

Format for internal academic and administrative audit

S. No.	Criteria	Description	Value	Max score
1.	Recognition by NMC/DCI/ PCI/INC/DST/ ICMR/NAB/NABL/ ISO certification/State Govt/ Central Government scheme/training center /others (specify) Must be functional for the current year till date of submission	For each recognition kindly provide the following details a. Scheme Name b. Agency/ Authority c. Year of Award with duration	+2/ recognition	6
2.	Feedback Mechanism If department collects feedback a. Student on teacher b. Student on curriculum c. Faculty on curriculum d. Patient feedback	Please mention Yes/ No If, yes: mention the number/s (Please provide evidence as attachment)	+1 per feedback mechanism	4
3.	Publications Book/ Book chapters etc.	List here with the following details a. Category b. Name of the faculty c. Year of Publication d. Title	Book chapter: +1 Book as author: +5 Book as co author: +2 Editorship of book or journal: +2	10
4	Research and Review Article publication <ul style="list-style-type: none"> • <i>Impact factor is derived from Clarivate Analytics</i> • <i>Number of citations is to be given based on Scopus/Web of Science/ Pubmed/ UGC care (Present proof)</i> 	List here ONLY eligible articles with the following details a. List of authors, underline the author for credit to the department b. Title of the article c. Name of The Journal d. Name of the Indexing database e. Impact factor f. Date of publication g. No of citations	Each eligible publication: +2 $\text{Publication Index} = \frac{\text{Total number of publications}}{\text{Number of Faculty members}}$	20
5	Citation Score (July 23 to June 24)	Provide total sum of all citations of eligible articles credited to the department.	< 10 : +3 10-20 :+5 >20: +10	10
6	Patents Copyright Trademark (July 23 to June 24)	Please provide list with following details a. Title of patent b. Name of the patentee c. <u>Patent number</u> a. Title of Copyright b. Name of the copyright owner c. <u>Copyright number & date</u> a. Title of Trademark	Filed :+1; Published :+2 Granted: +5	10

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Ankur Vaidya

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		b. Name of the Trademark owner c. <u>Trademark number & date</u>		
7	Total Grant received for research (Government/ Non- Government/ Intramural) (July 23 to June 24)	Please provide list with following details a. Name of the project/clinical trial b. Name of the faculty and role (principal/co-investigator) c. Name of the funding Agency d. Type (Govt/Non-Govt/ Intramural) e. Year of award f. Fund in Lakhs g. Duration of the project	< 50 lakhs: +5 50-100 lakhs : +10 100-500 lakhs: +20	20
8	Innovations in teaching learning or assessment methods	Please provide list of innovations a. Name of the faculty b. Short description of innovation: novelty/ benefits	Per innovation: +5	10
9	Collaborations and MoUs	Please provide list with following details of each a. Name of Collaboration b. Duration of collaboration c. Outcome of activity	+5 per positive Outcome	10
10	Scientific Events Organized Local/State/National /International Level	Please provide list with following details of each a. Name of Activity b. Date and duration of event	Local : +2/ activity State : +5/activity National : +10/activity International: +20/activity	25
11	Faculty holding Leadership positions in various national/ international bodies/ societies/ University administration	Please provide list with following details of each a. Name of faculty b. Title of position	University post/Faculty: +1 National post/Faculty: +2 International post/Faculty: +5	5
12	Number of Board of Studies conducted in the assessment year (session)	Please provide Minutes of Meeting duly approved by VC	1 BOS: +5	10
13	Number of Departmental/ Faculty meetings held in the assessment year (session)	Please provide Minutes of Meeting duly approved by VC	1 meeting: +2	20
14	Curriculum revision in the assessment year (session)	Provide Minutes of Meeting	Each revision: +1	5
15	Extension Activities : Beyond Curriculum Conduction of Public Awareness Programs/ celebration of academic national or international days	a. Event No. b. Name of the activity c. Date(s) and Duration d. Number of participants/ beneficiaries e. Geotagged photographs f. Event report	Per activity: +1	5

by Ankur Vaidya

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16	Alumni Engagement: guest lectures/ support for departmental activities/ sponsorship of any kind	a. Name of the alumni b. Type of support	Per activity: +2	10
17	Faculty honors/awards (Only Scientific and academic awards)* (With proof)	a. Name of the faculty b. Name of the honor/award	Per faculty: +1	5
18	Student Progression	Please provide list of students (i) qualifying PGNEET/ GPAT/CAT/NET/UPSC (ii) Progressing to higher studies** (iii) Employed***	Each qualified student: +1 Each progressed student: +1 Each employed student: +1	10
19	Departmental Distinctiveness: one best practice for the year	Kindly provide a brief description within 100 words	Qualitative assessment by Jury Members	5
Total				200

Name and Signature of HOD

Name and Signature of Dean

***Key: Honor includes:**

- 1) Examiner at State/National/International level.
- 2) Position holding of professional body at University (beyond UPUMS) State/ National/ International level.
- 3) Assessor of different bodies Including Statutory Regulatory Authority, NIRF, NAAC, UGC, NBA, QS ranking, etc
- 4) Designated as Chairperson, Co-chairperson, Speaker, Judge, Moderators in Conference/Workshop/Seminar etc.

***Awards: For Teachers:** Award related to teaching and research at State/National/ International level.

**** Format for students progressing to higher studies**

S. No	Name of the student	Enrolment number	Program passed	Program in which admitted along with the institute/ University address	Proof of admission

*****Format for students employed/ self employed**

S. No	Name of the student	Enrolment number	Program passed	Employment details	Proof of Employment/ Self employment

M. K. Vaidya

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