Academic Audit (2021-22)

(For Departments offering Management of Humanities Programs)

DELHI TECHNOLOGICAL UNIVERSITY

New Delhi-110042

Department of   ....

(To be filled up by Academic Expert)

Name & Signature of the Auditors:

The day and Date of visit:

Summary

S. No.	Parameters of Evaluation	Max. Marks	Self -Assessment score	Marks Scored
1	Curricular Aspects	150		
2	Teaching Learning and Evaluation	200		
3	Research, Innovation & Extension	250		
4	Infrastructure & Learning Resources	100		
5	Student Support & Progression	100		
6	Governance, Leadership & Management	100		
7	Institutional Values & Best Practices	100		
	Total	**1000**		

Grading System:

Grade	Details	Total Marks scored
A++	Outstanding	880 - 1000
A+	Excellent	816 - 879
A	Good	751 - 815
B++	Average	691 - 750
B+	Acceptable	625 - 690
B	Not Acceptable	Below 625

SWOT Analysis of the Department:

1. **Strengths**

2. **Weaknesses**

3. **Opportunity**

4. **Threat**

Suggestions based on information:

1. *Curricular Aspects (150)

1.1 Curricular Content (115)

S. N.	Sub-parameter	Marks Assigned	Self-Assessment Score	Marks Scored
1.1.1	Curricula content to provide understanding of concepts of (with sufficient practical exposure) (5 years data)			
	Basic curriculum components (management & humanities, computer skills, professional ethics, environment and human values,	35		
	Programme core and Minor/department elective/open elective)	40		
	Structure of the curriculum (L+T+P)	5		
	Projects/Internships/Self learning practices	10		
1.1.2	Revision/Upgradation of the curriculum to incorporate *appropriate new knowledge systems* (based on no. of BoS meeting)			
	Percentage of program where minor syllabus revision was carried out	10		
	Percentage of program where major syllabus revision was carried out	10		

S. No.	Sub-parameter	Marks Assigned	Self-Assessment Score	Marks Scored
1.1.3	Average percentage of courses having focus on employability/ Entrepreneurship/ skill development	5		
	Total	**115**		

1.2 Feedback and Corrective Action (35)

S. No.	Sub-parameter	Marks Assigned	Self-Assessment Score	Marks Scored
1.2.1	**Feedback**			
	Student Feedback on design and review of Syllabus	4		
	Faculty Feedback on design and review of Syllabus	4		
	Employer's feedback on design and review of Syllabus	4		
	Alumni Feedback on design and review of Syllabus	4		
	Parent's feedback on design and review of Syllabus	4		
1.2.2	Student Feedback at the end of semester (Overall impression reported by students)	10		
1.2.3	Corrective action taken by department for point 1.2.1, 1.2.2	5		
	Total	**35**		
Any additional comments/feedback/observations/advice which may or may not be based on above points				

2. Teaching - Learning Process and Evaluation (200)

2.1 *Student Enrolment and Profile (30)

S. No.	Sub-parameter	Marks Assigned	Self-Assessment Score	Marks Scored

	Average percentage of students from other states	4		
	Average percentage of students from other countries	4		
	Demand ratio UG/PG Program	8		
	Percentage of female students on roll	4		
	Student to full time teacher ratio	10		
	Total	**30**		

2.2 Faculty Profile (40)

S. No.	Sub-parameter	Marks Assigned	Self-Assessment Score	Marks Scored
	Average percentage of full time teachers against sanctioned post	9		
	Average percentage of full time teachers from other states/ countries against sanctioned post	5		
	Average percentage of full time teachers with PhD degree	5		
	Teaching Experience per full time teacher in no. of years	5		
	Percentage of full time teachers who received awards, recognition, fellowship at State/ National/ International Level from Govt./ recognized bodies	4		
	Percentage of teachers using the ICT for effective teaching with LMS	4		
	E-content developed by Faculty for e-PG Pathshala / CEC (UG)/ SWAYAM/ MOOCs platform/ NPTEL/ NMEICT/ Moodle/ any other	4		
	Ratio of Students to mentor for academic and stress related issues	4		
	Total	**40**		

2.3 Teaching – Learning Process (60)

S. No.	Sub-parameter	Marks Assigned	Self-Assessment Score	Marks Scored
2.3.1	**Theory lectures**			
	Average % of lectures conducted	10		
	Percentage of courses for which course file consisting of teaching plan, execution plan etc. available and updated	15		
2.3.2	**Practical/Tutorial/Oral Presentation**			
	Average % of practical/ Tutorial/Oral Presentation conducted compared with that minimum required as per curriculum:	10		
	Availability of manual and its quality	5		
	Maintenance of equipment and new addition	5		
2.3.3	**Theory attendance of students**			
	Average % of lectures attended by students	5		
2.3.4	**Practical/ Tutorial/Oral Presentation attendance of students**			
	Average % of practical/ Tutorial/Oral Presentation attended by students	2		
2.3.5	Home assignments and its assessment.	2		

