



## **JEEVAN VIKAS MAHAVIDYALAYA, DEVGRAM**

**Tah. Narkhed, Dist. Nagpur-441301 (M.S.)**

(Permanent Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)

**College Code: 341**

**(NAAC Accredited in Cycle II with 'B++' Grade, CGPA 2.93)**

ISO 9001:2015 Certified, NIRF Participated

Website: [www.jvmd.co.in](http://www.jvmd.co.in)

E-mail: [jvmthugaondeo@gmail.com](mailto:jvmthugaondeo@gmail.com)

JVMD/2022/14

Date: 01/01/2022

### **Declaration**

This is to declare that the information, reports, true copies and numerical data etc. furnished in this file as supporting documents is verified by IQAC and found correct.

Hence this certificate.

**Convener**  
Internal Quality Assurance  
Cell (IQAC), JVM Thugaondeo  
Dist. Nagpur (M.S.)



**Principal**  
Jeevan Vikas Mahavidyalaya  
Devgram (Thugaondeo)  
Tah. Narkhed, Dist. Nagpur

**6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for**

**institutionalizing the quality assurance strategies and processes**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
01/07/2020 to 30/04/2025**

<b>Sr. No.</b>	<b>Name</b>	<b>Position Held/Designation</b>
<b>1</b>	Dr. Devendra Bhongade	Chairperson/ Head of the Institution
<b>2</b>	Dr. Amishi Arora	Member/ Management Representative
<b>3</b>	Dr. Abhay Solunke	Member/Sr. Administrative Officer
<b>4</b>	Dr. Vinita Virgandham	Member/ Sr. Administrative Officer
<b>5</b>	Dr. Yogesh Banginwar	Invited Member
<b>6</b>	Dr. Vishal Panse	Invited Member
<b>7</b>	Dr. Mangesh Acharya	Co-ordinator
<b>8</b>	Dr. Raju Shrirame	Member/ Teacher representative
<b>9</b>	Dr. Yogesh Sarode	Member/ Teacher representative
<b>10</b>	Dr. Pravin Gharpure	Member/ Teacher representative
<b>11</b>	Dr. Kalyanee Thakre	Member/ Teacher representative
<b>12</b>	Dr. Mrunal Sharma	Nominee/ Local Society Representative
<b>13</b>	Mr. Balasaheb Thakre	Nominee/ Stakeholder Representative
<b>14</b>	Mr. Dinesh Pangul	Nominee/ Alumni representative
<b>15</b>	Mr. Raiba Thote	Students Representative



## Jeevan Vikas Mahavidyalaya, Devgram

### Roadmap of IQAC

This IQAC Roadmap is enforced for next three years with effect from academic session 2022-23

MONTH	WEEK	ACTIVITY /PROGRAM	ASSIGNED TO
JUNE	1st Week	Updation of Code of Conduct	Kalyani Thakre
	2nd Week	Roadmap for Beautification	Anil More
	3rd Week	1 Workshop	IQAC
		1 FDP	IQAC
		Hard Copy Submission of Performance Appraisal	Each Dept.
	4th Week	Submission of Dept. Annual Report	Each Dept.
		1 Workshop	IQAC
5th Week	Yoga Training Event	Sports	
JULY	1st Week	1 Seminar	IQAC (Non-Teaching)
	1st Week	1 Workshop	IQAC
		Submission of Dept Roadmap (with SWOC Analysis, Mission, Vision, Budget, T-L methods, MoU, Best Practices, National days and Festivals, Value Added and Bridge Course)-	Each Dept.
		Roadmap of Sports	Sport Dept.
	Roadmap of Library	Library Dept.	
	2nd Week	1 Workshop	IQAC (Non-Teaching)
		1 Training Program for Faculties	IQAC
	3rd Week	Tree Plantation	NSS
	4th Week	1 Seminar	IQAC
	5th Week	1 FDP	IQAC
AUGUST	1st Week	2 Linkage	IQAC
	2nd Week	1 FDP	IQAC
	3rd Week	1 Bridge Course	Each Dept.
		1 Workshop	Marathi Dept.
		1 Experts Meet	BSc (Com.Sci) Dept.
	4th Week	1 Experts Meet	Anti-Ragging Cell
4th Week	1 Seminar	BSc (Micro) Dept.	

