SAGE University, Bhopal
Standard Operating Procedure
Academic Audit Committee

Name of Approving Authority:	Vice Chancellor	SOP No.:	48
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Date:	26/09/2023	Revision No.:	
		Date:	

To monitor and enhance the quality of education and to move in the direction of accreditation, the Academic Audit Committee has been constituted:

S. No.	Schools	Day
1	E&T/ Comp Appl/ Adv Comp	Every Monday
2	JMC/ Design/ Performing Arts	Every Tuesday
3	Agriculture/Sciences	Every Wednesday
4	Management and Commerce	Every Thursday
5	Arts and Humanities/Law & Legal Studies	
6	Pharmacy/Nursing	Every Friday

The Academic Audit Committee comprises of the following members-
- Dean Academics/Coordinators Academics (Chairperson)
- Any three members nominated by Vice chancellor.

This committee will conduct the academic audit and submit the audited report (Annexure 1 & 2) to the undersigned on the same day. The timings of visit would be 3:00PM-4:30PM. In case, there is a holiday on any working day, and the visit should be completed on Saturday of the week.

The committee will carry out the following functions:

1. Monitors the classes being held as per the timetable.
2. Visits labs, checks lab manuals.
3. Checks the teachers' diaries, course files, experiential learning, PBL quality & progress.
4. Checks the availability of teaching and supporting staff.

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5. Monitors the procedure followed to develop and update the curriculum (involvement of BOS, academic council and BOM)

6. Monitors the execution of academic activities as per academic calendar and course completion as per teaching plan.

7. Monitors mid-term and end-term results.

8. Monitors the availability of infrastructure in the department (availability of classrooms, laboratories, computer labs, research labs).

9. Monitors the activities of the department (MOU, Collaborations, Organized activities, Professional Chapters, publication of newsletter/magazines).

10. Monitors availability of different learning resources (Library, e-learning facilities, e-journals, printed journals, video lectures).

11. Monitors student support activities (co-curricular and extra-curricular activities, career guidance, mentor-mentee system, participation of students in outside world activities).

12. Observe the availability of basic amenities in the department.

13. Student Satisfaction.

14. Faculty Satisfaction.

15. Observe the class of students.

SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400

Audit Report

Name of School Visited:	
Day:	**Date:**

As per Audit the following are the observations of the committee:

Please evaluate the below parameters on a scale of 1 to 5, where 1-Highly Dissatisfied, 2-Dissatisfied, 3- Neutral, 4-Satisfied,

5-Highly Satisfied

S.No	Audit Area	Satisfaction Level (Award Marks 1 to 5)	Remarks
1	Classes are being held as per the time table		
2	Lab visit (Availability of Equipments in working condition)		
3	Attendance (Average attendance from start of classes)		
4	Maintenance of Lab manuals & its quality		
5	Teachers Diary		
6	Course File		
7	Experiential Learning		
8	PBL/Project & its quality		
9	Availability of Teaching and Lab Staff		
10	Availability of Supporting Staff		
11	Procedure followed to develop and update the curriculum (involvement of BOS, Academic council and BOM)		
12	Execution of academic activities as per academic calendar		
13	Course completion as per teaching plan		
14	Mid-Term / End-Term Result		

S.No	Audit Area	Satisfaction Level (Award Marks 1 to 5)	Remarks
15	Availability of infrastructure in the Department		
	Classrooms		
	Laboratories		
	Computer labs		
	Research labs		
16	Activities of the Department		
	Active MOUs & Collaborations		
	Professional Chapters & its effectiveness		
17	Availability of different learning resources (Library, e-learning facilities, e-journals, printed journals, video lectures)		
18	Student support activities (co-curricular and extracurricular activities, carrier guidance, Mentor systems, participation of students in outside world activities)		
19	Availability of basic amenities in the Department		
20	Student Satisfaction		1. 2. 3.
21	Faculty Satisfaction		1. 2. 3.
22	Class Observation average		

Name & Signature of Audit Team Members

1……………………………………………….. 2……………………………………………….

3……………………………………………….. 4……………………………………………….

Counter signed by Dean/HOS/HOD …………………………………………………………………

Remark of Vice chancellor (With Signature)…………………………………………………………

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Class Observation Report

FACULTY NAME-	DATE-
COURSE NAME-	PROG., YEAR, SECTION-
SCHOOL-	TIME DURATION OF OBS. From To

Evaluate each of the following parameters and tick your observation as Excellent/ Very Good/Good/Poor/ Very Poor. Also give our remarks in support of your observation.

S No	Points of Observation	Excellent 5	Very Good 4	Good 3	Poor 2	Very Poor 1	Remarks
1.	Connect of this session to previous session						
2	Overview of present session						
3	Emphasis on the key points						
4	Capture and maintain student interest						
5	Subject Knowledge						
6	Level of two-way communication						
7	Summarize the session						
8	Quality of Teaching &teaching aids used (PPT/Green Board used)						
9	Teaching Etiquettes (Body Language, Verbal Clarity. Audibility, Dress Code, Badge and I Card)						
10	Overall Observation						
11	Total (50)						
12	Classroom Infrastructure/Online Resources (Tube light/Fans/Furniture/Fixture /LCD/Green/White Board/Curtains/Camera Quality, ppt visibility/Audio)						

Name & Signature of Observer

Date:

CC:
Concerned Faculty and his/her personal File
Concerned HOS/Dean –For Compliance/Counselling
Vice Chancellor-for information