



VIDYA JYOTHI INSTITUTE OF TECHNOLOGY (AUTONOMOUS)
ACADEMIC AUDIT-DEPARTMENT

A

A. DEPARTMENT DETAILS

| | | | | | | |
|---|------------------------|-------------------------|-------------------------|--------------------------|------------------------|-------------------------|
| Name of Department: | | | | | | |
| Name of Programme: | B. Tech | | | | | |
| Academic year | 2019-20 | | | | | |
| | II Year – I Sem | II Year – II Sem | III Year – I Sem | III Year – II Sem | IV Year – I Sem | IV Year – II Sem |
| No. of Theory courses offered | | | | | | |
| No. of Practical classes offered | | | | | | |

B. FACULTY/STAFF STRENGTH

| Teaching | | | | Non Teaching | | | |
|-------------------|-----------------------------|-----------------------------|--------------|-----------------------|---------------------|-------------------------|--------------|
| Professors | Associate Professors | Assistant Professors | Total | Lab Assistants | Office Staff | Supporting Staff | Total |
| | | | | | | | |

C. FACULTY DETAILS

| S.No | Name of the Faculty Member | PAN No | Highest Qualification With Specialization | Experience (Years) | Roles & Responsibilities | Designation | Date of Joining |
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| S.No | Name of the Faculty Member | PAN No | Highest Qualification With Specialization | Experience (Years) | Roles & Responsibilities | Designation | Date of Joining |
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| S.No | Name of the Faculty Member | PAN No | Highest Qualification With Specialization | Experience (Years) | Roles & Responsibilities | Designation | Date of Joining |
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D. COURSE DELIVERY:

| Year/Semester (Theory & Labs) | From Core Dept | | | From Other Dept | | | To Other Dept | | |
|-----------------------------------|-------------------|-------------------|---------|-------------------|-------------------|---------|-------------------|-------------------|---------|
| | No. of Faculty | No. of Courses | Credits | No. of Faculty | No. of Courses | Credits | No. of Faculty | No. of Courses | Credits |
| II Year – I Sem Sec- A,B,C,D | | | | | | | | | |
| II Year – II Sem Sec- A,B,C,D | | | | | | | | | |
| III Year – I Sem Sec- A,B,C,D | | | | | | | | | |
| III Year – II Sem Sec- A,B,C,D | | | | | | | | | |
| IV Year – I Sem Sec- A,B,C,D | | | | | | | | | |
| IV Year – II Sem Sec- A,B,C,D | | | | | | | | | |

E. WORKLOAD DETAILS:

| S. No | Name of the faculty member | Name(s) of the Theory/Lab | No. of Courses | | No. of Periods | | Credits | Work Load | Load status Over loaded/ Under loaded |
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| S. No | Name of the faculty member | Name(s) of the Theory/Lab | No. of Courses | | No. of Periods | | Credits | Work Load | Load status Over loaded/ Under loaded |
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| S. No | Name of the faculty member | Name(s) of the Theory/Lab | No. of Courses | | No. of Periods | | Credits | Work Load | Load status Over loaded/ Under loaded |
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** Add additional sheet if necessary

F. COURSE LESSON PLAN PREPARATION AND VERIFICATION:

| Description | II-I | II-II | III-I | III-II | VI-I | IV-II | Total |
|--|------|-------|-------|--------|------|-------|-------|
| No. of course lesson plans prepared before the commencement of class work | | | | | | | |
| No. of course lesson plans prepared within one week after the commencement of class work | | | | | | | |
| No. of courses for which course lesson plans are not prepared | | | | | | | |
| No. of courses verified by internal verifier (Senior Faculty/HOD) | | | | | | | |
| No. of courses for which the Lesson Plans are modified after verification | | | | | | | |
| No. of courses not verified | | | | | | | |

(Evidence to be verified: course lesson plan documents) (Keep all Lesson planes in single file)

G. STUDENT MENTORING SYSTEM:

Whether the mentors are updating mentor books and conducting counseling meetings regularly or not?

Note: Check Mentor books for Auditing

| S. No | Name of the Mentor | Roll No | No of Mentees | Status | Remark |
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| S. No | Name of the Mentor | Roll No | No of Mentees | Status | Remark |
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| S. No | Name of the Mentor | Roll No | No of Mentees | Status | Remark |
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| S. No | Name of the Mentor | Roll No | No of Mentees | Status | Remark |
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H. MINUTES OF THE MEETING

Internal Department Meeting minutes showing the discussion on the following issues (Ref. Department Meetings Register Maintenance)

1. Subject Allocation
2. Lesson plans
3. Syllabus Coverage
4. Mentoring
5. Any other information

Comments of the auditor:

I. BEST PRACTICES FOLLOWED IN THE DEPARTMENT**List out and Describe***Comments of the auditor:***J. VALUE ADDED COURSES OFFERED**

| S. No | Name of the value added courses (with 30 or more contact hours) offered | Duration of course (Hours) | Number of students enrolled in the year | Number of Students completing the course in the year | Remarks |
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K. SWOC ANALYSIS:

| SWOC | ANALYSIS |
|-----------------------|-----------------|
| STRENGTH: | |
| WEAKNESS: | |
| OPPORTUNITIES: | |
| CHALLENGES: | |

Comments of the auditor:

Name and Signatures of Auditors

- 1.
- 2.

HoD