


Appendix-A.
Internal Quality Assurance Cell (IQAC)
Internal Academic Audit

Department: <u>Arts</u>		Name of HOD: <u>ASTHOK KUMAR</u>	
Session: <u>2023-2024</u>		Date of Audit: <u>21-02-2024</u>	
S. No.	Verification Points	Description (Yes/No)	Score (1 to 5)
1.	Program Offered (Copy of syllabus in File) Semester wise	Yes	5
2.	Teacher wise Workload Distribution list & Academic-Activity Calendar.	Yes	5
3.	Time Table & Curriculum Plan	Yes	5
4.	Outcomes of Course & Programme (COs & POs)	Yes	5
5.	Last Course Completion Certificate/letter	Yes	5
6.	List/Database of students with their photos as Gen, SC, ST, OBC etc.) as per reservation policy (As on current RR list)	Yes	5
7.	List of Students participated in NCC, NSS, University level Sports & Culture.	Yes	5
8.	List of students benefited by scholarships and freeships provided by the institution & government.	Yes	5
9.	Guest/Extension/Expert Lecture organised by Dept. (Minimum two in a year) (Make a full report of event) <u>0 March 20</u>	Yes	3
10.	Projects/Research/Training available for students (Report of students undertaking project work/field work/internships with list of students, file, topic, certificates etc.) <u>20/01/24</u> <u>(-letter)</u>	Yes	3
11.	Research paper Publications of any members of Dept. (Research Paper in UGC Care)	Yes	3
12.	Published Books/ Chapter in Books	No	—
13.	Presentation of paper in seminar/workshop etc, Participation in FDP/PDP/Training, Participated as Resource Person/Expert by any members of Department. (Copy of Paper/Appreciation or Certificate)	Yes	3
14.	Organise by Dept.- FDP/ Workshop/Seminar/Conference (Attache a full report of event in dept. file)	No	—
15.	Awards & medals in Academic/Culture/Sports – Students & Teacher (Provide the Certificates, list of participants)	Yes	4
16.	Active Mentor-Mentee system adapted by the department (Reports with Geotag Photos, Students list with sign, Grievance letter, Action taken etc.)	Yes	5
17.	Weekly/Assessment test/ marks list/report	Yes	5
18.	Use of online learning system/App/Web/Whatsapp/Google class/youtube/smart class etc. (Attach Screen shots/ geotag pic/any documents etc. in file)	Yes	3
19.	Students Placement and Progression to higher education (List of Placed/Job/Higher Education students & I-card, job letter, admission card etc.)	No	—
20.	Students Results (Pass percentage details year wise)	No	—
21.	Active facility of Display board for Students (Notice, Timetable, Activities pics, News, Curriculum plan, SWOT of dept. etc. (Attach geotag photos of Display board in dept. file)	Yes	3
22.	Mentioned Stock record & a list of infrastructural items/	Yes	5

	equipment facilities in dept. file		
23.	Best Practices activities/ Social work/ outreach societal activities/ any valued work for nature, earth care, health care or society. (Full Report of activities)	No	1
24.	MoUs / linkages with institutions/ industries: At least one activity as on-the-job training, project work, student or faculty exchange and collaborative research program.	No	1
25.	Regular Staff meeting notice, agenda & minutes. (At least two in a year)	Yes	5
26.	Value Added/ Add - on /MOOC Courses (Full Report of Program in a separate file) -Registration list, Syllabus, Geotag pics, Attendance Sheet, Result Sheet, Question paper, Certificate etc.	Yes	2
27.	Updated separate Faculty File (Resume, Academics, research Certificates, full publication copy, experience etc.	Yes	5
28.	Remedial Classes taken for the weaker students (Identify measurement/test, Attendance list with students' signature etc.)	Yes	5
29.	Proper/updated Attendance record of Students	Yes	5
30.	Department Library Corner/ Book Bank	Yes	3
31.	Question bank of each subject	Yes	5
32.	List of Students who regular using library <u>offline</u> or online learning resources. (Authenticated list, approved by Librarian)	Yes	3
33.	Last report of Academic and Administrative Audit of Dept.	Yes	5
34.	Internal Assessments Marks List (IA list with signature of Students)	Yes	5
35.	Syllabus/Topics/chapters covering cross cutting issues relevant to Gender, Environment, Sustainability, Human Values and Professional Ethics (<i>Career Guidance and Placement</i>). Any Practices, programs or activity by the dept. related the issue. (Attach a copy of syllabus related these issues in dept. file)	No	1
36.	Student centric methods Experiential Learning: Field and Industrial Visits, Internships, Students Seminar and Presentations, Exhibitions, Model making contest etc.	No	1
	Participative Learning: Debate, Poster making contest, Quiz contest, watching documentary, Student Participation, Group Discussion, Activity based learning, Expert Lectures and Workshops, Academic Guidance, Talk by experts, Students Seminar, Home Assignments and Presentations, Case Analysis, participation in Clubs activities.	No	1
	Problem Solving Methodologies: Assignments on various topic, Career Counselling events, Case Studies are given for students to build solutions to problems.	No	1
	ICT Enabled Tools for Effective Teaching Learning Process: Google Classroom, Google Sites, Swayam -NPTEL, E-Content Study material, E-Content on YouTube Channel, use of Social Media, Blog, WhatsApp, Use of Smart Class, PPTs, App, Websites etc	No	1
37.	Students qualifying in state/ national/ international level examinations (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.) (Collect Certificates of qualified students)	No	1
38.	Active Alumni group on facebook/Whatsapp (Screenshots)	Yes	5
Total Score			125


Co-ordinator (IQAC)


In-charge Audit Team


Principal
Shah Satnam Ji
Boys College, SIRSA

Appendix-A.

Internal Quality Assurance Cell (IQAC)

Internal Academic Audit

Department: <i>Commerce & Management</i>		Name of HOD: <i>Sh. Sumit Singla</i>	
Session: <i>2023-24</i>		Date of Audit: <i>21-02-2024</i>	
S. No.	Verification Points	Description (Yes/No)	Score (1 to 5)
1.	Program Offered (Copy of syllabus in File) Semester wise	<i>Yes</i>	<i>5</i>
2.	Teacher wise Workload Distribution list & Academic-Activity Calendar.	<i>Yes</i>	<i>5</i>
3.	Time Table & Curriculum Plan	<i>Yes</i>	<i>5</i>
4.	Outcomes of Course & Programme (COs & POs)	<i>Yes</i>	<i>5</i>
5.	Last Course Completion Certificate/letter	<i>Yes</i>	<i>5</i>
6.	List/Database of students with their photos as Gen, SC, ST, OBC etc.) as per reservation policy (As on current RR list)	<i>Yes</i>	<i>5</i>
7.	List of Students participated in NCC, NSS, University level Sports & Culture.	<i>Yes</i>	<i>5</i>
8.	List of students benefited by scholarships and freeships provided by the institution & government.	<i>Yes</i>	<i>5</i>
9.	Guest/Extension/Expert Lecture organised by Dept. (Minimum two in a year) (Make a full report of event)	<i>No</i>	<i>0</i>
10.	Projects/Research/Training available for students (Report of students undertaking project work/field work/internships with list of students, file, topic, certificates etc.)	<i>No</i>	<i>0</i>
11.	Research paper Publications of any members of Dept. (Research Paper in UGC Care)	<i>No</i>	<i>0</i>
12.	Published Books/ Chapter in Books	<i>No</i>	<i>0</i>
13.	Presentation of paper in seminar/workshop etc, Participation in FDP/PDP/Training, Participated as Resource Person/Expert by any members of Department. (Copy of Paper/Appreciation or Certificate)	<i>Yes</i>	<i>5</i>
14.	Organise by Dept.- FDP/ Workshop/Seminar/Conference (Attache a full report of event in dept. file)	<i>Yes</i>	<i>5</i>
15.	Awards & medals in Academic/Culture/Sports – Students & Teacher (Provide the Certificates, list of participants)	<i>Yes</i>	<i>5</i>
16.	Active Mentor-Mentee system adapted by the department (Reports with Geotag Photos, Students list with sign, Grievance letter, Action taken etc.)	<i>Yes</i>	<i>5</i>
17.	Weekly/Assessment test/ marks list/report	<i>Yes</i>	<i>5</i>
18.	Use of online learning system/App/Web/Whatsapp/Google class/youtube/smart class etc. (Attach Screen shots/ geotag pic/any documents etc. in file)	<i>Yes</i>	<i>5</i>
19.	Students Placement and Progression to higher education (List of Placed/Job/Higher Education students & I-card, job letter, admission card etc.)	<i>No</i>	<i>0</i>
20.	Students Results (Pass percentage details year wise)	<i>Yes</i>	<i>5</i>
21.	Active facility of Display board for Students (Notice, Timetable, Activities pics, News, Curriculum plan, SWOT of dept. etc. (Attach geotag photos of Display board in dept. file)	<i>Yes</i>	<i>5</i>
22.	Mentioned Stock record & a list of infrastructural items/	<i>Yes</i>	<i>5</i>

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	equipment facilities in dept. file		
23.	Best Practices activities/ Social work/ outreach societal activities/ any valued work for nature, earth care, health care or society. (Full Report of activities)	No	-
24.	MoUs / linkages with institutions/ industries: At least one activity as on-the-job training, project work, student or faculty exchange and collaborative research program.	No	-
25.	Regular Staff meeting notice, agenda & minutes. (At least two in a year)	Yes	5
26.	Value Added/ Add - on /MOOC Courses (Full Report of Program in a separate file) -Registration list, Syllabus, Geotag pics, Attendance Sheet, Result Sheet, Question paper, Certificate etc.	Yes	5
27.	Updated separate Faculty File (Resume, Academics, research Certificates, full publication copy, experience etc.	Yes	5
28.	Remedial Classes taken for the weaker students (Identify measurement/test, Attendance list with students' signature etc.)	No	0
29.	Proper/updated Attendance record of Students	Yes	5
30.	Department Library Corner/ Book Bank	Yes	5
31.	Question bank of each subject	Yes	5
32.	List of Students who regular using library offline or online learning resources. (Authenticated list, approved by Librarian)	Yes	5
33.	Last report of Academic and Administrative Audit of Dept.		
34.	Internal Assessments Marks List (IA list with signature of Students)	Yes	5
35.	Syllabus/Topics/chapters covering cross cutting issues relevant to Gender, Environment, Sustainability, Human Values and Professional Ethics (<i>Career Guidance and Placement</i>). Any Practices, programs or activity by the dept. related the issue. (Attach a copy of syllabus related these issues in dept. file)	Yes	5
36.	Student centric methods Experiential Learning: Field and Industrial Visits, Internships, Students Seminar and Presentations, Exhibitions, Model making contest etc.	Yes.	3
	Participative Learning: Debate, Poster making contest, Quiz contest, watching documentary, Student Participation, Group Discussion, Activity based learning, Expert Lectures and Workshops, Academic Guidance, Talk by experts, Students Seminar, Home Assignments and Presentations, Case Analysis, participation in Clubs activities.	Yes	3
	Problem Solving Methodologies: Assignments on various topic, Career Counselling events. Case Studies are given for students to build solutions to problems.	No	-
	ICT Enabled Tools for Effective Teaching Learning Process: Google Classroom, Google Sites, Swayam -NPTEL, E-Content Study material, E-Content on YouTube Channel, use of Social Media, Blog, WhatsApp, Use of Smart Class, PPTs, App, Websites etc	Yes	3
37.	Students qualifying in state/ national/ international level examinations (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.) (Collect Certificates of qualified students)	No	-
38.	Active Alumni group on facebook/Whatsapp (Screenshots)	Yes	5
Total Score			144


