#### **UT of Jammu & Kashmir**

Project Directorate (Mission Directorate)

Rashtriya Uchchatar Shiksha Abhiyan (RUSA)

1<sup>st</sup> Floor Zum Zum Complex Rambagh, Srinagar/ 3<sup>rd</sup> Floor Police Housing Corporation Narwal Jammu, E-mail: rusajammu@gmail.com.

- 1) Registrars(All) concerned University,
- 2) Principals(All) concerned GDCs
- 3) Principals/Incharge Stand alone institutions.

**MOST URGENT** 

No:-MD/RUSA/2023-24/ 51-53

Dated:-24/07/2023.

Subject: - Data Audit of the information furnish in AISHE Portal during 2020-21.

Sir/Madam.

As you are well aware that the Government of India has initiated the process of conduct of data audit of the informations uploaded on the AISHE web Portal during (2020-21) as the said data has the single comprehensive and reliable data source of Higher Education and the scholarship for Higher Education provided by the Ministry in its schemes to the Ministry of Education GOI has embarked on a data audit of the information furnish AISHE 2020-21 survey as well as scholarship.

In this context, Indian Institute Management of Calcutta has been entrusted to conduct this independent audit at the institution level (Universities, Colleges, Stand Alone Institutions) across country through **Kantar Public**, a leading Research Organization. For this propose, the Ministry of Education GOI has selected Higher Education Institutions (Detailed list of selected institutions by MOE, GOI enclosed for your kind perusal and necessary action accordingly).

As such, you are requested to direct Nodal Officer AISHE of your respective institutions to extend full support and provide the requisite informations pertaining to the data of AISHE (2020-21) to Audit Party/Research Team i.e (Indian Institute Management of Calcutta) during their visit in your institution so that the process of Audit may be completed within the stipulated timeline set by the MOE, GOI.

Matter may be treated on Top priority.

Yours Faithfully,

Ashol Kamar J State Nodal

Copy to the:-

- 1. Deputy Director General, Department of Planning and Monitoring, Ministry of Education Govt. of India Shastri Bhawan New Delhi for information.
- 2. Director Planning HED J&K Civil Sectt. Jammu/Srinagar for information.
- 3. Dr. Asif Iqbal ,State AISHE Coordinator J&K SP College/Regional RUSA Office Zum Zum building Srinagar for information and follow up action.
- 4. PS to Principal Secretary to Govt. HED J&K civil Sectt. Srinagar for the information of the worthy Principal Secretary..

| State                | District  | aishe_cod<br>e | InstituteName                          | institute_typ<br>e      | Email                               | TypeofInstitu<br>e | t Category                  | head_na                   | head_telepho  | head_desi          | head_mobi     | nodal_off                  | i nodal office                   | nodal off  |
|----------------------|-----------|----------------|--|-------------------------|-------------------------------------|--------------------|-----------------------------|---------------------------|---------------|--------------------|---------------|----------------------------|----------------------------------|------------|
|                      |           |                |  |                         |                                     |                    |                             | me                        | ne            | gnation            | le            | cer_name                   |                                  | er_mobile  |
| Jammu and            | Reasi     | U-0201         | Shri Mata                              | State Public            | vc.sinha@smvdu.ac.i                 | University         | Lass the Food               |                           | <b>国际发展性的</b> | The Poembe         |               |                            |                                  |            |
| Kashmir              |           |                | Vaishno Devi<br>University,            | University              | n                                   | Oniversity         | Less than 5000              | Ravindra                  | 1991285686    | Vice<br>Chancellor | 9431073446    | Sh Nagendra<br>Singh Jamwa | registrar@smvd<br>u.ac.in        | 788957840  |
| Jammu and<br>Kashmir | Pulwama   | U-0194         | Islamic University of Science &        | State Public            | diqa@islamicuniversi                | University         | Greater than                | Kumar<br>Prof. Fozia S    | 1933247954    | Director DIQA      | 9797797865    | NA. IIII I                 |                                  |            |
|                      |           |                | Technology,                            | University              | ty.edu.in                           |                    | equals to 5000              | Qazi                      |               | Director Bigh      | 3/3//3/603    | Mr Hilal<br>Ahmad          | trumboohilal1@<br>gmail.com      | 990666491  |
| Jammu and<br>Kashmir | Jammu     | U-0195         | University of                          | State Public            | manojkdhar@rediff                   | University         | Greater than                | Prof. M.K                 | 1912450014    | Vice               | 9419182766    | Trumboo                    |                                  |            |
| Jammu and            | Srinagar  | U-0196         | Jammu, Jammu University of             | University State Public | mail.com vcoffice@uok.edu.in        | Hairran II         | equals to 5000              | Dhar                      |               | Chancellor         | 9419182766    | Dr. Ginny<br>Dogra         | ginnydogra@g<br>mail.com         | 941919092  |
| Kashmir              |           |                | Kashmir, Srinagar                      | University              | veomee@dok.edu.iii                  | University         | Greater than equals to 5000 | Prof. Talat<br>Ahmad      | 7042311499    | Vice               | 9419530211    | Prof Anwar                 | diqa.ku@gmail.                   | 941942654  |
| Jammu and            | Srinagar  | U-0909         | Cluster University                     | State Public            | vc@cusrinagar.edu.i                 | University         |                             |                           |               | Chancellor         |               | Hassan                     | com                              |            |
| Kashmir              |           |                | Srinagar                               | University              | n                                   | Oniversity         | Greater than equals to 5000 | Prof<br>Qayyum<br>Hussain | NULL          | Vice<br>Chancellor | 9419362222    | Humaira<br>Shaheen         | humairashahee<br>n500@gmail.co   | 8899590240 |
| Jammu and<br>Kashmir | Badgam    | S-1143         | MASTERPRO<br>INSTITUTE                 | Private Un-<br>Aided    | wanimudassir113@g<br>mail.com       | Stand Alone        | Less than 5000              | MRS ABILLA<br>RASHID      | 9697103738    | Principal          | 9697103738    | Mudassir                   | m<br>wanimudassir11              | 7006261045 |
| Jammu and<br>Kashmir | Badgam    | S-2725         | ALAGAPPA                               | State                   | civilsivakami@gmail.                | Stand Alone        | Less than 5000              | SIVAKAMI N                | 9442986214    |                    |               | Altaf wani                 | 3@gmail.com                      |            |
| Jammu and            | Baramulla | S-18274        | POLYTECHNIC<br>M/S NEW                 | Government Private Un-  | com<br>inforglmbla03@gmai           | 0. 1               |                             | SIVARAIVII IV             | 9442986214    | PRINCIPAL          | 4565224538    | SIVAKAMI N                 | civilsivakami@g                  | 9442986214 |
| Kashmir              |           |                | COMMUNICATIO                           | Aided                   | l.com                               | Stand Alone        | Less than 5000              | MOHD<br>AMIN              | 7006296014    | NULL               | 9622533170    | MOHD AMIN<br>PAYER         |                                  | 9419065135 |
| Jammu and<br>Kashmir | Jammu     | S-17530        | Stephens<br>Institute of               | Private Un-<br>Aided    | bushansingh382@g                    | Stand Alone        | Less than 5000              | Prof. Muni                | 9906048865    | PRINCIPAL          | 9906048865    |                            | gmail.com                        |            |
| Jammu and<br>Kashmir | Kathua    |                | Gupta Institue Of                      | Private Un-             | mail.com<br>ashok_gupta3797@r       | Stand Alone        | Less than 5000              | Dhar<br>VINAY             | 9779444165    | Principal          |               | SINGH                      | @gmail.com                       | 9622119382 |
| Jammu and            | Samba     |                | Paramedical And<br>Indian Institute of | Aided<br>Private Un-    | ediffmail.com<br>drpandita123@gmail | Stand Alex         | I and and                   | KUMAR                     |               | ТПСГРАГ            | NULL          | ASHOK<br>KUMAR             | ashok_gupta37<br>97@rediffmail.c | 9419150473 |
| Kashmir<br>Jammu and | Rajauri   | C-22866        | Technical                              | Aided                   | .com                                | Stand Alone        | Less than 5000              | MRS.<br>CHARU             | 9796757144    | NULL               | 9906033373    | Dr. Suresh                 |                                  | 9419135152 |
| Kashmir              | ,         | 2 22000        | Govt. Degree<br>College,               | State<br>Government     | gdcnowshera@gmail<br>.com           | College            | Less than 5000              | PROF.                     | 1960230323    | Principal !        | 9419188863 S. | Pandita<br>anjay Kumar     | gmail.com<br>sanju3117@gm        | 9797555007 |
| Jammu and<br>Kashmir | Jammu     | C-22959        | Calliope College<br>of Education       | Private Un-             | calliopecollege@gm                  | College            | Less than 5000              | SURINDER<br>SUNITA        | 9419116189    | NULL 6             | 5005087724    |                            | ail.com                          |            |
| Jammu and            | Baramulla | C-35390        | Govt. Degree                           | Aided<br>State          | ail.com                             |                    |                             | PANDITA                   |               | 11022              |               | SUGAM<br>MAHAJAN           | calliopecollege 9                | 9622644755 |
| Kashmir<br>Jammu and | la ma ma  | C 45005        | College for                            | Government              | gdcwsopore@gmail.<br>com            | College            | Less than 5000              | Prof. Fazal<br>Rahim Beig | 9419052746    | Principal 9        |               | Or Showkat                 | gdcwsopore@g 9                   | 906512941  |
| Kashmir              | Jammu     | C-45986        | GHANDHI<br>MEMORIAL                    | Private Un-<br>Aided    | daleepmtt6@gmail.c                  | College            | Less than 5000              | SH SATISH                 | 1912952133    | PRINCIPAL 9        |               | Subhan MIr                 | mail.com                         | 1006725446 |
|                      |           |                |  | , lidea                 | OIII                                |                    |                             | TALASHI                   |               |                    |               | AHMAD                      | com                              | 006725416  |

| Jammu and<br>Kashmir | Jammu     | C-45988 | VISHWA BHARTI<br>COLLEGE OF            | Local Body            | vbce.principal@gma                 | College | Less than 5000 | PROF.BHAR                     | 9419117728 | Principal | 9419117728 | PROF BHADA              | vbce.principal@                  | 1 044044=== |
|----------------------|-----------|---------|--|-----------------------|------------------------------------|---------|----------------|-------------------------------|------------|-----------|------------|-------------------------|----------------------------------|-------------|
| Jammu and            | Srinagar  | C-46002 |  | Private Un-           | l.com<br>greenlandhawal@g          | College | Less than 5000 | TI BHAT                       |            |           |            | TI BHAT                 | gmail.com                        | 941911772   |
| Kashmir<br>Jammu and | Srinagar  | C-46003 | COLLEGE OF KOUSAR COLLEGE              | Aided Private Un-     | mail.com                           |         | Less than 5000 | Ms Nadiya                     | NULL       | NULL      | 7889434050 | Ms Umeera               | umairaishu@gn<br>ail.com         | 979699511   |
| Kashmir              |           |         | OF EDUCATION,                          | Aided                 | kce.college@gmail.c<br>om          | College | Less than 5000 | Ms.Sabia<br>Mir               | 9419972585 | Principal | 9419972585 | Ms.Nelofar              | kce.college@gn                   | 946953692   |
| Jammu and<br>Kashmir | Baramulla | C-46005 | MOTHER TERESA<br>MEMORIAL              | Private Un-<br>Aided  | mtmcollege76@gma<br>il.com         | College | Less than 5000 | Dr Sajad<br>Atehar            | NULL       | CHAIRMAN  | 9419038203 | Zahoor                  | ail.com<br>showkatsn80@          | 969731327   |
| Jammu and<br>Kashmir | Srinagar  | C-46520 | Islamia Oriental<br>College, Rajouri   | Local Body            | iocrjk@gmail.com                   | College | Less than 5000 | Mufti<br>Ghulam               | 9797000303 | principal | 7006171457 | Ahmad<br>Mufti          | gmail.com<br>gmdinsalfi@gm       | 700617145   |
| Jammu and<br>Kashmir | Srinagar  | C-46541 | KASHMIR LAW<br>COLLEGE                 | Private Un-<br>Aided  | kashmirlawcollegesg<br>r@gmail.com | College | Less than 5000 | Dr Sheikh<br>Showkat          | NULL       | Principal | 9419085084 | Ghulam                  | ail.com<br>umerfar38@gm          | 901854979   |
| Jammu and<br>Kashmir | Kupwara   | C-48530 | GOVERNMENT<br>DEGREE COLLEGE<br>WOMEN. | Central<br>Government | gwckupwara@gmail.<br>com           | College | Less than 5000 | Hussain<br>Dr. Fayaz<br>Ahmad | 1955252104 | Principal | 9419029588 | Mr. Mohd                | ail.com<br>thussahirspeaks       | 962288801   |
| Jammu and<br>Kashmir | Doda      | C-48765 | GOVERNMENT<br>DEGREE                   | State<br>Government   | principal.thathri@g<br>mail.com    | College | Less than 5000 | Lone<br>Basharat<br>Iqbal     | 9419236750 | Principal | 9906335454 | Asgar Khan Prof.        | @gmail.com<br>shamboomanha       | 990627000   |
| Jammu and<br>Kashmir | Reasi     | C-56136 | Reasi Campus                           | University            | kpsushil@rediffmail.<br>com        | College | Less than 5000 | Prof. Sushil<br>Kumar         | NULL       | NULL      | 9419147679 | Shamboo<br>Prof. Sushil | s74@gmail.com<br>kpsushil@rediff | 941914767   |
| Jammu and<br>Kashmir | Rajauri   | C-62121 | Govt Medical<br>College Rajouri        | State<br>Government   | ghulam11ali@gmail.<br>com          | College | Less than 5000 | DR.                           | 9419143320 | PROFESSOR | 9419733412 | Kumar<br>DR. QAZI       | mail.com<br>qazi1210@gmai        | 7006938122  |
| Jammu and<br>Kashmir | Kathua    | C-63247 | Government<br>Medical College          | State<br>Government   | pmcgmckathua@gm<br>ail.com         | College | Less than 5000 | GHULAM<br>Dr. Anjali          | NULL       | Principal | 9419189644 | MOHD IQBAL              | I.com<br>argmckathua@g           | 700645057   |
| Jammu and<br>Kashmir | Rajauri   | C-63606 | Government<br>Degree College           |                       | shamim.azad03@gm                   | College | Less than 5000 | Nadir Bhat<br>Dr. Shamim      | 1962244461 | Principal | 9419171049 | Yograj                  | mail.com<br>zaheerabass557       | 8803569557  |
| Jammu and<br>Kashmir | Ramban    | C-63674 | Government Degree College              |                       | gdcukhral19@gmail.                 | College | Less than 5000 | Ahmed<br>Prof. (Dr.)          | 6005047256 | Principal | 9419167545 | Abass                   | @gmail.com<br>zakirnaik444@g     | 7889370969  |
| Jammu and<br>Kashmir | Reasi     | C-63679 | Government Degree College              | State<br>Government   | principalgdckatra@g                | College | Less than 5000 | Ranvijay<br>Dr. C.K.          | 1991295854 | Principal | 9419017148 | Hussain Naik            | mail.com                         |             |
|                      |           |         | Katra Reasi                            | Government            | mail.com                           |         |                | Khajuria                      |            |           |            | Khajuria                | ffmail.com                       | 9419198905  |
| Jammu and<br>Kashmir | Baramulla | C-64537 | GOVERNMENT<br>DEGREE COLLEGE<br>BOMAI  | State<br>Government   | principalgdcbomai@<br>gmail.com    | College | Less than 5000 | Prof F R<br>Beigh             | 0          | Principal |            |                         | principalgdcbo<br>nai@gmail.com  | 7889311218  |

