

IIS (deemed to be University) Jaipur

Academic Audit Format

ASSESSMENT PERIOD 2020-21

1. Name of the Department :

2. *Courses Offered by the department:

S.No.	Type of programme	Programme	Duration of the Programme	Annual /Semester scheme//Trimester
1.	UG			
2.	PG			
3.	Ph.D./M.Phil			
4.	COSD			

3. *Course-wise and Semester wise student strength (for the assessment period)

Programme with Year (I/II/III)	2020-21	
	Odd	Even

4. Did the department offer any short term course during the assessment period?

5. Any Programme discontinued during last two years & reason(s) thereof:

6. *Programme wise Demand ratio of the Programme (applications received/No. of students admitted)

Year		Applications received	Student admitted	Ratio
2020-21	U.G			
	P.G			
	COSD			

7. *Student progression (2019-20)- ANNEXURE-I

Student progression	Percentage Progressive to higher level against pass out candidates
UG to PG	
PG to M.Phil.	
PG to Ph.D.	

Please increase rows as per the requirement

Ph.D. to Post-Doctoral	
Employed	
Campus selection	
Other than campus recruitment	
Entrepreneurs	
NET/SLET/Other Competitive Exam	

8. *Faculty Information (As on date):

Names of the faculty members	Status	Designation	Academic Qualifications	NET/SLET status with year (if exempted, please mention)	Specialization	Teaching experience (in years)
	Full time/ Part time/Visiting					

8(a) Please give details of the awards/accolades (if any) won by the faculty during the assessment period?

9. Student Teacher ratio/ Programme-wise(As on date):

10. Faculty Workload (2020-21) (attach annexure in the prescribed format)- **ANNEXURE-II**

11. Research and Publications (by faculty members), provide information session wise for the Session 2020-21 (Please give number/range in answers below and attach a separate sheet for giving details) **ANNEXURE-III**

- Number of papers published in peer reviewed journals (national / international)
- Monographs
- Chapters in Books
- Edited Books
- Books with ISBN with details of publishers
- Number listed in International Database (For *e.g.* Web of Science, Scopus, Mendeley, Research Gate, Humanities International Database - International Social Sciences Directory, EBSCO host, etc.)
- Citation Index – range / average

Please increase rows as per the requirement

- SNIP
- SJR
- Impact Factor – range / average * h-index
- Conferences/Seminars attended during the year
- No. of papers presented in Conferences/Seminars during the year
- No. of abstracts published in conference proceedings during the year
- Full paper published in book of proceedings during the year
- No. of FDPs Attended during the year
- Refresher / Orientation Course attended during the year
- No of Major and Minor Projects applied for to funding agencies.
- No. of Seminar/Conferences proposals applied to the external funding agencies.
- Awards & Recognitions

A) Research endeavours of students at the Department (**provide information session wise for the assessment period**):

- Conferences/ workshop attended:
- Student Presentations in conferences/ Seminars:
- Student Publications:
- Student Projects granted/ completed :
- Any other student achievement in research:
- Awards & Recognitions
- Research Facilities developed:

12. Curricula Planning, Development& Implementations ((**provide information session wise for the assessment period**))

A) New Programmes introduced:

B) State the Unique featuresof the curricula of your programme.

C) Whether need analysis done before introducing new programmes (if yes, specify the procedure, if no, the reasons thereof)

D) State the efforts made by the Department to plan and develop new curricula?

E) Did you revise the existing curricula? If yes, has your department organized curriculum development workshop?

F) Does your curricula includes industry interface?

G) Do teachers prepare teaching plans in the beginning of the academic session?

H) If yes, Do they maintain a record of compliance of the teaching plans:

I) What is the pedagogy used by faculty members in the department:

J) What are the modern teaching aids used to teach in the department:

Please increase rows as per the requirement

- K) Whether tutorials, remedial classes and revision classes are integrated in the time table:
- L) What is the mechanism to identify slow and advanced learners in classes:
- M) Provide information related to course completion in the prescribed format (for the assessment period)- **ANNEXURE-IV**
- N) Steps taken to ensure regularity of students to the classes:
- O) Steps taken to intimate the attendance of students :
- P) Steps taken to ensure that classes are held regularly in the department
- Q) Details of tutorial/remedial classes held in the assessment period.

