



INTERNAL ACADEMIC AUDIT

2023-24

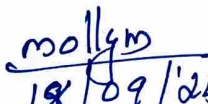
St. Bede's College



SCHEDULE FOR ACADEMIC AUDIT & ADMINISTRATIVE AUDIT

2023-2024

ACADEMIC AUDIT			
Date	Time	Department	Team
25 th September, 2024	9:00 am - 12:00 pm	Chemistry, Botany	Dr. Gitanjali Mahendra, Ms. Punam Chauhan
	1:00 pm - 4:00 pm		
	9:00 am - 12:00 pm	Physics, Mathematics	
	1:00 pm - 4:00 pm		
26 th September, 2024	9:00 am - 12:00 pm	English, History	Dr. Sapna Sharma, Ms. Unnatti Chauhan
	1:00 pm - 4:00 pm		
	9:00 am - 12:00 pm	BBA/B.Com, Geography	Dr. Shruti Gupta, Mr. Susheel Kumar
	1:00 pm - 4:00 pm		
27 th September, 2024	9:00 am - 12:00 pm	Political Science, Economics	Dr. Dipti Pajni, Dr. Savita Rana
	1:00 pm - 4:00 pm		
	9:00 am - 12:00 pm	Music, Hindi	
	1:00 pm - 4:00 pm		
28 th September, 2024	9:00 am - 12:00 pm	BCA, Zoology	Dr. Sapna Sharma, Ms. Unnatti Chauhan
	1:00 pm - 4:00 pm		
	9:00 am - 12:00 pm	Biotechnology, Microbiology	Dr. Dipti Pajni, Dr. Savita Rana
	1:00 pm - 4:00 pm		
28 th September, 2024	9:00 am - 12:00 pm	Psychology and Nutrition	Dr. Gitanjali Mahendra, Ms. Punam Chauhan
	1:00 pm - 4:00 pm	Physical Education	Ms. Nivedita Bhardwaj, Dr. Reena Thakur
ADMINISTRATIVE AUDIT			
25 th -26 th September 2024,	10:00 am - 12.30 pm	Dr. Anupama Tandon, Ms. Neha Walia	


 18/09/24
 Prof. Molly Abraham
 Principal



Change in Academic Audit Duty

Dr. Deepti Pajni and Dr. Savita Rana , who were originally designated as academic auditors for Economics department, were unable to proceed with the scheduled audit on September 27, 2024 due to some unavoidable circumstances.

We have reassigned the task to Ms. Nivedita and Ms. Reena, who will now be responsible for conducting the academic audit.

mollym
27/09/24

Principal

St. Bede's College

Principal
St. Bede's College
Shimla



INTERNAL ACADEMIC AUDIT REPORT 2023-2024

DEPARTMENT OF BOTANY

An Internal Academic Audit of the Department of Botany was conducted on September 25, 2024. After conducting the audit, the following points were highlighted by the auditors:

Comments

1. Curricular Aspects:

- The department offers two programmes- B.Sc. and M.Sc.
- Three courses related to Environment, Sustainability, and Professional ethics are offered to UG and PG students.
- Regular feedbacks are taken from the students on which appropriate actions are asserted to improve teaching and learning.

2. Teaching and Learning Methods:

- The department has all female faculty.
- The retention of the faculty members is 50%. The faculty student ratio is 1:22.
- Field projects are undertaken by M.Sc Semester IV students to inculcate research temperament in them in which they are guided by the teachers.
- Various techniques of teaching and learning are used for enhancing learning experience of students. They are assessed through class assignments and tests.
- Inclusive remedial teaching, skill based teaching and individualized teaching interventions are included by the department to support differential learning needs.

3. Research, Innovation and Extension:

- The department has linkages/tie-ups with many industries.
- Various outreach programmes, webinar and activities were organized by the department.
- A national award has been conferred to one of the faculty members.
- There is one publication in UGC notified journal and two chapters in books.
- Professional development courses, FDPs, Refresher course have been done by faculty members.

4. Students Support and Progression:

- One student from the department has availed scholarship. Five outgoing progressed to higher education and one student qualified NET.



Strengths of the Department: -

- The department conducts field projects annually.
- A faculty member has received “Best Teacher Award.”
- A good number of students participate in extension activities.

Observation of the Assessors-

- Documents are well maintained.
- Proofs of teaching learning methods to be maintained.

Suggestions:

- More seminars should be organized.
- Students must be encouraged to participate in cultural and sports activities.



Academic Audit, Department of Botany

Name of the Assessors:

- Dr. Gitanjali Mahendra
- Ms. Punam Chauhan



INTERNAL ACADEMIC AUDIT REPORT 2023-2024

DEPARTMENT OF CHEMISTRY

An Internal Academic Audit of the Department of Chemistry was conducted on September 25, 2024. After conducting the audit, the following points were highlighted by the auditors:

Comments:

1. Curricular Aspects:

- The department offers two programmes- B.Sc. and Biotechnology for students and have three courses related to Environment, Sustainability, and Professional ethics.
- Regular feedbacks are taken from the students on which appropriate actions are asserted to improve teaching and learning.

2. Teaching and Learning Methods:

- The department has two male and one female as faculty.
- The faculty members have actively attended many training programmes.
- The retention of the members is 100% and the faculty student ratio is 1:30.
- The methods used for teaching and learning include lectures, group teaching, self-study, inquiry based study, and technology based study, peer teaching and problem solving technique.
- The assessment of the students is done through class assignments and tests.
- Inclusive remedial teaching, skill based teaching and individualized teaching interventions are included by the department to support differential learning needs.

3. Research, Innovation and Extension:

- There is one publication in UGC notified journal and one chapter in a book.
- A professional development course has been done by a faculty member and three faculty members attended FDPs.

4. Students Support and Progression:

- One student from the department has availed scholarship benefits.
- 88 students attended vocational education and training.
- Four outgoing students progressed to higher education and three students qualified NET.
- The department conducted one activity for the promotion of universal values.



Strengths of the Department: -

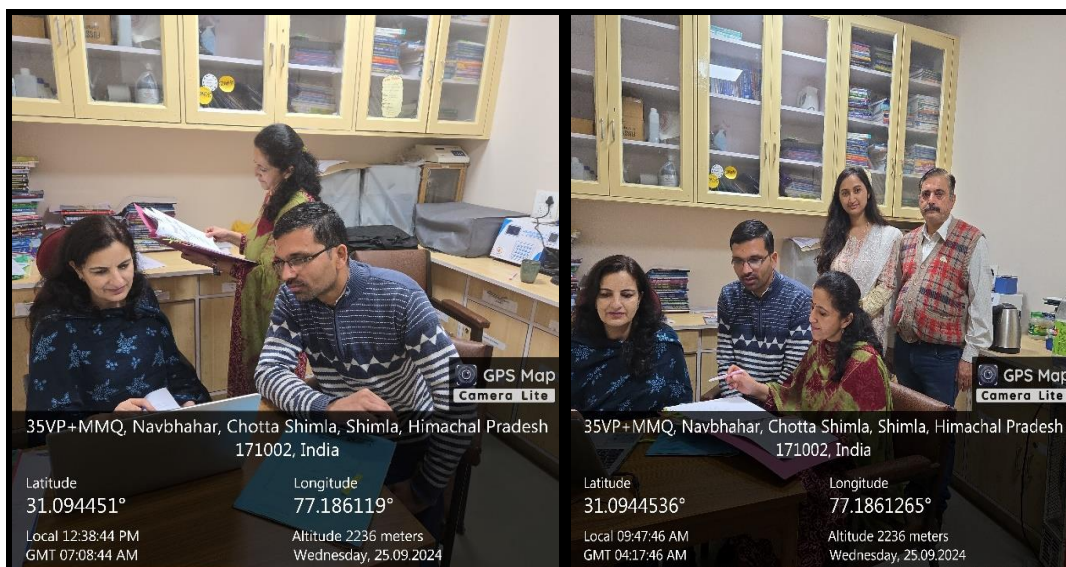
- The faculty provides career guidance and counseling to many students for various competitive examinations.
- Usage of latest technology – Chem sketch software is used, along with interactive lectures on YouTube channel NIAJ media.
- Hands on practice on various instruments available in the laboratory.

