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GM UNIVERSITY

P. B. Road, Davanagere – 577 006 KARNATAKA | INDIA

GM University – IQAC Monthly Departmental Inspection Report Format

Inspection Team:

1. Dr. Sandeep G S (Deputy Director, IQAC)
2. Dr. Rachana P G (Deputy Director, IQAC)
3. Mr. Rameez Raja M (Deputy Director, IQAC)
4. Mr. Mohan Kumar C (Assistant Director, IQAC)

Month & Year: Aug 2025

Department: MBA-

Inspection Team Members: Rameez Raja M.

Date of Visit: 23/8/25



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SECTION A: ACADEMIC DOCUMENTS CHECKLIST:

#	Document / Item	Verified (✓/X)	Observations / Remarks	Suggestions for Improvement
A1	Department Vision & Mission (Displayed & Documented)	✓	Department Vision Mission created & displayed	
A2	Program Outcomes (POs), Course Outcomes (COs)	✓	PO & CO are as per ERP.	
A3	CO-PO Mapping (Sample Courses)	✓	CO-PO	
A4	Lesson Plans / Teaching Plans	✓	Lesson plan & teaching plans are adherence to COE & some are not.	Some are not
A5	Academic Calendar (with adherence evidence)	✓	Academic COE is as per date followed	
A6	Faculty Workload & Time Table	✓	properly documented	
A7	Syllabus Copies (Approved & Updated)	✓	2023-24, 2024-25 & 2025-26. (Submitted) 2 3-	
A8	Attendance Registers (Manual/Digital)	✓	ERP Attendance maintained	
A9	Internal Assessment Records (Test papers, Marks sheets)	✓	Internal records are properly documented	
A10	Course Files (Sample Review: 2-3 per semester)	✓	Course files are maintained	
A11	Practical / Lab Records	X		
A12	Student Feedback on Teaching	✓	Student feedback taken	
A13	Remedial Classes / Bridge Courses Records	X	No Remedial classes taken	
A14	Internship / Industry Visit Reports	✓	Internship & Industrial visits reports are	
A15	Student Project Documentation	✓	Societal projects are completed & documented.	
A16	Research / Publications / FDPs by Faculty	✓	Research works are properly documented	
A17	Result Analysis (Current and Previous Semesters)	✓	Result analysis is done.	



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SECTION B: NON-ACADEMIC & ADMINISTRATIVE DOCUMENTS:

#	Document / Activity	Verified (✓/X)	Observations / Remarks	Suggestions for Improvement
B1	Department Meeting Minutes (Monthly)	✓	Minutes of meetings are documented	
B2	Circulars / Notices / Instructions	✓	Circulars communicated through WhatsApp.	
B3	Student Grievance Record (if any)	✓	No Grievances are recorded	
B4	Alumni Interaction Record	X		
B5	Mentoring & Counseling Documentation	✓	Mentoring & Counseling are done. <del>Documentation</del>	
B6	Participation in Extension / Social Outreach Activities	✓	documents are there	
B7	Staff Leave Records	X		
B8	Departmental Budget Utilization Record	✓	Departmental proposal for events are documented	
B9	Equipment / Lab Maintenance Log	—	No Equipments are provided	
B10	Library Usage Register (Departmental)	—	Library Usage is done but documents are not maintained	
B11	Digital Initiatives (ICT Tools / MOOC use)	✓	Students & faculty are enrolled	
B12	Safety & Hygiene Measures Documentation	—	Safety & Hygiene measures taken	



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SECTION C: NAAC-RELATED METRIC TRACKING (as per SSR):

#	Criteria	Relevant Department Data Available (Y/N)	Notes
C1	Curricular Aspects (Criteria 1)		
C2	Teaching-Learning and Evaluation (Criteria 2)		
C3	Research, Innovations and Extension (Criteria 3)		
C4	Infrastructure and Learning Resources (Criteria 4)		
C5	Student Support and Progression (Criteria 5)		
C6	Governance, Leadership, and Management (Criteria 6)		
C7	Institutional Values and Best Practices (Criteria 7)		



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SECTION D: INSPECTION SUMMARY & RECOMMENDATIONS:

🔍 General Observations:

All the NAAC related materials documents  
Needs to maintained properly

☑ Positive Practices Noted:

- Research related documents are properly maintained
- Internship & projects related documents are systematic maintained
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⚠ Areas for Improvement:

- ⑥ Departmental vision & Mission is not finalized
- ① Minutes of Meeting of the department documents needs to be improved
- ② Course file & etc ~~not~~ have to be maintained properly
- ③ Library usage records have to be maintained properly
- ④ BOS minutes not submitted
- ⑤ Extension activities reports are not generated

★ Suggestions / Corrective Actions (Short-term & Long-term):

- Minutes of Meeting of department should be maintained
- CO-PO mapping & course document preparation should be done in proper way
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Inspection Status:

- Satisfactory
- ✓ Needs Improvement
- Critical Attention Required

👤 Signature of Inspection Team Lead: 

📅 Date: 23/8/2025

🖋 HoD Remarks: 

🖋 IQAC Coordinator Remarks: \_\_\_\_\_