



Avinashilingam

Institute for Home Science and Higher Education for Women University

(Estd. u/s 3 of UGC Act 1956)

Coimbatore - 641 043, Tamil Nadu, India

Deemed University under Category 'A' by MHRD

Re-accredited with 'A' Grade by NAAC

Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore-641 043

ACADEMIC AUDIT / ADMINISTRATIVE AUDIT – INFORMATION/DATA TO BE COLLECTED

Please read the instructions carefully and proceed

- ❖ Following instructions are provided only to indicate the details of the aspects to be covered in each item. Kindly have your own format if preferred.
- ❖ Totally there are NINE ASPECTS-Collect the data for each aspect
- ❖ For all items only data for 2015-16 and data from 2016-till date are required. File contents for all items can be arranged in three sets-2015-16 Odd Semester,2015-16 Even Semester and 2016-17 Odd Semester
- ❖ Sub divisions of each item can be kept in an L folder with a sticker label on it indicating the File No. and Title
- ❖ Even if some responses are repeated for two other semesters furnish them again because each set will be assembled separately after the academic audit.
- ❖ Please do not disturb the examination section , establishment section,12 B committee and Deemed University Review Committee for data collection as they are all very busy.
- ❖ From next semester onwards (even semester of 2016-17), start collecting and filing information pertaining to all these aspects, so that we will be able to provide data whenever required.
- ❖ Also maintain soft copies of the same in the department computer in different files in a folder 'Academic Audit'
- ❖ Start each file on a fresh page. In all pages have a Header Note with the name of your Department on the right hand side top corner. This will help in assembling the consolidated hard copies of all departments put together by the administrators for future reference.

❖ **I.CURRICULUM**

File 1.1-Curriculum Model (all details pertaining only to the above mentioned three semesters)

- ✚ Describe how you have framed the syllabi for each subject of all your programmes-whether retaining as such or modified. If so give reasons for why modified, what modifications were made, whether modified based on NET examination syllabi or any other reason justifying your answer.
- ✚ Indicate the Model of Curriculum you are following. Keep a copy of the Conceptual Frame work of your model Curriculum

File 1.2-Subjects taught in each Semester

Indicate Part I,II,III and IV components for UG(Subject Titles with Subject Code) and Part I and II for PG –the options your students have taken(year wise-UG and PG)with number of students in each (like Part I-Tamil-how many students, Hindi- how many students etc. Indicate the list of Part IV components your students have opted (like no. of students who had taken communication skill and no. of students who had taken soft skill, list of value added courses, co-curricular courses opted by your students, no. of students in each course, semester in which they studied-like how many in Sem 2,3 etc ,how many are yet to complete in each class, no. of students in NSS, NCC, Sports. No. of UG students in each Open Course or DSE,GE and in PG – IDC, MDC, Professional Certification Course offered by your dept, no. of students who opted for it, PC courses selected by your students. Better give in the form of a table.

A model is given below:

One table for 2015-16 odd semester subjects UG-Semester I,III,V,VII and PG Sem I,III

One table for 2015-16 even semester subjects UG-Semester II,IV,VI,VIII and PG Sem II,IV

One table for 2016-17 odd semester subjects UG-Semester I,III,V,VII and PG Sem I,III

(Give exact title of each Subject with Subject Code)

Part	I UG	II UG	IIIUG	IV UG	I PG	II PG	III PG
I	Tamil(32)						
	Hindi(18)						
	French(6)						
II**	English						
III							
IV**							

II** also components in PG.IV**components in UG

File 1.3- Faculty members in charge

✚ If convenient, the name of the staff who handled the above subjects can be given within the above table itself or provide the details separately.

✚ Collect the notes of lesson from each staff in the department in the following format:

Odd Semester 2015-16-I UG

Subject Code and Title

Week and Month	Unit	Synopsis	No.of Hours	Mode of teaching	Reference Books	Issues and Problems, if any

- ✚ Measures taken for the validation of syllabus coverage

- ✚ Credits allotted for each subject

Please enclose scheme of instruction and examination of the three semesters. Justify with relevant points or give the logic why 1/2/3/4/5 credits were fixed for the different subjects.

