

## Academic and Administrative Audit @ CHARUSAT

Academic audit will foster academic and administrative discipline. It will function as a goal setting, monitoring and evaluation mechanism for academic programs and administrative functioning of the institutes and will play an important role in the development of the University.

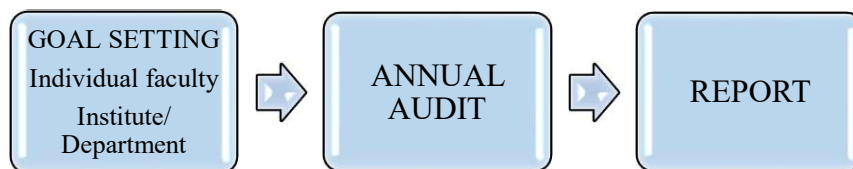
The Academic and Administrative Audit at Charotar University of Science & Technology, CHARUSAT is established with the following objectives:

1. To sustain and enhance the quality of the university functions.
2. To continuously endeavor to embrace innovative teaching methodologies.
3. To help teachers realize their full potential.
4. To help in devising goals and individual goal statement for teachers at the beginning of each academic term.

The Academic and Administrative Audit will facilitate to align all activities of the University towards the achievement of its strategic plans. It is based on the Management by Objectives (MBO) based approach. It shall facilitate the self-establishment of quality benchmarks for each academic and administrative entity and then set mechanisms for its monitoring and achievement.

### Functioning of Academic and Administrative Audit

Academic and Administrative Audit of the University will be conducted once a year at the end of the academic year. The Audit team will visit the institute/ department in the June-July and submit a comprehensive report to the Provost. The report of the Academic and Administrative Audit shall be placed by IQAC to in the forthcoming IQAC meeting.



### Audit Committee Structure

A committee will be appointed by the Provost, CHARUSAT having a tenure for that specific year. In case of Faculty of Technology and Engineering, there will be an Academic and Administrative Audit team for each department. The committee will consist of:

1. Chairman (Provost Nominee)
2. Two field specific experts (Members to be nominated by Provost for each institute/department).
3. Member Secretary (Coordinator, IQAC - CHARUSAT Nominee).

### Framework for Academic and Administrative Audit @ CHARUSAT

CHARUSAT has identified Academics, Research and Social relevance as the major thrust areas in Vision Road Map. Academic and Administrative Audit preliminarily covers the aspects of the NAAC accreditation framework. The report template covers seven strategic working and planning areas under the quality purview of the Academic and Administrative Audit as provided herewith:

## Academic and Administrative Audit Report

### Assessment Period: July XXXX to June YYYY

Sr. No	Name of the Institute/Department:							
	Name and Contact Details of Head:							
	Name and Contact Details of IQAC Coordinator:							
1.	Number of Sanctioned Teaching Posts							
2.	Number of Full Time Staff at the commencement of the assessment period.	Teaching		Non-Teaching		Administration	Total	
3.	Bifurcation of Teaching Faculty Members	a No. of Faculty Members with Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit						
		b No. of Faculty Members with PG Degree (exclusive of a)						
		c No. of Faculty Members Pursuing Ph.D.						
		d No. of Faculty Members recognized as Ph.D. guide						
		e Number of full-time teachers from other states/ countries (based on domicile certificate/degree certificate or relevant documentary proof)						
		f Average experience of full-time teachers (considering CHARUSAT and other than CHARUSAT experience) (in the format: years, months)						
4.	Number of Staff:	Teaching		Non-Teaching		Administration	Total	
	Recruited during Assessment Period							
	Resigned during Assessment Period							
5.	Numbers of Students.	Full time		Part-Time		Total		
	a. Pursuing Ph.D.							
	b. Awarded Ph.D. during the year							
6.	Number of Programmes offered	Undergraduate		Post Graduate		Other		
7.	Number of Students (Total of all semesters)	Male	Female	Total	From Other States	From Other Countries	Economically Backward (parental income is less than taxable slab)	Socially Challenged (SC, ST & OBC)
	Undergraduate							
	Post Graduate							
9.	Student-Full time Teacher Ratio							

**Note:** 1. Wherever date is required (in main report as well as Annexures) the format would be DD-MMM-YYYY. Here MMM indicates three letters of month name. Eg. "Mar" for March month.

<b>I. Curriculum Design and Development</b>					This Column will be titled as "Observations and Suggestions" before Audit. Do not delete it.
<b>Aspects to be audited</b>					
<b>S. N</b>	<b>Ref. NAAC</b>	<b>Aspects to be audited</b>	<b>Planned</b>	<b>Achieved</b>	<b>Remarks</b>
1.	1.2.1 [30]	Number of new courses across all programs			
2.	1.3.2 [30]	Number of certificate / value-added/ Diploma Programs offered			
3.		Number of online courses undertaken by students within the curriculum			
		Number of students enrolled			
		Number of students who received certificate/ successfully completed			
4.		Number of online courses undertaken by students outside the curriculum	---		
		Number of students enrolled	---		
		Number of students who received certificate/ successfully completed	---		
5.	1.3.3 [5]	Number of programs having elements of field projects/research projects/ internships as approved by BOS (without repeat count).			
6.	1.4.1 [20]	Structured feedback for curriculum and its transactions is regularly obtained, analyzed, action is taken, and communicated to the relevant body.	---	---	
		Number of filled feedback collected from stakeholders:	---	---	
		Students			
		Teachers (CHARUSAT as well as Outside)			
		Alumni			
		Employers			
		Parents			
		Key findings from the analysis and actions taken as communicated to relevant body. (also specify the name of the body)			
7.	1.1.1 [20]	Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme Outcomes(POs), Programme Specific Outcomes(PSOs) and Course			

		Outcomes(COs) of the Programmes offered by the University.		
8.	1.1.2 [30]	Programmes offered by the institution focus on employability/ entrepreneurship/ skill development and their course syllabi are adequately revised to incorporate contemporary requirements.		<i>Include percentage revision in the syllabus of the programmes and the number of courses having the said focus out of the total number of courses offered, in the description.</i>
9.	1.3.1 [15]	Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment & Sustainability and other value frameworks enshrined in Sustainable Development Goals and National Education Policy – 2020 into the Curriculum.		
<b>Note:</b>		<b><i>Describe the qualitative metrics in 100 words in the report itself. Do not create any separate annexure.</i></b>		

<b>II. Teaching – Learning – Evaluation</b>					This Column will be titled as “Observations and Suggestions” before Audit. Do not delete it.
S. N.	Ref. NAAC	Aspects to be audited	Planned	Achieved	Remarks
1.		Preferred quality of students to be admitted (Program - wise)			
2.	2.1.1 [5]	Enrolment ratio program-wise = Number of seats filled / Number of sanctioned seats			
3.	2.1.2 [5]	Number of seats filled against reserved categories (SC, ST, OBC, etc.) as per applicable reservation policy for the first year admission	Number of seats earmarked	Number of actual students admitted	
4.	---	Organization of Guest/Expert Lectures			
5.	2.6.2 [15]	Number of final year- outgoing students (excluding backlog students) program-wise:	---	---	
		Appeared in the examination			
		Passed the examination			
6.	---	Substantial observations/ suggestions given by students to improve the overall teaching– learning experience in the institute.			<i>Summarize based on the qualitative feedback received from the students in e-Governance system at the end of every year.</i>
7.	2.2.1 [5]	The institution assesses the learning levels of the students and organizes special programmes to cater to the differential learning needs of the student.			<i>Incorporate method for evaluating students' proficiency levels and provide examples of specialized programs to accommodate varying learning requirements of the students.</i>
8.	2.3.1 [10]	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experience and teachers use ICT-enabled tools including online resources for effective teaching learning process.			<i>Summarize with a representative list of the innovative pedagogy methods and ICT- enabled tools.</i>
9.	2.3.2 [10]	The institution adopts effective Mentor-Mentee Schemes to address academic and student-psychological issues.			
10.	2.6.1 [15]	The institution has stated learning outcomes (Program and			

		Course outcomes)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents and the attainment of the same are evaluated by the institution.		
<i>Note:</i>		<i>Describe the qualitative metrics in 100 words in the report itself. Do not create any separate annexure.</i>		

III. Research, Consultancy and Extension					This Column will be titled as "Observations and Suggestions" before Audit. Do not delete it.		
S. N	Ref. NAA C	Aspects to be audited	Planned		Achieved		Remarks
1.	3.1.3 [5]	Number of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research.	---				
2.	3.1.4 [10]	Number of:	---		---		
		JRF/ SRF/ Research Associates					
		Other Research/ Project Fellows (eg. AICTE, INSPIRE, Shodh etc.)					
		Post-Doctoral Fellows					
3.	3.1.2 [10]	Number of teachers receiving Seed grant from CHARUSAT	Number	Amount in lakh Rs.	Number	Amount in lakh Rs.	
4.		Research Projects submitted to:	Number	Amount in lakh Rs.	Number	Amount in lakh Rs.	<i>Non-government agencies to be considered are industry, corporate houses, international bodies for research project, Endowment Research Chairs.</i>
		Government agencies					
		Non-government agencies					
5.	3.2.1, [25], 3.2.2, [15]	Research Projects On-going and sanctioned in current assessment year and funded by:	Number	Amount in lakh Rs.	Number	Amount in lakh Rs.	
		Government agencies					
		Non-government agencies					
6.		Research projects completed and funded by:	Number	Amount in lakh Rs.	Number	Amount in lakh Rs.	
		Government agencies					
		Non-government agencies					
7.	3.3.2 [5]	Number of awards/recognitions for research/innovation received by:	---		---		
		Institution					
		Teachers					
		Research Scholars					
		Students					
8.		Number of Starts-ups incubated during assessment year	---				
9.	3.4.2 [15]	Number of Patents:	---		---		
		Filed					
		Published	---				
		Granted	---				
		Licensed	---				
		Total Earning from patents (INR)	---				
10.	3.4.4 [20]	Research papers published in					
		Journals indexed in Scopus /Web of Science					
		Journal indexed in UGC-CARE 1 list					

11		Number of research papers published in Q1 and Q2 journals			
12.	3.4.5 [10]	Number of books published with ISSN/ ISBN			
		Number of book chapters published in edited volumes with ISSN/ ISBN			
13.	3.4.6 [15]	Number of teachers developed E-content: 1. For e-PG-Pathshala, 2. For CEC (Under Graduate), 3. For SWAYAM, 4. For other MOOCs platform, 5. For NPTEL/NMEICT/any other Government Initiatives 6. For CHARUVidya			
14.	3.5.1 [20]	Number of consultancy services			
		Revenue generated from consultancy in INR			
		Revenue generated by imparting the training including the corporate training in INR			
15.		Number of awards and recognition received by the Institution/ teachers/ from Government /Government recognized bodies for extension activities			
16.	3.6.2 [10]	Number of extension and outreach programs conducted by the institution through organized forums like NSS/NCC/Red cross/YRC (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organized in collaboration with industry, community and NGOs)			
		Number of students participated			
17.	3.7.1 [10]	Number of functional MoUs /linkage with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research			
19.	3.1.1 [2]	Initiatives taken by the institutions for promotion of research activities and providing conducive research environment.			
20.	3.3.1 [15]	Institution has created an ecosystem for innovations, Indian Knowledge System (IKS) including awareness about IPR, establishment of IPR cell,			