| Jammu and<br>Kashmir | Jammu    |         | Govt. College for<br>Women, Parade<br>Ground       |  | principalgcwparade<br>@gmail.com     | College | Greater than equals to 5000 | Dr.<br>S.P.Saraswa<br>t         | 9419103074 | NULL      | 9419103074 | Dr.Preeti<br>Dubey     | preetidubey200<br>0@yahoo.com      | 9419180084 |
|----------------------|----------|---------|--|--|--------------------------------------|---------|-----------------------------|---------------------------------|------------|-----------|------------|------------------------|------------------------------------|------------|
| Jammu and<br>Kashmir | Srinagar | C-21419 | A. S. College,<br>Srinagar                         | Constituent /<br>University<br>College | principal@amarsing<br>hcollege.ac.in | College | Greater than equals to 5000 | Prof. Bashir<br>Ahmad<br>Rather | 1942311674 | Principal | 9419064621 | Syed Ishfaq<br>Manzoor | esishfaq@gmail.<br>com             | 9797072008 |
| Jammu and<br>Kashmir | Anantnag | C-21454 | Govt. Degree<br>College for<br>Womens,<br>Anantnag | Affiliated<br>College                  | principalwcanantnag<br>@gmail.com    | College | Greater than equals to 5000 | Dr Irfan Ul<br>Majid            | 1932222385 | Principal | 9419048292 | Zahoor<br>Ahmad Shah   | profszahoorah<br>mad@gmail.co<br>m | 7006349731 |





@UOK, EDU. IN

Coordinator Rusa/Sap <rusa.sap@uok.edu.in>

#### Fwd: Performance Audit on "Rashtriya Uchchatar Shiksha Abhiyan"

Registrar KU <registrar@kashmiruniversity.ac.in>
To: rusa.sap@uok.edu.in

Mon, Jun 5, 2023 at 10:34 AM

----- Forwarded message -----

From: Javaid Makhdoomi <makj13212@yahoo.com>

Date: Fri, Jun 2, 2023 at 3:57 PM

Subject: Performance Audit on "Rashtriya Uchchatar Shiksha Abhiyan"
To: registrar@kashmiruniversity.ac.in < registrar@kashmiruniversity.ac.in >

Sir,

Comptroller & Auditor General of India is going to conduct All India Performance Audit on 'Rashtriya Uchchatar Shiksha Abhiyan (RUSA)' covering the period from 2013-14 to 2022-23. Audit team of Principal Accountant General Audit Office, J&K is visiting your office very shortly for collection of information and for conduct of Performance Audit on RUSA in respect of UT of J&K.

You are as such requested to direct the concerned officers/officials to keep the records pertaining to receipt of CSS/State Share readily available for audit scrutiny. Moreover, Physical, Financial achievement under RUSA, for the period 2013-14 to 2022-23 may also be kept ready for collection and analysis.

Mohd Khursheed Rasool

Sr. Audit Officer (AMG-I/K-01) Mob.: 9419484574

rasoolmk.jnk.sca@cag.gov.in

**Dr. Nisar Ahmad Mir** Registrar University of Kashmir Hazratbal Srinagar Er. Mytele Shipi



# UNIVERSITY OF KASHMIR

Hazratbal, Srinagar-190006 Jammu & Kashmir, INDIA

Phone : 0194-227-2004/5 Fax : 0194-227-2006

No :- F (Audit-report)RUSA/KU/2023 Dated :- 13-12-2023

& Pramod Kumar Principal Accountant General (Audit) Jammu & Kashmir

Ref:- Your letter No.AMG-I Wing/2023-2024/DIS-1304830 dated 29 Nov 2023...

Subject: - Draft Report of all India Performance Audit of Rashtriya Uchchatar Shikska Abhiyan (Government of Union Territory of Jammu & Kashmir)

Sir,

With reference to the above cited subject, the University has submitted its response to the CAG Audit team (copies enclosed). In line with the detailed responses submitted already, it is reiterated that the university has implemented 21 projects including 14 "Research Innovation and Quality Improvement projects and 7 "Entrepreneurship and Career Hub projects" supported under RUSA 2.0. These projects involved 21 Principal Investigators, 31 Research Fellows, 5 Field Assistants, 3 Multi-Tasking Staff members and 21 Literacy Teachers. It is important to note that the outcome of these projects is enormous in terms of high impact research publications, patents, skill development programmes, outreach activities and more importantly procurement of State-of-Art high-end scientific equipments for wider use of the students and scholars. Regarding the observation that Mass Spectrometer, this is to convey that the said equipment stands already installed in the concerned Department.

The CAG Audit team minutely audited each and every procurement/activity for about a month on campus, interacted with all the PIs and appreciated the outcomes of the projects. The crux of our responses stands reflected by them in their draft report submitted to the higher authorities. However, some procedural issues highlighted by them during the audit process and in the report have been taken care of. For instance, the university has completely implemented the PFMS module for expenditure of grants under State Share component of the scheme and would be doing so for all subsequent releases as well. Besides, the University assures that the guidelines/procedures stipulated by the Government would be followed in letter and spirit.

Thank you in anticipation with best regards,

Yours Sincerely

REGISTRAR

E-mail: registrar@kashmiruniversity.ac.in
Website: www.kashmiruniversity.net



## Government of Jammu and Kashmir Higher Education Department, Civil Secretariat; Jammu/Srinagar

K02024-Rego-21040 MATTER MOST URGENT

1. The Managing Director RUSA, J&K,

2. Registrar University of Jammu

3. Registrar University of Kashmir.

4. Registrar IUST, Awantipora,

5. Principal GCET Safapora.

6. Principal GDC (Boys) Pulwama/ Thanamandi

Subject:- Conduct of Exit Conference regarding the RUSA Audit

Sir/ Madam,

Principal Accountant General (Audit) J&K has desired to conduct the Exit conference of the performance Audit conducted by his office on the implementation of Centrally sponsored Scheme Rashtriya Uchchatar Shiksha Abhiyan (RUSA) on 14th of March 2024 at 11:00AM through virtual mode.

You are as such requested to attend the said meeting along with all the relevant record and action taken report on the observations raised by the Audit Party on scheduled date and time in the office chamber of Principal Secretary to Government, Higher Education Department.

However, the Kashmir based officers shall attend the meeting through virtual mode for which the link shall be provided one day earlier.

Director Poarce
Higher Education Department
Dated:- 06-03-2024

No. DF/ Acct/ Meeting/ 2024/ J-46

Copy to the:-

1. All the above mentioned officers for immediate necessary action.

3. Private Secretary to Principal Secretary to Government, Higher Education Department for the 4. Private Secretary to Director General Accounts and Treasures for information of Director 150 Ampul Mary Mary

General A&T, J&K.



# Government of Jammu and Kashmir Higher Education Department, Civil Secretariat; Jammu/Srinagar

\*\*\*

The Managing Director RUSA, J&K,

MATTER MOST URGENT

Registrar University of Jammu

Registrar University of Kashmir.

Registrar IUST, Awantipora,

5. Principal GCET Safapora.

6. Principal GDC (Boys) Pulwama/ Thanamandi

Subject:- Internal Audit discussion regarding Performance Audit of RUSA.

Sir/Madam,

Principal Secretary to Government Higher Education Department has desired to conduct the preliminary Audit Meeting on the Performance Audit conducted by the office of Principal Accountant General on the implementation of Centrally sponsored Scheme Rashtriya Uchchatar Shiksha Abhiyan (RUSA) on 12th of March 2024 at 4:00 PM in his office chamber.

You are as such requested to attend the said meeting along with all the relevant record and action taken report on the observations raised by the Audit Party on scheduled date and time.

However, the Kashmir based officers shall attend the meeting through virtual mode through the weblink provided below:-

Video call link: https://meet.google.com/bto-dzhr-rsg

Higher Education Department

Dated:- | -03-2024

No. DF/ Acct/ Meeting/ 2024/ J- 53

2. Private Secretary to Principal Secretary to Government, Higher Education Department for the Copy to the:-

Osed Pub Amilyon

information of Principal Secretary.

#### CONFIDENTIAL MOST IMMEDIATE

Government of India
Ministry of Education
Department of Higher Education
(U.Policy Section)

Shastri Bhawan, New Delhi - 110001 Dated the May, 2024

To.

The Principal Secretary (Higher Education) (As per List attached)

Subject: Request to furnish reply of various audit observations in respect of the Performance Audit of RUSA – reg.

Madam/ Sir.

I am directed to convey that in connection with the performance audit of Rashtriya Uchchatar Shiksha Abhiyan (RUSA), the Audit Team has made various observations pertaining to the implementation and monitoring of RUSA in your State/UT. The details of para-wise observations are given at **Annexure**.

- 2. It is therefore requested that a detailed reply along with all the requisite supporting documents on the audit observations pertaining to your State/UT may please be sent to the Ministry urgently by 10<sup>th</sup> May, 2024.
- 3. The Audit matters being a time-bound exercise, this may please be assigned Top Priority.

Thanking you.

ncl. (as above) - State specific para Annexure.

Yours faithfully,

Brud

(Bherav Dutt)

Deputy Secretary to the Govt. of India

Tel.: 011 2307 0182

Email: bherav.dutt@nic.in



# OFFICE OF THE RUSA/SAP

## UNIVERSITY OF KASHMIR

NAAC ACCREDITED GRADE "A+"
HAZRATBAL, SRINAGAR (J&K)-190006

#### CIRCULAR

No: F(RUSA -2.0-Project )KU/23 Dated :- 18-08-2023

#### Subject :- Interaction with CAG Audit Team.

In view of the ongoing Audit of RUSA 2.0 projects by the Comptroller and Auditor General Office (CAG) team, all Principal Investigators are requested to visit the Audit Room in the New Administrative Block (Room No. 114) as per the schedule detailed below for interaction with the Audit Team.

| S.No | Department            | PI                    | Date            | Time       |
|------|-----------------------|-----------------------|-----------------|------------|
| 1.   | CHE                   | Chairman              | 22 August, 2023 | 12:00 noon |
| 2.   | DLL                   | Director              |                 | 12:15 pm   |
| 3.   | SRC                   | Director              |                 | 12:30 pm   |
| 4.   | Social Work           | Dr. Adil wani         |                 | 12:45 pm   |
| 5.   | Women Study Centre    | Co-ordinator          |                 | 1:00 pm    |
| 6.   | IT & SS               | Director              |                 | 1:15 pm    |
| 7.   | Geo-informatics       | Prof. Shakil Romshoo  |                 | 2:45 pm    |
| 8.   | CIRI                  | Dr. Altaf Bhat        |                 | 3:00 pm    |
| 9.   | Food Science          | Prof. F.A Masoodi     |                 | 3:15 pm    |
| 10.  | Linguistics           | Prof.Adil Amin Kak    |                 | 3:30 pm    |
| 11.  | Linguistics           | Dr.Sajad Hussain wani |                 | 3:45 pm    |
| 12.  | Zoology               | Dr. Imtiyaz Khan      |                 | 4:00 pm    |
| 13.  | Botany                | Prof. M.A Shah        | 23 August, 2023 | 12:00 noon |
| 14.  | Zoology               | Dr. Bilal Bhat        |                 | 12:15 pm   |
| 15.  | CORD                  | Dr. Niamat Ali        |                 | 12:30 pm   |
| 6.   | Bio-technology        | Prof. K.I Andrabi     |                 | 12:45 pm   |
| 17.  | Chemistry             | Dr. Aijaz Ahmad Dar   |                 | 1:00 pm    |
| 8.   | Environmental Science | Dr. Arshid Jehangir   |                 | 2:45 pm    |
| 9.   | Business School       | Prof. Mushtaq Darzi   |                 | 3:00 pm    |
| 20.  | Computer Science      | Prof. Arif Wani       | _               | 3:15 pm    |

Co-ordinator RUSA/SAP



No.F(Circular-Gen-Admn)KU/18 Dated: July 2.0 2018

#### Circular

Subject: Man-power Audit.

