

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.

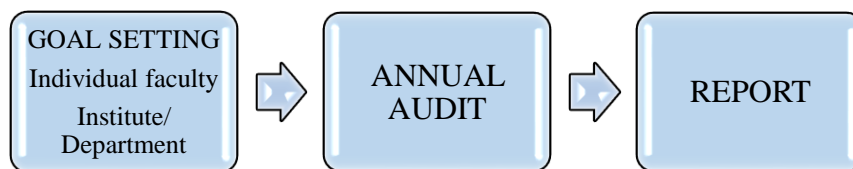
The Academic and Administrative Audit at Charotar University of Science & Technology, CHARUSAT is established with the following objectives:

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 Format

Assessment Period: July XXXX to June YYYY

Sr. No	Name of the Institute/Department:									
1.	Number of Sanctioned Posts	Teaching		Non-Teaching		Administration		Total		
2.	Number of Full Time Staff at end of assessment period. (T 2.4.1)	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 (T 2.4.2)							
		b	No. of Faculty Members with PG Degree (exclusive of a)							
		c	No. of Faculty Members as Ph.D guide (T 3.4.4)							
		d	No. of Faculty Members Pursuing Ph.D from the CHARUSAT							
		e	No. of Faculty Members Pursuing Ph.D from other universities							
		f	Number of full time teachers from other states/ countries (based on domicile certificate/degree certificate or relevant documentary proof) (T 2.C.1)							
		g	Average experience of full time teachers in the same institution as on end date of the assessment period (in the format: years, months) (T 2.4.3)							
4.	Number of Staff Recruited during Assessment Period	Teaching		Non-Teaching		Administration		Total		
5.	Number of Staff Resigned during Assessment Period	Teaching		Non-Teaching		Administration		Total		
6.	Number of Ph.D.:	Full time			Part Time			Total		
	a. Enrolled during Assessment Period									
	b. Total enrolled (Ph.D. continue including a.)									
	c. Total Ph.D Awarded during the year (T 3.4.4)									
7.	Number of Programmes offered (T 1.1.2)	Undergraduate			Post Graduate			Other		
8.	Number of Students (T 5.1.1) (Total of all semesters)	Male	Female	Total	From Other States	From Other Countries	Socially Challenged (SC, ST & OBC)	Economically Backward (parental income is less than taxable slab)		
		Undergraduate								
		Post Graduate								
9.	Student-Full time Teacher Ratio									

- Note:
1. Details to be provided in **Annexures** as respective table.
 2. 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.

I. Curriculum Design and Development					
Aspects to be audited					
S. N	Ref. NAAC	Aspects to be audited	Planned	Achieved	Observations and Suggestions
1.	1.1.2 [20], 1.2.2 [20]	Number of courses where syllabus revision to be carried out (T 1.1.2)			
2.	1.1.3 [10]	Number of courses having focus on employability/ entrepreneurship/ skill development (T 1.1.3)			
3.	1.2.1 [30]	Number of new courses introduced in each program (T 1.2.1)			
4.	1.3.2, [10]	Number of value-added course imparting transferable and life skills. Courses of varying duration (minimum 30 contact hours) that are optional and offered outside curriculum. (T 1.3.2)			
5.	1.3.3 [10]	Number of students enrolled in value added courses. (T 1.3.3)			
6.	1.3.4 [5]	Number of students undertaking field projects / Research projects/ internships/ field visits as a part of curriculum (T 1.3.4). Note: One student involved in multiple field work should be counted as one.			
7.	1.4.1 [10], 1.4.2 [10]	How many feedbacks for design and review of syllabus were obtained from: [Attachments- (a) A brief report on feedback analysis (b) Action taken report] [Feedback reports should be hosted in the institute website and provide the link which directly leads to the reports]	---		
		Employers			
		Teachers			
		Alumni			
		Students			
		Parents			
8.	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. (describe in max. 500 words)	---		
9.	1.3.1 [5]	Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum. (describe in max. 500 words)	---		
Note:		<i>If required, use separate sheets (as annexure) to provide replies to points 8 and 9 of Criterion I.</i>			

