

CHECKLIST FOR INTERNAL QUALITY AUDIT: IQAC YYYY

NAME OF THE SoS.....DATE OF VISIT.....

NAME OF THE HEAD.....MOB. NO.....

E.MAIL.....CONTACT NO.....

TEACHING STAFF (REGULAR)

S. NO.	NAME	DESIGNATION	E-MAIL & CONTACT NO.
1.			
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AD-HOC/GUEST FACULTY

S. NO.	NAME	DESIGNATION	E-MAIL & CONTACT NO.
1.			
2.			
3.			
4.			
5.			
6.			

NON-TEACHING STAFF

1.			
2.			
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11.			
12.			

PLEASE ADD MORE PAGES, IF REQUIRED

DOCUMENT VALIDATION SHEET

S. No.	LIST OF DOCUMENTS TO BE MAINTAINED BY ACADEMIC DEPARTMENTS	AVAILABLE (A)	NOT AVAILABLE (NA)	REMARK
1.	DAILY ACTIVITY DIARY / FILE / REGISTER			
2.	TIME TABLE (CURRENT SESSION) PLEASE ATTACH A COPY			
3.	ENROLLMENT STATISTICS (CURRENT SESSION) PLEASE ATTACH A COPY			
4.	POPULARITY INDEX OF ACADEMIC PROGRAM (FOR THE CURRENT SESSION: YYYY-YY)			
5.	STAFF LEAVE REGISTER			
6.	STOCK REGISTER			
7.	ATTENDANCE REGISTER			
	a) STUDENT			
	b) RESEARCH SCHOLAR			
	c) NON-TEACHING STAFF			
8.	CASH REGISTRAR			
9.	STUDENTS RESULT REGISTER			
10.	STUDENTS FEEDBACK REGISTER			
11.	COMPLAINTS & SUGGESTION REGISTER/ COMPLAINT BOX (Number of cases /Minutes; Please attach a copy)			
12.	EXTRA CURRICULAR ACTIVITY REGISTER			
13.	MINUTES OF THE DEPARTMENTAL COMMITTEE			
	a) STAFF COUNCIL (Frequency, Minute Book)			
	b) DRC (Frequency, Minute Book)			
	c) GRIEVANCE AND REDRESS CELL (Number of cases, frequency of meeting , Minute book)			
	d) ANTI RAGGING CELL (Number of cases, frequency of meeting, Minute book)			
14.	STATUS OF ALUMNI ASSOCIATION (If registered, Please attach a Copy of the registration certificate)			

15.	FACULTY PARENTS MEET (Number of meeting, frequency of meeting, minute book)			
16.	SUBMISSION OF AQAR REPORT YYYY-YY PLEASE ATTACH A COPY			
17.	Performance Based Appraisal System PBAS (YY-YY)			
18.	EVENTS REGISTER			
	a) STUDENT SEMINAR (Frequency, Minute Book)			
	b) SYMPOSIA/CONFERENCE (Frequency, Minute Book)			
	c) DISTINGUISHED VISITORS REGISTER (Frequency, Minute Book)			
19.	DETAILS OF R & D PROGRAMS Appendix 1 (Details, Current Status and Next Three year plan)			
20.	HALF YEARLY RETURNS (Appendix 3a) July YYYY- December YYYY January YYYY – June YYYY			
21.	DETAILS OF IMPORTED GOODS & DOMESTIC PURCHASES FOR RESEARCH (Appendix 3b) July YYYY- December YYYY January YYYY – June YYYY			
22.	Faculty Performance Index (Individual) (Submission is compulsory for all faculty)			

SUGGESTION/ COMMENTS

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Please add page if necessary

Name	Signature
Visiting Team Member 1.	
Visiting Team Member 2.	
Visiting IQAC member	
Place:	Date: