

From

The State Project Director RUSA,
Panchkula, Haryana.

To

All the Principal Govt. College in Haryana.

Memo No. 4/7-2016 RUSA (1)

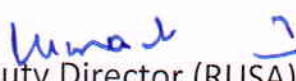
Dated, Panchkula, the : 10/3/2016

Subject :- Regarding Academic Audit.

It is to inform you that the Department is going to conduct an Academic Audit of all Government Colleges for assessing the performance of staff, students and colleges. It is based upon parameters encompassing all activities at colleges. It will be undertaken at two levels, one is Institutional level and second is at Teachers level. The information regarding activities of college and teachers may be furnished in two prescribed formats i.e. Format-I (Institutional), Format-II (Teacher). The Principal shall fill in the Format-I with the information regarding Institution. The teachers shall fill in the Format-II with the information regarding their activities along with sustaining evidence and records. The conduct of Academic Activities in colleges will be assessed by a peer team comprising a select group of principals and teachers working in Government Colleges with at least 10 years of experience, each from all four zones viz. Ambala, Rohtak, Hisar and Gurgaon, in coordination with the officers from the Directorate.


In this connection, you are directed to fill up the required information immediately and submit the format within ten days.

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Deputy Director (RUSA)
State Project Director RUSA
Panchkula, Haryana.

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A copy is forwarded to Consultant RUSA O/o MHRD, Delhi for information.


Deputy Director (RUSA)
State Project Director RUSA
Panchkula, Haryana.

Department of Higher Education, Haryana
Academic Audit of Degree Colleges

Format-I (Institutional Data)

I-COLLEGE PROFILE

1	Name of the College, Website, email and Ph.No.	
2	Name of the Principal, email & Mob.No	
3	Name of the Vice-Principal, email & Mob. No.	
4	Name of the IQAC Coordinator, email & Mob. No.	
5	Year of Establishment & own land if any	
6	Affiliating University	
7	NAAC Grade with Cycle, Accredited Year & CGPA (Status of preparation if not Accredited)	
8	UGC Recognition (2F & 12 B)	
9	College Working Hours (if shift system mention details of both shifts & give reasons for shift system)	
10	No. of Posts Sanctioned:	Regular Working:
11	Students strength	Contract Working:
		Guest Working:

II-CURRICULAR ASPECTS

	Item	Status (Give Details, not just Yes/No)	Impression of Academic Auditor along with grade A(Good)/B(Satisfactory)/C (poor) after Observation	Recommendation/Suggestions by Academic Auditors
12	Implementation of Annual Institutional Plan			
13	Departmental Annual Curricular Plans			
14	Whether the above two circulated among Students?			
15	College Activity Register 2014-15			
16	College Calendar/College Magazine			
17	Add-on Courses (Department-wise) completed during last academic year			
18	Add-on Courses (Department-wise) completed during last academic year			
19	Coverage of Syllabus (Average Percentage as on the date of audit)			
20				

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Item	Status (Give Details, not just Yes/No)	Impression of Academic Auditor along with grade A(Good)/B(Satisfactory)/C (poor) after Observation	Recommendation/Suggestions by Academic Auditors
21	No. of New UG & PG Courses introduced this year:		
22	Maintenance of Student Attendance Registers		
III-TEACHING, LEARNING & EVALUATION			
23	Teaching Diaries & Teaching Plans in Prescribed Formats		
24	Co-Curricular Activities (College level)		
25	Academic Competitions (College Level & Above)		
26	Conduct of Internal Examinations-Unit, Half-Yearly and Prefinal		
27	Subject wise result analysis		
28	Teacher wise result analysis		
29	Remedial Classes		
30	Record of Evaluation of Teachers by Students		

IV-RESEARCH AND CONSULTANCY

31	Major/Minor/Other Research Projects		
32	Research Papers Published during last academic year (International/ National)		
33	Papers Presented during last academic year (International/ National/ State)		
34	Books Published during last academic year (Single Author/ Co Author)		
35	Seminars /Workshops / Training Programme Conducted during last academic year (International/ National/ State)		
36	Record of Consultancy during last academic year		
37	Record of MoUs during last academic year		

V-EXTENSION ACTIVITIES

38	Record of Subject/Department Related Extension Activities		
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Item	Status (Give Details, not just Yes/No)	Impression of Academic Auditor along with grade A(Good)/B(Satisfactory)/C (poor) after Observation	Recommendation/Suggestions by Academic Auditors
39	Name of the NSS PO & Mobile No.		
40	NSS Attendance register		
41	NSS activity register		
42	Name of the NCC ANO & Mobile No.		
43	NCC Attendance register		
44	NCC activity register		
45	Name of the Red Ribbon Club Coordinator & Mobile No.		
46	Red Ribbon Club Activities		
47	Name of the Women Empowerment Cell Coordinator & Mobile No.		
48	WEC Activities		
49	Name of the Eco-Club Coordinator & Mobile No.		
50	Eco- Club Activities		
51	Name of the Consumer Club Coordinator & Mobile No.		
52	Consumer Club Activities		
53	Any other Clubs if any		
VI-LEARNING RESOURCE			
54	Name of the Librarian & Mob.No		
55	Access timings of the Library		
56	Circulation of Books among Students		
57	Availability of Previous years Question papers		
58	Record of Visitors		
59	Status of Library Automation		

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	Item	Status (Give Details, not just Yes/No)	Impression of Academic Auditor along with grade A(Good)/B(Satisfactory)/C (poor) after Observation	Recommendation/Suggestions by Academic Auditors
60	e-lessons & e-resources / e-journals			
61	Usage of Internet by students in the Library			
VII-Student Support Activities				
62	Name of the Associate Professor Physical Education			
63	Record of Physical Education Department			
64	Records of events conducted			
65	Records of significant achievements in Sports & Games			
66	Record of Cultural programmes conducted			
67	Record of any other extra-curricular activities conducted			
68	Records of Career Guidance Cell Coordinator & Mob. No.			
69	Record of activities Career Guidance and placement cell			
70	DRC Coordinator & Mob. No.			
71	Implementation of DRC Action Plan			
72	IQAC activities & maintenance of records, (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)			
73	Record of Support by Alumni Association			
74	Record of Grievance Redressal Cell / Anti Ragging cell			
75	Record of Anti Ragging cell			

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Item	Status (Give Details, not just Yes/No)	Impression of Academic Auditor along with grade A(Good)/B(Satisfactory)/C (poor) after Observation	Recommendation/Suggestions by Academic Auditors
76	Maintenance of drinking water		
77	Maintenance of sanitation		
78	Common room for women students		
79	Greenary		
80	Cleanliness		
81	Health Care Facility		
82	Canteen		
83	Staff Council Register		
84	Functioning of Committees in Administration (Minutes of meetings)		
85	Awards/Achievements		
86	Faculty development initiatives if any		
VIII - IT INITIATIVES			
87	e-class rooms (Number & Usage)		
88	Internet Centre		
89	Computer labs (No. of labs & working systems)		
IX-Best Practices			
90	Record of best/innovative practices by the institution		
91	Hard copy of AQAR of last academic year		
Signature of the Vice-Principal		Signature of Academic Auditors	
Signature of the Principal		Signature of Academic Auditors	
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2		2	

Note: the format is to be filled by Principal and submitted to the Academic Audit Team

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Department of Higher Education, Haryana
Academic Audit of Degree Colleges

Format - II (To be filled by Assixtant/Associate Professor)

1	Name of the College and Address			
2	Name of the Assistant/Associate Professor			
3	Name of the Subject			
4	Date of Joining in Degree College/Date of Joining in the present Institution		Date of Retirement:	
S.No.	Activity	Status (Give Details, not just Yes/No)	Impression of Academic Auditor along with grade A(Good)/B(Satisfactory)/C (poor) after Observation	Recommendation/Suggestions by Academic Auditors
Curricular Aspects				
5	Annual Curricular plan			
6	Curriculum enrichment / Value addition			
7	Whether conducting Add on Courses & role in conduct of course			
8	Feedback from students			
Teaching, Learning and Evaluation				
9	Teaching Diary & Teaching Plan			
10	Coverage of syllabus so far (%)			
11	Record of students attendance			
12	Use of ICT - PPT & AV Aids			
13	Record of students assignments			
14	Record of field tips			
15	Record of student seminars conducted			
16	Record of academic competitions conducted if any (Quiz, JAM, Role play, Flash Cards)			
17	Other Student centric learning Methods			
18	Record of Extension given			
19	Record of invited arranged			

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S.No.	Activity	Status (Give Details, not just Yes/No)	Impression of Academic Auditor along with grade A(Good)/B(Satisfactory)/C (Poor) after Observation	Recommendation/Suggestions by Academic Auditors
20	Record of internal examinations (Formative and summative evaluation) and University Exams			
21	Pass percentage of University Exams / Semester in respective subject for the last three years. (paper wise)			
22	Record of remedial classes conducted for slow learners			
Research, Extension and consultancy				
23	Record of Research work (MRP, Paper publication, Book publication, Articles)			
24	Record of Student Projects			
25	Record of seminars / workshops attended / organized / Papers presented			
26	Record of extension work undertaken			
27	Record of MoUs			
28	Record of Consultancy work			
Infrastructure and learning Resources				
29	Utilization of Departmental Library			
30	Availability of CDs, Videos			
31	Virtual labs / Open Educational Resources (OERs)			
Student support and progression				
32	Record of Activities conducted to contribute to the students' career opportunities			
33	Mentoring / Counseling System			
34	Newspaper clippings or other materials as additional resource			

S.No.	Activity	Status (Give Details, not just Yes/No)	Impression of Academic Auditor along with grade A(Good)/B(Satisfactory)/C (poor) after Observation	Recommendation/Suggestions by Academic Auditors
Governance and Leadership				
35	Record of additional administrative responsibilities performed			
36	Record of innovative practices			
37	Any other outstanding contribution			
38	Whether above(related activities)entered in into Departmental Activities Register			
39	Maintenance of Departmental Activities Register			
40	<p>Check Departmental Documentation (should be available with I/c of dept.)</p> <ol style="list-style-type: none"> 1. Dept. Time Table 2. Lecturer wise Annual Curricular Plans 3. Lecturer wise Teaching Diary & Plans 4. Departmental Activity Register along with documentary Evidences 5. Lecturer wise API formats along with Evidences 			
<p>Signature of the Assistant/Associate Professor</p> <p>Note: the Format is to be filled by all the Assistants/Associate Professors and certified by the Principal and submitted to the Academic Audit Team.</p>		<p>Signatures of Academic Auditors</p>		<p>Signature of the Principal</p> <p style="text-align: right; color: blue;">Umasi-</p>