

*Academic & Administration Audit
Handbook*

Purpose of this handbook

The purpose of the Academic and Administrative Audit is to evaluate the performance of the university departments, schools and the centres and appreciate their achievements and give suggestions for further improvement of the quality of teaching, research, administration, and curricular and extra-curricular activities

How is this Audit conducted

The institution has engaged a third party firm, ePaathsala, to conduct the Academic and Administrative Audit in the campus. Once the data is gathered, the auditor reviews the documents that were submitted by the university/college. Later, the auditors interviews principal, faculty and students followed by a physical inspection of the campus.

Please fill in the details that suits best for the university/college.

Please contact **ManjariBaranwal** if you need any help in filling the questionnaire. Manjari has conducted audits in number of campuses and can be reached at +91-9304973899 or manjari@campus.technology

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Part – A

SL. No	Particulars	Answers	
1	Has Institution appointed a permanent principal?	Yes	
2	Is she/he Ph.D.?	Yes	
3	Number of professional Programmes held for non-teaching staff in the last two years:		
4	Is the perspective and strategic plan prepared and being followed in the Institution?	Yes	
5	Office Automation		
	1	Administration	
	a.	Admission Processes	
	-	Online Admission	Yes
	b.	Enrolment	Yes
	c.	Maintenance of Records	Yes
	d.	Declaration of Results	Yes
	2	Accounts	
	a.	Fees Collection	No
	b.	Maintenance of accounts	No
6	Is there a College website ?	Yes	
7	Is it updated till 2018	Yes	
8	Is the College Library automated?	Yes	
a.	Record of Books	Yes	
b.	Issue and Return of Books	Yes	
9	Does the library provide open access facility?		
a.	To all	Yes	
10	Is there Internet facility in the library?		
a.	For all	Yes	
11	Is there an Anti-ragging Cell in the college ?	Yes	
12	Are there any Welfare schemes?	Yes	
13	Is there a Women's Development Cell/Anti Sexual Harassment Cell?	Yes	
14	Is there a functional Alumni Association? (minimum of 1 meeting per year)	Yes	
15	Do you organize Institution & Stake holders meet (minimum one meeting per year)	Yes	

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<i>Sl.No</i>	<i>Particulars</i>	<i>Answers</i>
1	Total Permanent Staff (Teaching)	
2	A. How many faculties have attended FIP?	
3	B. Faculties who have attended Refresher or Orientation Courses	
4	Participation of Faculties in Capacity Building Workshops (CBCS, MMI, UDISHA, NME-ICT, KMP etc)	Yes
5	Innovative Practices	Yes

<i>Sl.No</i>	<i>Particulars</i>	<i>Answers</i>
1	Percentage of teachers with M.Phil as the highest qualification:	
2	Articles in refereed Journals, Books and Edited volumes	Yes
3	Are you generating resources through consultancy?	No
4	Sponsorship of events and resources generated	Yes
5	State /National/ International level Seminars/workshops/conferences organized during last 1year/ 2 years.	Yes
	a. Sponsored research projects:	
	Completed	
	Ongoing	
	b. Unsponsored research	
	Completed	
	Ongoing	

<i>Sr. No</i>	<i>Particulars</i>	<i>Score</i>
1	Number of effective teaching days (Number of working days – Exam days)	
2	Use of Power Points in Classes	25%
3	Does the Institute do anything for the improvement in learning quality enhancement?	Yes
4	Do you conduct study visits, field trips, Exhibitions learning quality enhancement?	Yes
5	Are any Personality development programmes conducted?	Yes
6	Do you organize & document various extra-curricular activities?	Yes
7	a. Is there a student council in place?	Yes
	b. How often do they meet?2 or more times	Yes
8	Does your College have any Feedback Mechanism (students, Faculties & Industry)?	Yes

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9	Do you have any Community Audit Mechanism? (through Stake holders)	Yes
10	Discipline, Decorum & Ambience (in class and campus.)	Yes
11	Innovative Practices (Specify)	Yes

<i>Sl.No</i>	<i>Particulars</i>	<i>Answers</i>
1	Campus Area	22.93 Acre
2	Campus Ownership	Yes
3	Office Space	
4	Do you have separate reading area for student & Staff?	Yes
5	Laboratories	
6	Security	Yes
7	Potable Water facility	
8	Power Backup facility	Yes
9	Washroom facility (for Male)	Yes
11	Washroom facility (for Female)	Yes
12	Washroom facility (for Staff)	Yes
13	Parking	Yes
14	Class rooms (as per requirement)	Yes
15	Staff room (Tick only one) Staff room with separate cabins	both
16	Seminar Room	Yes
17	Common room (Girls)	Yes
18	Health Centre facility	Yes
19	Sports Facility	No
20	Indoor Sports facility	No
21	Gymnasium	Yes
22	Hostel (Boys)	Yes
23	Hostel (Girls)	Yes
24	Transportation for students	No
25	Support services (Bank/PO/Xerox)	Yes
26	Canteen	Yes
27	Approach Road	Yes
28	Garden	Yes
29	Auditorium/ Assembly hall	Yes
30	Internet facility: For Staff & students	Yes
31	Overall Maintenance	Yes

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Part – B

Departmental Activities Details

Departmental Seminars

<i>Sl. No</i>	<i>Seminar</i>	<i>Start Date</i>	<i>Level</i>	<i>Sponsor</i>	<i>Type</i>	<i>Venue</i>	<i>Status</i>

Departmental Events

<i>Sl. No</i>	<i>Department</i>	<i>Event</i>	<i>Date of Event</i>	<i>Attended</i>	<i>Invited</i>	<i>Venue</i>

Departmental Guest Lectures

<i>Sl. No</i>	<i>Department</i>	<i>Lecture</i>	<i>Topic</i>	<i>Resource Person</i>	<i>Organized By</i>	<i>Start Date</i>

Departmental Projects

<i>Sl. No</i>	<i>Department</i>	<i>Title</i>	<i>Start Date</i>	<i>Duration</i>	<i>Funding Agency</i>	<i>Grant Received</i>	<i>Grant Sanctioned</i>	<i>Status</i>

Departmental Industrial Visits

<i>Sl. No</i>	<i>Department</i>	<i>Title</i>	<i>Description</i>	<i>Year</i>	<i>Date of Visit</i>