



Recognized by UGC and Gujarat State Govt., GJSH 41, Siddhpur, Patia, Gujarat- 384151

ACADEMIC & ADMINISTRATIVE AUDIT REPORT- 2024-25

Evaluation Scheme of Auditors

Grades on 5 point scale: 12345(very bad/bad/average/good/very good)

Note: Check the Documental Evidence (DE): if DE is sufficient; then only give 4,5 otherwise give 123

Dept: _____

Date: _____

S.No	Particulars	Dean/Head/HOD's Input	Grade	Auditor Evalu. /Remarks	Auditor Grade
1	Curriculum Revision made with Experts via BOS		3,4,5	Give 5 if CuRev + CBCS adopted	
2	Choice-Based Credit Systems		3,4,5	Give 5 if CBCS +NEP adopted	
3	% of Multidisciplinary Subjects in the curriculum		>.25:-4,5 <.25:-3,4	DE:- Course Structure	
4	Implementation of Academic Calendar		4,5	DE:-Teaching Plans + Dairies+ C/E files	
5	Implementation of Event Calendar		3,4,5	DE: Reports as per IQAC model	
6	Certification Programs		12345	DE: Certificates	
7	MOOCS / Guest Lecture Series		12345	DE:-Reports	
8	No. of students undertaking field projects/ internships & % on Overall Strength		12345 (As per % of Internships)	DE:-Internship offer letter + Certificates	
9	Organization of industrial visits / Immersion Programs		12345 (waiting for approval-3)	DE: Letter form Company+ F,stu list+ Rep.	
10	Feedback collection from stakeholders: - alumni, Industrialists, Faculty, Students		12345	DE:- Web Doc, Excel files	
11	Feedback collection from		12345	DE:- Web Doc,	



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	stakeholders- students			Excel files	
12	The procedure followed in the allotment of subjects to faculty		12345	DE:- Minutes of Dept. faculty meeting	
13	Course files are maintained by the subject teachers and is updated periodically		12345	DE:- Course Files	
14	Mentoring system		12345	DE:- Minutes, Files	
15	Student activities professional society chapter and association		12345	DE:- Doc- Files	
16	Allotment of additional responsibilities to faculty		345	DE:- Letters, Min	
17	ICT techniques adopted in teaching and learning		12345	DE:- Sig Doc, Min	
18	Pass percentage of outgoing students		345	DE:- COE docs	
19	Dissemination of PEOs, POs, PSOs, Cos		12345	DE:- Course Files, Minutes, Doc	
20	No. of faculty participated in conferences and symposia		12345	DE:- R&D Report, Certificates	
21	Organization of Guest lectures, Workshops, EDPs, Seminars / Conferences, Student Fests / National & International Days		345	DE:- Reports, Event Calendar	
22	Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development		12345	DE:- Reports Social Immersion Programs	
23	Adequate facilities for teaching-learning, viz., classrooms, laboratories, computing equipment, etc		12345	DE:- Signed Documents, Minutes	



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24	Number of Students participating in extension activities		12345	DE:- Reports, Stu Attendance	
25	Established systems and procedures for maintaining and utilizing physical, academic, and support facilities laboratory, library, sports complex, computers, classrooms etc.		12345	DE:- Signed Documents by Registrar, Minutes	
26	Expenditure incurred on maintenance of physical facilities excluding salary component		12345	DE:- Signed Documents by Registrar, Minutes	
27	Linkages with institutions/ industries for internship, on the-job training, project work, sharing of research facilities etc.		12345	DE:- Signed Documents by Registrar, Minutes, MOUs	
28	Per day usage of library by teachers and students		12345	DE:- Library records Xerox copies	
29	Bandwidth of Internet		12345	DE:- Admn. records, copies of Systems	
30	Management merit scholarships		12345	DE:- Signed Documents by Registrar, Minutes	
31	Skill Enhancement initiatives		12345	DE:- Signed Documents by VC /Dean / HOD	
32	Number of placements of outgoing students & as %		12345	DE: - Signed Documents, reports	
33	Students qualified in competitive examinations as %		12345	DE:- Signed Documents	
34	Students admitted in		12345	DE:- Signed	



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	higher studies as %			Documents	
35	Awards/medals for outstanding performance in sports, yoga/ cultural activities at national/international level.		12345	DE:- Signed reports, Certificates	
36	Alumni association/chapter meetings conducted		12345	DE:- Minutes, Reports	
37	Organization of professional development programs / FDPs		12345	DE:- Minutes, Reports	
38	Teachers attending professional development programs		12345	DE:- Minutes, Reports	
39	The effectiveness of various bodies/ cells/ committees is evident through minutes of meetings and the implementation of their resolutions		12345	DE:- Minutes, Reports	

Signature of HOD/Dean/ Principal

Auditor-1

Auditor-2

Note 1: Deans / Heads of the Departments are requested to submit the above-level Self-Appraisal Report to facilitate ACADEMIC & ADMINISTRATIVE AUDIT for the academic Year- 2024-25

Note 2: Deans / Heads of the Departments are requested to provide their inputs in the relevant Column only. Leave the remaining columns for AA Auditors.

Note 3: Deans / Heads of the Incubation cell and R&D Cell are requested to submit their Separate Reports for the Academic Year 2024-25 (from 1/06/2024 to 31/05/2025)

Signature of the IQAC Director