

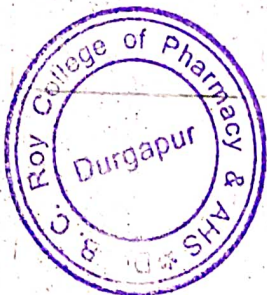
Dr. B C Roy College of Pharmacy and AHS
Six monthly Academic Audit, Session- 2020-21

Audit Framework & Findings

1. Date of Audit: _____ 2. Period for which the Audit conducted: _____

Criteria	Parameters	Verification Report	Suggestions, if any
A. Academic Process Compliance	Whether necessary approvals from BoS/BoF/Academic Council/University are taken for curriculum design.		
	Whether Cos & PSOs defined & Curriculum drawn from PSOs.		
	Credits allotted/distribution is logically done (regulatory & PSOs requirement)		
	No. of courses (subjects) having employability, entrepreneurship & skill development activities.		
	Contents drawn from course outcomes (Cos).		
	Course outcomes attainment and measured.		
	Curriculum matches regulatory framework.		
	College academic calendar developed & aligned to University calendar.		
	Induction for new students planned & conducted.		
	Feedback on syllabus obtained, from students, industry, alumni, faculty, parents and analysed, action taken and uploaded.		
	Induction for faculty & staff planned & conducted.		
	Teaching load & other responsibilities assigned at least 04 weeks (one month) before to start a new semester.		
	Academic review committee meetings held & ATR prepared.		
	Number of notice boards with lock & key for information dissemination to the students.		
	Presentation of work by faculty who have attended workshop/seminar & conferences.		
Are the faculty members citing the work of other colleges under the same university?			

1. Curriculum Design.



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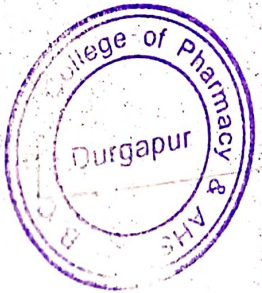


II. Curriculum Transaction

- Soft & hard copies of publications of faculty members are available with the Principal's office/Library?
- Number of new programs added or not
- Total number of credits to be taught in the semester is prepared & shared with students by the individual teacher?
- Internal Assessment components followed as prescribed and feedback shared with students.
- Are model answers for each CT prepared and displayed on notice boards after the CT is conducted.
- Student Support: Remedial classes for slow learners
- Percentage of classes conducted as per the scheduled time table
- Actual number of days when teaching learning happened
- Average deviation in total contact hours/course between planned and actuals
- Parents' Meeting: Evaluation of students' progress
- Feedback from students, on teaching -
- Steps taken on Feedback (ATR)
- Mentor Mentee System
- # Every student has mentor
- # Transaction records are maintained

(B) Performance/Quality Parameters

- Percentage and number of faculty members with Ph.D. as the highest qualification
- % & no. of faculty members registered for Ph.D.
- No. of Papers/Articles per teacher published in UGC Care List, Scopus, PubMed, WoS, ICI
- No. of teachers attended FDP/Training/Workshop/Orientation/Induction
- No. of teachers who developed e-learning content
- No. of E-learning modules developed
- No. of new courses added
- No. of PhD awarded per teacher
- No. of PhD scholars enrolled per teacher
- No. of consultancy generated per teacher
- No. of research projects per teacher



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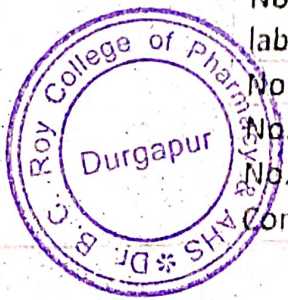
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- ii. Going on
- iii. Completed
- iv. Funding from external agencies
(Govt. & Non-govt.)