R) Programme	Course Code	Course Title	Sessions Assigned	Actual Sessions	Name of the faculty

- S) Steps taken to ensure that the course is completed on time:
- T) Steps taken to ensure that course is completed in the required number of sessions assigned to the paper:
- U) If the same paper is being taken by two or more than two faculty members in different sections, how do you ensure there is parity in course completion by them:
- V) How is the quality of assignments given to the students ensured:
- W) Does the faculty regularly upload assignments and notices on the metacampus:
- X) What are the different activities that your department organize for assigning Beyond- Syllabus activities undertaken by the Department to enrich teaching learning process

13. Co- curricular, Extension, Outreach Programme and Institutional Responsibility Programmes:

- A) Details of Extension lectures organized in this academic session:

Please increase rows as per the requirement

- B) Details of skill development and personality development workshops / programmes organized in this academic session:
- C) Guidance for NET/SET and competitive examinations.
- D) Details of Extension activities and outreach activities undertaken by the department:
- E) Have your students participated in co-curricular activities. If yes at what level (Regional, State or National etc.) and number of students who participated in the assessment period. Give details?
 - a. Sports
 - b. Cultural
 - c. NSS
 - d. NCC
 - e. Departmental Activities

14. ALUMNAE STATUS

- A) Does the department maintain the record of alumna? If yes, in what manner?
- B) How do you ensure the involvement of the Alumnae in Department;

15. Details about Infrastructure and other resources:

- A) Total no. of class rooms, labs, seminar rooms in the department:
- B) *Central library resources:

Total number of books-	Total number of e-books	Total number of Journals & e journals	Total number of magazines/ periodicals	Web resources	Dissertations

- C) Total number of books in the Departmental Library
- D) Total no. of computers in the department for staff and students
- E) How did you create the awareness amongst the students regarding wi-fi facility in the University campus.
- F) Software available in the department
- G) List of instruments in the lab(s) **ANNEXURE-V**

Please increase rows as per the requirement

H) New Equipment and Infrastructure added in last year:

16. Placement record of the past students (2019-20) and the contribution of the department to the student placements.

17. Feedback Mechanism:

- A) How is the student feedback on i) curriculum ii) teaching learning taken and analyzed. What is the mechanism for action taken on the students' feedback?
- B) Does the department conduct regular students' feedback?
- C) Does the Head personally take feedback from the students?
- D) What follow up action is taken by the department
- E) How does the department handle the student's grievances?
- F) Does the department maintain regular activity calendar?
- G) Follow up action taken by the Management?
- H) How does the department monitor:
 - i) Timely posting of students' attendance
 - ii) Timely completion of syllabi
 - iii) Compliance of teaching plans by faculty
 - iv) Regular conduction of classes

18. Assessment and Evaluation:

- A) Evaluation methods adopted for internal and external examinations
- B) Performance of students in Internal Assessment and External Examination
- C) Is there a large variation in the % marks obtained in internal evaluation and the % Marks obtained in external evaluation, if yes give the reason thereof.

19. Departmental Budget -2020-21

Budget Sanctioned	Utilized	Over or under utilization	Reasons for over and under utilizations

Please increase rows as per the requirement

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20. Strengths, Weaknesses. Opportunities and Challenges of the department

21. List down the Innovation.

22. List the best Practices of the Department.

23. Future plan for the next year.

24. Any other suggestion

2020-21

S.No.	Name of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to

Phone no. of the student	Email id of the student

2020-21

S.No.	Name of student	Designation	Name & Address of Company	Phone no. of the student	Email id of the student

**Campus selection
(Yes/No)**

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2020-21

S.No.	Name of student	Name of exam	Year of passing	Programme graduated from

Department graduated from	Phone no. of the student	Email id of the student

Annexure II

IIS (DEEMED TO BE UNIVERSITY), JAIPUR

DEPARTMENT OF _____ -

WORKLOAD-SESSION 2020-21 (ODD/EVEN Semester)

