

Indira Gandhi Institute of Technology, Sarang

An Autonomous Institute

Internal Academic & Administrative Audit Report (Academic Year:)

Name of the Department:

Sl. No.	Particulars	Supporting Document	Remarks by IQAC
1	Vision and Mission Statement of the Department	(Annexure I)	
2	Teaching Learning Process:		
	<ul style="list-style-type: none">• Number of Programs Offered		
	<ul style="list-style-type: none">• Number of Program accredited by NBA		
	<ul style="list-style-type: none">• Is the Academic Calendar properly implemented		
	<ul style="list-style-type: none">• Are Lecture plans and course file maintained by the faculties?		
	<ul style="list-style-type: none">• Is there any question bank prepared by the faculty		
	<ul style="list-style-type: none">• Are there any teaching learning initiatives by the faculties? If any, list them.	Annexure II	
	<ul style="list-style-type: none">• Use of any teaching learning tools<ul style="list-style-type: none">➤ LCD& PPT Presentations➤ Video Lectures / NPTEL videos.➤ Demo and Model		
	<ul style="list-style-type: none">• Have you done '<i>curricular gap analysis</i>' process in your department? If yes give the tools followed for that (NPTEL)	Annexure III	
	<ul style="list-style-type: none">• Is there any calendar prepared or notified for Bridge course / Remedial course?		

	<ul style="list-style-type: none"> • If you offer Bridge course / Remedial course for weaker students, give the number of such courses 	Annexure IV	
	<ul style="list-style-type: none"> • Are projects, assignments, field work, and seminar etc. part of the curriculum? 		
	<ul style="list-style-type: none"> • Is there any 'Best Project Evaluation' for student Projects? If yes, give the evaluation tools for such activities. 	Annexure V	
	<ul style="list-style-type: none"> • Is there any initiative related to Industry interaction? If yes, give details. • Number of students benefited from Industry Internship and summer training. 	Annexure VI	
	<ul style="list-style-type: none"> • Have you conducted any Graduate/Alumni/Employer Survey? If yes, list the outcomes. 	Annexure VII	
3	Student Performance:		
	<ul style="list-style-type: none"> • Number of students intake 		
	<ul style="list-style-type: none"> • Number of students admitted 		
	<ul style="list-style-type: none"> • Number of students graduated without backlog, in stipulated period. 		
	<ul style="list-style-type: none"> • Academic Performance in third year. Y = Total number of successful students X = Total number of students appeared 	Annexure VIII (a)	
	<ul style="list-style-type: none"> • Academic Performance in second year. Y = Total number of successful students X = Total number of students appeared 	Annexure VIII (b)	
	<ul style="list-style-type: none"> • Academic Performance in first year. Y = Total number of successful students • X = Total number of students appeared 	Annexure VIII (c)	

	<ul style="list-style-type: none"> Number of Society / Chapter / Organizing Engineering events for students. 	Annexure IX	
4	Students Support System:		
	<ul style="list-style-type: none"> Is there a faculty advisory system for students? If yes, List the outcomes of the report analysis. 	Annexure X (a)	
	<ul style="list-style-type: none"> Is there a faculty mentor system for students? If yes, List the outcomes of the report analysis. 	Annexure X (b)	
	<ul style="list-style-type: none"> Are there any self-learning facilities beyond syllabus? If yes, List them. 	Annexure XI	
	<ul style="list-style-type: none"> Is there any career guidance / industrial training program arranged for the students? If yes, give the number of students benefited. 	Annexure XII	
	<ul style="list-style-type: none"> Is there any excellence on the part of students in extracurricular activities / Extension activities? If yes, List them. 	Annexure XIII	
	<ul style="list-style-type: none"> Are you encouraging students to earn knowledge through digital learning sources of Govt. of India? 		
	<ul style="list-style-type: none"> Give Placement and Higher studies details. 	Annexure XIV	
	<ul style="list-style-type: none"> Does your department do anything for improvement learning quality enhancement of the students? If yes, List them 	Annexure XV	
	<ul style="list-style-type: none"> Steps taken for encouraging students to participate in various startup / Hackathon Program? List them. No of students participated and awarded in such programs. 	Annexure XVI	
	<ul style="list-style-type: none"> Number of classrooms with ICT facility. 		
	<ul style="list-style-type: none"> Do you have separate learning centre with facilities for students? 		

5	Faculty Information and Contribution		
	<ul style="list-style-type: none"> ❖ Total No. of Teaching Staff ❖ Total No of Teaching staff with Post Doc ❖ Total No of Teaching staff with Ph. D ❖ Total No of teaching staff with M.Tech/ME/M.Phil 		
	<ul style="list-style-type: none"> ❖ Number of faculties attended FDP. ❖ Number of faculties attended Workshop. ❖ Number of faculties attended Seminar/Conference. ❖ Number of faculties attended refresher or Orientation Course. 	Annexure XVII(a)	
	<p>Is any Visiting/Adjunct Professor/experienced persons from Industries involved in academic process of the Department?</p> <p>If yes, List them</p>	Annexure XVII(b)	
	<p>Any Award or Recognition received by Teacher?</p> <p>If any, List them</p>	Annexure XVII(c)	
	Number of Publications.	Annexure XVII(d)	
	Sponsorship of Events and resources generated	Annexure XVII(e)	
	<ul style="list-style-type: none"> ❖ Seminars/Workshops/Conferences Organized. <ul style="list-style-type: none"> ➤ State ➤ National ➤ International 	Annexure XVII(f)	
	Details of Teachers invited as Resource Person	Annexure XVII(g)	

	Number of faculties engaged in Research <ul style="list-style-type: none"> ➤ Number of Research Scholars Guided/Guiding ➤ Sponsored Research Projects/ consultancy projects Completed/ongoing/Initiated	Annexure XVII(h)	
	Number of faculties joined for Ph. D under QIP / Any other fellowship?	Annexure XVII(i)	
	Is any special Research Laboratory Created?If yes, List them	Annexure XVII(j)	
	Are there any development activities by the faculties such as Product Development / Research Facility created / Writing Books etc? If yes, give details.	Annexure XVII(k)	

6	Supporting Staff Information and Contribution		
	❖ Total number of Supporting Staffs with Qualifications		
	❖ Number of Supporting staffs attended any training	Annexure XVIII	

Name and Signature of the Departmental Academic committee Members

1. _____
2. _____
3. _____
4. _____

❖ **Suggestions and Recommendations by IQAC**

❖ **Signature of Chairman, IQAC**