

**ACADEMIC AUDIT REPORT OF \_\_\_\_\_**  
**(Year)**

A three-member committee has been constituted to audit the academic performance of the members of faculty of the \_\_\_\_\_ with the following members whose details are furnished below.

**The details of the Committee:**

<b>S. No.</b>	<b>Name &amp; Designation</b>	<b>Position</b>
1		Chairman
2		Member
2		Member

The committee has thoroughly gone through all the credentials of all the members of faculty on \_\_\_\_\_. The committee visited all the amenities such as class rooms, labs etc. Interacted with all the students of all the years separately and recorded the observations, individual faculty-wise. A report on the academic audit is enclosed herewith.

Prof. \_\_\_\_\_

(Member-Academic audit Committee)

Prof. \_\_\_\_\_

(Member-Academic audit Committee)

Prof. \_\_\_\_\_

(Chairman-Academic audit Committee)

## DEPARTMENT OF -----

## (INDIVIDUAL FACULTY ACADEMIC AUDIT)

S.No	Description of items						
1	<b>Subjects taught:</b> ( Total courses & work load)						
2	<b>Submission of records:</b> Log book, Lecture schedule, Teaching notes						
3	<b>Leaves and permissions un used:</b>						
4	<b>Missing classes, extra classes and make up classes:</b>						
5	<b>Teaching: ( interaction with regard to subject matter) Language, resourcefulness, Innovation, ICT</b>						
6	<b>Other responsibilities:</b>						
7	<b>Academic Growth: Ph.D, NET, other degrees etc</b>						
8	<b>Seminars/workshops attended:</b>						
9	<b>Publications:</b>						
10	<b>Resource person functions:</b>						
11	<b>Innovative practices adopted:</b>						
12	<b>Contribution to the University:</b>						

<b>13</b>	<b>Contribution to the Department:</b>						
<b>14</b>	<b>Feed-back given by the students:</b>						
<b>15</b>	<b>Self-appraisal:</b>						
<b>16</b>	<b>Opinion of the colleagues:</b>						
<b>17</b>	<b>Opinion of the Head:</b>						
<b>18</b>	<b>Opinion of the Dean</b>						
<b>19</b>	<b>Opinion of the Management:</b>						
<b>20</b>	<b>Opinion of the Audit Committee</b>						
<b>21</b>	<b>Overall grade of the faculty</b>						

SCSVMV UNIVERSITY

**MAJOR OBSERVATIONS (For the Overall Department):**

**POINTS OF APPRECIATION:**

**ISSUES TO BE ADDRESSED:**

**Appraisal by colleagues**


**Appraisal by the Head of the Department**


**Appraisal by the Dean**


**EVALUATION PROCEDURE:**

- 1.** The rating of the member of faculty shall be done on five point scale viz. **1-To be improved; 2-Fair; 3-Good; 4- Very Good; 5- Excellent.**
- 2.** Make sum total of all the 20 points and divide by 20. The resultant number shall be the overall grade of the member of faculty.

<b>1</b>	<b>Subjects taught:</b> ( Total courses & work load)	<b>If minimum courses taught are 2 award 1 mark. For more than two courses award 2. If work load is below the prescribed number of courses, award 1, if equal award-2, if more than minimum prescribed number award-3.</b>
<b>2</b>	<b>Submission of records:</b> Log book, Lecture schedule, Teaching notes	<b>For completion of log book duly grade 3 may be awarded. For preparation of other notes or any other material one for each kind may be added and grading shall be done accordingly.</b>
<b>3</b>	<b>Leaves and permissions un used:</b>	<b>If all the leaves are used grade-1. For every left over leave one point can be added and grading shall be done accordingly.</b>
<b>4</b>	<b>Missing classes, extra classes and make up classes:</b>	<b>If proper record endorsed by the HOD with regards to missing classes, extra classes and make up classes is found grading shall be done accordingly.</b>
<b>5</b>	<b>Teaching: ( interaction with regard to subject matter)</b> Language, resourcefulness, Innovation, ICT	<b>For good communication 1 point, subject depth-2 points, innovation-1 point, use of ICT one point and use of any other mode for teaching and learning 1 point can be awarded.</b>
<b>6</b>	<b>Other responsibilities:</b>	<b>For each responsibility one point can be awarded and grading shall be done accordingly.</b>
<b>7</b>	<b>Academic Growth:</b> Ph.D, NET, other degrees etc	<b>For general degree 1 point, for M.Phil/M.Tech 2 points and for Ph.D 5 points can be given.</b>
<b>8</b>	<b>Seminars/workshops attended:</b>	<b>One point for each seminar attended.</b>
<b>9</b>	<b>Publications:</b>	<b>For each paper publication 2 points and for publication of book 5 points can be awarded.</b>
<b>10</b>	<b>Resource person functions:</b>	<b>For each talk as resource person 2 pints can be awarded</b>
<b>11</b>	<b>Innovative practices adopted:</b>	<b>If innovation is just up to the mark 3 points and if it is good 5 points can be awarded.</b>
<b>12</b>	<b>Contribution to the University:</b>	<b>One point for each contribution at university level may be awarded.</b>
<b>13</b>	<b>Contribution to the Department:</b>	<b>One point for each contribution at department level can be awarded.</b>
<b>14</b>	<b>Feed-back given by the students:</b>	<b>Rating shall be carried out as per the feedback given by the students.</b>
<b>15</b>	<b>Self-appraisal:</b>	<b>Rating shall be done as per the self-appraisal of the candidate, if appropriate or</b>

		<b>may be done as per the opinion of the committee.</b>
<b>16</b>	<b>Opinion of the colleagues:</b>	<b>Rating shall be done after consolidating the opinions given by the other members of faculty.</b>
<b>17</b>	<b>Opinion of the Head:</b>	<b>Rating shall be done as per the opinion of the Head.</b>
<b>18</b>	<b>Opinion of the Dean</b>	<b>Rating shall be done as per the opinion of the Dean.</b>
<b>19</b>	<b>Opinion of the Management:</b>	<b>Rating shall be done as per the opinion given by the management recently.</b>
<b>20</b>	<b>Opinion of the Academic Audit Committee</b>	<b>The average points of the three members shall be taken to grade the member of faculty.</b>
<b>21</b>	<b>Overall grade of the faculty</b>	<b>The sum total of the scores of the above 20 points/20. Grading shall be done according to the score obtained.</b>