		Incubation centre and other initiatives for the creation and transfer of technology/knowledge and the outcomes of the same are evident.		
21.	3.6.1 [10]	Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues and holistic development and awards received if any.		
<i>Note:</i>		<i>Describe the qualitative metrics in 100 words in the report itself. Do not create any separate annexure.</i>		

<b>IV. Infrastructure and Learning Resources</b>					This Column will be titled as "Observations and Suggestions" before Audit. Do not delete it.
<b>S.N</b>	<b>Ref. NAAC</b>	<b>Aspects to be audited</b>	<b>Planned</b>	<b>Achieved</b>	<b>Remarks</b>
1.	4.2.2 [5]	Expenditure on the purchase of books and e-books(INR in Lakhs)			
2.		Expenditure on the purchase of print and e-journals (INR in Lakhs)			
3.		Expenditure on the subscription of Databases (INR in Lakhs)			
4.	4.3.2 [10]	Number of Computers in working conditions available for student use only (including computers in laboratories, classrooms, browsing centers, etc.)			
5.		Student to Computer Ratio (considering students of all years)			
6.	4.2.1 [15]	Library is automated with digital facilities using Integrated Library Management System (ILMS), and adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students.			
7.	4.4.2 [10]	There are established systems and procedures for maintenance and utilization of physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.			
<b>Note:</b>		<b>Describe the qualitative metrics in 100 words in the report itself. Do not create any separate annexure.</b>			

V. Student Support and Progression							This Column will be titled as "Observations and Suggestions" before Audit. Do not delete it.
S.N	Ref. NAAC	Aspects to be audited	Planned		Achieved		Remarks
1.							
2.	5.1.1 [10]	Students benefited by scholarships and free ships provided by the Government organizations.	Nos	Amount (INR)	Nos	Amount (INR)	
			---	---			
3.		Students benefited by scholarships and free ships provided by the Institute.	Nos	Amount (INR)	Nos	Amount (INR)	
			---	---			
4.		Students benefited by scholarships and free ships provided by the other Non-government organizations.	Nos	Amount (INR)	Nos	Amount (INR)	
			---	---			
5.	5.1.2 [5]	Number of students benefited by guidance for competitive examinations and Career Counseling offered by the department/institute.	---				
6.	5.1.3 [5]	Number of capacity enhancement and skill development initiatives undertaken by department/institute.					
7.	5.2.3 [15]	Number of students qualifying in state/ national/international level examinations like NET, SLET, GATE, GMAT, CAT. GRE, TOEFL, Civil Services, GPAT and other state government examinations.	---				
8.	5.2.1 [15]	Percentage of outgoing students placed (including self-employed). (UG/PG/PhD) (=number of outgoing students placed / {number of outgoing students- number of students progressing to higher education})	---				
9.	5.2.2 [15]	Percentage of graduated students progressed to higher education (UG/PG) (=number of outgoing students progressing to higher education / {number of outgoing students- number of outgoing students placed})	---				
10.	5.3.1 [05]	Number of awards/medals for outstanding performance in following activities at Inter-university/state/national/international level (award for a team event should be counted as one)	---		---		
		Sports					

		Cultural			
		Technical			
		Other scientific activities			
11.	5.3.3 [5]	Number of following activities organized/conducted at the department/ institution level.	---	---	
		Sports competitions/events			
		Cultural competitions/events			
		Technical fest/academic fests			
		Any other events through active clubs and forums			
12.		Does the institute have a suggestion box or a designated mechanism in place for reporting concerns related to Ragging, Academics, Student Support, or any other grievances?	---		
13.	5.3.2 [5]	Students/ Student Council involvement and their activities for institutional development (involvement in academic & administrative bodies/committees) and student welfare.			<i>Summarize with specific examples of the activities of involvement.</i>
14.	5.4.2 [5]	Alumni contributes and engages significantly to the development of institute through academic and other support system.			<i>Summarize with specific examples of alumni engagement activities.</i>
<b>Note:</b>		<b><i>Describe the qualitative metrics in 100 words in the report itself. Do not create any separate annexure.</i></b>			

