PONNAIYAH RAMAJAYAM INSTITUTE OF SCIENCE & TECHNOLOGY (PRIST)
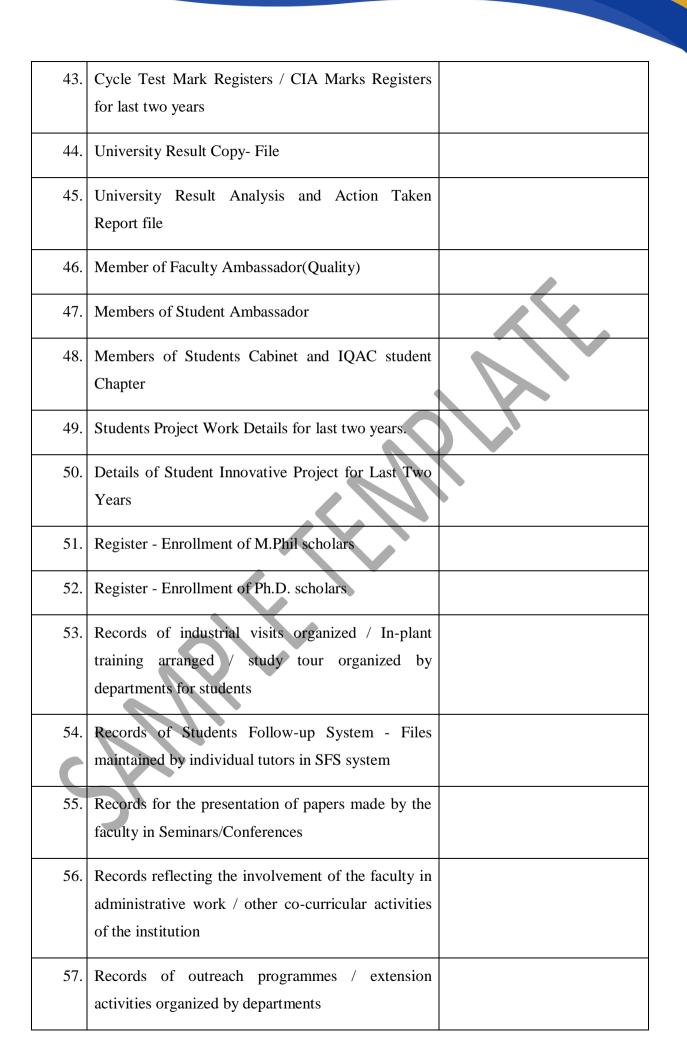
Declared as DEEMED-TO-BE-UNIVERSITY
U/s 3 of UGC Act, 1956

ACADEMIC AUDIT REPORT

Name of Department [   ]   Date of Audit: [   ]

Academic Year: [   ]   Semester: [   ]

DETAILS OF REPORT

Sl.No.	CURRICULAR ASPECTS	OBSERVATIONS
1.	Student Biodata File	
2.	Details about students progression in last two batches	
3.	All types of Feedbacks on Curriculum- Extract & Action Taken Reports	
4.	Board of Studies-files maintenance	
5.	Syllabus Copies of various UG / PG / M.Phil Courses / Certificates Courses / Diploma Courses / PG Diploma Courses offered by the department	
6.	Orientation Programme, Semester Preparatory Course and Bridge course Modules for first year UG/PG programmes	
7.	Question Bank and Course materials for all papers in UG/PG programmes	

8.	Students Attendance Registers	
9.	Staff Attendance Register	
10.	Staff - Leave , OD and Permission Register	
11.	Register for Staff Alternate Arrangement	
12.	Records of Class room Visit by the HOD	
13.	Academic Calendar	
14.	Department Circular- Inward, Outward Register	
15.	Department Academic Committee Meeting- Circular, Minutes details	
16.	Department Weekly review Meeting – Circular, Minutes details	
17.	Faculty Biodata (Commission purpose)	
18.	Teaching Portfolio	
19.	Department Workload, Subject Allocation details	
20.	Academic Course Delivery Planner maintained by faculty members(CDAAR)	
21.	Time Table- Overall- Class wise and Individual	
22.	Course Portfolio	
23.	Department nominations for Course Advisor (UG), Course Advisor (PG), Assessment-Coordinator and Students Counsellor	
24.	Class Committee Meeting – Minutes, Action Taken Report	
25.	Unit Completion Report by Faculty	

