



B. P. Poddar Institute of Management & Technology

137 VIP Road, Kolkata 700052

Format for Department Academic Audit

Name of the Department:

No. of Program(s) running:

Name of the Program(s) running:

Date:

Name and Designation of Academic Audit Experts:

S.No.	Name	Designation

Members of Department Present:

S.No.	Criterion	Items	Verification Yes / No	Comments
1.	Faculty Contribution	Professional memberships (in %)		
2.		Seminars / conferences/ workshops attended (in %)		
3.		Books/ Book chapter published by faculty (in %)		
4.		Publications in SCI/Scopus indexed journals (in %)		
5.		Publications in other journals (in %)		
6.		Publications in International conferences (in %)		
7.		Publications in National conferences (in %)		
8.		FDP / Training Program attended (in %)		
9.		Preparation of E-learning materials / Content (in %)		
10.		Acted as resource persons (in %)		
11.		PhD awarded/ registered/ enrolled (considering only M.Tech/MCA/MSc. Faculty)		
12.		PhD Guidance (considering only PhD Faculty) (in %)		
13.		Sponsored Projects completed / ongoing (in nos)		
14.	Departmental Infrastructure	No. of class rooms & tutorial room (considering 2 nd year onwards)		
15.		No. of laboratories		

16.		No. of computers – for teachers		
17.		No. of computers – for students		
18.		No. of instruments for research		
19.		No. of Printed Books added in dept. library		
20.		No. of Web-resources CDs added in dept. library		
21.		No. of e-Books added in dept. library		
22.		New Equipment and Infrastructure Added (Y/N)		
23.	Student Profile	Students admitted vs. Sanctioned Strength (without TFW) (in%)		
24.		Students admitted vs. Sanctioned Strength (for TFW only) (in%)		
25.		Students admitted vs. Sanctioned Strength (lateral entry) (in%)		
26.		Students involvement in extra-curricular & Co-curricular activities (in%)		
27.		Study tour / industrial visits / exhibitions (in %)		
28.		Internship (in %)		
29.		Training (in %)		
30.		Achievements (in nos.)		
31.		Curriculum Transaction	Teaching methods & teaching aids	
32.	E-learning modules (in %)			

33.		Project work UG (outcome)		
34.		Internal assessment components – Uniqueness		
35.		Student support – remedial coaching (in nos.)		
36.		Parents meeting – Evaluation of student's progress (in nos.)		
37.		Feedback from students (in % of students)		
38.		Steps taken on the feedback		
39.		Syllabus coverage (in %)		
40.		Lab classes held according to timetable (in %)		
41.	Activities of the Department	MoUs signed (in nos.)		
42.		Consultancy (in nos.)		
43.		Collaborations (in nos.)		
44.		Association Meetings (in nos.)		
45.		Guest lectures (in nos.)		
46.		Conference / Seminar / Workshop conducted (in nos.)		
47.		Extension Activity (in nos.)		

48.		Interaction with Industry / Research Centers / Educational Institutions (in nos)		
49.		Newsletters / Magazine (Frequency)		
50.		Placement (in %)		

Please comment on SWOT Analysis:

Strength:

Weakness:

Opportunities:

Threats:

Best Practice (s) / Innovations of the Department:

Future Plans of the Department:

Signature of the HoD with Seal

Signature of the Academic Audit Experts