

**PBSC IQAC Internal Academic Audit
2023-24 Check-List**

Criterion	S.No.	Type of record	File No.	FILE TITLE	Updated Yes / No
CRITERION 1	1.	BOOK	1.1.1	Board of Studies - Minutes Book	
	2.	FILE	1.1.3	List of Employability / Entrepreneurship / SDC courses	
			1.2.1	List of New Courses	
			1.3.1	Teaching Courses – Ethics Etc.	
	3.	FILE	1.3.2	List of Value-added Courses/ MOOCs	
				Organised courses&Pass Record	
	4.	BOOK	1.3.3	VAC - Students attendance	
5.	FILE	1.3.4	List of Projects, Reports and Proof		
6.	FILE	1.4.1	Feedback Analysis and ATRs		
CRITERION 2	1.	BOOK	2.0	Departmental Minutes	
	2.	FILE	2.1.1	Enrolment Lists received from office	
	3.	FILE	2.2.1	Activities for advanced learners with proofs	
	4.	BOOK	2.2.1	Record of Remedial classes for slow learners	
	5.	BOOK	---	Attendance Registers	
	6.	FILE	2.3.2	ICT Enabled Teaching	
	7.	BOOK	2.3.3	Mentoring record	
	8.	BOOK	2.3.4	Teaching Diaries with Teaching Plans	
	9.	FILE	2.4.3	List of Teachersalong with Profiles	
	10.	FILE	2.6.0	Programme Structure	
	11.	FILE	2.6.1	Course files for each course: A. Syllabus copy with PO-CO Mapping B. Micro plan C. Internal evaluation record D. Assignment topics for Advanced learners E. CO Attainment, Feedback and analysis F. Course Material - PDF, PPT, Videos etc.	
	12.	FILE	2.6.2	PO attainment file	
	13.	FILE	2.6.3	Record of Result Analysis	
CRITERION 3	1.	FILE	3.1.2	Seed Money Research Projects Record	
	2.	FILE	3.2.1	External Research Projects record	
	3.	FILE	3.3.1	Innovation Ecosystem Programmes	
	4.	FILE	3.4.0	Patents	
	5.	FILE	3.4.2	Research guidance by the faculty	
	6.	FILE	3.4.3	Research Publications in UGC care Journals	
	7.	FILE	3.4.4	Books, Chapters etc.	
	8.	FILE	3.4.5	Bibliometrics of Publications	

	9.	FILE	3.4.6	Department H index	
	10.	FILE	3.5.1	Revenue from consultancy&Corporate Training	
	11.	FILE	3.6.1	Extension Activities / Neighborhood Activities	
	12.	FILE	3.7.1	Collaborative Activities – Industrial Visits / Field Trips	
	13.	FILE	3.7.2	Functional MOUs	
	14.	FILE	3.7.2.1	Activities list under each MoU Year-wise	
CRITERION 4	1.	FILE	4.1.1	Stock register of Infrastructure	
	2.	FILE	4.2.0	Department library - List of Books	
	3.	BOOK	4.2.0	Department library - Issue register	
	4.	BOOK	4.4.2	Laboratory Log Book	
	5.	FILE	4.3.4	List of Video Lessons Developed	
CRITERION 5	1.	FILE	5.1.3	Capacity Building / Skill Enhancement Activities	
	2.	FILE	5.2.1	Placement Details	
	3.	FILE	5.2.2	Progression to Higher Education	
	4.	FILE	5.2.3	Students Qualified in NET, GRE, TOEFL etc.	
	5.	FILE	5.3.3	Events and Competitions by Departments / Clubs	
	6.	FILE	5.4.1	Alumni Details	
	7.	FILE	5.4.2	Alumni Funding and Activities conducted	
CRITERION 6 & 7	1.	FILE	6.3.2	Faculty attending Seminars/Conferences	
	2.	FILE	6.3.4	FDPs/Workshops/Orientation programmes	
	3.	FILE	7.1.1	Measures for promotion of gender equity	
	4.	FILE	7.1.3	Environment consciousness Events	
	5.	FILE	7.1.8	Initiatives in providing an inclusive environment	
	6.	FILE	7.1.9	Sensitization of students to constitutional obligations	
	7.	FILE	7.2	Best Practices of the Department	
	8.	FILE	7.3	Distinctiveness of the Department	

Head of the Department

Internal Academic Audit Team