Important Aspects to be Adhered while Conducting Academic Audit

1. Curriculum of each Academic Programme

(M.Tech. / M.Sc. / M.A. / M.C.A. / M.P.A / M.F.A., Integrated five (5) year programs / certificate courses etc.)

2. For each academic programme, course file for each of the courses under that programme in each semester.

3. Course File:

- Syllabus and Course Outcomes
- Targets for attainment of course outcomes
- Lecture Schedule
- Teaching-Learning materials, Lecture notes etc.
- Question papers for each test / assignment along with schemes of evaluation for each Test / assignment along with mapping of questions to outcomes
- Marks list of each test assignment
- Question wise class average marks
- Other assessment documents (if any)
- End-Semester examination – Question paper along with the scheme of evaluation
- Marks list in the End-Semester exam
- Question wise class average marks
- Grades of the students in the course-Analysis of the results in terms of student's performance
- Measurement of attainment of course outcomes
- Identification of gaps between achievement of outcomes and target
- Remedial action for bridging the gaps
- Any remedial classes conducted (details)
- Any class review meeting conducted (details)
- Best practices / Innovations used in Teaching / Learning / Evaluation (details)
- Student feedback on the delivery, on the Course content and on the attainment of course outcomes (in the prescribed template)
- E-learning strategies implemented (MOOCS, Learning through MOODLE, use of ICT tools, Free and open Source Software etc.) (details)
- Rubrics followed for lab courses/ project works/ student seminars/ Field studies/ Internships etc. (wherever applicable) and grading
- Student Mentoring activities details

4. Infrastructural facilities for teaching

- Lab equipment for teaching (wherever applicable)
- Classrooms with audio-visual equipment WiFi connectivity

5. Research:

- Research Facilities (feel free to add rows)

Sl. No.	Facility	Funded by	Remarks

- Research Publications (<u>only</u> Web of Science, Scopus, SCI, CARE, PUBMED etc.) **during the last 5 years**
- Faculty-wise Break-up (numbers only, feel free to add rows)

Sl. No.	Name of Faculty	Date of Joining UoH Service	Number of Papers

Note: Soft copy of the List of publications by each faculty must be made available in a separate file

- Research Projects (numbers only, faculty-wise list, please specify only those during UoH service, feel free to add rows) during the last five years

Sl. No.	Name of Faculty	Date of Joining UoH Service	Project title in brief	Funding Agency	Quantum of Funding	Years of Funding

- Citation (faculty-wise list) (numbers only, Feel free to add rows)

Sl. No.	Name of Faculty	Date of Joining UoH Service	h-index, if applicable	Any other Citation (please specify)

- Research publications from PhD Student Work (numbers only, faculty-wise list)

  Details of Papers from student PhDs (Web of Science, Scopus, SCI, CARE, PUBMED etc.)

Sl. No.	Name of Student	Number of Papers	Supervisor

6. Project reports / Dissertations of the P.G. students (previous academic year))(details in the soft copy)

7. Thesis of Ph.D. scholars (awarded / submitted during the past one year))(details in the soft copy)

8. Expert lectures organized (from Academicians / Scientists / Social Scientists / Industrial Personnel) the School/Dept/centre/(as applicable) (during the previous AA report/ five years)

9. Out-Reach Activities (as applicable) (during the previous AA report/ five years)

10. Facilities for differently-abled students by the School/ dept/centre(as applicable)and their performance

- Special Infrastructure
- Guidance and counselling
- Labs, Software
- Caretakers
- Flexibility in time during tests / examination, assignments
- Performance in the exams & final grades obtained

11. Best practices of the School / Department / Centre (Academic or Administration)

12. Placement Record for each of the academic programmes

13. Career progression of the Outgoing Students (other than Ph.D. Scholars)

14. Career progression of Ph.D. scholars

15. Result analysis of different academic programs – last 5 years

16. Admission information for each program including Ph.D. – last 5 years

S. No.	Acad. Year	Intake	No. of applications received	No. of students joined

17. Books published by the Department: Authored / Edited (from respected publishers with established peer-review process, numbers only)

    Faculty-wise List (feel free to add rows) 1. (details in soft copy in a file)

Sl. No.	Name of Faculty	Date of Joining UoH Service	Number of Books

18. Patents granted / applied (where applicable) (details)

19. International Presence/Visibility/Linkages (numbers only, faculty-wise list)

Sl. No.	Name of Faculty	Date of Joining UoH Service	Project Collaborations	Joint Publications	Memberships of Advisory Boards	Other memberships (by nomination)

20. Book chapters published by faculty in anthologies from respected publishers with established peer-review process (numbers only)

    Faculty-wise List (feel free to add rows) (details in a soft copy)

Sl. No.	Name of Faculty	Date of Joining UoH Service	Number of Book chapters

21. How School/ Department/ Centre (as applicable) inclusive in attaining sustainable development goal (SDG) in (Details in softcopy)
    a) Teaching
    b) Research
    c) Practices
    d) Infrastructure
    e) Energy management

f) Conservation
g) Environment
h) Any other

The table below indicates the various indicators as well as their weights in the computation of score.

Category Weight	**Weight**	**Performance lens Weight**	**Weight**
Environmental Impact	50%	Sustainable Institutions	17.50%
Social Impact	50%	Sustainable Education	20%
		Sustainable Research	12.50%
		Equality	15%
		Knowledge Exchange	10%
		Impact of Education	10%
		Employability and Opportunities	10%
		Quality of Life	5%

22. Measurement of outcome-based education parameters:
    a) Direct measurement of OBE parameters from student performance (course-wise, semester-wise, overall program)
    b) In-direct measurement from
        a. Feedback from students
        b. Feedback from parents
        c. Feedback from employers
        d. Performance in competitive examinations
        e. Student placement profile
        f. Alumni performance
        g. Other measures as per discipline