

देवीअहिल्या हवश्वहवद्यालय, इंदौर  
DEVI AHILYA VISHWAVIDYALAYA, INDORE  
**आंतरिकगुणवताआश्वासन प्रकोष्ठ**  
**Internal Quality Assurance Cell**  
**Format for Internal Academic Audit Phase - I**

Department/Centre/School of Studies: SCHOOL OF EDUCATION, DAVV, INDORE

Academic Year: 2016-17

Date(s) of conducting audit:

**I. CURRICULUM DEVELOPMENT**

S No	Parameters	Yes	No	Not Known
1.	Learning objectives are clearly defined and measurable	YES	-	-
2.	Learning objectives are in line with student needs	YES		
3.	Learning objectives are in line with industry needs	YES		
4.	Content development is in line with the learning objectives	YES		
5.	Content revision and updating is done regularly	YES		
6.	Curriculum is flexible enough to incorporate changes	YES		
7.	Choice Based Credit System is followed (partially)	YES		
8.	Courses are in line with mission and vision of Department & University	YES		
9.	New Course Started in Last One Year	YES		

**II. TEACHING AND LEARNING PROCESS**

S No	Parameters	Yes	No	Not Known
1.	Academic calendar is prepared and communicated to the students	YES		
2.	Learning objectives are communicated to the students	YES		
3.	Syllabi and session plan/lecture plan is clearly communicated to the students	YES		
4.	Syllabi is completed as per the session plan/lecture plan	YES		
5.	Adequate amount of teaching material is provided	YES		
6.	Teaching pedagogy is in line with the learning objectives	YES		

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7.	Faculty makes use of ICT in teaching	YES		
8.	Syllabi is completed within the stipulated period of time	YES		
9.	Tutorials/Extra sessions/Remedial classes are conducted as per requirement	YES		
10.	Guest lecturers /workshops are organized on a regular basis	YES		
11.	Innovative teaching methods are adopted by the faculty members	YES		
12.	Teachers also perform the work of mentoring Students	YES		

## III. EVALUATION PROCESS

S No	Parameters	Yes	No	Not Known
1.	Evaluation criteria and process is clearly defined and communicated to the students	YES		
2.	Transparency in examination is ensured	YES		
3.	Students are communicated the examination schedule well in advance	YES		
4.	Student is assessed on a continuous basis through various instruments	YES		
5.	Transparency in evaluation is ensured	YES		
6.	Grievance handling mechanism exists in the institute/department	YES		

## IV. RESEARCH ACTIVITIES

S No	Parameters	Yes	No	Not Known
1.	Funds for research are provided by the institute/department to faculty members		NO	
2.	Research facilities like library, laboratory, databases etc. are made available	YES		
3.	Non-monetary incentives given to faculty members to promote research culture	YES		
4.	Research cell exists in the institute/department	YES		
5.	Research papers in national referred journals are published by faculty members in last year as per UGC list	YES		

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6.	Research paper in international refereed journals published by faculty members in last year as per UGC list	YES		
7.	Ph.D. awarded to students of faculty members in the last one year	YES		
8.	Faculty members completed their Ph.D. in the last one year		NO	
9.	Books are published by the faculty members	YES		
10.	Papers are presented in national conferences by faculty members	YES		
11.	Papers are presented in International conferences by faculty members	YES		
12.	Consultancy projects are undertaken by the faculty members		NO	
13.	Funded projects are taken up by the faculty members	YES		
14.	Award/recognitions are achieved by the faculty members	YES		
15.	Collaborative Research activities are under taken by the department	YES		
16.	Consultancy projects which lead to solution of specific social/business problems		NO	
17.	Patents are taken by faculty members		NO	
18.	Workshops, Seminars conducted by the Dept.	YES		
19.	Workshops, Seminars conducted at International level		NO	
20.	MOU/ Collaboration exists	YES		

## V. INFRASTRUCTURE AND LEARNING RESOURCES

S No	Parameters	Yes	No	Not Known
1.	Institution provides necessary facilities for teaching such as class room, furniture etc.	YES		
2.	Washrooms, common rooms are available for boys and girls separately	YES		
3.	Classrooms are ICT enabled	YES		
4.	Computer lab is equipped with state-of-the-art facilities	YES		

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5.	Library is equipped with digital and non- digital learning resources	YES		
6.	Library and computers are continuously upgraded	YES		
7.	Facilities for sports and extracurricular activities are provided	YES		
8.	The Institute/department is equipped with multimedia theatre/auditorium	YES		
9.	Proper maintenance of infrastructure is done from time to time	YES		
10.	Facility of clean drinking water is available	YES		
11.	The institute/department has refreshment centre for students and facilities		NO	
12.	<i>Divyang</i> friendly Infrastructure is available	YES		
13.	<i>Divyang</i> friendly wash room facility is available		NO	

VI. COCURRICULAR ACTIVITIES

S No	Parameters	Yes	No	Not Known
1.	Adequate resources are available for sports, cultural and other activities	YES		
2.	Co- curricular Activities are encouraged	YES		
3.	Co- curricular activities are designed to ensure overall development of the institute/department	YES		

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## VII. OTHER ACTIVITIES CONDUCIVE FOR ACADEMIC ENVIRONMENT

S No	Parameters	Yes	No	Not Known
1.	Departmental Website Exists	YES		
2.	Departmental Website updated regularly	YES		
3.	Suggestion Box is placed in prominent places	YES		
4.	Arrangements have been made to display achievements of the students in academics, sports and extracurricular activities	YES		
5.	Efforts made for Psychological Counseling of the Students	YES		
6.	Heath Report Card of each Student is prepared		NO	
7.	Heath Report Card of each faculty member is prepared		NO	
8.	Heath Report Card of each staff member is prepared		NO	
9.	Faculty welfare activities carried out in last one year	YES		
10.	Faculty motivational activities carried out in last one year	YES		
11.	Non-Teaching Staff welfare activities carried out in last one year	YES		
12.	Non-Teaching Staff motivational activities carried out in last one year	YES		
13.	Formal Alumni Cell Exists	YES		
14.	Activities of Alumni Interaction carried out in last one year		NO	
15.	Activities for the training of Non-Teaching Staff conducted in last one year			
16.	Efforts on Energy Saving made in last one year	YES		
17.	Energy Audit conducted in last one year		NO	
18.	Environment Audit conducted in last one year	YES		
19.	Extension activities carried out in last one year	YES		
20.	Use of Data Capturing System (IQAC) Started	YES		

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**VIII. High Lights: Any special thing which the department would like to mention**

- Regular reasoning and NET/ CTET classes are conducted
- Full-fledged School internship Program
- Community based projects are done by M. Ed. Students
- Enrichment lectures by experts and visiting fellows
- Managing and mentoring for affiliating colleges
- Environmental awareness march