		1 Seminar	Library Science Dept.
		1 Experts Meet	BSc (Bot) Dept
		1 Experts Meet	Placement Cell
		Formation and Inauguration of Cells, Incubation Centre, Research Committee with submission of Roadmaps	Each Cell
	5th Week	1 Workshop	English Dept.
		Brand Recognition Through Eco-Friendly Pots	Entrepreneurship, NSS, Women's Cell
		Student's Orientation	Cultural Dept.
		1 Experts Meet	Anti Harrassment Cell
SEPTEMBER	1st Week	1 Experts Meet	BSc (Micro) Dept
		1 Experts Meet	BSc (Chem) Dept
		Receiving Applications for adoption of Students	Adoption Committee
		1 Student's Research Project Synopsis Submission per Subject	By Each Dept.
	2nd Week	1 Workshop	Computer Science Dept.
		Mentor.Mentee Allotment	By IQAC
		Start of value-added courses (10)	By IQAC
	3rd Week	1 Workshop	Economics Dept.
		1 Experts Meet	Grievance Cell
		YUVA Mahotsav	Cultural
		NIRF, MIS Portal Submission	By IQAC
	4th Week	Student Competitions on Ganesh Festival (ESSAY, ELOCUTION, DEBATE, QUIZ, RANGOLI, POSTER)	Cultural Dept.
		1 Seminar	Marathi Dept.
		1 Seminar	English Dept.
		1 Experts Meet	BCom
		1 Experts Meet	BVoc (Soft) Dept.
		1 FDP	By IQAC
	5th Week	1 Seminar	BSc (Phy) Dept.
		Musical event (Matoshri)	Music Dept
		1 Seminar	BCom

		1 Experts Meet	Marathi
		1 Experts Meet	Sociology
OCTOBER	1st Week	1 Seminars	BVoc (Soft) Dept.
		1 Workshop	Political Science Dept.
		1 Experts Meet	Alumni Association Cell
		1 Experts Meet	BVoc (Building) Dept.
	2nd Week	1 Seminars	Economics Dept.
		1 Workshop	Sociology Dept.
		Sport event	Sports Dept.
		1 Experts Meet	Mathematics
	3rd Week	1 FDP	By IQAC
		1 Proposal for Seminar/ Research project for Grant	By each Department
		4th Week	1 Training Program for Faculties
	5th Week	1 Experts Meet	Military Science
	NOVEMBER	1st Week	1 Seminars
1 Workshop			Sports Dept.
1 Experts Meet			Examination Cell
1 Experts Meet			BVoc (Auto) Dept.
2nd Week		1 Seminars	BSc (Comp) Dept.
		1 Workshop	Library Science Dept.
		1 Experts Meet	BSc (Phy) Dept
		1 Experts Meet	Sports
3rd Week		1 FDP	By IQAC
4th Week		Collection of 20 Research papers from faculty, each 2 including 1 UGC care	By IQAC
DECEMBER	1st Week	1 Seminars	Sociology Dept.
		1 Workshop	BVoc (Food) Dept.
		1 Experts Meet	Political Science Dept
		1 Experts Meet	Economics
	2nd Week	1 Seminars	Sports Dept.
		1 Workshop	BVoc (Building) Dept.
		1 Experts Meet	Economics
		1 Experts Meet	Library
		NAAC Previous Year AQAR Submission	By IQAC
	3rd Week	1 FDP	By IQAC

	4th Week	Publication of Magazine	Marathi Dept.	
		Publication of Book	Each Dept.	
	5th Week	Sports Tournament	Sports	
JANUARY	1st Week	1 Seminars	BVoc (Building) Dept.	
		1 Workshop	BSc (Phy) Dept.	
		1 Experts Meet	Sociology Dept	
		1 Experts Meet	English	
	2nd Week	1 Seminars	BVoc(Food) Dept.	
		1 Workshop	BVoc (Auto) Dept.	
		1 Experts Meet	Women's Study Cell	
		1 Experts Meet	BVoc (Soft)	
			Study Tour/ Field Work for each Subject	Tour Committee
	3rd Week	1 FDP	By IQAC	
4th Week	1 Seminar	NSS		
5th Week	Annual Social Gathering	Cultural Dept.		
FEBRUARY	1st Week	1 Seminar	BSc (Chem) Dept.	
		1 Workshop	BSc (Maths) Dept.	
		1 Experts Meet	Political Dept.	
		1 Experts Meet	English Dept.	
	2nd Week	1 Seminars	BVoc (Auto) Dept.	
		1 Workshop	BVoc (Software) Dept.	
	3rd Week	1 FDP	By IQAC	
		AISHE Portal Submission	By IQAC	
	4th Week	1 Seminar	BSc (Bot) Dept.	
		1 Experts Meet	Marathi Dept	
5th Week	1 Experts Meet	BSc (Maths) Dept.		
MARCH	1st Week	1 Seminar	BSc (Maths) Dept.	
		1 Workshop	BCom Dept.	
		1 Experts Meet	Career Guidance Cell	
		1 Experts Meet	Library Science	
	2nd Week	1 Seminars	Women's Study Cell	
		1 Workshop	BSc (Chem) Dept.	
		Farewell Program	Cultural Dept.	
		1 Experts Meet	Microbiology	
	3rd Week	1 FDP	By IQAC	
	4th Week	1 Recognition/ Award	By Each Department	