26.	Mid Semester feedback- Extract and Action taken Report	
27.	Students Satisfaction survey, Outgoing Students Feedback- Extract and Action taken report	
28.	Learner Centric Teaching Learning methods - Documents	
29.	Innovative Teaching Methods Adopted	
30.	Adoption of other Teaching & Learning Methods	
31.	e-tutoring and peer tutoring related records	
32.	Peer Review of Teaching related records	
33.	Assignment Questions / Topics collection	
34.	Student Personnel Development and Planning(SPDP) and Skill Audit	
35.	Small Group Instructional Diagnosis(SGID)	
36.	Department Library- Stock register and Accession Register	
37.	Department Lab Stock Register and Stock Verification Report	
38.	Open Lab	
39.	Student Registration for Add-on Courses	
40.	Student Registration for NPTEL course and details of students who passed in Examination and Applied for earning extra credits	
41.	Student Registration for Extra Credit Course	
42.	Cycle Test Question Papers Collection	

43.	Cycle Test Mark Registers / CIA Marks Registers for last two years	
44.	University Result Copy- File	
45.	University Result Analysis and Action Taken Report file	
46.	Member of Faculty Ambassador(Quality)	
47.	Members of Student Ambassador	
48.	Members of Students Cabinet and IQAC student Chapter	
49.	Students Project Work Details for last two years.	
50.	Details of Student Innovative Project for Last Two Years	
51.	Register - Enrollment of M.Phil scholars	
52.	Register - Enrollment of Ph.D. scholars	
53.	Records of industrial visits organized / In-plant training arranged / study tour organized by departments for students	
54.	Records of Students Follow-up System - Files maintained by individual tutors in SFS system	
55.	Records for the presentation of papers made by the faculty in Seminars/Conferences	
56.	Records reflecting the involvement of the faculty in administrative work / other co-curricular activities of the institution	
57.	Records of outreach programmes / extension activities organized by departments	

58.	Records of staff members acted as Resource Persons in Refresher Course / Orientation Course / Seminars / Conferences / Workshops / Guest lectures.	
59.	Records for the presentation of papers made by the students in seminars / conferences.	
60.	Records for conducting Remedial / Special Coaching Programmes during last two years.	
61.	Details of papers published by faculties in journals	
62.	Details of books/patents published by the faculty	
63.	Records for the conduct of Seminars / Conferences / Workshops / Guest lectures by the department	
64.	Placement Records fore last two batches of students	
65.	Details of Entrepreneurs for Last two Years	
66.	List Ph.Ds produced by the department	
67.	Details about Ph.D guidance carried out by faculty.	
68.	Students Participation in Co- Curricular Activities	
69.	Students Participation in Extension/Outreach activities	
70.	Students Participation in Sports/Cultural and other extracurricular activities	
71.	Parent- Teachers' Meeting	
72.	Alumni Meeting	
73.	End Semester Feedback- Extract and Action Taken Report	
74.	Records of Memorandum of Understanding entered	

	into for Research Collaboration	
75.	Records of consultancy services rendered by the department	
76.	Records of Distinctions / Achievements / gained by students	
77.	Records of Distinctions / Achievements / gained by the faculty	
78.	Contribution of faculty member in curriculum designing for other institutions	

Signature of Dean   **Signature of HOD**

Vice - Chancellor

SUMMARY OF AUDIT REPORT

Name of the School	
Name of the Department	
Name of the Programme	
Name of the HoD	
Comments	
Name of the Auditor- 1 with affiliation(Internal/External)	
Name of the Auditor-2 With affiliation(Internal / External)	
Date(s) of Audit	