II. CURRICULUM TRANSACTION

File 2.1-Time Table

Furnish the exact time table followed for each Programme (I UG, II UG ---- III PG) semester wise for the three semesters with names of the staff and Room Number in bracket for each hour

File 2.2-Teaching aids used other than black board

- ✚ Give the list and proof with display of a few samples - CDs, charts, models, e-learning modules etc

- ✚ List of teaching aids available in the department

File 2.3-Project Work (separate table for UG and PG and for each semester)

S.No	Name of the student	Title of the Project	Supervisor	Marks given

File 2.4-Internal Assessment

- ✚ Furnish the CIA 1 and CIA 2 Time Table for each programme for the three semesters

- ✚ Give the faculty in charge for the conduct of CIA tests in the three semesters, rooms allotment and invigilators details

- ✚ Give the list of Assignment topics and Seminar topics allotted to each student or groups of students

- ✚ Give the details of students who wrote retest for CIA 1(in the three semesters)
- ✚ Give the details of any other component you adopted

File 2.5-Student Profile and Student Support

- ✚ Class Teacher / tutor in charge for each Programme along with the list of students with their Roll No.
- ✚ CIA Overall Mark Sheet (e campus print out) of each subject of each class
- ✚ CIA plus CE and Total Marks of each student in the subject taught in the semester
- ✚ Details of Remedial Coaching for slow learners (Students names, Teacher involved, programme, subject, date and time)
- ✚ Details of no. of Tutor-Ward meetings held in the semester and points discussed in each meeting
- ✚ Details of interaction with parents or their feedback
- ✚ Feedback from the students/Consolidated evaluation report of the students on teaching programme and faculty members

III. FACULTY PROFILE

(provide for each of the three semesters separately even if repeated because , in some depts., some staff may be retired, some would be new members, some may be on some kind of long leave-in such case indicate the type of leave)

File 3.1 Details about Faculty members

S.No	Name	Educational Qualification including NET/SLET	Date of Birth	Years of Service	Date of Joining service	No.of Earned Leave/Medical Leave/Leave on Loss of Pay /Study Leave/FIP/Sabbatical Leave/Any other Leave/Retired	Reasons	Alternate arrangement made

File 3.2 Work Load (provide separate table for the three semesters-include additional columns if needed)

S.No	Staff	Theory Hours per week	Practical Hours per week	University Committee work	Department work-in charge

File 3.3 Projects completed/ongoing (provide separate table for the three semesters)

S.No	Staff	Title of the Project	Funding Agency	Amount sanctioned	Period	Utilisation Certificate submitted Yes/No	Project Report submitted Yes/No	Budget exceeded/refunded (Amount in IR)

File 3.4 Seminars /Conferences /Symposia/Workshops attended (provide separate table for the three semesters)

S.No	Staff	Title of S/C/Sy/W	Sponsors	Venue and Place	Date	Organisers	Poster/Oral presentation/Participation/Resource Person/Rapporteur/Any other

File 3.5 Faculty Development Programmes/Refresher Courses /Orientation Courses/Training Programmes attended (provide separate table for the three semesters)

S.No	Staff	Title of FDP/RC/OC/IP	Venue and Place	Date	Organisers

File 3.6 Research Papers/Articles/Books published (provide separate table for the three semesters)

S.No	Staff	Title of Article/Book	Journal	Volume, Issue No. and Year	ISSN/ISBN	Impact Factor/h-index/i10 index/citation index	Publishers (for Books)

File 3.7 Preparation of e-learning materials (separate tables for the three semesters)

S.No.	Staff	Topic	Module details

File 3.8 Served as Resource Person (separate tables for the three semesters)

S.No.	Staff	Topic	Meeting details	Venue	Date

File 3.9 Awards and Honours received (separate tables for the three semesters)

S.No.	Staff	Award/Honour details	Awarded by	Venue	Date

IV. PROFILE OF STUDENTS

File 4.1 Distribution of students community wise / religion wise (separately for the three semesters)

