

Shyama Prasad Mukherji College for Women

University of Delhi

Inter-Departmental Audit Performa

Session: July 2020-June 2021

Name of the Department to be audited:

Sociology

Name of Department auditor: **Sanskrit**

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 1. All the members of the Department are made aware of the Academic workload? 2. Courses and timetables 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?	1.Yes 2. yes 3. Verified 4, yes, details of the internal assessment are shown 5.yes	1. verified workload of the deptt was shown/ teacher wise 2.Verified timetable available 3.Academic calender was available 4. internal assessment record was available 5.Yes record was available
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.	Lectures tutorials, field visits etc	Yes teaching plan was shown, verified field visit proof was available
C.	1. Was the academic calendar followed? 2. Detailed reports of departmental activities are attached with. (asper format attached in annexure 1)	1. Yes, 2. national seminar (departme ntal activity)	verified 2.Yes proof was available

D.	Result Analysis of the previous Session? (odd and even)	Yes	Result analysis teacher wise available
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)	1. Yes 2. yes	1. Remedial classes were provided doubt clearance via whatsapp 2. evidence was available
F.	Have you taken any new initiative in your department with regard to career guidance and counselling?	No	-
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.	yes	Evidence not available
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	Record available
L.	Please specify in detail of your departments' best practices followed (eg. in the area of environment, gender issues, students' capacity building etc.)	Yes	Activity details was shown
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	Record was available
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	Reports Available
Q.	Have you attached APAR (2020-21) of all the faculty members of the department?	Yes	Verified

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?	No	N/A	N/A
Does the department delegate duties to alternate in case of the absence of the technical staff?	No	N/A	N/A
Does the technical staff receive training from time to time?	No	N/A	N/A

B. Maintenance of Equipment

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

C. Remark

Items	Yes/No	N/A	Detail
1. Do the laboratories have work instructions?	No	N/A	N/A
2. Do the documented procedures exist for purchase, reception and storage of the consumable materials used for the technical operations of the laboratory?	No	N/A	N/A
3. Does the department maintain stock register?	No	N/A	N/A
4. Are the original reagent containers labeled with the date of expiry?	No	N/A	N/A

5. Are detailed records maintained on reagents and standard preparations?	No	N/A	N/A
6. Are all the documentation entries signed or initiated by responsible staff?	No	N/A	N/A
7. Are all initial calibrations verified?	No	N/A	N/A

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

The department of Sanskrit did a college audit for the department of sociology for the academic session July 2020 to May June 2021 on the 25th of May 2022 via Google meet and on the 26th of May 2022 physical mode.

The member of the audit team was Dr. Amit Kumar Sharma, Dr. Ruby, Dr. Rishiraj Pathak and Dr Pooja Sharma. Kulbir Kaur, Dr. Caroline Patton, and Dr. Shaswat represent the sociology department .Their responses were given by the member of the department of sociology were satisfactory. The sociology department also showed and submitted appropriate documentary evidence in response to various questions listed in the questionnaire.

Name and Signature (Auditor Department)

Present TIC - Dr. AmitKumar Sharma

Other Members- Dr.Ruby

Dr. Rishiraj Pathak

Dr.Pooja Sharma

Past TIC

Next TIC

Date:30-05-22

Name and Signature (Audited Department)

Present TIC- Kuibir Kaur

Other Members- Dr. CarolinePatton

Dr. Shashwat

Past TIC

Next TIC

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:**
 - c. Collaboration (if any)**
- 4. Dated:**
- 5. Duration of the Program:**
- 6. Venue of the Program:**
- 7. Funding Agency (UGC/ICSSR/College/Others):**
- 8. Expenses Incurred:**
- 9. Speaker(s)**
 - a. Name:**
 - b. Designation**
 - c. Contact/e-mail.id**
- 10. Number of the attendee:**
 - a. Students:**
 - b. Teachers:**
 - c. Others:**
- 11. Report of the Event (not more than 300 words) with photographs and Feedbackreceived:**