2.3.6	Efforts taken by Department to improve performance of academically weaker students through remedial classes	2		
2.3.7	Efforts taken by Department to improve overall performance of students including Quality Circle/Courses conducted/ Expert lectures etc.	4		
	Total	**60**		

2.4 Examination System (40)

S. No.	Sub-parameter	Marks Assigned	Self-Assessment Score	Marks Scored
2.4.1	**Examination Process**			
	Transparency in the processes like internal assessment; scrutiny and declaration of result	10		
	Appropriate weight-age for continuous evaluation and end semester examination.	10		
2.4.2	Quality of MTE/ETE Question Papers (Coverage of syllabus, Difficulty level, mapping with CO/PO/PSO) - Question papers audit by the department/ university	20		
	Total	**40**		

2.5 *Students' Performance and Learning Outcomes (30)

S. N.	Sub-parameter	Marks Assigned	Self-Assessment Score	Marks Scored
2.5.1	***Student Performance in Exam**			
	Success rate without backlog in stipulated period (Based on final year result)	8		
	Success rate with backlog in stipulated period	8		
2.5.2	***Learning outcome**			

	Program Outcomes/Program specific Outcomes/ Course Outcomes for all programs offered by the department are stated and displayed on the prominent places including Website, communicated to teachers and students	8		
	Percentage of Programs for which Attainment of Program Outcomes/ Program specific Outcomes/Course Outcomes are calculated.	**6**		
	Total	**30**		
Any additional comments/feedback/observations/advice which may or may not be based on above points:				

3. Research, Innovation and Extension (250)

S. N.	Sub-parameter	Marks Assigned	Self-Assessment Score	Marks Scored
3.1	**Promotion of Research & Facilities**			
	Average seed money provided to faculty per year for research	5		
	No. of teachers awarded international fellowship for advance study/ research	5		
	No. of JRF/ SRF/ PDF/ RA and other research fellows enrolled in the Department	5		
	Recognition of department from UGC-SAP, CAS, DST-FIST, DBT, ICSSR or any other similar Govt. agency	5		
	Total	**20**		
3.2	**Resource Mobilization for Research**			
	Grants for research received from Non-govt. sources such as Industry, International bodies, endowments, Chairs in the institution	5		
	Grants for research received from Govt. sources	10		
	No. of research projects per teacher (funded from outside University)	5		
	Total	**20**		
3.3	**Innovation Eco system**			
	No. of award for innovation won by department/ faculty/ student	15		
(**)	No. of Start-ups incubated in DTU/ outside incubators by the department/ faculty/ student	15		
	Total	**30**		

3.4	**Research Publication and Awards**			
	No. of patents published/ granted	20		
	No. of PhDs awarded per teacher	20		
	No. of Research papers per teacher in indexed Journals (SCOPUS/ SCI/ SCIE/ Web of Science)	20		
	No. of Books Chapters in edited Volumes per teacher	5		
	No. of Books Published per teacher	10		
	No. of Papers published in National/ International Conference Proceedings	15		
	Average h-index of the department as per SCOPUS/ Web of Science	5		
	Average citation index of the department as per SCOPUS/ Web of Science/ Indian Citation Index	5		
	Total	**100**		
3..5	**Consultancy**			
	Revenue generated from Consultancy/ from Corporate Training/ any other source	20		
	Total	**20**		
3.6	**Extension Activities**			
	No. of awards and recognition received for extension activities from govt./ recognized bodies	5		
	Average percentage of teachers/staff participating in extension activities (Swatch Bharat, AIDS awareness, Gender Issues, Unnat Bharat etc.) through Extension and Outreach office/ NSS/ NCC/ Red Cross/ YRC/ Professional Society/ Student Society	15		
	*Average percentage of students participating in extension activities (Swatch Bharat, AIDS awareness, Gender Issues, Unnat Bharat etc.) through Extension and Outreach office/ NSS/ NCC/ Red Cross/ YRC/ Professional Society/ Student Society	20		
	Total	**40**		
3.7	**Collaboration**			
	No. of collaborative activities for Research, faculty exchange/student exchange per year	5		
	No. of linkages with Institutions/ Industries for internship, on the job training, Project work, sharing of research facilities	5		

