

VII. OTHER ACTIVITIES CONDUCIVE FOR ACADEMIC ENVIRONMENT

S No	Parameters	Yes	No	Not Known
1.	Departmental Website Exists	✓		
2.	Departmental Website updated regularly	✓		
3.	Suggestion Box is placed in prominent places	✓		
4.	Arrangements have been made to display achievements of the students in academics, sports and extracurricular activities	✓		
5.	Formal Placement Cell is exists	✓		
6.	Activities of Career Development conducted	✓		
7.	Efforts made for Psychological Counselling of the Students	✓		
8.	Health Report Card of each Student is prepared	✓		
9.	Health Report Card of each faculty member is prepared	✓		
10.	Health Report Card of each staff member is prepared	✓		
11.	Faculty welfare activities carried out in last one year		✓	
12.	Faculty motivational activities carried out in last one year	✓		
13.	Non-Teaching Staff welfare activities carried out in last one year		✓	
14.	Non-Teaching Staff motivational activities carried out in last one year		✓	
15.	Formal Alumni Cell Exists	✓		
16.	Activities of Alumni Interaction carried out in last one year	✓		
17.	Activities for the training of Non-Teaching Staff conducted in last one year		✓	
18.	Fire Safety Measures available		✓	
19.	Efforts on Energy Saving made in last one year		✓	

देवी अहिल्या विश्वविद्यालय, इंदौर  
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आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ  
Internal Quality Assurance Cell

				Known
1.	Institution provides necessary facilities for teaching such as class room, furniture etc.	✓		
2.	Washrooms, common rooms are available for boys and girls separately	✓		
3.	Cleanliness of Washrooms maintained Timely	✓		
4.	Classrooms are ICT enabled	✓		
5.	Computer lab is equipped with state-of-the-art facilities	✓		
6.	Library is equipped with digital and non- digital learning resources		✓	
7.	Library and computers are continuously upgraded		✓	
8.	Facilities for sports and extracurricular activities are provided	✓		
9.	The Institute/department is equipped with multimedia theatre/auditorium		✓	
10.	Proper maintenance of infrastructure is done from time to time	✓		
11.	Facility of clean drinking water is available	✓		
12.	The institute/department has refreshment centre for students and facilities		✓	
13.	Divyang friendly Infrastructure is available		✓	
14.	Divyang friendly wash room facility is available		✓	

VI. COCURRICULAR ACTIVITIES

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

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	Research papers in national referred journals are published by faculty members in last year as per UGC list	✓		
6.	Research paper in international refereed journals published by faculty members in last year as per UGC list	✓		
7.	Ph.D. awarded to students of faculty members in the last one year	✓		
8.	Faculty members completed their Ph.D. in the last one year	✗	✓	
9.	Books are published by the faculty members		✓	
10.	Book Chapters are published by the faculty members	✓		
11.	Papers are presented in national conferences by faculty members	✓		
12.	Papers are presented in International conferences by faculty members	✓		
13.	Session Chaired in Conferences by faculty members	✓		
14.	Consultancy projects are undertaken by the faculty members		✓	
15.	Funded projects are taken up by the faculty members		✓	
16.	e-Content/MOOC developed by the faculty members		✓	
17.	Award/recognitions are achieved by the faculty members	✓		
18.	Collaborative Research activities are under taken by the department		✓	
19.	Consultancy projects which lead to solution of specific social/business problems		✓	
20.	Patents are taken by faculty members		✓	
21.	Workshops, Seminars conducted by the Dept. at National Level	✓		
22.	Workshops, Seminars conducted at International level		✓	
23.	MOU/ Collaboration exists		✓	

## V. INFRASTRUCTURE AND LEARNING RESOURCES

S No	Parameters	Yes	No	Not
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Internal Quality Assurance Cell

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

III. EVALUATION PROCESS

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

IV. RESEARCH ACTIVITIES

S No	Parameters	Yes	No	Not Known
1.	Funds for research are provided by the institute/department to faculty members		✓	
2.	Research facilities like library, laboratory, databases etc. are made available		✓	
3.	Monetary/non-monetary incentives given to faculty members to promote research culture	✓		
4.	Research cell exists in the institute/department		✓	