All the non-teaching employees working in various Departments/ Directorates/ Sections/ Units/ Centres/ Campuses of the University are hereby directed to submit the following information as per the enclosed format in the General Administration within seven days from the date of issuance of this circular failing which no representation shall be entertained:

- 1. Qualification (Academic/Technical);
- 2. Period of stay in present place of posting;
- 3. Details of previous postings.

Deputy Registrar Sp. General Administration



#### **GENERAL ADMINISTRATION**

# UNIVERSITY OF KASHMIR, SRINAGAR NAAC ACCREDITED GRADE "A" http://www.kashmiruniversity.net

| Note:  | All the particulars | quired to attach as | by the employee                         | e in his/her                          | own hand writing.<br>support of their qu | ualification  | Affix recer<br>passport si<br>photograp<br>here |
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#### DECLARATION

I hereby declare that the entries made by me in the above columns are true to the best of my knowledge, belief and nothing has been concealed or mis-represented.

| Dated: | Signature of the Employee |
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# ACADEMIC AUDIT REPORT FOR THE YEAR 2023-2024



# University of Kashmir (NAAC Accredited Grade A<sup>+</sup>)

#### Introduction:

Primary aim of an academic audit is to encourage higher education institutions to evaluate their quality processes and standards based on predetermined benchmarks and quality parameters. Academic audit also focuses on activities required to sustain, ensure and constantly enhance the quality of entire education system including curricular, extra-curricular and co-curricular activities. Furthermore, various activities related to infrastructure development and support services that are extremely important to academics are also being taken into due consideration during an audit. Academic Audit is a model of ongoing self-reflection, improvement, collaboration, team work and stakeholder feedback. Main objective of an academic audit is to ensure that the academic departments have put in place all adequate and effective quality assurance mechanisms that ensure quality inputs and consequently quality outputs; their agility in ensuring continuous improvement along with review of available resources, their optimal utilization, additional resource requirements for providing quality education. The purpose of academic audit also includes the assessment of curriculum design and delivery, the co-curricular activities of students, internal assessment, attainment of the program outcomes, student welfare and redressal of their grievances.

University of Kashmir is a NAAC Accredited A+ Grade institution that ranks 14th amongst all state public universities and figures among top 50 Universities (all categories) of India. It has always been our endeavour to focus on continuous improvement of teaching quality, research and extension activities. In this direction some measures have been taken and several audits conducted which includes environmental and ecological audit, gender audit, financial audit, academic and administrative audit on regular basis. Internal audit committees have been constituted in each academic department and centre to undertake a self-assessment of its academic activities whereas a central committee has developed a survey instrument for collecting, collating, analysing and consolidating data related to various parameters and verify the inputs given by internal audit committees following which an annual academic audit report is prepared identifying departments that need to improve on certain parameters and making other recommendations in general for uplifting the overall standards and quality of teaching learning process, process of assessment and evaluation of students, quality standards of research and the impact of consultancy, community outreach and extension activities. This present annual academic audit report is a step in this very direction.

#### **Objectives of Academic Audit:**

- a. To ensure timely, efficient and progressive performance of academic processes and activities.
- b. To develop and set up quality benchmarks/parameters for various academic activities of the institution.
- c. To define effectiveness of teaching learning process and to optimize and integrate modern methods of teaching and learning.
- d. To facilitate the creation of a learner-centric environment through cocurricular and extra-curricular activities as well.
- e. To incorporate feedback mechanism from students, parents and other stakeholders on quality-related institutional processes.

# Following steps were involved in the academic audit process for the year 2023-2024.

- 1. Conduct of two-day workshop for developing the survey instrument for academic audit and devising the modus operandi for the same.
- 2. Getting the survey instrument and modus operandi approved by the competent authorities of the University.
- 3. Constituting a central committee for supervising the whole process of academic audit.
- Issuance of circular and survey instrument to all academic departments and centres for constituting an internal audit committee and filling up the survey instrument with scoring.
- 5. Compilation of summary reports for each department on the basis of information received through survey instrument.
- 6. Preparation of comparative statement of all academic departments on all the parameters of the audit and calculation of average scores in each parameter.
- 7. Preparation of final report of academic audit.

To develop a survey instrument for academic audit, the National Education Policy (NEP) Cell of the University of Kashmir organised a two-day workshop on "Academic Audit in the University of Kashmir: Developing Survey Instrument and Mechanism for Implementation". The workshop focussed on advancing the academic audit process within the university. During the workshop four separate working groups of faculty members deliberated extensively on three sections of the survey instrument and one section of the mechanism of audit and after hectic deliberations for two days, these working groups finalized

following three sections of the survey instrument besides the mechanism for its conduct.

#### Section A (Annexure-I):

Integrating Academic Programs, Faculty Development & Teaching Quality

- Academic Programs/ curriculum design
- Faculty and Teaching-learning process
- Faculty Development Programs and Initiatives

#### Section B (Annexure-II):

Cultivating Research, Supportive Guidance, and Enriched Learning

- Research and Innovation
- Counselling and Guidance Services
- Classroom Facilities

#### Section C (Annexure-III):

Enhancing Governance, Ensuring Compliance, Valuing Stakeholder Feedback

- Governance and Administration
- Accreditation and Compliance
- Stakeholder Feedback

### Mechanism of the audit is elaborately described under Annexure-IV.

Survey instrument consisting of three sections (A, B and C) were circulated to all academic departments and centres of the main and satellite campuses of the University of Kashmir with a request to fill up and return the same within a specified time frame. Departments were instructed to score themselves on each parameter as per their compliance level and marks allotted to each parameter. Marks were specified for each compliance level in the survey instrument making it easy for the departments to score themselves as per their compliance level. Departments were instructed to keep relevant records and documentary evidence ready for verification by the central committee for each criteria leaving no scope for any discrepancies, overscoring or exaggeration. Duly filled survey instruments were signed by all the members of internal audit committee of each

department and hard copies of the same were collected at the office of Director DIQA alongwith soft copies.

# RESULT/OUTCOME OF THE ACADEMIC AUDIT:

Marks obtained by various departments in Section A, B and C as well as their total scores are shown in Annexure-V. On the basis of data received from various academic departments and centres of the University and its satellite campuses, average scores of all the departments on various parameters of the academic audit and the departments that need improvement in each are shown as under:

Average Scores obtained by the departments in various audit parameters:

Section A: Integrating Academic Programs, Faculty Development & Teaching

|  | Average   | Departments that scored   |
|--|---|---|
|  | Score<br>obtained<br>by the<br>departm<br>ents        | below average and<br>therefore need<br>improvement in each<br>parameter/criterion |
| emic Audit Criteria  | Cites   | Arabic, Iqbal Institute, Library  |
| dequately reflects changes in ty, technologies or regulations. um accurate, and aligned with s, standards and best practices?        | 4.42  | Sciences, Computer Science<br>(NC), Teacher Education (SC),<br>Persian, Urdu (SC) |
|  | 7.12  | Biochemistry, IMFA, Iqbal   |
| t of transferable skills that are multiple fields, such as critical creativity, adaptability, tion skills, and digital literacy.     | 4.51  | Institute, Computer Science<br>(NC)   |
| Itidisciplinary courses (GE/OE) ed by your department. or more courses – 05 Marks ses – 01 Mark for each course to courses – 0 Marks | ,   | Computer Science (NC),<br>Computer Science (SC),<br>Nursing (SC)                  |
|  | 4.68  | Iqbal Institute, Library Science  |
| e curriculum is up-to-date, and the current standards and best es in the field. Marks (0-10)   | 9.36  | Computer Science (NC), Persian, Teacher Education (SC)                            |
| t of relevant stakeholders in the updation process Marks (0-10)  | 9.35  | Iqbal Institute, Computer<br>Science (NC), Teacher<br>Education (NC)              |
| t of rele<br>updati  | evant stakeholders in the<br>on process· Marks (0-10) | on process· Marks (0-10)  |

| 6  | No. of Pre-Board of Studies meetings held since the last Board of Studies to review the curriculum  1 meeting – 3 Marks 2 meetings – 6 Marks 3 meetings – 10 Marks  | 9.21 | English, Foreign Languages, IMFA, IOT, Iqbal Institute, Islamic Studies, Library Science, Computer Science (NC), English (NC), Computer Science (SC), Nursing (SC), Statistics   |
|----|---|------|--|
| 7  | Review process (As per statutes)  Every 3 years Marks 10  Every 4 years Marks 6  Every 5 years Marks 1  Every 6 years Marks 0   | 9.5  | Foreign Languages, Iqbal<br>Institute, Library Science,<br>English (NC), Political Science,<br>English (SC)  |
|    | No. of required Teaching Faculty— A. 100% Regular/ Substantive Appointment- 15Marks B. 76% to 99% Regular/ Substantive Appointment -10 Marks C. 51% to 75% Regular/ Substantive Appointment -05 Marks D. Below 50% Regular/ Substantive Appointment -02 Marks | 8.78 | Arabic, Foreign Languages, IMFA, IOT, Iqbal Institute, Islamic Studies, Computer Science (NC), English (NC), Management Studies (NC), Teacher Education (NC), Persian, Political Science, Sociology, English (SC), Urdu (SC) |
| 8  | Subject expert faculty: Faculties possess deep expertise and experience in their respective fields/ subjects/ research offered by the department · (0 - 5Marks )  | 4.84 | Teacher Education (NC)   |
| 9  | Teacher/ Student ratio:  1:25-10 Marks  1:26 to 50 - 07 Marks  1:51 to 60 - 03 Marks  1:61 and above - 0 Marks  | 9.82 | Nursing (SC)   |
| 10 | Adequate well furnished classrooms as per Regulatory body norms.  Adequate – 10 Marks  Inadequate-05 Marks (01 Mark for every 10% compliance with regulatory body norms)  |      | IMFA, Iqbal Institute, English<br>(NC), Management Studies<br>(NC), Teacher Education (NC)<br>Persian, Social Work, English<br>(SC), Women's Studies   |
| 11 | Smart Classroom availability and utilization.  · Yes- 05 Marks  · No-0 Marks  | 9.02 | IMFA, Iqbal Institute, Islamic<br>Studies, Management Studie<br>(NC), Pharm. Science,<br>Psychology, Social Work,<br>South Campus (English, Urdu   |
| 12 |   | 8.52 | Mathematics)   |
|    | Number of classrooms with ICT facilities.  Above 50% facilities-05 Marks  25% to 50% facilities-03 Marks  10% to 25% facilities- 02 Marks   | 4.35 | Foreign Languages, Clinical<br>History, IMFA, Iqbal Institute<br>SACMS, English (SC), Nursin<br>(SC), Urdu (SC)  |

| 14   | a. Academic Counselling b. Mental health services c. Tutoring/ academic assistance programs for slow learners. d. career counselling and job placement services e. Disability support services f. Financial aid and scholarship assistance g. Sports and physical education h. Transport and hostel, i. health care/first-aid services j. canteen facility [0.5 Mark may be allotted for each of the activities mentioned above] | 4.57             | Sociology, English (SC), Statistics, Mathematics  Foreign Languages,   |
|------|--|------------------|--|
| 15   | Percentage of teachers deputed/sponsored for the improvement of academic qualification during the last 2 years.  51 to 100%- 5 marks  26 to 50%- 3 marks  10 to 25% - 2 marks  | 8.39             | Geography, Geo-informatics, IMFA, Iqbal Institute, Islamic Studies, ITSS, Computer Science (NC), English (NC), Management Studies (NC), Teacher Education (NC), Persian, Nursing (SC), Statistics, Women's Studies |
|      | Targeted Workshops and Training: Workshops, seminars, Conferences and training sessions organized by the department during the last 2 years, focused on topics such as pedagogy, instructional design, assessment techniques, technology integration, and Diversity, Equity, and Inclusion (DEI) in education. (01 Mark for each event organized)  | 8.38             | Foreign Languages, IMFA, Islamic Studies, Library Sciences, Linguistics, Computer Science (NC), English (NC), Teacher Education (NC), Persian, SACMS, English (SC), Nursing (SC)                                   |
| 16   | Extent to which feedback received by faculty members is used to improve their performance by departmental management.  (0-5 Marks)  • 51 to 100%- 5 marks  • 26 to 50%- 3 marks  • 10 to 25% - 2 marks   | 4.65             | IMFA, Islamic Studies, Teacher<br>Education (NC), Women's<br>Studies, Mathematics  |
| 17   | ACADEMIC AUDIT SURVEY B  | Cultiva          | iting Research, Supportive<br>nce, and Enriched Learning   |
| S.No |  | Average<br>Score | Departments that need improvement  |

| 1 | Research Publications: Publications since last 2 years 0 - 0 Marks 1-5 -02 Marks 6-10 -03 Marks 11-20 -04 Marks 20+ -06 Marks  | 9.46 | Arabic, Foreign Languages, History, IMFA, Iqbal Institute, Islamic Studies, Linguistics, MERC, Computer Science (NC), English (NC), Management (NC), Persian, Computer Science (SC), English (SC), Nursing (SC), Women's Studies Foreign Languages, IMFA, IOT, |
|---|--|------|--|
|   | Citation Metrics:  Average Number of Citations received per faculty member for all your publications over the last 2 years (April 2022 to March 2024)  Av. No. of Citations for Science and Tech. streams: > 100 (5 marks); 75-99 (4 Marks); 50-74 (3 Marks); 25-49 (2 marks); 01 - 24 (1 mark); 0 (0 marks)  Av. No. of Citations for Social Sc., languages and other streams - >50 (5 Marks); 40-49 (4 marks); 30-39 (3 marks); 20-29 (2 marks); 01-19 (1 mark); 0 (0 marks) |      | Iqbal Institute, Islamic Studies, Linguistics, North Campus (English, management studies), Persian, English (SC)   |
| 2 |  | 4.42 | IMFA, Iqbal Institute, Islamic   |
|   | Have you collaborated with other researchers or institutions from outside University on research projects?  • Yes -05 Marks • No -0 Marks  | 4.46 | Studies, English (NC), Sociology, Computer Science (SC)  |
| 3 | Patents and Intellectual Property Rights: Have you been involved in any research projects or innovation that resulted in filling, publishing or grant of patents or any other intellectual property right? (In case of Science and Technology departments only) Yes -10 Marks  |      | Foreign Languages, IMFA, IOT, Iqbal Institute, Islamic Studies, Linguistics, North Campus (English, management studies), Persian, English (SC)   |
|   | 4 · No –0 Marks  | 7.67 |  |

|   | *Percentage of students progressing to higher education (from previous graduating batch)  A. (A) UG to PG  B. (B) PG to Ph.D.  C. (C) Ph.D. to Post-doctoral Studies  *(Note: The audit committee shall calculate the percentage of students progressing to next higher category in each level i.e., A, B, C and average out the aggregate percentage and assign marks as per following stratification):  61 to 100% - 05 Marks  41 to 60% - 04 Marks  21 to 40% - 03 Marks  20% & Less- 02 Marks | 4.6  | Iqbal Institute, Islamic Studies, ITSS, Linguistics, North Campus (Computer Sciences, English, Management Studies), Pharm. Science, SACMS, Social Work, Computer Science (SC), Statistics, Urdu |
|---|---|------|---|
| 5 | Percentage of students qualifying in  |      | IMFA, Home Science, MERC,   |
|   | state/national/ international level examinations during the year (e.g., NET/SLET/GATE/GPAT/GMAT/UGAT/CAT /GRE/TOEFL/Civil Services/State government examinations)   |      | Computer Science (NC),<br>English (NC), Psychology  |
|   | . More than 2% of appeared students-  |      |   |
|   | 10 Marks . 1% to 2% of appeared students-05   |      |   |
|   | Marks   |      |   |
|   | <ul> <li>Less than 1% of appeared students-<br/>02 Marks</li> </ul>   |      |   |
| 6 |   | 8.87 | IMFA, IOT, Iqbal Institute,   |
|   | Percentage of placements of outgoing  |      | Computer Science (NC),  |
|   | students during the last 2 years (April   |      | Management Studies (NC),  |
|   | 2022 to March 2024)   |      | Persian, Political Science,   |
|   | 25 t - 4000/ 40 Marks   |      | Psychology, SACMS, South  |
|   | . 25 to 100%-10 Marks<br>. 15 to 24%-7 Marks  |      | Campus English, Statistics,   |
|   | . 15 to 24%-7 Warks   |      | Urdu, Women's Studies   |
| 7 |   | 8.27 |   |

|    | Number of research papers published in<br>the indexed Journals (UGC care /scopus<br>/web of science) during the last 2 years<br>(April 2022 to March 2024) (ISSN Only)  |       | Foreign Languages, IMFA, Iqbal Institute, Islamic Studies, Linguistics, MERC, North Campus (English, Management Studies), SACMS, English (SC), Urdu |
|----|---|-------|---|
|    | Marks Per teacher 4 Papers- 16 Marks Per teacher 3 Papers- 12 Marks Per teacher 2 papers – 8 marks Per teacher 1 paper – 4 marks Per teacher less than 1 Paper (joint/co- authorship with other authors)- 2 Marks | 18.26 |   |
| 8  | Books and book chapters in edited   |       | Foreign Languages, IMFA, IOT,<br>Iqbal Institute, Computer  |
|    | volumes / books published, and papers in national / international conference-   |       | Science (NC), SACMS,<br>Sociology, English (SC),  |
|    | proceedings during the last 2 years (April 2022 to March 2024) (ISBN / ISSN Only)   |       | Nursing (SC), Statistics  |
|    | Number of conference papers     Published in past 2 Years   |       |   |
|    | <ul> <li>Number of Books Published in past 2         years</li> <li>Chapters in books Published during</li> </ul>   |       |   |
|    | last 2 Years (1 Mark for each of above, Max 5   |       |   |
|    | (1 Warks)   | 4.49  |   |
| 9  | No. of faculty members who presented papers in symposia/workshops/conferences/semin ars during the last 2 years.  |       | IMFA, Computer Science (NC),<br>Nursing (SC), Statistics,<br>Mathematics  |
| 10 | · (1 Mark per Paper, Max 5 Marks)   | 4.79  | Arabic, Foreign Languages,  |
|    | No. of permanent faculty members who contributed as resource persons/invited speakers/session chair at FIP/symposia/workshops/conferences/se minars during the last 2 years.                                      |       | IMFA, Iqbal Institute, Islamic<br>Studies, Computer Science<br>(NC), Nursing (SC)   |
| 11 | (1 Mark per Resource Person/session,<br>Max 5 Marks)  | 4.62  |   |

|    | No. of Scholars who completed Ph.D. under the guidance of faculty Members in the department during the last 3 years (April 2021 to March 2024) · (2 Marks per Student, Max10 Marks)  | 9.3   | IMFA, IOT, English (NC),<br>Nursing (SC), Tourism   |
|----|--|-------|---|
| 12 | No. of Major/Minor Research Projects undertaken by the faculty (5 Marks per major project and 2.5 marks per minor project, Max20 Marks) As per guidelines of UGC/ICSSR   | 16.69 | History, Home Science, IMFA, Iqbal Institute, Islamic Studies, Library Science, MERC, English (NC), Management Studies (NC), Persian, Psychology, Computer Science (SC), Nursing (SC), Statistics, Urdu |
| 13 | Number of awards, honours and recognitions received by the faculty from Government/recognized bodies/professional bodies and Associations during the last 2 years (April 2022 to March 2024).  (1 Mark per Award/Honour/Recognition) Max 5 Marks       | 2.0   | Foreign Languages, Iqbal Institute, Islamic Studies, Library Science, Linguistics, Computer Science (NC), English (NC), Persian, Nursing (SC), Statistics, Tourism, Urdu, Women's Studies               |
| 14 |  | 3.8   | Iqbal Institute, IT&SS,   |
|    | JRF/ SRF/Postdoctoral fellowships/ Inspire Scholarships received by the Department during the last 2 years (April 2022 to March 2024) (1 Mark for each Fellowship/Scholarship received) Max 5 Marks  | 4.45  | Computer Science (NC), Management Studies (NC), Computer Science (SC), Nursing (SC)   |
| 15 | Percentage of students benefitted by Vocational Education and Training (VET)/Skill development/industrial training/internship/apprenticeship during the last one year 2023-2024.  51 to 100%- 05 Marks  26 to 50%- 03 Marks  Less than 25 %- 02 Marks  | 4.69  | IMFA, Islamic Studies, Library<br>Science, Linguistics, Computer<br>Science (NC), English (NC),<br>Management Studies (NC),<br>Persian  |
| 16 | Current Collaboration Experience: Collaboration with industry or research institutions in the past · Yes- 05 Marks · No- 0 Marks The nature of your collaboration (e.g., joint research projects, MOUs, industry partnerships, consultation services). | 4.39  | IMFA, Iqbal Institute, Islamic<br>Studies, Linguistics, English<br>(NC), Management Studies<br>(NC), Teacher Education (NC<br>Persian, Psychology, English<br>(SC), Urdu (SC)                           |

|    | Which of the following career development programmes have been offered by the department •Career counseling and guidance •Resume writing workshops •Mock interviews and interview preparation •Job search strategies and networking events •Internship programs •Career fairs and employer presentations •Professional development workshops (e.g., leadership skills, communication |      | Foreign Languages, History, Iqbal Institute, Islamic Studies, Library Science, Linguistics, English (NC), SACMS, Sociology, English (SC), Urdu (SC)   |
|----|--|------|---|
|    | skills) Other (please specify) At least 2 programs : 05 Marks Less than 2 : 3 Marks No programme : 0   |      |   |
| 18 | Books in the library (Students:Books)  o Reference/Text Books  · 1: 5 – 5 Marks  · 1: 3 – 3 Marks  · Less than 1:3 - 1 Mark  (For Professional Courses, as mandated by the apex/regulatory bodies)   | 4.71 | IMFA, Linguistics, Computer<br>Science (NC), Teacher<br>Education (NC)  |
| 19 | WiFi facility for students  Max. 5 marks   | 4.68 | IMFA, Teacher Education (NC),<br>Nursing (SC)   |
| 20 | Computer to student ratio  1:5 – 5 Marks  1:10 - 3 Marks  >1:10 - 0 Marks  | 4.28 | Foreign Languages, History, Home Science, IMFA, Islamic Studies, Management Studies (NC), Teacher Education (NC), Persian, South campus (English, Urdu), Tourism, Women's Studies   |
| 22 | Is Library system automated Fully automated -05 Marks Partially automated-03 Marks Not automated - 0 Marks   | 4.78 | Arabic, Foreign Languages, History, IMFA, Iqbal Institute, Islamic Studies, Computer Science (NC), English (NC), Management Studies (NC), Teacher Education (NC), Persian, Psychology, SACMS, Social Work, Sociology, Computer Science (SC) |
| 22 | Common Room for female students and scholars Yes – 5   |      | Foreign Languages, Geo-<br>informatics, North Campus<br>(Computer Science,<br>Management Studies, Teacher   |
| 23 | · No – 0   | 4.78 | ivialiagement studies, reacher  |

|    |  |      | Education), Political Science,<br>Women's Studies  |
|----|--|------|--|
|    | Budget allocated for purchase of books   |      | Teacher Education (NC),<br>Pharm. Science, Political   |
|    | and journals during the year 2023-2024  2% or more than 2% of total budget excluding salary-05 Marks  Up to 2% of total budget excluding salary-01 Marks                   | 4.39 | Science, Nursing (SC)  |
| 24 | - co :   |      | Foreign Languages, Home  |
|    | Sufficient sporting gear and equipments available for students  • Yes-(05 Marks)   |      | Science, IMFA, Iqbal Institute,<br>Linguistics, English (SC), Urdu   |
| 25 | · No-(0 Marks)   | 4.78 | Bioresources, Foreign  |
|    | Participation of students in sports/ debates/ symposia/art/cultural/other extra-curricular activities Yes Participating – 5  |      | Languages  |
|    | <ul> <li>Not participating - 0</li> </ul>  | 4.88 |  |
| 26 | Availability of and access to funds for extra-curricular activities  Adequate (81-100 %) - 05 Marks  Less than Adequate (50-80%)- 03  Marks  Not Adequate (49%or less ) 00 |      | Foreign Language, History, Iqbal Institute, Islamic Studies, Library Science, Computer Science (NC), English (NC), Management (NC), Teacher Education (NC), Computer Science (SC), English (SC), |
|    | Marks (Note: The adequacy or otherwise shall   |      | Urdu (SC), Statistics, Urdu,<br>Women's Studies  |
|    | be decided by the audit committee as per<br>the proportion or percentage of the<br>availability of required funds)   |      |  |
| 27 | availability of required rands,  | 4.58 | INATA Library Science  |
|    | Laboratories:  No.and size of Laboratories as per  Regulatory/Apex body norms  |      | IMFA, Library Science, Linguistics, Psychology, Computer Science (SC), Nanotechnology, Tourism, Women's Studies  |
|    | Required No: Available No: Adequate (81-100%) - 05 Marks   |      | Women's Studies  |
|    | Less than Adequate (50-80%) - 03  Marks  Not Adequate (49% or less ) 0   |      |  |
| 28 | Marks -  | 4.34 |  |

