Performa: Internal Academic Audit

(Session 21-22)

Name of University/Institute: RTMNU (Nagpur)

Name of Program: MCA

• Profile of the Department

• Y e a r of Establishment: 2000

• P r o g r a m s Offered: MCA

|  |  |  |
| --- | --- | --- |
| Degree | Program | Sanctioned Intake |
| PG | MCA | 60 |

• Present Strength of Student (21-22)

|  |  |  |  |
| --- | --- | --- | --- |
| Program | PG | TFWS | Total |
| MCA | 60 | 03 | 63 |

• Present Strength of Staff (21-22)

|  |  |  |
| --- | --- | --- |
| Total: | | |
| Professor | Associate Professor | Assistant Professor |
| 0 | 01 | 05 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.No.** | **Academic Activities** | **Associated practices** | **Observation** | **Action recommended** |
| 1 | Curriculum planning and execution | Adherence to academic Calendar | YES academic calendar is strictly observed except  in certain un avoidable situation | reschedule Some activities |
| Teaching Plan | Teaching plan as per the CO-PO | Extra lecture taken |
| Quality of assignment | Assignment are given as per CO-PO | Extra questions for writing practice |
| Tutorials | Conducts lectures as per Direction of MCA | ---- |
| Syllabus delivery progress | Smooth and plan action are taken for syllabus completion | ---- |
| Departmental meeting; conducted and action taken | YES On weekly basis by Weekly report | --- |
| 2 | Student performance | Performance analysis of students in internal examination | Average performance | Needs more focus approach of students |
| Identification of slow and fast learners | Yes | Extra lecture taken |
| Practical approach of subject | Mini project Assignment | Practical Subject knowledge |
| 3 | Co-curricular and extra-curricular activities | Events organized by the department | Lot of events are conducted | Can plan inter colligated event |
| Seminars | Seminar on research papers | Paper presentation competition |
| Technical and cultural fest | YES | College organized inter collegeited festivals |
| Sports Activity | Indore as well as outdoor game | College organized inter collegeited sports day |
| Industrial visits | Industrial tour | regular basis required |
| 4 | Attendance monitoring | Sessional attendance report | Calculating percentage of student | Biometric Attendance at the class for in and out timing of students |
| Attendance registers, Communication to parents regarding short attendance | Yes | ----- |
| Actions for improving the attendance of the students | Regular submission dates of Assignment | ----- |
| 5 | Sessional examination process and Results | question paper made verification with COs | Yes | ---- |
| Quality of evaluation of answer Sheets | Good | --- |
| Performance analysis of students in Sessional evaluation | Yes | It can be improved |
| Actions taken based on the analysis | yes | Answers can be discuses in class room |
| 6 | Academic surveys | Course exit survey | Yes | --- |
| Alumni survey | On WhatsApp group | Communication with present student required |
| Feedback Survey | Sessional wise including each staff ,infrastructure and facilities | --- |
| 7 | Laboratory | Lab manuals, Student lab records | Lab records | Lab manual need to be prepared. |
| Laboratory work evaluation | Yes | --- |
| Equipment status | Good | --- |
| Infrastructure of Lab | Well furnish | ---- |
| 8 | Student Counseling | Mentoring the students | YES Personal mentor Mentee personal Counseling | --- |
| 9 | Outcome based practices | Defining of CO | Defined | -- |
| CO, PO mapping with Curriculum | Yes | --- |
| Questions as per COs | Yes | -- |
| Attainment of Cos | Good | -- |
| Attainment of POs | Good | --- |
| Analysis and Action taken there off | YES Through tutorials | -- |

Dr. Vaibhav R. Bhedi

HOD &Incharge