		10		
	No. of functional MOUs with Institutions of National & International Importance/ Industry/ Corporate House/ Others			
	Total	**20**		

Any additional comments/feedback/observations/advice which may or may not be based on above points:

4. Infrastructure and Learning Resources (100)

S. No.	Sub-parameter	Marks Assigned	Self-Assessment Score	Marks Scored
4.1	**Physical Facilities**			
	*No of class rooms/tutorial (with AC/ Without AC)	20		
	No. of Faculty rooms/cabins	5		
	*No. of Seminar Room (with AC/ Without AC)	5		
	No. of Computing hardware facilities	10		
	*Class rooms furniture (Adequate quantity and quality)	10		
	Total	**50**		
4.2	**Library as a learning resource**			
	Departmental library	15		
	No. of books/journal/e-books/e-resources purchased on department recommendation	10		
	Total	**25**		
4.3	***IT infrastructure**			
	Percentage of classrooms and Seminar rooms with ICT enabled facilities such as LMS/ Smart class	10		
	Student/ Computer ratio	10		
	Total	**20**		
4.4	**Expenditure on Physical Infrastructure augmentation**	05		
	Total	**05**		

Any additional comments/feedback/observations/advice which may or may not be based on above points:

5.*Student Support and Progression (100)

S. No.	Sub-parameter	Marks Assigned	Self-Assessment Score	Marks Scored
5.1	**Student support**			
	Participation of students in capability enhancement and development schemes • Guidance for competitive examination • Career Counselling • Soft skill development • Remedial Coaching • Bridge courses • Yoga and Meditation • Personal Counselling	20		
	Mechanism for timely redressal of student grievances including sexual harassment (Yes/ No)	10		
	Total	**30**		
5.2	**Student progression**			
	Average percentage of placement of outgoing students	20		
	Percentage of student's progression to higher education	10		
	Average percentage of students qualifying in State/ National/ International level of examinations (NET/SLET/GATE/GMAT/CAT/GRE/TOFEL/ Civil Services examination)	10		
	Total	**40**		
5.3	**Student Participation and Activities**			
	No. of awards/ medals for outstanding performance in sports/ cultural	20		

	activities at National/ International level			
	Extent of participation of Alumni in the affairs of the Department	10		
	Total	**30**		
Any additional comments/feedback/observations/advice which may or may not be based on above points:				

6. Governance, Leadership and Management (100)

S. No.	Sub-parameter	Marks Assigned	Self-Assessment Score	Marks Scored
6.1	**Department Vision and Leadership**			
	Vision, Mission and Quality Objective are prepared in a consultative manner and displayed prominently	30		
6.2	**Strategy development and deployment**			
	Strategic Plan of the department is documented and implemented in timelines	20		
6.3	**Faculty Empowerment Strategies**			
	Minutes of meeting of Faculty meetings, DPC, DRC, BOS are documented and maintained	15		
	No. of welfare measures for Teaching and non-teaching staff (such as support for higher qualification)	15		
	Average percentage of teachers provided with financial support to attend conferences/ workshops Orientation course/ FDP/ Refresher course/ STP and membership fee for professional bodies	20		
	Total	**50**		
Any additional comments/feedback/observations/advice which may or may not be based on above points:				

7. Values and Best Practices (100)

S. No.	Sub-parameter	Marks Assigned	Self-Assessment Score	Marks Scored
7.1	**Department values & social responsibility**			
	Participation in gender equity promotion programs	5		
	Common room facility available	10		
	Extent of green practices in the department	10		
	Availability of resources for differently abled persons	10		
	No. of specific initiative to address locational advantages and disadvantages	5		
	Code of conduct handbook exist for students and teachers	5		
	Core values are displayed in the department	5		
	Department plans and organizes appropriate activities to increase consciousness about National identities, symbols, fundamental duties and rights of Indian Citizens	5		
	Department follows approved Manual of official procedure Handbook? (yes/ no)	5		
	Department observes complete transparency in its financial, academic, administrative and auxiliary functions	10		

	No. of other best practices in the department (provide list)	20		
	Describe one area where department is distinctive	10		
	Total	**100**		
Any additional comments/feedback/observations/advice which may or may not be based on above points:				

*The points highlighted with asterisk (*) are not relevant for the Department of Humanities as the Department is not offering any UG/PG program. Therefore, the award of marks from the denominator may be adjusted accordingly. The marks allotted to these points shall not be applicable to the Department of Humanities in the process of evaluation.

The revised and calculated total of marks for the department of Humanities shall be 615. The excluded sections are 1, 2.1, 2.5, 3.6.3, 4.1.1, 4.1.3, 4.15, 4.3, 5 (Total 385).