II. Teaching – Learning – Evaluation							
S. N.	Ref. NAAC	Aspects to be audited	Planned		Achieved		Observations and Suggestions
1.		Admission criteria (Program - wise)					
2.		Number of first year students enrolled (Program - wise)					
3.	2.1.2 [5]	First year Students categories: (Program - wise) (T 2.1.2)	Number of seats reserved as per Govt or State government rule		Number of seats filled		
		SC (7%)					
		ST (15%)					
		OBC (27%)					
		Divyangjan					
		General					
		Others					
4.	2.1.1 [5]	Demand ratio program-wise (T 2.1.1) = Total number of eligible applications received /Number of seats available [Note: Present management/NRI quota data and central admission (where applicable) data separately]					
5.	---	Number of teaching days (excluding examinations)	Odd Sem	Even Sem	Odd Sem	Even Sem	
6.	---	Number of lectures conducted (Program-wise for each semester)	Odd Sem	Even Sem	Odd Sem	Even Sem	
7.	---	Organization of Guest/Expert Lectures (semester – wise)	Odd Sem	Even Sem	Odd Sem	Even Sem	
8.	2.4.4 [10]	Number of full time teachers who received awards, recognition, fellowship at State, National, International level (T 2.4.4)					
9.	2.6.3 [10]	Number of students program-wise (T 2.6.3)					
		Appeared in the final year examination.					
		Passed in the final year examination.					
10.	---	How often is the feedback taken from students on teaching? What are the modes for the same?	---				
11.	---	How and when is the students' feedback communicated to the concerned teachers?	---				
12.	---	Does the department/ institute provide continuous improvement and learning opportunities for its staff? (Justify)	---				

13.	2.2.1 [10]	The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners. (describe in max. 500 words)	---		
14.	2.3.1 [6]	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences. (describe in max. 500 words)	---		
15.	2.3.2 [6]	Teachers use ICT enabled tools including online resources for effective teaching and learning processes. (describe in max. 500 words)	---		
16.	2.6.1 [10]	The institution has stated learning outcomes (generic and programme specific)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents. (describe in max. 500 words)	---		
17.	2.6.2 [10]	Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution. (describe in max. 500 words)	---		
Note:		<i>If required, use separate sheets (as annexure) to provide replies to points 10 to 17 of Criterion II.</i>			

III. Research, Consultancy and Extension

S. N	Ref. NAAC	Aspects to be audited	Planned		Achieved		Observations and Suggestions
1.	3.1.4 [4]	Number of Research Scholars/Fellows as: (T 3.1.4)					
		JRF and SRF					
		Post-doctoral Fellows					
		Research Associates/Assistants					
		Other fellowship (eg. AICTE, INSPIRE etc.)					
2.	3.1.2 [3]	Seed money provided to teachers for research (T 3.1.2)			No. of Teachers	Amount in lakh Rs.	
3.		Research Projects submitted to: (T 3.C.1)	Number	Amount in lakh Rs.	Number	Amount in lakh Rs.	
		University					
		Government agencies					
		Non-government agencies/ Industries					
4.	3.2.1, [5], 3.2.2, [10]	Research Projects On-going and sanctioned in current assessment year (T 3.2.1) Funded by:	Number	Amount in lakh Rs.	Number	Amount in lakh Rs.	
		University					
		Government agencies					
		Non-government agencies/ Industries					
5.	3.1.2 [3]	Funded Research Completed: (T 3.2.1) Funded by:	Number	Amount in lakh Rs.	Number	Amount in lakh Rs.	
		University					
		Government agencies					
		Non-government agencies/ Industries					
		Number of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research. (T 3.1.3)					
		7.	3.3.2 [10]	Number of workshops/seminars conducted on: (T 3.3.2)			
		IPR					
		Research Methodology					
		Entrepreneurship					
		Skill development					
		8.	3.3.3 [10]	Number of awards/recognitions for research/innovation received by: (T 3.3.3)			
		Institution					
		Teachers					
		Research Scholars					
		Students					
9.	3.3.1 [10]	Number of Starts-ups incubated during last five years (T 3.3.1)	---				
		Number of Starts-ups supported by Institute/University	---				

10.	3.4.2 [5]	Number of teachers provided following incentives for receiving state, national and international recognitions/awards 1. Commendation and monetary incentive at a University function 2. Commendation and medal at a University function 3. Certificate of honor 4. Announcement in the Newsletter / website/ functions			
11.	3.4.3 [10]	Number of Patents: (T 3.4.3)	---		
		Filed (if yes indicate provisional or complete specification)			
		Granted			
		Licensed			
		Total Earning from patents (INR)			
12.	3.4.5 [20]	Research papers published in: (T 3.4.5) [<i>entries should be mutually exclusive</i>]			
		Journals indexed in Scopus /Web of Science			
		Journal indexed in UGC-CARE list			
13.	3.4.6 [15]	Number of Books published with ISSN/ ISBN (T 3.4.6)			
		Number of Book Chapters published with ISSN/ ISBN (T 3.4.6)			
		Number of Papers in National/International Conference Proceedings (with ISSN/ISBN)			
		Number of Papers in National/International Conference Proceedings (without ISSN/ISBN)			
14.	3.4.7 [10]	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 Institutional LMS (T 3.4.7)			
15.	3.5.2 [15]	Revenue generation from consultancy in INR (T 3.5.2)			
16.	3.5.2 [15]	Revenue generation from corporate training by the department/institute in INR (T 3.5.2a)			
17.	3.6.2 [10]	Number of awards and recognition received by the Institution/ teachers/ from Government /Government recognized bodies for extension activities (T 3.6.2)			

