

Academic & Administrative Audit : 2022-23

Format-II (Institutional Data Cum Academic Advisor's Grading)

S.No	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B(Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
I-CURRICULAR ASPECTS						
A	Curricular Planning and Implementation					
1	Curriculum Design and Development (For Autonomous Colleges)	1. Departmental meeting Minutes- 2. BoS Minutes- 3. Academic Council Minutes- 4. Copies of course wise curriculum-	Grade A, if 60% and above modification in syllabi of all courses offered; Grade B, if 40%-60% of modification in syllabi of all courses offered; Grade C, if less than 40% modification in syllabi of all courses offered;			
2	Implementation of Annual Institutional Plan	1. Annual Institutional Plan- 2. College & Departmental Activity Register- 3. Departmental Annual Curricular Plan- 4. Teaching Diary-	Grade A, if all the four records match with one another Grade B, if two records match with one another Grade C, if any two records match with each other	A		
3	Departmental Records to be verified at Institutional level	1. Sem wise Curricular Plans- 2. Departmental Meeting Minutes- 3. BOS records- 4. POs/PSOs/COs records- 5. Extra curricular & Co curricular Activity reports-	Grade A, if all the two records are maintained Grade B, if any four records are maintained Grade C, if any two records are maintained	A		
4	Details of Certificate Courses/ Value added Courses addressing cross cutting issues introduced in the last two Years	Department wise Reports of Certificate Courses / Value added Courses conducted addressing cross cutting issues	Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	C		
B	Academic Flexibility & Curriculaum Enrichment					