



**NIRMA**  
UNIVERSITY

NAAC ACCREDITED 'A' GRADE

**Nirma University**  
**Academic Development and Research Cell**  
**Academic Audit**  
**Level 4 – Audit by External Experts / Agency**

**Preamble:**

Academic excellence is just not attained merely by imparting curriculum based leaning – teaching exercises, but by ensuring the quality in every activity that makes learning effective, meaningful and societal. An important step towards ensuring quality education at Universities and institutions is to drive the spirit to deliver only the best, to motivate and to offer new dimensions through the rigor of academic audit.

At Nirma University, the perfection is not only cherished, but constantly pursued upon. To ensure the sustained improvements, to get new sense of direction and to enhance the quality, it is planned to conduct a third party academic audit in addition to three level of academic audits being conducted by internal or partly external teams.

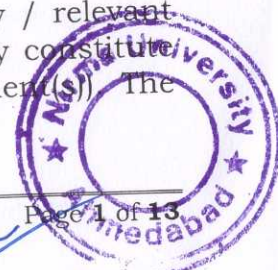
**Objectives of the academic audit by external experts / agency:**

1. To get the review and feedback from external experts on the academic processes at the constituent institutes
2. To create a quality culture, sustain quality initiatives and to enhance quality standards
3. To ensure quality enhancement in academic, research, consultancy and extension activities
4. To constantly boost the institutions towards improvements, strive to fulfil vision and mission of the University
5. To drive towards societal challenges, innovations and interdisciplinary actions
6. To learn and adapt new changes in the learning processes and education technologies
7. To review the compliance done in the areas of weakness, opportunities etc. pointed out by accreditation agency (agencies) during the accreditation process as well as sustainability of strengths identified

**Academic Audit Panel Structure:**

The academic audit (be external experts / agency) committee per institute (or department) shall be comprised of two (or more) external members as considered deemed fit by the Director General (DG), Nirma University. The DG shall nominate the Chairman (based on the stature of the external members) and the University nominee appointed by the DG shall act as the (member) secretary for the audit panel.

The external member committee shall be comprised of a visionary / relevant academicians / researchers and (or) domain experts. The DG may constitute committee of experts by selection for each institute (or department). The tenure of the each committee shall be for one audit session.



### **The Role of the Audit Panel:**

The panel constituted for every institute shall carry out the audit with a view to appraise the good practices, highlight the strengths, guide to overcome weakness(es) and suggest improvements in the teaching – learning, academic and administrative processes, if any to the constituent institutes. The audit panel should conduct audit on various parameters, usually based on the criteria set by national accreditation agencies, bodies like UGC, NAAC, NBA, KCG etc. The committee shall also see the compliance and progress by the institute (or department) to the findings of the previous committee visit (University level audit or accreditation body) as well as the sustenance of the strength identified.

The committee shall be provided with the responses to the questionnaire in Appendix – A, filled by the respective institute (or department). The department / institute shall make a presentation before the committee at the time of audit. The review period shall be for one year period i.e. Jan. – Dec. for the academic activities and finance related details shall be for the financial year i.e. Apr. – March.

Based on the responses, visits to ongoing classrooms, tutorials, laboratories/ studios/moot courts etc., interactions with selected students – faculty, staff and verification of the facts, the audit panel shall discuss their findings with the concern HoI (and HoD) during exit meeting. The panel shall allot the grade in the evaluation sheet and give the recommendations to enhance the academic processes, learning - teaching activities, promotion of the research and consultancy, guidance to persevere the quality, possible improvements, innovations and to meet the objectives of the audit.

### **Administrative Processes:**

The said audit is proposed to be conducted every alternate year. The audit panel be constituted as per the above guidelines in the month of February / March in the given year and the panel per institute (or department) shall meet, preferably in the month of April (i.e. before end of the even semester). The audit panel shall have an interaction with the university officials before commencement of audit process. During the interaction, the committee shall be briefed by the DG and his team about the purpose, process and expectations. The rigorous audit process shall be conducted at a constituent institute to assess on all the criterion.

The report of the committee will be submitted to the DG, NU and the same will be discussed by the committee with DG and his team. Based on the recommendations of the audit panel (for each institute), the DG, NU may ask for the action plan and the observed lacuna be addressed by the institute / department concerned or by competent authorities. Accordingly, the institutes shall put efforts to sustain the best practices, take the corrective measures lift the academic and research standards further. Institutes / departments / ADR Cell may be asked to conduct programmes according to the recommendations for academic quality enhancement.

The guidelines shall be reviewed as and when required by the committee designated by the DG, NU and the DG, NU can make necessary changes based on the recommendations.

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## **Appendix – A Questionnaire**

Institute of \_\_\_\_\_, Nirma University  
(Review Period: \_\_\_\_\_)

### **Part A**

Responses are required with reference to the previous year University Audit /  
Observations of National Accreditation Agency (Agencies) and the efforts /  
action taken by institute / Departments

1.	Strengths identified	<ul style="list-style-type: none"><li>•</li></ul>
2.	Weaknesses identified	<ul style="list-style-type: none"><li>• A</li><li>• B</li></ul> <p>List action taken / efforts to overcome the weaknesses mentioned</p> <ul style="list-style-type: none"><li>• C</li><li>• D</li></ul>
3.	Opportunities suggested	<ul style="list-style-type: none"><li>• A</li><li>• B</li></ul> <p>List efforts to tap the opportunities</p> <ul style="list-style-type: none"><li>• C</li><li>• D</li></ul>
4.	Challenges identified	<ul style="list-style-type: none"><li>• A</li><li>• B</li></ul> <p>List action taken / efforts to improve upon the challenges highlighted</p> <ul style="list-style-type: none"><li>• C</li><li>• D</li></ul>
5.	Recommendations and action taken (if any)	<ul style="list-style-type: none"><li>•</li></ul>
6.	Note on best practices and sustenance	<ul style="list-style-type: none"><li>•</li></ul>

**Part B**

(to be filled by the Institute / Department)

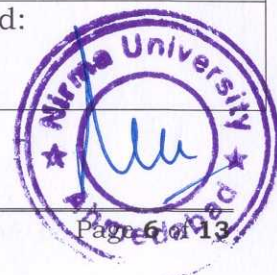
(Responses are expected for the review period, unless specified)

(Review Period: \_\_\_\_\_)

Sr. No.	Question	Response																					
1.	Institute / Department Profile	No. of Programmes:  Level of Programme:  Intake (plus lateral entry students):  Any new programme initiated:																					
2.	Student Teacher Ratio (w.r.t. full – time faculty and total student strength)	UG:																					
		PG:																					
3.	Student Computer Ratio	UG:																					
		PG:																					
4.	Student diversity (for entire period of programme)	<table border="1"> <thead> <tr> <th>Programme</th><th>UG</th><th>PG</th></tr> </thead> <tbody> <tr><td>Male</td><td></td><td></td></tr> <tr><td>Female</td><td></td><td></td></tr> <tr><td>Within State</td><td></td><td></td></tr> <tr><td>Outside State</td><td></td><td></td></tr> <tr><td>Outside Country</td><td></td><td></td></tr> <tr><td>Total</td><td></td><td></td></tr> </tbody> </table>	Programme	UG	PG	Male			Female			Within State			Outside State			Outside Country			Total		
Programme	UG	PG																					
Male																							
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Total																							
5.	Faculty diversity	Male Female Total From within State From outside State From outside Country Highest degree from other University:																					
6.	Faculty Positions (nos.)	Regular full time faculty  Research Chair:  Professor Emeritus:  Adjunct Faculty:  Visiting Faculty (with qualification details)																					
7.	Percentage of faculty with Ph.D. Qualification																						

<b>Criterion 1: Curricular Aspects, Teaching – Learning and Evaluation</b>		
8.	Percentage of course updation / major syllabus restructuring was carried out (programme wise) (with benchmarking references)	
9.	Academic flexibility (in terms of course selection offered to students) (programme wise)	General description and course diversity, if any:
10.	Course delivery and monitoring mechanism (programme wise)	Details, improvements and innovations:
11.	Design of experiments / case studies / experiential learning / studio work and innovation introduced	
12.	Facilities (new / upgradation) and budget usage	<p>Library as learning center:</p> <p>No. of books added:</p> <p>No. of book titles added:</p> <p>No. of online resources supported:</p> <p>No. of Audio / video resources added:</p> <p>Library budget utilized (Amount in Rs):</p> <p>(Attach complete statistics on library usage).</p> <p>Lab facility additions – Lab space added (if any):</p> <p>Research facilities added (Nos., Amount):</p> <p>Major equipment added (Nos., Amount):</p> <p>Software added (Nos., Amount):</p> <p>Computers (Added/upgraded):</p> <p>ICT facilities added / improved (details reqd):</p>