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Internal Quality Assurance Cell  
Format for Internal Academic Audit Phase - I

Department/Centre/School of Studies: Department of Lifelong Learning  
Academic Year: 2017-18 Date(s) of conducting audit: 20 March 2018

## I. CURRICULUM DEVELOPMENT

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

## II. TEACHING AND LEARNING PROCESS

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

	Energy Audit conducted in last one year		✓	
21.	Environment Audit conducted in last one year		✓	
22.	Extension activities carried out in last one year	✓		
23.	Use of Data Capturing System (IQAC) Started		✓	

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

*Skill development activities arranged for students, homemakers and senior citizens at the dept.*

*Jyoti Joshi*  
*8.4.2017*

**HEAD**  
Dept. of Life Long Learning  
Devi Ahilya Vishwavidyalaya, Indor

VII. OTHER ACTIVITIES CONDUCIVE FOR ACADEMIC ENVIRONMENT

S No	Parameters	Yes	No	Not Known
1.	Departmental Website Exists	✓		
2.	Departmental Website updated regularly		✓	
3.	Suggestion Box is placed in prominent places	✓		
4.	Arrangements have been made to display achievements of the students in academics, sports and extracurricular activities	✓		
5.	Formal Placement Cell is exists *	✓		
6.	Activities of Career Development conducted	✓		
7.	Efforts made for Psychological Counselling of the Students		✓	
8.	Health Report Card of each Student is prepared		✓	
9.	Health Report Card of each faculty member is prepared		✓	
10.	Health Report Card of each staff member is prepared		✓	
11.	Faculty welfare activities carried out in last one year		✓	
12.	Faculty motivational activities carried out in last one year		✓	
13.	Non-Teaching Staff welfare activities carried out in last one year		✓	
14.	Non-Teaching Staff motivational activities carried out in last one year		✓	
15.	Formal Alumni Cell Exists	✓		
16.	Activities of Alumni Interaction carried out in last one year	✓		
17.	Activities for the training of Non-Teaching Staff conducted in last one year		✓	
18.	Fire Safety Measures available		✓	
19.	Efforts on Energy Saving made in last one year		✓	

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Internal Quality Assurance Cell

				Known
1.	Institution provides necessary facilities for teaching such as class room, furniture etc.	✓		
2.	Washrooms, common rooms are available for boys and girls separately	✓		
3.	Cleanliness of Washrooms maintained Timely	✓		
4.	Classrooms are ICT enabled	✓		
5.	Computer lab is equipped with state-of-the-art facilities	✓		
6.	Library is equipped with digital and non- digital learning resources		✓	
7.	Library and computers are continuously upgraded		✓	
8.	Facilities for sports and extracurricular activities are provided	✓		
9.	The Institute/department is equipped with multimedia theatre/auditorium		✓	
10.	Proper maintenance of infrastructure is done from time to time	✓		
11.	Facility of clean drinking water is available	✓		
12.	The institute/department has refreshment centre for students and facilities		✓	
13.	Divyang friendly Infrastructure is available		✓	
14.	Divyang friendly wash room facility is available		✓	

## VI. COCURRICULAR ACTIVITIES

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



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Internal Quality Assurance Cell

	Research papers in national referred journals are published by faculty members in last year as per UGC list	✓		
6.	Research paper in international refereed journals published by faculty members in last year as per UGC list	✓		
7.	Ph.D. awarded to students of faculty members in the last one year	✓		
8.	Faculty members completed their Ph.D. in the last one year		✓	
9.	Books are published by the faculty members		✓	
10.	Book Chapters are published by the faculty members	✓		
11.	Papers are presented in national conferences by faculty members	✓		
12.	Papers are presented in International conferences by faculty members	✓		
13.	Session Chaired in Conferences by faculty members	✓		
14.	Consultancy projects are undertaken by the faculty members		✓	
15.	Funded projects are taken up by the faculty members		✓	
16.	e-Content/MOOC developed by the faculty members		✓	
17.	Award/recognitions are achieved by the faculty members		✓	
18.	Collaborative Research activities are under taken by the department		✓	
19.	Consultancy projects which lead to solution of specific social/business problems		✓	
20.	Patents are taken by faculty members		✓	
21.	Workshops, Seminars conducted by the Dept. at National Level	✓	✗	
22.	Workshops, Seminars conducted at International level		✓	
23.	MOU/ Collaboration exists		✓	

