

**Deccan Education Society's
Fergusson College (Autonomous) Pune, Maharashtra
Proforma for Academic and Administrative Audit
Internal Quality Assurance Cell**

Academic Year _____

Sr. No.	Particulars	Description		
1.	Name of the Department			
2.	Year of Establishment			
3.	Programmes Offered:			
	(a) UG:			
	(b) PG:			
	(c) Any other (Certificate / Diploma / Add on):			
4.	Number of Students Admitted:			
	(a) UG:			
	(i) First Year			
	(ii) Second Year			
	(iii) Third year			
	(b) PG:			
	(i) First year			
	(ii) Second Year			
	(iii) Any other: (Certificate / Diploma / Add on Course):			
5.	Field projects/ Internships undertaken during the year	Project/ Title of programme	No. of participating students	
6	Student Progression			
	(a) Progression to higher education			
	Year	No. of students enrolling to higher education	Programme graduated from	Name of the institution joined
				Name of the programme admitted to
	(b) Students Qualifying State/ National/International examinations (NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/ Civil Services/ State Government services)			
	Examination	Name of Student with ID	Roll No./ registration no. for exam	

Sr. No.	Particulars				Description		
	(c) Student participation and activities(awards/ medals for performance in sports/cultural at State/ national/international						
	Year	Name of award/ medal	State/ National/International	Sports	Cultural	Name of student(s)	Student ID number
7	Number of Teachers:						
	(a) Permanent						
	(b) Temporary						
	(c) Guest Faculty						
	(d) Visiting Faculty						
8	No. of teachers using ICT in teaching						
	(a) Type of ICT tools and resources generated/ available in the department						
	(b) Other E-resources and techniques used in teaching						
	(c) ICT enabled classrooms in the department/ building						
9	a) Number of M.Phil. awarded during the academic Year						
10	b) Number of PhDs awarded during the academic Year						
11	Number of M.Phil. and Ph.D. Scholars working at present						
12	Number of Support Staff						
	(a) Technical Staff						
	(b) Lab Assistants						
	(c) Lab Attendants						
	(d) Any other						
13	Research Projects: (2016-2017)				No.	Amount (Rs.)	
	(a) UGC						
	(b) University						
	(c) Any Other						
14	Number of Books (total) in the Department Library, if any				Text Books: Reference Books: e- Books: CD's:		
15	Number of Computers(total) in the Department						
16	Number of Printers(total) in the Department						
17	Infrastructure, in terms of labs, museums, etc.						
18	Instruments / Equipments added in this year						
19	Number of Seminars / Conference / Faculty Development Programmes / Organized by the department (Give Details)						

Sr. No.	Particulars	Description
20	Number of Guest Lectures organized by the department (Give Details)	
21	Seminars / Conferences / Workshops attended by faculty (Give Details)	
22	No. of Curriculum Development Workshops organized (Give Details)	
23	Participation in Board of Studies of other Colleges / Institutions / University (Give Details)	
24	Awards / Recognition / Patents, if any:	
25	Number of Publications by the faculty (Temporary and Permanent)	
	a) Papers presented	
	b) Papers in Peer-reviewed Journal / UGC listed Journals	
	c) Books authored	
	d) Contribution in edited Volumes	
	e) Edited Books	
	f) Other articles published	
26	Special Facilities added in the department	
27	Best Practices of the department	
28	Observations of External Auditor	

Details of Research Projects and Consultancy services

(a) Projects funded by National Agencies/ Industries

S. No.	Name of Teacher	Title of Project	Funding Agency	Duration of Project	Amount (Rs.)	Outcome

(b) Consultancy Services: revenue generated during the year

(a) Departmental Consultancy

S. No.	Name of Consultancy project	Consulting/ Sponsoring agency	Revenue generated (Rs.)	Outcome

(b) Corporate Training

Name of consultant (teacher)	Title of programme	Agency seeking training	Revenue generated (Rs.)	No. of people trained

Details of Publications and Presentations

(a) General Details

Sr. No.	Author (s)	Title of Paper	Journal Name Vol. No. / Issue No. and Page No. & Year	Publisher ISSN No.	Peer reviewed / Indexed	National / International	Impact Factor	Citation (After 2010)	SNIP / SJR

(b) Bibliometrics of Publications

Title of paper	Name of the author(s)	Title of the journal	Year of Publication	Citation Index	Institutional affiliation as mentioned in the publication	No. of citations excluding self citations

(c) h-index of the institutional publications during the year (based on scopus/ Web of science)

Title of paper	Name of the author(s)	Title of the journal	Year of Publication	h- Index	No. of citations excluding self citations	Institutional affiliation as mentioned in the publication

(c) Faculty participation in Seminars/ Conferences and symposia during the year

No. of faculty	International level	National level	State level	Local level
Attended: seminars/ workshops				
Presented papers				
Resource Persons				

Annexure-III

Details of Ph.D. Scholars (if applicable)

Sr. No.	Name of Student / Scholar	Name of Guide	Degree (M.Phil. / Ph.D.)	Title of Thesis	Registration Details	Status (Ongoing / Awarded / Submitted)	Year of Award and Details	University

Name and Signature of Head of Department

Note:

- (a) Information / Data of Academic Year _____ ONLY be included while filling the Academic and Administrative Audit Proforma.
- (b) As per guidelines of Accreditation Agencies, it is mandatory to submit duly filled Academic Audit Proforma and submit it to IQAC.