III. Faculty Profiles

No. of outreach activities per teacher	
Demand Ratio (Application received vs Sanctioned Strength)	
Total no. of faculty during the period	
No. of faculty relieved during the period	
No. of faculty joined during the period	
No. of faculty who have completed industry-Immersion program	
No. of Bridge Courses offered	
No. of yoga & meditation sessions held	
Preparatory classes for competitive examinations	
*KRAs & **PMS of all faculty received on the format	
Review of PMS completed	
CBCS implementation status	
Faculty club in place & get together held	
Students' attendance on cumulative basis marked on register	
Any deviation in attendance marked on register from that entered in ERP	
% of course coverage before End Term/ Annual Exam	
Conduct of Internal Assessment (whether as per the Academic Calendar)	
Maintenance of marks register /file by faculty & Examination Section	
Quality of Internal Assessment /Evaluation of CTs	
Written feedback shared by showing answer sheets	
Result of University Exam. (last)(Pass Percentage)	
Result Analysis prepared and Action Taken on University Exam Result Analysis (last)	
No. of classrooms & No. of classrooms with ICT	
No. of laboratories and the status of these laboratories	
No. of computers for teachers	
No. of computers for students	
No. & status of equipment (No. of working)	
Compliance of last audit done for equipment	



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Status of wi-fi access points
 Quality of sanitation
 Quality of drinking water facilities
 ARC/BoS/BoF/CRC meetings (whether timely held and in accordance with Ordinances)
 Provision for Project/Field work/internship at UG/PG

Whether the curriculum has inclusion for gender, environmental and ethical issues
 Whether revision /change in course contents made based upon feedback
 Extent to which lecture plans and outlines are made

No. of students involved in extra curricular activities

No. of industrial tour/study /visits/exhibitions/Internship/Training (Average per batch)

IV. Student Profile & Support

Record of students who joined Higher Education/placed/entrepreneurs/joined civil services

Use of e-resources in class & outside class

No. of activities College /Department do for improvement in teaching – learning quality enhancement? List.

MoU signed.

No. of active collaborations and activities undertaken (details to be annexed)

No. of consultancy projects and revenue generated

No. of press mentions of the activities (press clippings in records)

No. of Guest Lectures organized

- i. Industry
- ii. Sr. Academicians

V. Activities of the College/Department

No. of conferences /Seminars/Continuing Education Program conducted

No. of Extension Activities (Details to be annexed)

Interaction with Industry/Research Centres/ Universities

Newsletters/Magazines published

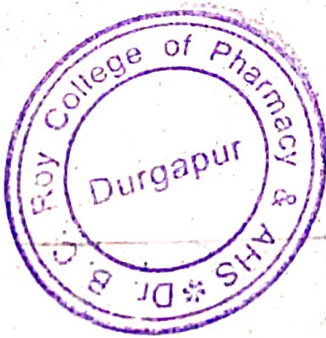
Placement:

- i. No. of companies visited during last year
- ii. No. of companies revisited from

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	last year	
	iii. % of students placed (No. of students out of actual number of passing out students x 100)	
	iv. Average and highest salary package	
VI. Scholarships	No. of students received scholarships from government bodies	
	No. of students received scholarships from non-government bodies	

***SWOT/C Analysis of the College/Department:**

1. Strengths:
2. Weakness:
3. Opportunities:
4. Threats/Challenges:

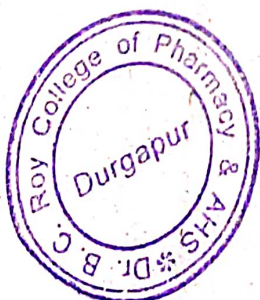
***Best Practices and Innovations of the College/Department**

***Future Plans of the College/Department**

***Overall Observations & Recommendations**

***KRA:** "Key Result Areas" or KRAs, also called "Key Performance Areas" (KPA) refer to general areas of outcomes or outputs for which a role, or a combination of roles, is responsible. These are the areas within the organisation where an individual or group, is logically responsible / accountable for the results.

****PMS:** Performance Management systems or PMS enables you to track and monitor the performance of individual employees, departments, and the organization overall. These systems are often based on organizational and job specific competencies which need to be obtained for successful job performance.



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