

AUDIT 2021-22 Form

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:

Name of Department auditor:

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>Attached</p> <p>Attached</p> <p>Attached</p> <p>Attached</p> <p>Attached</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.	Attached
C.	<p>1. Was the academic calendar followed?</p> <p>2. Detailed reports of departmental activities are attached with. (as per format attached in annexure 1)</p>	Yes	Attached
D.	Result Analysis of the previous Session?	Yes	Attached

	(odd and even)		
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 Yes	attached attached
F.	Have you taken any new initiative in your department with regard to career guidance and counselling?	No.	not this time
G.	Is there any outstanding faculty achievement or involvement in any research area/project?	No	—
H.	Did any faculty member received letter of recognition or award from any recognized body? If yes please attach documentary evidence.	No.	—
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.	Yes	Attached (one)
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	attached
M.	Please specify community outreach program of your department (if any).	No	
N.	Special recognition, awards and achievements of students of your department (if any)	No	
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?	No.	
Q.	Have you attached APAR (2020-21) of all the faculty members of the department?	Yes	Attached

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		Attached
Does the department delegate duties to alternate in case of the absence of the technical staff?	N/A		
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		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		Attached
2. Do the documented procedures exist for purchase, reception and storage of the consumable materials used for the technical operations of the laboratory?	N/A		
3. Does the department maintain stock register?	Yes		
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?	For Departmental Library		
7. Are all initial calibrations verified?	N/A		

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

Excellent maintenance of records
and activities.

Good documentation & Record Keeping

Name and Signature (Auditor Department)

FT. Present TIC : MNaewaly
Past TIC : MNaewaly
Next TIC : 23rd NOV' 2022
Date:

Name and Signature (Audited Department)

Present TIC : Supriya Gupta
Past TIC : Leela 23-11-2022
Next TIC : Supriya Gupta
Date : 23/11/22

P.E. TIC : Dr. Harvinder Kaur.

Date : 23/11/22.

Annexure-1

Activity Performa (to be submitted after the event)

1. Name of the Activity:
2. Department/Committee/Society, etc.:
3. Nature of the Activity:
 - a. Workshop/Conference/Seminar/Educational Trip/others:
 - b. Local/National/International: