

Quality Assurance Report - I

Name of the Faculty:  
Primary area of Specialization:

Designation:

Points for Compliance:

Full Compliance = Max. Points; Partial Compliance = Half of Max. ; Non-Compliance = 0; Not Applicable = NA

Sl. No.	Contents	Max. Points	Course 1		Course 2	
			Name		Name	
			Code		Code	
			Compliance	Reason for Non Compliance	Compliance	Reason for Non Compliance
<b>I</b>	<b>Course File</b>					
1.	Vision of the Institute	10				
2.	Mission of the Institute	10				
3.	Program Educational Objectives (PEOs)	10				
4.	Program Outcomes (POs)	10				
5.	Course Syllabus with Overview, Objectives and Outcomes	10				
6.	Course Outcomes mapping with POs	10				
7.	Calendar of Events	10				
8.	<b>Academic Record</b>	Time Table	10			
9.		Lesson Plan	10			
10.		Attendance Record	10			
11.		IA Marks	10			
12.	Notes/Handouts & PPTs	10				
13.	Question Bank – Unit/module wise	10				
14.	Internal Assessment Question Papers with Scheme & Solution	10				
15.	Previous Examination Question Papers	10				
16.	Remedial / Tutorial Classes conducted, if applicable	10				
17.	Beyond Syllabus Activities	10				
<b>II</b>	<b>IA Records</b>					
1.	Facing Sheet Details Entry	10				
2.	Facing Sheet Marks Entry & Signature	10				
3.	Total Marks & Signature inside the record after each Test	10				
<b>III</b>	<b>Case Study (C) / Case Lets (L) Module Wise</b>					
1.	No. of Case Study (C)/ Case Lets (L) Completed	$= \frac{\text{No. of C / L}}{5} \times 20$	20			
2.	Learning Objectives	10				
3.	Learning Outcomes	10				
4.	Concepts Relevant to the Case Study	10				
5.	Questions, if any	10				
<b>IV</b>	<b>Assignments / Reports</b>	10				
<b>V</b>	<b>ERP Software Entries</b>					
1.	IA Marks Entry of all the Tests	10				
2.	Attendance as on last working day	10				
3.	Counselling Updates	10				
	<b>Total</b>	<b>300</b>				

Note: Final points should be for out of 300.

Max. Points: 300

Points Obtained:

Audited by

Signature:

Name:

Designation:

Remarks:

Signature of Faculty

**Quality Assurance Report – II**

**Name :**  
**Laboratory:**

**Designation:**

**Points for Compliance:**

**Full Compliance = Max. points; Partial Compliance = Half of Max. ; Non-Compliance = 0; Not Applicable = NA**

Sl. No.	Contents	Max. Points	Lab 1		Lab 2	
			Name		Name	
			Code		Code	
			Compliance	Reason for Non Compliance	Compliance	Reason for Non Compliance
1.	Lab Name & Layout	10				
2.	Teaching, Technical & Non-Teaching staff In-charge of Lab	10				
3.	Do's & Don'ts in the Lab	10				
4.	List of Equipment's / Instruments / Software's available	10				
5.	Specifications of each Equipment's/ Instruments at proper location	10				
6.	List of Experiments	10				
7.	Lab Log Book with signature of Teaching & Technical Staff	10				
8.	Proof of calibration of Instruments periodically, if applicable	10				
9.	Record of regular preventive & periodic maintenance of Instruments / Equipment's	10				
10.	Cleanliness Upkeep Record	10				
<b>Total Points</b>		<b>100</b>				

**Note: Final points should be for out of 100.**

**Max. Points: 100**

**Points Obtained:**

**Audited by**

**Signature:**

**Name:**

**Designation:**

**Remarks:**

**Signature of Technical Staff**

**Quality Assurance Report – III**

Name :  
Department:

Designation:

Points for Compliance:

Full Compliance = Max. points; Partial Compliance = Half of Max. ; Non-Compliance = 0; Not Applicable = NA

Sl. No.	Contents	Max. Points	Compliance	Reason for Non Compliance
<b>I Personal File</b>				
1.	Time Table for last three years indicating teaching and Other activities load separately. Also, indicate first year load separately, if applicable	5		
2.	Updated Bio-data	5		
3.	<b>Photocopy of</b>	SSLC Marks Card	5	
4.		Aadhaar Card	2.5	
5.		PAN	2.5	
6.		Diploma Marks Cards of all Sem./Years, if applicable	2.5	
7.		Degree Marks Card of all Sem./Years	2.5	
8.		Master Degree Marks Card of all Sem./Years	5	
9.		Degree Certificate	5	
10.		Master Degree Certificate	5	
11.		Doctoral Degree Certificate, if applicable	5	
12.		Professional Certificates, if any	5	
13.		Skill Upgradation Certificates (for Technical Staff Only)	5	
14.	Experience Certificates (Outside VVCE, if any)	5		
15.	Membership in Professional Bodies	10		
16.	Details of Events Organised /Conducted (Events: Workshops, Conferences, Industrial Visits, Technical Talks, etc..)	10		
17.	Details of Workshops/Conferences Attended	10		
18.	Papers Published Details (For last two years)	10		
19.	<b>Committees Membership</b> (Proof of formation required)	Institute Level	20	
20.		University / Other Institute Level, if applicable	10	
21.	Additional Duties & Responsibilities, if applicable	10		
22.	Social Service Activities, if any	10		
<b>Total Points</b>				

Note: Final points should be for out of 150.

Max. Points: 150

Points Obtained:

Audited by

Signature:

Name:

Designation:

Remarks:

Signature of Faculty Member

**Quality Assurance Report – IV**

**Name of the Director:**

**Department:**

**Points for Compliance:**

**Full Compliance = Max. points; Partial Compliance = Half of Max. ; Non-Compliance = 0; Not Applicable = NA**

Sl. No.	Contents	Max. Points	Compliance	Reason for Non Compliance
<b>Department Details</b>				
1.	Vision & Mission of the College	5		
2.	Vision & Mission of the Department	5		
3.	Program Educational Objectives (PEOs)	5		
4.	Program Outcomes (POs)	5		
5.	Course Syllabus of all Courses with Overview, Objectives and Outcomes	5		
6.	Courses Outcomes mapping with POs	5		
7.	Calendar of Events	5		
8.	About Department	5		
9.	Sanctioned Intake & Current Academic Year Students details (As per Annexure – I)	5		
10.	Achievements of Present/Previous Year, if applicable	5		
11.	Teaching Staff Details (As per Annexure – II)	5		
12.	Technical Staff Details (As per Annexure – III)	5		
13.	Non - Teaching Staff Details including House Keeping (As per Annexure – III)	5		
14.	Facilities Details (As per Annexure – IV)	5		
15.	Alumni Details (As per Annexure – V)	5		
16.	<b>Institute Area Details</b>	Institute Layout	5	
17.		Total Built up Area in Sqm	5	
18.		Total Instructional Area in Sqm	5	
19.		Total Amenities Area in Sqm	5	
20.		Total Administrative Area in Sqm	5	
21.		Total Corridor/Passage Area in Sqm	5	
22.		Total Staircase Area in Sqm	5	
23.	Institute Building Details (As per Annexure – VI)	5		
24.	Institute Budget for 2020-21 approved by the Management (As per Annexure – VII)	5		
25.	Lab Budget for Equipment & Consumable approved by the Management (As per Annexure – VIII)	5		
26.	<b>Institute Level Committees Details</b> (Proof of formation required)	Ombudsman	5	
27.		Grievance Redressal	5	
28.		Anti-Ragging Committee	5	
29.		Anti-Ragging Squad	2.5	
30.		Woman Safety & Grievance Redressal Committee	2.5	
31.		CICC Committee	2.5	
32.		SC/ST Committee	2.5	
33.		OBC Committee	2.5	
34.		Other Committees	2.5	
35.		Advisory Board Members list with consent letter from members	5	
36.	Other Committees	5		
37.	University/Other Government Body Level Membership, if applicable (Proof of formation required)	5		

## PGDM Institute File Cont'd

38.	Time Table, Mentors details	5		
39.	Workload & Committees Membership Details (As per Annexure – IX)	5		
40.	Student List & Result Analysis	5		
41.	Grants Applied / Received till date	5		
42.	Paper Publication by Staff & Students	5		
43.	Workshops & FDP's conducted	5		
44.	Industry – Institute Interactions	5		
45.	Industry /Institute Visit details of Current & Previous Two Years	15		
46.	Invited Lectures of Current & Previous Two Years	5		
47.	List of Projects carried out (for Last Two Years)	5		
48.	Department Meetings Minutes	5		
49.	Students Performance Analysis (SPA) Meeting Minutes	5		
50.	CAM Proceedings & action taken reports	5		
51.	Association fund details with planned activities & budget	5		
52.	Library Details (As per Annexure – X)	5		
53.	Movement Register	5		
54.	Stock Ledger	5		
55.	Consumables Ledger	5		
56.	Barcode sticker on all Equipment/Instrument	5		
57.	Stock Verification Committee Reports (Last Three years)	5		
58.	Action taken on previous year's Stock Verification Committee Report	5		
59.	Maintenance of First Aid Box (Check for minimum contents required & Expiry date)	5		
60.	Maintenance of Fire Extinguishers (Check for refilling date)	5		
61.	No. of institute's activities (N) published in News papers	= N x 1	5	
<b>Total Points</b>			300	

**Note: Final points should be for out of 300.**

**Max. Points: 300**

**Points Obtained:**

**Audited by**

**Signature:**

**Name:**

**Designation:**

**Remarks:**

**Signature of Director**