

Academic and Administrative Audit A.Y. 2022-23 Onwards

(For Departments offering Humanities Programs)

DELHI TECHNOLOGICAL UNIVERSITY

New Delhi-110042



Department of

(To be filled up by Academic Expert)

Name & Signature of the Auditors:

The day and Date of visit:

Summary

S. No.	Parameters of Evaluation	Max. Marks	Self-Assessment Score	Marks Scored
1.	Teaching Learning and Evaluation	155		
2.	Research, Innovation & Extension	230		
3.	Infrastructure & Learning Resources	50		
4.	Governance, Leadership & Management	100		
5.	Institutional Values & Best Practices	100		
Total		635		

Grading System:

Grade	Details	Total Marks scored
A++	Outstanding	559 - 635
A+	Excellent	514 - 558
A	Good	476 - 513
B++	Average	438 - 475
B+	Acceptable	396 - 437
B	Not Acceptable	Below 396

SWOT Analysis of the Department:

1. Strengths

2. Weaknesses

3. Opportunity

4. Threat

Suggestions based on information:

1. Teaching - Learning Process and Evaluation (155)

1.1 Faculty Profile (40)

S. No.	Sub-parameter	Marks Assigned	Self-Assessment Score	Marks Scored
a)	Average percentage of Regular teachers against sanctioned post	5		
b)	Average percentage of Regular teachers from other states/ countries against sanctioned post	5		
c)	Average percentage of Regular teachers with PhD degree	5		
d)	Teaching Experience per Regular teacher in no. of years	5		
e)	Percentage of Regular teachers who received awards, recognition, fellowship at State/ National/ International Level from Govt./ recognized bodies/ Regulatory bodies of state/Central Govt. other than DTU	5		
f)	Percentage of teachers using the ICT for effective teaching with LMS/ERP	5		
g)	E-content developed by Faculty for e-PG Pathshala / CEC (UG)/ SWAYAM/ MOOCs platform/ NPTEL/ NMEICT/ Moodle/ any other	5		
h)	Ratio of Students to mentor for academic and stress related issues	5		
	Total	40		

1.2 Teaching – Learning Process (65)

S. No.	Sub-parameter	Marks Assigned	Revised Score	Marks Scored
1.2.1	Theory lectures			
	Average % of lectures conducted	10		
	Percentage of courses for which course file consisting of teaching plan, execution plan etc. available and updated	15		
1.2.2	Practical			
	Average % of practical conducted compared with that minimum required as per curriculum:	10		
	Availability of laboratory manual	5		
	Maintenance of laboratory equipment and new addition	5		
1.2.3	Theory attendance of students			
	Average % of lectures attended by students	5		
1.2.4	Practical attendance of students			
	Average % of practical attended by students	5		
1.2.5	Home assignments and its assessment.	2		

1.2.6	Efforts taken by Department to improve performance of academically weaker students through remedial classes	3		
1.2.7	Efforts taken by Department to improve overall performance of students including Quality Circle/Courses conducted/ Expert lectures etc.	5		
	Total	65		

1.3 Examination System (40)

S. No.	Sub-parameter	Marks Assigned	Self-Assessment Score	Marks Scored
1.3.1	Examination Process			
	Transparency in the processes like internal assessment; scrutiny and declaration of result	10		
	Appropriate weight-age for continuous evaluation and end semester examination.	10		
1.3.2	Quality of MSE/ESE Question Papers	20		
	Total	40		

1.4 Students Performance and Learning Outcomes (15)

S. No.	Sub-parameter	Marks Assigned		Marks Scored
1.4.1	Learning outcome			
	Course Outcomes for all programs offered by the department are stated and displayed on the prominent places including Website, communicated to teachers and students	6		
	Percentage of Programs/Courses for which Attainment of Program Outcomes, Program specific Outcomes and Course Outcomes are calculated.	4		
	Total	10		
	Any additional comments/feedback/ observations/advice which may or may not be based on above points:			

