

**Data Sheet to the departments for the
Academic and Administrative Audit(AAA)**

St. John's College, Anchal

IOAC, SJC Anchal
AAA Data Collection Sheet

What is Academic and Administrative Audit (AAA)

The main aim of the AAA is to encourage reviews about the college from the peers that are inside and outside of the institution by visiting the sites and conducting a self-study about the processes carried out there. This helps the college to ensure the quality of the standards in comparison with the previously set benchmarks by the NAAC. Further, we get an opportunity to understand the shortcomings and improve the quality of education of the various processes and systems of our college. This includes evaluation of all the curricular and co-curricular programs and activities which eventually helps us to maintain the high education standards on a long-term basis.

Instruction to fill the data sheet

- Provide a brief narration about the department in the first page
- **All the questions in the data sheet are expected to be answered in complete sentences, rather than giving numbers or expressing data in tables.**
- Answers should be returned typewritten and only the answers need to be returned with the correct question number.
- Return answers in Microsoft word (.docx) format only
- Keep the supporting data in the department. This data must be produced at the time of academic audit.

Name of the Department:

A brief introduction to the department

(In 50 to 100 words, focus must be given to the vision and current activities of the department)

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A. Teaching, Learning & Evaluation

1. Syllabus (brief write up on the courses offered (core, complimentary and open courses), their flexibility, employability)
2. Syllabus with PSO-PO mapping
3. Faculty participation in Syllabus revision(UG and PG, number)
4. Lesson plan for courses

5. Student - teacher ratio with in the department(last 5 year data)

6. Pass percentage of UG and PG (Last 5 years)

7. Teaching - learning pedagogy, Experimental learning (Student projects, study trips, assignments, subject quiz, group discussions)

8. Certificate courses with in the department(Last 5 years)

9. Value added courses with in the department(Last 5 years)

10. Any other courses in the department to improve the employability and skill development of students

11. Details of the students outside the department who enrolled for the certificate courses, value-added courses or any other coaching classes offered by your department. (Last 5 years)

B. Research, Consultancy & Extension

12. Publications of the faculty (Total number of publications in the department, UGC approved - non approved(number), international-national(number)) (Last 5 years)

13. Research activity of the department

14. Student's participation in seminars/workshops(year-wise, number, last 5 years)

15. Student's internship details (Internships completed by the students of the department, last 5 years)

16. Internship offered by the department (No of the students and their details outside the department, who did internship in your department, last 5 years)

17. MoU's of the department (Last 5 years)

18. Consultancy services offered by the department

C. Student Support, Progression & Faculty Improvement

19. Student mentoring programmes in the department

20. Participation of the faculty in professional development programmes
(Last 5 years)

21. Coaching classes offered by the department for competitive exams

22. Students achievements in National level/ State level competitive exams

23. Student's progression to higher education(Last 5 years)

24. Student's placement details, both public and private sector(Last 5 years)

25. Any other commendable achievements in the department.