



# Balaji Institute of Technology & Science

Laknepally, NARSAMPET, Warangal - 506331

(Affiliated to JNTUH, Hyderabad and Approved by the AICTE, New Delhi)

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## ACADEMIC AUDIT REPORT

**Department:**

**Academic Year: 2017-18**

**Name of the Faculty with Designation:**

**A. Subjects Taught:**

S.No.	Theory/Practical	UG/PG	No. of Hours/ Periods allotted per week
1		B.Tech	
2			
3			
4			

**B.Submission of Records:**

Log Book	Yes/No
Mentor Records	Yes/No
Internal Marks with supportive documents	Yes/No
Lesson plan	Yes/No

**C.Leaves and Permissions:**

Details leaves and permissions Availed during 2017-18

CL	OD	EP	LP	LOP

**D.Missing Classes, make up classes and Extra classes taken exceeding UGC Norms  
(Un paid)**

S.No.	Course/Paper & Branch	Level	No.of Classes Taken
1			
2			
3			
4			

**E. Teaching:**

1. Whether he/she completed the teaching work assigned for this semester and completed the Syllabus. **Yes/No**
2. Whether he/she conducted the required evaluation components for all courses and the results and the results (mark statements) have been handed over to the department. **Yes/No**
3. Whether the lecture notes/handouts/other records are maintained. **Yes/No**

**F. Other responsibilities:  
Participations in:**

Activities	Remarks
Educational Tour/Industry implant training/ Placement activity	
Extension Activities: Institutional governance/ Participation in committees etc.,	
Any other	

**g. Resource person functions:****h. Academic Growth:****i. Seminars/Workshops attended:**

S.No.	Category	NOs.
a	International seminars/conferences/symposia	
b	National seminars/conferences/symposia	
c	Regional seminars/conferences/symposia	
d	Local seminars/conferences/symposia	

**j. Publications:**

S.No.	Category	Details	NOs
a	Referred journals	Inter National level	
b	Recognized/reputed journals	Inter National level	
c	Conference proceedings	Inter National level	
d	Referred journals	National level	
e	Recognized / reputed journals	National level	
f	Conference proceedings	National level	
g	Any Other		

**E.Teaching:**

1. Whether she/he completed the teaching work assigned for this semester and completed the Syllabus:

**K.Innovative practices adopted:**

**l. Contribution to the University/College:**

**m. Contribution to the Department:**

**Signature of the faculty:**

**Opinion of the HOD:**

**Signature of Head of the Department**

**Date :**

**Place :**

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**n. Opinion of the committee:**

**o. GRADE OF THE FACULTY :**

<b>Excellent</b>	<b>Very good</b>	<b>Good</b>	<b>Fair</b>	<b>To be Improved</b>
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(Member-Academic audit committee)

(Member-Academic audit committee)

(Chairman-Academic audit committee)

## **Department Academic Audit**

**Name of the Department:**

**Date** :

**Name, Designation and Address of Academic Audit Experts:**

**1.**

**2.**

**3.**

**4.**

**Members of Staff Present:**

<b>Criterion</b>	<b>Items</b>	<b>Verification Yes/No</b>	<b>Comments</b>	<b>Suggestions for Improvement</b>
<b>I. Curriculum</b>	Steps followed in the designing of syllabus & curriculum			
	Contents of the Curriculum			
	Validation done			
	IDC / EDC			
	Credits allotted / distribution- logic			
<b>II. Curriculum Transaction</b>	Teaching methods & Teaching aids			
	E- learning modules			
	Project work UG/PG			
	Internal assessment – components- Uniqueness			
	Student support- remedial coaching			
	Parents meeting- evaluation of student's progress			
	Feedback from students			
	Steps taken on the feedback			
<b>III. Faculty Profile</b>	Projects completed / on going			
	Seminars / conferences attended			
	Papers / articles / books published			
	FDP /RC/ OC Training Program / Workshop			
	Preparation of E-learning materials / Content			
	Acted as resource persons			
	M.Phil. & Ph. D awarded			
<b>IV. Profile of Students</b>	Demand ratio (Applications received Vs Sanctioned Strength)			
	Students involvement in extra- curricular & Co-curricular activities			
	Study tour / industrial visits / exhibitions / Internship / Training			

	Achievements			
<b>V.Infrastructure in the Department</b>	No. of class rooms			
	No. of laboratories			
	No. of computers- for teachers			
	No. of Computers- for students			
	No. of computers- research scholar			
	No. of instruments			
<b>VI.Activities in the department</b>	MoUs signed			
	Consultancy			
	Collaborations			
	Association Meetings			
	Guest lectures			
	Conference / Seminar / Workshop conducted			
	Extension Activity			
	Interaction with Industry / Research Centres / Educational Institutions			
	Newsletters / Magazine			
	Placement			

**Please comment on SWOC Analysis:**

**Strength:**

**Weakness:**

**Opportunities:**

**Challenges:**

**Best Practice (s)/Innovations of the Department:**

**Future Plans of the Department:**

**Signature of the HOD with seal.**

**Signature of the Academic Audit Experts**

- 1.
- 2.
- 3.