

**Session: 2023-2024**

**Data Capture Form (DCF) for  
Internal Academic Audit  
Report**

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Department of .....

Name of the HOD: .....

**Date of submission:**

**Document for IQAC**  
**Vidyasagar University**





# Vidyasagar University

## FORMAT OF INTERNAL ANNUAL ACADEMIC AUDIT (1<sup>st</sup> July to 30<sup>th</sup> June)

### Session:

1. Name of the Department :\_
2. Faculty Information:

| <b>Sl. No.</b> | <b>Name</b> | <b>Designation</b> | <b>Qualifications</b> | <b>Specialization</b> | <b>Teaching Experience</b> | <b>No. of M. Phil /Ph. D. supervised (during the year)</b> |
|----------------|-------------|--------------------|-----------------------|-----------------------|----------------------------|--|
|                |             |                    |                       |                       |                            |  |
|                |             |                    |                       |                       |                            |  |
|                |             |                    |                       |                       |                            |  |
|                |             |                    |                       |                       |                            |  |
|                |             |                    |                       |                       |                            |  |
|                |             |                    |                       |                       |                            |  |
|                |             |                    |                       |                       |                            |  |
|                |             |                    |                       |                       |                            |  |
|                |             |                    |                       |                       |                            |  |

### 3. Thrust areas of the department:

- (a)
- (b)
- (c)
- (d)

### 4. Records:

| Description              | Yes/No |
|--------------------------|--------|
| Lab Log Book             |        |
| Smart Class Log Book     |        |
| Stock Register           |        |
| Resolution of DC meeting |        |

|   |  |
|---|--|
| Resolution of Ph. D. committee meeting  |  |
| Resolution of Students-Teachers meeting |  |
| Resolution of Parents-Teachers meeting  |  |
| Internal Assessment Marks               |  |

**Student's information:**

5. Intake capacity :

6. Demand Ratio (Intake capacity: :  
No. of applications received)

7. Student Enrolment (semester-wise) :

|                   | Female | Male | Total |
|-------------------|--------|------|-------|
| First Semester    |        |      |       |
| Secondly Semester |        |      |       |
| Third Semester    |        |      |       |
| Fourth Semester   |        |      |       |

8. Teacher: Student Ratio :

9. Teacher: Research Scholar Ratio :

10. The success rate of Students :

11. Mechanism of interaction with students (Lectures/tutorials/practical classes):

12. (a) Students' placement record:

| Sl. No. | Name of the Student | Passing year | Designation and name of the organization | Approximate Salary |
|---------|---------------------|--------------|--|--------------------|
|         |                     |              |  |                    |
|         |                     |              |  |                    |
|         |                     |              |  |                    |

(b) Students' record for higher Study:

| Sl. No. | Name of the Student | Passing year | Name of program (Ph.D., M.Phil, M. Tech, etc.) | Name of University |
|---------|---------------------|--------------|--|--------------------|
|         |                     |              |  |                    |
|         |                     |              |  |                    |
|         |                     |              |  |                    |

13. Co-curricular activities organized by the PG students:

14. Participation in co-curricular activities by the PG students:

**Teaching-Learning activities:**

15. Courses offered by the department:

- (a) PG course: Yes/No
- (b) UG course: Yes/No
- (c) Ph.D.: Yes/No
- (d) Value added course: Yes/No, If yes, name of the course and duration.
- (e) Skill development course: Yes/No, If yes, name of the course and duration.
- (f) Soft skill development course: Yes/No, If yes, name of the course and duration.
- (g) Certificate course: Yes/No, If yes, name of the course and duration.
- (h) Any other course:

16. Teaching:

a) Whether the teachers complete the work assigned by the DC? Yes/No

If not: % of the syllabus covered and state the reason.

b) Whether the teachers complete the syllabus? Yes/No

If not: % of the syllabus covered and state the reason.

17. (a) Number of ICT-enabled classrooms/smart classrooms available in the department (specify the equipment /instruments):

(b) Percentage of faculty members that use ICT enabled//smart classrooms in the teaching-learning process:

18. Mode of evaluation of students:

- (a) Class test : Yes/No
- (b) Home assignment : Yes/No
- (c) Seminar presentation : Yes/No
- (d) Quiz : Yes/No
- (e) Any other (please specify):

19. Class information

| Sl. No | Course / Paper | No. of classes allocated<br>[for a paper of 50 marks,<br>40 lectures (each lecture of<br>one-hour duration) <u>should</u><br>be allocated] | No. of classes taken |
|--------|----------------|--|----------------------|
| 1      |                |  |                      |
| 2      |                |  |                      |
| 3      |                |  |                      |
| 4      |                |  |                      |
| 5      |                |  |                      |
| 6      |                |  |                      |

20. Other responsibilities of the faculty:

Participation in:

| Activities   | Yes / No | If Yes, give details |
|--|----------|----------------------|
| Educational Tour / Industry implant training/ placement activity                 |          |                      |
| Extension Activities/ Institutional Governance/ Participation in committees etc. |          |                      |
| Filed visit/ Outreach program  |          |                      |
| Any other  |          |                      |

21. Innovative practices adopted in the teaching, learning and evaluation process:

22. Frequency of revision of Syllabus and the :  
year in which the syllabus was last revised

23. (a) No. of video lectures developed by the faculty members of the department:

(b) No. of e-texts developed by the faculty members of the department:

13. Details of other courses developed by the faculty members (SWAYAM, MOOC, etc.):

**Research Activities**

24. Whether the department published any journal? If yes,

(a) Name of the journal:

(b) ISSN:

(c) Whether the journal is included in UGC-CARE (Category-A/Category-B), Scopus, Web of Science, etc.? Specify.

25. Details of the Research Scholars: :

| Sl. No. | Name of Scheme | No. of students |
|---------|----------------|-----------------|
| 1       | NET-JRF/SRF    |                 |
| 2       | RNGF           |                 |
| 3       | UGC-MZU        |                 |
| 4       | SVMCM scholars |                 |
| 5       | Project Fellow |                 |
| 6       | Other          |                 |

26. (a) Faculty-wise list of publications of papers

| Sl. No. | Title of paper | Name of the author(s) | Department of the teacher | Name of journal | Year of publication | ISSN number | UGC link (if any) |
|---------|----------------|-----------------------|---------------------------|-----------------|---------------------|-------------|-------------------|
|         |                |                       |                           |                 |                     |             |                   |

(b) Faculty-wise list of publications of book and book chapter

| Sl. No. | Title of paper | Name of the | Department of the | Name of the Book and publisher | Year of publication | ISBN number | Link to the |
|---------|----------------|-------------|-------------------|--------------------------------|---------------------|-------------|-------------|
|         |                |             |                   |                                |                     |             |             |

|  |  |           |         |  |  |  |          |
|--|--|-----------|---------|--|--|--|----------|
|  |  | author(s) | teacher |  |  |  | document |
|--|--|-----------|---------|--|--|--|----------|

27. Faculty -wise list of Research Projects:

| Sl. No | Name of PI and Co-PI (if any) | Title of Project | Sponsoring Agency | Duration in years | Amount in Lakhs | No. of Papers published |
|--------|-------------------------------|------------------|-------------------|-------------------|-----------------|-------------------------|
|        |                               |                  |                   |                   |                 |                         |
|        |                               |                  |                   |                   |                 |                         |
|        |                               |                  |                   |                   |                 |                         |
|        |                               |                  |                   |                   |                 |                         |
|        |                               |                  |                   |                   |                 |                         |
|        |                               |                  |                   |                   |                 |                         |
|        |                               |                  |                   |                   |                 |                         |
|        |                               |                  |                   |                   |                 |                         |

28. Faculty-wise consultancy project

| Sl. No | Name of PI and Co-PI (if any) | Title of consultancy | Sponsoring Agency | Duration in years | Amount in Lakhs |
|--------|-------------------------------|----------------------|-------------------|-------------------|-----------------|
|        |                               |                      |                   |                   |                 |
|        |                               |                      |                   |                   |                 |
|        |                               |                      |                   |                   |                 |
|        |                               |                      |                   |                   |                 |
|        |                               |                      |                   |                   |                 |
|        |                               |                      |                   |                   |                 |
|        |                               |                      |                   |                   |                 |
|        |                               |                      |                   |                   |                 |

29. No. of Conferences/ Seminars/Webinars/Symposia/Workshops/FDPs attended by the faculty members:

| International | National | State | Others |
|---------------|----------|-------|--------|
|               |          |       |        |

30. Department Project (Like, SAP, DST, DST-FIST, or any others) :

31. Details of seminars/symposia/conferences/refresher course/training programmes organized:

| Sl. No | Name of Convener/Coordinator, etc. | Title of seminar/conference, etc. | Sponsoring Agency, if any | Duration with dates | No. of internal and external participants | Proceedings published Yes/No |
|--------|------------------------------------|-----------------------------------|---------------------------|---------------------|---|------------------------------|
|        |                                    |                                   |                           |                     |   |                              |
|        |                                    |                                   |                           |                     |   |                              |
|        |                                    |                                   |                           |                     |   |                              |
|        |                                    |                                   |                           |                     |   |                              |
|        |                                    |                                   |                           |                     |   |                              |
|        |                                    |                                   |                           |                     |   |                              |
|        |                                    |                                   |                           |                     |   |                              |
|        |                                    |                                   |                           |                     |   |                              |

32. Citation information for the faculty:

| Name of faculty  | Scopus Indexed |         | Google Scholar Indexed |         |           |
|--|----------------|---------|------------------------|---------|-----------|
|  | Citation       | h-index | Citation               | h-index | i10-index |
| <b>Prof. ABC XYZ</b><br>Scopus ID:<br>Google Scholar ID:<br>ResearchGate ID:<br>Vidwan ID: |                |         |                        |         |           |
| <b>Prof. UVW PQR</b><br>Scopus ID:<br>Google Scholar ID:<br>ResearchGate ID:<br>Vidwan ID: |                |         |                        |         |           |
|  |                |         |                        |         |           |
|  |                |         |                        |         |           |

33. Whether the department have any MoU/Collaboration with another institute? Specify.

34. Whether the department has an effective waste disposal mechanism:

- (a) Solid waste: Yes/No
- (b) E-waste: Yes/No
- (c) Chemical waste: Yes/No
- (d) Biological waste: Yes/No

35. Details of Parents-Teachers Interaction (No. of Meeting arranged, Date of meeting, number of members attending, ATR of the meeting, some important issues discussed in the meeting):

36. Details of alumni of the Department with their present employment (Name of the alumni, name of organization with address, designation, contact no. if, any endowments):

37. Details of Alumni Association with important activities undertaken (nature of activity, date(s), no. of participants, etc.):

38. **SWOT Analysis**

A. **Strength:**

- (i)
- (ii)
- (iii)

B. **Weaknesses:**

- (i)

(ii)

(iii)

C. **Opportunities:**

(i)

(ii)

(iii)

D. **Threat:**

(i)

(ii)

(iii)

39. Special achievements of faculty members/highlights of the department, if any:

**Signature of Head of the Department**

**Observations of the Academic Audit Team:**

Signature of the members of the audit team:

| Name | Signature |
|------|-----------|
| 1.   |           |
| 2.   |           |
| 3.   |           |
| 4.   |           |