

[LOGO] Name of the Institution

ACADEMIC AUDIT (PERFORMANCE REPORT)

(Use additional sheets if required)

Name of the Department : _____

Academic Year : _____

Total working days during the year : _____

Academic performance (outgoing) : _____

No. of AAA conducted : _____

No. of placement Drives and No. placed : _____

No. of PTA meetings conducted : _____

No. of Alumni meetings conducted : _____

1. Total number of Teachers/Staff during the year:

	Total in June	Added in the year (subject-wise)	Total left (Specify reason)	Total in March	With PhD/ MPhil/ Addl. Degree	Remarks if any
Teachers						
S.F.						
Staff						
S.F.						

2. Total working days during the year:

Total working days	Total days lost due to various reasons (Specify reason)	Compensated or not

3. Utilization of Institution/ Departmental resources during the year:

a. Number of teachers using ICT:

b. Total department library books issued

i. To students

ii. To Self

c. Other equipment (Specify)

**4. Details of action initiated against students having low attendance in the year
(Students with more than 10 days absence without proper reasons):**

Name of the student	Class	% absence	Reason & Action initiated	Remarks

5. Details of Teacher/ Student participation in Seminar/Conference/ Workshops:

Name	Where & When	Nature of Participation (Resource person / delegate/ paper presentation)

6. Details of Programmes/ Activities/ Events/ Extension Conducted:

Name	Where & How	Nature of the event

7. Details of publications of Teachers/ Students:

Name of the Publication	Title	Index

8. Total number of additional classes conducted:

Month	Remedial classes	Advanced learner support	Tutorial Session	Mentoring/ Counselling	Additional support, if any
June					
July					
August					
September					
October					
November					
December					
January					
February					
March					

9. New courses were introduced

Name of the Course/ Programme	Title	Department

10. Details of expansion in infrastructure facilities during the year:

Facilities	Existing	Newly added
Campus area/ Department area		
Classrooms		
Laboratories		
Classrooms with LCD facilities		
Classrooms with Wi-Fi/ LAN		
Seminar halls with ICT facilities		
Computer& ICT Facilities		
No. of important equipment purchased during the year		
Value of the equipment purchased during the year		
Paly fields / Recreation Facilities		
Restrooms/ Common rooms		
Staffrooms		
Others (Specify)		
Library		
Text Books		
Reference Books		
e-Books/ Journals		
Journals		
Digital Database		
CD & Video		
Library automation		
Others (specify)		

11. Student Details

Dept.	Total	Reserved	Physically Challenged	Outside
	M + F M = Total	SC + ST + Other = Total	M + FM = Total	State Country

12. New Teaching Strategies/ Innovations/ Technologies introduced:

Department	Details

13. Details of structured feedback collected

a. Students

b. Teachers

c. Employers

d. Alumni

e. Parents

14. welfare measures for teaching and non-teaching staff:

15. Details of Student/ Teacher achievements (Academic / Extracurricular):

16. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component:

17. SWOC and Perspective/Strategic plan:

18. Any other details:

Remarks of the HoD/ IQAC Team / Vice Principal

Date:

Name and Signature of the HoD/ VP/ IQAC Head

Remarks of the Principal

Date:

Signature of the Principal

Remarks and Observations of the Assessors

Date:

Name & Signature of the Assessors