	5th Week	1 Patent/Copyright	By Each Department	
APRIL	1st Week	1 Seminars	IQAC	
		1 Workshop	BSc (Bot) Dept.	
		1 Experts Meet	Library Science	
		1 Experts Meet	Physics	
		Feedback from Stakeholders	By Concerned Faculty/Department	
	2nd Week	1 Seminars	IQAC	
		1 Workshop	BSc (Micro) Dept.	
		1 Experts Meet	EVS Dept.	
		1 Experts Meet	BVoc (Food) dept	
	3rd Week	1 FDP	IQAC	
		Collection of 20 Research papers from faculty, each 2 including 1 UGC care	Each Dept.	
		Internal Audit (Academic,Administrative,Green,Energy)	IQAC	
	4th Week	Feedback Report Analysis	By Concerned Faculty/Department	
		Project Submission by students	By Concerned Faculty/Department	
	5th Week	Alumni Meet/Parent's Meet	By Alumni Association	
	MAY	1st Week	Library Upgradation	Library
			Compilation of research papers into volume, collection of other literature	By Library
Stock Verification			By Office	
2nd Week		Submission of PBAS soft copy to IQAC	Each Dept.	
3rd Week		Verification of all types of administrative records	By Office	
4th Week		Preparing Research Papers	By Concerned Faculty	
5th Week		Preparation of Books Publication	By Concerned Faculty	



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## **Internal Quality Assurance Cell Internal and External Academic Audit Manual**

### **Index**

#### **1. Introduction to Academic Audit**

The purpose of an academic audit is to encourage programs and the institution to evaluate their quality processes and standards based on predetermined benchmarks. It also focuses on activities required to produce, assure, and regularly improve the quality of the whole system in place including curricular and co-curricular activities. At the same time activities related to infrastructure and support services that are important/ contribute to academics are taken into consideration.

#### **Academic Audit:**

It is a model of ongoing self-reflection, collaboration, team work and peer feedback. It is based on structured conversations among faculty, stakeholders and peer reviewers, all focused on a common goal: to improve quality in teaching and learning and enhancing teaching & learning process. This manual is made to elaborate the process of academic auditing and setting up a system for betterment.

The objectives of academic auditing includes the assessment of course delivery as per the curriculum and syllabus prescribed by RTMNU, the co-curricular and extra-curricular activities of students, monitoring of the academic activities referring to the academic calendar, internal assessments, attainment of the Program outcomes, student welfare and grievances etc.



The Internal Quality Assurance Cell (IQAC) submits the final academic audit report to the College Development Committee (CDC) at the end of every academic year. Each department conducts academic audit at the end of every semester. The academic auditing is conducted jointly by Internal Quality Assurance Cell within the college and external academic auditor/auditors appointed. For proper functioning of academics and to quantify the efforts dispensed by the faculty and students, some assessment components have been designed.

## **2. Objectives**

- To ensure timely, efficient and progressive performance of academic processes
- To monitor and improve the quality of evaluation procedures and its credibility to support the system.
- To develop and set up quality benchmarks/parameters for various academic activities of the institution
- To define effectiveness of teaching – learning process to optimize and integrate modern methods of teaching and learning.
- To ensure that the institute is benefitted by Outcome Based Education approach.
- To facilitate the creation of a learner-centric environment through co-curricular and extra-curricular activities as well.
- To incorporate feedback mechanism from students, parents and other stakeholders on quality-related institutional processes

## **3. Program Level Internal and External Academic Audit process**

### **• Preamble:**

An academic audit reviews the processes used by programs to enhance the quality of their teaching & learning processes. Each program is required to have system that guarantee quality in teaching and learning that they provide to students. Standards for student achievement must be set and attendant processes must be in place to implement Institute policies directed to these ends. There are four basic areas that are examined in the academic audit as follows:

- Defining intended learning outcomes { Program Outcomes-POs, Program Specific

Outcomes-PSO and Program Educational Outcomes-PEOs (as applicable)

- Delivering program curricula
- Designing teaching and learning processes
- Developing and using assessment methods

#### **4. Academic Audit Process**

The Department Academic audit is conducted twice a year and IQAC Performance Review is done annually. Academic feedbacks that are collected (viz. midterm, end term, course exit, student satisfaction survey, peer feedback, peer ICT feedback, parents feedback, alumni feedback, employee feedback, institutional, program exit records) are maintained and analyzed to ensure that stakeholder inputs are integrated into the quality assurance mechanism.

#### **Academic Audit Committee**

- i. Principal
- ii. Coordinator Academic & Administrative Processes)
- iii. IQAC Co-Ordinator
- iv. Coordinator- Academic Planning and Development)
- v. Coordinator- Research &Development
- vi. Training and Placement Officer
- vii. Coordinator Extension Activities
- viii. Chief Supervisor – Examination
- ix. Coordinator - Infrastructure & Building Maintenance

**In the Academic Audit the following focal points in teaching learning process are verified:**

1. Academic Planning & Co ordination
2. Adherence to Academic Activity planner
3. Course monitoring
4. Curriculum booklet.
5. Skill based learning

### **Teaching & Learning**

6. Course file.
7. Academic Record booklet (ARB)
8. CO-PO-PSO mapping, CO-PO-PSO Attainment, Make-up classes, remedial classes.
9. Assessment of assignments, online tests, subjective tests etc.

### **Other**

10. ICT in teaching learning and Online Courses completed by faculty and students
11. Counselling and mentoring of students.
12. Feedback Analysis.

▪ **Following points are also included in the Internal and External Academic Audit of the department:**

1. Research and Development which include Project and relevant activities.
2. Industry Institute Interaction which include Industrial Visit for students
3. Extension Activities include value added and enrichment programs conducted by the department. It also includes Curricular, Co-curricular and Extra-curricular activities such as Seminar/Conference/Workshop/Guest Lecture and other student activities conducted and attended by students.
4. Examination which includes Examinations, Result Analysis and Evaluation.
5. Training and Placement
6. Infrastructure and facilities

## INTERNAL ACADEMIC AUDIT REPORT

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**Academic Year:**  
**Department/Program: UG**

**Date:**

Sr.No.	Title	BA	B.Com	B.Sc.	B.Voc.
		Yes/No (Remark if any)	Yes/No (Remark if any)	Yes/No (Remark if any)	Yes/No (Remark if any)
1.	CO-PO-PSO mapping completed for all courses				
2.	Mapping of the curriculum with POs and PSOs is satisfactory				
3.	Teaching plans for all the courses prepared by the respective faculty are available.				
4.	Academic record booklet maintained for all courses				
5.	The updated faculty Course file is available				
6.	Curriculum booklet completed for all courses and made available to students.				
7.	Course materials for all the courses are available.				
8.	The laboratory manuals for all courses are available.				
9.	Open Educational Resource (OER) of every faculty available at the faculty website				
10.	Assessment of assignments, online tests and subjective tests				
11.	Make-up classes are conducted for improvement of internal assessment.				
12.	Result Analysis of previous semester result				

13.	CO-PO-PSO attainment done for all courses				
14.	Review of projects completed by students considering PO and PSO attainment				
15.	Remedial classes are conducted for students whose performance is not satisfactory in the University exams.				
16.	Curricular/Co-curricular/extra-curricular/value added programs and enrichment programs are conducted at the department.				
17.	Adherence to Academic activity planner of events of the department.				
18.	Peer feedback conducted and analysis done				
19.	Students (mid-term and end term) feedback conducted and analysis done.				
20.	Course exit feedback conducted and analysis done.				
21.	Program exit survey conducted and analysis done				
22.	Parents feedback conducted and analysis done.				
23.	Institute feedback conducted and analysis done.				
24.	Student Satisfaction feedback conducted and analysis done.				
25.	Skill development online courses opted by				

	students (NPTEL, Spoken Tutorials)				
26.	Counseling and mentoring done for students				
27.	Student grievances are taken care of				
28.	Online courses/ MOOCs completed by faculty.				

**Suggestions for improvising the academic quality:**

Verified the submitted report and

- a. Found satisfactory
  - b. Remarks if any,
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Name and Signature of Head of the Department/Programme Coordinator

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IQAC Members

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Name and Sign of IQAC Coordinator

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Sign and Seal of Principal

## INTERNAL ACADEMIC AUDIT REPORT

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**Academic Year:**

**Date:**

**Department/Program: PG (Humanities)**

Sr.No.	Title	MA English	MA Marathi	MA Pol. Sci.	MA Economics
		Yes/No (Remark if any)	Yes/No (Remark if any)	Yes/No (Remark if any)	Yes/No (Remark if any)
1.	CO-PO-PSO mapping completed for all courses				
2.	Mapping of the curriculum with POs and PSOs is satisfactory				
3.	Teaching plans for all the courses prepared by the respective faculty are available.				
4.	Academic record booklet maintained for all courses				
5.	The updated faculty Course file is available				
6.	Curriculum booklet completed for all courses and made available to students.				
7.	Course materials for all the courses are available.				
8.	The laboratory manuals for all courses are available.				
9.	Open Educational Resource (OER)of every faculty available at the faculty website				
10.	Assessment of assignments, online tests and subjective tests				
11.	Make-up classes are conducted for improvement of internal assessment.				
12.	Result Analysis of previous semester result				



13.	CO-PO-PSO attainment done for all courses				
14.	Review of projects completed by students considering PO and PSO attainment				
15.	Remedial classes are conducted for students whose performance is not satisfactory in the University exams.				
16.	Curricular/Co-curricular/extra-curricular/value added programs and enrichment programs are conducted at the department.				
17.	Adherence to Academic activity planner of events of the department.				
18.	Peer feedback conducted and analysis done				
19.	Students (mid-term and end term) feedback conducted and analysis done.				
20.	Course exit feedback conducted and analysis done.				
21.	Program exit survey conducted and analysis done				
22.	Parents feedback conducted and analysis done.				
23.	Institute feedback conducted and analysis done.				
24.	Student Satisfaction feedback conducted and analysis done.				
25.	Skill development online courses opted by				

	students (NPTEL, Spoken Tutorials)				
26.	Counseling and mentoring done for students				
27.	Student grievances are taken care of				
28.	Online courses/ MOOCs completed by faculty.				