Observation of the Assessors-

- Documents are well maintained.
- A proper list of students participating in sports and cultural events to be maintained.
- Proofs of teaching learning methods to be maintained.

Suggestions:

- Community related activities should be conducted by the department.
- Students must be encouraged to participate in extension activities.
- Students should be made aware of various scholarship schemes and encouraged to avail them.



Academic Adit, Department of Chemistry

Name of the Assessors:

- Dr. Gitanjali Mahendra
- Ms. Punam Chauhan



INTERNAL ACADEMIC AUDIT REPORT 2023-2024

DEPARTMENT OF HISTORY

An Internal Academic Audit of the Department of History was conducted on 26th September 2023.

After conducting the audit the following points were highlighted by the auditors:

Comments:

1. Curricular Aspects:

- The department follows an annual curricular plan at the college level, which is developed through individual lesson plans created by each faculty member.
- The department has courses related to the curriculum on Gender, Environment & Human Values & Professional ethics.
- Also, the department actively gathers feedback on the curriculum design and shares an action report at the college level to ensure continuous improvement.

2. Teaching and Learning Methods:

- They prioritize lecture-based teaching while also incorporating group learning, technology-based learning and peer learning to accommodate diverse student needs.
- The continuous assessment of students is based on projects and assignments.
- The faculty addresses academic grievances and share teaching materials on the college's Learning Management System (LMS).

3. Research, Innovation and Extension:

- The department has an active MOU signed with Himachal Pradesh State Museum under which various activities are conducted from time to time.
- The faculty is regularly attending FDPs/OC/RC etc.

4. Students Support and Progression:

- To support students, the department offers remedial coaching and bridge courses.
- Students have benefited from government scholarships and financial aid. Faculty members also provide informal career counseling alongside remedial coaching. As a result, many graduates from the department have successfully enrolled in postgraduate programs.

Strengths of the Department:-

- MOU with Himachal Pradesh State Museum
- Heritage Club of the college



Observation of the Assessors-

- Documents are well maintained.

Suggestions:

- Students can be motivated to undertake internships and field projects
- Students can be assessed by incorporating various methods like quizzes, role play etc.
- Industry /academia collaboration can be initiated
- Research publications can be enhanced



Academic Audit, Department of History

Name of the Assessors

- Dr. Sapna Sharma
- Ms. Unnatti Chauhan



INTERNAL ACADEMIC AUDIT REPORT 2023-24

DEPARTMENT OF COMMERCE AND MANAGEMENT

An Internal Academic Audit of the Department of Commerce and Management was conducted on September 26, 2024.

After conducting the audit the following points were highlighted by the auditors:

Comments:

1. Curricular Aspects:
 - The department has a proper annual curriculum plan.
 - The department offers choice based credit system in courses as well as offers courses related to gender and environment.
 - Most of the students from the department undertake field projects/ internships

2. Teaching and Learning Methods:
 - The department has adopted several teaching and learning practices such as lecture based learning, group discussions, individual learning, game based learning, inquiry based learning, technology based learning, remedial teaching, peer teaching, skill based teaching, blended learning, field visits, guest lectures, seminars, workshops etc.
 - Student assessment is done through MCQs

3. Research, Innovation and Extension:
 - The faculty and students are rarely involved in research related activities.
 - The faculty members have no publication in UGC listed journals.
 - Several students from the department have participated in extension activities.
 - The department has properly documented the minutes of the meetings for the session 2023-2024.

4. Students Support and Progression:
 - Several students of the department have been benefitted by scholarships, freships, etc.
 - The department provides remedial teaching and informal personal counselling to students.
 - The department also conducts seminars on career counselling for students.

Strengths of the Department:-

- Field Survey promoting experiential learning.
- Good teaching learning methodologies adopted.
- Documents are well maintained.



Suggestions:

- Action Taken Report on Students' Feedback is to be done.
- Certificate courses can be introduced.
- More emphasis should be laid on research and innovation activities in the department



Academic Audit, Department of Commerce and Management

Name of the Assessors

- Mr. Susheel Gupta
- Dr. Shruti Gupta



INTERNAL ACADEMIC AUDIT REPORT 2023-2024

DEPARTMENT OF ENGLISH

An Internal Academic Audit of the Department of English was conducted on September 26, 2024.

After conducting the audit the following points were highlighted by the auditors:

Comments

1. Curricular Aspects:

- The faculty members of the English department prepare annual curricular plans which are essential for enhancing transparency within the department.
- The department offers a certificate course designed to enhance students' linguistic proficiency.
- Moreover, the department provides English as an elective subject and offers English Honours and Master's in English which broadens students' choices.
- The department provides courses that focus on gender and human values. Feedback on the curriculum is collected and analysed at the college level.

2. Teaching and Learning Methods:

- Faculty members use a diverse range of instructional methods, such as group teaching, peer teaching, game-based learning, and conventional lectures, to boost student engagement and facilitate the application of knowledge in real-world contexts.
- The department implements a Continuous Evaluation System to promote transparency.
- It supports all learners by offering personalized instruction and additional assistance when needed.
- Faculty members make use of the Learning Management System to streamline assignments and facilitate the learning process. Students are assigned regular tasks, and faculty provides individual consultations to evaluate their performance. Moreover, faculty share teaching resources and promote blended learning methods.
- The department manages its own "Afterthoughts Book and Film Club", which organizes a variety of activities throughout the year.
- The department ensures that Program Outcomes (PO) and Course Outcomes (CO) are properly aligned, and faculty members participate in workshops and Faculty Development Programs (FDPs).



3. Research, Innovation and Extension:

- The department has established a club called "Afterthoughts Book and Film Club", which hosts a variety of activities.
- Students in the department actively engage in extension activities that allow them to understand the grassroots realities of life.
- Regular performance evaluations are conducted for faculty to assess and enhance their contributions.

4. Student Support and Progression:

- Faculty members actively assist students with preparation for competitive exams, career counseling, and personal counseling at a personal level.
- They also conduct sessions in the language laboratory.
- The majority of students have pursued higher education, and the department has introduced a quality circle that has enhanced the teaching-learning environment.
- One student in the department is receiving a scholarship from a non-profit organization.

Strengths of the Department:-

- Implementation of diverse teaching and learning methods.
- The department has established a club called "Afterthoughts".
- Teaching materials are shared on Microsoft Teams.

Observation of the Assessors-

- Attendance records for students engaged in various activities are kept accurately.
- Documents are arranged systematically.
- The Grievance Redressal Mechanism operates informally.
- The faculty performance appraisal system is structured and well-organized.

Suggestions:

- The department could increase the participation of students in hackathons to enhance their creative skills.
- The department could enhance student participation in projects and internships.
- Increasing industry-academia collaborations can be advantageous for students.
- Faculty members should be encouraged to participate in research activities.



Academic Audit, Department of English

Name of the Assessors:

- Dr. Sapna Sharma
- Ms. Unnatti Chauhan



INTERNAL ACADEMIC AUDIT REPORT 2023-2024

DEPARTMENT OF GEOGRAPHY

An Internal Academic Audit of the Department of Geography was conducted on September 26, 2024.

After conducting the audit the following points were highlighted by the auditors:

Comments

1. Curricular Aspects:

- The department displays satisfactory performance in curricular aspects with teachers participating in BOS meetings.
- The department has a properly designed annual curriculum plan.
- The department offers choice based credit system in courses as well as offers courses related to gender and environment.
- Most of the students from the department undertake field projects/ internships.

2. Teaching and Learning Methods:

- The department practices robust teaching and learning practices through lecture based learning, group discussions, individual learning, game based learning, inquiry based learning, kinesthetic learning, technology based learning, remedial teaching, peer teaching, skill based teaching, mobile learning, blended learning, field visits etc.
- The department also conducts various community related activities including clean village recognitions, improved literacy levels, empowered women communities, hygiene related activities, improved sex ratio, improved GER etc.

3. Research, Innovation and Extension:

- The faculty and students are not frequently involved in research related activities. The department has no publication in UGC listed journals.
- The department performs extension activities in neighbouring communities with several students participating in them.
- The department also has a linkage that permits faculty exchange, field trips, internship.
- The department maintains various documents like the minutes of the meetings, work diaries, tutorials etc.
- The teachers have also filled up the performance appraisal system.

4. Student Support and Progression

- Several students of the department have been benefitted by scholarships, freeships, etc.
- The department provides remedial teaching, bridge courses as well as personal counselling to students.
- The department has a good progression.



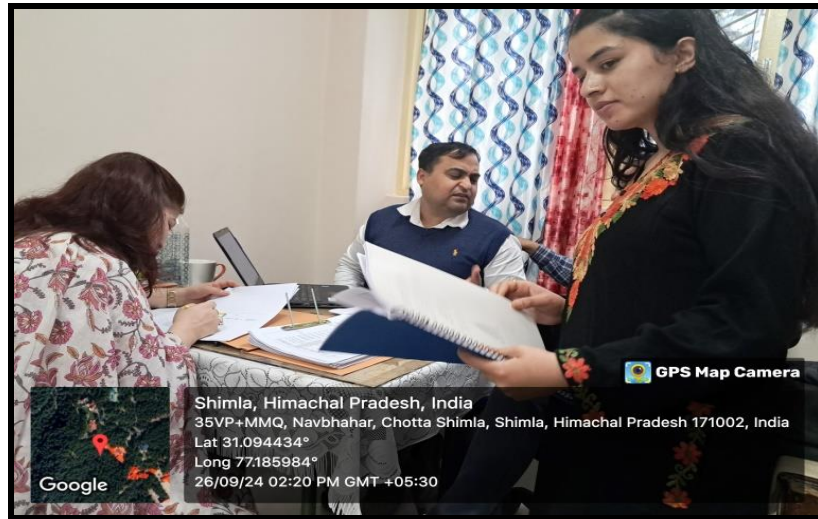
Strengths of the Department:-

- Field Survey is conducted annually promoting experiential learning.
- Usage of latest technology – Geospatial softwares, ARC-GIS and ERDAS IMGINE, Q GIS.
- Students are given Hands on practice on various instruments available in the laboratory.
- Excellent teaching learning methodologies have been adopted by the department.
- Documents are well maintained.

Suggestions:

- Action Taken Report on Students' Feedback is to be done.
- Certificate courses can be introduced.
- More emphasis should be laid on workshops and seminars and research activities.





Academic Audit, Department of Geography

Name of the Assessors

- Mr. Susheel Gupta
- Dr. Shruti Gupta



INTERNAL ACADEMIC AUDIT REPORT 2023-24

DEPARTMENT OF ECONOMICS

An Internal academic audit 2023-24 of Department of Economics was scheduled on September 27, 2024. The following observations were made after auditing the information submitted by the department and interacting with faculty:

Comments:

1. Curricular Aspects:

- The documents are properly maintained either in hard or soft copies.
- One of the faculty members is the part of BOS of Maharani Laxmibai girls college Bhopal.
- The department offers Environment related subjects are part of curriculum.
- The students are undertaking various field projects.

2. Teaching Learning:

- The department maintains a healthy student teacher ratio.
- A variety of teaching learning techniques are used by the faculty members to impart knowledge to the students.
- Students have also undertaken field projects, MCQ, open book exam, case studies and projects which are used to assess them continuously.
- Learning management system platform MS-teams is used for blended teaching.
- Inter college literary fest is organized annually by the department.
- A number of activities related to the community outreach are carried out by the department.

3. Research, Innovation and Extension:

- One of the faculty members has bagged an ICSSR project.
- Certificate awarded to a faculty member for her services during annual prize distribution ceremony.
- Chapter edited in books by one of the faculty members.
- The department has maintained the minutes of meeting in proper format duly signed and passed through resolution.
- FDPs, RC are attended by the faculty members from time to time.

4. Student Support and Progression:

- Students are benefitted by scholarships.
- Proper record pertaining to slow and advanced learners is maintained by the department.
- Students are imparted value education and are mentored by all faculty members.
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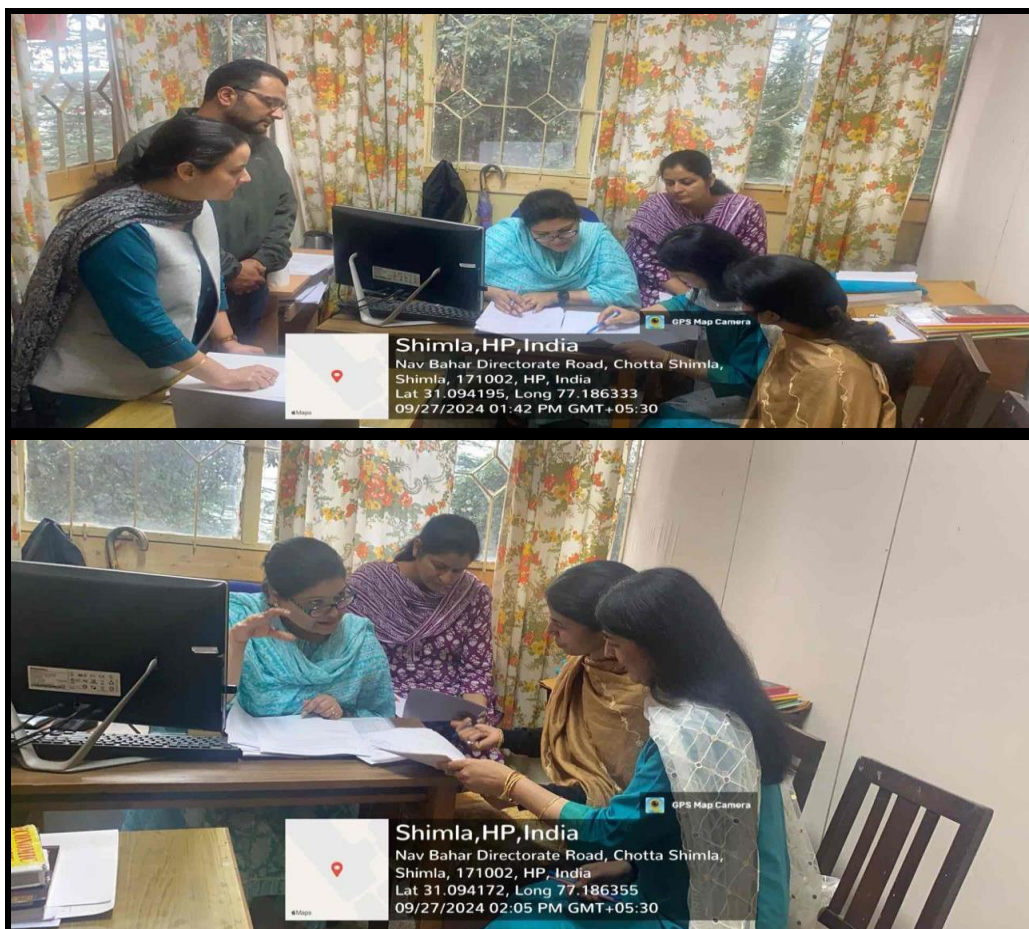


Strengths of the department:

- Faculty members are applying a number of pedagogical approaches to provide impactful teaching.
- A number of techniques are used to cater to the diversity of students so as to support differential learning needs.
- The department lays emphasis on various community related activities and has recorded ample evidence in its support.

Suggestions :

- Students can be guided to go for internships.
- Emphasis can be laid upon on workshops /seminars so as to cater to industry
- Department can work towards faculty exchange, student exchange programs



Academic Audit, Department of Economics

Name of the Assessors:

- Ms. Nivedita Bhardwaj
- Dr. Reena Thakur



INTERNAL ACADEMIC AUDIT REPORT 2023-24

DEPARTMENT OF POLITICAL SCIENCE

An Internal academic audit 2023-24 of Department of Political Science was scheduled on September 27, 2024. The following observations were made after auditing the information submitted by the department and interacting with faculty:

Comments:

1. Curricular Aspects:
 - The required academic files and documents were duly maintained either in hard or soft copies.
 - Environment, Human Rights and Gender related courses are part of curriculum.
2. Teaching Learning:
 - A variety teaching learning techniques are used by the faculty members to impart knowledge to the students.
 - MCQ, open book exam, case studies and projects are used to assess the students continuously. Ample methods were used to cater to diversity in the class room.
 - Learning management system-MS Teams is used for presentations, e-assignments and providing e-content to the students.
 - Students participate in activities pertaining to Electoral Literacy club and MUN.
 - A number of activities related to the community outreach are carried out by the department.
3. Research, Innovation and Extension:
 - Research papers are published by faculty member in peer reviewed journals.
 - The department has maintained the minutes of meeting duly signed and passed through resolution in proper format.
 - The faculty member attended Refresher course.
4. Student Support and Progression:
 - One Student is benefitted by scholarship facility.
 - Proper record pertaining to slow and advanced learners is maintained by the department.
 - Students are imparted value education and are mentored by faculty member.
 - Various activities are conducted to emphasize on Human values and professional ethics. Commemorative days are also celebrated by the department.

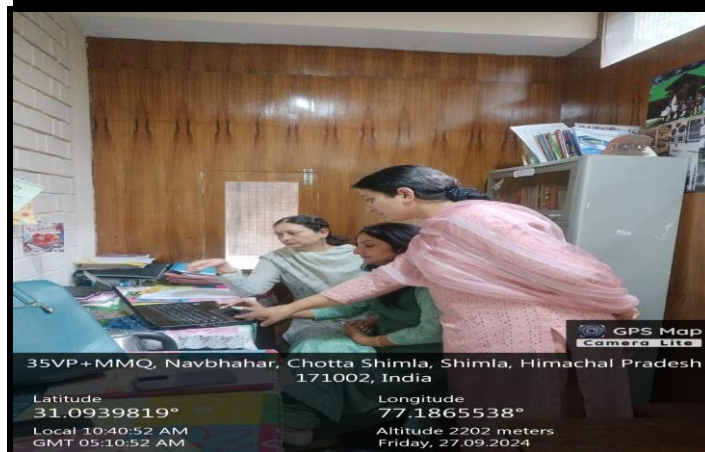


Strengths of the department:

- A number of techniques are used to cater to the diversity of students so as to support differential learning needs.
- The department lays emphasis on various community related activities and has recorded ample evidence in its support.
- Faculty members are applying a number of pedagogical approaches to provide impactful teaching.

Suggestions:

- Emphasis can be laid upon on workshops /seminars so as to cater to industry.
- Better placement opportunities can be provided to the students.



Academic Audit, Department of Political Science

Name of the Assessors:

Dr. Dipti Pajni
Dr. Savita Rana



INTERNAL ACADEMIC AUDIT REPORT 2023-2024

DEPARTMENT OF HINDI

An Internal Academic Audit of the Department of Hindi was conducted on September 27, 2024.

After conducting the audit the following points were highlighted by the auditors:

Comments

1. Curricular Aspects:

- The department has designed an add-on course along with three other courses related to Environment, Sustainability, and Professional ethics, which are offered to UG and PG students.
- The department regularly takes feedback from the students and take appropriate actions to improve teaching and learning.

2. Teaching and Learning Methods:

- The department has two female faculty members.
- The retention of the faculty members is 100%.
- The faculty student ratio is 1:55.
- Various techniques for teaching and learning are used for enhancement of learning experience for students.
- The assessment of the students is done through presentations, class assignments and tests. Inclusive remedial teaching, skill based teaching and individualized teaching interventions are included by the department to support differential learning needs.
- Remedial classes are held for slow learners.

3. Research, Innovation and Extension:

- The faculty has presented papers in National and International seminars.
- A chapter of one of the faculty members was published in a book on 12th World Hindi conference 2023 held in Fiji.
- Professional development course, RC and FDPs have been done by the faculty members.
- As an extension activity the students performed a Nukkar Natak on the Ridge, Shimla.

4. Students Support and Progression:

- One student has progressed to higher education.

Strengths of the Department: -

- An Add-on course has been designed and offered by the department.
- Students are trained to type in Hindi.
- Paper presentations and research work are undertaken by the faculty.



Observation of the Assessors-

- Documents are well maintained.
- A proper list of students participating in sports and cultural events to be maintained.
- Hindi week, Hindi Diwas and Antarrashtriya Bhasha Diwas is celebrated with great enthusiasm and fervor.

