

AMITY UNIVERSITY HARYANA

POLICY ON ACADEMIC AUDIT



INTERNAL QUALITY ASSURANCE CELL (IQAC)

S. No.	Description	Page No.
1	Introduction	2
2	Short Title, Application and Commencement	2
3	Objectives	2-3
4	Methodology	3-4
5	The scope of the Academic Audit would be the following	4-5
6	The audit exercise will (at least) include the following	5
7	Conclusion	6

POLICY ON ACADEMIC AUDIT (GAA)

AUH/IQAC/AAG/2017

1. Introduction

Meticulous planning, effective conduct of courses and achieving excellence are of paramount importance in any academic Programme of an institution. When academic Programmes and courses are offered in different institutions and across different disciplines, maintenance of a comparable standard is of utmost importance. Furthermore, keeping with current and future trends, focus on interdisciplinary and inter-departmental cooperation has become highly desirable. Any academic audit of a Programme and institution must, therefore, involve questions on all these parameters. In what follows, a set of guidelines are presented facilitating academic evaluation at various levels.¹

2. Short Title, Application and Commencement

- 2.1** These guidelines may be called Amity University Academic Audit Guidelines (AAG) according to which academic audit will be conducted.
- 2.2** These guidelines shall apply to all segments, Programmes, disciplines and institutions concerned from the date of notification.
- 2.3** The guidelines under AAG shall come into force with effect from the date of approval from Academic Council /Board of Management.

3. Objectives

Amity University continuously strives to maintain academic standards and promote innovation. This has been clearly articulated and emphasized in the Act, Statutes, Ordinances, Regulations and Guidelines of the University. The University believes that individual faculty member's creativity and innovative ideas need to be constantly harnessed and that they should not be suppressed because of the rigidity of the system. Whereas certain broad academic parameters and standards are observed and maintained for academic audit without any compromise to reflect as a New-Age University, the evaluation parameters must have provisions to record creativity and innovation. Keeping this in mind AUH has developed a credit based flexible curricular

¹ Guideline approved vide XXth Executive Council meeting held on YYth ZZZZ 201W (Item No. AA.BB)

framework that promotes openness and strengthens inter-disciplinary focus in a student-centric learning environment. Further, several interdisciplinary tracks of open electives are offered in the field of Management, Engineering, Law, Psychology, Sports, and Liberal Arts, etc. to provide individual student options of their choice. Therefore, disciplines and departments are to be evaluated in terms of their major focus areas, inter-disciplinary initiatives as well as minor and open electives as well.

4. Methodology

To achieve the above-mentioned objectives, the University will conduct Academic Audit during each academic year, by involving senior faculty and functionaries of the University/Heads of Institutes/Heads of Departments/Schools/Centres nominated by the Vice Chancellor/Pro Vice Chancellor (*Annexure I*). The team shall be visiting the Institutes and the schedule of the audit will be sent to the Institutes well in advance by the Registrar (*Annexures II and III*). The aim will be to facilitate the process of the broad policies and guidelines of the University and compliance to minimum statutory parameters of different regulatory and recognizing bodies such as RCI, BCI, UGC, AICTE, INC, COA, ITPI etc. For all courses and Programmes, and for all faculty members, a number of documents with respect to academics/faculty/students/ examination etc. are to be maintained by the Institutes under the AUH as per requirements of NAAC/ISO/UGC/and such other accreditation bodies to so that these could be audited annually (*Annexure IV*).

The In-house academic audit – through the Internal Quality Assurance Cell (IQAC), will help in bringing out innovative ideas in the systems and processes concerning all the domains/activities of an Institution. It is also aimed at identifying the innovative practices followed at different institutes, benchmarking them and making them a part of the best practices of AUH and share it with other Amity Institutions who could emulate them to achieve higher levels of excellence.

In addition, the University will also conduct an External Academic Audit (EAA) by involving a number of external experts as its members along with a senior faculty from the AUH as the anchor. These experts will be eminent educationists in their respective fields of specialization. It will be carried out once a year to achieve excellence as per higher education parameters, and in terms of their social and industrial applicability.

The Academic Council and the Board of Management will be presented with the finding of the two audit reports – internal as well as external, so that the actions recommended could be implemented.

5. The scope of the Academic Audit would be the following:

- The curriculum and scheme of evaluation adopted for each course. (Programme structure)
 - Course planning and its delivery (Annexure V).
 - The pedagogy being followed and innovations brought therein.
- Regularity of students in attending classes (Annexure VI, VII).
- Regularity of faculty members in taking classes (Annexure VIII).
 - Value added courses being offered to students to achieve a holistic development of their personality.
 - Extracurricular activities being organized by the respective Departments/Schools.
- Orientation of the faculty and students towards research.
- Research facilities and research output in the form of publications and patents (Annexure IX).
 - Initiatives towards corporate training and consultancy activities (Annexure X, XI).
 - The status of faculty development Programmes.
- Infrastructural facilities: computers, library (Annexure XII) and lab equipment, etc.
- Mentoring system, introduction of remedial classes, bridge courses, guidance for NET/SET or any other competitive examination (Annexure XIII).
- Evaluation methods adopted for internal and external examinations (Annexure XIV).
- Skill development and personality development Programmes.
- Feedback mechanism used for assessing the performance of teachers by students (Amizone feedback).
- Strengths, Weaknesses, Opportunities and Challenges of the Institutes/Schools.
- Strategic plans of the Schools.

- Any other issue perceived appropriate as by the audit team.

6. The audit exercise will (at least) include the following:

- Meeting with the Head of the Institute (alone or with the Dean and Programme Coordinators).
- The first-level Audit of duly filled-in proforma submitted by the faculty by the HOI/HOD and the concerned Dean (Annexure XV).
- Meeting with the faculty members.
- Meeting with the class representatives and committee members (Annexure XVI).
- Meeting with the staff members dealing with academic administration(esp. the Programme Coordinator).

The convener of the Audit Team may decide on the spot if any other process is needed to be followed. The Heads of Institutes are requested to extend full support to the Internal Audit Committee as well as IQAC team and provide all the information needed so that, we could together make AUH achieve excellence by creating an environment of constructive comments, mutual feedback and focus on continuous improvement of our systems and processes.

7. Conclusion

The team will submit a report to the Schools/Institutes immediately after the visit within a given period of time which will be notified from time to time.

List of Annexures

Annexure No.	Particulars	Page No.
Annexure -I	Proposed date & duration of audit	0-1
Annexure - II	List of proposed members	0-1
Annexure -III	Letter from Registrar	0-1
Annexure - IV	List of Files for Internal audit.	1-4
Annexure- V	Checklist for Session plan	0-1

Annexure – VI	Surprise Check – (Classroom Check)	0-1
Annexure - VII	Surprise Check (Institute Check)	0-1
Annexure- VIII	Format for Cumulative Data Centre (CDC)	0-1
Annexure- IX	Research & Publication Checklist	1-4
Annexure- X	Checklist for Corporate Resource Centre (CRC) Department	1-4
Annexure-XI	Checklist for Students Placement	1-2
Annexure-XII	Checklist for Library	1-8
Annexure-XIII	Format for Mentee Record Card	1-3
Annexure- XIV	Checklist for Examination Conduct – Before, During and After.	1-3
Annexure- XV	Academic Audit Proforma	1-8
Annexure- XVI	Format for Class Representatives	1-3