

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

**Preamble:**

Academic audit is one of the key element to craft a path to success in every academic organization. It is also one of the progress mantra at Nirma University. The university level academic audit to observe the efforts of its constituent institutes in leveraging the academic and research standards, conformity to strategic planning and overseeing extension activities for social benefits etc. The audit shall help university to redefine - raising goals, guide its institutions to better academic functioning, suggest ways to overcome limitations observed by self - evaluation / accreditation agencies, and above all moving continuously to fulfil its own vision and mission.

**A. Purpose:**

The academic audit at university level shall be the mechanism to monitor and mentor its constituent institutes. The very purpose of the audit is to ensure the proper institutional functioning, adherence of the academic and research standards / policies, observe synergy, offer guidance to embrace the better ways of imparting education – leveraging society and act as motivating force to achieve excellence in all the activities leading to fulfilment of vision and mission.

**Audit Panel Structure:**

For university level audit, an independent committee per constituent institute shall be constituted by the Director General, NU. The members of the committee shall normally be comprised of:

- The Director, ADR Cell,
- The Director other than the institute for which the audit is planned
- A representative of the university
- An external expert
- A member of ADR Cell or the person nominated by the Director General, NU to act as the member secretary

**B. Role of audit panel (per institute):**

The audit panel is expected to guide the institute under audit on multiple aspects by monitoring on following (but not limited to) important points:

1. To observe the rigour of institute level academic audit by randomly checking the points narrated in institute level audit.
2. To determine critical evaluation of API of every faculty, its recordkeeping at department level and if it is verified by a committee constituted at department level (as per the University guidelines).
3. To observe the institute performance in academic, research and extension activities against the set goals, if any.
4. To determine the status of institutes' outcome based education implementation.



5. To observe the maintenance of student academic record, faculty record, maintenance and record of department and institute assets etc.
6. To monitor the implementation of MoUs at institute level.
7. To observe the syllabus updation, quality of visiting faculty, impact of industrial visits / field visits / training etc. on students and faculty learning, quality of question papers and assessment etc.
8. To ensure mentoring policy is adhered at institute level.
9. To check the quality of IQAC functioning and its efficiency at institute level.
10. To observe the implementation of various policies approved by Academic Council, NU.
11. To monitor strategic plan implementation and status.
12. Relevant aspects specific to institute(s) and deemed required for observation suggested by accreditation agency(ies) / self – evaluation.

### **C. Frequency and Administrative Process of University level Audit:**

The university level observation process shall be done once in a year per institute (preferably in the beginning of February every year). As the institute level audit reports shall be available with ADR cell in the beginning of July and January every year, it will form basis for observation for university level academic audit.

- The member secretary of audit panel will submit its report to the Director, ADR cell with a copy to the Director General, NU.
- The Director General, NU will discuss the salient points with the member secretary of the panel and the Director, ADR cell.
- Subsequently, the Director General, NU will share the report with the Hol (concerned) and deliberate the points that needs attention, immediate action and concerns raised by the panel.
- The Director General, NU based on his observations, may discuss the good practices and / or commonalities observed in the reports of various institutes at the coordination committee. This may help institute(s) to improve / adopt the practices in the part or entirety.
- Any query regarding the process may be raised to the Director, ADR cell.

### **D. Observation Report:**

The university level audit panel shall submit a report. The report shall include points mentioned in **B** i.e. observations on the institute performance, achievements, institute goals, strategic plan monitoring and implementation, institute best practices, strength(s) and weakness(es) etc. of the institute under audit.





Academic Development and Research (ADR) Cell  
 University Level Academic Audit  
 Audit Panel Report  
 Institute of \_\_\_\_\_

Period of Audit:

Date(s) of Audit:

Date of Report submission:

Audit Panel	Name of the member
The Director, ADR Cell	:
The Director, Inst. of _____	:
University Representative	:
External Expert	:
Member Secretary	:

**Observation Report:**

1.	Whether the committee formed by the DG, Nirma University met and took random observations of the institute under audit?	Y / N	Remarks, if any
	Any adverse remark of Institute Level Audit Committee? If yes, action taken by the institute.	N / Y	Remarks, if any.
Observations on the rigour of institute level academic audit (based on random samples):			
2.	Whether the committee is constituted by Hol (as per Nirma University norms) for verification of Academic Performance Index (API) ?	Y / N	Remarks, if any
	Are the API scores granted as per the prevailing Nirma University norms?	Y / N	Remarks, if any
Observations on evaluation of API scores of faculty (based on random samples) and its monitoring mechanism:			



