

**6.5.1 INTERNAL ACADEMIC AUDIT – ACADEMIC YEAR 2023-2024****Report Submission: 4<sup>th</sup> June 2024**

	Department	Suggestions Given	Action Taken Report
1	BCA Shift I	Recommended maintaining a dedicated Remedial Attendance Register to track the participation of students in remedial sessions.	<p>A Remedial Attendance Register has been implemented to systematically record student attendance for remedial classes.</p> <p>The register includes key details such as session date, faculty name, subject, list of students, and attendance status.</p>
2	BSc Computer Science Shift I	NPTEL Mentorship: Currently, no faculty members are registered as NPTEL mentors. Currently, no research funding has been secured by the department.	<p>Faculty have been encouraged to register as NPTEL mentors, and guidance on the process has been provided.</p> <p>Initiated proposal submissions for research grants and organized workshops on funding opportunities.</p>
3	Commerce(General) Shift I	<p>E-Content Development: Advised to increase the volume of e-content developed by the department.</p> <p>Funds Raised: No funds have been raised for organizing department-level programs.</p>	<p>Efforts have been made to encourage faculty to create more e-content, with training sessions organized on content development tools.</p> <p>Proposals for funding opportunities have been submitted, and efforts are underway to secure sponsorships and grants for upcoming programs.</p>
4	BCom Corporate Secretaryship Shift I	<p>Industrial Visits: Advised to increase the number of industrial visits organized for students.</p> <p>Alumni Meetings: Recommended increasing the frequency of alumni meetings.</p>	<p>Scheduled additional industrial visits by collaborating with more industries and enhancing coordination efforts.</p> <p>Planned regular alumni interactions through an annual calendar of meetings and events.</p>



5	Management Shift I	Suggested organizing reports by categorizing them according to the activities outlined in the internal academic audit report.	Reports have been categorized based on academic, co-curricular, and extra-curricular activities to align with the internal audit guidelines.
6	BCom Acc & Fin Shift I	Projector/ICT/Interactive Board Register: The register for Projectors/ICT/Interactive Boards is less.  E-Content Development: No e-content has been developed.	A comprehensive register has been created to track the usage and maintenance of projectors, ICT tools, and interactive boards across the department.  Faculty have been instructed to create and upload more e-content, with workshops organized on effective content development and utilization.
7	Media Studies Shift I	Participative, Problem-Solving Teaching Methodology: Usage of participative and problem-solving teaching methodology is low.	Faculty have been encouraged to adopt more participative and problem-solving approaches in teaching, with training sessions on active learning strategies and problem-based learning.
8	English Shift I	Number of MOUs Signed: The number of MOUs signed is low.  Number of Faculty as NPTEL Mentors: Currently, no faculty members are registered as NPTEL mentors	Efforts are being made to explore and initiate new collaborations with academic institutions and industry partners to increase the number of signed MOUs.  Faculty members have been encouraged to apply for NPTEL mentorship, and relevant guidelines have been shared for registration.
9	Psychology Shift I	Organize More Guest Lectures & Seminars for Students  Encourage Students to Participate in Events at Other Institutions to Improve Student Participation  Maintain Soft Copies and Relevant Records with HOD & Principal Digital Signature	Plans are in place to organize additional guest lectures and seminars, with invitations sent to industry experts and academicians to enhance student learning.  Students are being actively encouraged to take part in events hosted by other institutions, with a focus on leadership development and skill-building through external competitions.  A system for maintaining soft copies of records, approved with the digital signature of the HOD and Principal, has been implemented to ensure secure and accessible documentation.



10	Social Work Shift I	No Faculty Award and Recognition	Steps have been taken to nominate faculty members for awards and recognition at various academic and professional platforms, with internal reviews to identify eligible candidates.
11	Mathematics Shift I	Students' Participation is Less	Efforts are being made to enhance student engagement by organizing more interactive sessions, events, and competitions, while also promoting the benefits of active participation in academic and extracurricular activities
12	BSc Computer Science with Data Science Shift I	Academic Exchange Programs Conducted Virtually  Internship Opportunities are Less	Plans are underway to organize offline academic exchange programs, focusing on in-person collaboration with partner institutions to enhance the learning experience and networking opportunities for students and faculty. The department is collaborating with more industries and organizations to provide students with increased internship opportunities, and career services have been instructed to assist students in securing internships.
13	Language Shift I	No Funds Received from Government and Non-Government Agencies	Proposals for grants from both government and non-government agencies are being actively pursued, with a focus on research funding, program sponsorship, and partnerships
14	Language Shift II	Best Practice of the Department: No best practices have been identified.	A framework for best practices has been developed, focusing on academic excellence, student engagement, and faculty development. The department is now working on documenting and implementing these practices to foster continuous improvement and set a benchmark for others.



15	English Shift II	Details of Seminars/Conferences/Worksh ops Conducted: The number of seminars, conferences, and workshops conducted is low	Plans are being made to organize more seminars, conferences, and workshops, with increased involvement of industry experts and academia to enhance the department's academic profile.
16	BCA Shift II	MOOC Courses Enrollment: No details on MOOC course enrollment.	A tracking system has been set up to monitor faculty and student enrollment in MOOCs, and awareness campaigns have been conducted to encourage participation.
17	BSc Compu ter Science Shift II	Students – Projects/Internship Completion Letters/Field Work Reports to be Increased	Systematic approach has been implemented to ensure all students submit project, internship completion letters, and fieldwork reports, with faculty guidance provided to enhance quality and documentation.
18	BCom Genera l Shift II	Number of Faculty as NPTEL Mentors: Currently, no faculty members are registered as NPTEL mentors	Faculty members have been encouraged to apply for NPTEL mentorship, and relevant guidelines have been shared for registration
19	BCom Corpor ate Secreta ryship Shift II	Details of Guest Lectures Organized: No guest lectures have been organized.	Plans are in place to organize more guest lectures by inviting industry professionals and academicians to provide valuable insights to students.
20	BCom Acc & Fin Shift II	Details of Faculty Awards and Recognition: No faculty awards or recognition have been recorded.	A structured process has been introduced to ensure that all students submit their project reports, internship completion letters, and fieldwork reports, with faculty support to improve quality and timeliness.