V. INFRASTRUCTURE AND LEARNING RESOURCES

S No	Parameters	Yes	No	Not
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Internal Quality Assurance Cell

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

III. EVALUATION PROCESS

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

IV. RESEARCH ACTIVITIES

S No	Parameters	Yes	No	Not Known
1.	Funds for research are provided by the institute/department to faculty members		✓	
2.	Research facilities like library, laboratory, databases etc. are made available		✓	
3.	Monetary/non-monetary incentives given to faculty members to promote research culture		✓	
4.	Research cell exists in the institute/department		✓	

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Internal Quality Assurance Cell  
Format for Internal Academic Audit Phase - I

Department/Centre/School of Studies: Dept. of Lifelong Learning

Academic Year: 2016-17 Date(s) of conducting audit: 24 March 2017

I. CURRICULUM DEVELOPMENT

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

II. TEACHING AND LEARNING PROCESS

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

28/01/2019

Urgent Regarding Academic Audit (Criteria - 6) - bharti.joshi2016@gmail.com - Gmail

**Dr Pratosh Bansal**  
to Tamanna bcc me

Respected All,

Kind request to send scanned copies/hard copies with proper seal/signature & date of Academic Audit Reports of your department for AYs 2014-15, 2015-16, 2016-17 and 2017-18 & 2018-19 to Dr Tamanna Narsighani (9826730913, School of Pharmacy).

For any clarification kindly contact to me.  
Kind Regards.

S.O.F.

Original

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आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ  
Internal Quality Assurance Cell

	Energy Audit conducted in last one year		✓	
21.	Environment Audit conducted in last one year		✓	
22.	Extension activities carried out in last one year	✓		
23.	Use of Data Capturing System (IQAC) Started		✓	

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

*Shree G. B. Joshi*  
22.4.2015  
**HEAD**  
Dept. of Life Long Learning  
Devi Ahilya Vishwavidyalaya, Indore

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Internal Quality Assurance Cell

## VII. OTHER ACTIVITIES CONDUCIVE FOR ACADEMIC ENVIRONMENT

S No	Parameters	Yes	No	Not Known
1.	Departmental Website Exists	✓		
2.	Departmental Website updated regularly		✓	
3.	Suggestion Box is placed in prominent places	✓		
4.	Arrangements have been made to display achievements of the students in academics, sports and extracurricular activities	✓		
5.	Formal Placement Cell is exists	✓		
6.	Activities of Career Development conducted	✓		
7.	Efforts made for Psychological Counselling of the Students	✓		
8.	Health Report Card of each Student is prepared	✓		
9.	Health Report Card of each faculty member is prepared	✓		
10.	Health Report Card of each staff member is prepared	✓		
11.	Faculty welfare activities carried out in last one year		✓	
12.	Faculty motivational activities carried out in last one year		✓	
13.	Non-Teaching Staff welfare activities carried out in last one year		✓	
14.	Non-Teaching Staff motivational activities carried out in last one year		✓	
15.	Formal Alumni Cell Exists	✓		
16.	Activities of Alumni Interaction carried out in last one year	✓		
17.	Activities for the training of Non-Teaching Staff conducted in last one year		✓	
18.	Fire Safety Measures available		✓	
19.	Efforts on Energy Saving made in last one year		✓	

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Internal Quality Assurance Cell

				Known
1.	Institution provides necessary facilities for teaching such as class room, furniture etc.	✓		
2.	Washrooms, common rooms are available for boys and girls separately	✓		
3.	Cleanliness of Washrooms maintained Timely	✓		
4.	Classrooms are ICT enabled	✓		
5.	Computer lab is equipped with state-of-the-art facilities		✓	
6.	Library is equipped with digital and non- digital learning resources		✓	
7.	Library and computers are continuously upgraded	✓	✗	
8.	Facilities for sports and extracurricular activities are provided	✓		
9.	The Institute/department is equipped with multimedia theatre/auditorium		✓	
10.	Proper maintenance of infrastructure is done from time to time	✓		
11.	Facility of clean drinking water is available	✓		
12.	The institute/department has refreshment centre for students and facilities		✓	
13.	Divyang friendly Infrastructure is available		✓	
14.	Divyang friendly wash room facility is available		✓	

