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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: September 2025

Department: Engineering Design

Inspection Team Members: All team members

Date of Visit: 3/9/2025





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SECTION A: ACADEMIC DOCUMENTS CHECKLIST:

#	Document / Item	Verified (✓/X)	Observations / Remarks	Suggestions for Improvement
A1	Department Vision & Mission (Displayed & Documented)	✓	✓	Documented but not yet displayed.
A2	Program Outcomes (POs), Course Outcomes (COs)	✓	✓	
A3	CO-PO Mapping (Sample Courses)	✓	✓	
A4	Lesson Plans / Teaching Plans	✓	✓	Suggested to mention actual dates for lesson plan
A5	Academic Calendar (with adherence evidence)	✓	✓	
A6	Faculty Workload & Time Table	✓	✓	needs updation, for faculties working in diff dept (B.Voc)
A7	Syllabus Copies (Approved & Updated)	✓	✓	
A8	Attendance Registers (Manual/Digital)	✓	✓	
A9	Internal Assessment Records (Test papers, Marks sheets)	✓	✓	
A10	Course Files (Sample Review: 2-3 per semester)	✓	✓	
A11	Practical / Lab Records	X	X	
A12	Student Feedback on Teaching	✓	✓	Suggested to check on student ratio for responses & informed to take action
A13	Remedial Classes / Bridge Courses Records	✓	✓	
A14	Internship / Industry Visit Reports	X	X	
A15	Student Project Documentation	X	X	
A16	Research / Publications / FDPs by Faculty	✓	✓	needs to be verified (Basavarajappa)
A17	Result Analysis (Current and Previous Semesters)	✓	✓	



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SECTION B: NON-ACADEMIC & ADMINISTRATIVE DOCUMENTS:

#	Document / Activity	Verified (✓/X)	Observations / Remarks	Suggestions for Improvement
B1	Department Meeting Minutes (Monthly)	✓	✓	Suggested to add action taken in MOM
B2	Circulars / Notices / Instructions	✓	✓	
B3	Student Grievance Record (if any)	✓	✓	maintained well.
B4	Alumni Interaction Record	X	X	
B5	Mentoring & Counseling Documentation	✓	✓	
B6	Participation in Extension / Social Outreach Activities	X	X	Suggested to maintain document for outreach activities.
B7	Staff Leave Records	✓	✓	
B8	Departmental Budget Utilization Record	X	X	
B9	Equipment / Lab Maintenance Log	✓	✓	
B10	Library Usage Register (Departmental)	✓	✓	
B11	Digital Initiatives (ICT Tools / MOOC use)	✓	done FDP → Non technical staff	Suggested to encourage faculties & Students to enroll in mooc
B12	Safety & Hygiene Measures Documentation	✓	✓	



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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)		



