

DEPARTMENT RECORD MAINTAINANCE / Department Audit Format

Note: Kindly maintain the data for last 5 years.

	Particulars	Evaluation Remarks
1	Curriculum Hand Book	
	PEO , PO & PSOs statements	
	Process of Defining the statements	
	Appropriateness of credit allotment (200 Credits)	
	Records clearly indicates course title, code, LTP, pre-requisite, delivery methods, assessment methods, COs, CO-PO Mapping in the curriculum hand book	
2	Admission Records	
	Availability of last 5 years admission letters (VTU approved letters)	
	CET & COMED-K Ranks statistics (Tabular & Graphical Representation)	
	Graphical and numerical presentation is available in the records for last five years (Summarised version)	
3.	Department Budget	
	Department Annual Action Plan available	
	Availability of last five years Budget allocation & utilization documents	
	Availability of last five years requirement documents	
4	Academic Performance (Last 5 years)	
	Success rate without backlogs in any semester/year of study	
	Success rate with backlog in stipulated period of study	
	Academic Performance semester wise and Year wise	
	Academic Performance in the final Year	
5	Placement statistics for last 5 years (Tabular & Graphical Representation)	
	Number of students placed	
	Highest CTC	
	Average CTC	
	Placement training conducted by the department Records	
6	Higher studies statistics for last 5 years (Tabular & Graphical Representation)	
	Number of students pursuing/completed Post graduation	
	Number of students cleared GATE/GMAT/CAT etc	
	List the top Universities/ Institutions	
	List the mobility pattern of students	
7	Internship statistics for last 5 years (Tabular & Graphical Representation)	
	Number of students completed Internship Programs	
	List the top organizations	
	Record to ensure Initiatives taken by the dept	
8	Co- curricular Activities (For Last 5 years)	

	Number of students who are member of professional societies	
	List the professional societies	
	Number of engineering events conducted under the banner of professional societies	
9	Faculty Achievement/Recognition	
	Number of FDPs conducted by the department	
	Records of faculty recognitions	
10	Student Achievement Data	
	A Co-Curricular Activities	
	Nature of co curricular activities department has organized - availability of Activity wise file	
	Availability of Number wise students' participation record	
	Number of student publications in journals and magesenes	
	Number of students teams participated in National Level Events	
	Number of Prizes and awards won by the students	
	B Extra-Curricular Activities	
	Nature of Extra curricular activities department has organed-availability of Activity wise file	
	Availability of Number wise students' participation record	
	Number of students teams participated in National Level Events	
	Number of students teams participated in State Level Events	
	Number of prizes/ awards won by the students	
	C Any Other	
11	External/Internal Stake holder Feedback/Surveys	
	Records available of the Program Exit Survey conducted. <ul style="list-style-type: none"> - Availability of File in which filled in questionnaires by the students are placed; Availability of Statistical Analysis of data and report <ul style="list-style-type: none"> - Availability of File in which filled in questionnaires by the parents are placed; Availability of Statistical Analysis of data and report <ul style="list-style-type: none"> - Availability of File in which filled in questionnaires by the industry experts are placed; Availability of Statistical Analysis of data and report <ul style="list-style-type: none"> - Availability of File in which filled in questionnaires by the BOS & BOE experts are placed; Availability of Statistical Analysis of data and report <ul style="list-style-type: none"> - Availability of File in which filled in questionnaires by the Alumni are placed; Availability of Statistical Analysis of data and report <ul style="list-style-type: none"> - Availability of Filled in questionnaires by the employers Availability of Statistical Analysis of data and report Based on the above: <ul style="list-style-type: none"> - Agenda for Action in the Faculty meeting,; - Action Plan charted by the Department ; 	