Co-ordinator (IQAC)


In-charge Audit Team


Principal
Principal
Shah Satnam Ji
Boys College, SIRSA

Appendix-A.
Internal Quality Assurance Cell (IQAC)
Internal Academic Audit

Department: <i>Computer Science</i>		Name of HOD: <i>Sh Rajinder Kumar</i>	
Session: <i>2023-24</i>		Date of Audit: <i>20-02-2024</i>	
S. No.	Verification Points	Description (Yes/No)	Score (1 to 5)
1.	Program Offered (Copy of syllabus in File) Semester wise	<i>YES</i>	<i>5</i>
2.	Teacher wise Workload Distribution list & Academic-Activity Calendar.	<i>YES</i>	<i>3</i>
3.	Time Table & Curriculum Plan	<i>YES</i>	<i>5</i>
4.	Outcomes of Course & Programme (COs & POs)	<i>YES</i>	<i>5</i>
5.	Last Course Completion Certificate/letter	<i>YES</i>	<i>5</i>
6.	List/Database of students with their photos as Gen, SC, ST, OBC etc.) as per reservation policy (As on current RR list)	<i>YES</i>	<i>4</i>
7.	List of Students participated in NCC, NSS, University level Sports & Culture.	<i>NO</i>	<i>-</i>
8.	List of students benefited by scholarships and freeships provided by the institution & government.	<i>NO</i>	<i>-</i>
9.	Guest/Extension/Expert Lecture organised by Dept. (Minimum two in a year) (Make a full report of event)	<i>YES</i>	<i>5</i>
10.	Projects/Research/Training available for students (Report of students undertaking project work/field work/internships with list of students, file, topic, certificates etc.)	<i>YES</i>	<i>5</i>
11.	Research paper Publications of any members of Dept. (Research Paper in UGC Care)	<i>NO</i>	<i>-</i>
12.	Published Books/ Chapter in Books	<i>YES</i>	<i>2</i>
13.	Presentation of paper in seminar/workshop etc, Participation in FDP/PDP/Training, Participated as Resource Person/Expert by any members of Department. (Copy of Paper/Appreciation or Certificate)	<i>YES</i>	<i>4</i>
14.	Organise by Dept.- FDP/ Workshop/Seminar/Conference (Attache a full report of event in dept. file)	<i>NO</i>	<i>-</i>
15.	Awards & medals in Academic/Culture/Sports – Students & Teacher (Provide the Certificates, list of participants)	<i>NO</i>	<i>-</i>
16.	Active Mentor-Mentee system adapted by the department (Reports with Geotag Photos, Students list with sign, Grievance letter, Action taken etc.)	<i>YES</i>	<i>5</i>
17.	Weekly/Assessment test/ marks list/report	<i>YES</i>	<i>5</i>
18.	Use of online learning system/App/Web/Whatsapp/Google class/youtube/smart class etc. (Attach Screen shots/ geotag pic/any documents etc. in file)	<i>YES</i>	<i>5</i>
19.	Students Placement and Progression to higher education (List of Placed/Job/Higher Education students & I-card, job letter, admission card etc.)	<i>YES</i>	<i>5</i>
20.	Students Results (Pass percentage details year wise)	<i>YES</i>	<i>3</i>
21.	Active facility of Display board for Students (Notice, Timetable, Activities pics, News, Curriculum plan, SWOT of dept. etc. (Attach geotag photos of Display board in dept. file)	<i>YES</i>	<i>4</i>
22.	Mentioned Stock record & a list of infrastructural items/	<i>YES</i>	<i>5</i>

	equipment facilities in dept. file		
23.	Best Practices activities/ Social work/ outreach societal activities/ any valued work for nature, <u>earth care</u> , health care or society. (Full Report of activities)	YES	2
24.	MoUs / linkages with institutions/ industries: At least one activity as on-the-job training, project work, student or faculty exchange and collaborative research program.	YES	2
25.	Regular Staff meeting <u>notice</u> , <u>agenda</u> & <u>minutes</u> . (At least two in a year)	YES	5
26.	Value Added/ Add - on /MOOC Courses (Full Report of Program in a separate file) -Registration list, Syllabus, Geotag pics, Attendance Sheet, Result Sheet, Question paper, Certificate etc.	NO	-
27.	Updated separate Faculty File (Resume, Academics, research Certificates, full publication copy, experience etc.	YES	5
28.	Remedial Classes taken for the weaker students (Identify measurement/test, Attendance list with students' signature etc.)	YES	5
29.	Proper/updated Attendance record of Students	YES	5
30.	Department Library Corner/ Book Bank	NO	-
31.	Question bank of each subject	YES	5
32.	List of Students who regular using library offline or online learning resources. (Authenticated list, approved by Librarian)	YES	2
33.	Last report of Academic and Administrative Audit of Dept.	YES	5
34.	Internal Assessments Marks List (IA list with signature of Students)	YES	5
35.	Syllabus/Topics/chapters covering cross cutting issues relevant to Gender, <u>Environment</u> , <u>Sustainability</u> , <u>Human Values</u> and <u>Professional Ethics</u> (<i>Career Guidance and Placement</i>). Any Practices, programs or activity by the dept. related the issue. (Attach a copy of syllabus related these issues in dept. file)	YES	2
36.	Student centric methods Experiential Learning: Field and Industrial Visits, Internships, Students Seminar and Presentations, Exhibitions, Model making contest etc.	YES	2
	Participative Learning: Debate, Poster making contest, Quiz contest, watching documentary, Student Participation, Group Discussion, Activity based learning, Expert Lectures and Workshops, Academic Guidance, Talk by experts, Students Seminar, Home Assignments and Presentations, Case Analysis, participation in Clubs activities.	YES	3
	Problem Solving Methodologies: Assignments on various topic, Career Counselling events, Case Studies are given for students to build solutions to problems.	YES	3
	ICT Enabled Tools for Effective Teaching Learning Process: Google Classroom, Google Sites, Swayam -NPTEL, E-Content Study material, E-Content on YouTube Channel, use of Social Media, Blog, WhatsApp, Use of Smart Class, PPTs, App, Websites etc	YES	4
37.	Students qualifying in state/ national/ international level examinations (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.) (Collect Certificates of qualified students)	NO	-
38.	Active Alumni group on facebook/Whatsapp (Screenshots)	YES	5
Total Score			136


Co-ordinator (IQAC)


In-charge Audit Team

(ANIL KUMAR)


Principal
Principal
Shah Satnam Ji
Boys College, SIRSA

Appendix-A.

Internal Quality Assurance Cell (IQAC)

Internal Academic Audit

Department: <i>English</i>		Name of HOD: <i>Sh. Deepak Parik</i>	
Session: <i>2023-24</i>		Date of Audit: <i>21-02-2024</i>	
S. No.	Verification Points	Description (Yes/No)	Score (1 to 5)
1.	Program Offered (Copy of syllabus in File) Semester wise	<i>YES</i>	<i>5</i>
2.	Teacher wise Workload Distribution list & Academic-Activity Calendar.	<i>YES</i>	<i>5</i>
3.	Time Table & Curriculum Plan	<i>YES</i>	<i>5</i>
4.	Outcomes of Course & Programme (COs & POs)	<i>YES</i>	<i>5</i>
5.	Last Course Completion Certificate/letter	<i>YES</i>	<i>5</i>
6.	List/Database of students with their photos as Gen, SC, ST, OBC etc.) as per reservation policy (As on current RR list)	<i>YES</i>	<i>5</i>
7.	List of Students participated in NCC, NSS, University level Sports & Culture.	<i>NO</i>	<i>-</i>
8.	List of students benefited by scholarships and freeships provided by the institution & government.	<i>NO</i>	<i>-</i>
9.	Guest/Extension/Expert Lecture organised by Dept. (Minimum two in a year) (Make a full report of event)	<i>YES</i>	<i>2</i>
10.	Projects/Research/Training available for students (Report of students undertaking project work/field work/internships with list of students, file, topic, certificates etc.)	<i>NO</i>	<i>-</i>
11.	Research paper Publications of any members of Dept. (Research Paper in UGC Care)	<i>NO</i>	<i>-</i>
12.	Published Books/ Chapter in Books	<i>NO</i>	<i>-</i>
13.	Presentation of paper in seminar/workshop etc, Participation in FDP/PDP/Training, Participated as Resource Person/Expert by any members of Department. (Copy of Paper/Appreciation or Certificate)	<i>YES</i>	<i>3</i>
14.	Organise by Dept.- FDP/ Workshop/Seminar/Conference (Attache a full report of event in dept. file)	<i>NO</i>	<i>-</i>
15.	Awards & medals in Academic/Culture/Sports – Students & Teacher (Provide the Certificates, list of participants)	<i>NO</i>	<i>-</i>
16.	Active Mentor-Mentee system adapted by the department (Reports with Geotag Photos, Students list with sign, Grievance letter, Action taken etc.)	<i>YES</i>	<i>5</i>
17.	Weekly/Assessment test/ marks list/report	<i>YES</i>	<i>5</i>
18.	Use of online learning system/App/Web/Whatsapp/Google class/youtube/smart class etc. (Attach Screen shots/ geotag pic/any documents etc. in file)	<i>YES</i>	<i>4</i>
19.	Students Placement and Progression to higher education (List of Placed/Job/Higher Education students & I-card, job letter, admission card etc.)	<i>YES</i>	<i>3</i>
20.	Students Results (Pass percentage details year wise)	<i>YES</i>	<i>5</i>
21.	Active facility of Display board for Students (Notice, Timetable, Activities pics, News, Curriculum plan, SWOT of dept. etc. (Attach geotag photos of Display board in dept. file)	<i>YES</i>	<i>5</i>
22.	Mentioned Stock record & a list of infrastructural items/	<i>YES</i>	<i>3</i>

