

# 2024-25 INTERNAL ACADEMIC AUDIT REPORT

Internal Quality Assurance Cell  
[IQAC]

# **INTERNAL ACADEMIC AUDIT 2024-25**

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# Internal Academic Audit

## Introduction

The Internal Academic Audit is a systematic and structured process aimed at evaluating the academic practices, procedures, and outcomes of the institution. It serves as an internal quality assurance mechanism to ensure that the academic provisions of the University are in alignment with institutional goals, regulatory standards, and best practices of higher education. Through a participatory and evidence-based approach, the audit facilitates continuous improvement in teaching-learning processes, curriculum delivery, research activities, student support services, and overall academic governance. The audit encourages reflective practices, promotes accountability, strengthens academic culture, and supports the development of an effective Quality Assurance System within the University.

## Objectives

- To evaluate the effectiveness of teaching-learning processes and curriculum implementation within departments.
- To ensure compliance with academic standards, policies, and regulatory guidelines.
- To identify strengths, best practices, and areas requiring improvement for continuous academic enhancement.
- To review faculty performance, research activities, student support services, and learning outcomes.
- To promote a culture of accountability, transparency, and quality improvement across the institution.

## Process



**INTERNAL ACADEMIC AUDIT FORMAT****Session: 2024-25**

“The purpose of an academic audit is to encourage departments or programs to evaluate their education quality processes”

**Index**

<b>S.No.</b>	<b>Parameter</b>	
1	Name of the School	
2	Year of Establishment	
3	Programs Offered (Mention Names)	
4	Number of Students Admitted (2022-23)	
5	<b>Number of Teachers:</b>	
	Permanent	
	Temporary	
	Guest Faculty	
	Visiting Faculty/Professors	
6	Doctorate Faculties	
7	Ph. D. Scholars working at present	
8	Student-Teacher Ratio	
9	Consultancy Number and Revenue	
10	Number of Research Projects Sanctioned and Fund	
11	Seed Money for Project: Number and amount Received	
12	Number of Seminars/Conference Organized during the Session 2024-25	
13	Value Addition, MOOCs, Other Certificate Courses	
14	Awards/Recognition/Patents during the Semester	
15	<b>Number of Publications during the Semester ( by all faculty)</b>	
	a) Papers (Scopus/Web of Science/ABDC)	
	b) Papers published - UGC Care Listed journals	
	c) Peer Reviewed Journal	
	d) Books authored	
	e) Book Chapters	
	f) Other Articles	
16	a) International, National Conferences b) Seminars c) FDPs attended by Faculty members	
17	Feedback Conducted	

**Dean- Name & Signature**

**SANGAM UNIVERSITY, BHILWARA**  
**Internal Quality Assurance Cell (IQAC)**  
**INTERNAL ACADEMIC AUDIT REPORT FORMAT**  
**(for Audit Team)**

**For Session: 2024-25**

	<b>SCHOOL NAME:</b>			
	<b>Name of Dean/ Dean (I):</b>			
<b><u>S.No.</u></b>	<b>Parameter</b>	<b>Document Proof</b>	<b>Observation of audit committee</b>	<b>Re commendations of academic audit committee</b>
	<b>Academic</b>			
1.	Board of Studies (BOS)	<ul style="list-style-type: none"> <li>• Office Order Agenda</li> <li>• Invitation Letter</li> <li>• Attendance Sheet</li> <li>• MOMs</li> </ul>		
2.	Schemes & Syllabi [POs, COs]: All Programs	<b>Mention Program Names</b>		
3.	Academic Calendar: Copy Academic Time Table: Odd, Even	<ul style="list-style-type: none"> <li>• Program wise Time table Copy (UG, PG)</li> </ul>		
4.	Activity Calendar with report [Academic & Co-curricular Both]	<ul style="list-style-type: none"> <li>• School Activity Calendar</li> <li>• Reports</li> </ul>		
5.	Course File: Course Syllabus, Course Manual, Assignments, MSE , ESE Q. papers, Assessment	<ul style="list-style-type: none"> <li>• Course Files as per given format</li> <li>• List as per given format, Signed by Dean</li> <li>• Sample files checking by Team</li> </ul>		
6.	Attendance Register with Lecture Plan	Attendance Register		
7.	Lab Records : Student Copy [UG, PG]	Sample Copies of lab Records		
8.	Minor/ Major Research Projects: List of students with Project Titles, Supervisor and Hard copy of Project Files	<ul style="list-style-type: none"> <li>• List of students with Project Titles, Supervisor</li> <li>• Hard copy of Project Files</li> </ul>		

9.	Internship details	<ul style="list-style-type: none"> <li>List [Name of Student, Industry]</li> <li>Internship Certificate copy]</li> </ul>		
10	Value Added Courses Details:	<ul style="list-style-type: none"> <li>Brochure</li> <li>Attendance,</li> <li>Report ,</li> <li>Certificates</li> </ul>		
11	Swayam MOOC, NPTEL and other Certificate Courses	<ul style="list-style-type: none"> <li>List with details [Name of Student, Program Name, Course Name, Credit]</li> <li>Certificates</li> </ul>		
12	Mentoring Files	<ul style="list-style-type: none"> <li>Program-wise Mentoring Files</li> <li>Sample Files Checking</li> </ul>		
13	Introduction of Remedial classes, Bridge courses, guidance for NET/SET and competitive examinations.	<ul style="list-style-type: none"> <li>Time table of Remedial Classes/ competitive examinations</li> <li>List of Students &amp; Attendance</li> </ul>		
14	Labs	<ul style="list-style-type: none"> <li>Stock Register,</li> <li>Lab Manuals,</li> <li>Lab attendance registers</li> <li>Lab Audit Report</li> </ul>		
15	Feedback	<ul style="list-style-type: none"> <li>Feedback Analysis and Action Taken Report</li> </ul>		
16	<b>Exam Results</b>	<ul style="list-style-type: none"> <li>Result Analysis Report of ODD &amp; EVEN Semester</li> </ul>		
17.	Library Status (Central and Departmental):	<ul style="list-style-type: none"> <li>List of Books</li> </ul>		
	<b>Co-curricular / Extra Curricular Activities</b>			
1.	Industrial Visit Record: Report	<ul style="list-style-type: none"> <li>List of Visits with Date and Place</li> <li>Report</li> </ul>		

2.	Seminar, Conferences Participated by students:	<ul style="list-style-type: none"> <li>List: (Name of Student, Conference name, Date)</li> <li>Certificate</li> </ul>		
3.	Expert Talks :	<ul style="list-style-type: none"> <li>Invitation Letter</li> <li>Attendance sheet,</li> <li>Report</li> </ul>		
4.	Soft Skills and Life skills Trainings	<ul style="list-style-type: none"> <li>List (Date Training Program, No. of Participants) ,</li> <li>Report</li> </ul>		
5.	Research Publications by Students	<ul style="list-style-type: none"> <li>List and</li> <li>Certificate/ Copy of Publication</li> </ul>		
6.	Technical Presentation Awards (Heckathon, Best Paper Presentation etc.):	<ul style="list-style-type: none"> <li>Details (, (Name of the student, Event with date, Achievement)</li> <li>Certificate, Award/ Prize</li> </ul>		
7.	Students Achievements (Inter and Intra University Competition: Extra Curricular Events, Sports):	<ul style="list-style-type: none"> <li>Details, (Name of the student, Event with date, Achievement)</li> <li>Certificate, Award/ Prize</li> </ul>		
8.	Selection in Competitive Exams, Govt. Exams etc	<ul style="list-style-type: none"> <li>List (Exam Name, Student Name, ID Number of Exam)</li> <li>Proof (Letter/ Certificate)</li> </ul>		
9.	Social Outreach Activity by students:	<ul style="list-style-type: none"> <li>Report</li> </ul>		
<b>II</b>	<b>Faculty Achievements</b>			
1	Awards/Recognition:	<ul style="list-style-type: none"> <li>List, Certificate, Award details</li> </ul>		
2	Publications:	<ul style="list-style-type: none"> <li>Research papers: List mentioning link and ISSN number,</li> <li>Hard/Soft Copy of R. paper</li> </ul>		
3	Books, Chapters:	<ul style="list-style-type: none"> <li>List,</li> <li>Hard/Soft Copy of Chapter/ Book</li> </ul>		

4	Patents:	<ul style="list-style-type: none"> <li>List, Details,</li> <li>Certificate</li> </ul>		
5	Int./ National Conference , Seminars attended:	<ul style="list-style-type: none"> <li>List</li> <li>Certificates,</li> </ul>		
6	FDPs (In-house and Out of SU): Certificates, List	<ul style="list-style-type: none"> <li>List</li> <li>Certificates,</li> </ul>		
7	Seed Money received:	<ul style="list-style-type: none"> <li>Sanction Letter,</li> <li>Report</li> </ul>		
8	Departmental Committees:	<ul style="list-style-type: none"> <li>Circular &amp; MOMs</li> </ul>		
9.	Updated Teaching & Non Teaching Staff Profiles (UPDATE ON SCHOOL WEBSITE ALSO)			
<b>IV.</b>	<b>Interaction of Department with outside world</b>			
<b><u>S.No.</u></b>	<b>Parameter</b>			
a.	Consultancy	<ul style="list-style-type: none"> <li>Letter,</li> <li>Report,</li> <li>Revenue generated proof. (Accounts)</li> </ul>		
b.	Projects:	<ul style="list-style-type: none"> <li>Sectioned Letter,</li> <li>Report,</li> <li>Fund allotted proof.</li> </ul>		
c.	MoUs:	<ul style="list-style-type: none"> <li>Details</li> <li>Hard/Soft Copy</li> </ul>		
<b>V.</b>	<b>School Presentation with Future Plans</b>			

### **Audit Data Drive Link**

**Audit Team members' names with Signature**

## INTERNAL ACADEMIC AUDIT SCHEDULE

Session 2024-25

### Audit Team

Team- I	Team -II
Prof.(Dr.) Preeti Mehta, Director, IQAC	Prof. (Dr.) Vikas Somani, Dean Research
Dr. Jorawar Singh, Dy. Dean, SOAH	Dr. Seema Kabra, Dy. Dean, SOBAS
Dr. Neelesh Maheshwari, Associate Professor, SOHAS	Dr. Surbhi Birla, Astd. Dean SOMS

Time: 3:00 PM to 5:30 PM

S.No.	School Name	Date	Team
1	School of Engineering & Technology (EE, CE, MI, ME)	01-10-2025	<b>Team A</b>  Prof. Preeti Mehta, Director, IQAC  Dr. Jorawar Singh, Dy. Dean, SOAH  Dr. Neelesh Maheshwari, Associate Professor, SOHAS
2	School of Management Studies	23-09-2025	
3	School of Basic & Applied Sciences	24-09-2025	
4	<ul style="list-style-type: none"><li>• Computer Science Department</li><li>• School of Vocational Studies</li></ul>	25-09-2025	
5	Department of Physiotherapy	12-10-2025	
6	School of Nursing	16-10-2025	
7	School of Pharmacy	01-10-2025	<b>Team B</b>  Prof. (Dr.) Vikas Somani, Dean Research  Dr. Seema Kabra, Dy. Dean, SOBAS  Dr. Surbhi Birla, Astd. Dean SOMS
8	School of Arts & Humanities, Library Science	23-09-2025	
9	School of Agriculture Science & Technology	24-09-2025	
10	School of Legal Studies	25-09-2025	

# **Sangam University, Bhilwara**

## **Internal Quality Assurance Cell (IQAC)**

28-10-2025

### **Internal Academic Audit Report (2024–25)**

The Internal Academic Audit for the academic session 2024–25 was conducted across all constituent Schools of Sangam University, Bhilwara, under the supervision of the Internal Quality Assurance Cell (IQAC). The audit aimed to assess 46 academic quality parameters including curriculum planning, teaching-learning processes, research, student support, documentation practices, and adherence to quality benchmarks.

#### **1. Schools Audited**

- School of Management Studies (SOMS)
- School of Basic & Applied Sciences (SOBAS)
- School of Vocational Studies (SOVS)
- School of Arts & Humanities (SOAH)
- School of Computer Science & Engineering
- School of Allied Health Sciences (SOAHS): Pharmacy, Physiotherapy, Nursing
- School of Agriculture Science & Technology (SOAST)
- School of Legal Studies (SOLS)
- School of Engineering & Technology (SOET): EE, ME, CE, ME

#### **2. Major Strengths Observed**

- All Schools maintain BOS, syllabi and Academic Calendar records in accordance with institutional guidelines.
- Course Files, Attendance Registers, and Time Tables are well-documented in most departments.
- Mentoring files are in place.
- Improved awareness and participation of faculty in quality initiatives and documentation processes.

#### **3. Key Weaknesses / Areas for Improvement**

- Missing or incomplete Activity Reports and evidence (photos, certificates).
- Lack of Remedial and Bridge Course Records in some departments.
- Value-Added Courses and SWAYAM/NPTEL participation records incomplete.
- Limited documentation for Industrial Visits, Internships, and Project Outcomes.
- Need for systematic file verification and Dean-level sign-off before final audit submission.
- Variability in documentation quality between schools, indicating the need for common templates and training.

#### 4. Recommendations

- Standardize course documentation — Ensure uniform course file structure and timely submission in all schools.
- Ensure evidence-based reporting – Maintain event-wise reports with photos and outcomes in Google Drive folders.
- Implement ERP integration for mentoring, attendance, and feedback modules.
- Promote MOOC participation – target at least one SWAYAM/NPTEL course per student annually.
- Organize periodic internal reviews of documentation before IQAC audits.
- Enhance industry-academia collaboration to improve practical exposure and skill-based learning.
- Ensure periodic result analysis review and remedial action planning by respective Deans.

#### 5. Action Plan & Way Forward

Focus Area	Action to be Taken	Responsible Unit	Timeline
Documentation Standardization	Create uniform audit templates & evidence folders	IQAC	November 2025
SWAYAM / MOOCs Integration	Enrollment monitoring	Deans / HODs	Each Semester
Feedback System	Semester-wise after MSE through ERP dashboard	IQAC	Each Semester November: Odd Sem April : Even Sem
Industry Linkages and Capacity Building programs	Active MoUs, Expert Sessions and visit documentation	T&P Cell, IQAC / Deans	Ongoing

#### 7. Conclusion

The Internal Academic Audit (2024–25) confirms that Sangam University maintains a robust academic quality system with consistent compliance in most parameters. The institution demonstrates a growing culture of quality consciousness among faculty and administrators. However, to achieve higher NAAC accreditation benchmarks and institutional excellence, continuous monitoring, digital integration, and capacity building will be essential focus areas.



**Prof. (Dr.) Preeti Mehta**  
Director IQAC  
Sangam University, Bhilwara

## SANGAM UNIVERSITY, BHILWARA

## Internal Quality Assurance Cell (IQAC)

## INTERNAL ACADEMIC AUDIT

For Session: 2024-25

"The purpose of an academic audit is to encourage departments or programs to evaluate their education quality processes"

## Index

S.No.	Parameter	
1	Name of the School	School of Management Studies (SOMS)
2	Year of Establishment	2012
3	Programs Offered (Mention Names)	BBA, MBA, B.Com, BBA Retail, MBA, MBA Executive, Ph.D.
4	Number of Students Admitted (2024-25)	221 478
5	<b>Number of Teachers:</b>	13
	Permanent	-
	Temporary	00
	Guest Faculty	-
6	Visiting Faculty/Professors	09
6	Doctorate Faculties	78
7	Ph. D. Scholars working at present	478 students/ 36.76
8	Student-Teacher Ratio	-
9	Consultancy Number and Revenue	1, 5, 50000
10	Number of Research Projects Sanctioned and Fund	5.5,0000 from ICSSR and 30000 faculty members from SU
11	Seed Money for Project: Number and amount Received	
12	Number of Seminars/Conference Organized during the Session 2024-25	18
13	Value Addition, MOOCs, Other Certificate Courses	01
14	Awards/Recognition/Patents during the Semester	01
15	<b>Number of Publications during the Semester ( by all faculty)</b>	09
	a) Papers (Scopus/Web of Science/ABDC)	03
	b) Papers published - UGC Care Listed journals	14
	c) Peer Reviewed Journal	-
	d) Books authored	03
	e) Book Chapters	07
16	f) Other Articles	09
	a) International, National Conferences	
	b) Seminars	
	c) FDPs attended by Faculty members	Done by IQAC
17	Feedback Conducted	

\*Kindly submit the hard signed copy to Audit Team/IQAC office.

Dean- Name & Signature

Mukesh Sharma  
23/09/2025

**SANGAM UNIVERSITY, BHILWARA****Internal Quality Assurance Cell (IQAC)****INTERNAL ACADEMIC AUDIT****For Session: ODD /EVEN SEMESTER 2024-2025****Index**

S.No.	Parameter	
1	Name of the School	SCHOOL OF ARTS AND HUMANITIES
2	Year of Establishment	2020
3	Programs Offered (Mention Names)	B.A., M.A., MSW, D.LIS, B.LIS, M.LIS., Ph.D., PG DIPLOMA IN EDUCATION LEADERSHIP
4	Number of Students Admitted (2023-24)	389
5	<b>Number of Teachers:</b>	11
	Permanent	10
	Temporary	01
	Guest Faculty	00
	Visiting Faculty/Professors	00
6	Doctorate Faculties	08
7	Ph. D. Scholars working at present	92
8	Student-Teacher Ratio	35.36 : 01
9	Consultancy,	NIL
10	Number of Research Projects	NIL
11	Seed Money Received	NIL
12	Number of Seminars/Conference Organized during the Semester	NIL
13	Value Addition Courses	NA
14	Awards/Recognition/Patents during the Semester	10
15	<b>Number of Publications during the Semester ( by all faculty)</b>	
	a) Papers (Scopus/Web of Science/ABDC)	00
	b) Papers published - UGC Care Listed journals	03
	c) Peer Reviewed Journal	12
	d) Books authored	03
	e) Book Chapters	07
	f) Other Articles	00
16	a) International, National Conferences	12
	b) Seminars	04
	c) FDPs	22
17	attended by Faculty members Feedback Conducted	YES

Dean- Name &amp; Signature

(Prof. Rajeev Mehta)

**SANGAM UNIVERSITY, BHILWARA**

**Internal Quality Assurance Cell (IQAC)**

**INTERNAL ACADEMIC AUDIT**

**For Session: ODD /EVEN SEMESTER 2024-2025**

**Index**

S.No.	Parameter	
1	Name of the School	School of Basic and Applied Science
2	Year of Establishment	2012
3	Programs Offered (Mention Names)	B.Sc. B.Sc.(H), M.Sc. Diploma In Remote Sensing, Ph.D.
4	Number of Students Admitted (2024-25)	69( B.Sc, M.Sc. Research Scholar)
5	<b>Number of Teachers:</b>	17, 2 RA
	Permanent	17
	Temporary	Nil
	Guest Faculty	01,
	Visiting Faculty/Professors	Nil
6	Doctorate Faculties	15
7	Ph. D. Scholars working at present	90
8	Student-Teacher Ratio	15
9	Consultancy, <i>Project</i>	<del>Nil</del> 01
10	Number of Research Projects Sanctioned and Fund	Nil
11	Seed Money for Project: Number and amount received	2
12	Number of Seminars/Conference Organized during the Session 2024-25	Nil
13	Value Addition Courses, MooCs, Other certificate Courses	VAC: 2, MooCs: B.Sc; 18, M.Sc.24, others: 27
14	Awards/Recognition/Patents during the Semester	Award: 3, Patent:4
15	<b>Number of Publications during the Semester ( by all faculty)</b>	
	a) Papers (Scopus/Web of Science/ABDC)	Scopus:4, WoS: 1
	b) Papers published - UGC Care Listed journals	7
	c) Peer Reviewed Journal	20
	d) Books authored	2
	e) Book Chapters	07
16	f) Other Articles	Nil
	a) International, National Conferences	28
	b) Seminars	12
	c) FDPs	29
17	attended by Faculty members Feedback Conducted	Conducted by ERP

*Gunmala*  
*Dr. Gunmala Gupala*  
*Dean, (L), SOBAS*

**SANGAM UNIVERSITY, BHILWARA**

**Internal Quality Assurance Cell (IQAC)**

**INTERNAL ACADEMIC AUDIT**

**For Session: 2024-25**

"The purpose of an academic audit is to encourage departments or programs to evaluate their education quality processes"

**Index**

S.No.	Parameter	
1	Name of the School	School of Legal Studies
2	Year of Establishment	2016
3	Programs Offered (Mention Names)	BALLB, LL.B., LL.M., Ph. D.
4	Number of Students Admitted (2024-25)	100 New students
5	<b>Number of Teachers:</b>	11
	Permanent	8
	Temporary	2
	Guest Faculty	0
	Visiting Faculty/Professors	1
6	Doctorate Faculties	3
7	Ph. D. Scholars working at present	4
8	Student-Teacher Ratio	40:1
9	Consultancy Number and Revenue	-
10	Number of Research Projects Sanctioned and Fund	-
11	Seed Money for Project: Number and amount Received	-
12	Number of Seminars/Conference Organized during the Session 2024-25	3
13	Value Addition, MOOCs, Other Certificate Courses	1
14	Awards/Recognition/Patents during the Semester	
15	<b>Number of Publications during the Semester ( by all faculty)</b>	
	a) Papers (Scopus/Web of Science/ABDC)	1
	b) Papers published - UGC Care Listed journals	1
	c) Peer Reviewed Journal	10
	d) Books authored	3
	e) Book Chapters	7
	f) Other Articles	-
16	a) International, National Conferences	8
	b) Seminars	8
	c) FDPs attended by Faculty members	10
17	Feedback Conducted	Yes

\*Kindly submit the hard signed copy to Audit Team/IQAC office.

Dean- Name & Signature

*[Handwritten Signature]*  
Dr. Anurag Singh

## SANGAM UNIVERSITY, BHILWARA

## Internal Quality Assurance Cell (IQAC)

## INTERNAL ACADEMIC AUDIT

For Session: 2024-25

"The purpose of an academic audit is to encourage departments or programs to evaluate their education quality processes"

## Index

S.No.	Parameter	
1	Name of the School	School of Agriculture Science and Technology
2	Year of Establishment	2018
3	Programs Offered (Mention Names)	B.Sc. (Hons) Ag. B.Sc. (Hons) ABM.
4	Number of Students Admitted (2024-25)	65
5	<b>Number of Teachers:</b>	10
	Permanent	09
	Temporary	-
	Guest Faculty	-
	Visiting Faculty/Professors	01
6	Doctorate Faculties	08
7	Ph. D. Scholars working at present	03
8	Student-Teacher Ratio	30:1
9	Consultancy Number and Revenue	-
10	Number of Research Projects Sanctioned and Fund	01 (NABARD)
11	Seed Money for Project: Number and amount Received	-
12	Number of Seminars/Conference Organized during the Session 2024-25	-
13	Value Addition, MOOCs, Other Certificate Courses	04
14	Awards/Recognition/Patents during the Semester	02
15	<b>Number of Publications during the Semester ( by all faculty)</b>	
	a) Papers (Scopus/Web of Science/ABDC)	02
	b) Papers published - UGC Care Listed journals	-
	c) Peer Reviewed Journal	-
	d) Books authored	02
	e) Book Chapters	04
	f) Other Articles	-
16	a) International, National Conferences	03
	b) Seminars	-
	c) FDPs attended by Faculty members	10
17	Feedback Conducted	Yes

\*Kindly submit the hard signed copy to Audit Team/IQAC office.

Dean- Name &amp; Signature

Dr. J. K. Balyan

<b>SANGAM UNIVERSITY, BHILWARA</b>		
<b>Internal Quality Assurance Cell (IQAC)</b>		
<b>INTERNAL ACADEMIC AUDIT</b>		
<b>For Session: ODD /EVEN SEMESTER 2024-2025</b>		
<b>Index</b>		
<b>S.No.</b>	<b>Parameter</b>	
1	Name of the School	School of Engineering & Technology( Department of Computer Science & Engineering)
2	Year of Establishment	2012
3	Programs Offered (Mention Names)	PhD,B.Tech, M.Tech ,MCA,BCA, Diploma, PGDCA
4	Number of Students Admitted (2024-25)	247
5	<b>Number of Teachers:</b>	17
	Permanent	17
	Temporary	00
	Guest Faculty	00
	Visiting Faculty/Professors	00
6	Doctorate Faculties	09
7	Ph. D. Scholars working at present	04
8	Student-Teacher Ratio	32:1
9	Consultancy,	08
10	Number of Research Projects	00
11	Seed Money Received	00
12	Number of Seminars/Conference Organized during the Semester	03
13	Value Addition Courses	03 [Spoken Tutorial, NPTEL, AWS]
14	Awards/Recognition/Patents during the Semester	0/0/12
15	<b>Number of Publications during the Semester ( by all faculty)</b>	
	a) Papers (Scopus/Web of Science/ABDC)	03
	b) Papers published - UGC Care Listed journals	00
	c) Peer Reviewed Journal	06
	d) Books authored	03
	e) Book Chapters	06
	f) Other Articles	00
16	a) International, National Conferences	a) 17
	b) Seminars	b) 7
	c) FDPs	c) 40
	attended by Faculty members	
17	Feedback Conducted	IQAC cell

Dean- Name &amp; Signature

  
24/09/25  
Dr. Vikas Sonani

BVOG

## SANGAM UNIVERSITY, BHILWARA

Internal Quality Assurance Cell (IQAC)

## INTERNAL ACADEMIC AUDIT

For Session: 2024-25

"The purpose of an academic audit is to encourage departments or programs to evaluate their education quality processes"

## Index

S.No.	Parameter	
1	Name of the School	School of Vocational Studies
2	Year of Establishment	2018
3	Programs Offered (Mention Names)	B. Voc Graphics, PGDGM
4	Number of Students Admitted (2024-25)	12
5	<b>Number of Teachers:</b>	6
	Permanent	Dr. Manoj Kumawat Lt. Dr. Rajkumar Jain Ms. Rachna Mehta Dr. Poonam Chouhan Mr. Padam Singh Chouhan Mr. Sunil Kumar Mehta
	Temporary	Ms. Jyoti Raslot Ms. Mahima Choudhary
	Guest Faculty	NIL
	Visiting Faculty/Professors	NIL
6	Doctorate Faculties	Dr. Manoj Kumawat Dr. Rajkumar Jain Dr. Poonam Chouhan
7	Ph. D. Scholars working at present	0
8	Student-Teacher Ratio	10:1
9	Consultancy Number and Revenue	1
10	Number of Research Projects Sanctioned and Fund	1
11	Seed Money for Project: Number and amount Received	NIL
12	Number of Seminars/Conference Organized during the Session 2024-25	NIL
13	Value Addition, MOOCs, Other Certificate Courses	Great Learning, Digital Literacy, Simplilearn, Coursera
14	Awards/Recognition/Patents during the Semester	1
15	<b>Number of Publications during the Semester ( by all faculty)</b>	
	a) Papers (Scopus/Web of Science/ABDC)	NIL
	b) Papers published - UGC Care Listed journals	NIL
	c) Peer Reviewed Journal	6
	d) Books authored	1
	e) Book Chapters	1
	f) Other Articles	Nil

**SANGAM UNIVERSITY, BHILWARA**

**Internal Quality Assurance Cell (IQAC)**

**INTERNAL ACADEMIC AUDIT**

**For Session: 2024-25**

"The purpose of an academic audit is to encourage departments or programs to evaluate their education quality processes"

**Index**

S.No.	Parameter	
1	Name of the School	School of Pharmacy
2	Year of Establishment	2019
3	Programs Offered (Mention Names)	B. Pharmacy D. Pharmacy Ph.D
4	Number of Students Admitted ( <del>2022-23</del> ) 2024-25	278
5	<b>Number of Teachers:</b>	8
	Permanent	-
	Temporary	-
	Guest Faculty	-
	Visiting Faculty/Professors	-
6	Doctorate Faculties	3
7	Ph. D. Scholars working at present	8
8	Student-Teacher Ratio	
9	Consultancy Number and Revenue	-
10	Number of Research Projects Sanctioned and Fund	-
11	Seed Money for Project: Number and amount Received	-
12	Number of Seminars/Conference Organized during the Session 2024-25	-
13	Value Addition, MOOCs, Other Certificate Courses	-
14	Awards/Recognition/Patents during the Semester	18
15	<b>Number of Publications during the Semester ( by all faculty)</b>	12
	a) Papers (Scopus/Web of Science/ABDC)	
	b) Papers published - UGC Care Listed journals	
	c) Peer Reviewed Journal	
	d) Books authored	
	e) Book Chapters	1
	f) Other Articles	
16	a) International, National Conferences	
	b) Seminars	4
	c) FDPs attended by Faculty members	
17	Feedback Conducted	Yes

\*Kindly submit the hard signed copy to Audit Team/IQAC office.

Dean-Name & Signature

Dr. Praveen Kumar Soni

SANGAM UNIVERSITY, BHILWARA

Internal Quality Assurance Cell (IQAC)

INTERNAL ACADEMIC AUDIT

For Session: 2024-25

purpose of an academic audit is to encourage departments or programs to evaluate their education quality processes"

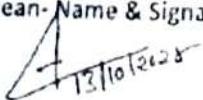
Index

o. Parameter

o.	Parameter	Index
	Name of the School	
	Year of Establishment	School of Physiotherapy
	Programs Offered (Mention Names)	2024 B.P.T
	Number of Students Admitted (2022-23)	
	<b>Number of Teachers:</b>	27
	Permanent	01
5	Temporary	01
	Guest Faculty	-
	Visiting Faculty/Professors	-
6	Doctorate Faculties	-
7	Ph. D. Scholars working at present	-
8	Student-Teacher Ratio	-
9	Consultancy Number and Revenue	60:1
10	Number of Research Projects Sanctioned and Fund	-
11	Seed Money for Project: Number and amount Received	-
12	Number of Seminars Conference Organized during the Session 2024-25	-
13	Value Addition, MOOCs, Other Certificate Courses	-
14	Awards Recognition Patents during the Semester	-
	<b>Number of Publications during the Semester ( by all faculty)</b>	
	a) Papers (Scopus/Web of Science/ABDC)	-
	b) Papers published - UGC Care Listed journals	-
15	c) Peer Reviewed Journal	-
	d) Books authored	-
	e) Book Chapters	-
	f) Other Articles	-
	a) International, National Conferences	-
	b) Seminars	-
	c) FDPs — ?	-
6	attended by Faculty members	02
17	Feedback Conducted	Yes by ERPT IQAC

\*Kindly submit the hard signed copy to Audit Team/IQAC office.

Dean-Name & Signature

  
13/10/2025

Prof. Praveen Kumar Sen

SANGAM UNIVERSITY, BHILWARA		
Internal Quality Assurance Cell (IQAC)		
INTERNAL ACADEMIC AUDIT		
For Session: 2024-25		
"The purpose of an academic audit is to encourage departments or programs to evaluate their education quality processes"		
Index		
S.No.	Parameter	
1	Name of the School	SOET
2	Year of Establishment	2012
3	Programs Offered (Mention Names)	Diploma, B.Tech., M.Tech., Ph.D. - <i>Branches?</i>
4	Number of Students Admitted (2024-25)	277
5	<b>Number of Teachers:</b>	20
	Permanent	19
	Temporary	1
	Guest Faculty	0
	Visiting Faculty/Professors	0
6	Doctorate Faculties	07
7	Ph. D. Scholars working at present	04 <i>?? ?</i>
8	Student-Teacher Ratio	14:1
9	Consultancy Number and Revenue	01 : <i>? which Department</i>
10	Number of Research Projects Sanctioned and Fund	01 <i>? = specified</i>
11	Seed Money for Project: Number and amount Received	<i>?</i>
12	Number of Seminars/Conference Organized during the Session 2024-25	02
13	Value Addition, MOOCs, Other Certificate Courses	03
14	Awards/Recognition/Patents during the Semester	<i>?</i>
15	<b>Number of Publications during the Semester ( by all faculty)</b>	
	a) Papers (Scopus/Web of Science/ABDC)	3
	b) Papers published - UGC Care Listed journals	<i>?</i>
	c) Peer Reviewed Journal	<i>?</i>
	d) Books authored	<i>-</i>
	e) Book Chapters	<i>-</i>
	f) Other Articles	<i>-</i>
16	a) International, National Conferences	05
	b) Seminars	00
	c) FDPs	10
	attended by Faculty members	
17	Feedback Conducted	Centralized

\*Kindly submit the hard signed copy to Audit Team/IQAC office.

*Prof. R.K. Somani*

# SANGAM UNIVERSITY, BHILWARA

Internal Quality Assurance Cell (IQAC)

INTERNAL ACADEMIC AUDIT

For Session: ODD /EVEN SEMESTER 2024-2025

## Index

S.No.	Parameter	
1	Name of the School	SOET, Dept. of Civil
2	Year of Establishment	2012
3	Programs Offered (Mention Names)	Ph.D, M.Tech (Structural Engg. and Environmental Engg.) ,B.Tech, Diploma
4	Number of Students Admitted (2023-24)	74
5	<b>Number of Teachers:</b>	4
	Permanent	4
	Temporary	0
	Guest Faculty	0
	Visiting Faculty/Professors	0
6	Doctorate Faculties	1
7	Ph. D. Scholars working at present	6
8	Student-Teacher Ratio	18:1
9	Consultancy,	0
10	Number of Research Projects	0
11	Seed Money Received	0
12	Number of Seminars/Conference Organized during the Semester	0
13	Value Addition Courses	1
14	Awards/Recognition/Patents during the Semester	0
15	<b>Number of Publications during the Semester ( by all faculty)</b>	
	a) Papers (Scopus/Web of Science/ABDC)	1
	b) Papers published - UGC Care Listed journals	0
	c) Peer Reviewed Journal	0
	d) Books authored	0
	e) Book Chapters	0
	f) Other Articles	
16	a) International, National Conferences b) Seminars c) FDPs attended by Faculty members	1
17	Feedback Conducted	

Dean- Name & Signature



# SANGAM UNIVERSITY, BHILWARA

Internal Quality Assurance Cell (IQAC)

## INTERNAL ACADEMIC AUDIT

For Session: ODD /EVEN SEMESTER 2024-2025

### Index

S.No.	Parameter	
1	Name of the School	SOET, Dept. E.E.
2	Year of Establishment	2012
3	Programs Offered (Mention Names)	DIPLOMA EE, B TECH EE, M TECH (PSPE, VLSI), PH.D(EE & EC)
4	Number of Students Admitted (2024-25)	70
5	<b>Number of Teachers:</b>	6
	Permanent	6
	Temporary	0
	Guest Faculty	0
	Visiting Faculty/Professors	0
6	Doctorate Faculties	4
7	Ph. D. Scholars working at present	6
8	Student-Teacher Ratio	11.66
9	Consultancy	0
10	Number of Research Projects	0
11	Seed Money Received	0
12	Number of Seminars/Conference Organized during the Semester	1
13	Value Addition Courses	0
14	Awards/Recognition/Patents during the Semester	
15	<b>Number of Publications during the Semester ( by all faculty)</b>	
	a) Papers (Scopus/Web of Science/ABDC)	4
	b) Papers published - UGC Care Listed journals	0
	c) Peer Reviewed Journal	0
	d) Books authored	0
	e) Book Chapters	0
	f) Other Articles	0
16	a) International, National Conferences b) Seminars c) FDPs attended by Faculty members	a) 12 b) 0 c) 11
17	Feedback Conducted	yes

Dean- Name & Signature

  
(Dr. Atul Kumar)

SANGAM UNIVERSITY, BHILWARA		
Internal Quality Assurance Cell (IQAC)		
INTERNAL ACADEMIC AUDIT		
For Session: 2024-25		
"The purpose of an academic audit is to encourage departments or programs to evaluate their education quality processes"		
Index		
S.No.	Parameter	
1	Name of the School	School of Engineering & Technology
2	Year of Establishment	2012
3	Programs Offered (Mention Names)	Diploma(ME), B. Tech.(ME), M.Tech(Production Engineering)., PhD
4	Number of Students Admitted (2024-25)	50
5	<b>Number of Teachers:</b>	
	Permanent	06
	Temporary	NA
	Guest Faculty	NA
	Visiting Faculty/Professors	NA
6	Doctorate Faculties	01
7	Ph. D. Scholars working at present	02
8	Student-Teacher Ratio	12:1
9	Consultancy Number and Revenue	Nil
10	Number of Research Projects Sanctioned and Fund	Nil
11	Seed Money for Project: Number and amount Received	Nil
12	Number of Seminars/Conference Organized during the Session 2024-25	Nil
13	Value Addition, MOOCs, Other Certificate Courses	03 MOOC Courses
14	Awards/Recognition/Patents during the Semester	Nil
15	<b>Number of Publications during the Semester ( by all faculty)</b>	
	a) Papers (Scopus/Web of Science/ABDC)	
	b) Papers published - UGC Care Listed journals	
	c) Peer Reviewed Journal	
	d) Books authored	
	e) Book Chapters	
	f) Other Articles	
16	a) International, National Conferences	
	b) Seminars	
	c) FDPs attended by Faculty members	
17	Feedback Conducted	Yes

\*Kindly submit the hard signed copy to Audit Team/IQAC office.

Dean- Name & Signature




SANGAM UNIVERSITY, BHILWARA				
Internal Quality Assurance Cell (IQAC)				
INTERNAL ACADEMIC AUDIT REPORT FORMAT				
(for Audit Team)				
For Session: 2024-25				
	<b>Name of Audit Team Members</b>	Team A: Prof. Preeti Mehta, Dr. Nilesh Maheshwari, Dr. Jorawar singh Ranawat		
	<b>SCHOOL NAME:</b>	School of Management Studies		
	<b>Date of Audit</b>	23-09-2025		
	<b>Google Drive Link:</b>	<a href="https://docs.google.com/spreadsheets/d/1mMCHumG9KZQyvyXtPyFHG-REJx1ZLpWHzgy7Ne9bpPU/edit?usp=drive_link">https://docs.google.com/spreadsheets/d/1mMCHumG9KZQyvyXtPyFHG-REJx1ZLpWHzgy7Ne9bpPU/edit?usp=drive_link</a>		
	<b>Name of Dean/ Dean (I):</b>	Dr. Mukesh Sharma , Dean (I), Dr. Surbhi Birla ( Incharge)		
S.No.	Parameter	Document Proof	Observation of audit committee	Re commendations of academic audit committee
<b>I</b>	<b>Academic</b>			
1	Board of Studies (BOS)	· Office Order Agenda · Invitation Letter · Attendance Sheet · MOMs	Office Order and External Invitation Letter are Missing	
2	Schemes & Syllabi [POs, COs]: All Programs	<b>Mention Program Names in the Schools</b>	BBA, <u>B.Com</u> , MBA	
3	Academic Calendar: Copy Academic Time Table: Odd, Even	· Program wise Time table Copy (UG, PG)	Completed	
4	Activity Calendar with report [Academic & Co-curricular Both]	· School Activity Calendar · Reports	Ativity calendar Even Sem missing	
5	Course File: Course Syllabus, Course Manual, Assignments, MSE , ESE Q. papers, Assessment	· Course Files as per given format · List as per given format, Signed by Dean · Sample files checking by Team	Completed	
6	Attendance Register with Lecture Plan	Attendance Register	Dean signature & verification missing	
7	Lab Records : Student Copy [UG, PG]	Sample Copies of lab Records	NA	
8	Minor/ Major Research Projects: List of students with Project Titles, Supervisor and Hard copy of Project Files	· List of students with Project Titles, Supervisor · Hard copy of Project Files	MBA IV sem: Index list mentioning student name Project title supervisor is missing	Project files needs more thorough checking, formatting
9	Internship details	· List [Name of Student, Industry] · Internship Certificate copy]	Soft copies of internship certificates need to update.	
10	Value Added Courses Details:	· Brochure · Attendance, · Report , · Certificates	Brochure and Certificates are missing	
11	Swayam MOOC, NPTEL and other Certificate Courses	· List with details [Name of Student, Program Name, Course Name, Credit] · Certificates	Completed	
12	Mentoring Files	· Program-wise Mentoring Files · Sample Files Checking	Completed	
13	Introduction of Remedial classes, Bridge courses, guidance for NET/SET and competitive examinations.	· Time table of Remedial Classes/ competitive examinations · List of Students & Attendance	Information Circular missing	
14	Labs	· Stock Register, · Lab Manuals, · Lab attendance registers · Lab Audit Report	NA	
15	Feedback	· Feedback Analysis and Action Taken Report	ERP	
16	Exam Results	· Result Analysis Report of ODD & EVEN Semester	Exam Cell	Collect TR Reports from Exam and prepare Course wise analysis reports: >75%, 60-75%, below 60%, fail
17	Library Status (Central and Departmental):	· List of Books	Maintain	
<b>II</b>	<b>Co-curricular / Extra Curricular Activities</b>			
1	Industrial Visit Record: Report	· List of Visits with Date and Place · Report	Completed	
2	Seminar, Conferences Participated by students:	· List: (Name of Student, Conference name, Date) · Certificate	Completed	
3	Expert Talks :	· Invitation Letter · Attendance sheet, · Report	Completed	
4	Soft Skills and Life skills Trainings	· List (Date Training Program, No. of Participants) , · Report	Completed	
5	Research Publications by Students	· List and · Certificate/ Copy of Publication	Completed	



SANGAM UNIVERSITY, BHILWARA				
Internal Quality Assurance Cell (IQAC)				
INTERNAL ACADEMIC AUDIT REPORT FORMAT				
(for Audit Team)				
For Session: 2024-25				
Name of Audit Team Members		Team A: Prof. Preeti Mehta, Dr. Nilesh Maheshwari, Dr. Jorawar singh Ranawat		
SCHOOL NAME:		School of Basic & Applied Sciences		
Date of Audit		24-09-2025		
Google Drive Link:		<a href="https://drive.google.com/drive/folders/1fof80ea42GDq1aX_CqG3THy8R_UObRPY?usp=drive_link">https://drive.google.com/drive/folders/1fof80ea42GDq1aX_CqG3THy8R_UObRPY?usp=drive_link</a>		
Name of Dean/ Dean (I):		Dr. Gunmala Guglia (Dean Incharge)		
S.No.	Parameter	Document Proof	Observation of audit committee	Re commendations of academic audit committee
<b>I</b>	<b>Academic</b>			
1	Board of Studies (BOS)	· Office Order Agenda · Invitation Letter · Attendance Sheet · MOMs	Invitation Letter to external missing, remaining all Completed	
2	Schemes & Syllabi [POs, COs]: All Programs	<b>Mention Program Names in the Schools</b>	B.Sc. [PCM, CBZ, Honors], M.Sc.: Chemistry, Botany, Zoology, Physics, Maths, Geoinformatics  Geoinformatics Schemes and Syllabus missing	
3	Academic Calendar: Copy Academic Time Table: Odd, Even	· Program wise Time table Copy (UG, PG)	Completed	
4	Activity Calendar with report [Academic & Co-curricular Both]	· School Activity Calendar · Reports	Completed	
5	Course File: Course Syllabus, Course Manual, Assignments, MSE , ESE Q. papers, Assessment	· Course Files as per given format · List as per given format, Signed by Dean · Sample files checking by Team	Many of the Course files are missing: Dr. Manoj Joshi, ms Chetana Suwalka  Geoinformatics program course files are not in given formats	
6	Attendance Register with Lecture Plan	Attendance Register	Geoinformatics Attendance Registers are not available	
7	Lab Records : Student Copy [UG, PG]	Sample Copies of lab Records	Completed	
8	Minor/ Major Research Projects: List of students with Project Titles, Supervisor and Hard copy of Project Files	· List of students with Project Titles, Supervisor  · Hard copy of Project Files	Completed	
9	Internship details	· List [Name of Student, Industry] · Internship Certificate copy]	Completed	
10	Value Added Courses Details:	· Brochure · Attendance, · Report , · Certificates	Completed	
11	Swayam MOOC, NPTEL and other Certificate Courses	· List with details [Name of Student, Program Name, Course Name, Credit] · Certificates	Completed	
12	Mentoring Files	· Program-wise Mentoring Files · Sample Files Checking	Completed	
13	Introduction of Remedial classes, Bridge courses, guidance for NET/SET and competitive examinations.	· Time table of Remedial Classes/ competitive examinations  · List of Students & Attendance	Nil	
14	Labs	· Stock Register, · Lab Manuals, · Lab attendance registers · Lab Audit Report	Completed	
15	Feedback	· Feedback Analysis and Action Taken Report	ERP	
16	Exam Results	· Result Analysis Report of ODD & EVEN Semester	Completed	Collect TR Reports from Exam and prepare Course wise analysis reports: >75%, 60-75%, below 60%, fail
17	Library Status (Central and Departmental):	· List of Books	Completed	
<b>II</b>	<b>Co-curricular / Extra Curricular Activities</b>			
1	Industrial Visit Record: Report	· List of Visits with Date and Place · Report	Completed	
2	Seminar, Conferences Participated by students:	· List: (Name of Student, Conference name, Date) · Certificate	Completed	
3	Expert Talks :	· Invitation Letter · Attendance sheet, · Report	Invitation letter required, rest all completed	



SANGAM UNIVERSITY, BHILWARA				
Internal Quality Assurance Cell (IQAC)				
INTERNAL ACADEMIC AUDIT REPORT FORMAT (for Audit Team)				
For Session: 2024-25				
	<b>Name of Audit Team Members</b>	Team A: Prof. Preeti Mehta, Dr. Nilesh Maheshwari, Dr. Jorawar singh Ranawat		
	<b>SCHOOL NAME:</b>	School of Vocational Studies		
	<b>Date of Audit</b>	25-09-2025		
	<b>Google Drive Link:</b>			
	<b>Name of Dean/ Dean (I):</b>	<b>Dr. Manoj Kumawat (Dy. Dean)</b>		
<b>S.No.</b>	<b>Parameter</b>	<b>Document Proof</b>	<b>Observation of audit committee</b>	<b>Re commendations of academic audit committee</b>
<b>I</b>	<b>Academic</b>			
1	Board of Studies (BOS)	· Office Order Agenda · Invitation Letter · Attendance Sheet · MOMs	Completed	
2	Schemes & Syllabi [POs, COs]: All Programs	<b>Mention Program Names in the Schools</b>	B.VOC, completed	
3	Academic Calendar: Copy Academic Time Table: Odd, Even	· Program wise Time table Copy (UG, PG)	Completed	
4	Activity Calendar with report [Academic & Co-curricular Both]	· School Activity Calendar · Reports	Index page	
5	Course File: Course Syllabus, Course Manual, Assignments, MSE , ESE Q. papers, Assessment	· Course Files as per given format · List as per given format, Signed by Dean · Sample files checking by Team	Pending	
6	Attendance Register with Lecture Plan	Attendance Register	Completed	
7	Lab Records : Student Copy [UG, PG]	Sample Copies of lab Records	Completed	
8	Minor/ Major Research Projects: List of students with Project Titles, Supervisor and Hard copy of Project Files	· List of students with Project Titles, Supervisor  · Hard copy of Project Files	Completed, Online portal of every student	
9	Internship details	· List [Name of Student, Industry] · Internship Certificate copy]	Index Page: List is required	
10	Value Added Courses Details:	· Brochure · Attendance, · Report , · Certificates	Null	
11	Swayam MOOC, NPTEL and other Certificate Courses	· List with details [Name of Student, Program Name, Course Name, Credit] · Certificates	Null, Not available on Swayam/NPTEL platform for Vocational courses	
12	Mentoring Files	· Program-wise Mentoring Files · Sample Files Checking	Mentoring form	
13	Introduction of Remedial classes, Bridge courses, guidance for NET/SET and competitive examinations.	· Time table of Remedial Classes/ competitive examinations  · List of Students & Attendance	Documentation required	
14	Labs	· Stock Register, · Lab Manuals, · Lab attendance registers · Lab Audit Report	Completed	

15	Feedback	· Feedback Analysis and Action Taken Report	ERP	
16	Exam Results	· Result Analysis Report of ODD & EVEN Semester	Exam	
17	Library Status (Central and Departmental):	· List of Books	E-Status/ Records	
<b>II</b>	<b>Co-curricular / Extra Curricular Activities</b>			
1	Industrial Visit Record: Report	· List of Visits with Date and Place · Report	Index Page: List is required	
2	Seminar, Conferences Participated by students:	· List: (Name of Student, Conference name, Date) · Certificate	Index Page: List is required	
3	Expert Talks :	· Invitation Letter · Attendance sheet, · Report	Nil	
4	Soft Skills and Life skills Trainings	· List (Date Training Program, No. of Participants) , · Report	Index Page: List is required T&P and CESD sessions	
5	Research Publications by Students	· List and · Certificate/ Copy of Publication	Nil MagzinePublication	
6	Technical Presentation Awards (Heckathon, Best Paper Presentation etc.):	· Details (, (Name of the student, Event with date, Achievement) · Certificate, Award/ Prize	Index Page: List is required	
7	Students Achievements (Inter and Intra University Competition: Extra Curricular Events, Sports):	· Details, (Name of the student, Event with date, Achievement) · Certificate, Award/ Prize	Index Page: List is required	
8	Selection in Competitive Exams, Govt. Exams etc	· List (Exam Name, Student Name, ID Number of Exam) · Proof (Letter/ Certificate)	Nil	
9	Social Outreach Activity by students:	· Report	Index Page: List is required	
<b>III</b>	<b>Faculty Achievements</b>			
1	Awards/Recognition:	· List, Certificate, Award details	Index Page: List is required	
2	Publications:	· Research papers: List mentioning link and ISSN number, · Hard/Soft Copy of R. paper	Index Page: List is required	
3	Books, Chapters:	· List, · Hard/Soft Copy of Chapter/ Book	Index Page: List is required	
4	Patents:	· List, Details, · Certificate	Nil	
5	Int./ National Conference , Seminars attended:	· List · Certificates,	Index Page: List is required	
6	FDPs (In-house and Out of SU): Certificates, List	· List · Certificates,	Index Page: List is required	
7	Seed Money received:	· Sanction Letter, · Report	Nil	
8	Departmental Committees:	· Circular & MOMs	-	
9	Updated Teaching & Non Teaching Staff Profiles (UPDATE ON SCHOOL WEBSITE ALSO)		Updated	
<b>IV.</b>	<b>Interaction of Department with outside world</b>			
<b>S.No.</b>	<b>Parameter</b>			
1	Consultancy	· Letter, · Report, · Revenue generated proof. (Accounts)	1, Report is required	

2	Projects:	· Sectioned Letter, · Report, · Fund allotted proof.	1, Details are required	
3	MoUs:	· Details · Hard/Soft Copy	Completed	
<b>V.</b>	<b>School Presentation with Future Plans</b>		Completed	
<b>VI</b>	<b>School Index Format</b>		Completed	
<b>VII</b>	<b>Course File Status Report</b>		Completed	
<b>Audit Team members' names with Signature</b>				

SANGAM UNIVERSITY, BHILWARA				
Internal Quality Assurance Cell (IQAC)				
INTERNAL ACADEMIC AUDIT REPORT FORMAT (for Audit Team)				
For Session: 2024-25				
	<b>Name of Audit Team Members</b>	Prof. Vikas Somani, Dr. Seema Kabra, Dr. Surbhi Birla		
	<b>SCHOOL NAME:</b>	School of Arts & Humanities		
	<b>Date of Audit</b>	23 September 2025		
	<b>Google Drive Link:</b>	<a href="https://drive.google.com/drive/folders/1mDL-QoXJcu--pOR3JMAvONGFCVMry7wt?usp=sharing">https://drive.google.com/drive/folders/1mDL-QoXJcu--pOR3JMAvONGFCVMry7wt?usp=sharing</a>		
	<b>Name of Dean/ Dean (I):</b>	Prof. Rajeev Mehta		
S.No.	Parameter	Document Proof	Observation of audit committee	Re commendations of academic audit committee
<b>I</b>	<b>Academic</b>			
	Board of Studies (BOS)	· Office Order Agenda · Invitation Letter · Attendance Sheet · MOMs	Approved Copy(pdf) not available	
	Schemes & Syllabi [POs, COs]: All Programs	<b>Mention Program Names in the Schools</b>	Completed	
	Academic Calendar: Copy Academic Time Table: Odd, Even	· Program wise Time table Copy (UG, PG)	Completed	
	Activity Calendar with report [Academic & Co-curricular Both]	· School Activity Calendar · Reports	Activity Calendar available but reports of activities are missing	to add report of each event with photographs
	Course File: Course Syllabus, Course Manual, Assignments, MSE , ESE Q. papers, Assessment	· Course Files as per given format · List as per given format, Signed by Dean · Sample files checking by Team	Course files of past faculties missing. Some course files are not in proper format. Lecture plans missing.	
	Attendance Register with Lecture Plan	Attendance Register	Lecture plans missing in attendance registers of some faculty, remaining are complete	
	Lab Records : Student Copy [UG, PG]	Sample Copies of lab Records	Not Available	
	Minor/ Major Research Projects: List of students with Project Titles, Supervisor and Hard copy of Project Files	· List of students with Project Titles, Supervisor · Hard copy of Project Files	NA	
	Internship details	· List [Name of Student, Industry] · Internship Certificate copy]	NA	
	Value Added Courses Details:	· Brochure · Attendance, · Report , · Certificates	NIL	
	Swayam MOOC, NPTEL and other Certificate Courses	· List with details [Name of Student, Program Name, Course Name, Credit] · Certificates	NIL	
	Mentoring Files	· Program-wise Mentoring Files · Sample Files Checking	Completed	
	Introduction of Remedial classes, Bridge courses, guidance for NET/SET and competitive examinations.	· Time table of Remedial Classes/ competitive examinations · List of Students & Attendance	Competition classes are held but course content missing.	To add the course content and structure of course.
	Labs	· Stock Register, · Lab Manuals, · Lab attendance registers · Lab Audit Report	NIL	
	Feedback	· Feedback Analysis and Action Taken Report	ERP	
	Exam Results	· Result Analysis Report of ODD & EVEN Semester		Collect TR Reports from Exam and prepare Course wise analysis reports: >75%, 60-75%, below 60%, fail
17	Library Status (Central and Departmental):	· List of Books	Completed	
<b>II</b>	<b>Co-curricular / Extra Curricular Activities</b>			
	Industrial Visit Record: Report	· List of Visits with Date and Place · Report	NA	
	Seminar, Conferences Participated by students:	· List: (Name of Student, Conference name, Date) · Certificate	NIL	
	Expert Talks :	· Invitation Letter · Attendance sheet, · Report	Done but reports missing	To add reports for each activity, expert talks, events
	Soft Skills and Life skills Trainings	· List (Date Training Program, No. of Participants) , · Report	NIL	



SANGAM UNIVERSITY, BHILWARA				
Internal Quality Assurance Cell (IQAC)				
INTERNAL ACADEMIC AUDIT REPORT FORMAT (for Audit Team)				
For Session: 2024-25				
	<b>Name of Audit Team Members</b>	Team A: Prof. Preeti Mehta, Dr. Nilesh Maheshwari, Dr. Jorawar singh Ranawat		
	<b>SCHOOL NAME:</b>	Computer Science Engineering		
	<b>Date of Audit</b>	25-09-2025		
	<b>Google Drive Link:</b>	<a href="https://drive.google.com/drive/folders/15h3wZh3WDQUX8BKBTr55sIzCE27EApL?usp=drive_link">https://drive.google.com/drive/folders/15h3wZh3WDQUX8BKBTr55sIzCE27EApL?usp=drive_link</a>		
	<b>Name of Dean/ Dean (I):</b>	Prof. Vikas Somani	Ms Pallavi Krishnapurohit (Incharge)	
<b>S.No.</b>	<b>Parameter</b>	<b>Document Proof</b>	<b>Observation of audit committee</b>	<b>Re commendations of academic audit committee</b>
<b>I</b>	<b>Academic</b>			
1	Board of Studies (BOS)	· Office Order Agenda · Invitation Letter · Attendance Sheet · MOMs	Completed	
2	Schemes & Syllabi [POs, COs]: All Programs	<b>Mention Program Names in the Schools</b>	BCA, B.Tech CS & AI, M. Tech, PGDCA  COs need to add in Syllabus	
3	Academic Calendar: Copy Academic Time Table: Odd, Even	· Program wise Time table Copy (UG, PG)	Completed	
4	Activity Calendar with report [Academic & Co-curricular Both]	· School Activity Calendar · Reports	Odd Sem: Completed Even Sem Activity Calendar and Reports are missing	
5	Course File: Course Syllabus, Course Manual, Assignments, MSE , ESE Q. papers, Assessment	· Course Files as per given format · List as per given format, Signed by Dean · Sample files checking by Team	Completed	
6	Attendance Register with Lecture Plan	Attendance Register	Completed, Lecture Plan must be pasted in Attendance Register	
7	Lab Records : Student Copy [UG, PG]	Sample Copies of lab Records	Completed	
8	Minor/ Major Research Projects: List of students with Project Titles, Supervisor and Hard copy of Project Files	· List of students with Project Titles, Supervisor  · Hard copy of Project Files	Completed	
9	Internship details	· List [Name of Student, Industry] · Internship Certificate copy]	Completed	
10	Value Added Courses Details:	· Brochure · Attendance, · Report , · Certificates		Add Spoken Tutorials as value addition
11	Swayam MOOC, NPTEL and other Certificate Courses	· List with details [Name of Student, Program Name, Course Name, Credit] · Certificates	Completed	
12	Mentoring Files	· Program-wise Mentoring Files · Sample Files Checking	Completed	
13	Introduction of Remedial classes, Bridge courses, guidance for NET/SET and competitive examinations.	· Time table of Remedial Classes/ competitive examinations  · List of Students & Attendance	Null	

14	Labs	· Stock Register, · Lab Manuals, · Lab attendance registers · Lab Audit Report	Completed	
15	Feedback	· Feedback Analysis and Action Taken Report	ERP	
16	Exam Results	· Result Analysis Report of ODD & EVEN Semester	Exam Cell	Collect TR Reports from Exam and prepare Course wise analysis reports: >75%, 60- 75%, below 60%, fail
17	Library Status (Central and Departmental):	· List of Books	Maintained	
<b>II</b>	<b>Co-curricular / Extra Curricular Activities</b>			
1	Industrial Visit Record: Report	· List of Visits with Date and Place · Report	Nil, no visit in this session	
2	Seminar, Conferences Participated by students:	· List: (Name of Student, Conference name, Date) · Certificate	Not in format	Prepare Index List mentioning Student name, Conference, venue and date  attached certificate as proof.
3	Expert Talks :	· Invitation Letter · Attendance sheet, · Report	Index File of report mentioning Expert name, Date and Title of the talk, Participants	
4	Soft Skills and Life skills Trainings	· List (Date Training Program, No. of Participants) , · Report	Nil,	Mention the sessions details conducted by T&P and CESD for your department
5	Research Publications by Students	· List and · Certificate/ Copy of Publication	IndexPage: List missing	
6	Technical Presentation Awards (Heckathon, Best Paper Presentation etc.):	· Details (, (Name of the student, Event with date, Achievement) · Certificate, Award/ Prize	IndexPage: List missing	
7	Students Achievements (Inter and Intra University Competition: Extra Curricular Events, Sports):	· Details, (Name of the student, Event with date, Achievement) · Certificate, Award/ Prize	Completed	
8	Selection in Competitive Exams, Govt. Exams etc	· List (Exam Name, Student Name, ID Number of Exam) · Proof (Letter/ Certificate)	Completed	
9	Social Outreach Activity by students:	· Report	Nil	
<b>III</b>	<b>Faculty Achievements</b>			
1	Awards/Recognition:	· List, Certificate, Award details	Completed	
2	Publications:	· Research papers: List mentioning link and ISSN number, · Hard/Soft Copy of R. paper	Completed	
3	Books, Chapters:	· List, · Hard/Soft Copy of Chapter/ Book	Completed	
4	Patents:	· List, Details, · Certificate	Completed	
5	Int./ National Conference , Seminars attended:	· List · Certificates,	Completed	
6	FDPs (In-house and Out of SU): Certificates, List	· List · Certificates,	Completed	
7	Seed Money received:	· Sanction Letter, · Report	Nil	
8	Departmental Committees:	· Circular & MOMs	-	
9	Updated Teaching & Non Teaching Staff Profiles (UPDATE ON SCHOOL WEBSITE ALSO)		Teaching profile updated	Add Computer Science Technical Staff
<b>IV.</b>	<b>Interaction of Department with outside world</b>			
<b>S.No.</b>	<b>Parameter</b>			

1	Consultancy	· Letter, · Report, · Revenue generated proof. (Accounts)	Completed (7) Accounts statement	
2	Projects:	· Sectioned Letter, · Report, · Fund allotted proof.	Accounts statement	
3	MoUs:	· Details · Hard/Soft Copy	Completed (3)	Only Active MoUs are countable (Interactive Activities are required)
<b>V.</b>	<b>School Presentation with Future Plans</b>	Completed		
<b>VI</b>	<b>School Index Format</b>	Submitted		
<b>VII</b>	<b>Course File Status Report</b>	Submitted		

SANGAM UNIVERSITY, BHILWARA						
Internal Quality Assurance Cell (IQAC)						
INTERNAL ACADEMIC AUDIT REPORT FORMAT (for Audit Team)						
For Session: 2024-25						
	<b>Name of Audit Team Members</b>		Team B: Prof. Vikas Somani, Dr. Seema Kabra, Dr. Surbhi Birla	Audited by Team A: Prof Preeti Mehta, Dr. Jorawar Singh Ranawat, Dr. Nilesh Maheshwari	Audited by Team A: Prof Preeti Mehta, Dr. Jorawar Singh Ranawat, Dr. Nilesh Maheshwari	
	<b>SCHOOL NAME:</b>	School of Allied Health Sciences				
	<b>Date of Audit</b>		01-10-2025	14-10-2025	15-10-2025	
	<b>Google Drive Link:</b>			<a href="https://drive.google.com/drive/folders/LJYZcFImMOyITnOTB9rIv56MO_4ddiGGn2usp=drive_link">https://drive.google.com/drive/folders/LJYZcFImMOyITnOTB9rIv56MO_4ddiGGn2usp=drive_link</a>		
	<b>Name of Dean/ Dean (I):</b>	Prof. Praveen Soni				
	<b>Incharge</b>		Dr. Nilesh maheshwari	Dr. Kanika Choudhary	Dr. Sunil Menaria	
<b>S.No.</b>	<b>Parameter</b>	<b>Document Proof</b>	<b>Pharmacy : Observation of audit committee</b>	<b>Physiotherapy : Observation of audit committee</b>	<b>Nursing : Observation of audit committee</b>	<b>Recommendations of academic audit committee</b>
<b>I</b>	<b>Academic</b>					
	Board of Studies (BOS)	· Office Order Agenda · Invitation Letter · Attendance Sheet · MOMs	Completed	Completed	Completed	
	Schemes & Syllabi [POs, COs]: All Programs	<b>Mention Program Names in the Schools</b>	Completed	BPT (Yearly Program) Add Course Outcomes in syllabus	B.Sc. Nursing, GNM (INC Approved)	
	Academic Calendar: Copy Academic Time Table: Odd, Even	· Program wise Time table Copy (UG, PG)	Completed	Completed	Completed	
	Activity Calendar with report [Academic & Co-curricular Both]	· School Activity Calendar · Reports	Completed	Add Index File, Reports completed	Completed	
	Course File: Course Syllabus, Course Manual, Assignments, MSE, ESE Q. papers, Assessment	· Course Files as per given format · List as per given format, Signed by Dean · Sample files checking by Team	Need to update aording to prescribed format. Course files of faculties from other schools required.	Completed	Completed	
	Attendance Register with Lecture Plan	Attendance Register	Completed, lecture plans to be added	Completed	Completed	
	Lab Records : Student Copy [UG, PG]	Sample Copies of lab Records	Completed	Completed	Completed	
	Minor/ Major Research Projects: List of students with Project Titles, Supervisor and Hard copy of Project Files	· List of students with Project Titles, Supervisor  · Hard copy of Project Files	Title wise list and certificates required	Nil	Nil	
	Internship details	· List [Name of Student, Industry] · Internship Certificate copy]	Not available, to be asked from T & P	NA	Nil	
	Value Added Courses Details:	· Brochure · Attendance, · Report , · Certificates	NIL	Nil	Nil	
	Swayam MOOC, NPTEL and other Certificate Courses	· List with details [Name of Student, Program Name, Course Name, Credit] · Certificates	NIL	Nil	Nil	
	Mentoring Files	· Program-wise Mentoring Files · Sample Files Checking	Completed	Completed	Completed	
	Introduction of Remedial classes, Bridge courses, guidance for NET/SET and competitive examinations.	· Time table of Remedial Classes/ competitive examinations  · List of Students & Attendance	Completed, Remedial classes are part of Curriculum	Completed	Nil	
	Labs	· Stock Register, · Lab Manuals, · Lab attendance registers · Lab Audit Report	Completed	Completed	Completed	
	Feedback	· Feedback Analysis and Action Taken Report	ERP	ERP	Completed at School level	
	Exam Results	· Result Analysis Report of ODD & EVEN Semester	Result Analysis pending	Result Analysis pending	Completed	
17	Library Status (Central and Departmental):	· List of Books	Completed	Completed	Completed	
<b>II</b>	<b>Co-curricular / Extra Curricular Activities</b>					
	Industrial Visit Record: Report	· List of Visits with Date and Place · Report	Available in T & P	Nil	Completed (records of Hospital visit)	
	Seminar, Conferences Participated by students:	· List: (Name of Student, Conference name, Date) · Certificate	NIL	Nil	Nil	
	Expert Talks :	· Invitation Letter · Attendance sheet, · Report	Completed	Completed	Completed (1)	
	Soft Skills and Life skills Trainings	· List (Date Training Program, No. of Participants) , · Report	NIL	Mention the sessions details conducted by T&P and CESD for your department	Mention the sessions details conducted by T&P and CESD for your department	
	Research Publications by Students	· List and · Certificate/ Copy of Publication	NIL	Nil	Nil	



SANGAM UNIVERSITY, BHILWARA				
Internal Quality Assurance Cell (IQAC)				
INTERNAL ACADEMIC AUDIT REPORT FORMAT (for Audit Team)				
For Session: 2024-25				
	<b>Name of Audit Team Members</b>	Team B: Prof. Vikas Somani, Dr. Seema Kabra, Dr. Surbhi Birla		
	<b>SCHOOL NAME:</b>	School of Agriculture Science and Technology		
	<b>Date of Audit</b>	24 September 2025		
	<b>Google Drive Link:</b>			
	<b>Name of Dean/ Dean (I):</b>	Dr. Jitendra Balyan		
<b>S.No.</b>	<b>Parameter</b>	<b>Document Proof</b>	<b>Observation of audit committee</b>	<b>Re commendations of academic audit committee</b>
<b>I</b>	<b>Academic</b>			
	Board of Studies (BOS)	· Office Order Agenda · Invitation Letter · Attendance Sheet · MOMs	Completed	
	Schemes & Syllabi [POs, COs]: All Programs	<b>Mention Program Names in the Schools</b>	Completed	
	Academic Calendar: Copy Academic Time Table: Odd, Even	· Program wise Time table Copy (UG, PG)	Completed	
	Activity Calendar with report [Academic & Co-curricular Both]	· School Activity Calendar · Reports	Completed	
	Course File: Course Syllabus, Course Manual, Assignments, MSE , ESE Q. papers, Assessment	· Course Files as per given format · List as per given format, Signed by Dean · Sample files checking by Team	Completed	
	Attendance Register with Lecture Plan	Attendance Register	Completed	
	Lab Records : Student Copy [UG, PG]	Sample Copies of lab Records	Completed	
	Minor/ Major Research Projects: List of students with Project Titles, Supervisor and Hard copy of Project Files	· List of students with Project Titles, Supervisor  · Hard copy of Project Files	NA	
	Internship details	· List [Name of Student, Industry] · Internship Certificate copy]	Completed	
	Value Added Courses Details:	· Brochure · Attendance, · Report , · Certificates	Not Available	
	Swayam MOOC, NPTEL and other Certificate Courses	· List with details [Name of Student, Program Name, Course Name, Credit] · Certificates	Not Available	
	Mentoring Files	· Program-wise Mentoring Files · Sample Files Checking	Completed	
	Introduction of Remedial classes, Bridge courses, guidance for NET/SET and competitive examinations.	· Time table of Remedial Classes/ competitive examinations  · List of Students & Attendance	Not Available	
	Labs	· Stock Register, · Lab Manuals, · Lab attendance registers · Lab Audit Report	Completed but stock registers are not signed	
	Feedback	· Feedback Analysis and Action Taken Report	ERP	

	Exam Results	· Result Analysis Report of ODD & EVEN Semester		Collect TR Reports from Exam and prepare Course wise analysis reports: >75%, 60-75%, below 60%, fail
17	Library Status (Central and Departmental):	· List of Books	Completed	
<b>II</b>	<b>Co-curricular / Extra Curricular Activities</b>			
	Industrial Visit Record: Report	· List of Visits with Date and Place · Report	Completed	
	Seminar, Conferences Participated by students:	· List: (Name of Student, Conference name, Date) · Certificate	NIL	
	Expert Talks :	· Invitation Letter · Attendance sheet, · Report	Completed	
	Soft Skills and Life skills Trainings	· List (Date Training Program, No. of Participants) , · Report	Completed	
	Research Publications by Students	· List and · Certificate/ Copy of Publication	NIL	
	Technical Presentation Awards (Heckathon, Best Paper Presentation etc.):	· Details (, (Name of the student, Event with date, Achievement) · Certificate, Award/ Prize	NIL	
	Students Achievements (Inter and Intra University Competition: Extra Curricular Events, Sports):	· Details, (Name of the student, Event with date, Achievement) · Certificate, Award/ Prize	Reports required with photos	To prepare and attach report of achievements
	Selection in Competitive Exams, Govt. Exams etc	· List (Exam Name, Student Name, ID Number of Exam) · Proof (Letter/ Certificate)	NIL	
	Social Outreach Activity by students:	· Report	Completed	
<b>III</b>	<b>Faculty Achievements</b>			
1	Awards/Recognition:	· List, Certificate, Award details	Available but certificates are missing	To collect certificates.
2	Publications:	· Research papers: List mentioning link and ISSN number, · Hard/Soft Copy of R. paper	Completed	
3	Books, Chapters:	· List, · Hard/Soft Copy of Chapter/ Book	Completed	
4	Patents:	· List, Details, · Certificate	NIL	
5	Int./ National Conference , Seminars attended:	· List · Certificates,	Completed	
6	FDPs (In-house and Out of SU): Certificates, List	· List · Certificates,	Completed	
7	Seed Money received:	· Sanction Letter, · Report	Available but documents are missing	to collect document and attach the same
8	Departmental Committees:	· Circular & MOMs	Completed	
9	Updated Teaching & Non Teaching Staff Profiles (UPDATE ON SCHOOL WEBSITE ALSO)		Completed	
<b>IV.</b>	<b>Interaction of Department with outside world</b>			
<b>S.No.</b>	<b>Parameter</b>			
a.	Consultancy	· Letter, · Report, · Revenue generated proof. (Accounts)	NIL	

b.	Projects:	· Sectioned Letter, · Report, · Fund allotted proof.	Completed	
c.	MoUs:	· Details · Hard/Soft Copy	NIL	
V.	<b>School Presentation with Future Plans</b>		Not available	to prepare school presentation with future plans.
**	<b>All details available in soft but not created any folder on drive, so drive link not available.</b>			
VI	<b>School Index Format</b>			
VII	<b>Course File Status Report</b>			
<b>Audit Team members' names with Signature</b>				

SANGAM UNIVERSITY, BHILWARA				
Internal Quality Assurance Cell (IQAC)				
INTERNAL ACADEMIC AUDIT REPORT FORMAT (for Audit Team)				
For Session: 2024-25				
	Name of Audit Team Members		Prof. Vikas Somani, Dr. Seema Kabra, Dr. Surbhi Birla	
	SCHOOL NAME:		School of Legal Studies	
	Google Drive Link:	<a href="https://drive.google.com/drive/folders/1MZUNi50xEcEW_HH3qLKDwonW1cseLWj">https://drive.google.com/drive/folders/1MZUNi50xEcEW_HH3qLKDwonW1cseLWj</a>		
	Date of Audit		25 September, 2025	
	Name of Dean/ Dean (I):		Dr. Omprakash Somkuwar	
S.No.	Parameter	Document Proof	Observation of audit committee	Re commendations of academic audit committee
I	Academic			
	Board of Studies (BOS)	· Office Order Agenda · Invitation Letter · Attendance Sheet · MOMs	Completed	Scanned copy required
	Schemes & Syllabi [POs, COs]: All Programs	<b>Mention Program Names in the Schools</b>	Completed	
	Academic Calendar: Copy Academic Time Table: Odd, Even	· Program wise Time table Copy (UG, PG)	Completed	
	Activity Calendar with report [Academic & Co-curricular Both]	· School Activity Calendar · Reports	Completed	
	Course File: Course Syllabus, Course Manual, Assignments, MSE , ESE Q. papers, Assessment	· Course Files as per given format · List as per given format, Signed by Dean · Sample files checking by Team	Completed, but some course files are not as per the prescribed format	Add CO in each course file
	Attendance Register with Lecture Plan	Attendance Register	Not Completed due to BCI	Add lecture plans in Attendance Register
	Lab Records : Student Copy [UG, PG]	Sample Copies of lab Records	NA	
	Minor/ Major Research Projects: List of students with Project Titles, Supervisor and Hard copy of Project Files	· List of students with Project Titles, Supervisor · Hard copy of Project Files	NA	
	Internship details	· List [Name of Student, Industry] · Internship Certificate copy]	Not Available	To keep record of internship (Certificates and list)
	Value Added Courses Details:	· Brochure · Attendance, · Report , · Certificates	Attendance and Report completed but brochure and certificates missing	Add brochures and certificates issued to students (if any)
	Swayam MOOC, NPTEL and other Certificate Courses	· List with details [Name of Student, Program Name, Course Name, Credit] · Certificates	NIL	
	Mentoring Files	· Program-wise Mentoring Files · Sample Files Checking	Only mentoring forms are filled	Need to maintain meeting records of each mentee
	Introduction of Remedial classes, Bridge courses, guidance for NET/SET and competitive examinations.	· Time table of Remedial Classes/ competitive examinations  · List of Students & Attendance	Nil	
	Labs	· Stock Register, · Lab Manuals, · Lab attendance registers · Lab Audit Report	Nil	
	Feedback	· Feedback Analysis and Action Taken Report	ERP	