**Suggestions for improvising the academic quality:**

Verified the submitted report and

c. Found satisfactory

d. Remarks if any,

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Name and Signature of Head of the Department/Programme Coordinator

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IQAC Members

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Name and Sign of IQAC Coordinator

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Sign and Seal of Principal

## INTERNAL ACADEMIC AUDIT REPORT

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**Academic Year:**

**Date:**

**Department/Program: PG (Science)**

Sr.No.	Title	M.Sc. Microbiology Yes/No (Remark if any)	M.Sc. Mathematics Yes/No (Remark if any)	M.Sc. Chemistry Yes/No (Remark if any)	M.Sc. Computer Science Yes/No (Remark if any)
1.	CO-PO-PSO mapping completed for all courses				
2.	Mapping of the curriculum with POs and PSOs is satisfactory				
3.	Teaching plans for all the courses prepared by the respective faculty are available.				
4.	Academic record booklet maintained for all courses				
5.	The updated faculty Course file is available				
6.	Curriculum booklet completed for all courses and made available to students.				
7.	Course materials for all the courses are available.				
8.	The laboratory manuals for all courses are available.				
9.	Open Educational Resource (OER) of every faculty available at the faculty website				
10.	Assessment of assignments, online tests and subjective tests				
11.	Make-up classes are conducted for improvement of internal assessment.				
12.	Result Analysis of previous semester result				

13.	CO-PO-PSO attainment done for all courses				
14.	Review of projects completed by students considering PO and PSO attainment				
15.	Remedial classes are conducted for students whose performance is not satisfactory in the University exams.				
16.	Curricular/Co-curricular/extra-curricular/value added programs and enrichment programs are conducted at the department.				
17.	Adherence to Academic activity planner of events of the department.				
18.	Peer feedback conducted and analysis done				
19.	Students (mid-term and end term) feedback conducted and analysis done.				
20.	Course exit feedback conducted and analysis done.				
21.	Program exit survey conducted and analysis done				
22.	Parents feedback conducted and analysis done.				
23.	Institute feedback conducted and analysis done.				
24.	Student Satisfaction feedback conducted and analysis done.				
25.	Skill development online courses opted by				

	students (NPTEL, Spoken Tutorials)				
26.	Counseling and mentoring done for students				
27.	Student grievances are taken care of				
28.	Online courses/ MOOCs completed by faculty.				

**Suggestions for improvising the academic quality:**

Verified the submitted report and

e. Found satisfactory

f. Remarks if any,

---

Name and Signature of Head of the Department/Programme Coordinator

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IQAC Members

---

Name and Sign of IQAC Coordinator

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Sign and Seal of Principal

## INTERNAL ACADEMIC AUDIT REPORT

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**Academic Year:**

**Date:**

**Department/Program: PG (Commerce)**

Sr.No.	Title	M. Com.
		Yes/No (Remark if any)
1.	CO-PO-PSO mapping completed for all courses	
2.	Mapping of the curriculum with POs and PSOs is satisfactory	
3.	Teaching plans for all the courses prepared by the respective faculty are available.	
4.	Academic record booklet maintained for all courses	
5.	The updated faculty Course file is available	
6.	Curriculum booklet completed for all courses and made available to students.	
7.	Course materials for all the courses are available.	
8.	The laboratory manuals for all courses are available.	
9.	Open Educational Resource (OER) of every faculty available at the faculty website	
10.	Assessment of assignments, online tests and subjective tests	
11.	Make-up classes are conducted for improvement of internal assessment.	
12.	Result Analysis of previous semester result	
13.	CO-PO-PSO attainment done for all courses	
14.	Review of projects completed by students considering PO and PSO attainment	
15.	Remedial classes are conducted for students whose performance is not satisfactory in the	



	University exams.	
16.	Curricular/Co-curricular/extra-curricular/value added programs and enrichment programs are conducted at the department.	
17.	Adherence to Academic activity planner of events of the department.	
18.	Peer feedback conducted and analysis done	
19.	Students (mid-term and end term) feedback conducted and analysis done.	
20.	Course exit feedback conducted and analysis done.	
21.	Program exit survey conducted and analysis done	
22.	Parents feedback conducted and analysis done.	
23.	Institute feedback conducted and analysis done.	
24.	Student Satisfaction feedback conducted and analysis done.	
25.	Skill development online courses opted by students (NPTEL, Spoken Tutorials)	
26.	Counseling and mentoring done for students	
27.	Student grievances are taken care of	
28.	Online courses/ MOOCs completed by faculty.	