	equipment facilities in dept. file		
23.	Best Practices activities/ Social work/ outreach societal activities/ any valued work for nature, earth care, health care or society. (Full Report of activities)	No	—
24.	MoUs / linkages with institutions/ industries: At least one activity as on-the-job training, project work, student or faculty exchange and collaborative research program.	No	—
25.	Regular Staff meeting notice, agenda & minutes. (At least two in a year)	YES	5
26.	Value Added/ Add - on /MOOC Courses (Full Report of Program in a separate file) -Registration list, Syllabus, Geotag pics, Attendance Sheet, Result Sheet, Question paper, Certificate etc.	YES	2
27.	Updated separate Faculty File (Resume, Academics, research Certificates, full publication copy, experience etc.	YES	5
28.	Remedial Classes taken for the weaker students (Identify measurement/test, Attendance list with students' signature etc.)	No	—
29.	Proper/updated Attendance record of Students	YES	5
30.	Department Library Corner/ Book Bank	YES	5
31.	Question bank of each subject	YES	5
32.	List of Students who regular using library offline or online learning resources. (Authenticated list, approved by Librarian)	YES	3
33.	Last report of Academic and Administrative Audit of Dept.	YES	5
34.	Internal Assessments Marks List (IA list with signature of Students)	YES	5
35.	Syllabus/Topics/chapters covering cross cutting issues relevant to Gender, Environment, Sustainability, Human Values and Professional Ethics (<i>Career Guidance and Placement</i>). Any Practices, programs or activity by the dept. related the issue. (Attach a copy of syllabus related these issues in dept. file)	YES	5
36.	Student centric methods	No	—
	Experiential Learning: Field and Industrial Visits, Internships, Students Seminar and Presentations, Exhibitions, Model making contest etc.		
	Participative Learning: Debate, Poster making contest, Quiz contest, watching documentary, Student Participation, Group Discussion, Activity based learning, Expert Lectures and Workshops, Academic Guidance, Talk by experts, Students Seminar, Home Assignments and Presentations, Case Analysis, participation in Clubs activities.	YES	3
	Problem Solving Methodologies: Assignments on various topic, Career Counselling events. Case Studies are given for students to build solutions to problems.	No	—
	ICT Enabled Tools for Effective Teaching Learning Process: Google Classroom, Google Sites, Swayam -NPTEL, E-Content Study material, E-Content on YouTube Channel, use of Social Media, Blog, WhatsApp, Use of Smart Class, PPTs, App, Websites etc	YES	4
37.	Students qualifying in state/ national/ international level examinations (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.) (Collect Certificates of qualified students)	No	—
38.	Active Alumni group on facebook/Whatsapp (Screenshots)	YES	5
Total Score			122


Co-ordinator (IQAC)


In-charge Audit Team


Principal
Principal
Shah Satnam Ji
Boys College, SIRSA


Appendix-A.
Internal Quality Assurance Cell (IQAC)
Internal Academic Audit

Department: <u>Geography</u>		Name of HOD: <u>Sh. Ashok Kumar</u>	
Session: <u>2023-24</u>		Date of Audit: <u>20 Feb. 2024</u>	
S. No.	Verification Points	Description (Yes/No)	Score (1 to 5)
1.	Program Offered (Copy of syllabus in File) Semester wise	Yes	5
2.	Teacher wise Workload Distribution list & Academic-Activity Calendar.	Yes	5
3.	Time Table & Curriculum Plan	Yes	5
4.	Outcomes of Course & Programme (COs & POs)	Yes	5
5.	Last Course Completion Certificate/letter	Yes	5
6.	List/Database of students with their photos as Gen, SC, ST, OBC etc.) as per reservation policy (As on current RR list)	Yes	5
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11.	Research paper Publications of any members of Dept. (Research Paper in UGC Care)	Yes.	4
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20.	Students Results (Pass percentage details year wise)	Yes.	5
21.	Active facility of Display board for Students (Notice, Timetable, Activities pics, News, Curriculum plan, SWOT of dept. etc. (Attach geotag photos of Display board in dept. file)	Yes.	4
22.	Mentioned Stock record & a list of infrastructural items/	Yes.	5

	equipment facilities in dept. file		
23.	Best Practices activities/ Social work/ outreach societal activities/ any valued work for nature, earth care, health care or society. (Full Report of activities)	Yes	3
24.	MoUs / linkages with institutions/ industries: At least one activity as on-the-job training, project work, student or faculty exchange and collaborative research program.	No	-
25.	Regular Staff meeting notice, agenda & minutes. (At least two in a year)	Yes	5
26.	Value Added/ Add - on /MOOC Courses (Full Report of Program in a separate file) -Registration list, Syllabus, Geotag pics, Attendance Sheet, Result Sheet, Question paper, Certificate etc.	Yes	4
27.	Updated separate Faculty File (Resume, Academics, research Certificates, full publication copy, experience etc.)	Yes	5
28.	Remedial Classes taken for the weaker students (Identify measurement/test, Attendance list with students' signature etc.)	Yes	5
29.	Proper/updated Attendance record of Students	Yes	5
30.	Department Library Corner/ Book Bank	Yes	3
31.	Question bank of each subject	Yes	5
32.	List of Students who regular using library offline or online learning resources. (Authenticated list, approved by Librarian)	Yes	4
33.	Last report of Academic and Administrative Audit of Dept.	Yes	5
34.	Internal Assessments Marks List (IA list with signature of Students)	Yes	5
35.	Syllabus/Topics/chapters covering cross cutting issues relevant to Gender, Environment, Sustainability, Human Values and Professional Ethics (<i>Career Guidance and Placement</i>). Any Practices, programs or activity by the dept. related the issue. (Attach a copy of syllabus related these issues in dept. file)	Yes	3
36.	Student centric methods Experiential Learning: Field and Industrial Visits, Internships, Students Seminar and Presentations, Exhibitions, Model making contest etc.	No	-
	Participative Learning: Debate, Poster making contest, Quiz contest, watching documentary, Student Participation, Group Discussion, Activity based learning, Expert Lectures and Workshops, Academic Guidance, Talk by experts, Students Seminar, Home Assignments and Presentations, Case Analysis, participation in Clubs activities.	No	-
	Problem Solving Methodologies: Assignments on various topic, Career Counselling events, Case Studies are given for students to build solutions to problems.	No	-
	ICT Enabled Tools for Effective Teaching Learning Process: Google Classroom, Google Sites, Swayam -NPTEL, E-Content Study material, E-Content on YouTube Channel, use of Social Media, Blog, WhatsApp, Use of Smart Class, PPTs, App, Websites etc	Yes	5
37.	Students qualifying in state/ national/ international level examinations (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.) (Collect Certificates of qualified students)	No	-
38.	Active Alumni group on facebook/Whatsapp (Screenshots)	Yes	5
Total Score			155


