



SAGE University, Bhopal

Standard Operating Procedure

School Audit



Name of Approval	<u>Vice Chancellor</u>	SOP No.:	<u>18</u>
Authority:		Page No.:	<u>1 of 7</u>
Signature:	<u>[Signature]</u>	Revision No.:	
Date:	<u>03/06/2022</u>	Date:	

1. Academic Audit System/Process

The process of Academic Auditing intends to monitor and enhance the quality of education and department through routine quality checks based upon certain parameters and targets for teaching learning process, academic results, and infrastructure so as to ensure quality of passing out students.

The frequency of meeting: At least twice per year (at the end of each semester)

2. Academic Audit Committee (Composition and Roles)

Academic Audit Committee comprises of following members-

1. Head IQAC – Chairperson and Member secretary of the committee
2. Two officials of University (Preferably CSA and COE)
3. Senior official assigned by Vice Chancellor – Member (Preferably Registrar/ Pro VC)

This committee will conduct the Academic Audit and submit the audited report to the Honorable Vice Chancellor. The committee will:

- 1) Monitor the availability of teaching and supporting staff in the School.
- 2) Monitor the procedure followed to develop and update the curriculum (stakeholders feedback of BOS conduction and subsequent approval of Academic council)
- 3) Monitor the execution of academic activities as per academic calendar.
- 4) Observe the course completion as per teaching plan of each course.
- 5) Monitor the improvement of academic performance of both students and faculty.
- 6) Monitor the semester result, attainment of PEOs, POs and COs.
- 7) Monitor the action taken for the attainment/improvement of POs and PSOs.
- 8) Interact and maintain liaison with key stakeholders, students, faculty and employer.
- 9) Monitor and review the activities of each semester in program independently with HOS/ HOD.
- 10) Schedule program work plan in accordance with specifications of program objectives and outcomes.
- 11) Monitor the research and development activities in the department.
- 12) Observe the interaction of faculty members and students with outside world.
- 13) Monitor the availability of infrastructure in the school/department (availability of Classrooms, Laboratory, Computer Labs, Research Lab)
- 14) Monitors the activities of the School (MOUs, Consultancies, Collaborations, Organized Activities, Professional Chapters, Publication of newsletter/magazines, Placement Record)



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- 15) Monitor availability of different learning resources (Library, e-learning facilities, e-journals, printed journals, video lectures)
- 16) Monitor student support activities (co-curricular and extracurricular activities, carrier guidance, Mentor systems, participation of students in outside world activities)
- 17) Observe the availability of basic amenities in the department.
- 18) Interact with Students Mentors in order to monitor and solve the students' related issues.
- 19) At the end of the semester student's feedback is collected for each course. Committee will also monitor the feedback process and reviews the various conclusions drawn.

3. Action taken

- a) Vice Chancellor will review the internal audit report submitted by the academic audit committee and issues necessary instructions for corrective measures to all concerned.
- b) Vice Chancellor will also forward the audit report to Academic Council for necessary action.
- c) Regular analysis of the results of internal assessment examination of all courses is done and concerned faculty mentors are guided to take necessary actions.
- d) Faculty members attend FDP as required for the overall development of teaching skills in terms of communication, methods and techniques.
- e) FDP for communication skill development and improving methods of teaching-learning are being carried out regularly.
- f) Technical FDP, expert lectures, seminars etc. are being arranged by the individual departments at least once in a semester.



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Formats for Conducting Audit of Schools

School audit form has two sections A & B. Section A will measure – **Academic Standards** and B will measure **Academic Environment**. Each parameter/ documents maintenance would be evaluated on a scale of **1 to 5**, where 1-Highly Dissatisfied, 2-Dissatisfied, 3- Neutral, 4- Satisfied, 5-Highly Satisfied. Sections A and B are attached here-



SAGE UNIVERSITY, BHOPAL

School/ Department Audit Report

Visit Report No:	Date:
Name of School/Department :	Time :

During the Visit in School the following Observations were made. Please rate each activity on a scale of 1 to 5, where 1-Highly Dissatisfied, 2-Dissatisfied, 3-Neutral, 4-Satisfied, 5-Highly Satisfied

S. No	Documents	Satisfaction Level					Remarks
		1	2	3	4	5	
1	Vision and Mission of University, School and Department						
2	List of Faculty members and non-teaching staff						
3	List of Visiting Fellows/Teachers/Industry Experts, Adjunct and Emeritus Professors						
4	Programs Offered and Student Strength: (Year Wise) and list of discontinued programs						
5	Composition of BOS and Minutes of Meeting						
6	Scheme and Syllabus						
7	PEOs/POs / COs						
8	Feedback on curriculum from Industry / Recruiters, Faculty members, Students, Society / parents						
9	Courses conducted in collaboration with other universities and Institutions. Percentage of classes taken by temporary/visiting faculty (programme- wise information)						
10	Programme-wise Student Teacher Ratio						
11	Activity Register of School / Department						
12	Summer- Winter School /Value Added Courses/ Workshops						
13	Coverage of Syllabus (Average Percentage)						
14	Course File/ Teaching Diary/ Class Attendance						

15	E- Learning Modules (MOOCs/ Video Lectures)						
16	List of Student Centric Activities						
17	List of Thesis /Dissertation / Project work UG/PG/PhD						
18	Mid Term Papers/ Assignments/ Tutorials						
19	Students Achievements						
20	Study tour / industrial visits / exhibitions / Internship / Training						
21	Result analysis						
22	Analysis of Feedback of Faculty Teachers by Students						
23	Analysis of class observation report by HOD/HOS/ Director /VC & Action taken						
24	List of faculty publications along with DOIs and publication/citation details						
25	Budget and allocations						
26	Library – List of books						
27	Academic calendar, Time Table, Faculty Load, schedule of tutorial and makeup classes						
28	Set of University question papers,						
29	List of students' papers along with hard-copies of the publications; professional society publications/magazines, etc.						
30	MOUs/ Tie-ups/ Patent/ Copyright						
31	List of R & D and consultancy projects along with approvals and project completion reports.						
32	List and proofs of faculty interaction with outside world						
33	List of class rooms, faculty rooms, smart class room.						
34	List of program specific labs and computing facility						
35	Minutes of Meeting - All School/ Department level activities						

Name & Signature of Auditor-1

1.....

Name & Signature of Auditor-2

2.....

CC:

1. Concerned HOD/HOS/Dean –For Compliance
2. Vice Chancellor-for information

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S No	Activity	Satisfaction Level					Remarks
		1	2	3	4	5	
1.	Cleanliness						
2	Organization in the Department						
	a) Display of Vision Plan						
	b) Display of academic calendar						
	c) Maintenance of Notice Board						
	d) Display of Posters in corridor						
	e) Display of achievements in corridor						
	f) Display of projects in exhibition						
3	Student's Discipline						
4	Putting up ID Cards by Faculty Members and Students						
5	Status of furniture in Class rooms						
6	Status of Laboratories						
7	Experiential Learning						
8	Project Based Learning						
9	Teaching Feedback (Verbal from Students) Program/ Semester						

	g) Punctuality of Teachers h) Syllabus Coverage i) Overall Attendance j) Satisfaction of Students						
10	Website Maintenance						
11	Use of ERP						

Name & Signature of Auditor-1

Name & Signature of Auditor-2

1.....

2.....

CC:

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