Courses offered: _____

- 1
- 2
- 3
- 4

Operational courses (in the academic session 2019-20) :

- 1
- 2
- 3
- 4

FOR UNDERGRADUATE CLASSES

CLASS	THEORY I	THEORY II	THEORY III	THEORY IV	PRACTICAL I	PRACTICAL II	TOTAL
(EG)B.A/B.Sc./B.Com. Semester I							
				TOTAL			

Departmental Workload

-

Interdisciplinary Courses (workload of the other Depts.)

-

Number of classes taken by the faculty members of other departments and not included in the total workload of the department:

of classes taken by _____

FOR POSTGRADUATE CLASSES

CLASS	THEORY I	THEORY II	THEORY III	THEORY IV	THEORY V	PRACTICAL (VI)	THEORY (VII)	TOTAL
						TOTAL		

Departmental Workload

-

Interdisciplinary Courses (workload of the other Depts.)

-

Number of classes taken by the faculty members of other departments and not included in the total workload of the department :

GRAND TOTAL

CLASS	Departmental Workload	Interdisciplinary Courses (workload of the other Depts.)	TOTAL
UNDERGRADUATE			
POST GRADUATE			
Total			

Total Workload -

Present number of faculty members -

If average workload taken by each faculty member = _____, then _____ classes will be accommodated by the present faculty members. Requirement of _____ **Full Time** and _____ **part time faculty** for the balance workload i.e. _____ classes (If required)

DEPARTMENTAL RESEARCH PROFILE

Session: 2020-21

Department:

1. Publication

1.1 Publications in Refereed Journals (Print/ e-journal)

S.No.	First Author	Co-authors	Title of Publication	Name of the Journal	status					Impact Factor	URL (if any)	Listed in International Database*	Citations per doc	SJR
					International/ National/ State	Vol. (No.)	Page No.	Year	ISSN No.					

1.2 Papers/Articles Published elsewhere (Non-Refereed Journals/ Magazines/Newspapers etc.)

S.No.	First Author	Co-authors	Title of Publication	Name of Non-refereed Journal/Magazines/News paper etc. in which it is published	Details								
					Status	Name	Edition/ Vol. No.	Page No.	Year	ISSN/IS BN No.			
					International/ National/ State								

1.3 Conference/ Seminar Proceedings Published

S.No.	First Author	Co-Authors	Title of Paper in the Proceedings	Name of the Conf./Seminar	Name of the Organising Institution	Status	Date(s)	ISSN No.
						International/ National/ State		

1.4 Monographs

Author	Title	Publisher	Status	Year
			International/ National/ State	

1.5 Fully Authored Books

S.No.	First Author	Co-authors	Name of the Book	Publisher	Year of Publication	Status	ISBN No.
						International/ National/ State	

1.6 Books Edited

S.No.	First Editor	Co-Editor	Name of the Book	Publisher	Year of Publication	Author	Status	ISBN No.
							International/ National/ State	

1.7 **Chapters in Edited Books**

S.No.	First Author	Co-Author	Name of the Book	Title of Chapter	Publisher	Year of Publication	Status	ISBN No.
							International/ National/ State	

1.8 **Served on Editorial Board**

Name of the faculty	Name of Journal/ Book	Institution / Organisation	Designation	ISBN No./ISSN No.	Year	Impact Factor	Vol. No.

1.9 **Editing of the proceedings of Seminar/Symposia/Conference/Workshop etc.**

S.No.	Name of the faculty	Name of the Seminar/Symposia/Conference/Workshop	Name of the Organising Institution	Date(s)	Status	First Editor	Co-Editor	Year of Publication	ISBN No.
					International/ National/ Regional/ State				

1.10 **Peer Reviewing of Papers**

S.No.	Name of the faculty	Title of Paper	Name of Journal	Year of Publication	Refereed/ Non-Refereed	Author	ISBN No.