Whether the department / institute regularly monitors the progress against own plans? What mechanism is adopted for monitoring process?	Y / N	Remarks, if any
Whether the department has long term plans and the methodology to execute the plans?	Y / N	Remarks, if any
Faculty Quality and efforts to improve		
<p>Observations on Institute's performance against planning (department-wise plans, strategic plan of institute, etc.) in Academics, Research and Extension activities.</p> <p><b>Academics:</b></p> <p>a) Teaching – Learning Processes</p> <p>b) Curriculum Development</p> <p>c) Mentoring</p> <p>d) Student Progression</p> <p>e) Industrial Visits and Expert Lectures for students</p> <p>f) Student preparedness for competitive exams</p> <p><b>Research:</b></p> <p>a) Research Publications (Nos., Quality e.g. Impact Factor of Journal - based on Thomson Reuters, Citations in Google Scholar / Scopus, International / National conferences etc.)</p> <p>b) Book Publications</p> <p>c) Major and Minor Externally Funded Projects</p> <p>d) Major and Minor Nirma University Funded Projects</p>		



e) Patents:

f) Consultancy and Training Offered:

**Extension Activities** (Nos., Quality, Measureable Outcome):

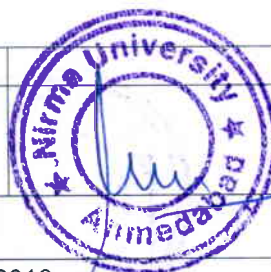
a) Societal activities (adoption, up-liftment, public betterment, etc.)

b) Donations offered by stakeholders for social cause

c) Extension services (NSS, etc.)

d) In – house training - teaching etc. as a part of extension activities

4.	Whether the institute has adopted a specific model of OBE? If yes, to which extent the implementation is done?	Y / N	Remarks, if any.
	Any ICT tool employed to observe the OBE implementation outcome?	Y / N	Remarks, if any
	Observations on status of OBE implementation at Institute under audit:		
	Suggestions on OBE implementation, if any.		
5.	No. of new MoUs executed in the current year?		
	No. of total MoUs in existence for the institute under audit (Technical, Research and Extension)		



	No. of activities carried out during the current year	
	Status and implementation of MoUs at Institute:	
6.	Observations on Syllabus updation (relevance with trends, process, % changes, faculty preparedness, infrastructure availability, new course(s) offered, new initiatives, etc) (based on samples):	
7.	Observations on feedback received from stakeholders (Alumni, Parents, Academicians and Industry) on syllabus, infrastructure, teaching – learning processes etc. Mention no. of feedbacks received, processed and implemented.	
8.	Observations on assessment mechanism (process, data handling, transparency), quality of question papers (based on Bloom’s revised taxonomy) and observations of BoS, fairness and quality of assessment:	
9.	Quality of visiting faculty, in-house and industry based faculty training, laboratory enrichment, tutorial quality, student project quality etc.	
10.	Observations on maintenance of academic records.	
11.	Observations on implementation of various policies e.g. mentoring policy, quality policy, plagiarism policy, research policy, IT policy, grievance redressal policy, Nirma University funded project policy**, faculty awards policy etc. (* Except for year 2016, audit)	



12.	Observations on IQAC - I functioning, suggestions received – processed - implemented, innovations in various processes through IQAC etc.
13.	Observations on Institute's progress on the weakness / suggestions by accreditation agencies:
14.	Observations on Institute's efforts to maintain / improve the strengths highlighted by the accreditation agencies:
15.	Observations on steps taken by institute to raise the standards on suggestions of internal / audit committee / self evaluation reports / SWOC analysis:
16.	General observations on housekeeping at Institute (Cleanliness and aesthetics in classrooms and labs, hygiene, signage, video projector and PA systems, etc.):

\_\_\_\_\_  
 Director, ADR Cell

\_\_\_\_\_  
 Director  
 Inst. of \_\_\_\_\_

\_\_\_\_\_  
 University  
 Representative

\_\_\_\_\_  
 Expert

\_\_\_\_\_  
 Member  
 Secretary

\_\_\_\_\_  
 Director (Inst. of \_\_\_\_\_ )

Date:

