**Adichunchanagiri Shikshanna Trust ®**

**ADICHUNCHANAGIRI INSTITUTE OF BUSINESS MANAGEMENT**

Academic and Administrative Audit Form (For the Departments)

Period to consider for Auditing Process: 20\*\*-20\*\*

PART – I: PRELIMINARY INFORMATION

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| 1. Name of the Department |  |
| 1. Date of Visit |  |
| 1. Members of the Audit Committee |  |
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PART –II: ACADEMIC INFORMATION

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| --- | --- |
| **Sl.N** | Particular |
| **1** | 1. Courses Offered |
| |  |  |  | | --- | --- | --- | | Name of the Program | Year of Commencement of the program | Intake | |  |  |  | |
| 1. Availability of Timetables: |
| 1. Consolidated Time Tables : 2. Class Time Tables : 3. Individual Faculty Time Tables : 4. Calendar of Events : 5. Semester Plan : |
| **2** | Faculty Information |
| |  |  |  |  | | --- | --- | --- | --- | | Positions | Male | Female | Total | | Professors |  |  |  | | Associate Professors |  |  |  | | Assistant Professor |  |  |  | | Guest Faculty |  |  |  | |
| 1. Faculty Member with 2. Ph.D Qualification :­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. Post-Graduation Qualification :­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. NET/SLET :­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. Any Other (Specify) :­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Faculty : Student Ratio :­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Teaching Experience of the Faculty in the Department |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Sl.N | Name of the Faculty | Desig  -nation | Highest Qualific  -ation | Date of Joining | Experience in AIBM | Experience before joining AIBM | Total Experience | | 1 |  |  |  |  |  |  |  | | 2 |  |  |  |  |  |  |  | | 3 |  |  |  |  |  |  |  | | 4 |  |  |  |  |  |  |  | | 5 |  |  |  |  |  |  |  | | 6 |  |  |  |  |  |  |  | | 7 |  |  |  |  |  |  |  | | 8 |  |  |  |  |  |  |  | | 9 |  |  |  |  |  |  |  | | 10 |  |  |  |  |  |  |  | |
| 1. Report on Faculty Improvement/Enrichment Programmes |
| |  |  |  | | --- | --- | --- | |  | Organized by Department | Attended by the Faculty | | FDP |  |  | | Conferences |  |  | | Workshops |  |  | | Seminars |  |  | |
| 1. Report on Research Publications |
| |  |  |  | | --- | --- | --- | |  | National | International | | No. of Publication in Journals |  |  | | No. of Publication in Conferences |  |  | |
| 1. Number of Visiting Faculty engaged with the department: \_\_\_\_\_\_ |
| 1. CO’s and PO’s of all the course maintained in the department:\_\_\_\_\_\_\_\_\_ |
| 1. Department Meetings Register Maintenance:\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 1. Maintenance of Course File by Faculties (dhi updation) |
| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Parameter | Faculty Name ( in Short ) | | | | | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |  |  |  |  |  |  |  |  |  |  | | Student Roll List |  |  |  |  |  |  |  |  |  |  | | Schedule of Classes (Time Table) |  |  |  |  |  |  |  |  |  |  | | Syllabus Copy |  |  |  |  |  |  |  |  |  |  | | Course Objectives & outcomes |  |  |  |  |  |  |  |  |  |  | | Lesson Plan and Dairy |  |  |  |  |  |  |  |  |  |  | | Topics covered in terms of % |  |  |  |  |  |  |  |  |  |  | | Using of ICT |  |  |  |  |  |  |  |  |  |  | | Attendance Registers |  |  |  |  |  |  |  |  |  |  | | Remedial classes conducted |  |  |  |  |  |  |  |  |  |  |   Verify the each parameter and indicate with Y:-Yes or N:-No or NA:-Not Applicable |
| **3** | Value Added Courses Offered |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Sl.N | Name of the value added courses | Duration of  course (Hours) | Number of students  enrolled in the year | Number of Students  completing the course  in the year | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  | | 4 |  |  |  |  | | 5 |  |  |  |  | | 6 |  |  |  |  | | 7 |  |  |  |  | | 8 |  |  |  |  | | 9 |  |  |  |  | | 10 |  |  |  |  | |
| **4** | Best Practices followed in the Department  *List out and Describe:* |
| **5** | Student Support and Progression |
| 1. **Report on Placement, Internship and Training activities** |
| 1. **Placement Activity**    1. Number of companies Visited : \_\_\_\_\_\_\_\_\_\_\_\_    2. Number of Students Placed : \_\_\_\_\_\_\_\_\_\_\_\_    3. Highest Salary offered : \_\_\_\_\_\_\_\_\_\_\_\_    4. Average salary offered : \_\_\_\_\_\_\_\_\_\_\_\_    5. Median Salary offered : \_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Internship Activities**    1. Number of Organizations offered Internships : \_\_\_\_\_\_\_\_\_\_    2. Number of Students carried out Internships : \_\_\_\_\_\_\_\_\_    3. Number of Internships carried out with stipend : \_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Training Activities /soft skills conducted for your Department students by Career Development Centre/your Department: |
|  | 1. **Result Analysis** |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Sl. N** | **Details** | **No. of Students** | | | | | | | **I** | **II** | **III** | **IV** | **V** | **VI** | | 1 | No. of students appeared |  |  |  |  |  |  | | 2 | No. of students passed (All clear) |  |  |  |  |  |  | | 3 | No. of students failed |  |  |  |  |  |  | | 4 | Passing Percentage |  |  |  |  |  |  | | 5 | No. of students passed with Distinction (>70) |  |  |  |  |  |  | | 6 | No. of students passed with First Class (60 - 69) |  |  |  |  |  |  | | 7 | No. of students passed with Second Class (50 - 59) |  |  |  |  |  |  | | 8 | No. of students passed with Pass Class (40 - 49) |  |  |  |  |  |  | |
| 1. Number of Students discontinued from the program in the Academic Year (Details) |
| **6** | **Report on Co-Curricular and Extra-Curricular Activities (with evidences)** |
| **7** | **Report on Student mentoring and counseling process (with evidences)** |
| **8** | **Any Other Relevant Information** |

Note: 1. Furnish the details in separate sheet where ever necessary.

2. For each content document should be maintained

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| --- | --- | --- |
| **Name of the Auditor and Designation** | **Signature** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |

Signature of HOD

Principal