1.11 **Peer Reviewing of Project Proposals/Evaluation of Project Completion Report --**

S.No.	Name of the faculty	Evaluation of Project Completion/ Project Proposals	Title of Project	Granting Institution	Name of Investigator with affiliations	Name of co-investigator (if any)	Amount granted	Year

1.12 **Citation Index**

S.No.	Name of Faculty	Total Citations

3.2 M.Phil (Awarded)									
Name of the Guide	Registration No.	Name of candidate	Name of the Institution	Faculty (Science/Arts/Commerce)	Date of Registration	Status of Thesis (Completed/Pursuing)	Title	Year in which M.Phil. Awarded (if completed)	Name of Supervisor(s) (Along with designation and official)

3.3 Ph.D./M.Phil. Ongoing								
Name of the Guide	Registration No.	Name of candidate	Faculty (Science/Arts/Commerce)	Name of the Institution	Title	Supervisor/Co-supervisor	Date of Registration	Status - Submitted/Ongoing

3.4 Post-Doctoral Degree/ D.Sc. / D.Lit. (Self)							
Name of the faculty	Name of the Institution	Faculty (Science/Arts/Commerce)	Date of Registration	Status of Thesis (Completed/Pursuing)	Title	Year of Award of Degree	Name of Supervisor(s) (Along with designation and official)

3.5 Post-Doctoral Fellowship						
Name of the faculty	Name of the Institution	Faculty (Science/Arts/Commerce)	Date of Sanction of Fellowship	Date of Completion (if completed)	Title of Research	Supervisor/Co-supervisor

3.6 Post-Doctoral Work Supervised							
Name of the Guide	Name of candidate	Faculty (Science/Arts/Commerce)	Name of the Institution	Title	Supervisor/Co-supervisor	Date of Registration	Completed/Ongoing

3.7 P.G. Dissertation/Project (Completed)						
S.No.	Name of Supervisor	Name of Co-Supervisor	Title	Name of Candidate	Class, Subject, semester	Year

4 Participation/presentation in Conferences etc.

4.1 Keynote Speaker/Resource Person / Expert in Seminars/Workshops/Conferences/Symposia

S.No.	Name of the faculty	Topic of which lecture was delivered	Name of the Conf./Seminar/ Workshop	Name of the Organising Institution	Status International/ National/ State	Date(s)	Invited in Capacity of _____

4.2 **Training Course / Conference / Seminar / Workshop Organized (As Coordinator / Convener / Organising Secretary)**

S.No.	Name of the faculty	Name of the event	Type of event	Name of the Organising Institution	Status	Date(s)	Position in the organising committee
					International/ National/ State/Regional		

4.3 **Papers Presented in Conferences etc.**

S.No.	First Author	Co-authors	Name of the Conference	Name of the Organising Institution	Date(s)	Title of the paper presented	Oral/Poster	Status
								International/ National / State/ University

4.4 **Abstracts Published**

S.No.	First Author	Co-Authors	Title of Abstract	Name of the Conf./Seminar/ Workshop	Name of the Organising Institution	Status	Date(s)
						International/ National/ State/ University	

4.5 **Seminars/Workshops/Conferences/Symposia attended**

S.No.	Name of the faculty	Name of the Conf./Seminar / Workshop	Name of the Organising Institution	Status	Date(s)
				International/ National/ State/University	

4.6 **List of FDP attended**

S.No.	Name of the faculty	Name of the FDP	Name of the Organising Institution	Status	Date(s)
				International/ National/ State	

4.7 **List of Refresher/Orientation Courses attended**

S.No.	Name of the faculty	Nature of the Courses	Name of the Organising Agency	Date(s)	
				From	To

4.8 Conference/ Seminar/ Workshop/Symposia Organized

S.No.	Name of Event	Type of event Confernece/Seminar/Workshop/ Symposia	Name of the collaborating Organising	Status	Date(s)	Month	Year	Number of participants
				International/ National/ State/University				

