Performa: Internal Academic Audit
(Session 24-25)

Name of University/Institute: RTMNU (Nagpur)
Name of Program: MCA

- Profile of the Department
  - Year of Establishment: 2000
  - Programs Offered: MCA

Degree	Program	Sanctioned Intake
PG	MCA	60

- Present Strength of Student (2024-25)

Program	PG	TFWS	Total
MCA	60	03	63

- Present Strength of Staff (2024-25)

Total:

Professor	Associate Professor	Assistant Professor
0	01	07

Shri Nagpur Gujarati Mandal's
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Session 2024-2025

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 collegiate festivals
		Sports Activity	Indore as well as outdoor game	College organized inter collegiate sports day
		Industrial visits	Industrial tour	regular basis required

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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	---

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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	--

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HOD & Incarge

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