

## Inter Departmental Audit Performa

Session: July 2021-June 2022

Name of the Department to be audited: HISTORY DEPARTMENT

Name of Department auditor: EVS DEPARTMENT

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 <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	Verified Verified Verified Verified Verified
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	Verified
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	Verified

D.	Result Analysis of the previous Session? (odd and even)	Yes	Verified
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	Attached faculty wise
F.	Have you taken any new initiative in your department with regard to career guidance and counselling?	Yes	Detailed interaction and Counselling
G.	Is there any outstanding faculty achievement or involvement in any research area/project?	Yes	Attached
H.	Did any faculty member received letter of recognition or award from any recognized body? If yes please attached documentary evidence.	Yes	Attached
I.	Give detailed list of students who have undertaken internship program. Please attach proof.	Yes	Verified
J.	Give a detailed report of placement initiatives by the department. Give detailed list of students placed in previous year.	Yes	Verified.
K.	Give detailed list of students' progression in terms of higher education (Previous Year). Attach documentary evidence.	Yes	Verified.
L.	Please specify in detail of your departments' best practices followed (eg. in the area of environment, gender issues, students' capacity building etc.)	Yes	In area of Gender and Environment
M.	Please specify community outreach program of your department (if any).	Yes	Verified
N.	Special recognition, awards and achievements of students of your department (if any)	Yes	Verified
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	voting
Q.	Have you attached APAR (2020-21) of all the faculty members of the department?	yes	verified

## Criteria 2: Laboratory Management

### A. Laboratory Management — NA —

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)

All the relevant documents are present and verified. The department has well documented all the evidences proof's. The department is performing well and keep a track of all the criteria as required for the inter-departmental audit. Few points related to internship programme, career guidance and placement initiatives can be more focused and elaborate. The dept willing to start e-magazine which probably will start soon. Rest all is fine and work is really appreciated.

Name and Signature (Auditor Department)

Name and Signature (Audited Department)

Present TIC

Past TIC

Next TIC

Date: 25/11/2022.

*Sonal Bhargava*

Present TIC

Past TIC

Next TIC

*Kaushik* KAUSHIK SAUR  
*Supriya S N* SUPRIYA S N  
*Nirmala* NIRMALA S