**Suggestions for improvising the academic quality:**

Verified the submitted report and

- g. Found satisfactory
- h. Remarks if any,

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\_\_\_\_\_  
Name and Signature of Head of the Department/Programme Coordinator

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IQAC Members

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\_\_\_\_\_  
Name and Sign of IQAC Coordinator

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\_\_\_\_\_  
Sign and Seal of Principal

## INTERNAL EXAMINATION AUDIT REPORT

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**Academic Year:**

**Date:**

**Department/Program: Examination**

Sr.No.	Title	Yes/No	Remark if any
1.	Was student stationary provided in time?		
2.	Was power back-up asked for and provided if needed during online and other exams		
3.	Are examination halls well equipped for conducting exams		
4.	Is housekeeping of examination halls done regularly		
5.	Were there internet connectivity issues for conduct of exams		
6.	Is notification for filling exam forms for university communicated to students		
7.	Are exam schedules displayed prior to the examinations		
8.	Are invigilation schedules for examiners declared in advance and conveyed		
9.	Are duties of support staff communicated prior to exams		
10.	Are rules for unfair means and practices displayed during the exams		
11.	Result analysis completed for previous term results		
12.	Exam related grievances are addressed appropriately		
13.	Letters of Recommendation and transcripts		

**Suggestions for improvising the quality process:**

Verified the submitted report and

- c. Found satisfactory
- d. Remarks if any,

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Name and Signature Chief Supervisor (Exam.)

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Name and Signature of IQAC Members

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IQAC Coordinator

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Sign and Seal of Principal

## INTERNAL EXTENSION ACTIVITIES AUDIT REPORT

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**Academic Year:**

**Date:**

**Department/Program: NSS**

Sr. No.	Title	Yes/No	Remark if any
1	Department Student Council is established every year?		
2	Is the student council involved in institute development?		
3	Institute/department supports student participation in sports.		
5	Are Students from department involved in NSS activities?		
6	Activities proposed under NSS RTMNU are aligned to Vision and mission of Institute/Department.		
7	The proposed activities are executed and report submitted to university.		
8	The activities proposed and executed by clubs are aligned to POs and PSOs.		
9	The activities conducted by clubs are mapped with POs and PSOs.		
10	The activities are conducted as per the activity planner.		
11	The activity planner is aligned to the academic planner of college		
12	Curricular/Co-curricular/extra-curricular/value added programs and enrichment programs are conducted at the college		
13	Curricular/Co-curricular/extra-curricular/value added programs and enrichment programs are mapped with POs and PSOs		
14	The publications of the NSS are done with student efforts.		
15	Are Guidelines provided for e-publications by NSS?		
16	Publications of NSS are available to all stake holders.		
17	Department/Institute publications are mapped with POs and PSOs		
18	Students are encouraged to participate in techno management events.		
21	Activities in association with alumni are organized and executed.		

**Suggestions for improvising the quality process:**

Verified the submitted report and

e. Found satisfactory

f. Remarks if any,

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Name and Signature of NSS Programme Officer

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Name and Signature of Department IQAC Members

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Name and Sign of Institute IQAC Coordinator

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Sign and Seal of Principal

## INTERNAL INFRASTRUCTURE AUDIT REPORT

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**Academic Year:**

**Date:**

Sr. No.	Title	Yes/No	Remark if any
1	Syllabus (Equipment's, Consumables, Stationary) and infrastructure related requirements are obtained before commencement of the academic year.		
2	Due process is followed for purchase		
3	Approved and sanctioned budgetary requirements are fulfilled		
4	DSR is maintained for all category of non-recurring purchases.		
5	Consumables and stationary records are maintained		
6	DSR verification done at department and institute level.		
7	Stock of consumables and stationary is verified.		
8	Non-repairable/obsolete items are identified for write-off and disposal as per the institute procedure.		
9	Equipment and infrastructure (electrical, civil, furniture) related maintenance requirements are identified and reported.		
10	Equipment calibration records are maintained.		
11	Maintenance requirements are fulfilled.		
12	IT support is provided for conduct of exam.		
13	Power backup is provided for conducting examinations.		
14	Is the IT and ICT infrastructure adequate for effective teaching learning and communication.		
15	Are IT/ICT infrastructure related issues addressed properly.		
16	Is there use of ICT in teaching learning?		
17	Is there improvement in implementation of ICT in Teaching and Learning over previous year?		
18	Are contents on website current and updated regularly?		
19	Is all data updated regularly on the institute ERP?		
20	Are students availing hostel facility?		
21	Hostel related issues are addressed appropriately.		
22	Do differently abled faculty and students have adequate provision for special facilities?		
23	Are the fire safety measures in place and working?		
24	Is the housekeeping and cleanliness of infrastructure facilities done regularly?		
25	Are the AMC's for equipment's in place and monitored regularly		
26	Is there optimum usage of infrastructure and facilities for running all the courses in institute?		

**Suggestions for improvising the academic quality:**

Verified the submitted report and

- i. Found satisfactory
- j. Remarks if any,

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\_\_\_\_\_  
Name and Signature of Coordinator/Infrastructure and maintenance

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\_\_\_\_\_  
Name and Signature of Member IQAC

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\_\_\_\_\_  
Name and Sign of Institute IQAC Coordinator

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\_\_\_\_\_  
Sign and Seal of Principal



## RESEARCH AND DEVELOPMENT AUDIT REPORT

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**Academic Year:**

**Date:**

Sr. No.	Title	Yes/No	Remark if any
1.	Enrolled scholars progress is monitored regularly		
2.	Research center communication with the university is on time		
3.	Programs attended in other institutes and organized in-house by faculty and research scholars		
4.	Research publications of faculty and students		
5.	Programs/Activities conducted to promote research culture		
6.	Innovative projects undertaken by staff and students at department		
7.	Funding for innovative projects		
8.	Innovative lab/center of excellence at department		
9.	Activities/trainings conducted under innovation lab/center of excellence		
10.	Have any IPR/patents been filed by staff or students		
11.	Professional Society memberships held		
12.	Student chapters of professional society's		
13.	Activities conducted in association with professional society's		
14.	Collaborative activities by faculty under professional society's		
15.	Activities conducted under ED cell to promote entrepreneurs		
16.	Training programs/Audit courses conducted to promote entrepreneurial		
17.	Start up / entrepreneur ideas identified and promoted		

**Suggestions for improvising the academic quality:**

Verified the submitted report and

k. Found satisfactory

l. Remarks if any,

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Name and Signature of Coordinator Research Committee

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Name and Signature of IQAC Member

---

Name and Sign of Institute IQAC Coordinator

---

Sign and Seal of Principal

## TRAINING AND PLACEMENT AND INDUSTRY INSTITUTE INTERACTION AUDIT REPORT

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**Academic Year:**

**Date:**

**Department/Program:**

Sr. No.	Title	Yes/No	Remark if any
1.	MOU's are signed with industries/other organization.		
2.	Activities are conducted in relation with MOU's and mapped with POs and PSOs		
3.	Consultancy projects undertaken by faculty members.		
4.	Industry sponsorship for technical events.		
5.	Industry sponsored projects in the department.		
6.	New companies added for sponsored projects.		
7.	Are internship outcomes identified?		
8.	Industry internships/training programs completed by faculty / students.		
9.	Internal assessment of student internships is completed.		
10.	Feedback obtained on industry internships		
11.	Department wise training and placement records are maintained.		
12.	On campus and off campus placement drives conducted.		
13.	MOUs with industries for internships and placements.		
14.	Skill development and Training programs to enhance employability are conducted and mapped with POs and PSOs		
15.	Skill development programs are aligned with the institute vision and mission statements.		
16.	Training needs analysis done as per industry requirement.		
17.	Has the requisite data been submitted to the applicable national agencies?		

**Suggestions for improvising the academic quality:**

Verified the submitted report and

m. Found satisfactory

n. Remarks if any,

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Name and Signature of Coordinator Placement Cell

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Name and Signature of Member of IQAC

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Name and Sign of Institute IQAC Coordinator

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Sign and Seal of Principal

## **5. External Academic Audit External**

### **Academic Audit Guidelines**

1. This audit to be conducted once in a year at the end of Sem II of the academic year.
2. The external Auditor appointed must be from other university/Institute
3. At least one or two Auditors are to be appointed to conduct the external Academic audit.
4. For an audit, Rs \_\_\_\_\_ can be considered as remuneration.
5. After the audit a copy of certificate to be submitted to IQAC.
6. Remarks and suggestions by the auditor are taken into consideration and action is taken accordingly.

## Letter format for Remuneration to Auditor

Date:

To,  
The Principal,  
Jeevan Vikas Mahavidyalaya  
Devgram, Tah. Narkhed, Dist. Nagpur -441301

Subject: Sanction of remuneration for the External Auditors.

Respected Sir,

We at **Jeevan Vikas Mahavidyalaya, Devgram** have planned for External Audit on -----

The auditor details are as follows:

Name of Auditor:

Institute of Auditor:

Name of Auditor:

Institute of Auditor:

We request you to kindly consider our application and sanction an amount of Rs \_\_\_\_\_/- as a part of remuneration.

Thanking You,

IQAC Coordinator

## Letter format for Invitation to External Auditor

**Department Name:**

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject: Request to conduct External Academic Audit at Jeevan Vikas Mahavidyalaya, Devgram.

Dear Sir/ Madam,

I am writing this letter in regard to the External Academic Audit at Jeevan Vikas Mahavidyalaya, Devgram.

The audit is Scheduled on -----for Academic year (-----). The Audit details are attached as a separate copy for your reference.

Therefore, I request you to conduct the audit on the date assigned. I shall be highly obliged for your quick and kind response. In case of any query, you may contact on following numbers or on email.

