**AMRITA VISHWA VIDYAPEETHAM,**

**COIMBATORE CAMPUS**

**Internal Quality Assurance Cell (IQAC)**

**Departmental Files Audit Checklist**

Time period: July 2014 till date

**Department/Centre Name:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl No:** | **Item** | **Percentage of Completion** | **Remarks/Suggestions** |
| 1 | Handbook |  |  |
| 2 | Annual report of the department/centre |  |  |
| 3 | Faculty composition, minutes, transactions and resolutions under which the department is conceptually part of like faculty of engineering |  |  |
| 4 | Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision |  |  |
| 5 | Board of Studies (Composition, minutes and transactions) |  |  |
| 6 | Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department |  |  |
| 7 | Academic, research and industry linkages (Copies of Memoranda of Understanding, project reports etc) |  |  |
| 8 | Consultancy records |  |  |
| 9 | Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDP organized by department |  |  |
| 10 | Alumni Details especially prominent alumni and some records of their feedback |  |  |
| 11 | Annual department budget and Budgetary provisions (if any) |  |  |
| 12 | Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc) |  |  |
| 13 | Timetable |  |  |
| 14 | Workload |  |  |
| 15 | Attendance registers for faculty and staff, wherever not automated and decentralized |  |  |
| 16 | Teaching Staff profile |  |  |
| 17 | Non-teaching (both administrative and technical) staff profile |  |  |
| 18 | Student list (year-wise, batch-wise, class-wise) |  |  |
|  | Department at a glance and infrastructure display through boards / banners |  |  |
| 19 | Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research. |  |  |
| 20 | List of research projects or activities of departments/centers. Details such as name of the investigators, brief description of the research, collaborations, funding, etc. are to be provided. Progress reports of research projects |  |  |
| 21 | List of laboratories with details of equipment and investments |  |  |
| 22 | Faculty Development Programs: Proof of attending and organizing staff development programs/ orientation programs/refresher programs, delivering expert lecture/invited lecture outside, etc. Records of all faculty being sponsored for seminars/conferences |  |  |
| 23 | Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching) |  |  |
| 24 | Outcome-Based Education (OBE) document with process, transactions and documents |  |  |
| 25 | Evaluation Procedure for various courses with samples |  |  |
| 26 | Instructional material developed by Staff, if any |  |  |
| 27 | Minutes of Department meetings |  |  |
| 28 | Present and past students profile (Maintained by the class advisor/mentor/counsellor) |  |  |
| 29 | Infrastructure summary with list of equipment purchased during the last five years. |  |  |
| 30 | Stock and Equipment register excluding labs |  |  |
| 31 | Register of equipment for which customs/excise duty exemption was utilized |  |  |
| 32 | Student attendance records & work registers, sample question paper and answer scripts of students in each course, course files, course plans, mentor/counsellor files |  |  |
| 33 | Student Counselling dairies, note books and records |  |  |
| 34 | Records of special coaching for weak students |  |  |
| 35 | Examination results and action taken report for weak students |  |  |
| 36 | List of medallists and rank holders |  |  |
| 37 | Students feedback, report of analysis and action taken |  |  |
| 38 | Annual report and records, photographs, albums of professional clubs/associations associated with the department |  |  |
| 39 | Books published by faculty |  |  |
| 40 | List and copies of Book Chapters published by faculty |  |  |
| 41 | List and copies of publications of faculty in international and national journals |  |  |
| 42 | List and copies of publications of faculty in international and national conferences |  |  |
| 43 | List and copies of patents filed and granted |  |  |

***Name & Signature of Auditor with date:***

**General Comments**