



BHAGAT PHOOL SINGH MAHILA VISHWAVIDYALAYA
(A State University established under Sections 2(f) and 12 (b) of the UGC Act, 1956)
Khanpur Kalan, Sonapat, Haryana-131305

INTERNAL QUALITY ASSURANCE CELL

PROFORMA FOR ACADEMIC AUDIT

Profile of the Department		
Academic Session:		
1.	Name of the Department: Website Link: Email: Ph. No:	
2.	Name of the Chairperson Email Contact No:	
3.	Name of the Department IQAC Coordinator: Email: Contact No:	
4.	Year of Establishment:	
5.	Accreditation Status (NBA etc): Approval Status (AICTE/PCI etc.)	
6.	No. of Posts Sanctioned (Teaching): i) No. of Posts Filled : ii) No. of Faculty on contract: No. of Posts Sanctioned (Non-Teaching): No. of Posts Filled	

I-CURRICULAR ASPECTS

	Item/Activity	Impression of Academic Advisor with grade A (Very Good)/ B (Good)/ C (Satisfactory) After observation		Recommendation/ Suggestions/ Remark by Academic Advisors
		Grade	Actual Status	
1.	Implementation of Academic Calendar (Yes/No)			
2.	Semester-wise Curricular Plans (Yes/No)			
3.	Record of Semester-wise Activity (Yes/No)			
4.	Semester-wise Add-on Courses (Yes/No) If Yes, please specify			
5.	Coverage of Syllabus (Average Percentage)			
6.	Teaching of Foundation Courses (Yes/No) If Yes, please specify			
7.	Teaching of courses on Environmental Science and Ethics/Human values/Sustainability (Yes/No)			
8.	Maintenance of Student Attendance Registers (Yes/No)			
9.	Mechanism for feedback on curriculum from students (Yes/No)			

II-TEACHING, LEARNING & EVALUATION

	Item/Activity	Impression of Academic Advisor with grade A (Very Good)/ B (Good)/ C (Satisfactory) After observation		Recommendation/ Suggestions by Academic Advisors
		Grade	Actual Status	
1.	Programme-wise strength of students			
2.	Catering to student diversity: a. Socio-Economic diversity (State the percentage of students from Gen., SC, BC, EWS etc.) b. Gender Ratio (State No. of Male and Females) c. Regional/National//International Diversity (State the percentage of students from states other than Haryana and outside India)			
3.	Adherence to Academic Calendar (Yes/No)			
4.	Teaching Plans (Yes/No)			
5.	Continuous Evaluation Mode (Yes/No)			
6.	Course-wise Result Analysis (Yes/No)			
7.	Teaching and Evaluation Reforms (Yes/No)			
8.	Remedial Classes (Yes/No)			
9.	Invited lectures organized (Yes/No) If yes, please specify			
10.	Whether POs and COs are communicated to the students and displayed on the university website (Yes/No).			
11.	Mechanism of feedback for Teaching Learning Process from students (Yes/No)			

III-RESEARCH AND CONSULTANCY

	Item/Activity	Impression of Academic Advisor		Recommendation/ Suggestions by Academic Advisors
		with grade		
		After observation		
		Grade	Actual Status	
1.	No. of Faculty who guide Doctoral Research			
2.	No. of Research Scholars No. of Research Scholars with Fellowships (JRF/DST/UGC etc.)			
3.	No. of Ph.D awarded			
4.	Major/Minor Research Projects/Other grants a. Ongoing b. Completed			
5.	No. of Copyrights No. of Patents			
6.	Research Awards			
7.	Research Papers Published in Academic year (International /National Journals)			
8.	Research Papers Published in Academic year (International /National/ State Level Conferences)			
9.	Book Chapters contributed to Edited Volumes			
10.	Papers Presented in Academic year (International/ National/ State level conferences)			
11.	Books Published in Academic year (Single Author/ Co Author)			
12.	Seminars/Workshops/ Training Program Conducted in Academic year (International/National/ State)			
13.	Consultancy work undertaken in Academic year			
14.	MOUs in Academic year with institutes of national/international excellence /industries			
15.	Innovation if any			

IV-EXTENSION ACTIVITIES

	Item	Impression of Academic Advisor with grade		Recommendation/Suggestions by Academic Advisors
		A (Very Good)/	B (Good)/	
		After observation		
		Grade	Actual Status	
1.	Extension Activities Conducted (Yes/No)			
2.	Number of students enrolled in: a. NSS b. NCC c. Any other			
3.	Participation at university/inter-university/ state/national/international level a. Sports b. Cultural Activities			
4.	Any other Activities through Departmental Clubs or other means			

V-STUDENT SUPPORT ACTIVITIES AND PROGRESSION

	Item	Impression of Academic Advisor with grade		Recommendation/Suggestions by Academic Advisors
		A (Very Good)/	B (Good)/	
		C (Satisfactory)		
		After observation		
1.	Students trained in different verticals Specialized Trainings (Yes/No)			
2.	Number of students placed (Programme-wise)			
3.	Name of Career Guidance Coordinator: Email: Contact No:			
4.	Name of Alumni Coordinator: Email: Contact No:			
5.	Alumni Association Activities (Yes/No)			
6.	Grievance Redressal Cell /Anti Ragging Cell (Yes/No)			
7.	Gender, Environment Sensitization Programmes Conducted			
8.	List the Awards and Prizes earned by students			
9.	Mentoring /Counseling System (Yes/No)			
10.	Progression of students a. Higher Education b. In service c. Self-employed/Entrepreneurs			
11.	No. of students who qualified NET/SLET/JRF/GATE/GPAT etc.			

VI-INFRASTRUCTURE

	Item	Impression of Academic Advisor with grade		Remarks/Recommendation/Suggestions by Academic Advisors
		After observation		
		Grade	Actual Status	
1.	Adequate Infra-structural Facilities (Yes/No) a. Students b. Academic Administration and Faculty c. Non-Teaching Staff			
2.	Total No. of Classrooms: No. of ICT enabled Classrooms:			
3.	Number of Labs: Adequate equipment (working condition) (Yes/No)			
4.	Availability of Sufficient Computing Facilities (Yes/No)			
5.	Availability of Internet Services (LAN/WIFI)			
6.	Basic Amenities: Availability of Drinking water (Yes/No) Maintenance of Hygiene and Sanitation (Yes/No) Availability of First-aid facilities (Yes/No) Availability of Facilities for Differently-abled person (Yes/No)			
7.	List the Equipment Purchased			

VII-GOVERNANCE AND LEADERSHIP

	Item	Impression of Academic Advisor with grade A (Very Good)/ B (Good)/ C (Satisfactory) After observation		Recommendation/Suggestions by Academic Advisors
		Grade	Actual Status	
1.	Vision and Mission of the Department (Yes/No)			
2.	Record of functioning of Staff Council/DRC/BOSR/any other committee is maintained (Yes/No)			
3.	Are the members of various committee given sufficient notice for the meetings (Yes/No)			
4.	Physical Stock Verification (Yes/No)			
5.	Availability of Annual Perspective Plan (Yes/No)			

VIII-BEST PRACTICES				
	Item	Impression of Academic Advisor with grade		Recommendation/Suggestions by Academic Advisors
		After observation		
		Grade	Actual Status	
1.	Mention any two best practices adopted by the Department			
2.	Describe any Distinctive/Innovative features			
3.	Any other remarks	---	---	
	Signature of Chairperson			Signatures of Academic Supervisors

Note:

1. The Chairperson of the Department must make sure that the information provided in this proforma is based on the documentary evidence present in the Department.
2. The Chairperson of the Department may add any additional information in the form of annexures.