

Shyama Prasad Mukherji College for Women

University of Delhi

Inter Departmental Audit Performa

Session 2021-2022

Name of the Department to be audited: *Political Science*

Name of Department auditor: *Philosophy*

Important- All supporting documents should be seen, verified and signed by the Auditing Department

Criteria 1: Teaching Learning Process

Sl.no	Items	Minutes	Documentary Evidence/Remark
A.	Does the TIC ensures that <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?	<i>Yes</i> <i>Yes</i> <i>Yes</i> <i>Yes</i> <i>Yes</i>	<i>Attached</i> <i>Attached</i> <i>Attached</i> <i>Attached</i> <i>Attached</i>
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.	<i>Yes</i>	<i>Attached</i> <i>Mentioned in Teaching Plan</i>
C.	Was the academic calendar followed? (Please attach detailed reports of departmental activities)	<i>Yes</i>	<i>Reports Attached</i>
D.	Result Analysis of the previous Session? (odd and even)	<i>Yes</i>	<i>Attached</i>
E.	1. Is there an evident commitment in making continuous quality improvement in the program? Please specify.	<i>Mentioned in Teaching Plan</i>	<i>Mentioned</i>

	2. List of mentoring of students in the current session (faculty wise)	yes	Attached
F.	Have you taken any new initiative in your department with regard to career guidance and counselling?	Report attached	Report Attached
G.	Is there any outstanding faculty achievement or involvement in any research area project?	Nil	Nil
H.	Did any faculty member received letter of recognition or award from any recognized body? If yes please attached documentary evidence.	Nil	Nil
I.	Give detailed list of students who have undertaken internship program. Please attach proof.	Nil	Nil
J.	Give a detailed report of placement initiatives by the department. Give detailed list of students placed in previous year.	Nil	Nil
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.)	Mentioned in Reports (Career-counselling, Fest and	Attached Student Electra
M.	Please specify community outreach program of your department (if any).	Nil	Nil
N.	Special recognition, awards and achievements of students of your department (if any)	Nil	Nil
O.	Does the department publish newsletter/magazine? Give details.	Nil	Nil
P.	Do you have students' representative bodies in your department? If yes, please specify selection criteria and duties assigned to them?	Yes Report attached	Attached
Q.	Please attach Annual Achievement Performa of Teachers (Annexure-1) (APAR) 2020-21	Yes	Attached Puja Sharma (APAR)
R.	Please attach Activity Report as stated in Annexure-2		Is missing

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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the department delegate duties to alternate in case of the absence of the technical staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the technical staff receive training from time to time?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Maintenance of Equipment

Items	Yes/No	N/A	Detail
1. Are the maintenance procedures documented	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Procedure and periodicity of the maintenance of equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Remark

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

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

All documents are attached according to NAAC format. It is well-maintained. Documents are kept in all the folders.

Name and Signature (Auditor Department)

Name and Signature (Audited Department)

Present TIC Chetan Gupta

Present TIC Dr. V. V. Rao

Past TIC

Past TIC

Next TIC Dr. V. V. Rao (Secretary's Office)

Next TIC

Date: 28/11/2022

Dr. V. V. Rao

Dr. V. V. Rao