Co-ordinator (IQAC)


In-charge Audit Team


Principal
Principal
Shah Satnam Ji
Boys College, SIRSA


Appendix-A.
Internal Quality Assurance Cell (IQAC)
Internal Academic Audit

Department: Journalism & Mass Communication		Name of HOD: Dr. Anil Kumar	
Session: 2023-24		Date of Audit: 20-02-2024	
S. No.	Verification Points	Description (Yes/No)	Score (1 to 5)
1.	Program Offered (Copy of syllabus in File) Semester wise	YES	5
2.	Teacher wise Workload Distribution list & Academic-Activity Calendar.	YES	5
3.	Time Table & Curriculum Plan	YES	5
4.	Outcomes of Course & Programme (COs & POs)	YES	5
5.	Last Course Completion Certificate/letter	YES	5
6.	List/Database of students with their photos as Gen, SC, ST, OBC etc.) as per reservation policy (As on current RR list)	YES	3
7.	List of Students participated in NCC, NSS, University level Sports & Culture.	YES	5
8.	List of students benefited by scholarships and freeships provided by the institution & government.	YES	5
9.	Guest/Extension/Expert Lecture organised by Dept. (Minimum two in a year) (Make a full report of event)	YES	5
10.	Projects/Research/Training available for students (Report of students undertaking project work/field work/internships with list of students, file, topic, certificates etc.)	YES	5
11.	Research paper Publications of any members of Dept. (Research Paper in UGC Care)	YES	5
12.	Published Books/ Chapter in Books	YES	5
13.	Presentation of paper in seminar/workshop etc, Participation in FDP/PDP/Training, Participated as Resource Person/Expert by any members of Department. (Copy of Paper/Appreciation or Certificate)	YES	3
14.	Organise by Dept.- FDP/ Workshop/Seminar/Conference (Attache a full report of event in dept. file)	NO	-
15.	Awards & medals in Academic/Culture/Sports – Students & Teacher (Provide the Certificates, list of participants)	YES	3
16.	Active Mentor-Mentee system adapted by the department (Reports with Geotag Photos, Students list with sign, Grievance letter, Action taken etc.)	YES	5
17.	Weekly/Assessment test/ marks list/report	YES	4
18.	Use of online learning system/App/Web/Whatsapp/Google class/youtube/smart class etc. (Attach Screen shots/ geotag pic/any documents etc. in file)	YES	4
19.	Students Placement and Progression to higher education (List of Placed/Job/Higher Education students & I-card, job letter, admission card etc.)	NO	-
20.	Students Results (Pass percentage details year wise)	YES	4
21.	Active facility of Display board for Students (Notice, Timetable, Activities pics, News, Curriculum plan, SWOT of dept. etc. (Attach geotag photos of Display board in dept. file)	YES	5
22.	Mentioned Stock record & a list of infrastructural items/	YES	5

	equipment facilities in dept. file		
23.	Best Practices activities/ Social work/ outreach societal activities/ any valued work for nature, earth care, health care or society. (Full Report of activities)	NO	—
24.	MoUs / linkages with institutions/ industries: At least one activity as on-the-job training, project work, student or faculty exchange and collaborative research program.	NO	—
25.	Regular Staff meeting notice, agenda & minutes. (At least two in a year)	YES	5
26.	Value Added/ Add - on /MOOC Courses (Full Report of Program in a separate file) -Registration list, Syllabus, Geotag pics, Attendance Sheet, Result Sheet, Question paper, Certificate etc.	YES	5
27.	Updated separate Faculty File (Resume, Academics, research Certificates, full publication copy, experience etc.	YES	5
28.	Remedial Classes taken for the weaker students (Identify measurement/test, Attendance list with students' signature etc.)	YES	5
29.	Proper/updated Attendance record of Students	YES	5
30.	Department Library Corner/ Book Bank	YES	3
31.	Question bank of each subject	YES	4
32.	List of Students who regular using library offline or online learning resources. (Authenticated list, approved by Librarian)	YES	3
33.	Last report of Academic and Administrative Audit of Dept.	YES	5
34.	Internal Assessments Marks List (IA list with signature of Students)	YES	5
35.	Syllabus/Topics/chapters covering cross cutting issues relevant to Gender, Environment, Sustainability, Human Values and Professional Ethics (<i>Career Guidance and Placement</i>). Any Practices, programs or activity by the dept. related the issue. (Attach a copy of syllabus related these issues in dept. file)	YES	5
36.	Student centric methods Experiential Learning: Field and Industrial Visits, Internships, Students Seminar and Presentations, Exhibitions, Model making contest etc.	YES	3
	Participative Learning: Debate, Poster making contest, Quiz contest, watching documentary, Student Participation, Group Discussion, Activity based learning, Expert Lectures and Workshops, Academic Guidance, Talk by experts, Students Seminar, Home Assignments and Presentations, Case Analysis, participation in Clubs activities.	YES	4
	Problem Solving Methodologies: Assignments on various topic, Career Counselling events. Case Studies are given for students to build solutions to problems.	YES	3
	ICT Enabled Tools for Effective Teaching Learning Process: Google Classroom, Google Sites, Swayam -NPTEL, E-Content Study material, E-Content on YouTube Channel, use of Social Media, Blog, WhatsApp, Use of Smart Class, PPTs, App, Websites etc	YES	5
37.	Students qualifying in state/ national/ international level examinations (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.) (Collect Certificates of qualified students)	YES	2
38.	Active Alumni group on facebook/Whatsapp (Screenshots)	YES	5
Total Score			563


Co-ordinator (IQAC)


In-charge Audit Team


Principal
Principal
Shah Satnam Ji
Boys College, SIRSA

Appendix-A.
Internal Quality Assurance Cell (IQAC)
Internal Academic Audit

Department: <u>PHYSICAL EDU</u>		Name of HOD: <u>Sh. Amit Kumar</u>	
Session: <u>2023-24</u>		Date of Audit: <u>20-02-2024</u>	
S. No.	Verification Points	Description (Yes/No)	Score (1 to 5)
1.	Program Offered (Copy of syllabus in File) Semester wise	YES	5
2.	Teacher wise <u>Workload Distribution list</u> & <u>Academic-Activity Calendar</u> .	YES	5
3.	Time Table & Curriculum Plan	YES	5
4.	Outcomes of Course & Programme (COs & POs)	YES	3
5.	Last Course Completion Certificate/letter	YES	5
6.	List/Database of students with their photos as Gen, SC, ST, OBC etc.) as per reservation policy (As on current RR list)	YES	5
7.	List of Students participated in NCC, NSS, University level Sports & Culture.	YES	5
8.	List of students benefited by scholarships and freeships provided by the institution & government.	YES	5
9.	Guest/Extension/Expert Lecture organised by Dept. (Minimum two in a year) (Make a full report of event)	NO	-
10.	Projects/Research/Training available for students (Report of students undertaking project work/field work/internships with list of students, file, topic, certificates etc.)	NO	-
11.	Research paper Publications of any members of Dept. (Research Paper in UGC Care)	NO	-
12.	Published Books/ Chapter in Books	YES	3
13.	Presentation of paper in seminar/workshop etc, Participation in FDP/PDP/Training, Participated as Resource Person/Expert by any members of Department. (Copy of Paper/Appreciation or Certificate)	YES	5
14.	Organise by Dept.- FDP/ Workshop/Seminar/Conference (Attache a full report of event in dept. file)	NO	-
15.	Awards & medals in Academic/Culture/Sports – Students & Teacher (Provide the Certificates, list of participants)	YES	5
16.	Active Mentor-Mentee system adapted by the department (Reports with Geotag Photos, Students list with sign, Grievance letter, Action taken etc.)	YES	5
17.	Weekly/Assessment test/ marks list/report	NO	-
18.	Use of online learning system/App/Web/Whatsapp/Google class/youtube/smart class etc. (Attach Screen shots/ geotag pic/any documents etc. in file)	YES	3
19.	Students Placement and Progression to higher education (List of Placed/Job/Higher Education students & I-card, job letter, admission card etc.)	NO	-
20.	Students Results (Pass percentage details year wise)	YES	3
21.	Active facility of Display board for Students (Notice, Timetable, Activities pics, News, Curriculum plan, SWOT of dept. etc. (Attach geotag photos of Display board in dept. file)	YES	3
22.	Mentioned Stock record & a list of infrastructural items/	YES	5

	equipment facilities in dept. file		
23.	Best Practices activities/ Social work/ outreach societal activities/ any valued work for nature, earth care, health care or society. (Full Report of activities)	NO	-
24.	MoUs / linkages with institutions/ industries: At least one activity as on-the-job training, project work, student or faculty exchange and collaborative research program.	NO	-
25.	Regular Staff meeting notice, agenda & minutes. (At least two in a year)	YES	-
26.	Value Added/ Add - on /MOOC Courses (Full Report of Program in a separate file) -Registration list, Syllabus, Geotag pics, Attendance Sheet, Result Sheet, Question paper, Certificate etc.	NO	-
27.	Updated separate Faculty File (Resume, Academics, research Certificates, full publication copy, experience etc.)	YES	5
28.	Remedial Classes taken for the weaker students (Identify measurement/test, Attendance list with students' signature etc.)	NO	-
29.	Proper/updated Attendance record of Students	YES	5
30.	Department Library Corner/ Book Bank	NO	-
31.	Question bank of each subject	YES	5
32.	List of Students who regular using library offline or online learning resources. (Authenticated list, approved by Librarian)	YES	4
33.	Last report of Academic and Administrative Audit of Dept. 2021-2022	NO	-
34.	Internal Assessments Marks List (IA list with signature of Students)	NO	-
35.	Syllabus/Topics/chapters covering cross cutting issues relevant to Gender, Environment, Sustainability, Human Values and Professional Ethics (Career Guidance and Placement). Any Practices, programs or activity by the dept. related the issue. (Attach a copy of syllabus related these issues in dept. file)	NO	-
36.	Student centric methods	NO	-
	Experiential Learning: Field and Industrial Visits, Internships, Students Seminar and Presentations, Exhibitions, Model making contest etc.	YES	03
	Participative Learning: Debate, Poster making contest, Quiz contest, watching documentary, Student Participation, Group Discussion, Activity based learning, Expert Lectures and Workshops, Academic Guidance, Talk by experts, Students Seminar, Home Assignments and Presentations, Case Analysis, participation in Clubs activities.	YES	03
	Problem Solving Methodologies: Assignments on various topic, Career Counselling events, Case Studies are given for students to build solutions to problems.	YES	03
	Formula- Methods out of Total Methods		
	ICT Enabled Tools for Effective Teaching Learning Process: Google Classroom, Google Sites, Swayam -NPTEL, E-Content Study material, E-Content on YouTube Channel, use of Social Media, Blog, WhatsApp, Use of Smart Class, PPTs, App, Websites etc	NO	0
37.	Students qualifying in state/ national/ international level examinations (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.) (Collect Certificates of qualified students)	NO	0
38.	Active Alumni group on facebook/Whatsapp (Screenshots)	Yes	05
	Total Score		100


Co-ordinator (IQAC)


In-charge Audit Team


Principal
Shah Satnam Ji
Bys College, SIRSA

Appendix-A.


