

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)



Policy No. MRIIRS-IQAC-PL-AU/2018-19 Version 2

MRIIRS Revised Guidelines and Parameters of Academic Audit (Effective from the date of notification)

Notified vide MRIIRS/REGR/2019/57 dated: 28th June 2019

**MANAV RACHNA INTERNATIONAL INSTITUTE OF
RESEARCH AND STUDIES**

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HARYANA



MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

Deemed-to-be-University
Accredited by NAAC with A Grade in the First Cycle

MRIIRS Revised Guidelines and Parameters of Academic Audit

Number: MRIIRS-IQAC-PL-AU/2018-19 Version 2

Committee Constituted for Preparation of draft on December 24, 2018

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History Sheet: Modification details with respect to Previous Version

Head	Modification
Annexure -I: Audit Proforma	The Audit Proforma and report proforma were revised while aligning the parameters of Audit with respect to those of AQAR (Annual Quality Assurance Report).

MRIIRS GUIDELINES AND PARAMETERS OF ACADEMIC AUDIT

In pursuance of the provisions of Section 26 of the Bye Laws of Manav Rachna International Institute of Research and Studies, the Internal Quality Assurance Cell of the Manav Rachna International Institute of Research and Studies hereby makes the following guidelines and parameters to conduct Academic Audit.

1. SHORT TITLE AND APPLICATION

These Guidelines may be called Manav Rachna International Institute of Research and Studies Academic Audit - Guidelines and Parameters No MRIIRS-IOAC-PL-AU/2018-19 Version: 2, and Titled as "MRIIRS Guidelines and Parameters for Academic Audit".

APPLICABILITY: These guidelines shall apply to all Academic Units of MRIIRS.

2. PURPOSE

The purpose of academic audit will be to develop a system for conscious, consistent and catalytic action to improve the academic performance of the institution. It will also ensure to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Academic departments are the backbone of the University's core business and most activities like teaching, research and extension services in the University are affiliated with them. An academic audit reviews the processes and procedures used by departments to enhance the quality of their programmes and awards. Departments are required to have processes that guarantee quality in teaching and learning they provide to students. Standards for student achievement must be set and attendant processes must be in trend to implement.

3. SCOPE

An academic audit shall be conducted to ascertain the presence and adequacy of quality assurance procedures, their applicability and effectiveness in guaranteeing quality of inputs, processes and outputs. Specific objectives are to:

- a) Define the main areas of focus towards quality assurance and enhancement in teaching-learning

- b) Identify the processes and procedures used by departments for quality assurance and enhancement in each of the focus areas
- c) Appraise the adequacy and effectiveness of the quality assurance processes and procedures
- d) Make appropriate recommendations for continuous improvement of the processes and procedures after taking feedback of all stakeholders used for quality assurance and enhancement.

4. BROAD AUDIT AREAS

The primary unit of academic audit is the department. There are six basic areas that will be examined in an academic audit. These areas are:

- a) Curricular Aspects
- b) Teaching-Learning and Evaluation
- c) Research, Innovation and Extension
- d) Infrastructure and Learning Resources
- e) Student Support and Progression
- f) Governance, Leadership and Management

Further, departments shall be asked to provide the details about:

- Thrust Areas of the Department
- Best Practices followed in the Department
- SWOC Analysis of the Department
- Future plans of the Department

5. SPECIFIC AUDIT PARAMETERS

The specific audit parameters will include:

- a) Standard Academic Ratios.
- b) Doctoral output
- c) Faculty qualifications
- d) Research publications and funded projects
- e) Consultancy projects and patents generated
- f) Faculty development programmes
- g) Seminars, conferences and workshops organized
- h) External linkages
- i) Course outcome achievement and quality of curriculum content
- j) Pedagogical standards

- k) Industry interaction and networking
- l) Student development programmes
- m) Student support serviced
- n) Alumni engagement
- o) Administrative and infrastructure quality
- p) Feedback system
- q) Student performance including extra curriculum activities
- r) Governance standards
- s) Quality initiatives

6. QUALITY AUDIT COMMITTEE

The university will appoint a Quality Audit Committee (QAC) for each Faculty which will be constituted as follows:

- a) Head of the concerned department (Coordinator)
- b) One member of IQAC (to be nominated by Vice-Chancellor)
- c) Outside expert (to be nominated by Vice-Chancellor)

The concerned Dean will facilitate the departmental audit. The term of a committee shall be two years. The Coordinator shall organize internal academic audit and produce the required documents and records to the IQAC. The audit process will be completed in the month of July-August and remedial measures to be initiated by September.

7. REPORTING

The purpose of academic audit is not judgmental but to cause quality improvement to happen. The auditors will produce a report that describes the strengths and weaknesses of the department and recommendations for improvement.

The audit report will be made available to the auditee who shall respond to the issues raised in the report. The report will be sent to Director IQAC and Dean Academics for further information and record. The response of the auditee shall be part of the final audit report which shall be approved by the competent authority.

8. AUDIT PROCESS AND PROCEDURE

The Audit process shall be as follows:

- a) The University will appoint a Quality Audit Committee for each Faculty. The constitution of this committee will be as follows:

- Head of the concerned department (Coordinator)
 - One member of IQAC (to be nominated by Vice Chancellor)
 - Outside Expert (to be nominated by Vice Chancellor)
- b) The schedule for Audit shall be finalized in consultation with outside expert of each Audit Committee.
 - c) The coordinator will make ready all the relevant records for presentation before the committee along with the information as filled on Audit Proforma (Part A-Basic Information of the Department ad Part-B- Audit Parameters). Annexure I
 - d) At the time of audit, faculty, staff and students will be made available for interaction with the committee.
 - e) The committee will prepare a summary of main observations and discuss it with the Dean.
 - f) After discussion with the Dean and other stakeholders the committee will fill up the prescribed proforma and record its major suggestions for improvement and give recommendations of good practices.
 - g) The audit report will be made available to the auditee who then responds to the issues raised in the report.
 - h) The report will be sent to Director IQAC and Dean Academics for further information and record.
 - i) The concerned department will initiate a plan of action on the recommendations of the QAC for further improvement of the quality and standards in the department.
 - j) The report of the action taken is presented at the next due meeting of the IQAC.
 - k) The departments review the action taken at the end of each Academic Year. In the light of assessment new set of measures will be taken for next Academic Year.

The concerned Dean will fully facilitate the Audit process.

9. ACTION ON THE AUDIT REPORT

The concerned department will initiate a plan of action on the recommendations of the QAC for further improvement of the quality and standards in the department. The report of the action taken shall be presented at the next due meeting of the IQAC.

10. REVIEW PROCESS

The overall audit process will be reviewed at the end of each Academic Year by a committee to be appointed by Vice Chancellor. The review must be completed by 15th of June and recommendations conveyed to all departments by 30th of June.

11. EXIGENCY, IF ANY

Notwithstanding anything stated in these guidelines, for any unforeseen issues arising, and not covered by these guidelines to conduct Academic Audit, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary, the opinion/advice of a Committee constituted for this purpose. The decision of the Vice-Chancellor shall be final.

Annexure I: Audit Proforma

Manav Rachna International Institute of Research and Studies

Departmental Academic and Administrative Audit

Academic Year

IQAC/AAA/...../

Name of the Department:

Name of the Faculty:

Year of Establishment:

Details of programs offered:

Name of Program	Duration of Program	Academic Year 2018 -19		Academic Year 2017 -18		Academic Year 2016 -17		Academic Year 2015 -16		Total Enrolment	
		Sanctioned Intake	Present Enrolment	Sanctioned Intake	Present Enrolment	Sanctioned Intake	Present Enrolment	Sanctioned Intake	Present Enrolment	Sanctioned Intake	Present Enrolment
UG											
PG											
PhD											

Faculty profile:

Cadre wise			Qualification wise				Total
Professor	Associate Professor	Assistant Professor	Ph.D	Pursuing Ph.D	PG	Others	

Percentage of Faculty members with PhD:

Faculty cadre ratio:

Number of Academic support staff (Technical & Administrative):

Criterion I – Curricular Aspects

1.1 Curriculum Design & Development:

1.1.1 Programs / Courses for which revision was carried out during the AY:

Name of Program / Course	Program / Course Code	Dates of revision

1.1.2 Programs / Courses focused on employability/ entrepreneurship/ skill development:

Name of Program / Course	Program / Course Code	Dates of introduction	Activities with direct bearing on Employability/ Entrepreneurship/ Skill development

1.2 Academic Flexibility:

1.2.1 New Programs / Courses introduced during the AY:

Name of Program / Course	Program / Course Code	Dates of introduction

1.2.2 Electives / Interdisciplinary Courses introduced during the AY:

Name of Course	Course Code	Departments involved

1.3 Curriculum Enrichment:

1.3.1 Value-added courses offered during the AY:

Value added Courses	Course Code	Date of Introduction	Number of students enrolled	Number of students who completed the course

1.3.2 Field Projects / Internships under taken during the AY:

Project Title / Internship	Number of students enrolled

1.4 Feedback System:

1.4.1 Whether structured feedback received from all the stakeholders.

Students	Teachers	Employers	Alumni	Parents
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

Provide URL for feedback collection & analysis and action taken reports

Criterion II – Teaching – Learning and Evaluation

2.1 Student Enrolment and Profile:

2.1. 1 Demand Ratio during the AY:

Name of the Program	Number of seats available / sanctioned	Number of eligible applications received	Number of students admitted / enrolled

2.2 Catering to Student Diversity:

2.2.1 Student - Full time teacher ratio for the current AY:

Number of UG students enrolled	Number of PG students enrolled	Number of faculty members teaching only UG program	Number of faculty members teaching only PG program	Number of faculty members teaching both UG & PG

List of Guest / Visiting Faculty members:

Student-Teacher Ratio (as per enrolled students): UG:

PG:

Student-Teacher Ratio (as per student intake): UG:

PG:

2.3 Teaching – Learning Process:

2.3.1 Percentage of teachers using ICT for effective teaching:

Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools & resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources & techniques used

2.3.2 Student mentoring system (in max. 500 words):

Number of total students enrolled for the Academic Year	Number of Full Time Teachers	Mentor – Mentee Ratio

2.4 Teacher Profile and Quality:

2.4.1 Number of full time teachers appointed during the AY:

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current AY	No. of faculty with PhD

2.4.2 Honours and recognitions received by teachers during the AY:

Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies

2.5 Student Performance and Learning Outcomes:

2.5.1 Program Outcomes, Program Specific Outcomes and Course Outcomes defined for all programs displayed on website of the institution (provide the web-link)

2.5.2 Pass percentage of final year students:

Programme Code	Programme Name	Number of students that appeared in the final year examination	Number of students that passed in final Semester / year examination	Pass percentage

Criterion III – Research, Innovations and Extension

3.1 Promotion of Research & Facilities:

3.1.1 Teachers awarded National / International fellowship for advanced studies / research during the AY:

	Name of the teacher awarded fellowship	Name of the Award	Date of Award	Awarding Agency
National				
International				

3.1.2 Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other fellows in the Institution enrolled during the AY:

Name of Research fellow	Duration of fellowship	Type of fellowship	Funding agency

3.2 Resource Mobilization for Research:

3.2.1 Research funds sanctioned and received from various agencies, industry and other organizations:

	Duration	Name of the funding Agency	Total grant sanctioned	Amount received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University				
Students Research Projects (other than compulsory by the University)				
International Projects				
Any other (Specify)				
Total				

3.3 Innovation Ecosystem

3.3.1 Workshops / Seminars / Conference Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the AY:

Title of Workshop / Seminar / Conference	Date(s) From...To

Provide Link to the Activity report on the website:

3.3.2 Awards for Innovation won by Institution / Teachers / Research Scholars / Students during the AY:

Title of the innovation	Name of the Awardee	Awarding Agency with contact details	Date of Award	Category (Institution/ Teacher/ Research)

3.3.3 No. of start-ups incubated on campus:

Name of the start up	Nature of start up	Year of commencement	Contact information of the promoters

3.4 Research Publications and Awards:

3.4.1 Ph. Ds awarded during the AY:

Name of the PhD Scholar	Name of the Guide/s	Title of the Thesis	Year of registration of the Scholar

3.4.2 Research Publications in the Journals notified on UGC website during the AY:

(This covers 3.4.5 and 3.4.6)

Average Impact Factor:

h-Index of the Institutional Publications during the year (based on Scopus/ Web of Science):

National Journals:

Name of the Author/s	Title of the paper	Name of the Journal	Year of publication	ISSN number, Volume, Issue, Page(s)	Citation Index	Institutional affiliation as in the publication

International Journals:

Name of the Author/s	Title of the paper	Name of the Journal	Year of publication	ISSN number, Volume, Issue, Page(s)	Citation Index	Institutional affiliation as in the publication

3.4.3a Books and Chapters in edited Volumes / Books published, per Teacher during the AY:

Name of the teacher	Title of the book/chapters published	National / international	Year of publication	ISBN/ISSN number	Affiliating Institute at the time of publication	Name of the publisher

3.4.3b Papers in National / International Conference Proceedings per Teacher during the AY:

Name of the teacher	Title of the paper	Name of the conference	National / international	Year of publication	ISBN/ISSN number of proceeding	Affiliating Institute at the time of publication

3.4.4 Patents published / awarded:

Name of the Patenter	Patent Number & Status (Filed/Published/awarded)	Title of the Patent	Year of Award of Patent

3.4.5 Faculty participation in Seminars / Conferences and Symposia during the AY:

No. of Faculty	International level	National level	State level	Local level
Attended Seminars / Workshops				
Presented papers				
As Resource Persons				