2 Research, Innovation and Extension (230)

S. No.	Sub-parameter	Marks Assigned	Self-Assessment Score	Marks Scored
2.1	Promotion of Research & Facilities			
	Average seed money provided to faculty per year for research	5		
	No. of teachers awarded international fellowship for advance study/ research	5		
	No. of JRF/ SRF/ PDF/ RA and other research fellows enrolled in the Department	5		
	Recognition of department from UGC-SAP, CAS, DST-FIST, DBT, ICSSR or any other similar Govt. agency	5		
	Total	20		
2.2	Resource Mobilization for Research			
	Grants for research received from Non-govt. sources such as Industry, International bodies, endowments, Chairs in the institution	5		
	Grants for research received from Govt. sources	10		
	No. of research projects per teacher (funded from outside University)	5		
	Total	20		
2.3	Innovation Eco system			
	No. of award for innovation won by department/ faculty/ student/PSU statutory /Regulatory Govt. Bodies/Central/NGO/Industry	15		
	No. of Start-ups incubated in DTU/ outside incubators by the department/ faculty/ student	15		
	Total	30		
2.4	Research Publication and Awards			
	No. of patents published/ granted Granted (Awareness) Published Commercialization/Technology Transfer	20		
	No. of PhDs awarded per teacher	20		
	No. of Research papers per teacher in indexed Journals (SCOPUS/ SCI/ SCIE/ Web of Science)	25		
	No. of Books Chapters in edited Volumes per teacher	5		
	No. of Books Published per teacher	10		
	No. of Papers published in National/ International Conference Proceedings	10		
	Average h-index of the department as per SCOPUS/ Web of Science	5		
	Average citation index of the department as per SCOPUS/ Web of Science/ Indian Citation Index	5		
	Total	100		
2.5	Consultancy			

	Revenue generated from Consultancy/ from Corporate Training/ any other source	20		
	Total	20		
2.6	Extension Activities			
	No. of awards and recognition received by teacher & Students for extension activities in the neighbourhood communities in terms of impact & Sensitizing students to social issues & Holistic development from govt./ recognized bodies	5		
	Average percentage of teachers/staff participating in extension activities (Swatch Bharat, AIDS awareness, GenderIssues, Unnat Bharat etc.) through Extensionand Outreach office/NSS/ NCC/ Red Cross/ YRC/ Professional Society/ Student Society/clubs/organization of conferences/Seminars / conclaves etc. (Not covered in point 2.3.7)	15		
	Total	20		
2.7	Collaboration			
	No. of collaborative activities for Research, faculty exchange, student exchange per year	5		
	No. of linkages with Institutions/ Industries for internship, on the job training, Project work, sharing of research facilities	5		
	No. of functional MOUs with Institutions of National & International Importance/ Industry/ Corporate House/ Others	10		
	Total	20		
Any additional comments/feedback/ observations/advice which may or may not be based on above points:				

3 Infrastructure and Learning Resources (50)

S. No.	Sub-parameter	Marks Assigned	Self-Assessment Score	Marks Scored
3.1	Physical Facilities			
	No of class rooms/tutorial (with AC/ Without AC)	5		
	No. of Faculty rooms/cabins	5		
	No. of Computing hardware facilities	5		
	Class rooms furniture (Adequate quantity and quality)	5		
	Total	20		
3.2	Library as a learning resource			

	Departmental library	10		
	No. of books/journal/e-books/e-resources purchased on department recommendation	15		
	Total	25		
3.3	Expenditure on Physical Infrastructure augmentation	05		
	Total	05		
Any additional comments/feedback/ observations/ advice which may or may not be based on above points:				

4 Governance, Leadership and Management (100)

S. No.	Sub-parameter	Marks Assigned	Self-Assessment Score	Marks Scored
4.1	Department Vision and Leadership			
	Vision, Mission and Quality Objective are prepared in a consultative manner and displayed prominently	20		
4.2	Strategy development and deployment			
	Strategic Plan of the department is documented and implemented in timelines	30		
4.3	Faculty Empowerment Strategies			
	Provision of welfare measures for Teaching and non-teaching staff (such as support for higher qualification), Financial support to attend conferences/workshop	10		
	Average number of professional development/administrative training Programmes organized by the institute/Department for teaching and non-teaching staff during the current cycle* (Current academic year also)	20		
	Average percentage of teachers provided with financial support to attend conferences/ workshops Orientation course/ FDP/ Refresher course/ STP and membership fee for professional bodies	20		
	Total	100		
Any additional comments/ feedback/ observations/ advice which may or may not be based on above points:				

5 Values and Best Practices (100)

S. No.	Sub-parameter	Marks Assigned	Revised Score	Marks Scored
5.1	Department values & social responsibility			
	Participation in gender equity promotion programs	5		
	Common room facility available	10		
	Extent of green practices in the department, (Paperless office/e-communication/ switch of lights of room/labs/room/no plastic/plantation drive)	10		
	Availability of resources for differently abled persons	10		
	No. of specific initiative to address locational advantages and disadvantages	5		
	Code of conduct handbook exist for students and teachers	5		
	Department Core values are displayed in the department	5		
	Department plans and organizes appropriate activities to increase consciousness about National identities, symbols, fundamental duties and rights of Indian Citizens	5		
	Department follows approved Manual of official procedure Handbook? (yes/ no)	5		
	Department observes complete transparency in its financial, academic, administrative and auxiliary functions	10		
	No. of other best practices in the department (provide list)	20		
	Describe one area where department is distinctive	10		
	Total	100		
Any additional comments/ feedback/ observations/ advice which may or may not be based on above points:				