		Any other facility added / improved (details reqd):  Hostel Facilities (Addition / Improvement):
13.	Percentage of Tutorial / studios / moot court / case studies Conducted by Institute (Departments) per programme:	
14.	Percentage of Courses with active blog / website  % courses with ICT usage, Moodle usage	
15.	Collaborative teaching – learning activities at department / institute	No. of Guest / Expert lectures:  No. of Industrial/ field visits:  External faculty engagement for long duration:  Any other collaborative sessions:
16.	Interdisciplinary course(s) introduced: Interdisciplinary course(s) offered:	
17.	Doctoral Research	No. of Ph.D. Scholars ongoing: <ul style="list-style-type: none"> <li>• Full – time:</li> <li>• Part – time / External:</li> </ul> Ph.D. Completed (during review period):  No. of Ph.D. Scholars enrolled:




		Productivity of doctoral students (in terms of research paper publications, patents, lab / facility enhancement etc):
<b>Criterion II: Research Publications / Promotion, Consultancy, Training and Extension</b>		
18.	No. of Externally Funded Research Projects: (Attach List)	Completed:  Research Funding in Rs.  Ongoing:  Research Funding in Rs.
19.	No. of Nirma University Funded Research Projects (Attach List):	Completed:  Research Funding in Rs.  Ongoing:  Research Funding in Rs.
20.	Collaborative/ Interdisciplinary Projects (outside NU) (Attach list)	No. of projects:  No. of agencies/ institutes involved:
21.	Centre of Excellence	Details:
22.	Interdisciplinary Projects within NU / Idea Lab Projects	No. of ongoing projects:  No. of completed projects:  Outcome:
23.	Research Papers Published by the department	International Journals (nos.): (With valid impact factor as per Web of Science (Thomson – Reuter) / Scopus)  Average Impact Factor (per contributing faculty): National Journals (nos.):  Average Impact Factor (per contributing faculty): International Conference (Abroad)(nos.):

		International / National Conference (within India)(nos.):
24.	No. of Faculty with H – Index more than 3 (as per Scopus / Thomson Reuter)	
25.	No. of books published by the Department/Institute Faculty (with reputed publishers)	
26.	No. of books chapters published by the Department / Institute Faculty	
27.	No. of National / International Conferences Organised Per Department Per Year	<p>No. of delegated registered and participated:</p> <p>No. of foreign delegates (if international):</p> <p>Names of Experts Participated:</p>
28.	No. of Patents (Attach list)	<p>No. of Patents Commercialized –</p> <p>No. of Patents Published –</p> <p>No. of Provisional Patents –</p> <p>No. of Patents Filed and Under Review –</p> <p>Revenue generated from Patents in Rs.</p>
29.	Revenue Generated from Consultancy:  (Attach list)	<p>No. of Consultancy:</p> <p>No. of Testing:</p> <p>No. Training programmes to industries:</p> <p>No. Environmental Audit:</p> <p>Revenue Generated from:</p> <ul style="list-style-type: none"> <li>• Consultancy:</li> <li>• Testing:</li> <li>• Training programme to industries:</li> <li>• Environmental Audit:</li> </ul>
30.	No. of faculty as resource: (Attach Sheet)	<p>At international Level:</p> <p>At national level:</p>
31.	Awards to the Faculty / Major achievements	At National level:



	(Attach Sheet)	At International level:
32.	Awards to the Students / Major achievements (Attach Sheet)	At National level:  At International level:
33.	National Seminars by Dept./ Institute	Organised:  Attended:
34.	STTPs / Refresher Courses / Professional development / Industry based Faculty training (duration not less than one week)	Organised:  Attended:
35.	Outcome based Education:	Status:  Clarity on Roadmap:
36.	MoUs (by Dept. / Institute):  (Attach list)	New:  Existing:  Activities carried out during the year under existing MoUs:
37.	CCE programmes:	No. of prog. organised and no. of days:  No. of prog. attended:
38.	No. of Extension activities (Attach details):	No. of activities conducted:  Total no. of beneficiaries:  Impact of activities in bulleted points:  No. of NSS activities:
<b>Criterion III: Student Progression – Counselling</b>		
39.	Student centric activities per academic year (attach list)	No. of technical – curricular events and beneficiaries:

40.	Career Orientation Programmes (provide details in separate sheet)	No. of prog. organized:  No. of participants:																																						
41.	<p>Outstanding Performance of Students in Sports/ Cultural Activities at National Level:</p> <p style="text-align: center;"><b>Summary of Students' Achievement (during the Assessment Period)</b></p> <table border="1" style="width: 100%;"> <tr> <th>Co-curricular and Extra-curricular Activities</th> <th>Cultural Activities</th> <th>Sports Activities</th> <th>Awareness Activities</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table> <p>* Attach separate sheet indicating the details like name of the event, level of event, organizer, prize (if any) etc.</p>		Co-curricular and Extra-curricular Activities	Cultural Activities	Sports Activities	Awareness Activities																																		
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43.	<p>Feedback Received from Different Stakeholders: (Attach description, if possible)</p> <table border="1" style="width: 100%;"> <tr> <td>Students</td> <td> <p>Conducted: Yes / NO</p> <p>Analysed: Yes / No</p> <p>Suggestions received:</p> <p>Suggestions implemented:</p> </td> </tr> <tr> <td>Alumni</td> <td> <p>Suggestions received:</p> <p>Suggestions implemented:</p> </td> </tr> </table>	Students	<p>Conducted: Yes / NO</p> <p>Analysed: Yes / No</p> <p>Suggestions received:</p> <p>Suggestions implemented:</p>	Alumni	<p>Suggestions received:</p> <p>Suggestions implemented:</p>																																			
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	Parents	Suggestions received:  Suggestions implemented:
	Employees	Suggestions received:  Suggestions implemented:
	Peers	Suggestions received:  Suggestions implemented:
44.	Innovations in teaching and learning and sustenance of best practices	
45.	Percentage of Courses/ Programmes that Formally Integrate e-learning Resources from NPTEL/ Digital Library Retrieval / Coursera / EdX etc:	
46.	Student Counselling:	Mentoring Process:  Frequency of counselling:  No. of student provided with career guidance:  No. of other major cases (if any):  Sexual harassment cases (if any):  Ragging cases (if any):
47.	No. of companies visiting for the campus placement (and % increase with reference to previous year)	
48.	Percentage of students doing their major projects / thesis / dissertation /	



	internship with industry (programme wise)																
49.	Percentage of Student Progression to Employment and Higher Education:																
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	*Attach separate list (with name, roll no., name of programme, name of university / organization etc.																
50.	No. of start - up / spin – off companies by the alumni in last one year	Name of alumni: Graduating year: Name of the start-up / spin off: Year of establishment:															
51.	No. of national / international students admitted to institute (programme wise)																
52.	No. of your students joining higher studies in renowned organizations (national, international) (programme wise):																
53.	Number of Programmes for Professional Development of students in a year (for better employability, progression)	Organized by departments:  Attended by the students (in house / outside university):															
54.	Contribution of Alumni/Parents for Development of University																

**Criterion IV: NU Policies and Adherence**

55.	Percentage Representation of faculty and Staff in Decision Making Bodies:																	
	<table border="1"> <thead> <tr> <th>Name of the Bodies</th> <th>% Representation of Teaching Staff</th> </tr> </thead> <tbody> <tr> <td>Academic Council</td> <td></td> </tr> <tr> <td>Faculties</td> <td></td> </tr> <tr> <td>BoS/Area Committees</td> <td></td> </tr> <tr> <td>Committee for Deciding Paper Setters and Examiners</td> <td></td> </tr> <tr> <td>Result Declaration Committee</td> <td></td> </tr> <tr> <td>Exam Reform Committee</td> <td></td> </tr> <tr> <td>Any other</td> <td></td> </tr> </tbody> </table>	Name of the Bodies	% Representation of Teaching Staff	Academic Council		Faculties		BoS/Area Committees		Committee for Deciding Paper Setters and Examiners		Result Declaration Committee		Exam Reform Committee		Any other		
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Any other																		



56.	IQAC – I	<p>No. of meetings:</p> <p>Quality Initiatives / Important decisions of IQAC:</p> <p>Effect of IQAC decisions and Improvement observed:</p>
57.	Monitoring and Compliance to strategic plan	
58.	Adherence of NU policies	
59.	Innovative Practices	
60.	Any other information which Department / Institute wishes to furnish:	