|      | Are the laboratory equipments and resources sufficient to meet the needs of students and faculty (as per regulatory/apex body norms)?  Adequate (81-100 %) - 05 Marks  Less than Adequate (50-80%) - 03  Marks  Not Adequate (49% or less)  Marks – |                  | Foreign Languages, IMFA,<br>Library Sciences, Linguistics,<br>Management Studies, MERC,<br>Computer Science (SC) |
|------|---|------------------|--|
| 29   |   | 4.43             |  |
|      | How would you rate the overall quality of laboratory facilities in terms of cleanliness, organization/ maintenance, and safety?  • Excellent – 05 Marks  • Good – 03 Marks  • Poor – 00 Marks   | 4.51             | Arabic, Foreign Languages,<br>Geography, IMFA, Islamic<br>Studies, Library Science,<br>Linguistics               |
| 30   | Availability of adequate technical staff in   |                  | IMFA, Islamic Studies, Library   |
|      | the Laboratories as per regulatory  |                  | Science, Linguistics, Computer Science (NC), English (NC),   |
|      | body/Apex body norms:  Required No:   |                  | Nursing (SC), Statistics   |
|      | Available No:   |                  |  |
|      | · Adequate- 05 Marks (80 to 100 %)  |                  |  |
|      | Less than Adequate- 03 Marks (50 to   |                  |  |
|      | 79%)  |                  |  |
|      | <ul> <li>Not Adequate – 0 Marks (less than 50%)</li> </ul>  |                  |  |
| 31   | 30707   | 4.3              | <u> </u>   |
|      |   |                  | cing Governance, Ensuring  |
|      |   | Compli           | ance, Valuing Stakeholder  |
|      | ACADEMIC AUDIT SURVEY C   |                  | Feedback   |
| S.No | Academic Audit Criteria   | Average<br>Score | Departments that need improvement  |

|   | *Are DRC/DC members involved in decision-making processes within the department and/or area of responsibility?  *(Note: The internal academic audit committee may seek responses from all the teachers and shall according form an opinion for marks to be assigned)  · Actively involved – 05 Marks |      | IMFA, Urdu   |
|---|--|------|--|
|   | Consulted for input – 03 Marks     Not involved – 00 Marks   | 4.93 |  |
| 1 | Involvement of students, research  |      | Foreign Languages, Computer  |
| 2 | Involvement of students, research scholars, and Alumni in the decision-making process  · Adequate- 05 Marks  · Not Adequate-0 Marks  | 4.44 | Science (NC), Management<br>Studies (NC), SACMS, Urdu<br>(SC),   |
| 3 | Do you believe that the financial resources/funds that are allocated and left at the disposal of Head/department/departmental committee are spent and utilized effectively.  • Excellent – 05 Marks  • Good – 04 Marks  • Fair – 03 Marks  • Poor – 02 Marks  • Very poor – 01 Marks                 | 4.73 | Iqbal Institute, English (NC), Management Studies (NC), Teacher Education (NC), Computer Science (SC), English (SC), Urdu (SC) |
| 3 | Are there adequate mechanisms in place to ensure accountability and appropriateness of financial management practices vis-a-vis financial codal procedures and applicable norms and rules? • Yes - 05 Marks • Not sure – 02 Marks • No - 00 Marks  | 4.69 | English (NC), Management Studies (NC), Teacher Education (NC), Computer Science (SC), English (SC)                             |

| 5 | Are you familiar with the academic integrity policies and procedures (Plagiarism prevention policy, Financial codes, Procurement and purchase rules) at your institution?  Very clear and accessible – 05 Marks Clear but could be more accessible – 04 Marks Somewhat clear – 03 Marks Unclear and difficult to access – 02 Marks  | 4.68 | Arabic, IMFA, Islamic Studies, Computer Science (NC), Management Studies (NC), Teacher Education (NC), Computer Science (SC), Mathematics (SC)   |
|---|---|------|--|
| 6 | How confident are you about the mechanisms for detecting and reporting instances of academic dishonesty or ethical misconduct?  • Very confident – 05 Marks  • Somewhat confident – 04 Marks  • Neutral – 03 Marks  • Not very confident – 02 Marks  • Not confident at all – 01 Marks  | 4.56 | Arabic, IMFA, Iqbal Institute, Islamic Studies, Computer Science (NC), English (NC), Management (NC), SACMS, Computer Science (SC), English (SC) |
| 7 | *1-To what extent do you believe your department has complied with the recommendations of the phase of accreditation/audit?  1*(Note: The internal audit committee shall match the previous accreditation/audit remarks with the action taken by the department along with documentary evidence to that effect for evaluation)  • Fully complied – 05 Marks  • Partially complied – 03 Marks  • Not complied at all – 0 Marks | 4.47 | IMFA, Iqbal Institute, Islamic<br>Studies, Library Sciences,<br>MERC, Computer Science (NC)  |
| 8 | Compliance with observations and gaps identified in the last NAAC/Audit report:  • Fully complied – 05 Marks  • Partially compiled – 03 Marks  • Not complied at all – 00 Marks   | 4.62 | IMFA, Islamic Studies, Library<br>Science, MERC, Computer<br>Science (NC), English (NC),<br>Education (SC), English (SC)                         |

|    | *Satisfaction level of students with regard to:  Sanctity and secrecy of examination cum result related procedures:  Scope of students' voice, in case they are not satisfied with evaluation (rechecking, cross check, re-evaluation)  Time taken for evaluation and declaration of results  Overall justice in evaluation Involvement of project reports/practicals, internships in examination | 4.70 | Computer Science (NC), Management (NC), SACMS, Nursing (SC)   |
|----|---|------|---|
| 10 | *Overall experience as a student in the Department:  • Highly satisfied – 5 Marks • Satisfied – 4 Marks • Neutral – 3 Marks • Dissatisfied – 0 Marks  | 4.56 | IMFA, Iqbal Institute, Islamic<br>Studies, Computer Science<br>(NC), English (NC),<br>Management Studies (NC),<br>Political Science, Computer<br>Science (SC), Nursing (SC) |
| 11 | *Rate the quality of teaching that the students have received:  • Excellent – 5 Marks  • Good – 4 Marks  • Fair – 3 Marks  • Poor – 2 Marks   | 4.68 | IMFA, Iqbal Institute,<br>Computer Science (NC),<br>English (NC), Management<br>Studies (NC), Nursing (SC)  |

|    | *What factors contribute most to your overall satisfaction as a student? (Check all that apply):  o Quality of teaching o Course offerings and curriculum o Academic support services (e.g., tutoring, advising) o Campus facilities and resources o Extracurricular activities and student life o Administrative support (e.g., registration, financial aid) o Other (please specify): *(Note: As an option, the academic audit committee shall select group of students from all possible categories to measure these variables based on responses to questions and calculate the responses into percentages using likert scale and the percentages be aggregated and averaged out. The averaged percentage shall be interpreted as per following.  • 51 to 100% - 05 Marks • 26 to 50% - 03 Marks • 1% to 25 % - 02 Marks |      | Foreign Languages, Home<br>Science, IMFA, MERC, English<br>(NC)   |
|----|--|------|---|
| 12 |  | 4.77 |   |
| 13 | *How relevant were the skills and knowledge you acquired during your studies to your current job or career?  · Highly relevant – 5 Marks · Relevant – 4 Marks · Somewhat relevant – 3 Marks · Not relevant – 2 Marks · Not applicable – 1 Marks  | 4.55 | IMFA, Iqbal Institute, Islamic<br>Studies, MERC, Computer<br>Science (NC), English (NC),<br>Management Studies (NC),<br>Computer Science (SC),<br>Mathematics (SC),<br>Mathematics (SC) |

Islamic Studies, MERC, English \*Which aspects of your education do you (NC) feel were particularly strong? \*(Note: The internal audit committee of the department shall calculate the responses of the pass out students vis-avis these variables and convert the same into percentages by using Likert scale. Thereafter, they shall calculate the average percentage and assign marks as shown below:) o Quality of instruction Relevance of curriculum to real-world applications o Opportunities for hands-on learning (e.g., internships, research projects) o Access to resources (e.g., libraries, laboratories) o Support from faculty and staff o Networking opportunities o Other (please specify): 51 to 100% - 05 Marks 26 to 50% - 03 Marks 1 to 25 % - 02 Marks 4.69 14

#### RECOMMENDATIONS OF THE ACADEMIC AUDIT

- Board of Studies meetings are held regularly by all the departments of the University. However, number of Pre-Board of Studies (BOS) meetings held from the last Board of Studies meeting to review the curriculum needs to be increased by some of the departments.
- 2. In most of the departments faculty members have improved their academic qualifications over time while in their active service and after being deputed to renowned higher education institutions of the country, however, few departments need to explore more avenues to increase the percentage of teachers deputed/sponsored for the improvement of their academic qualifications.
- 3. Though most of the departments have been regularly organizing seminars, conferences, workshops etc for the advancement of academics and research, some of the departments can organize more events that are focused on topics such as teaching pedagogy, teaching philosophy and psychology, technology integration and diversity in education.

4. Though many departments have made considerable progress in terms of Patents and Intellectual Property Rights filed/published/granted, more efforts are needed in this direction.

5. Percentage of students progressing to higher education from previous graduating batch has consistently improved over the past few years and

needs further improvement.

6. Though the percentage of students qualifying in state/national/international level competitive examinations like NET/SLET/GATE/GPAT/GMAT/UGAT/CAT/GRE /TOEFL/Civil Service Examinations has progressively increased over the past few years, more efforts are needed for further improvement in future.

7. A good number of awards, honours and recognitions have been received by the faculty members of the University from government/recognized bodies/professional bodies and Associations during the last few years that needs to be further enhanced.

8. Number of faculty development programme have been organized/offered by most of the departments for their faculty members, however some departments need to show more progress in this direction.

9. Alumni connect and networking has drastically improved over the past few years and needs to be further strengthened by some of the departments in future.

10. Availability and access to funds for extra-curricular activities has been ensured at the central level through the Directorate of Physical Education and Sports that need to be further increased and ensured at the departmental level too.

#### **CONCLUSION:**

While majority of the academic departments and centres of the university and its satellite campuses are doing well in most of the parameters of academic audit, some of the departments as listed above need to pay greater attention to a few parameters in order to score better in future. Current exercise of academic audit conducted by the University has given them an opportunity to know their strengths, weaknesses, opportunities and challenges. They need to capitalize further on their strengths and overcome their weaknesses. On the basis of lessons learnt from this year's exercise, process of academic audit can be further strengthened and made more robust and effective. Overall University has performed well in the academic audit and matched with the assessment and accreditation undertaken by NAAC in 2019 as A+ with a CGPA score of 3.31. However, there is a lot of scope to enhance the quality in all the parameters to achieve academic excellence.

Prof. M. I. Geer Coordinator, AAA University of Kashmir

Prof. Mushtaq Siddiqui Chief Coordinator, NEP Cell University of Kashmir Prof. Manzoor A. Shah Director, DIQA University of Kashmir

Prof. Rabia Hamid Head Dept. of Nanotechnology University of Kashmir (Internal Member)

Prof. Mushtaq A. Darzi Dean, School of Business Studies University of Kashmir Srinagar (Internal Member) Prof. Waseem Bari Contr. of Examinations IUST, Awantipur Kashmir (External Member)

Prof. Particen Panelit
Former Controller of Examinations
Central University of Kashmir
Ganderbal, Kashmir
(External Member)

Prof. Khurshid A. Butt Dean, College Development Council Dean, Academic Affairs University of Kashmir (Chairman, AAA Committee)

#### **ANNEXURE-I**

#### SURVEY INSTRUMENT FOR INTERNAL ACADEMIC AUDIT

#### **SECTION A**

A. INTEGRATING ACADEMIC PROGRAMS, FACULTY DEVELOPMENT & TEACHING QUALITY (Marks :105)

| A.1. G | eneral Information:   |
|--------|---|
| i      | Name of the Department:   |
| ii     | Address:  |
| iii    | Year of Establishment:  |
| iv     | . Telephone:STD Code: Ext No. :   |
| v      | . Email :   |
| vi     | . Web Site (Url) :  |
| vii    | . Head/ Incharge/ Coordinator:  |
| viii   | . Email:  |
| ix     | . Information Committee members:  |
| the    | ote: The constitution and composition of this internal Audit Committee shall be as per<br>mechanism mentioned separately in the section " Mehanism, procedures and<br>actices") |

#### A.1.1. Academic Programs/ curriculum design (60 Marks)

| Sr.No | Program Level             | Name of the Program/Course | Duration | Entry<br>Qualificat<br>ion | Sanctioned/appr<br>oved Student<br>strength | No. of students admitted |
|-------|---------------------------|----------------------------|----------|----------------------------|---|--------------------------|
| 1.    | Under-<br>Graduate        |                            |          |                            |   |                          |
| 2.    | Post-Graduate             |                            |          |                            |   |                          |
| 3.    | Integrated PG<br>Programs |                            |          |                            |   |                          |
| 4.    | Ph.D.                     |                            |          |                            |   |                          |
| 5.    | PG Diploma                |                            |          |                            |   |                          |
| 6.    | Skill Development Courses |                            |          |                            |   |                          |
| 7.    | Any other                 |                            |          |                            |   |                          |