Thank you,

IQAC Coordinator



# **JEEVAN VIKAS MAHAVIDYALAYA, DEVGRAM**

**Tah. Narkhed, Dist. Nagpur-441301 (M.S.)**

(Permanent Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)

**College Code: 341**

**(NAAC Accredited in Cycle II with 'B++' Grade, CGPA 2.93)**

ISO 9001:2015 Certified, NIRF Participated

Website: [www.jvmd.co.in](http://www.jvmd.co.in)

E-mail: [jvmthugaondeo@gmail.com](mailto:jvmthugaondeo@gmail.com)

## **Format for External Academic Audit**

Date:

Place:

Name, Designation and Institute of Audit Experts:

<b>Name of the Auditor</b>	<b>Designation of Auditor</b>	<b>Institute Name</b>

Members of Institute Jeevan Vikas Mahavidyalaya, Devgram

<b>Name</b>	<b>Designation</b>	<b>Signature</b>
	Programme Coordinator	
	IQAC Member	
	IQAC Member	
	Principal	



**EXTERNAL ACADEMIC AUDIT FORM (\*TO BE SUBMITTED BY EACH PROGRAM):**

Sr. No.	Contents of r Audit	Observations			Remarks/Suggestions by the External Auditor
		Title	Yes	No	
1	Course file	Required contents are included in Course File?			
		If any Contents to be included			
		Are Course files maintained for every Course?			
		Is Suitable teaching methodology adopted? Are assessment methods decided/used based on OBE? Syllabus completion is monitored every month? Questions for Theory and practical point of view are covered in the assessments.			
2	ARB (Academic record booklet)	Are all contents covered regarding student assessment and evaluation?			
		If any Contents to be included			
		Attendance, continuous assessment/evaluation records are maintained? Are Assessment rubrics are defined and followed?			
3	Mentor Mentee	Is the department mentor mentee system functioning smoothly?			
		If any Contents to be included			
5	Feedback System (SOP)	Are all feedbacks being conducted on regular basis? Is there a SOP being defined for feedback system.			
		Is there requirement to make changes in feedback system?			

6	Projects	Does the project ideas are able to minimize the gap between industry and academia? Are industry inputs being taken from experts?			
		Are there student paper publications?			
		Do students get opportunity to showcase their skill set on different platforms?			

		Are there efforts being made for Sponsored / projects in collaboration with Industry?			
7	Publications	Are the department publications shared with all the stake holders?			
		Are the publications content wise helpful to students?			
		Does publications make note of students contributed towards it?			
8	Research funding and consultation	No. of Funded projects being conducted Area of Funded projects being conducted Status of Funded projects being conducted			
9	IPR	Programs are engaged in Patents/copyright as part of IPR			
10	Result analysis	Result analysis for each term is maintained?			
11	Internship	Does time student internship contibutes			
12	MoU	Are there MoU's with different industries? Any activities in collaboration??			
13	Training and Placement	Do training sessions organized and executed meet students requirement and recruiter expectations.			
		Are training sessions helping to build different skillsets in students?			
		Are placement activities conducted at			

		department? How are the placements??			
14	Students' association Clubs Student Chapters	Activities are conducted under different chapter			
		Are students involved in organizing the activities under different chapter?			
		Are the executed activities contributing to student's skillset? Does the program has Professional student chapters? No. of activities conducted under the Professional student chapters? Are Club activities covering the aspects of extension, industries and social part?			
15		Are students motivated to be a part of mentioned heads?			
16		Are students briefed and motivated to be a part of student chapters? Are minutes conducted with stakeholders: Alumni, Parent, etc. being maintained? Contribution of DAB in identifying Curriculum gaps? Mapping of Program with mission, vision, PEO of Institute's is communicated to all the faculty members?			

**Signature of the Head with Seal**

**Name & Signature of the Audit Expert**

**Head of the Institute and IQAC should submit the following SWOC Analysis along with Internal and External Academic Audit Reports:**

Strength:

Weakness:

Opportunities:

Challenges:

Best Practice (s) / Innovations of the Institute:

Future Plans of the institute:

Signature of the IQAC Coordinator

Signature of the Head with Seal

## **External Academic Audit Completion Report/Certificate**

Name of the Institute /Program: \_\_\_\_\_

Date and Time:

Name and Designation of the External Auditor:

This is to certify that Academic Audit for the Academic Year 20 -                      has been successfully completed for of **Jeevan Vikas Mahvidyalaya, Devgram** and detailed report of the same is attached herewith.

**Name & Sign (with stamp) of external Auditor**

## Final Audit Completion Certificate

It is to certify that the Internal and External academic audit has been completed by the **Jeevan Vikas Mahavidyalaya, Devgram** and IQAC has received following documents for the AY 20 - 20\_\_\_\_:

Internal Academic Audit Forms	<input type="checkbox"/>
External Academic Audit Form External	<input type="checkbox"/>
Academic Audit Certificate	<input type="checkbox"/>
SWOC Analysis of the	<input type="checkbox"/>
Program Plan for AY 20 20 _____	<input type="checkbox"/>

Kindly note the following suggestions /remarks:

**Principal**

**IQAC Co-Ordinator**

**Academic Audit COrdinator**