## VI. COCURRICULAR ACTIVITIES

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

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	Research papers in national referred journals are published by faculty members in last year as per UGC list	✓		
6.	Research paper in international refereed journals published by faculty members in last year as per UGC list	✓		
7.	Ph.D. awarded to students of faculty members in the last one year	✓		
8.	Faculty members completed their Ph.D. in the last one year		✓	
9.	Books are published by the faculty members	✓		
10.	Book Chapters are published by the faculty members	✓		
11.	Papers are presented in national conferences by faculty members	✓		
12.	Papers are presented in International conferences by faculty members	✓		
13.	Session Chaired in Conferences by faculty members	✓		
14.	Consultancy projects are undertaken by the faculty members		✓	
15.	Funded projects are taken up by the faculty members		✓	
16.	e-Content/MOOC developed by the faculty members		✓	
17.	Award/recognitions are achieved by the faculty members		✓	
18.	Collaborative Research activities are under taken by the department		✓	
19.	Consultancy projects which lead to solution of specific social/business problems		✓	
20.	Patents are taken by faculty members		✓	
21.	Workshops, Seminars conducted by the Dept. at National Level		✓	
22.	Workshops, Seminars conducted at International level		✓	
23.	MOU/ Collaboration exists		✓	

## V. INFRASTRUCTURE AND LEARNING RESOURCES

S No	Parameters	Yes	No	Not
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7.	Faculty makes use of ICT in teaching	✓		
8.	Syllabi is completed within the stipulated period of time	✓		
9.	Tutorials/Extra sessions/Remedial classes are conducted as per requirement	✓		
10.	Guest lecturers /workshops are organized on a regular basis	✓		
11.	Innovative teaching methods are adopted by the faculty members	✓		
12.	Teachers also perform the work of mentoring students	✓		

## III. EVALUATION PROCESS

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

## IV. RESEARCH ACTIVITIES

S No	Parameters	Yes	No	Not Known
1.	Funds for research are provided by the institute/department to faculty members		✓	
2.	Research facilities like library, laboratory, databases etc. are made available		✓	
3.	Monetary/non-monetary incentives given to faculty members to promote research culture	✓		
4.	Research cell exists in the institute/department		✓	

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Internal Quality Assurance Cell  
Format for Internal Academic Audit Phase - I

Department/Centre/School of Studies: Dept. of Lifelong Learning

Academic Year: 2014-15 Date(s) of conducting audit: 10 March 2015

I. CURRICULUM DEVELOPMENT

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

II. TEACHING AND LEARNING PROCESS

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

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Internal Quality Assurance Cell

	Energy Audit conducted in last one year		✓	
21.	Environment Audit conducted in last one year		✓	
22.	Extension activities carried out in last one year	✓		
23.	Use of Data Capturing System (IQAC) Started	✓		

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

*Dharmendra Jadhav*  
31-3-16  
HEAD  
Dept. of Life Long Learning  
Devi Ahilya Vishwavidyalaya, Indore

देवी अहिल्या विश्वविद्यालय, इंदौर  
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Internal Quality Assurance Cell

## VII. OTHER ACTIVITIES CONDUCIVE FOR ACADEMIC ENVIRONMENT

S No	Parameters	Yes	No	Not Known
1.	Departmental Website Exists	✓		
2.	Departmental Website updated regularly		✓	
3.	Suggestion Box is placed in prominent places	✓		
4.	Arrangements have been made to display achievements of the students in academics, sports and extracurricular activities	✓		
5.	Formal Placement Cell is exists	✓		
6.	Activities of Career Development conducted	✓		
7.	Efforts made for Psychological Counselling of the Students	✓		
8.	Health Report Card of each Student is prepared	✓		
9.	Health Report Card of each faculty member is prepared	✓		
10.	Health Report Card of each staff member is prepared	✓		
11.	Faculty welfare activities carried out in last one year		✓	
12.	Faculty motivational activities carried out in last one year		✓	
13.	Non-Teaching Staff welfare activities carried out in last one year		✓	
14.	Non-Teaching Staff motivational activities carried out in last one year		✓	
15.	Formal Alumni Cell Exists	✓		
16.	Activities of Alumni Interaction carried out in last one year	✓		
17.	Activities for the training of Non-Teaching Staff conducted in last one year		✓	
18.	Fire Safety Measures available		✓	
19.	Efforts on Energy Saving made in last one year		✓	