<b>Criterion VI. Governance, Leadership and Management</b>					This Column will be titled as "Observations and Suggestions" before Audit. Do not delete it.
S.N	Ref. NAA C	Aspects to be audited	Planned	Achieved	Remarks
1.	6.3.2 [15]	Number of teachers provided with financial support to attend conferences / workshops and any other events.			
		Number of teachers provided with financial support towards membership fees of professional bodies.			
2.		Number of professional development/ administrative training programs (including DKTs, training programs, workshops, conferences etc.) organized by department/institute for teaching and non-teaching staff. (Other than organized by HRDC)			
3.	6.3.3 [6]	Faculty participation (online/face-to-face) in Faculty Development Programs/ Orientation Program/ Refresher Course/ Seminars/ conference/ workshops/ Short Term Course etc.	---	---	
		As a Delegate (without presentation)			
		As a Paper Presenter			
		As a Resource Person (invited talk, session chair, judge, organizing committee member etc.)	---		
		Undertaking MOOCs course (s)			
4.	6.4.2 [12]	Funds / Grants received for development and maintenance of infrastructure (not covered under Criteria III and V ) (INR in Lakhs)	---		
5.	6.5.4 [6]	Department/institute participated in NIRF, NBA, ISO, or any other quality audit.			
6.	6.4.1 [4]	Institutional strategies for mobilization of funds and the optimal utilization of resources.			
7.	6.5.1 [10]	Institutional IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes, by constantly reviewing the teaching-learning process, structures & methodologies of operations and learning outcomes, at periodic intervals.			
<b>Note:</b>		<b>Describe the qualitative metrics in 100 words in the report itself. Do not create any separate annexure.</b>			

<b>Criterion VII. Institutional Values and Best Practices</b>					This Column will be titled as "Observations and Suggestions" before Audit. Do not delete it.
S.N.	Ref. NAAC	Aspects to be audited	Planned	Achieved	Remarks
1.	7.1.1 [5]	Describe the Institutional efforts/ initiatives to promote gender equity.			<i>Summarize with specific examples.</i>
2.	7.1.2 [5]	Describe the Institutional efforts/ initiatives for conservation of energy and uses of alternative sources.			<i>Summarize with specific examples.</i>
3.	7.1.3 [5]	Describe the Institutional efforts/ initiatives for management of degradable and non-degradable waste (solid, liquid, biomedical, hazardous, radioactive, e-wastes)			<i>Summarize with specific examples.</i>
4.	7.1.4 [5] 7.1.5 [5]	Describe the initiatives/ efforts of the institute for green campus and conservation of water.			<i>Summarize with specific examples.</i>
5.	7.1.7 [5]	Describe the initiatives/ efforts of the institute for building barrier free and user-friendly environment. (for all including physically disabled)			<i>Summarize with specific examples.</i>
6.	7.1.8 [5]	Describe the Institutional efforts/ initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.			<i>Summarize with specific examples.</i>
7.	7.1.9 [5]	Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens.			<i>Summarize with specific examples.</i>
8.	7.1.10 [5]	Describe the Institutional efforts/ initiatives for creating awareness about code of conducts, professional ethics among students, teachers, administrators and other staff and conducts periodic programmes in this regard.			<i>Summarize with specific examples.</i>
9.	7.2.1 [30]	State at least two department/ institute best practices, as per NAAC format.			
10.		Does department/ institute share its best practice across to other departments/ institutes? If YES, How?			
11.	7.3.1 [20]	Portray the performance of the department/ institute in one area distinctive to its priority and thrust.			<i>Summarize with specific examples.</i>
<b>Note:</b>		<b><i>Describe the qualitative metrics in 100 words in the report itself. Do not create any separate annexure.</i></b>			