



**Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University Under category 'A' By MHRD, Estd.u/s 3 of UGC Act 1956)
Re Accredited with 'A++' Grade By NAAC, Recognised by UGC Under Section 12 B
Coimbatore-641043, Tamil Nadu, India**

Format for Academic Audit

Academic Year :

Name of the Department :

Date of the Academic Audit :

Academic Audit Expert-External :

i. Name

ii. Designation

iii. Institution - Complete Address with Pin code

iv. mail id

v. Phone Number-Mobile

Internal Members present:

1. Name and Designation

2.

Criterion	Number	Items	Verification		Comments	Suggestions for improvement
			Yes	No		
I. Curriculum (Enclose the evidence as Annexures with the same number)	1.1	Method followed for designing the Curriculum and syllabus				
	1.2	Steps followed to identify the gaps in Curriculum				
	1.3	Curriculum Framework adopted- CBCS/LOCF as per the regulatory bodies. (Enclose the copy of the framework prescribed and followed)				
	1.4	Is the curriculum validated by other Premium Institutions?				
	1.5	Methodology adopted to implement OBE				
	1.6	The logic followed for Credit allotment and distribution to the courses				

Criterion	Number	Items	Verification		Comments	Suggestions for improvement
			Yes	No		
II. Curriculum Transaction	2.1	Teaching methods and teaching Aids used-enclose a separate list				
	2.2	E-learning modules developed				
	2.3	Conduct of theory classes and verification mechanism (methods used, topics covered-lesson plan, materials prepared, additional learning resources provided)				
	2.4	Conduct of Practical and verification mechanism (Laboratory experiments, equipment used, observation books, laboratory manuals, lab timetable, instructions to be followed while handling equipment)				
	2.5	Project work done at UG and PG level-enclose separate lists				
	2.6	Internal assessment components and their Uniqueness				
	2.7	Student support: Remedial Coaching Extra Classes conducted Coaching for competitive exams				
	2.8	Stakeholders meeting -Parents' meeting and evaluation of student's progress				
	2.9	Feedback from students About the Teacher About the Course About the Programme				
	2.10	Steps taken on the Feedback				

Criterion	Number	Items	Verification		Comments	Suggestions for improvement
			Yes	No		
III. Faculty Profile	3.1	Faculty Strength Table : 3.1				
	3.2	Faculty Details Table : 3.2				
	3.3	Workload Table : 3.3				
	3.4	Projects completed / on going Table : 3.4				
	3.5	Seminars / Conferences/Workshops/ Symposiums Attended Table : 3.5				
	3.6	Faculty Development Programmes/ Refresher Course/ Orientation Course/ Training attended Table : 3.6				
	3.7	Research Papers/ Articles/ Books Published Table: 3.7				
	3.8	Preparation of e-learning materials/contents/monograph Table: 3.8				
	3.9	Served as resource person Table: 3.9				
	3.10	Awards and Honors Received Table: 3.10				
	3.11	Details of Patents published/awarded Copyrights				
	3.12	M.Phil/Ph.D awarded				
	3.13	Specific Contributions by Faculty, Uniqueness (enclose as Annexure 3.13)				

Criterion	Number	Items	Verification		Comments	Suggestions for Improvement
			Yes	No		
IV. Profile of Students	4.1	Demand ratio (Applications received Vs Sanctioned Strength) Table : 4.1				
	4.2	Profile of the Students Table: 4.2				
	4.3	Students involvement in extra-curricular & Co- curricular activities, Cultural / Technical / Sports / other Activities Tables : 4.3a, 4.3b				
	4.4	Study tours / industrial visits / exhibitions / camps/Internships / Training programs attended Table : 4.4				
	4.5	Achievements / Hackathon / NCC/UBA/Swatch Bharat/NSS Table: 4.5				
	4.6	Corporate Social Responsibility (CSR), University Social Responsibility (USR), Community Engagement activities-participated and their Impact Table: 4.6				
	4.7	Students Awards and achievements. (Separate Annexure as 4.7)				
	4.7	Attendance Table: 4.8				

Criterion	Number	Items	Number	Verification		Comments	Suggestions for Improvement
				Yes	No		
V. Infrastructure in the Department	5.1	No. of classrooms					
	5.2	No. of classrooms with ICT facility (Overhead Projectors/Visualizers/Interactive Boards)					
	5.3	No. of Staff rooms					
	5.4	No. of laboratories					
	5.5	No. of Seminar Halls					
	5.6	No. of computers (laptop/desktop)– for teachers (ratio)					
	5.7	No. of computers – for Students (ratio)					
	5.8	No. of computers – research Scholars (ratio)					
	5.9	No. of Printers/Scanners/Copiers					
	5.10	Intercom facility					
	5.11	Internet Facility (no. of systems with Internet)					
	5.12	No. of Furniture (Table, Chairs, and others)					
	5.13	No. of instruments/ equipment Table: 5					
	5.14	Specialized laboratories setup / sponsored by industry/corporates					

Criterion	Number	Items	Verification		Comments	Suggestions for Improvements
			Yes	No		
VI. Activities of the Department (Enclose the Evidence as separate annexures 6.1, 6.2 etc)	6.1	MoUs signed				
	6.2	R & D Projects (DST-FIST, UGC- SAP/CAS,DPE, DBT, ICSSR, AICTE) Total grants received				
	6.3	Consultancy projects and income generated (in Rs.)				
	6.4	Collaborations				
	6.5	Patents & Copy rights				
	6.6	Association Meetings				
	6.7	Guest lectures				
	6.8	Conference / Seminar / Workshop conducted				
	6.9	Extension of Activities				
	6.10	Interaction with Industry / Research Centers / Educational Institutions				
	6.11	Newsletters / Magazines				
	6.12	Number of students cleared NET/SLET/GATE/civil services/Defense services/other competitive exams/self employed/higher studies				
	6.13	Placements				
	6.14	Number of students getting financial assistance/scholarship/research fellowships				

Criterion	Number	Items	Verification		Comments	Suggestions for Improvement
			Yes	No		
VII. Assessment and Evaluation	7.1	Evaluation components				
	7.2	Rubrics for evaluation of individual components				
	7.3	Date and Time of evaluation (enclose the timetable)				
	7.4	Evaluation reports				
	7.5	Reviews conducted on evaluation and results				
	7.6	Actions taken				
	7.7	Evaluation results discussed with the students/ shown to the students and signatures obtained				
	7.8	Is there a mechanism for re-evaluation/ scrutiny?				
	7.9	Is Feedback obtained from students about evaluation?				
	7.10	Remedial measures taken based on the observation from collected for all students				

Comment on SWOC Analysis:

Strengths	
Weaknesses	
Opportunities	
Challenges	
Best Practice (s) / Innovations of the Department	
Future Plans	1. 2. 3. 4. 5.

Signature of the HoD with Seal

Signature of the Academic Audit Expert & Internal Audit Members

1.

2.

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**Table : 3.1
Faculty Strength**

Professors	Associate Professors	Assistant Professors	Total	Technical Staff	Assistants	Total

Table: 3.2

Faculty Details

S.No.	Name of the Faculty	Designation	Qualification	Date of Birth	Date of Joining the Institution	Experience in Years and Months	Leave taken	Reasons	Alternate arrangements done

**Table: 3.3
Workload**

S.No.	Name of the Faculty	Designation	Theory Hours per week	Practical hours per week	Roles and responsibilities	
					Department Level	University Level

**Table : 3.4
Projects Completed/ongoing**

S.No.	Name of the Faculty	Title of the Project	Funding Agency	Amount Sanctioned (in Rs.)	Period	Utilization certificate submitted Y/N	Project report submitted Y/N	Budget Exceeded/refunded Amount in Rs.

Table: 3.5
Seminars/Conferences/Workshops/Symposium Attended

S.No.	Name of the Faculty	Title of S/C/Sy/W	Sponsors	Venue and Place	Date	Organizers	Poster/ Oral presentation/ Participation/ Resource Person/ Rapporteur/ Any other

Table: 3.6
Faculty Development Programmes/ Refresher Course/ Orientation Course/ Training attended.

S.No	Name of the Faculty	Title of FDP/ RC/ OC/ TP	Venue and Place	Date	Organizers

Table: 3.7
Research Papers/ Articles/ Books Published

S.No	Name of the Faculty	Title of Article/ Book	Journal (Scopus/WoS/ UGC care list journals only)	Volume, Issue No. and Year	ISSN/ISBN	Impact Factor/ h-index/ i10 index/ citation index	Publishers (for Books)

Table: 3.8
Preparation of e-learning materials

S.No.	Name of the Faculty	Topics	Module details

Table: 3.9
Served as Resource Person

S.No.	Name of the Faculty	Topics	Meeting details	Venue	Date

Table: 3.10
Awards and Honors Received

S.No.	Name of the Faculty	Award/ Honor details	Awarded by	Venue	Date

Table 4.1
Demand ratio

S.No.	Name of the programme	Sanctioned Strength	Number of Applications received	Demand Ratio

Table: 4.2
Profile of the Students

S.No.	Name of the Programme	Admitted Number	Number discontinued	Number on roll	Community wise distribution			
					OC	OBC	SC	ST

**Table: 4.3a
Students involvement in sports**

S.No.	Name of the Student	Sports Event	Level (regional/state/national/international)	Organizers	Date	Prize Details

**Table: 4.3b
Students achievements in other activities**

S.No.	Name of the Student	Nature of the activity	Details of achievements	Level (regional/state/national/international)	Organizers	Date	Prize /honor Details

**Table: 4.4
Study tours/Industrial visits/exhibitions/Camps/ internships/trainings attended**

S.No.	Class	Strength	Type of the event	Theme	Place	Date	Faculty organized/accompanied

**Table: 4.5
Achievements in NCC/UBA/Swatch Bharat/NSS**

S.No.	Class	Number of achievers	Type of Achievement					Level Regional/State/National	Details
			NCC	UBA	SB	NSS	others		

**Table:4.6
Corporate Social Responsibility (CSR), University Social Responsibility (USR), Community Engagement activities-participated and their Impact**

S.No.	Class	Number of students	Type of activities			Details of the activity	Number benefitted	Impact
			CSR	USR	CE			

**Table: 4.8
Attendance**

S.No	Class	Strength	No. of students who have attendance 75% and above	No. of students who have attendance between 65%-74%	No. of students less than 65% attendance

**Table: 5
Number of Instruments/ Equipment**

S.No.	Name of the Instrument/Equipment	Model	Date of Purchase	Cost (in Rs.)	Source of purchase	Condition of the Equipment/Instrument (Working or not)	Utilization (enclose log books separately)