18.	3.6.3 [12]	Number of extension and outreach programs conducted by the institution including those through 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) (T 3.6.3 & 3.6.4)			
	3.6.4 [12]		Number of students participated (T 3.6.3 & 3.6.4)		
			Number of teaching staff participated (T 3.6.3 & 3.6.4)		
			Number of non-teaching staff participated (T 3.6.3 & 3.6.4)		
19.	3.7.1 [10]	Number of collaborative activities with other institutions/ research establishment/industry: (T 3.7.1) (the data counted for matrix 3.6.3 and 3.7.2 will not be counted for 3.7.1)	---		
		For research			
		For student (UG/PG/PhD) projects			
		For academic development of students			
		For academic development of faculties			
		For faculty/student exchange			
20.	3.7.2 [10]	Number of functional MoUs in the assessment period (T 3.7.2)			
21.	---	Activities organized under Professional Body Chapters (provide the link for the report of the activities)			
22.	---	Activities organized under Endowment Chair. (T 3.2.1a)			
23.		Student Research Project (other than compulsory by the University; not part of curriculum) (T 3.C.2)			
24.	3.1.1 [2]	Initiatives taken by the institutions for promotion of research activities and providing conducive research environment. (describe in max. 500 words)	---		
25.	3.3.1 [10]	Institution has created an eco system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge. (describe in max. 500 words)	---		

26	3.6.1 [6]	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development. (describe in max. 500 words)	---		
Note:		<i>If required, use separate sheets (as annexure) to provide replies to points 24 to 26 of Criterion III.</i>			

IV. Infrastructure and Learning Resources

S.N	Ref. NAAC	Aspects to be audited	Planned	Achieved	Observations and Suggestions
1.	4.2.2 [6]	Addition to number of Books for library enrichment (Titles)			
2.	4.2.3 [5]	Addition to number of Books for library enrichment (Volumes)			
3.	(in case of deprt. of CSPIT, provide data of CSPIT)	Number of on-going subscriptions of e-books (newly acquired, renewed/ continued)			
4.		Number of on-going subscriptions of print journals (newly acquired, renewed/ continued)			
5.		Number of on-going subscriptions of e- journals (newly acquired, renewed/ continued)			
6.		Expenditure on the purchase of books and e-books(INR in Lakhs)			
7.		Expenditure on the purchase of print and e-journals (INR in Lakhs)			
8.		Expenditure on the subscription of Databases (INR in Lakhs)			
9.		Expenditure on the subscription of e-Shodhsindhu (INR in Lakhs)			
10.		Expenditure on the subscription of Shodhganga (INR in Lakhs)			
11.		Is remote access to e-resources of the library available? If yes, provide name of the contact person from institute/department ensuring the remote access.			
12.	4.2.4 [5]	Library utilization:			
		Number of users (teachers and students) using library through e-access per day (= number of users/365)	---		
		Number of users (teachers and students) accessing library physically per day (= number of users/number of working days)	---		
13.	4.3.1 [5]	Percentage of Classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities. (= number Classrooms and seminar halls with ICT /total number of Classrooms and seminar halls) (T 4.3.1)			
14.	4.3.3 [10]	Number of Computers in working conditions available for student use only (including computers in laboratories, classrooms, browsing centers etc.) (The computers for			

		office and faculty use will not be considered).			
15.		Student to Computer Ratio (considering students of all years)			
16.	4.3.5 [5]	Institution has the following Facilities for e-content development 1. Media centre 2. Audio visual centre 3. Lecture Capturing System(LCS) 4. Mixing equipments and softwares for editing . If YES provide name of facilities and provide link to videos of the media centre and recording facility (T 4.3.5)	---		
17.	4.1.2 [5]	The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre, auditorium, etc.). (describe in max. 500 words)	---		
18.	4.4.2 [10]	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (describe in max. 500 words)	---		
Note:		<i>If required, use separate sheets (as annexure) to provide replies to points 17 and 18 of Criterion IV.</i>			