A.1.2: Students admitted to the Department during the last two academic years (05 marks)

|  | PG/UG/Any other course |       |       |   |  |  |  |
|--|------------------------|-------|-------|---|--|--|--|
| ST VTA NTB NTC NTD OBC SEBC EWS General/Open |                        | Year1 | Year2 |   |  |  |  |
| Categories                                   | M                      | F     | M     | F |  |  |  |
| SC   |                        |       |       |   |  |  |  |
| ST   |                        |       |       |   |  |  |  |
| VTA  |                        |       |       |   |  |  |  |
| NTB  |                        |       |       |   |  |  |  |
| NTC  |                        |       |       |   |  |  |  |
| NTD  |                        |       |       |   |  |  |  |
| OBC  |                        |       |       |   |  |  |  |
| SEBC   |                        |       |       |   |  |  |  |
| EWS  |                        |       |       |   |  |  |  |
| General/Open                                 |                        |       |       |   |  |  |  |
| Total No. of Aspirants                       |                        |       |       |   |  |  |  |
| Total No. of Students Admitted               |                        |       |       |   |  |  |  |
| Percentage of students who passed in         |                        |       |       |   |  |  |  |
| the final year                               |                        |       |       |   |  |  |  |
| No.of studentspassed infirst classand        |                        |       |       |   |  |  |  |
| abovein final year(last year).               |                        |       |       |   |  |  |  |
| <ul> <li>71% to 100%-05Marks</li> </ul>      |                        |       |       |   |  |  |  |
| <ul> <li>51% to 70%-03Marks</li> </ul>       |                        |       |       |   |  |  |  |
| <ul> <li>26% to-50%-02Marks</li> </ul>       |                        |       |       |   |  |  |  |
| <ul> <li>25% &amp; Below-01Marks</li> </ul>  |                        |       |       |   |  |  |  |

A.1.3: Alignment of the curriculum with industry needs and societal demands (15 Marks)

| S.No. | Criteria   | MA | OB | MO | RE |
|-------|--|----|----|----|----|
| 1.    | Curriculum to reflect changes in industry/ society, technologies or regulations. Is the curriculum accurate, and aligned with industry standards and best practices?  • Marks (0-5)        | 05 |    |    |    |
| 2.    | Development of transferable skills that are valued across multiple fields, such as critical thinking, creativity, adaptability, Communication skills, and digital literacy.  • Marks (0-5) |    |    |    |    |
| 3.    | <ul> <li>Rate the multidisciplinary courses (GE/OE) offered by your Department. &gt;5 courses – 05 Marks</li> <li>&gt;4 courses – 04 Marks</li> <li>&gt;2 course – 02 Marks</li> </ul>     | 05 |    |    |    |

(Note: MA = Marks Allotted; OB = Observation; MO= Marks Obtained; RE=Remarks)

A.1.4: Student Enrolment in the Department during the current academic year

| Type of students   | UG   | PG | Ph.D. | Total |
|--------------------|--|----|-------|-------|
| . The or stade its | A DOMESTIC OF THE RESIDENCE OF THE RESID |    |       |       |

| Students from the same state where the institution/department is located |  | 10 84 |  |
|--|--|-------|--|
| Students from other states of India                                      |  |       |  |
| NRI students   |  |       |  |
| Foreign students   |  |       |  |
| Total  |  |       |  |

#### A.1.5: Curriculum Design/ review & updation (40 Marks)

| S.No. | Criteria  | MA | ОВ | МО | RE |
|-------|---|----|----|----|----|
| 1.    | If the curriculum is up-to-date, and aligned with current standards and best practices in the field Marks (0-10)  | 10 |    |    |    |
| 2.    | Involvement of relevant stakeholders in the review and update process  Marks (0-10)   | 10 |    |    |    |
| 3.    | No. of Pre-Board of Studies meetings held since the last<br>Board of Studies to review the curriculum<br>1 meeting – 3 Marks<br>2 meetings – 6 Marks<br>3 meetings – 10 Marks | 10 |    |    |    |
| 4.    | Review process (As per statutes) Every 3 years Marks 10 Every 4 years Marks 6 Every 5 years Marks 1 Every 6 years Marks 0   | 10 |    |    |    |

(Note: MA = Marks Allotted; OB = Observation; MO= Marks Obtained; RE=Remarks)

A.2: Faculty & Teaching (55 Marks)

2.1: Number of Full-time Faculty Members (20 Marks)

| S. No. | Name of<br>Faculty<br>Member | Male/Female | Designation | Qualification | Specilisation | Permanent/<br>Contractual |
|--------|------------------------------|-------------|-------------|---------------|---------------|---------------------------|
|        |                              |             |             |               |               |                           |
|        |                              |             |             |               |               |                           |
|        |                              |             |             |               |               |                           |

|    | No. of required Teaching Faculty–                            | 1   |  |  |
|----|--|-----|--|--|
|    | A. 100% Regular/ Substantive Appointment-15Marks             |     |  |  |
| 1. | B. 76%to99% Regular/ Substantive Appointment -10 Marks       | 15  |  |  |
|    | C. 51%to75% Regular/ Substantive Appointment -05 Marks       |     |  |  |
|    | D. Below50% Regular/ Substantive Appointment -02 Marks       |     |  |  |
|    | Subject expert faculty: Faculties possess deep expertise and |     |  |  |
| ,  | experience in their respective fields/ subjects/ research    | 0.5 |  |  |
| 2. | offered by the department                                    | 05  |  |  |
|    | • (0 - 5Marks)   |     |  |  |

#### A.2.1.1:Student-faculty Ratio (10 Marks)

| S.N<br>o. | Criteria   | MA | ОВ | МО | RE |
|-----------|--|----|----|----|----|
| 1.        | Teacher/ Student ratio:  • 1:25- 10 Marks  • 1:26 to 50 - 07 Marks  • 1:51 to 60 - 03 Marks  • 1:61 and above - 0Marks | 10 |    |    |    |

(Note: MA = Marks Allotted; OB = Observation; MO= Marks Obtained; RE=Remarks)

# A.2.2:Teaching learning resources (Lecture-based, Practical, Project-based, etc.).20 Marks

| S.No | Criteria   | MA | OB | MO | RE |
|------|--|----|----|----|----|
|      | Adequate well furnished classrooms as per Regulatory body norms. |    |    |    |    |
| 1.   | Required No.:  | 10 |    |    |    |
|      | Available No. :  |    |    |    |    |
|      | Adequate – 10 Marks  |    |    |    |    |
|      | Virtual Classroom with utilization .                             |    |    |    | 14 |
| 2.   | Yes- 05 Marks  | 05 |    |    |    |
|      | No-0Marks  |    |    |    |    |
|      | Number of classrooms with ICT facilities.                        |    |    |    |    |
|      | Above 50% facilities-05 Marks                                    |    |    |    |    |
| 3.   | More than 25% facilities-03Marks                                 | 05 |    |    |    |
|      | More than 10%- 02 Marks  |    |    |    |    |

(Note: MA = Marks Allotted; OB = Observation; MO= Marks Obtained; RE=Remarks)

# A.2.3: Student Support Services (5 Marks)

|       |          |    | A SECTION AND ADDRESS OF THE PARTY OF THE PA |    |    |
|-------|----------|----|--|----|----|
| S.No. | Criteria | MA | OB   | MO | RE |
|       |          |    |  |    |    |

|    | *St | udent Support Services:                                   |    |  |  |
|----|-----|---|----|--|--|
|    | 0   | Academic Counseling                                       |    |  |  |
|    | 0   | Mental health services                                    |    |  |  |
|    | 0   | Tutoring/ academic assistance programs for slow learners. |    |  |  |
| 1. | 0   | career counselling and job placement services             | 05 |  |  |
|    | 0   | Disability support services                               |    |  |  |
|    | 0   | Financial aid and scholarship assistance                  |    |  |  |
|    | 0   | Sports and physical education                             |    |  |  |
|    | 0   | Others (transport, hostel, healthcare, canteen etc.       |    |  |  |

(Note: MA = Marks Allotted; OB = Observation; MO= Marks Obtained; RE=Remarks)

A.3: Faculty Development Programs and Initiatives(15 Marks)

| S.No. | Criteria   | MA | OB | MO | RE |
|-------|--|----|----|----|----|
| 1.    | Percentage of teachers deputed/sponsored for the improvement of academic qualification during 2year. 51 to 100%- 5 marks 26 to 50%- 3 marks 10 to 25% - 2 marks  | 05 |    |    |    |
| 2.    | Targeted Workshops and Training: Workshops, seminars, Conferences and training sessions organized by the department, focused on topics such as pedagogy, instructional design, assessment techniques, technology integration, and Diversity Equity, and Inclusion (DEI) in education.  (0 - 05Marks) | 05 |    |    |    |
| 3     | **Extent to which feedback received by faculty members is used to improve their performance by departmental management. (0-5 Marks)  | 05 |    |    |    |
| 4.    | How often do you think teachers should receive feedback on<br>their performance? (e.g., after each class, at the end of each<br>semester)  |    |    |    |    |
| 5.    | Any suggestions for improving the feedback mechanism for faculty .   |    |    |    |    |

 <sup>&</sup>amp; \*\*(Note: The internal academic audit committee may seek responses from all the teachers and may according form an opinion for marks to be assigned)

**Summery Total Marks of** 

Integrating Academic Programs, Faculty Development & Teaching Quality

<sup>\*</sup>Note: The internal academic audit committee may seek responses from all the teachers and may according form an opinion for marks to be assigned)

A.1 = 60 A.2 = 55 A.3 = 15

Total marks =130

## **ANNEXURE-II**

# SURVEY INSTRUMENT FOR INTERNAL ACADEMIC AUDIT

#### **SECTION B**

- B. CULTIVATING RESEARCH, SUPPORTIVE GUIDANCE, & ENRICHED LEARNING ENVIRONMENT (Marks :200)
  - B.1: Research and Innovation (145 Marks)
  - B.1.1: Research Output (Publications, Patents, Projects, etc.) (130 to 140 Marks)

(Note: MA = Marks Allotted; OB = Observation; MO= Marks Obtained; RE=Remarks)

| No. | Criteria  | MA  | OB | MO | RE |
|-----|---|-----|----|----|----|
|     | Research Publications: Publications since last 2 years 0 – 0 Marks  |     |    |    |    |
| 1.  | • 1-5 -02 Marks   | 15  |    |    |    |
|     | • 6-10 -03 Marks  |     |    |    |    |
|     | • 11-20 -04 Marks   |     |    |    |    |
|     | • 20+ -05 Marks   |     |    |    |    |
| 2.  | Citation Metrics: Citations for your publications for 2 years Cut off Citation counts for Sciences – 250* Cut of f for Social Sc. and languages – 50*  (0-5 Marks)  *(Citations counts should be calculated as proportiona to total no. of faculty members in the department) | 5   |    |    |    |
| 3.  | Have you collaborated with other researchers or institutions from outside University on research projects?  • Yes -05 Marks  • No -0 Marks  | 5   |    |    |    |
| 4.  | Patents and Intellectual Property Have you been involved in any research projects that resulted in patents or intellectual property?(STEM only)or for science and trechnology only)   | 10* |    |    |    |
|     | <ul> <li>Yes -10 Marks</li> <li>No -00 Marks</li> </ul>   |     |    |    |    |

