

Nirma University
Academic Development and Research Cell
Guidelines for Institute level Academic Audit

Preamble:

The Nirma University envisages the academic audit at three levels viz. at department level, at institute level and at university level. The institute level audit is one step forward, beyond department level classroom audit. The systematic process of academic audit at institute level shall enhance academic standards and strengthen the institute level functioning for its overall development. The institute level audit shall act as a self – check determining attainment of set goals and help framing the appropriate annual objectives. It is the self – evaluation process of the institute by itself.

A. Purpose:

The purpose of the institute level academic audit is not just to observe effectiveness of processes related to teaching – learning, but to ensure and encourage quality in teaching, research and extension activities. At the same time, it is to check if the policies are adhered to and standards are maintained as per university norms at various departments (or area) within the constituent institutes. It is desired that the constituent institutes follow the laid strategic plan, prepare / follow its internal action plan department-wise and be monitored internally.

Audit Panel Structure:

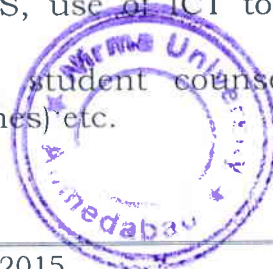
For an institute level audit, the department – wise (or area-wise) panel shall normally be comprised of:

- Director (concerned) nominated one (or two) HoD of other department (or area) shall be the panel chairman,
- Director (concerned) nominated one (or two) senior professors / experienced faculty member(s) of other department(s) / domain expert from outside, and
- One representative of the University, nominated by the Director General.
- In case if senior professors are not available for a particular department (or area), then an outside expert can be invited by the Director concerned.

B. Role of audit panel (per department or area):

Teaching – Learning Processes:

1. To randomly observe the classroom audit process, check its effectiveness, adherence to procedure of peer faculty classroom audit (as narrated in its guidelines), reports are prepared and maintained.
2. To randomly monitor classroom teaching – learning process, lab session delivery and adherence to academic calendar.
3. To check the learning involves HoTS, use of ICT tools, use of classroom assessment techniques etc.
4. To observe attendance monitoring, student counselling and mentoring process (as per the university guidelines) etc.



5. To observe the OBE assessment mechanism, adherence to philosophy of formative assessment / continuous evaluation in learning activity.
6. To find the conduction of industrial visits for students and its discussion in classroom, expert lectures organized by department (or area), faculty training and faculty visits at relevant industries / field for enhancement of knowledge and skill etc.
7. To check the curriculum relevance in tune with trends, introduction / updating of required skill based courses, the faculty involvement for curriculum revision and weightage to feedback of stakeholders in syllabus revision.
8. To check the continuous evaluation process, its accuracy and effectiveness.
9. To observe the analysis and actions taken based on student feedback.
10. To check the quality of visiting faculty members, if any.
11. To observe promotion of research and consultancy activities at department.
12. To determine faithful and critical evaluation of API of every faculty is verified by a committee constituted at department level (as per the University guidelines).
13. To ensure the record of API for each faculty with evidences is maintained at department being audited.
14. To oversee the faithful implementation of different schemes (evolved by the University) for maintaining all the standards.
15. To oversee the implementation and monitoring of strategic planning (in line with institute and university plan).
16. To analyze the efforts of department for encouraging interdisciplinary approach at different levels with different activities.
17. To check the mechanism (if any) of bringing impact of industrial visit/ field visits / expert lectures and considerations in curriculum development.

Research / Extension:

18. To observe no. of minor and major research project undertaken, its quality and level, and relevance to the society.
19. To see the no. of papers published in refereed, national and international journals, department tentative plans for publications.
20. To ensure research activities are in compliance with University research policy.
21. To carry out a random scrutiny on basis the quality of dissertation projects along with faithful observations of procedure prescribed for assessing dissertation.
22. To scrutinize the quantity and quality of extension activities conducted as a part of curriculum, voluntary activities and activities by different societies/club.

C. Frequency of Inter – Department Audit Process:

The observation process shall be preferably done at two intervals in a year.

1. The teaching – learning process shall be observed randomly during regular semesters. The audit panel members (of other department) shall randomly visit department (or area) (undergoing audit) to monitor the academic



- process as listed in B. 1 - 6. The consolidated report of the same at the interval of six months shall be prepared and submitted as per the format in E. Every year reports shall be submitted to the Director, ADR Cell in the month of June and December (as in E, Form A).
2. The points mentioned in B. 7 - 17, shall be observed by the panel once in a year (as in E, Form B).
 3. The panel shall audit the points mentioned in B. 18 - 22, once in a year and the consolidated report of B. 7 - 22 shall be prepared and submitted as per the format in E (Form B). The report shall be submitted to the Director, ADR cell in the month of December every year.

D. Administrative Process:

The institute level audit shall help departments to monitor their yearly progress, locate the deficiencies, limitations and preparing the faculty members to achieve excellence.

The audit panel shall highlight the best practices of the department as well as the issues in the teaching – learning process, class room observations, lab / field conduct, continuous evaluation and related academic activities. The audit panel can have meeting with faculty members who have been found weak during the classroom audit. Concerned HoD and audit panel may address all the faculty to explain the department goals, strategic plan and action plan.

The process of the institute level audit be rigorously followed and bi-annual and/or annual reports shall be submitted by every audit panel chair. The report shall contain the salient points emerging out of observations, the scope of improvement, immediate (and/or long term) solutions and action plan proposed by the concerned department (or area). It shall contain action taken by the department (under audit) on the comments of previous reports, if any.

The report of institute level audit of all the departments shall be put for the consideration of IQAC of the institute and come out with the strategy to tackle emerging issues. The report of every institute level audit (per department) shall be sent to the Director, ADR cell with a copy to the Director General, NU through concerned HoI. Any query regarding the process may be raised to the Director, ADR cell.

E. Observation Report:

Institute level audit panel shall submit a report in format circulated with this guideline (Form A and Form B), however, the institute in consultation with its IQAC may slightly modify the audit panel report format to suit their needs.





Nirma University
 Academic Development and Research Cell
 Institute level Academic Audit
 Audit Panel (Bi-annual) Report (Form A) (Format)
 Institute of _____

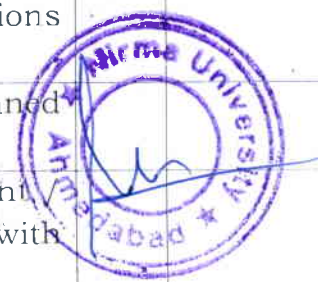
Period of observation: _____ Date of Report submission: _____
 Department (area) under Audit : _____
 Audit Panel Chairman : _____
 Audit Panel Members : _____
 : _____
 : _____
 Expert Member : _____
 University nominated member : _____

Observation Report:

Review of teaching – learning and assessment activities of the department:

Emerging issues, if any:

Checklist for points (1 – 6) :	Yes √	Remark no., if NO*
1. The dept. follows guidelines of peer faculty classroom / lab observation (based on random visits), maintains observations on reports, faculty improvement observed due to audit.		
2. Guidelines on system of attendance monitoring are adhered.		
3. The faculty members are preparing lesson plans, blogs and course websites in the beginning of the semester. The classes are conducted regularly.		
4. Dept. follows student counselling and mentoring process appropriately.		
5. Teaching learning activities includes HoTS, use of ICT tools, classroom assessment techniques etc. (based on observations and discussion with faculty members / area head / HoD).		
6. Dept. arranges industrial visits / expert lectures in a planned manner and are relevant to the discipline.		
7. The area committee meetings are arranged. The department area reviews curriculum, considers revision, its relevance with trend and has weightage of feedback.		
8. The department follows OBE assessment techniques.		



9.	The philosophy of formative assessment / continuous evaluation is reflected in learning activity.		
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* If the response is NO, provide relevant remark number observed in the following brief report.

Brief report on department (area) activities (points 1 – 6) / Observations (use extra sheet, if required):

Positive Points / Scope of Improvement:



Name & Signature with Date:

Chairman

Expert 1

Expert 2

University Nominee



Nirma University
Academic Development and Research Cell
Institute level Academic Audit
Audit Panel (Annual) Report (Form B) (Format)

Institute of _____

Period of observation: _____ Date of Report submission: _____
 Department (area) under Audit :
 Audit Panel Chairman :
 Audit Panel Members :
 :
 :
 :
 Expert Member :
 University nominated member :

Observation Report:

Best Practice(s):

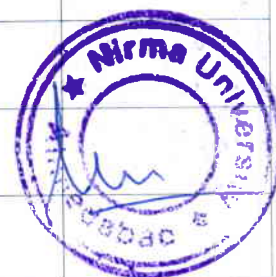
Strength(s):

Weakness(es):

Scope of improvement:

Action taken on previous year report, if any:

Checklist (for points 7 – 22, as per guidelines) :		Yes √	Remark no., if NO*
1.	The continuous evaluation process and system is as per guidelines and found effective.		
2.	The analysis of student feedback for faculty and actions are observed.		
3.	The quality of visiting faculty members is as desired.		
4.	The department / area have environment for research and consultancy activities and its being promoted.		
5.	The department adheres University Guidelines for faculty API evaluation and records are maintained.		
6.	The department implements of various schemes supported by the university.		



7.	The department / area has a mechanism to monitor, practice and implementation of strategic plan and functions to achieve goals defined (in tune with institute and university plan).		
8.	The department is involved in interdisciplinary activities e.g. research, minor – major / funded projects etc.		
9.	The department has adopted (comment if not adopted) mechanism of bringing impact of industrial visit/field visits / expert lectures.		
10.	The department is having no. of minor and major research project undertaken, are of quality and high level, and relevant to the society.		
11.	The department is involved in publishing papers in refereed, national and international journals. It has well laid plans for the same.		
12.	The department (or area) research activities are in compliance with University research policy.		
13.	The department offers quality dissertation projects and good practice of assessment (based on random checking).		
14.	The department conducts extension activities <ul style="list-style-type: none"> a. as a part of curriculum b. voluntary activities c. by different societies/club 		
15.	Any other point as decided by the Director (Concerned).		

* If the response is NO, provide relevant remark number observed in the following brief report.

Brief report on department (area) activities (Points 7 – 21, as per guidelines):
(use extra sheet, if required)



Name & Signature with Date:

Chairman

Expert 1

Expert 2

University Nominee