V. Student Support and Progression

S.N	Ref. NAAC	Aspects to be audited	Planned		Achieved		Observations and Suggestions
			Nos	Amount (INR)	Nos	Amount (INR)	
1.	5.1.1 [10]	Students benefited by scholarships and free ships provided by the Government organizations. (T 5.1.1)	Nos	Amount (INR)	Nos	Amount (INR)	
			---	---			
2.		Students benefited by scholarships and free ships provided by the Institute (T 5.1.1)	Nos	Amount (INR)	Nos	Amount (INR)	
			---	---			
3.		Students benefited by scholarships and free ships provided by the Non-government organizations. (T 5.1.1)	Nos	Amount (INR)	Nos	Amount (INR)	
			---	---			
4.	5.1.2 [10]	Number of students benefited by guidance for competitive examinations and Career Counselling offered by department/institute. (T 5.1.2)					
5.	5.1.3 [5]	Number of capability enhancement and skill development schemes implemented by department/institute. (T 5.1.3)					
6.	5.1.4 [5]	Number of grievances reported by the students related to: (T 5.1.4)		---			
		Sexual harassment		---			
		Ragging		---			
		Academics		---			
		Student Support		---			
		Other grievances		---			
7.	5.2.1 [10]	Average percentage 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. (=Number of students qualified/Number of students appeared) (T 5.2.1)					
8.	5.2.2 [15]	Percentage of outgoing students placed (including self-employed). (UG/PG/PhD) (=Number of students placed/Number of outgoing students) (T 5.2.2)					
9.	5.2.3 [15]	Percentage students selected for higher education (previous graduating batch) (UG/PG) (=Number of students progressing to higher education/Number of outgoing students) (T 5.2.3)					

10.	5.3.1 [10]	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) (T5.3.1)	---		
		Sports			
		Cultural			
		Technical			
		Other scientific activities			
11.	5.3.2 [5]	Students/ Student Council involvement and their activities for institutional development (involvement in academic & administrative bodies/committees) and student welfare. (describe in max. 500 words)	---		
12.	5.3.3 [5]	Number of following activities organized at the department/ institution level. (T5.3.3)			
		Sports			
		Cultural			
		Technical			
		Other scientific activities			
13.	5.4.2 [8]	Provide the details of Alumni contributions. Contribution includes talks delivered, feedback obtained, recruitment, training, donation of books, financial assistance etc. (T 5.4.2)	---		
14.	5.4.3	Number of Alumni Association /Chapters meetings held during the year. (T 5.C.1)			

Criterion VI. Governance, Leadership and Management					
S.N	Ref. NAAC	Aspects to be audited	Planned	Achieved	Observations and Suggestions
1.	6.3.1 [4]	Describe any addition to the existing (promoted by CHARUSAT) welfare means extended to the teaching and non-teaching staff.	---		
2.	6.3.2 [10]	Number of teachers provided with financial support to attend conferences / workshops and any other events. (T 6.3.2)			
		Number of teachers provided with financial support towards membership fees of professional bodies. (T 6.3.2)			
3.	6.3.3 [8]	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). (T 6.3.3)			
4.	6.3.4 [8]	Faculty participation (online/face-to-face) in Faculty Development Programs/ Orientation Program/ Refresher Course/ Seminars/ conference/ workshops/ Short Term Course etc. (T 6.3.4)	---		
		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)			
5.	6.4.2 [8]	Funds / Grants received from government bodies for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs) (T 6.4.2)			
6.	6.4.3 [6]	Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs) (T 6.4.3)			
7.	6.5.4 [6]	Department/institute participated in NIRF, NBA, ISO, or any other quality audit			

8.	6.4.1 [4]	Institutional strategies for mobilisation of funds and the optimal utilisation of resources. (describe in max. 500 words)	---		
9.	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. (describe in max. 500 words)	---		
Note:		<i>If required, use separate sheets (as annexure) to provide replies to points 8 and 9 of Criterion VI.</i>			

Criterion VII. Institutional Values and Best Practices

S.N.	Ref. NAAC	Aspects to be audited	Planned	Achieved	Observations and Suggestions
1.	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. (describe in max. 500 words)	---		
2.	7.1.9 [4]	Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens. (describe in max. 500 words).	---		
3.	7.1.11 [5]	Institution celebrates / organizes national and international commemorative days, events and festivals. (describe in max. 500 words).	---		
4.	7.2.1 [30]	State at least two department/institute best practices, as per NAAC format.	---		
5.		Does department/institute share its best practice across to other departments/institutes? If YES, How?	---		
6.	7.3.1 [20]	Portray the performance of the department/institute in one area distinctive to its priority and thrust within 500 words.	---		
Note:		<i>If required, use separate sheets (as annexure) to provide replies for Criterion VII.</i>			

Overall performance of the Institute/ Department:

Good	Satisfactory	Scope of Improvement

Signatures of the Audit Team Members:

Flow chart for the Academic and Administrative Audits