| *   | Percentage of student progression to higher  |    |   |  |
|-----|--|----|---|--|
| e   | education(previousgraduatingbatch)   |    |   |  |
|     | A)UGtoPG   |    |   |  |
| 1   | B )PGtoPh.D  |    |   |  |
| 1   | C)Ph.DtoPostdoctoral   |    |   |  |
|     | *(Note: The audit committee shall calculate the percentage of students progressing to next higher category in each level i.e., A, B, C and average out the aggregate percentage and assign marks as per following) | 5  |   |  |
|     | Further stratification   |    |   |  |
|     | • 61 to 100% 05 Marks  |    |   |  |
|     | <ul> <li>41 to 60%-04Marks</li> </ul>  |    |   |  |
|     | • 21 to 40%-03 Marks   |    |   |  |
|     | 200/ 8 Loss O2Marks  |    |   |  |
|     | Deventage of students qualifying in state/ national/ international   |    |   |  |
|     | level examinations during the year (e.g.: NEI/SEEI/GATE/ GIVINITY  |    |   |  |
|     | CAT/ CRE/TOFEL/Civil Services/State government examinations/   | 10 |   |  |
|     | Above 20% (of anneared students)- Idividiks  |    |   |  |
| 6.  | 1 and upto 2% (of appeared students)-03 Warks  |    |   |  |
|     | Lass than 1%, 02 Marks   |    |   |  |
|     | Percentage of placement of out going students during the last 2  |    |   |  |
|     | year   |    |   |  |
|     | • 25 to 100%-10Marks   | 10 |   |  |
|     | <ul> <li>15 to 24%-7Marks</li> </ul>   |    |   |  |
| 7.  | <ul> <li>1 to 14%-5Marks</li> </ul>  |    |   |  |
|     |  |    |   |  |
|     | Number of research papers published in the indexed Journals (UGC   |    |   |  |
|     | care /scopus/web of science) during the2 years(ISSNOnly)   |    |   |  |
|     | Per teacher 5Papers- 20 Marks  |    |   |  |
|     | Per teacher 4 Papers- 16 Marks   | 20 |   |  |
|     |  |    |   |  |
|     | Per teacher 3 Paper- 12 Marks     Per teacher 3 Paper- 12 Marks  |    |   |  |
| 8.  | Per teacher 2 papers – 8 marks   |    |   |  |
|     | Per teacher 1 paper – 4 marks  |    |   |  |
|     | Per teacher less than 1 Paper-2Marks     A backs published and   |    |   |  |
|     | Books and chapters in edited volumes / books published, and  |    | 1 |  |
|     | papers in national / international conference-proceedings from   |    |   |  |
|     | past 2 years (ISBN / ISSN Only)  | 5  |   |  |
| 0   | Number of conference papers Published in past 2 Years  |    |   |  |
| 9.  | <ul> <li>Number of Books Published in past 2 years</li> </ul>  |    |   |  |
|     | Chapters in books Published last 2 Year  |    |   |  |
|     | (1 Mark to each, Max 5 Marks)  |    | - |  |
|     | No of faculty members presented papers in  | _  |   |  |
| 10. | . / Laber / conformed/cominar in last 2 Vedi.  | 5  |   |  |
| 10. | (4 Mark per Paper Max 5 Marks)   |    |   |  |
|     | No of permanent Faculties contributed as resource persons at   |    |   |  |
|     | FIP/symposium /workshop/conference / seminar in last2 year.  | 5  |   |  |
|     | EID/symnosium /Workshop/contention / Seriman in  |    |   |  |

|     | No. of Scholars Completed Ph. D under the guidance of faculty   |           |  |
|-----|---|-----------|--|
| 12. | Members in department in last 3 years                           | 10        |  |
| 100 | (2 Mark per Student, Max10 Marks)                               |           |  |
|     | No. of Major/Minor Research Projects undertakenby faculty       |           |  |
| 13. | (5 Mark per Major project and 2.5 marks for minor Project, Max. | 20        |  |
| -5. | -20 Marks)  |           |  |
|     | As per guidelines of UGC/ICSSR                                  |           |  |
|     | Number of awards and recognition received by faculty from       |           |  |
|     | Government /recognized bodies/professional bodiesfrom past 2    |           |  |
| 14. | years.  | 5         |  |
|     | (1 Mark per Award/Recognitions)                                 |           |  |
|     | Max 5 Marks   |           |  |
|     | JRF/ SRF, Postdoc fellows/ Inspire Scholarship received by the  |           |  |
| 15. | Department duringlast 2 years.                                  | 5         |  |
| 13. | <ul> <li>(1 Mark per Award/Recognitions)</li> </ul>             |           |  |
|     | Max 5 Marks   |           |  |
|     | Percentage of students benefitted by Vocational Education       |           |  |
|     | and Training (VET)/Skill education/professional                 |           |  |
|     | education during the year                                       | 5         |  |
| 16. | • 51 to 100%- 05 Marks  |           |  |
| 0.  | • 26 to 50%- 03 Marks   |           |  |
|     | Less than 25 %- 02 Marks  | A Degrada |  |

\*For Science and Technology Departments

(Note: MA = Marks Allotted; OB = Observation; MO = Marks Obtained; RE = Remarks)

# B.1.2: Collaboration with Industry and Research Institutions (05 Marks)

| S.No. | Criteria  | MA | ОВ | МО | RE |
|-------|---|----|----|----|----|
| 1.    | Current Collaboration Experience: Collaboration with industry or research institutions in the past  • Yes -05 Marks  • No -0 Marks  The nature of your collaboration (e.g., joint research projects, industry partnerships, consulting services). | 05 |    |    |    |

(Note: MA = Marks Allotted; OB = Observation; MO= Marks Obtained; RE=Remarks)

#### **B.2:** Counselling and Guidance Services (50 Marks)

#### **B.2.1:** Career Development Programs (05 Marks)

| S.No. | Criteria  | MA | ОВ | МО | RE |
|-------|---|----|----|----|----|
| 1.    | Which of the following career development programs have been offered by the department  Career counseling and advising Resume writing workshops Mock interviews and interview preparation Job search strategies and networking events | 05 |    |    |    |

| Internship and co-op programs  |  |
|--|--|
| Career fairs and employer presentations                                  |  |
| <ul> <li>Professional development workshops (e.g., leadership</li> </ul> |  |
| skills, communication skills)  |  |
| Other (please specify)   |  |
| Atleast 2 programs : 05 Marks  |  |
| Less than 2 : 2.5 Marks  |  |
| No programme : 0   |  |

(Note: MA = Marks Allotted; OB = Observation; MO = Marks Obtained; RE = Remarks)

# B.2.2: Accessibility and Effectiveness of Library Services(30 Marks)

| S.No. | Criteria   | MA | ОВ | MO | RE |
|-------|--|----|----|----|----|
| 1.    | Books in the library (Students:Books)  Reference Books-3Marks  1: 5 - 5  1: 3 - 3  Less than that is 1   | 5  |    |    |    |
|       | (ForProfessional Course, as decided by the apex bodies)  |    |    |    |    |
| 2.    | WiFi facility for students   | 5  |    |    |    |
| 3.    | Computer to student ratio  1:5 - 5  More than 5 students per computer - 3  (0-5 Marks)   | 05 |    |    |    |
| 4.    | Is Library system automated Fully automated -05 Marks Partially automated-03Marks  | 05 |    |    |    |
| 5.    | Common Room for female students and scholars Yes - 5 No - 0  | 05 |    |    |    |
| 6.    | Budget allocated for purchase of books and journals during the year  • 2% or more than 2% of total budget excluding salary- 05Marks  • Up to 2% of total budget excluding salary-01Marks | 05 |    |    |    |

# B.2.3: Support for Extra-curricular Activities and Student Organizations (15 Marks)

| S.No. | Criteria  | MA | ОВ | МО | RE |
|-------|---|----|----|----|----|
| 1.    | Sufficient sporting gear and its availability Yes-(05Marks) No-(0Marks)   | 05 |    |    |    |
| 2.    | Participation of students in sports/ debates/ symposiums/ art and cultural activities Participating – 5 Not participating - 0 | 05 |    |    |    |

| 3. | Availability and access to funds for extra curricular activities Adequat (81-100 %)e- 05 Marks Less than Adequate (50-80%)- 03Marks Not Adequate(49%or less) 00 Marks- | 05 |  |  |
|----|--|----|--|--|
|    | (Note: The adequacy or other wise shall be decided by the audit committee as per the proportion or percentage of the availability to the requiuirred funds)            |    |  |  |

B.3: Quality of Classroom Facilities (20Marks) committee should be framed for the evaluation of parameters

**B.3.1:** Laboratories and Equipment Availability (20 Marks)

| S.No. | Criteria   | MA | ОВ | МО | RE |
|-------|--|----|----|----|----|
| 1.    | Laboratories No.and Size of Laboratories as per Regukatory bodies/Apex body RequiredNo:  AvailableNo:  • Adequat (81-100 %)e- 05 Marks  • Less than Adequate (50-80%)- 03Marks  • Not Adequate (49% or less ) 0Marks –                                     | 05 |    |    |    |
| 2.    | Are the laboratory equipment and resources sufficient to meet the needs of students and faculty?  • Adequat (81-100 %)e- 05 Marks  • Less than Adequate (50-80%)- 03Marks  • Not Adequate(49% or less) 0Marks  —   | 05 |    |    |    |
| 3.    | How would you rate the overall quality of laboratory facilities in terms of cleanliness, organization, and safety?  • Excellent – 05 Marks  • Good – 03 Marks  • Poor – 00 Marks   | 05 |    |    |    |
| 4.    | Availability of adequate Technical staff in the Laboratories as per regulatory body Norms/Apex body Required No:  Available No:  • Adequate- 05 Marks (80 to 100 %)  • Less than Adequate- 03 Marks (50 to 79%)  • Not Adequate – 0 Marks (less than 50 %) | 05 |    |    |    |

Note: Laboratory facilities include Scientific equipment, Science labs, Art labs, Practical

equipment, Computer labs, studios, workshops, or specialized equipment for activities like visual arts, performing arts, or textual analysis.museums

#### **Summery Total Marks of**

"CULTIVATING RESEARCH, SUPPORTIVE GUIDANCE, & ENRICHED LEARNING ENVIRONMENT

Marks break up:

B.1 = 130 or 140 in case of science & Tecnology

B.2 = 50;

B.3 = 20

Total marks = 200 or 210 in case of science & Technology

#### **ANNEXURE-III**

# SURVEY INSTRUMENT FOR INTERNAL ACADEMIC AUDIT SECTION C

- C: ENHANCING GOVERNANCE, ENSURING COMPLIANCE, VALUING STAKEHOLDER FEEDBACK
- C.1: Governance and Administration (30 Marks)
- C.1.1: Decision-making Processes (10 Marks)

| No. | Criteria   | MA | ОВ | МО | RE |
|-----|--|----|----|----|----|
| 1.  | *Are DRC/DC members involved in decision-making processes within the department or area of responsibility?  *(Note: The internal academic audit committee may seek responses from all the teachers and shall according form an opinion for marks to be assigned)  • Actively involved – 05 Marks  • Consulted for input – 03 Marks  • Only informed after they are made – 02 Marks | 05 |    |    |    |
| 2.  | Involvement of students, research scholars, and Alumni in the decision-making process  • Adequate- 05 Marks  • Not Adequate-0 Marks  | 05 |    |    |    |

(Note: MA = Marks Allotted; OB = Observation; MO = Marks Obtained; RE = Remarks)

#### C.1.2: Financial Management and Transparency (10 Marks)

| .No. Criteria | MA | ОВ | MO | RE |  |
|---------------|----|----|----|----|--|
|---------------|----|----|----|----|--|

| 1. | Do you believe that financial resources/funds those are allocated and left at the desposal of Head/department/departmental committee are proposed and utilized effectively.  • Excellent – 05 Marks • Good – 04 Marks • Fair – 03 Marks • Poor – 02 Marks • Very poor – 01 Marks | 05 |  |
|----|--|----|--|
| 2. | Are there adequate mechanisms in place to ensure accountability and detection of oversight of financial management practices vis-vis financial codal procedures and applicable norms and rules)?  • Yes - 05 Marks  • Not sure – 02 Marks  • No - 00 Marks                       | 05 |  |

(Note: MA = Marks Allotted; OB = Observation; MO = Marks Obtained; RE=Remarks)

#### C.1.3: Measures for Academic Integrity and Ethical Practices (10 Marks)

| No. | Criteria   | MA | ОВ | МО | RE |
|-----|--|----|----|----|----|
| 1.  | Are you familiar with the academic integrity policies and procedures (Financial codes, Procurement and purchase rules) at our institution?  • Very clear and accessible – 05 Marks  • Clear but could be more accessible – 04 Marks  • Somewhat clear – 03 Marks  • Unclear and difficult to access – 02 Marks | 05 |    |    |    |
| 2.  | How confident are you in the mechanisms for detecting and reporting instances of academic dishonesty or ethical misconduct?  • Very confident – 05 Marks • Somewhat confident – 04 Marks • Neutral – 03 Marks • Not very confident – 02 Marks • Not confident at all – 01 Marks                                | 05 |    |    |    |

(Note: MA = Marks Allotted; OB = Observation; MO= Marks Obtained; RE=Remarks)

#### C.2: Accreditation and Compliance (10 Marks)

# C.2.1: Previous Audit/Accreditation Results (if applicable) (10 Marks)

| .No. | Criteria   | MA | ОВ | МО | RE |
|------|--|----|----|----|----|
| 1.   | *1-To what extent do you believe your department has complied with the recommendations of the previous audit?  1*(Note: The audit committee shall match the previous audit committee remarks and the action taken of the department along with documentary and physical evidences to that effect for evaluation)  • Fully complied – 05 Marks  • Partially compiled – 03 Marks | 05 |    |    |    |

|    | Not complied at all – 0 Marks   |    |  |  |
|----|---|----|--|--|
|    |   |    |  |  |
| 2. | *Describe the overall outcome of the previous audit process.  *(Note: The audit committee shall match the previous audit committee remarks and the action taken of the department along with documentary and physical evidences to that effect for evaluation)  • Positive  • Neutral  • Negative |    |  |  |
| 3. | Are NAAC findings being communicated to the department?  • Yes • No   |    |  |  |
| 4. | Compliance with observation and gaps identified in the last NAAC/ Audit report  Fully complied – 05 Marks  Partially compiled – 03 Marks  Not complied at all – 00 Marks  | 05 |  |  |

(Note: MA = Marks Allotted; OB = Observation; MO = Marks Obtained; RE = Remarks)

