IFTM UNIVERSITY

MORADABAD

ACADEMIC AND ADMINISTRATIVE AUDIT

Name of School:	
Name(s) of Department(s):	
Academic Year:	
Audit Scheduled Date:	
Number of Audit Team Members:	

MEMBERS OF AUDIT TEAM		
S. No.	**Name of Member**	**Designation**
1.		
2.		
3.		

PART A – ACADEMIC AUDIT

1 – CURRICULAR ASPECT

1 Number of Programme(s):	
Name(s) of Programme(s)	

UG Programme(s):		
PG Programme(s):		
Ph.D. Subject(s):		

2.1 Number of new programme(s) added:	
2.2 Name(s) of new programme(s) added:	

3 Number of Value-Added Course (VAC):				
Name of VAC	**Number of Students Enrolled**	**Number of Students Passed**	**New**	**Repeat**

4. Number of students undergoing project (programme-wise)		
Name of Programme	**Nature of Project** (Summer Training Project/ Internship/ Research Project/ Field Project/ Major Project/ Minor Project, etc.)	**Number of Students**

Multi-disciplinary Programmes offered at the School/ Department. **(Please Tick Appropriately)**			
Yes		**No**	

Multiple Entry and Exit offered in Academic Programmes at the School/ Department. **(Please Tick Appropriately)**			
Yes		**No**	

Students of the School/ Department registered under Academic Bank of Credits (ABC). **(Please Tick Appropriately)**			
Yes		**No**	

Four Years UG programmes introduced at the School/ Department. **(Please Tick Appropriately)**				
Yes		If 'Yes', mention number of such programmes	**No**	

National Curriculum and Credit Framework implemented at the School/ Department. **(Please Tick Appropriately)**			
Yes		**No**	

Revision of CO-PO and its Mapping carried out at the School/ Department. **(Please Tick Appropriately)**			
Yes		**No**	

Revision of Syllabus as per National Education Policy carried out at the School/ Department. **(Please Tick Appropriately)**			
Yes		**No**	

Implementation of MOOC courses done at the School/ Department. **(Please Tick Appropriately)**			
Yes		**No**	

Programmes/ Courses in Indian Languages offered at the School/ Department. **(Please Tick Appropriately)**				
Yes		If 'Yes', mention number of such programmes/ courses	**No**	

Indian Culture Programmes/ Courses offered at the School/ Department. **(Please Tick Appropriately)**				
Yes		If 'Yes', mention number of such programmes/ courses	**No**	

Heritage-related Programmes/ Courses offered at the School/ Department. **(Please Tick Appropriately)**				
Yes		If 'Yes', mention number of such programmes/ courses	**No**	

Rate the level of satisfaction							
S. No.	Description	Available/ Not Available	Highly Satisfied	Satisfied	Average	Dissatisfied	Highly Dissatisfied
1	Curriculum Design and Development						
2	Academic Flexibility						
3	Curriculum Enrichment						
4	Feedback System						

2 – TEACHING LEARNING AND EVALUATION

1. Total Teachers:	
2.1 Teachers with Ph.D.:	
2.2 Teachers pursuing Ph.D.:	
2.3 Teachers not enrolled in Ph.D.:	

Number of teachers cadre-wise			
Designation	**Sanctioned**	**Filled**	**Vacant**
▪ **Professor**			
▪ **Associate Professor**			
▪ **Assistant Professor**			
Total:			

Number of teachers gender-wise			
Designation	**Male**	**Female**	**Others**
▪ **Professor**			
▪ **Associate Professor**			
▪ **Assistant Professor**			
Total:			

Number of teachers category-wise					
Designation	**General**	**OBC**	**SC**	**ST**	**Minority**
▪ **Professor**					
▪ **Associate Professor**					
▪ **Assistant Professor**					
Total:					

Number of teachers (from Within/ Outside the State)		
Designation	**from Within the State**	**from Outside the State**
▪ **Professor**		
▪ **Associate Professor**		
▪ **Assistant Professor**		
Total:		

3. Total Students:		
Programme Name	**Level of Programme (UG/ PG/ Ph.D.)**	**Count**

Number of students gender-wise			
Level of Programme	**Male**	**Female**	**Others**
▪ UG			
▪ PG			
▪ Ph.D.			
Total:			

Number of students category-wise					
Level of Programme	**General**	**OBC**	**SC**	**ST**	**Minority**
▪ UG					
▪ PG					
▪ Ph.D.					
Total:					

Number of students (from Within/ Outside the State)		
Level of Programme	**from Within the State**	**from Outside the State**
▪ UG		
▪ PG		
▪ Ph.D.		
Total:		

4. Students to Teacher Ratio:	
5. Number of ICT tools used:	

S. No.	Description	Available/ Not Available	Highly Satisfied	Satisfied	Average	Dissatisfied	Highly Dissatisfied
	Rate the level of satisfaction						
1	Student Enrolment and Profile						
2	Catering to Student Diversity						
3	Teaching-Learning Process						
4	Teacher Profile and Quality						
5	Evaluation Process and Reforms						
6	Student Performance and Learning Outcomes						

3 – RESEARCH, INNOVATIONS AND EXTENSION

S. No.	Description	Nos. (if applicable)		Highly Satisfied	Satisfied	Average	Dissatisfied	Highly Dissatisfied
	Rate the level of satisfaction							
1	**RESEARCH PUBLICATIONS**	JAN 2023 TO DEC 2023	JAN 2024 TO JUNE 2024					
	· Scopus							
	· Web of Science							
	· UGC-Care							
	· Others							
2	**PATENTS**	JAN 2023 TO DEC 2023	JAN 2024 TO JUNE 2024					
	· Published							
	· Granted							
	· Design							

