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: **Mathematics**

Name of Department auditor: Computer Science

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 ensure that		
	1. All the members of the Department are made aware of the Academic workload?	Yes	**Section A.1** Workload and Minutes **A.1.1 Minutes & Workload-odd semester** **A.1.2 Minutes & Workload-even semester**
	2. Courses and timetable are assigned and communicated to the departmental colleagues?	Yes	**Section A.2** Courses and Timetable **A.2.1 Courses** A.2.1.1 B.Sc. (Hons) Maths-2019 A.2.1.2 GE(Maths) 2019 A.2.1.3 B.A.(Prog) Maths-2019 **A.2.2 Timetables** A.2.2.1 Odd Semester(1) A.2.2.2 Odd Semester(2) A.2.2.3 Odd Semester(3) A.2.2.4 Even Semester(1) A.2.2.5 Even Semester(2)
	3. Academic Calendar is prepared?	Yes	**Section A.3** Academic Calendar, Activity Calendar, Teaching Plan, Course Completion **A.3.1 Academic and Activity Calendar** A.3.1.1 Academic Calendar (University) A.3.1.2 Academic Activity Calendar & Minutes

			A.3.2 Teaching Plans and Course Completion Odd Semester
			A.3.3 Teaching Plans and Course Completion Even Semester
	4. Was the moderation of internal Assessment marks done before uploading them on the college website?	Yes	**Section A.4** Internal Assessment and moderation of internal assessment **A.4.1 Minutes & IA sheets Odd semester** **A.4.2 Minutes & IA sheets Even semester**
	5. Required Committees are formed in the department to distribute various academic responsibilities?	Yes	**Section A.5** Committees for academic responsibilities **Committees and Minutes**
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	**Section B.** Teaching- Learning Process **B.1 Mixed approach in Teaching Learning** **B.2 Academic Activities Report**
C.	1. Was the academic calendar followed? 2. Detailed reports of departmental activities are attached with. (as per format attached in annexure 1)	Yes	**Section C** **C.1 Academic Activity Calendar** **C.2 Activities Report Odd Sem** **C.3 Activities Report Even Sem**
D.	Result Analysis of the previous Session? (odd and even)	Yes	**Section D** Result Analysis **D.1 Result Analysis Report** **D.2.1 Result Analysis BSc (Hons)** **D.2.2 Result Analysis BA (Prog)**
E.	1. Is there an evident commitment in making continuous quality improvement in the program? Please specify.	Yes	**Section E** **E.1 Refer to B, C and L points**
	2. List of mentoring of students in the current session (faculty wise)		**E.2 Mentorship Report**

F.	Have you taken any new initiative in your department with regard to career guidance and counselling?	NA	---------
G.	Is there any outstanding faculty achievement or involvement in any research area/project?	Yes	**Section G** **G.1 Research Papers Details** **G.2 Research Papers Proof**
H.	Did any faculty member receive letter of recognition or award from any recognized body? If yes please attached documentary evidence.	Yes	**Section H** **Appreciation Letter-PCRA**
I.	Give detailed list of students who have undertaken internship program. Please attach proof.	Yes	**Section I** **I.1 Workshop and Internship Details list** **I.2 Workshop and Internship certificates**
J.	Give a detailed report of placement initiatives by the department. Give detailed list of students placed in previous year.	Yes	**Section J** **J.1 Placement details list** **J.2 Placement certificates**
K.	Give detailed list of students' progression in terms of higher education (Previous Year). Attach documentary evidence.	Yes	**Section K** **K.1 Students Progression in Higher Education details (2019-2022)** **K.2 Students Progression in Higher Education certificates**
L.	Please specify in detail of your departments' best practices followed (eg. in the area of environment, gender issues, students' capacity building etc.)	Yes	**Section L** **Best Practices**
M.	Please specify community outreach program of your department (if any).	NA	------
N.	Special recognition, awards and achievements of students of your department (if any)	Yes	**Section N** **N.1 Students Achievements Details** **N.2 Students Achievements Certificates**
O.	Does the department publish newsletter/magazine? Give details.	Yes	**Section O** **Magazine: ANANTA**

P.	Do you have students' representative bodies in your department? If yes, please specify selection criteria and duties assigned to them?	Yes	**Section P** **Students Council Report**
Q.	Have you attached APAR (2021-22) of all the faculty members of the department?	Yes	**Section Q** **APAR Forms 2021-22**

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?			
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?			

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

Well Compile & well presented Repost:
All documents seen and verified
All records are well maintained and
organised. All required proofs are
attached.

Name and Signature (Auditor Department)

Present TIC   Jaya Cera
Past TIC
Next TIC   Jasore
Date:
              24/11/2022

Name and Signature (Audited Department)

Present TIC   Alpana Rastogi
Past TIC
Next TIC   Nof (Neem Jan)

Auditor   Prang.
Dr. Pratha Rani
Assistant Professor
IQAC Member