	Exam Results	· Result Analysis Report of ODD & EVEN Semester	Completed	Collect TR Reports from Exam and prepare Course wise analysis reports: >75%, 60-75%, below 60%, fail
17	Library Status (Central and Departmental):	· List of Books	Completed	
<b>II</b>	<b>Co-curricular / Extra Curricular Activities</b>			
	Industrial Visit Record: Report	· List of Visits with Date and Place · Report	Added in Academic Activities	Keep separate records of industrial visits
	Seminar, Conferences Participated by students:	· List: (Name of Student, Conference name, Date) · Certificate	NIL	
	Expert Talks :	· Invitation Letter · Attendance sheet, · Report	Completed	Photographs to be added with respective reports
	Soft Skills and Life skills Trainings	· List (Date Training Program, No. of Participants) , · Report	Not Available	To be collected from T &P
	Research Publications by Students	· List and · Certificate/ Copy of Publication	NIL	
	Technical Presentation Awards (Heckathon, Best Paper Presentation etc.):	· Details (, (Name of the student, Event with date, Achievement) · Certificate, Award/ Prize	All added in activity calendar and reports folders	Prepare separate folders for each
	Students Achievements (Inter and Intra University Competition: Extra Curricular Events, Sports):	· Details, (Name of the student, Event with date, Achievement) · Certificate, Award/ Prize		
	Selection in Competitive Exams, Govt. Exams etc	· List (Exam Name, Student Name, ID Number of Exam) · Proof (Letter/ Certificate)		
	Social Outreach Activity by students:	· Report		
<b>III</b>	<b>Faculty Achievements</b>			
1	Awards/Recognition:	· List, Certificate, Award details	Completed but certificates missing	Prepare proper list with all titles and add certificate of each award/ recognition
2	Publications:	· Research papers: List mentioning link and ISSN number, · Hard/Soft Copy of R. paper	Available but not in proper format	To prepare separate excel sheets for research papers, Books, Chapters, and Patents
3	Books, Chapters:	· List, · Hard/Soft Copy of Chapter/ Book		
4	Patents:	· List, Details, · Certificate		
5	Int./ National Conference , Seminars attended:	· List · Certificates,		
6	FDPs (In-house and Out of SU): Certificates, List	· List · Certificates,		
7	Seed Money received:	· Sanction Letter, · Report	Nil	
8	Departmental Committees:	· Circular & MOMs	Meeting Circular available, MOM missing	
9	Updated Teaching & Non Teaching Staff Profiles (UPDATE ON SCHOOL WEBSITE ALSO)		Completed	
<b>IV.</b>	<b>Interaction of Department with outside world</b>			
<b>S.No.</b>	<b>Parameter</b>			
a.	Consultancy	· Letter, · Report, · Revenue generated proof. (Accounts)	NIL	
b.	Projects:	· Sectioned Letter, · Report, · Fund allotted proof.	NIL	

c.	MoUs:	· Details · Hard/Soft Copy	NIL	
<b>V.</b>	<b>School Presentation with Future Plans</b>		Presentation available but future plans missing	To add future plans in presentation
<b>VI</b>	<b>School Index Format</b>			
<b>VII</b>	<b>Course File Status Report</b>			
<b>Audit Team members' names with Signature</b>				

Internal Quality Assurance Cell (IQAC)						
INTERNAL ACADEMIC AUDIT REPORT FORMAT						
(for Audit Team)						
For Session: 2024-25						
Name of Audit Team Members: Team A: Prof. Preeti Mehta, Dr. Nilesh Maheshwari, Dr. Jorawar Singh Kanawat						
SCHOOL NAME: School of Engineering & Technology						
Date of Audit: 01-10-2025, 03-10-2025						
Google Drive Link: <a href="https://drive.google.com/drive/folders/1Kov2G2o-OMsprwz5DKdq-MhPZcq1AR8aU">https://drive.google.com/drive/folders/1Kov2G2o-OMsprwz5DKdq-MhPZcq1AR8aU</a>						
Name of Dean/ Dean (I):		PC	PC	PC	Incomplete Data	
Prof. R.K. Somani		Mr. Mansoj Gupta Mechanical	Mr. Akhil Maheshwari Civil	Mr. Abhishek Vyas Mining	Dr. Atul Gandhi Electrical	
S.No.	Parameter	Document Proof	Observation of audit committee	Observation of audit committee	Observation of audit committee	Re recommendations of academic audit committee
<b>I Academic</b>						
	Board of Studies (BOS)	Office Order Agenda Invitation Letter Attendance Sheet MOMs	Done Invitation Letters copy to External needs to add in file.	Done Invitation Letters copy to External needs to add in file.	Done Invitation Letters copy to External needs to add in file.	Done Invitation Letters copy to External needs to add in file.
	Schemes & Syllabi [POs, COs]: All Programs	Mention Program Names in the Schools	B.Tech , Diploma	B Tech Diploma, M.Tech (PS, PE)	B Tech, Diploma	B Tech Diploma, M.Tech (PS, PE) Add POs, PEDOs, COs need to add in syllabus.
	Academic Calendar: Copy Academic Time Table: Odd, Even	Program wise Time table Copy (UG, PG)	SOET data available	Completed	SOET data available Mining Data not Available	Completed
	Activity Calendar with report [Academic & Co-curricular Both]	School Activity Calendar Reports	School Activity calendar missing	Activity Reports and Lists are not maintained (Missing)	School Activity calendar missing. Index of activities missing, Reports Done	Reports must be in uniform formats and arrange as per activity calendar Reports of activities are missing
	Course File: Course Syllabus, Course Manual, Assignments, MSE, ESE, Q. papers, Assessment	Course Files as per given format List as per given format, Signed by Dean Sample files checking by Team	Not in given Format	Naot as per given format.	Not in given Format	Naot as per given format. Maintain the Coursefile - Program and semester wise, not facultywise.
	Attendance Register with Lecture Plan	Attendance Register	Done	Completed.	Completed.	Completed.
	Lab Records : Student Copy [UG, PG]	Sample Copies of lab Records	Done	Not available	Done	Not available
	Minor/ Major Research Projects: List of students with Project Titles, Supervisor and Hard copy of Project Files	List of students with Project Titles, Supervisor Hard copy of Project Files	Index Not Available	List (Index file) missing	Index Not Available	List (Index file) missing, files are not available
	Internship details	List [Name of Student, Industry] Internship Certificate copy]	Data available Index List not available	List (Index file) missing, Separate copies of certificates as data proof.	Data available Index List not available	Data available Index List not available
	Value Added Courses Details:	Brochure Attendance, Report, Certificates	NIL	Completed, One course, List of students and attendance require	NIL	NIL
	Swayam MOOC, NPTEL and other Certificate Courses	List with details [Name of Student, Program Name, Course Name, Credit] Certificates	Data available Index List not available	Incomplete, List of students missing	Data available Index List not available	Data available Index List not available
	Mentoring Files	Program-wise Mentoring Files Sample Files Checking	Done	Completed	Done	Completed
	Introduction of Remedial classes, Bridge courses, guidance for NET/SET and competitive examinations.	Time table of Remedial Classes/ competitive examinations List of Students & Attendance	NIL	Nil	NIL	Identify weaker students for remedial classes, prepare time table and keep record
	Labs	Stock Register, Lab Manuals, Lab attendance registers Lab Audit Report	Missing	Completed	Single lab manual available	Completed
	Feedback	Feedback Analysis and Action Taken Report	EPR	ERP	NIL	ERP
	Exam Results	Result Analysis Report of ODD & EVEN Semester	take data from Exam	Exam Cell	-	Exam Collect TR Reports from Exam and prepare Course wise analysis reports: >75%, 60-75%, below 60%, fail
17	Library Status (Central and Departmental)	List of Books	Done	Maintained	Done	Maintained
<b>II Co-curricular/ Extra Curricular Activities</b>						
	Industrial Visit Record: Report	List of Visits with Date and Place Report	NIL	Nil, Survey camps conducted	Data available index not available	Data available index not available
	Seminar, Conferences Participated by students:	List (Name of Student, Conference name, Date) Certificate	NIL	Add index file: List of students, date and Conference name	NIL	Data available index not available
	Expert Talks :	Invitation Letter Attendance sheet, Report	NIL	Nil,	Missing	NIL
	Soft Skills and Life skills Trainings	List (Date Training Program, No. of Participants) , Report	Take data from CESD cell and TPO cell	-	Take data from CESD cell and TPO cell	NIL
	Research Publications by Students	List and Certificate/ Copy of Publication	NIL	Nil	NIL	NIL
	Technical Presentation Awards (Hackathon, Best Paper Presentation etc.)	Details (, (Name of the student, Event with date, Achievement) Certificate, Award/ Prize	NIL	Nil	NIL	NIL
	Students Achievements (Inter and Intra University Competition: Extra Curricular Events, Sports)	Details, (Name of the student, Event with date, Achievement) Certificate, Award/ Prize	NIL	Done, in Sports	Data available index not available	index list of students achievements needs to add
	Selection in Competitive Exams, Govt. Exams etc	List (Exam Name, Student Name, ID Number of Exam) Proof (Letter/ Certificate)	NIL	Nil	Data available index not available	NIL
	Social Outreach Activity by students:	Report	NIL	Nil	NIL	NIL
<b>III Faculty Achievements</b>						
1	Awards/Recognition:	List, Certificate, Award details	NIL	Nil	Data available index not available	NIL
2	Publications:	Research papers: List mentioning link and ISSN number, Hard/Soft Copy of R. paper	NIL	Incomplete	DATA available but not in assigned format	DATA available but not in assigned format
3	Books, Chapters:	List, Hard/Soft Copy of Chapter/ Book	NIL	Nil	NIL	NIL
4	Patents:	List, Details, Certificate	NIL	Incomplete	NIL	NIL
5	Int / National Conference , Seminars attended:	List Certificates,	NIL	Data incomplete	Data available index not available	Data available index not available
6	FDPs (In-house and Out of SU):	List Certificates, List	NIL	Data incomplete	Data available list not available	Data available index not available
7	Seed Money received:	Sanction Letter, Report	NIL	Nil	NIL	NIL
8	Departmental Committees:	Circular & MOMs	Done	-	Data missing Currently	NIL
9	Updated Teaching & Non Teaching Staff Profiles (UPDATE ON SCHOOL WEBSITE ALSO)		Done	Updated	Done	Updated
<b>IV. Interaction of Department with outside world</b>						
S.No.	Parameter					
a.	Consultancy	Letter, Report, Revenue generated proof (Accounts)	NIL	Nil	NIL	NIL
b.	Projects:	Sectioned Letter, Report, Fund allotted proof.	NIL	Nil	NIL	NIL

c.	MoUs:	Details Hard/Soft Copy	Available	Nil	Data not available/Missing	Nil												
V.	School Presentation with Future Plans		Overall SOET available school wise not available Department wise															
VI	School Index Format		Provided: Program names are not specified, Incomplete															
VII	Course File Status Report		Not Provided															
	Diploma data files are not available																	
Audit Team members' names with Signature																		