

देवी अहिल्या विश्वविद्यालय, इंदौर
DEVI AHILYA VISHWAVIDYALAYA, INDORE
आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ
Internal Quality Assurance Cell
Format for Internal Academic Audit Phase - I

Department/Centre/School of Studies: School of Library & Information Sc.
Academic Year: 2017-18 Date(s) of conducting audit: 30/6/2018

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	✓		

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Yes No Not known

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			NA
2.	Research facilities like library, laboratory, databases etc. are made available	✓		
3.	Monetary/non-monetary incentives given to faculty members to promote research culture			NA
4.	Research cell exists in the institute/department			
5.	Research papers in national referred journals are published by faculty members in last year as per UGC list	H		✓

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

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.	✓		
2.	Washrooms, common rooms are available for boys and girls separately	✓		
3.	Classrooms are ICT enabled	✓		
4.	Computer lab is equipped with state-of-the-art facilities		✓	

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5.	Library is equipped with digital and non- digital learning resources	✓		
6.	Library and computers are continuously upgraded	✓		
7.	Facilities for sports and extracurricular activities are provided	✓		
8.	The Institute/department is equipped with multimedia theatre/auditorium	✓		
9.	Proper maintenance of infrastructure is done from time to time	✓		
10.	Facility of clean drinking water is available	✓		
11.	The institute/department has refreshment centre for students and facilities	✓		
12.	Divyang friendly Infrastructure is available		✓	
13.	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 Institute/department	✓		

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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.	Efforts made for Psychological Counselling of the Students		✓	
6.	Heath Report Card of each Student is prepared	✓		
7.	Heath Report Card of each faculty member is prepared		✓	
8.	Heath Report Card of each staff member is prepared		✓	
9.	Faculty welfare activities carried out in last one year		✓	
10.	Faculty motivational activities carried out in last one year		✓	
11.	Non-Teaching Staff welfare activities carried out in last one year		✓	
12.	Non-Teaching Staff motivational activities carried out in last one year		✓	
13.	Formal Alumni Cell Exists	✓		
14.	Activities of Alumni Interaction carried out in last one year	✓		
15.	Activities for the training of Non-Teaching Staff conducted in last one year		✓	
16.	Efforts on Energy Saving made in last one year		✓	
17.	Energy Audit conducted in last one year	✓		
18.	Environment Audit conducted in last one year		✓	
19.	Extension activities carried out in last one year	✓		
20.	Use of Data Capturing System (IQAC) Started	✓		




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

Infrastructe facilities are improved. Men and Women Toilets are re-structured. A tin shed is developed for students to save them from rainy water. & Indoor sports facility like carrom and chess is provided.

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

Department/Centre/School of Studies: School of Library and Info. Science.

Academic Year: 2016-17 Date(s) of conducting audit: 22/07/17

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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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		✓	
5.	Research papers in national referred journals are published by faculty members in last year as per UGC list	✓	✗	




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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 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		✓	





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	✓		
20.	Energy Audit conducted in last one year		✓	





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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



Academic Audit Report


Session: 2015-2016

1. Name of Department : **School of Library and Information Science**
2. No. of full time permanent faculty : **Nil (No Sanctioned Post is available)**
3. No. of Visiting faculty : **04 (Four)**
4. No. of PG / UG courses : **01 / 01**
5. No. of Research Publications : **2 (Two)**
6. Strength :
 1. Qualified and Competent visiting faculty members.
 2. Computers lab for students.
 3. Examinations are conducted in time.
 4. Results are declared in Time.
 5. Feedbacks are collected from students and findings are circulated to faculty
7. Weakness :

More computers and different Library management software's are required.

 1. Adequate teachers are required according to student-teacher ratio.
 2. One or two more no. of rooms are required for the purpose of Library.
 3. More new computers are required.
 4. Office staff is required.
8. Recommended actions on Academic Audit Report:
 1. Faculty members are motivated to improve themselves according to the feedback given by students.
 2. Faculties were motivated to use ICT and to prepare lectures on PPTs.

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(Signature of IQAC Coordinator of the Department)


(Signature of Director, IQAC)

Academic Audit Report

Session: 2014-2015

1. Name of Department : **School of Library and Information Science**
2. No. of full time permanent faculty : **Nil (No Sanctioned Post is available)**
3. No. of Visiting Faculty : **03 (Three)**
4. No. of PG / UG courses : **01 / 01**
5. No. of Research Publications : **2 (Two)**
6. Strength :
 1. Qualified and Competent visiting faculty members.
 2. Computer lab for students.
 3. Wi-fi facility in Central Library.
 4. One class room is equipped with LCD Projector.
 5. Results are declared in time.
 6. Answer books are shown to the students.
 7. Feedbacks are collected from students and findings are circulated to faculty
7. Weakness :
 1. Regular Faculties are required according to student-teacher ratio.
 2. One or two more no. of rooms are required for the purpose of Library.
 3. More computers and different Library management software's are required.
8. Recommended actions on Academic Audit Report:
 1. Faculty members are motivated to improve themselves according to the feedback given by students.
 2. Faculties were motivated to use ICT and to prepare lectures on PPTs.

(Signature of IQAC Coordinator of the Department)


(Signature of Director, IQAC)