Academic Audit  
Level 4 – Audit by External Experts / Agency  
Institute of \_\_\_\_\_, Nirma University  
Report Sheet

Period of Audit:

Dates of Audit:  
Date of Report submission:

Audit Panel  
External Expert 1 :  
External Expert 2 :  
(Member) Secretary :

Names of the member

Criteria-wise Observations of the Expert Team:  
Criteria I: Curricular Aspects, Teaching - Learning and Evaluation  
Positive Points:

Weakness / Scope of Improvements:

Actions Suggested:

Criteria II: Research Publications / promotion, Consultancy, Training and Extension  
Positive Points:

Weakness / Scope of Improvements:

Actions Suggested:



Criteria III: Student Progression – counselling  
Positive Points:

Weakness / Scope of Improvements:

Actions Suggested:

Criteria IV: NU Policies and adherence

Criteria V: Innovations and Best Practices

Overall Comments, Recommendations and Suggestions for Improvements:

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The observations by the audit panel are shared with me.

Director  
Institute of \_\_\_\_\_

Date:



Academic Audit  
Level 4 – Audit by External Experts / Agency  
Institute of \_\_\_\_\_, Nirma University  
Evaluation Sheet

Period of Audit:

Dates of Audit:  
Date of Report submission:

Audit Panel

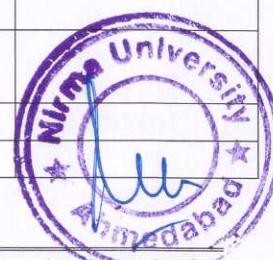
Name of the members

External Expert 1 :

External Expert 2 :

(Member) Secretary :

Criteria and Key Aspects	Weightage (W <sub>i</sub> )	Key Aspect Grade Points 4/ 3/ 2/ 1/0	Key Aspect Wise Weighted Grade Points
<b>Criterion I: Curricular Aspects, Teaching - Learning and Evaluation</b>			
Curricular Planning and Implementation	30		
Academic Flexibility	40		
Curriculum Enrichment	40		
Feedback System and implementation	30		
Catering to Student Diversity	30		
Teaching-Learning Process	70		
Teacher Quality	40		
Teaching – learning resources, infrastructure and facilities	40		
Evaluation Process and Reforms	40		
Student Performance and Learning Outcomes	40		
<b>TOTAL</b>	<b>400</b>		
<b>Calculated CrGPA<sub>I</sub>=(CrWGP)<sub>I</sub>/W<sub>I</sub>= _____ /400 =</b>			
<b>Criterion II: Research Publications / promotion, Consultancy, Training and Extension</b>			
Promotion of Research & Research Facilities	40		
Resource mobilization	40		
Research Publications and Awards	40		
Quality of Research Publications	20		
Consultancy, Training to industry, Testing	60		
Quality of Institute Research Journal	20		
Extension Activities and Institutional Social Responsibility	50		
Collaborations and activities under MoU	30		
<b>TOTAL</b>	<b>300</b>		
<b>Calculated CrGPA<sub>II</sub>=(CrWGP)<sub>II</sub>/W<sub>II</sub>= _____ /300=</b>			



<b>Criterion III: Student Progression – counselling</b>			
Student Mentoring and Support	50		
Student Progression	30		
Student Participation and Activities	20		
<b>TOTAL</b>	<b>100</b>		
<b>Calculated CrGPA<sub>III</sub>=(CrWGP)<sub>III</sub>/W<sub>III</sub>= ____ /100 =</b>			
<b>Criterion IV: NU Policies and adherence</b>			
Strategic plan, its implementation monitoring and progress	40		
Functioning and effectiveness of IQAC	30		
Implementation of NU Policies	30		
<b>TOTAL</b>	<b>100</b>		
<b>Calculated CrGPA<sub>IV</sub>=(CrWGP)<sub>IV</sub>/W<sub>IV</sub>= ____ /100=</b>			
<b>Criterion V: Innovations and Best Practices</b>			
Innovations	50		
Best Practices	50		
<b>TOTAL</b>	<b>100</b>		
<b>Calculated CrGPA<sub>V</sub>=(CrWGP)<sub>V</sub>/W<sub>V</sub>= ____ /100 =</b>			

Final CGPA: \_\_\_\_\_ = \_\_\_\_\_  
1000

Signature of Audit Panel:

\_\_\_\_\_

Date:

