detailed documents.		method. Movie screening and Analysis, field visits are done as a part of practical. Proofs attached
C.	1. Was the academic calendar followed? 2. Detailed reports of departmental activities are attached with. (as per format attached in annexure 1)	Yes	Report Attached
D.	Result Analysis of the previous Session? (odd and even)	Yes	Batch 2021-2024 2020-2023 2019-2022 Yearwise, Teacherwise & Paperwise results attached along with summary
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)	Yes	Department engages students in different workshops, Role plays, content creation and content writing for departmental blog and website to keep them motivated and enthusiastic. Identified criteria are followed to improve and promote slow and advance learners. Mentoring Report Attached
F.	Have you taken any new initiative in your department with regard to career guidance and counselling?	Yes	Tele Counselling Help Desk Mental Health Committee Career opportunities in DRDO webinar SPSS training workshop

			Mentoring Report Career Guidance for internships
G.	Is there any outstanding faculty achievement or involvement in any research area/project?	Yes	<p>Faculties Research publications in Indian and International Journals</p> <p>(Education Today, Helion Science direct Journal, International Journal of Research in Human Resource Management, scopus indexed journal, International Journal of Research in Social Science</p> <p>Details of research projects as part of curriculum</p>
H.	Did any faculty member received letter of recognition or award from any recognized body? If yes please attached documentary evidence.	Yes	<p>Dr. Namita received her Ph.D Degree awarded.</p> <p>Proof attached</p>
I.	Give detailed list of students who have undertaken internship program. Please attach proof.	Yes	Attached
J.	Give a detailed report of placement initiatives by the department. Give detailed list of students placed in previous year.	N.A.	N.A.
K.	Give detailed list of students' progression in terms of higher education (Previous Year). Attach documentary evidence.	Yes	Attached
L.	Please specify in detail of your departments' best practices followed (eg. in the area of environment, gender issues, students' capacity building etc.)	Yes	<p>Career opportunities in DRDO webinar</p> <p>SPSS training workshop</p> <p>Syllabus Attached</p>

M.	Please specify community outreach program of your department (if any).	Yes	Tele Counseling Help Desk World Mental Health Day Report Psyitivity Blog Ageism against Older People
N.	Special recognition, awards and achievements of students of your department (if any)	Yes	Attached
O.	Does the department publish newsletter/magazine? Give details.	Yes	Attached
P.	Do you have students' representative bodies in your department? If yes, please specify selection criteria and duties assigned to them?	Yes	Psychspire Team Psyitivity Team
Q.	Have you attached APAR (2020-21) of all the faculty members of the department?	Yes	Verified

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		Displayed on Department Notice Board
Does the department delegate duties to alternate in case of the absence of the technical staff?	Yes		Faculties manage on their own
Does the technical staff receive training from time to time?	No		

B. Maintenance of Equipment

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

Remark

Sl. No.	Yes/No	N/A	Detail
1. Do the laboratories have work instructions?	Yes		Displayed on Department Notice Board
2. Do the documented procedures exist for purchase, reception and storage of the consumable materials used for the technical operations of the laboratory?	Yes		Verified
3. Does the department maintain stock register?	Yes		Verified
4. Are the original reagent containers labeled with the date of expiry?		N/A	
5. Are detailed records maintained on reagents and standard preparations?		N/A	
6. Are all the documentation entries signed or initiated by responsible staff?	Yes		
7. Are all initial calibrations verified?		N/A	

Report of the Internal Academic Audit : (Along with suggestions and recommendations for improvement) The audit of Applied Psychology deptt was conducted on Nov 23rd 2022 in their lab. The department provides ample opportunities to the students not only for their academic excellence but also for their overall development. Faculty takes initiatives for the students to excel and show the best results. Innovative teaching-learning methodologies being adopted. Achievements and initiatives are maintained. It is suggested that an inter-disciplinary activity in collaboration with other departments will benefit the students.

Name and Signature (Auditor Department)

Name and Signature (Audited Department)

Present TIC RACHNA DUA

Past TIC RACHNA DUA

Next TIC members: Ms. Anuradha

Date: 23/11/2022 Dr. Gargi

Ms. Renu Yadav (IQAC MEMBER) Ms. Meenai Meenai

Present TIC DR. ANAMIKA RAS

Past TIC DR. VIRENDRA P. YADAV.

Next TIC DR. SOZEN H. (ON LEAVE).

Members Present-

Dr. Surekha Bhatia - S.Bhatia
Dr. Ashima Sharma Ashima
Dr. Ekta Bhamberi Ekta
Dr. Koushik Gargi K.G.
Dr. Shaheen Shaheen