S. No.	Description	Nos. (if applicable)	Highly Satisfied	Satisfied	Average	Dissatisfied	Highly Dissatisfied
	Rate the level of satisfaction						
3	Awards						
4	Seed money provided by the institution for research						
5	**GRANTS FOR RESEARCH PROJECTS SPONSORED BY:**						
	▪ Non-government sources						
	▪ Government agencies						
6	Revenue generated from Consultancy						
7	Collaboration/ MoUs						
8	Extension Activities						

4 – INFRASTRUCTURE AND LEARNING RESOURCES

S. No.	Description	Nos. (if applicable)	Highly Satisfied	Satisfied	Average	Dissatisfied	Highly Dissatisfied
	Rate the level of satisfaction						
1	**PHYSICAL FACILITIES**						
	▪ Classrooms						
	▪ Labs						
	▪ Seminar Halls/ Auditorium						
2	**LIBRARY AS A LEARNING RESOURCE**						
	▪ Departmental Library						

S. No.	Description	Nos. (if applicable)	Highly Satisfied	Satisfied	Average	Dissatisfied	Highly Dissatisfied
	Rate the level of satisfaction						
	▪ Number of Books						
3	**IT INFRASTRUCTURE**						
	▪ At Departmental Level	N/A					
4	Maintenance of Campus Infrastructure	N/A					

5 – STUDENT SUPPORT AND PROGRESSION

	Appeared	Passed
1.1 Total Number of Students in Final Year:		
1.2 Status of Students (in nos.) appearing in Final examinations:		
2.1 Total Number of Students Placed:		
2.2 Highest Package Received (in ₹):	₹	
2.3 Average Package Received (in ₹):	₹	
3. Total Number of Awards Received by Students:		
4. Total Number of Students Progressed to Higher Education:		

S. No.	Description	Highly Satisfied	Satisfied	Average	Dissatisfied	Highly Dissatisfied
	Rate the level of satisfaction					
1	Students benefited by career counseling and guidance for competitive examinations as offered by the school/ department.					
2	Capacity development and skills enhancement initiatives are undertaken by the school/ department.					
3	Redressal of student grievances including sexual harassment, etc.					
4	Students qualifying in state/ national/ international level examinations.					
5	Placement of outgoing students.					
6	Progressed to higher education.					
7	Awards/ medals won by students for outstanding performance in sports/cultural activities.					
8	Alumni Engagement.					

6 – GOVERNANCE, LEADERSHIP AND MANAGEMENT

S. No.	Description	Nos. (if applicable)	Highly Satisfied	Satisfied	Average	Dissatisfied	Highly Dissatisfied
	Rate the level of satisfaction						
1	Teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies.						
2	Professional Development Programmes/ Capacity Building Programmes/ Administrative Training Programmes organized for teaching and non-teaching staff						

3	Teachers undergoing Faculty Development Programmes (FDP) (Professional Development Programmes, Capacity Building Programmes, Orientation/ Induction Programmes, Refresher Course, Short Term Course).						

Describe the Best Practice(s) applied at the School/ Department during the session.
(You may mention Maximum Three such practices)

▪
▪
▪

Observation(s) of Audit Team:

(Please mention minimum Three observations in each Criterion Point)

Criterion Point	Observation(s)
1 – Curricular Aspect	
2 – Teaching Learning and Evaluation	
3 – Research, Innovations and Extension	
4 – Infrastructure and Learning Resources	
5 – Student Support and Progression	
6 – Governance, Leadership and Management	

Signatures of Audit Team Members

1)   **2)**   **3)**

PART B – ADMINISTRATIVE AUDIT

Utilities/ Essentials	Available (Nos., if applicable)	Not Available
･ Attendance Register		
･ White/ Chalk Board		
･ Lighting		
･ LCD Projection System		
･ Furniture		
･ Time Table (As per Curriculum)		

Resources	Appropriate	Not Appropriate
･ Subject Teacher Allotments as per scheme		
･ Class Coordinator		
･ Mentor-Mentee Allocation		

Relevant Past Records	Available	Not Available
･ Results		
･ Analysis of the Results		
･ Record of Class Tests		
⇒ Students' Attendance		
⇒ Award Sheets		
⇒ Evaluated Answer Copies		
･ Record of Value-Added Course (VAC)		
⇒ Students' Attendance		
⇒ Evaluation		
⇒ Certificates		
･ Record of Student's Achievements		
･ Record of Internships		
･ Record of Industry Visits		
･ Record of Invited Talks/ Seminars		
･ Record of STPR/ RPR/ MSR/ FPR, etc.		

Relevant Past Records	Available	Not Available
ᐧ Lab Manuals/ Lab Attendance		
ᐧ Attendance Registers		
ᐧ Stock Registers		

Other Facilities	Available (Nos., if applicable)	Not Available
ᐧ CCTV Security		
ᐧ Fire Extinguisher/ Fire Alarm		
ᐧ Medical facility		
ᐧ Drinking Water facility with RO		
ᐧ Water Cooler facility		
ᐧ Girls Common Room		
ᐧ Boys Common Room		
ᐧ Lifts/ Ramps/ Stairs		
ᐧ Office		
ᐧ Faculty/Staff Rooms/ Director Room		
ᐧ Computer Lab(s)		
ᐧ Auditorium/ Seminar Hall		
ᐧ Board Room		
ᐧ Examination Control Room		
ᐧ Printers		
ᐧ Xerox facility		
ᐧ Toilets (for Students and Faculty Both)		
ᐧ Toilets (Separate for Males and Females)		

Observation(s) of Audit Team:

Signatures of Audit Team Members

1)

2)

3)