**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

|  |  |
| --- | --- |
| 1. Name of the Department
 |  |
| 1. Date of Visit
 |  |
| 1. Members of the Audit Committee
 |  |
|  |
|  |

PART –II: ACADEMIC INFORMATION

|  |  |
| --- | --- |
| **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 ofcourse (Hours) | Number of studentsenrolled in the year | Number of Studentscompleting the coursein 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

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

Signature of HOD

 Principal