Internal Quality Assurance Cell (IQAC)
Internal Academic Audit

Department: SCIENCE & MATHEMATICS		Name of HOD: DR. BABU LAL	
Session: 2023-24		Date of Audit: 21-02-2024	
S. No.	Verification Points	Description (Yes/No)	Score (1 to 5)
1.	Program Offered (Copy of syllabus in File) Semester wise	YES	5
2.	Teacher wise Workload Distribution list & Academic-Activity Calendar.	YES	4
3.	Time Table & Curriculum Plan	YES	5
4.	Outcomes of Course & Programme (COs & POs)	YES	5
5.	Last Course Completion Certificate/letter (SYLLABUS COMPLETE)	YES	5
6.	List/Database of students with their photos as Gen, SC, ST, OBC etc.) as per reservation policy (As on current RR list)	YES	4
7.	List of Students participated in NCC, NSS, University level Sports & Culture.	YES	5
8.	List of students benefited by scholarships and freeships provided by the institution & government.	YES	5
9.	Guest/Extension/Expert Lecture organised by Dept. (Minimum two in a year) (Make a full report of event) ①	YES	4
10.	Projects/Research/Training available for students (Report of students undertaking project work/field work/internships with list of students, file, topic, certificates etc.)	NO	—
11.	Research paper Publications of any members of Dept. (Research Paper in UGC Care) (SUMMER 2024)	—	—
12.	Published Books/ Chapter in Books	NO	0
13.	Presentation of paper in seminar/workshop etc, Participation in FDP/PDP/Training, Participated as Resource Person/Expert by any members of Department. (Copy of Paper/Appreciation or Certificate)	YES	5
14.	Organise by Dept.- FDP/ Workshop/Seminar/Conference (Attache a full report of event in dept. file)	YES	5
15.	Awards & medals in Academic/Culture/Sports – Students & Teacher (Provide the Certificates, list of participants)	YES	5
16.	Active Mentor-Mentee system adapted by the department (Reports with Geotag Photos, Students list with sign, Grievance letter, Action taken etc.)	YES	5
17.	Weekly/Assessment test/ marks list/report	YES	5
18.	Use of online learning system/App/Web/Whatsapp/Google class/youtube/smart class etc. (Attach Screen shots/ geotag pic/any documents etc. in file)	YES	5
19.	Students Placement and Progression to higher education (List of Placed/Job/Higher Education students & I-card, job letter, admission card etc.)	NO	—
20.	Students Results (Pass percentage details year wise)	NO	—
21.	Active facility of Display board for Students (Notice, Timetable, Activities pics, News, Curriculum plan, SWOT of dept. etc. (Attach geotag photos of Display board in dept. file)	YES	4
22.	Mentioned Stock record & a list of infrastructural items/	YES	5

	equipment facilities in dept. file		
23.	Best Practices activities/ Social work/ outreach societal activities/ any valued work for nature, earth care, health care or society. (Full Report of activities) (Report)	YES	3
24.	MoUs / linkages with institutions/ industries: At least one activity as on-the-job training, project work, student or faculty exchange and collaborative research program.	NO	-
25.	Regular Staff meeting notice, agenda & minutes. (At least two in a year)	YES	5
26.	Value Added/ Add - on /MOOC Courses (Full Report of Program in a separate file) -Registration list, Syllabus, Geotag pics, Attendance Sheet, Result Sheet, Question paper, Certificate etc.	NO	-
27.	Updated separate Faculty File (Resume, Academics, research Certificates, full publication copy, experience etc.	YES	5
28.	Remedial Classes taken for the weaker students (Identify measurement/test, Attendance list with students' signature etc.)		
29.	Proper/updated Attendance record of Students	YES	5
30.	Department Library Corner/ Book Bank	YES	2
31.	Question bank of each subject	YES	5
32.	List of Students who regular using library offline or online learning resources. (Authenticated list, approved by Librarian)	YES	5
33.	Last report of Academic and Administrative Audit of Dept.	NO	-
34.	Internal Assessments Marks List (IA list with signature of Students)	YES	5
35.	Syllabus/Topics/chapters covering cross cutting issues relevant to Gender, Environment, Sustainability, Human Values and Professional Ethics (Career Guidance and Placement). Any Practices, programs or activity by the dept. related the issue. (Attach a copy of syllabus related these issues in dept. file)	NO	-
36.	Student centric methods Experiential Learning: Field and Industrial Visits, Internships, Students Seminar and Presentations, Exhibitions, Model making contest etc.	YES	4
	Participative Learning: Debate, Poster making contest, Quiz contest, watching documentary, Student Participation, Group Discussion, Activity based learning, Expert Lectures and Workshops, Academic Guidance, Talk by experts, Students Seminar, Home Assignments and Presentations, Case Analysis, participation in Clubs activities.	YES	4
	Problem Solving Methodologies: Assignments on various topic, Career Counselling events. Case Studies are given for students to build solutions to problems.	YES	3
	ICT Enabled Tools for Effective Teaching Learning Process: Google Classroom, Google Sites, Swayam -NPTEL, E-Content Study material, E-Content on YouTube Channel, use of Social Media, Blog, WhatsApp, Use of Smart Class, PPTs, App, Websites etc	YES	3
37.	Students qualifying in state/ national/ international level examinations (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.) (Collect Certificates of qualified students)	YES	4
38.	Active Alumni group on facebook/Whatsapp (Screenshots)	YES	5
Total Score			139


Co-ordinator (IQAC)


In-charge Audit Team
(ANIL KUMAR)


Principal
Shah Satnam Ji
Boys College, SIRSA