4.9 Details of Seminar/Conferences proposals applied to the external funding agencies

S.No.	Name of Faculty	Name of the event	Seminar/Conference/Workshop	Name of the Organising Institution	Status	Date(s)	Name of the funding agency	Amount received (if any)
					International/ National/ State			

5 Awards/ Honours/ Recognitions (From External Agencies)

5-1 Chairing of a Session

S.No.	Name of the faculty	Name of the event	Category	Name of the Organising Institution	Status	Date(s)	Award/ Honour/ Recognition
					International/ National/ State		

5.2 Research Paper Award

S.No.	Name of the faculty	Name of the event	Category	Name of the Organising Institution	Title of Paper	Status	Date(s)	Month	Year	Award/ Honour/ Recognition
						International/ National/				

Note: Certificate of Appreciation of The IIS University will not be considered.

5.3 Award for Publication of Book

S.No.	Name of the faculty	Name of the event	Category	Name of the Organising Institution	Status	Date(s)	Award/ Honour/ Recognition
					International/ National/ State		

6 Others

6.1 Interdisciplinary Resear NIL

Topic	Institution/Department	Name of Faculty/Student	Name of Programme with semester

6.2 Recognition from Professional Body / Agency

Name of the faculty	Recognition	Nature of Recognition	Professional Body/Agency

6.3 Collaboration & Linkages for Research

Name of the faculty	Area/Topic	Organisation	Duration	Detail pertaining to Finance/Sponsorship	Whether MOU has been signed (name Organisation)	Date

6.4 Extension Activities related to Research organized for Community other than NSS/NCC/Cultural /NEN

Name of activity	Nature of activity (Demo/Poster making/Slogan/ Popular lectures/Quiz)	Venue of event	Beneficiaries	Activity Co-ordinator	Duration with date	departmental activity

6.5 Membership of Professional Bodies

S.No.	Name of the faculty	Name of Professional Body	Duration of Membership (Mention Year)

6.6 Membership of Academic Bodies

S.No.	Name of the faculty	Name of Academic Body	Name of Organization	Tenure

Abstract published & participation in conference (oral & poster) can have overlapping information.

Mention Co-author, Co-presenter, in order of publication in all the above information.

7. Research endeavours of students:

7.1 Conferences/ workshop attended:

S.No.	Name of Student	Name of the Conference/Workshop	Name of the Organising	Status International/	Date(s)

7.2 Student Presentations in conferences/ Seminars:

S.No.	First Author	Co-authors	Name of the Conference	Name of the Organising Institution	Date(s)	Title of the paper presented	Oral/Poster	Status	Year	ISSN No.	Impact Factor	URL (if any)	Listed in International Database*	Citations	SJR	
								International/ National/								

7.3 Student Publications:

S.No.	First Author	Co-authors	Title of Publication	Name of the Journal	Details of Journal	Vol. (No.)	Page No.	Award/Honour / Recognition
					Status International/ National/ State			

7.4 Student Projects granted/ completed:

S.No.	Name of Student	Class	Guide	Title of Project	Name of the Funding	Date of Sanction	Amount Sanctioned

7.5 Awards & Recognitions:

S.No.	Name of Student	Class	Name of the event	Category	Name of the Organising Institution	Status International/ National/ State	Date(s)

7.6 Student Internship (Completed)

S.No.	Name of candidate	Class, Subject and Semester	Title	Year	Name and Address of Organization

7.7 Any other student achievement in research

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-
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7.8 Research Facilities developed

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Signature Head

SNIP

SNIP

Annexure IV

IIS (DEEMED TO BE UNIVERSITY), JAIPUR

DEPARTMENT OF

(SESSION 2020-21)

Name of Faculty :

Class	Paper Code	Status at Present	Completion Date (Expected)	Review

Signature of Teacher

Signature of Head

Date :

Annexure V

IIS (Deemed to be University), Jaipur

Department of _____

Details of Instruments in the Laboratory

Session 2020-21

S.No.	Name of the Instrument	Make of the Instrument	No. of pieces	Cost/ piece	Total Cost	Date of Purchase	Bill /Invoice No.