

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: GEOGRAPHY

Name of Department auditor: APPLIED PSYCHOLOGY

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"> 1. All the members of the Department are made aware of the Academic workload? 2. Courses and timetable are assigned and communicated to the departmental colleagues? 3. Academic Calendar is 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>Documents attached</p> <p>Verified</p> <p>Attached</p> <p>Verified</p> <p>Minutes of Meeting attached</p>
B.	<p>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.</p>	Yes	<p>Proofs attached for the following-</p> <p>Student presentations</p> <p>Student projects</p> <p>Faculty presentations</p> <p>Lesson plans</p> <p>Research based field work report</p> <p>Files using ICT tools</p>

H.	Did any faculty member received letter of recognition or award from any recognized body? If yes please attached documentary evidence.	Yes	Dr. Ankur Srivastava received his Ph. D. degree. Proof attached
I.	Give detailed list of students who have undertaken internship program. Please attach proof.	Yes	Document attached
J.	Give a detailed report of placement initiatives by the department. Give detailed list of students placed in previous year.	N/A	
K.	Give detailed list of students' progression in terms of higher education (Previous Year). Attach documentary evidence.	Yes	Documents 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	1. Field work related to Disaster Management 2. Seminar on River- Human relationship adding Resource management to DM
M.	Please specify community outreach program of your department (if any).	Yes	Documents attached Nadi Ko Jano Competition- creating awareness about water resources
N.	Special recognition, awards and achievements of students of your department (if any)	Yes	Position holders- University and College. Outstanding Student Award Miss Freshers
O.	Does the department publish newsletter/magazine? Give details.	Yes	MILIEU- uploaded on College website
P.	Do you have students' representative bodies in your department? If yes, please specify	Yes	'Dhara'- Geography Society has an elected

	selection criteria and duties assigned to them?		student body
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?			

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	

C. Remark

Items	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 Geography department held on 23 Nov, 2022 in the Geography Lab. Department presented documents in well organized and systematic manner. Department provides opportunities to understand the global world through field visits and excursions. Students are also given the opportunity to participate in internship programs and workshop to have hands on training. Lab is well-maintained. It is recommended that department may take initiative to take inter-disciplinary research and activity for the promotion of knowledge and strengthen the academic climate.

Name and Signature (Auditor Department)

Present TIC Dr. Anamika Ray

Past TIC Dr. Vandna Pratap Yadav

Next TIC DR. H. Swarna (On leave)

Date: 23. 11. 2022

Name and Signature (Audited Department)

Present TIC Dr. Rachna Due ~~28/11/22~~

Past TIC Dr. Rachna Due ~~28/11/22~~

Next TIC -

Members Present

- Ms. Anuadha Shaheen
- Dr. Gargi Mazumdar
- Ms. Maanasi Mallick

Members Present:

Dr. Surendri Bhatia - ~~AB~~

Dr. Ekta Bhandari - ~~EL~~

Dr. Namita Talyal - ~~NT~~

Dr. Koushik Ganguly

Dr. Shaheen

Wif.

Ab.

RENU YADAV
(IQAC MEMBER)

RENU YADAV