देवी अहिल्या विश्वविद्यालय, इंदौर  
DEVI AHILYA VISHWAVIDYALAYA, INDORE  
आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ  
Internal Quality Assurance Cell

				Known
1.	Institution provides necessary facilities for teaching such as class room, furniture etc.	✓		
2.	Washrooms, common rooms are available for boys and girls separately	✓		
3.	Cleanliness of Washrooms maintained Timely	✓		
4.	Classrooms are ICT enabled	✓		
5.	Computer lab is equipped with state-of-the-art facilities	✓		
6.	Library is equipped with digital and non- digital learning resources		✓	
7.	Library and computers are continuously upgraded		✓	
8.	Facilities for sports and extracurricular activities are provided	✓		
9.	The Institute/department is equipped with multimedia theatre/auditorium		✓	
10.	Proper maintenance of infrastructure is done from time to time	✓		
11.	Facility of clean drinking water is available	✓	✗	
12.	The institute/department has refreshment centre for students and facilities		✓	
13.	Divyang friendly Infrastructure is available		✓	
14.	Divyang friendly wash room facility is available		✓	

## VI. COCURRICULAR ACTIVITIES

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

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Internal Quality Assurance Cell

	Research papers in national referred journals are published by faculty members in last year as per UGC list	✓		
6.	Research paper in international refereed journals published by faculty members in last year as per UGC list	✓		
7.	Ph.D. awarded to students of faculty members in the last one year	✓		
8.	Faculty members completed their Ph.D. in the last one year	4	✓	
9.	Books are published by the faculty members		✓	
10.	Book Chapters are published by the faculty members	✓		
11.	Papers are presented in national conferences by faculty members	✓		
12.	Papers are presented in International conferences by faculty members	✓		
13.	Session Chaired in Conferences by faculty members	✓		
14.	Consultancy projects are undertaken by the faculty members		✓	
15.	Funded projects are taken up by the faculty members		✓	
16.	e-Content/MOOC developed by the faculty members		✓	
17.	Award/recognitions are achieved by the faculty members		✓	
18.	Collaborative Research activities are under taken by the department		✓	
19.	Consultancy projects which lead to solution of specific social/business problems		✓	
20.	Patents are taken by faculty members		✓	
21.	Workshops, Seminars conducted by the Dept. at National Level		✓	
22.	Workshops, Seminars conducted at International level		✓	
23.	MOU/ Collaboration exists		✓	

## V. INFRASTRUCTURE AND LEARNING RESOURCES

S No	Parameters	Yes	No	Not
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Internal Quality Assurance Cell

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

III. EVALUATION PROCESS

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

IV. RESEARCH ACTIVITIES

S No	Parameters	Yes	No	Not Known
1.	Funds for research are provided by the institute/department to faculty members		✓	
2.	Research facilities like library, laboratory, databases etc. are made available		✓	
3.	Monetary/non-monetary incentives given to faculty members to promote research culture	✓		
4.	Research cell exists in the institute/department		✓	

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आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ  
Internal Quality Assurance Cell

Format for Internal Academic Audit Phase - I

Department/Centre/School of Studies: Department of Lifelong Learning

Academic Year: 2015-16 Date(s) of conducting audit: 26 March 16

I. CURRICULUM DEVELOPMENT

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

II. TEACHING AND LEARNING PROCESS

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



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Version 1.0  
March-2017

	Energy Audit conducted in last one year		✓	
21.	Environment Audit conducted in last one year		✓	
22.	Extension activities carried out in last one year	✓		
23.	Use of Data Capturing System (IQAC) Started	✓		

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

*Shri. J. K. Jaiswal*  
27 March 2018

**HEAD**

Dept. of Life Long Learning

Devi Ahilya Vishwavidyalaya, Indore