

ACADEMIC POLICY

No. AQAC/Policy/2020-21/02

Date: 17 June 2021

ACADEMIC AUDIT

1. Introduction

As the foundation of an educational establishment has always been part of academic ethos, quality concept in higher education has been a permanent point of concern. Assurance of quality and regular improvement in teaching-learning process are the main requirements of faculty activities. Therefore, an audit of all academic activities becomes necessary to consistently evaluate the quality processes in an education system.

Academic Audit process is carried out to define quality in terms of learning outcomes. It focuses to adopt best practices for learning assessment, experiment with active learning and make continuous improvement a priority. Seek out good academic practices/innovations in comparable departments/institutions and adapt the best as per the circumstances.

Academic audit is embedded as routine feature at institute level via a dedicated cell known as "Academic Quality Assurance Cell (AQAC)" which carries out academic monitoring as a routine process.

2. Purpose

The purpose of Academic Audit is to:

- (a) Ensure academic accountability.
- (b) Evaluate the performance of various departments with respect to laid down SOP and prescribed guidelines.
- (c) Give suggestions for further improvements regarding quality of teaching-learning, students' projects, co-curricular and extra-curricular activities.
- (d) Ensure that the college is following Outcome Based Education (OBE) in its true sense.

It is therefore critical that annual 'Academic Audit' should be carried out to assess the inadequacies in the academic system and take requisite actions to further improve the existing academic standards and policies.

3. Academic Audit Committee

A committee would be constituted annually to carry out 'Academic Audit' of the college as detailed below:



- (a) Chairperson: Director
- (b) Convener: Dean (Academics)/ Controller of Academics
- (c) Coordinators: (i) Controller of Academic Quality Assurance Cell (AQAC)
(ii) Associate Director/Head of Department
- (d) Member: Two faculty members nominated by AQAC
- (e) External Member: One academician/faculty from outside college

In the above committee, the portfolios of Chairperson and Convener will remain ex-officio; whereas other members may be nominated annually. Further, to expedite the process more than one committee may be constituted to carry out the audit of each department in parallel.

The committee should be familiar with all the laid down norms of NBA, AICTE and AKTU while carrying out assessment against the laid down SOPs. If there are no laid down norms/SOPs for any criteria; the committee shall use its own experience and wisdom to evaluate such cases.

4. Procedure

As a part of routine academic monitoring, AQAC carries out necessary checks on academic documents/records as well as inspection of academic activities during the entire course of semester. In addition to this, an annual Academic Audit is carried out for departments at the end of each academic session by aforementioned audit committee. This committee prepares their Audit Reports separately for each departments as per the template attached (Appendix-‘A’ refers). On receipt of the report, IQAC would offer their comments and submit to Director for perusal and necessary directions.

After approval, AQAC conveys the audited reports to the HoD/Associate Director for necessary action. Based on the feedback received, HoD ensures the implementation of the corrective measures and thus prepares the ‘Action Taken Report (ATR)’.

5. Conclusion

Academic Audit leads to a thoroughly documented process that meets the requirements for ‘Quality Assurance’. It is a process that sustains continuous quality improvement of teaching and learning in an educational system.



Prof. (Dr.) Bhavesh Kr. Chauhan
Director





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Academic Audit Report

Session:		Semester:	Odd/Even
Department:			

[A] Curriculum		Yes (Y)/ No (N)	Satisfactory (✓)/ Not Satisfactory(×)
1.	Vision/Mission of Institute/Department is available in the department		
2.	Board of studies for each programme is conducted at regular intervals and 'Minutes of Meeting'(MoMs) and 'Action Taken Report' (ATRs)of board of studies is documented		
3.	Programme Specific Outcomes (PSOs) are well defined and are ratified by Director for each department		
4.	Course Outcomes (COs) are well defined and ratified by HoDs		
5.	Courses related to following are added in curriculum: <input type="checkbox"/> Employability <input type="checkbox"/> SkillDevelopment <input type="checkbox"/> Field/Industrial Visits		
6.	The department conducts feedback regarding curriculum from various stakeholders <input type="checkbox"/> Faculty <input type="checkbox"/> Academicians Outside the Institute <input type="checkbox"/> Semester Exit Students <input type="checkbox"/> Recruiters/Employers <input type="checkbox"/> Alumni		
7.	Department conducts analysis of feedback and takes actions		
8.	Following are displayed on Institute website <input type="checkbox"/> Programme Outcomes (POs) <input type="checkbox"/> Programme Specific Outcomes (PSOs)		

[B] Assessment of Course Outcomes (COs)		Yes (Y)/ No (N)	Satisfactory (✓)/ Not Satisfactory(×)
1.	The department have methodology to check attainment of following <input type="checkbox"/> POs <input type="checkbox"/> PSOs <input type="checkbox"/> COs		
2.	Methods for assessment of COs include: <input type="checkbox"/> Direct Method <input type="checkbox"/> Indirect Method <input type="checkbox"/> Both Methods		





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[B] Assessment of Course Outcomes (COs)		Yes (Y)/ No (N)	Satisfactory (✓)/ Not Satisfactory(×)
3.	Review exercise for COs is conducted: <input type="checkbox"/> Annually <input type="checkbox"/> Biannually		
4.	The department have policy for 'Slow and Fast Learners' in place		
5.	Appropriate measures taken for 'Slow and Fast Learners'		

[C] Curriculum Delivery		Yes (Y)/ No (N)	Satisfactory (✓)/ Not Satisfactory(×)
1.	Course plan for each course is structured and prepared as per guidelines		
2.	Syllabus, POs, PSOs and COs are disseminated among students prior to the commencement of classes		
3.	Course files are prepared as per guidelines		
4.	The department ensures timeliness and regularity in conduction of classes		
5.	The department ensures arrangement of classes by faculties going on leave		
6.	The department reviews and takes action on the weekly reports of class conduction		
7.	The department reviews progress of course completion for each course		
8.	The department ensures and monitors timely submission of marks of continuous internal evaluation		

[D] Internal Evaluation		Yes (Y)/ No (N)	Satisfactory (✓)/ Not Satisfactory(×)
1.	The number, length, and depth of assessments are adequate to measure students' learning		
2.	Evaluation procedures for internal assessments in theory, labs, seminars, summer training, internship, projects etc. are clearly communicated to students		
3.	The records of the following student reports are maintained in the department: <input type="checkbox"/> Project <input type="checkbox"/> Industrial Visits <input type="checkbox"/> Summer training		
4.	Assessment methods align with the COs		
5.	Project reports are submitted in Central Library and are well indexed for referral by students		





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[E] Faculty /Staff		Yes (Y)/ No (N)	Satisfactory (✓)/ Not Satisfactory(×)
1.	Sufficient faculty is available to deliver the curriculum		
2.	Faculty list with qualification, designation, experience is available		
3.	List of staff members (including teaching and non-teaching staff with qualification, designation etc.) is available		
4.	The charter of duties of faculty and staff are well defined and understood		
5.	Faculty feedbacks are taken from students		
6.	Department takes action on students' feedback		

[F] Attendance Monitoring		Yes (Y)/ No (N)	Satisfactory (✓)/ Not Satisfactory(×)
1.	Department communicates complete information related to attendance well in advance		
2.	Department has an attendance monitoring mechanism at regular intervals		
3.	Department conducts analysis and takes necessary follow-up on attendance reports		
4.	Department maintains attendance of students for guest lectures and industrial visits		
5.	Department communicates 'List of Stopped Students' in advance (prior to end semester examinations)		

[G] Student		Yes (Y)/ No (N)	Satisfactory (✓)/ Not Satisfactory(×)
1.	Result analysis after each semester exams is properly documented		
2.	Data of student progression after result analysis of each semester is maintained		
3.	Data of student success is maintained: <input type="checkbox"/> Placement Statistics <input type="checkbox"/> Student progression to Higher Education <input type="checkbox"/> Student who opted for Entrepreneurship		
4.	The information related to students' achievements are available <input type="checkbox"/> Co-curricular <input type="checkbox"/> Extra-curricular		
5.	Data related to MOOCs courses attended by students is maintained in the department		
6.	'List of Mentors' allotment is available		





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[G] Student		Yes (Y)/ No (N)	Satisfactory (✓)/ Not Satisfactory(×)
7.	'Mentor Mentee Meeting File' is maintained		
8.	'List of Clubs' and its activities are maintained in the department		
9.	Data related to Alumni is available with the department		

[H] Research Innovation and Extension		Yes (Y)/ No (N)	Satisfactory (✓)/ Not Satisfactory(×)
1.	Record of 'Research Publications' is maintained in the department: <input type="checkbox"/> Journals <input type="checkbox"/> Conference Proceedings <input type="checkbox"/> Book Chapters <input type="checkbox"/> Books		
2.	IPR related activities organized for faculty and students; necessary details are maintained in the department		
3.	Details of Patents filed/published/granted is maintained in the department		
4.	Data related to consultancy is maintained in the department		
5.	Data related to conferences/seminars/workshops attended by faculty is maintained in the department		
6.	Data related to Conference/seminars/FDPs /workshop/Guest Lectures organized by department is maintained		
7.	Data related to Professional Bodies activities/memberships is maintained in the department		
8.	Data related to collaboration/MoUs are maintained in the department		
9.	Data of student participation in community services and extension activities is maintained		



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Recommendation(s)/Suggestion(s):

Audit Category	No. of Parameters Under Each Category	Count of 'Satisfactory' Ratings	Count of 'Not Satisfactory' Ratings
[A]	8		
[B]	5		
[C]	8		
[D]	5		
[E]	6		
[F]	5		
[G]	9		
[H]	9		
Total	55		
<p><i>Accomplishment Score</i></p> $= \frac{\text{Count of Obtained Satisfactory Ratings}}{\text{Total No of Parameters}} \times 100\%$			

Accomplishment Score	Grade	Description of Accomplishment
Above 70%	Excellent	High Level of Academic Accomplishment
55- 69%	Good	Above Average Academic Accomplishment
40- 54%	Satisfactory	Average Academic Accomplishment
Less than 40%	Unsatisfactory	Below Average Academic Accomplishment





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Auditors:

S.No.	Name	Signature(s)
1		
2		
3		
4		
5		