	I UG	II UG	III UG	IV UG		I UG	II UG	III UG	IV UG
Hindu					OC				
Christians					OBC				
Muslims					SC				
Jains					ST				

File 4. 2 Examination Results (separately for the three semesters)

Class	Pass percentage
I UG	
II UG	
III UG	
IV UG	
I PG	
II PG	
III PG	
M Phil	
PhD (Number)	

File 4.3 Students involvement in sports

S.No	Name of the Student	Sports event	Organisers	Date	Prize details

File 4.4 Students Achievements

S.No	Name of the Student	Details of Achievements	Organisers	Date	Prize details/Honours

File 4.5 Study Tours/Industrial Visits/Exhibitions/Camps/

S.No	Class	Details of ST/IV/E/C	Place	Date	No. of Students	Staff organised and accompanied

File 4.6 Attendance (separately for the three semesters)

Class	Eligible to appear for CE (75% and above)	Needs Approval (65-74%)	Not Eligible (Less than 65%)
I UG			
II UG			
III UG			
IV UG			
I PG			
II PG			
III PG			
M Phil			

V.INFRASTRUCTURE AND OTHER DETAILS

File No 5.1

No. of class rooms and laboratories required

No. of class rooms and laboratories available

No. of Staff rooms required

No. of Staff rooms available

No. of Computers available for staff (Desk top and Lap top)

No. of Computers available for students (Desk top and Lap top)

No. of LCD Projectors available

No. of Copier machines available

No. of Printers available

No. of Scanners available

Intercom- Yes/No if Yes Intercom Number -

Landline -Yes/No if Yes Landline Number-

Internet facility- Yes/No

If yes, No. of systems with internet facility

No. of long absent students in each class

No. discontinued students in each class

Student-teacher ratio in the department

Demand Ratio in admission (No.admitted/No.of Appln received)

Sanctioned no. of students in each class

No. of students on Roll in each class

No. of Professors, Associate Professors and Assistant Professors required

No. of Professors, Associate Professors and Assistant Professors available

No. of temporary faculty members in the department

No. of Nonteaching staff required

No. of Nonteaching staff available

Percentage of portions covered by e-learning modules

No. of e-content modules prepared

No. of equipments available

File No.5.2 Equipments/Instruments

S.No	Name of the Equipment/Instrument	Model	Cost	Date of Purchase	Source (Department/Project/Transfer)	Usage Log Book Maintenance (Yes/No)

VI. ACTIVITIES OF THE DEPARTMENT

File 6.1 MoU Signed/Consultancy if any/Collaboration

S.No	Details
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Mou Signed	
Consultancy	
Collaboration	

File 6.2 Department Association meetings and activities/Guest lectures/Conference/Seminar/Workshop conducted

S.No	Activity	Date	Venue	Topic	Chief Guests/Speakers	No. of participants

File 6.3 Extension Activity

NSS Unit No

Details of Adopted Area

NSS Programme Officer

Assistant Programme Officer

No. of NSS Volunteers in the Unit

No. of visits in the semester

Details of Special Activities

Details of Special Camp

No. of NCC volunteers

Any other special Extension Activity organized

File 6.4 Interaction with Industry/Other Research Centres/Educational Institutes

List of Industries/Research Centres /Educational Institutes

No. of Staff / Students associated with the interaction

Type of Interaction

File.6.5 Newsletter/Magazine

Details of Contribution by Staff and Students

File 6.6 Placement

S.No	Student	Company in which placed	Position	Salary

VII. SWOC ANALYSIS (Give common for the three semesters-three points each)

Strength of the Department

Weakness

Opportunities

Challenges

VIII. BEST PRACTICES OF THE DEPARTMENT (Give common for the three semesters)

IX. FUTURE PLANS

To

All HoDs

There will be nine folders with a total of 34 files. Please get ready with all information, arrange the nine aspects in I_I shape in a room on the day of Academic Audit. Arrange table and chairs in the centre. HoD and staff members will show the documents one by one to the two subject experts. Initially HoD will give them Report Proforma, which they will fill item wise (their comments and suggestions). This Proforma will be sent to all HoDs by mail. They can take two copies of the same to give to the subject experts.