	<ul style="list-style-type: none"> - Actions taken and activities initiated - Outcome if any 	
12.	360 Degree annual Survey Copy of the questionnaire Data collection, Data Analysis, statistical Presentation & Report Action taken report	
13	Academic Audit of the faculty members Completed/pending (If pending Provide the names and reasons for not completing)	
14	Number of Faculty Meetings held in the department per year: <ul style="list-style-type: none"> - Whether the Circulars were sent along with agenda; - Proceedings of the meetings are available; - Action Taken report is recorded in the next minutes of the meeting . 	
	<ul style="list-style-type: none"> • Dates of the DAB Meeting: Meeting notice sent with Agenda and has recorded the proceedings. Documentary evidence available • Dates of the PAC Meeting: Meeting notice sent with Agenda and has recorded the proceedings. Documentary evidence available; • Dates of the DUGC Meeting : Meeting notice sent with Agenda and has recorded the proceedings. Documentary evidence available • Dates of the DPGC Meeting : Meeting notice sent with Agenda and has recorded the proceedings. Documentary evidence available • Dates of the BOS Meetings : Meeting notice sent with Agenda and has recorded the proceedings. Documentary evidence available • Dates of the BOE Meetings : Meeting notice sent with Agenda and has recorded the proceedings. Documentary evidence available • Dates of the Class Committee Meeting : Meeting notice sent with Agenda and has recorded the proceedings. Documentary evidence available • Dates of Faculty Meetings held in the depts Meeting notice sent with Agenda and has recorded the proceedings. Documentary evidence available 	
14	PO & PSO attainment Process adopted to compute attainment of PO & PSO PO PSO attainment through direct method PO PSO attainment through indirect method	



	PO & PSO Gap Analysis (Observations & Action Taken)	
	Other relevant documents	
15	A. Research & Development Wherever the space is limited provide Details in the Annexure	
	Faculty Publications (Citation/Impact Factor/Indexing)	
	Funded Research Projects	
	Funded Consultancy Project	
	Ph.D details	
	Departmental Research	
	Student Projects Records I,II,III,IV,V,VI Final Sem student Projects VII and VIII	
	Other main projects handled by the dept Number of projects	
	B. Consultancy Records Wherever the space is limited provide Details in the Annexure	
	Consultancy provided , if any Nature and Number	
	Number of Faculty involved	
	Resource mobilised	
16	Industry-Institute Interactions	
	Industry-Linked Laboratories	
	Industry-Linked Curriculum	
	Dept. Initiation for Industry-Institute Interaction	
	Internships provided to the students	
17	Students Projects	
	Project & Guide Allocation Process	
	Evaluation Process	
	Project & Report Quality	
	Outcomes	
18	Examination Section Files	
	Internal Assessments	
	Semester systems	
	Laboratory/ workshop exam	
	Results records	
19	Allumini Records	
	Records of distinguished Allumini	
20	Library Documents (all the files)	
	Library Committee meetings	
	Acquisition records	
	Issue register	
	Automation	
	Facilities provided	
21	Visiting/Adjunct Faculty	
	Documents (Plan & Correspondence)	
	Number of teaching hours handled by Visiting/Adjunct Faculty	
	Amount spent on such resources.	
22	Laboratory Records maintained	
	Lab Manuals	

	Instructional Charts	
	Safety Instructions	
	Availability of Labs experience to students after working hours	
23	Self-Learning Facilities	
	Facilities available for the students	
24	Mentorship and Mentoring Records	
25	Stock Books	
26	Faculty Attendance	
	Leave Records	
27	Department Communication Ledger	
	Inter departmental	
	Intra departmental	
	Inter Institutional	
	Intra Institutional	
28	Additional Institute Responsibilities handled by the Department (other than the routine)	
	Documents to prove the point	
29	Extension Activity /Social Service	
	Number of activities conducted	
	Nature of activities conducted	
	Distinctions/ Recognitions	
	Benefits to the students	
30	Department Activity Plan	
	Semester Plan	
	Annual Plan	
31	Autonomous Section files	
	Autonomy Records	
	Academic Innovations records	
	Administration innovation Records	
	Other s decisions as Autonomous college	
	ICT usage for Teaching & Learning	
	Initiatives taken for fail students.	
	Any other	
32	List the best practices	

- Some of the files have already been identified in the list . Departments can have more or less than that depending on their functions.
- Qualitative Data records are available in the file. Wherever the quantative data is gathered please statistically analyse, provide data tables, pictorial presentations etc For ex Student feed back survey, Stake holders' feed back etc,
- Each and every main subject will have a separate file number ;



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- Within the main subject file sub files be created with sub numbers
- Papers pertaining to the concerned subjects main or sub would go to the respective file only. Wherever the records are not found means dept has not attended to that task
- Page numbering is necessary for each file
- Please put the tag once you make the file ready for perusal
- All the meetings that you conduct should have a meeting announcement with agenda and minutes should be recorded and put in the respective files.

As A Head It is your Responsibility to maintain all these above records