

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: *Physical Education and Sports.*

Name of Department auditor: *FTK H DFE.*

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"> 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><i>yes.</i></p> <p><i>yes</i></p> <p><i>yes.</i></p> <p><i>Yes</i></p> <p><i>Yes.</i></p>	<p><i>Attached</i></p> <p><i>Attached</i></p> <p><i>Attached</i></p> <p><i>Attached</i></p> <p><i>Attached</i></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.	<i>Yes</i>	<i>Attached</i>
C.	<ol style="list-style-type: none"> 1. Was the academic calendar followed? 2. Detailed reports of departmental activities are attached with. (as per format attached in annexure 1) 	<i>Yes</i>	<i>Attached</i>

D.	Result Analysis of the previous Session? (odd and even)	Yes	Attached
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
F.	Have you taken any new initiative in your department with regard to career guidance and counselling?	Yes	Attached
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 attached documentary evidence.	No	—
I.	Give detailed list of students who have undertaken internship program. Please attach proof.	No	—
J.	Give a detailed report of placement initiatives by the department. Give detailed list of students placed in previous year.	No	—
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)	Yes	Attached
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	Yes	Attached

Criteria and duties assigned to them?		
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?	No	—	—
Does the technical staff receive training from time to time?	No	—	—

B. Maintenance of Equipment

Items	Yes/No	N/A	Detail
1. Are the maintenance procedures documented	Yes	—	Verified
2. Procedure and periodicity of the maintenance of equipment?	Yes	—	Verified

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?	Yes	—	Refer to stock register & Sanction book.
3. Does the department maintain stock register?	Yes	—	1)
4. Are the original reagent containers labeled with the date of expiry?	No	N/A	—
5. Are detailed records maintained on reagents and standard preparations?	No	N/A	—

6. Are all the documentation entries signed or initiated by responsible staff?	Yes	—	verified
7. Are all initial calibrations verified?	Yes	—	verified

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

Excellent maintenance of records & procedures.
well done sports Department.

All the records are up to date and organized properly by the Sports Department

Name and Signature (Auditor Department)

FT- Present TIC M Naawalya
Past TIC
Next TIC
Date: 23/11/2022

Name and Signature (Audited Department)

Present TIC Dr. Kavita Vats
Past TIC Dr. Kavita Vats
Next TIC

HDFE Present TIC : Anupam Gupta
Date : 23/11/2022