

Policy for Administrative and Academic Audit of the University

Introduction

It is essential for a NAAC accredited University to assess its strengths and weaknesses periodically in order to keep pace with fast changing scenario in the field of higher education. Academic and Administrative Audit (AAA) is one of the standard strategies for quality enhancement in academic and administrative components including curricular aspects, teaching and learning, research, students progression support activities, governance, administrative setup of the University. AAA is focused on the processes by which University monitors its own academic standards and acts to enhance the quality of its teaching and support for student learning. AAA is important for achieving excellence in higher education.

Academic audit can be described as a scientific and systematic method of reviewing the quality of academic process in the University. It helps to enhance the quality of academic activities in the University. Administrative audit is a process of evaluating the efficiency and effectiveness of the administrative procedures of the University. It includes assessment of policies, strategies and functioning of the various administrative units, control of the overall administrative setup etc.

AAA of the University is required to confirm the quality assurance, availability of appropriate learning opportunities for the students and that students are fully supported in developing their academic personality. AAA is also required to promote and enhance high quality teaching and learning.

Objectives of AAA

- To understand the existing systems and assess the strengths and weaknesses of University Teaching Departments (UTDs)/Institutes and administrative units.
- To recommend the procedures for improvement by overcoming the weaknesses.
- To identify the opportunities for academic reforms, administrative reforms and examination reforms.
- To evaluate the optimum utilization of financial and other resources.
- To suggest the steps for continuous improvement of quality as recommended by accrediting agencies.

Process of AAA in the University

- AAA will be done once in three years by involving external peers.
- The formats for Academic audit and Administrative audit are enclosed at Annexure-A and Annexure-B respectively. These formats will be supplied to UTDs/institutes and administrative branches of the University.
- A committee of Dean of the faculty and 2 external experts (nominated by the Vice-Chancellor) will do academic audit of the departments of the respective faculty.
- A committee of 3-4 external experts will be constituted by the Vice-Chancellor for administrative audit of all branches of the University. The member-secretary of committee will be nominated by the Vice-Chancellor.
- The reports of AAA will be submitted to the office of IQAC.
- The outcome of AAA may be placed in the meeting of IQAC and plan of action can be prepared to implement the suggestions accepted in the meeting of IQAC.

Proforma for Academic Audit of University Teaching Departments/Institutes

	Name of the Department: _____
1.	Year of Establishment:
2.	Is the Department part of a School/Faculty of the University:
3.	Names of programmes offered (including Ph.Ds):
4.	Number of teaching Faculty(2021-22): (Budgeted/SFS/Contractual)
5.	Number of Research Projects: Total grants received:
6.	Inter –institutional collaborations:
	National collaborations:
	International collaborations:
7.	Departmental projects funded by DST-FIST, UGC-SAP/CAS,DPE, DBT, ICSSR, AICTE etc., Total grants received:
8.	Special research laboratories sponsored by / created by industry or corporate bodies
9.	Publications:
	Number of Papers published:
	Number of Books with ISBN:
	Number of Citation Index – range / average
	Number of Impact Factor – range / average
	Number of h-index:
10.	Details of patents and income generated:
11.	Areas of consultancy and income generated:
12.	Awards/Recognitions received at the National and International level by :
	Faculty:
	Doctoral/Post doctoral fellows:
	Students:
13.	How many students have cleared Civil Services and Defence Services examinations, NET, SET (SLET), GATE and other competitive examinations
14.	List of doctoral, post-doctoral students and research associates
	From the host institution/university
	From other institutions/universities
15.	Number of Research Scholars/ Post Graduate students getting financial assistance from the University/State/Central
16.	Strengths of the Department (maximum 5 bullet points): Weaknesses of the Department (maximum 5 bullet points):

Sr. No.	Checkpoints	Yes/No
1.	Has attainment of POs/PSOs/COs of the programmes being evaluated in the department/institute?	
2.	Has Department/Institute obtained structured feedback for design and review of syllabus?	
3.	Has Department/Institute analyzed the structured feedback for design and review of syllabus and prepared action taken report?	
4.	Has Department/Institute prepared/adopted a policy to assess learning level of the students and organized special programmes identifying slow and fast learners?	
5.	Has department prepared Mentor-Mentee list?	
6.	Have mentors conducted meeting(s) with their respective mentees and prepared the proceedings of the same?	

Proforma for Administrative Audit of the University

Name of the Branch/Office: _____

1. Designation wise names of the staff:

Sr.No.	Name of the staff	Designation	Budgeted/SFS/ Outsource/other
1.			
2.			
3.			

2. Responsibilities/Duties/working of the Branch/Office (In bullet points):

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3. Incremental improvements made by the branch in its functioning for the preceding five years