# C.3: Stakeholder Feedback (20 Marks)

# C.3.1: Student Satisfaction Surveys (20 Marks)

| .No. | Criteria   | MA | ОВ | МО | RE |
|------|--|----|----|----|----|
| 1    | Satisfaction level of students with regard to: Sanctity and secrecy of examination cum result relates procedures  • Scope of students voice, in case they are not satisfied with evaluation( rechecking, cross check,reealuation)  • Time taken for evaluation and declaration of results  • Overall justice in evaluation  • Involvement of project reports/practicals,,internships in examiation  (Note:The audit committee seek inputs from students, check records and form opinion about abee and assign marks) | 05 |    | \$ |    |
| 2    | *Overall experience as a student inthe Department  • Very satisfied – 5 Marks  • Satisfied – 4 Marks  • Neutral – 3 Marks  • Dissatisfied – 0 Marks  | 05 |    |    |    |

| 3 | *Rate the quality of teaching studentshave received  • Excellent – 5 Marks  • Good – 4 Marks  • Fair – 3 Marks  • Poor – 2 Marks   | 05 |  |
|---|--|----|--|
| 4 | *What factors contribute most to your overall satisfaction as a student? (Check all that apply) Quality of teaching Course offerings and curriculum Academic support services (e.g., tutoring, advising) Campus facilities and resources Extracurricular activities and student life Administrative support (e.g., registration, financial aid) Other (please specify):  *(Note:As an option, the academic audit committee shall select group of students from all possible categories to measure these variables based on responses to questions and calculate the responses into percentages using likert scale and the percentages be aggregated and averaged out. The averaged percentage shall be interpreted as per following. | 05 |  |
|   | <ul> <li>51 to 100% - 05 Marks</li> <li>26 to 50% - 03 Marks</li> <li>1% to 25 % - 02 Marks</li> </ul>   |    |  |

# C.3.2: Alumni Feedback on Education Quality and Employability (10 Marks)

| .No. | Criteria   | MA | ОВ | МО | RE |
|------|--|----|----|----|----|
| 1.   | How relevant were the skills and knowledge you acquired during your studies to your current job or career?  Very relevant – 5 Marks Relevant – 4 Marks Somewhat relevant – 3 Marks Not relevant – 2 Marks Not applicable – 1 Marks | 05 |    |    |    |

|    | *Which aspects of your education do you feel were particularly strong? (Check all that apply)  *(Note: As an option, the audit committee shall calculate the responses of the pass out students viz a viz these variables and convert the same into percentages by using likert scale. Thereafter, shall calculate the average percentage and assign marks as per follows) |    |  |  |
|----|--|----|--|--|
| 2. | Quality of instruction Relevance of curriculum to real-world applications Opportunities for hands-on learning (e.g., internships, research projects) Access to resources (e.g., libraries, laboratories) Support from faculty and staff Networking opportunities Other (please specify):  • 51 to 100% - 05 Marks  • 26 to 50% - 03 Marks  • 1 to 25 % - 02 Marks          | 05 |  |  |

Summery total marks of ENHANCING GOVERNANCE, ENSURING COMPLIANCE, VALUING STAKEHOLDER FEEDBACK AND

C.1 = 30

C.2 = 10

C.3 = 30

Total marks =70

## **ANNEXURE-IV**

ACADEMIC AUDIT: MECHANISM, PROCEDURES AND PRACTICES

# MECHANISM FOR INTERNAL ACADEMIC AUDIT (OPTION I: (Option I: School Specific Audit Committees)

- 1) Academic Audit: shall be an annual exercise conducted by a committee constituted specifically for each school within the University.
- 2) Timeline: As per the timeline specified, as indicated below, the University shall notify the initiation of the process of academic audit and all the departments/centers shall upload their information in the prescribed format on the University portal created on the University website for the purpose. The information shall be shared with the duly constituted school level academic audit committees.

| Tasks                                   | Timelines                       |
|---|---------------------------------|
| Issuance of Notification by DIQA        | 1 <sup>st</sup> Week of April   |
| Opening of Academic Audit Portal        | 3 <sup>rd</sup> Week of April   |
| Last Date of Submission of Departmental | 3 <sup>rd</sup> Week of May     |
| Data on the Portal                      |                                 |
| Departmental Visits by Academic Audit   | 3rd Week of July                |
| Committees                              |                                 |
| Submission of Academic Audit Reports by | 3 <sup>rd</sup> Week of August  |
| the Committees to DIQA                  |                                 |
| Submission of Report by DIQA to HVC     | 3 <sup>rd</sup> Week of Sept    |
| Sharing of Reports with the Concerned   | 4 <sup>th</sup> Week of Sept    |
| Departments                             |                                 |
| Formulation of Action Plans             | 4 <sup>th</sup> Week of October |
| Action Taken Reports                    | 4 <sup>th</sup> Week of March   |

3) Selection of Academic Audit Committees Members: A Committee headed by Honorable Vice-Chancellor with Dean academic affairs and Director DIQA of the University as its members, shall appoint the school level academic audit committees with the following composition.

A Senior Professor/Dean from a related school, as indicated below, shall function as the Chairperson of the Committee.

|   | Related Schools                            |  |  |
|---|--|--|--|
| Α | School of Arts, Languages and Literature   |  |  |
|   | School of Social Sciences                  |  |  |
|   | School of Education & Behavioural Sciences |  |  |
|   | School of Law                              |  |  |
|   | School of Business Studies                 |  |  |
|   | School of Open Learning                    |  |  |
| В | School of Physical & Mathematical Sciences |  |  |
|   | School of Earth & Environmental Sciences   |  |  |
|   | School of Biological Sciences              |  |  |
|   | School of Applied Sciences & Technology    |  |  |
|   | School of Engineering                      |  |  |
| С | Faculty of Dentistry                       |  |  |
|   | Faculty of Medicine                        |  |  |
|   | School of Unani & Ayurvedic Medicine       |  |  |

- a. Dean of the concerned school as co-chair. However, the Dean of the school shall be replaced by the senior most faculty member, from any other department of the school, in case the dean of the school happens to be from the same department being audited to reduce any possible bias.
- b. Two subject experts not below the rank of Associate Professor from the school concerned, out of a panel of four, ensuring that no member shall be member of the Audit Committee for conducting audit in his /her own department.
- c. Two faculty members from a related school (as defined above)
- d. One representative from DIQA coordinators.
- e. One representative from IT&SS/Statistics/Computer sciences for technical assistance and support in data analysis.
- f. A prominent alumnus of the school not employed in the University at any point of time.
- 4) Preparation Phase: The Directorate of IT&SS shall create a portal for uploading the required information by the departments concerned, as per the prescribed format of the Academic Audit Survey Instrument. The information /data already collected for other instruments like AQAR shall be preloaded from the data base to facilitate the departments. Academic Audit unit of DIQA shall download and share the information uploaded by the department to the concerned Academic Audit Committee for perusal and further necessary action.

(**Note:** Alternatively, the ITSS can use google form to facilitate speedy implementation of the audit for the current year, i.e., 2024)

- 5) **Departmental Visit:** The academic audit committee shall analyze the data and conduct on-site visit to the department.
- 6) The committee shall assign a numerical score based on evaluation of various parameters as per the Survey Instrument to the department thus audited. The same shall be reflected in the evaluation sheet as provided below.

#### **Evaluation sheet**

| ATT OF THE | dimension   | Max.<br>Marks | Marks<br>Obtained |
|------------|---|---------------|-------------------|
| A          | Integrating Academic Programs, Faculty Development & Teaching Quality | 130           |                   |
| В          | Cultivating Research, Supportive Guidance, and<br>Enriched Learning   | *200          |                   |

| С | Enhancing Governance, Ensuring Compliance, Valuing<br>Stakeholder Feedback | 70  |  |
|---|--|-----|--|
| 1 | Total  | 400 |  |

(Note: Incase of science and technology, it will be 210 instead of 200)

- 7) Findings and Recommendations: Based on their findings, the academic audit committees shall prepare reports for all the departments of the school (as per the format /survey instrument provided by Academic Audit Unit of DIQA).
- 8) Response and Action Plan: The report thus prepared by the academic audit committee shall be submitted to the academic audit unit of DIQA, who shall submit the consolidated report to the HVC of the University. Subsequent to approval of HVC, a copy of the report shall be shared with the concerned Head of the Department. Based on the recommendations of the academic audit committee, the concerned department shall formulate an action plan within a period of one month.
- 9) **Follow-Up and Monitoring:** The University administration shall facilitate the implementation of the action plan and track progress towards achieving the audit recommendations.
- 10) Action Taken Report: Based on the action plan, the department shall prepare an action taken report (ATR) and present it to the next academic audit committee.

# ACADEMIC AUDIT: MECHANISM, PROCEDURES AND PRACTICES MECHANISM FOR INTERNAL ACADEMIC AUDIT (OPTION II: Single Audit Committee)

- 1) **Academic Audit**: shall be an annual exercise conducted by a committee constituted specifically for each school within the University.
- Timeline: As per the timeline specified, as indicated below, the University shall notify the initiation of the process of academic audit and all the departments/centers shall upload their information in the prescribed format on the University portal devised for the purpose. The information shall be shared with the duly constituted school level academic audit committee.

| Tasks                                  | Timelines                                 |
|--|---|
| Issuance of Notification by DIQA       | 1 <sup>st</sup> Week of April             |
| Opening of Academic Audit Portal       | 3 <sup>rd</sup> Week of April             |
| Last Date of Submission of             | 3 <sup>rd</sup> Week of May               |
| <b>Departmental Data on the Portal</b> |   |
| Departmental Visits by Academic        | 1 <sup>st</sup> Week of August            |
| <b>Audit Committees</b>                |   |
| Submission of Academic Audit           | 3 <sup>rd</sup> Week of November          |
| Reports by the Committees to DIQA      |   |
| Submission of Report by DIQA to        | 3 <sup>rd</sup> Week of December          |
| HVC                                    |   |
| Sharing of Reports with the            | 4 <sup>th</sup> Week of December          |
| <b>Concerned Departments</b>           |   |
| Formulation of Action Plans            | 2 <sup>nd</sup> Week of March (next year) |
| Action Taken Reports                   | 4 <sup>th</sup> Week of March             |

- 3) Selection of Academic Audit Committees Members: A Committee headed by Honorable Vice-Chancellor with Dean academic affairs and Director DIQA of the University as its members, shall appoint a single Academic Audit Committee with the following composition.
  - a. A committee comprising eleven faculty members not below the rank of Associate Professors shall be constituted, drawing one from each school of the University.

- b. It is to be ensured that only six members from the above (a) be engaged in the audit process of a department.
- c. One of the Senior Professors from the committee as above (a) shall function as the Chairperson of the committee. However, chairperson shall be replaced by next senior teacher in case he or she belongs to the department as being audited to avoid any bias. No member of the audit committee shall be a part of the audit committee in case he/she belongs to the department being audited.
- d. One representative from DIQA coordinators.
- e. One representative from IT&SS/Statistics/Computer sciences for technical assistance and support in data analysis.
- f. A prominent alumnus of the school not employed in the University at any point of time.
- 4) **Preparation Phase:** The Directorate of IT&SS shall create a portal for uploading the required information by the department concerned, as per the prescribed format of the Academic Audit Survey Instrument. Academic Audit unit of DIQA shall download and share the information uploaded by the department to the concerned Academic Audit Committee for perusal and further necessary action.
- 5) **Department Visit:** The academic audit committee shall analyze the data and conduct on-site visit to the department.
- 6) The committee shall assign a numerical score to the department thus audited. The same shall be reflected in the evaluation sheet as provided below.

# **Evaluation sheet**

|   | dimension   | Max. Marks | Marks<br>Obtained |  |
|---|---|------------|-------------------|--|
| Α | Integrating Academic Programs, Faculty Development & Teaching Quality | 130        |                   |  |

| В | Cultivating Research, Supportive Guidance, and Enriched Learning           | *200 |  |
|---|--|------|--|
| С | Enhancing Governance, Ensuring<br>Compliance, Valuing Stakeholder Feedback | 70   |  |
|   | Total  | 400  |  |

(Note: In case of Science and Technology departments, it will be 210 instead of 200)

- 7) Findings and Recommendations: Based on their findings, the academic audit committee shall prepare reports for all the departments of the university (as per the format provided by academic audit unit of DIQA).
- 8) Response and Action Plan: The report thus prepared by the academic audit committee shall be submitted to the academic audit unit of DIQA, who shall submit the consolidated report to the HVC of the University. Subsequent to the approval of HVC of the report, a copy of the report shall be shared with the concerned Head of the department. Based on the recommendations of the academic audit committee, the concerned department shall formulate an action plan within a period of one month.
- 9) **Follow-Up and Monitoring:** The University administration shall facilitate the implementation of the action plan and track progress towards achieving the audit recommendations.

**Action Taken Report:** Based on the action plan, the department shall prepare an action taken report (ATR) and present it to the next academic audit committee.

Prof. M. I. Geer Coordinator, AAA University of Kashmir

Prof. Mushtaq Siddiqui Chief Coordinator, NEP Cell University of Kashmir Prof. Manzoor A. Shah Director, DIQA University of Kashmir

Prof. Rabia Hamid Head Dept. of Nanotechnology University of Kashmir (Internal Member) Prof. Mushtad A. Darzi
Dean, School of Business Studies
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Prof. Khurshid A. Butt Dean, College Development Council Dean, Academic Affairs University of Kashmir (Chairman, AAA Committee)