Suggestions:

- The students can be guided and counseled for competitive examinations.
- Students must be encouraged to participate in cultural and sports activities.
- Students should be made aware of various scholarship schemes and encouraged to avail them.



Academic Audit, Department of Hindi

Name of the Assessors:

- Dr. Gitanjali Mahendra
- Ms. Punam Chauhan



INTERNAL ACADEMIC AUDIT REPORT

2023-2024

DEPARTMENT OF MUSIC

An Internal Academic Audit of the Department of Music was conducted on September 27, 2024. After conducting the audit, the following points were highlighted by the auditors:

Comments:

1. Curricular Aspects:

- The department offers one programme, in Instrumental Music.
- The department regularly takes feedback from the students and take appropriate actions to improve teaching and learning.

2. Teaching and Learning Methods:

- The department has a single female as faculty member. The faculty student ratio is 1:2
- Various teaching techniques such as – lecture method, group teaching, self-study, inquiry based learning and peer teaching methodology is employed by the faculty.
- The assessment of the students is done through class assignments and tests.
- Inclusive remedial teaching, skill based teaching and individualized teaching interventions are included by the department to support differential learning needs.

3. Research, Innovation and Extension:

- The faculty member has undertaken a professional development course.

4. Students Support and Progression:

- No data is available for student progression.

Strengths of the Department: -

- The faculty provides guidance and support to students for various college and Inter college cultural activities.
- Hands on practice on instruments available in the department.

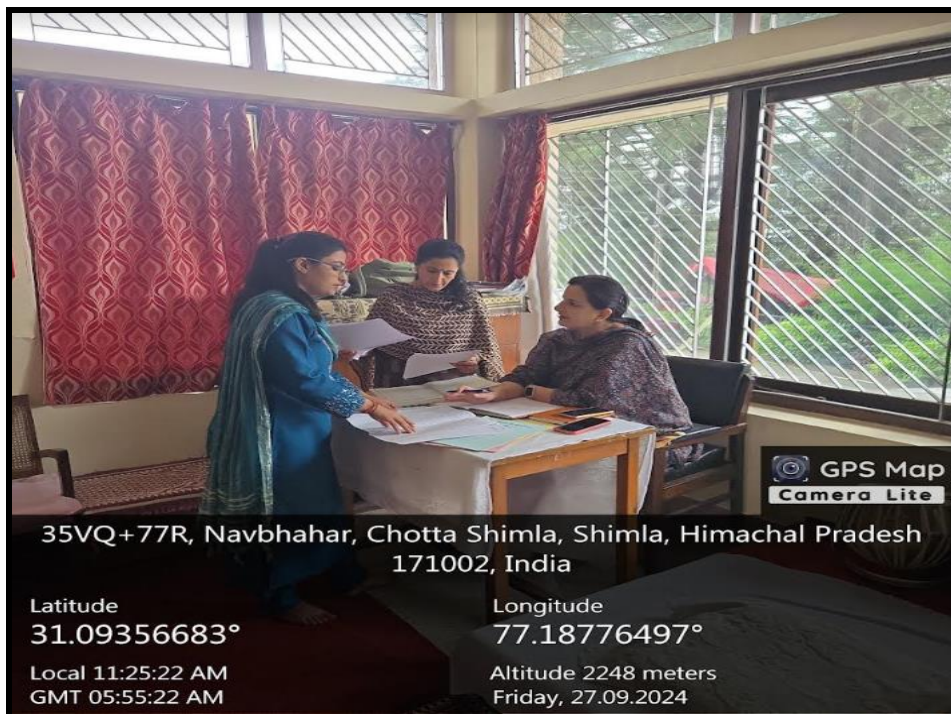


Observation of the Assessors-

- A proper list of students participating in sports and cultural events to be maintained.
- Proofs of teaching learning methods to be maintained.
- Music club should be started by the department.

Suggestions-

- Community related activities should be conducted by the department.
- Documents must be maintained by the department especially on student progression.
- Students must be encouraged to participate in extension activities.
- Students should be made aware of various scholarship schemes and encouraged to avail them.



Academic audit, Department of Music

Name of the Assessors:

- Dr. Gitanjali Mahendra
- Ms. Punam Chauhan



INTERNAL ACADEMIC AUDIT REPORT 2023-2024

DEPARTMENT OF MATHEMATICS

An Internal Academic Audit of the Department of Mathematics was conducted on 27th September, 2024. After conducting the audit the following points were highlighted by the auditors:

Comments:

1. Curricular Aspects:

- Department has designed its academic calendar and lesson plans.

2. Teaching and Learning Methods:

- The Department has one female and one male teacher. The student teacher ratio is 1:21.
- The department uses lecture and group based teaching learning techniques. They assess the students using different methods like MCQs and assignments.
- The department is catering to the needs of students through remedial classes, peer teaching.
- The teaching material is regularly uploaded on MS Teams and gives e-assignments.

3. Research, Innovation and Extension:

- The department has maintained their documents well like minutes of the meetings, mapping of Pos/Cos, etc.
- The teachers of the department have attended one FDP organized by the college.
- The department celebrated National Mathematics Day by organizing various activities.

4. Students Support and Progression:

- The teachers provide informal personal counselling to the students of the department from time to time.
- Only one student sought admission in higher education institution.

Strengths of the Department:-

- Regular uploading of reading material on MS Teams.

Observation of the Assessors-

- Documents are well maintained.
- The guidance for competitive exams is informal in nature.



Suggestions:

- The teachers should focus research work.
- Innovative techniques of teaching should be introduced.
- More extension activities should be conducted.



Academic Audit, Department of Mathematics

Name of the Assessors:

- Ms. Nivedita Bhardwaj
- Dr. Reena Thakur



INTERNAL ACADEMIC AUDIT REPORT 2023-2024

DEPARTMENT OF PHYSICS

An Internal Academic Audit of the Department of Physics was conducted on 27th September, 2024. After conducting the audit the following points were highlighted by the auditors:

Comments

1. Curricular Aspects:
 - Department has designed its academic calendar and lesson plans.
2. Teaching and Learning Methods:
 - The Department has one female and one male teacher. The student teacher ratio is 1:16 .
 - The department uses several teaching/ learning techniques. They assess the students using different methods like class tests, Quiz, assignments, presentations and in house projects.
 - The department is catering to the needs of students through remedial classes, peer teaching and skill based teaching.
 - The department has maintained their documents like minutes of the meetings, mapping of Pos/Cos.
3. Research, Innovation and Extension:
 - One of the faculty members has attended four training programs.
 - The teachers of the department have attended one FDP organized by the college.
4. Students Support and Progression:
 - Three students have sought admission in higher education.

Strengths of the Department:-

- Faculty is attending faculty development programs regularly.

Observation of the Assessors-

- Proofs were missing for the students progressing to higher education.
- Proofs for pedagogical approaches should be added.



Suggestions:

- The teachers of the department should enhance research work.
- Some Geo tagged pictures should be kept as proofs for various activities.
- Certificate courses can be introduced.



Academic Audit, Department of Physics

Name of the Assessors:

- Ms. Nivedita Bhardwaj
- Dr. Reena Thakur



INTERNAL ACADEMIC AUDIT REPORT 2023-2024

DEPARTMENT OF NUTRITION AND HEALTH EDUCATION

An Internal Academic Audit of the Department of Nutrition and Health Education was conducted on September 28, 2024. After conducting the audit, the following points were highlighted by the auditors:

Comments

1. Curricular Aspects:

- The department offers one programme- B.A.
- The department regularly takes feedback from the students and take appropriate actions to improve teaching and learning.

2. Teaching and Learning Methods:

- The department has one female faculty. The retention of the faculty members is 100% and the faculty student ratio is 1:11.
- Teaching techniques like group and enquiry-based learning and lecture method are used for learning.
- The assessment of the students is done through class assignments and tests.
- The institutional LMS platform MS-Teams is used for sharing teaching material, submission of assignments and blended learning.
- The students are taken on field trips annually.
- Social awareness drives are conducted at Kamla Nehru Hospital to create awareness about breast feeding and nutrition, for pregnant and lactating mothers.

3. Research, Innovation and Extension:

- The students visit maternal hospitals and anganwadis as a part of extension activity sensitizing social and holistic development of women and children.

4. Students Support and Progression: One student from the department has progressed to higher education.

Strengths of the Department: -

- Under extension and outreach program, the department conducts awareness drives in hospitals and anganwadis.

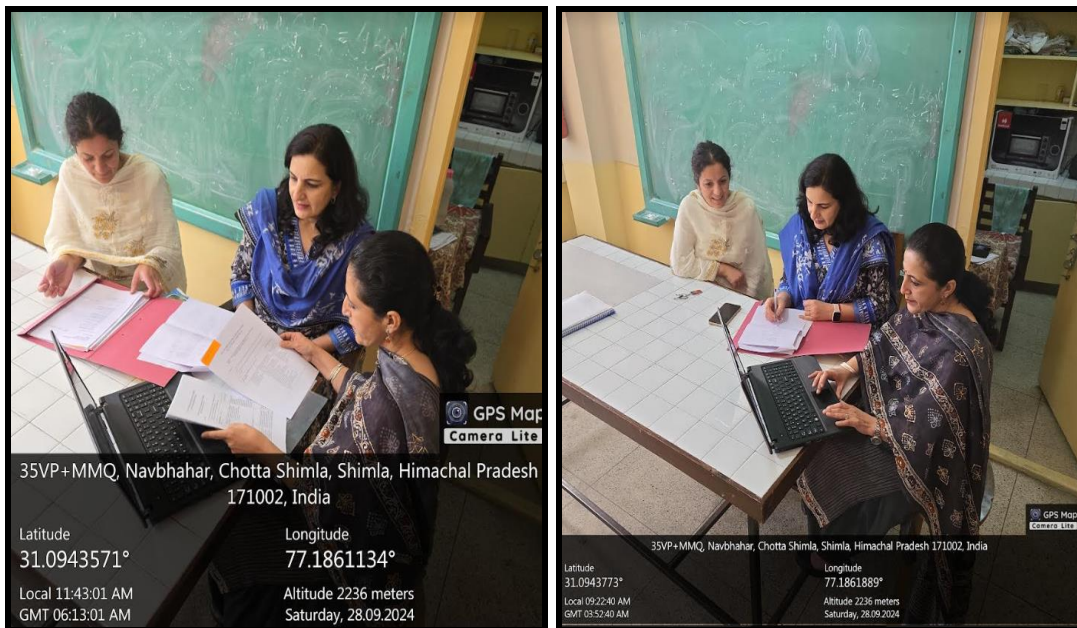


Observation of the Assessors-

- Documents are well maintained.
- More emphasis should be there on blended learning.
- Proofs of teaching learning methods to be maintained.

Suggestions:

- Community related activities can be further strengthened.
- Students must be encouraged to participate in cultural and sports activities.
- Students should be made aware of various scholarship schemes and encouraged to avail them.
- Workshops should be organized for the students.



Academic Audit, Department of Nutrition and Health Education

Name of the Assessors:

- Dr. Gitanjali Mahendra
- Ms. Punam Chauhan



INTERNAL ACADEMIC AUDIT REPORT 2023-2024

DEPARTMENT OF MICROBIOLOGY

An Internal Academic Audit of the Department of Microbiology was conducted on 28th September, 2024. After conducting the audit the following points were highlighted by the auditors:

Comments

1. Curricular Aspects:
 - Department has designed its academic calendar and lesson plan where the courses related to curriculum on environment has been highlighted
2. Teaching and Learning Methods:
 - The Department has two female teachers. The student teacher ratio is 1:4.
 - The department mainly focuses on lecture based teaching learning technique.
 - They assess the students on the basis of MCQs, projects and assignments. They regularly upload the teaching material on MS Teams.
3. Research, Innovation and Extension:
 - One of the teachers has published her paper in the college journal.
 - The teachers of the department have attended one FDP organized by the college.
4. Students Support and Progression:
 - From the current session 5 students sought admission in higher education institutions.

Strengths of the Department:-

- Research Work.
- The department organizes several commemorative days.

Observation of the Assessors-

- Documents are well maintained.
- The guidance for competitive exams is only informal in nature.
- The department organizes several important days.

Suggestions:

- Extension activities can be conducted.
- They can incorporate more pedagogical approaches.



Academic Audit, Department of Microbiology

Name of the Assessors:

- Dr. Deepti Pajni
- Dr. Savita Rana



**INTERNAL ACADEMIC AUDIT REPORT
2023-2024
DEPARTMENT OF PSYCHOLOGY**

An Internal Academic Audit of the Department of Psychology was conducted on 28th September, 2024. After conducting the audit the following points were highlighted by the auditors:

Comments

1. Curricular Aspects:

- One of the faculties from the department is a member of BoS.
- Department has designed its academic calendar and lesson plan and highlighted the courses related to curriculum on gender, environment etc.

2. Teaching and Learning Methods:

- The Department has two female and one male teacher. The student teacher ratio is 1:46 .
- The department uses several teaching/ learning techniques. The teachers assess the students using different methods like MCQs and projects.
- The department is catering to the needs of students through remedial classes, peer teaching and skill based teaching. They regularly upload the teaching material on MS Teams and also take assignment on the same platform.
- The department also organized several cultural activities including activities on mental health.
- The department has maintained the documents well like minutes of the meetings, mapping of Pos and Cos.

3. Research, Innovation and Extension:

- The department has organized one extension activity in the neighbouring community where seven of their students participated.
- The teachers of the department have attended one FDP organized by the college.

4. Students Support and Progression:

- Two students of the department have been benefited by Scholarships and free ships besides government.
- From the current session while 31 students sought admission in higher education institutions, one got placed.



Strengths of the Department:-

- Many students of the department have successfully done their projects and internships.
- Two of the students have been awarded medals for their outstanding performance in sports.

Observation of the Assessors-

- Documents are well maintained.
- The guidance for competitive exams is informal in nature.

Suggestions:

- The teachers of the department can improve in the area of research.
- Certificate courses can be introduced.
- More extension activities should be conducted by the department.



Academic Audit, Department of Psychology

Name of the Assessors:

- Dr. Gitanjali Mahendra
- Ms. Punam Chauhan



INTERNAL ACADEMIC AUDIT REPORT 2023-2024

DEPARTMENT OF BIOTECHNOLOGY

An Internal Academic Audit of the Department of Biotechnology was conducted on 28th September, 2024. After conducting the audit the following points were highlighted by the auditors:

Comments

1. Curricular Aspects:

- Department has designed its academic calendar and lesson plans where they have highlighted the courses related to curriculum on environment.

2. Teaching and Learning Methods:

- The Department has two female teachers. The student teacher ratio is 1:16.
- The department uses several teaching methods like, lecture based teaching learning technique, group discussion, inquiry based learning, game based learning, technology based learning, peer teaching and learning through problem solving.
- The teachers assess the students using methods like, MCQs, projects and assignments.
- The department caters to the needs of slow students through remedial classes and peer teaching.
- The department has maintained their documents like minutes of the meetings, mapping of POs/COs.

3. Research, Innovation and Extension:

- One of the teachers has published her paper in the college journal.
- The teachers of the department have attended one FDP organized by the college.
- Majority of the students participated in extension activities.

4. Students Support and Progression:

- From the current session only one student sought admission in higher education institution.

Strengths of the Department:-

- Participation of students in extension activities.
- Well maintained documents.



Observation of the Assessors-

- Documents are well maintained.
- Less usage of MS-Teams.

Suggestions:

- Percentage of students undertaking internships and field projects can be improved.
- The teachers can incorporate more pedagogical approaches.



Academic Audit, Department of Biotechnology

Name of the Assessors:

- Dr. Deepti Pajni
- Dr. Savita Rana



INTERNAL ACADEMIC AUDIT REPORT 2023-2024

DEPARTMENT OF ZOOLOGY

An Internal Academic Audit of the Department of Zoology was conducted on September 28, 2024. After conducting the audit the following points were highlighted by the auditors:

Comments:

1. Curricular Aspects:

- The department follows an annual curricular plan at the college level, which is developed through individual lesson plans drafted by each faculty member.
- Additionally, the department actively gathers feedback on the curriculum design and shares an action report at the college level to ensure continuous improvement.

2. Teaching and Learning Methods:

- Two female faculty members from Himachal Pradesh have been serving in sanctioned posts for the past three years.
- They prioritize lecture-based teaching while also incorporating individual and group learning, inquiry-based approaches, kinesthetic learning, and peer learning to accommodate diverse student needs.
- Students are engaged in in-house projects, and their continuous assessment includes regular MCQ tests, open-book exams, projects, and assignments. The faculty addresses any academic grievances and share teaching materials on the college's Learning Management System (LMS).
- Also, the 'Zoo Quest' club within the department organizes various activities to enhance student engagement.

3. Research, Innovation and Extension:

- The department maintains a database of blood donors, contributing to an ecosystem that fosters innovation.
- For decision-making, departmental meetings are convened regularly.
- Faculty members receive financial support to attend conferences, workshops, and other professional development opportunities.

4. Student Support and Progression:

- To support students, the department provides remedial coaching and bridge courses.
- Many graduates from the department have successfully enrolled in postgraduate programs.



Strengths of the Department:-

- Promoting experiential learning.
- Usage of the latest technology and various software.
- Hands-on practice on various instruments available in the laboratory.

Observation of the Assessors-

- Documents are well maintained.

Suggestions:

- Students can be motivated to undertake internships and field projects.
- Industry /academia collaboration can be initiated.
- Research publications can be enhanced.



Academic Audit, Department of Zoology

Name of the Assessors:

- Dr. Sapna Sharma
- Ms. Unnatti Chauhan



INTERNAL ACADEMIC AUDIT REPORT 2023-2024

DEPARTMENT OF COMPUTER SCIENCE

An Internal Academic Audit of the Department of Computer Science was conducted on September 28, 2024. After conducting the audit the following points were highlighted by the auditors:

Comments:

1. Curricular Aspects:

- The availability of annual curricular plans online promotes transparency within the department.
- Furthermore, the diverse program offerings, including BCA and B.Sc. in Computer Science, enlarge options for students.
- Most of the students participate in internships, gaining valuable practical experience.

2. Teaching and Learning Methods:

- The combination of qualified staff and diverse teaching methods, such as inquiry-based and project-based learning, enhances student engagement and fosters real-world application of knowledge, cultivating critical thinking, collaboration, and problem-solving skills essential for future challenges.
- The department supports all types of learners with personalized teaching and additional help when needed.
- The faculty members use Learning Management System to give assignments and make learning easier.
- The department also connects students with industry experts through lectures and workshops to give practical knowledge.

3. Research, Innovation and Extension:

- The department has been formally appreciated for its extension activities. The department meets regularly to discuss and plan its future strategies.
- The department ensures that Program Outcomes (PO) and Course Outcomes (CO) are aligned properly, and faculty members are actively participating in workshops and Faculty Development Programs (FDPs).

4. Student Support and Progression:

- Students have secured placements, and some are pursuing higher education. The department promotes universal values through value education classes and observes important national and international days.



Strengths of the Department:-

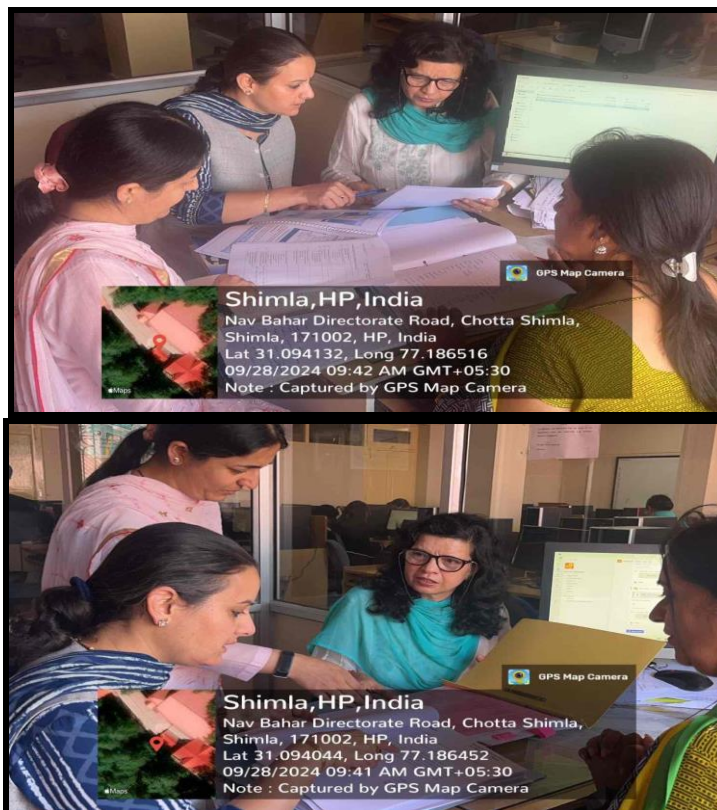
- In-house projects facilitate experiential learning.
- Students receive hands-on practice with various software in the laboratory.
- Teaching materials and assignments are shared on Microsoft Teams.

Observation of the Assessors-

- Documents are well maintained.
- Proper attendance sheets are maintained for students participating in various activities.
- The Grievance Redressal Mechanism is informal.

Suggestions:

- Faculty members should be encouraged to participate in research activities actively.
- The department could enhance student participation in sports club activities.
- The department could increase the participation of students in hackathons to enhance students' creative and problem-solving skills.



Academic Audit, Department of Computer Science

Name of the Assessors:

- Dr. Sapna Sharma
- Ms. Unnatti Chauhan



INTERNAL ACADEMIC AUDIT REPORT 2023-2024

DEPARTMENT OF PHYSICAL EDUCATION

An Internal Academic Audit of the Department of Physical Education was conducted on September 28, 2024. After conducting the audit the following points were highlighted by the auditors:

Comments:

1. Curricular Aspects:

- Designed annual curricular plans contribute to greater transparency within the department.
- The faculty member is part of the Board of Studies.
- The department provides Physical Education as an elective subject, broadening student options. Curriculum feedback is gathered at the college level.

2. Teaching and Learning Methods:

- Faculty member utilizes a wide range of instructional techniques such as inquiry-based, game-based, and technology-enhanced learning which increases student engagement and promotes the application of knowledge in real-world scenarios.
- The department implements a Continuous Evaluation System to promote transparency.
- Students are assigned regular tasks, and faculty members provide individual consultations to review their performance.
- Additionally, faculty member shares teaching materials and facilitate blended learning.
- The department facilitates connections between students and experts through webinars, providing them with practical knowledge.
- It also manages its own National Sports Organization club, which organizes a variety of activities throughout the year.
- The department promotes mental health and personality development programs to support student well-being, which helps in their holistic development and social consciousness.

3. Research, Innovation and Extension:

- The faculty member in the department is deeply engaged in research, resulting in the publication of numerous papers, books, and book chapters.



- Both students and faculty actively participate in community outreach programs, which provide valuable opportunities for learning and interaction with the community.
 - The department ensures that Program Outcomes (PO) and Course Outcomes (CO) are properly aligned, and faculty member frequently takes part in workshops and Faculty Development Programs (FDPs).
4. Student Support and Progression:
- The students in the department benefit from scholarships provided by a non-profit organization.

Strengths of the Department:-

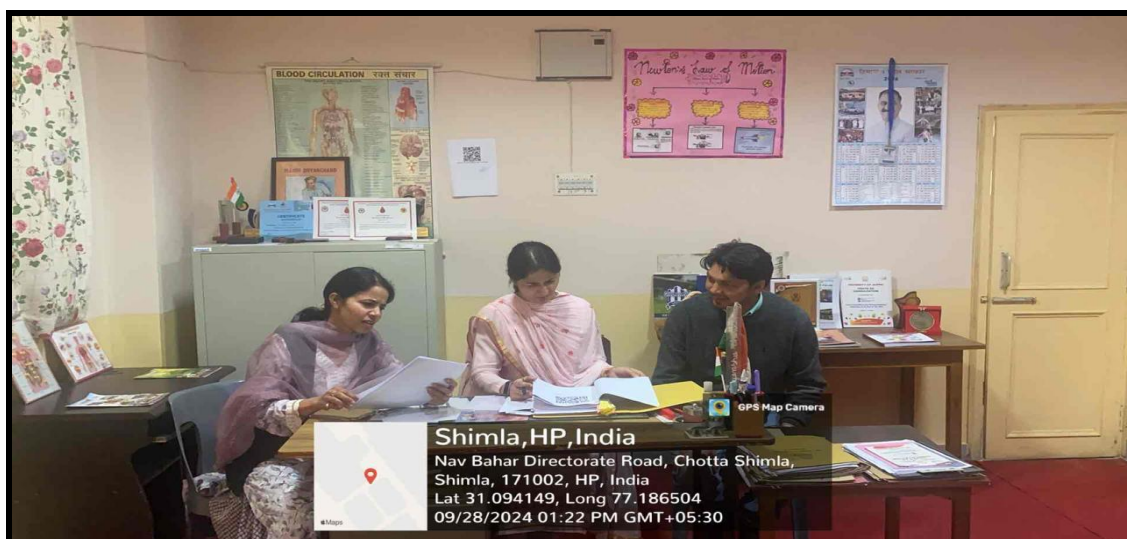
- Implementation of diverse teaching and learning methods.
- Faculty member engages actively in research.
- Support and guidance for competitive examinations is provided to the students.
- The department has an active Memorandum of Understanding (MoU).

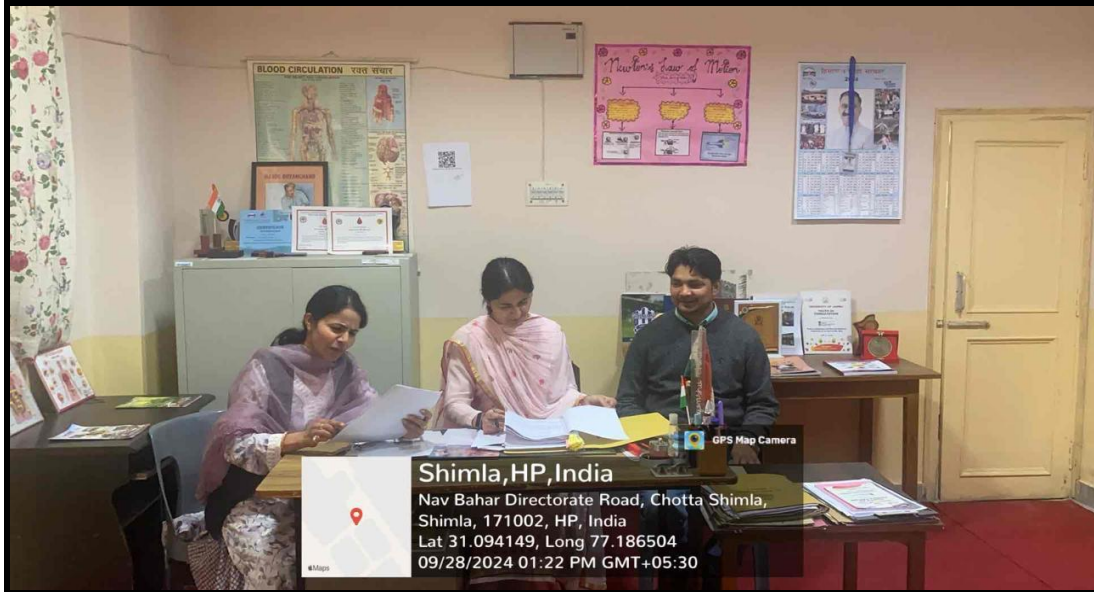
Observation of the Assessors-

- Documents are organized systematically.
- Accurate attendance records are kept for students involved in various activities.
- The Grievance Redressal Mechanism functions informally.
- The faculty performance appraisal system is well-organized and structured.

Suggestions:

- The department could increase the participation of students in hackathons to enhance their creative and problem-solving skills.
- The department could enhance student participation in projects and internships.
- Increasing industry-academia collaborations can be advantageous for students.





Academic Audit, Department of Physical Education

Name of the Assessors:

- Ms. Nivedita Bhardwaj
- Dr. Reena Thakur