3.5 Consultancy:

3.5.1 Revenue generated from Consultancy:

Name of the Consultant(s) Department	Name of Consultancy project	Consulting / Sponsoring Agency	Year	Revenue generated (amount in rupees)

3.5.2 Revenue generated from Corporate Training by the institution:

Name of the Consultant(s) Department	Title of the corporate training Programme	Agency seeking training	Year	Revenue generated (amount in rupees)	Number of Trainees

3.6 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the AY:

Name of the Scheme	Organizing unit/ agency/ collaborating agency	Name of the Activity	Number of teachers coordinated in such activities	Number of students participated in such activities

3.7 Collaborations

3.7.1 Number of Collaborative activities for Research, Faculty exchange, Student exchange during the AY:

Nature of the Activity	Name of the collaborating agency with contact details	Name of the Participant(s)	Source of financial support	Year of collaboration	Duration

3.7.2 Linkages with institutions / industries for internship, on-the-job training, project work, sharing of research facilities etc. during the AY:

Nature of Linkage	Title of the Linkage	Name of the partnering institution/ industry /research lab with contact details	Year of commencement	Duration (From-To)	Name of the participant

3.7.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the AY:

Organization/ Institute with which MoU is signed	Year of signing MoU	Purpose and Activities	Number of students /teachers participated under MoUs	Duration

Criterion IV – Infrastructure and Learning Resources

4.1 Physical Facilities:

Details of augmentation in infrastructure facilities during the AY:

Facilities	Existing	Newly added
Class rooms		
Laboratories		
Seminar Halls		
Classrooms with LCD facilities		
Classrooms with Wi-Fi/ LAN		
Seminar halls with ICT facilities		
Video Centre		
No. of important equipments purchased (\geq 1.0 lakh) during the current AY.		
Value of the equipment purchased during the AY (Rs. in Lakhs)		
Others		

4.2 Library as a Learning Resource

4.2.1 Library Services:

Items	Departmental Library				Central Library					
	Existing		Newly added		Existing		Newly added		Total	
	No.	Value	Number	Value	Number	Value	Number	Value	Number	Value
Text Books										
Reference Books										
e-Books										
Journals										
e-Journals										
Digital Database										
CD/ Video										
Others (specify)										

4.2.2 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala), CEC (Under Graduate), SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc.

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e-content	Link of the relevant document

4.3 IT Infrastructure:

Total Computers in the Department:

Computer Labs in the Department:

Bandwidth available of internet connection:

Name of the e-content development facility:

Criterion V – Student Support and Progression

5.1 Student Support:

5.1.1 Scholarships and Financial Support during the AY:

	Name of the scheme	Number of students benefited	Amount in Rupees
Financial support from institution			
Financial support from other sources			
a) National (Govt. scheme)			
b) International scheme			

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counseling and Mentoring etc. during the AY:

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved with contact details

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the AY:

Name of the scheme	Number of benefited students by Guidance for Competitive exam	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the AY:

No. of grievances appealed	No. of grievances redressed	Average time for grievance redressal in number of days

5.2 Student Progression:

Number of students in passing out batch at the time of admission (including Lateral entry):

Number of students graduating in minimum stipulated period of time:

Number of students in passing out batch with B+ grade and above:

5.2.1 Details of campus placement during the AY:

On Campus				Off Campus			
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Package received	Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Package received

5.2.2 Student progression to higher education in percentage during the AY:

Name of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services):

Items	No. of Students selected/ qualifying	Registration /roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Batch-wise Result Analysis for the current AY:

Program and Batch	Odd Semester			Even Semester		
	Course Code	Pass % of students in the Course	% of students with B+ grade and above in the Course	Course Code	Pass % of students in the Course	% of students with B+ grade and above in the Course
UG First Year						
	Batch-wise Average pass %			Batch-wise Average pass %		
UG Second Year						
	Batch-wise Average pass %			Batch-wise Average pass %		
PG First Year						
	Batch-wise Average pass %			Batch-wise Average pass %		

5.3 Student Participation and Activities:

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national /international level (award for a team event should be counted as one) during the AY:

Name of the award/ medal	National/ International	Sports/ Cultural	AADHAR / Student ID number	Name of the student

5.4 Alumni Engagement:

Meetings/activities organized by Alumni Association during the AY:

Number of Alumni association meetings	Dates of meetings	No of members attended	Total no of Alumni enrolled

Criterion VI – Governance, Leadership and Management

6.1 Institutional Vision and Leadership:

Mention two practices of decentralization and participative management during the AY:

Mention extent of implementation of ERP:

6.2 Strategy Development and Deployment:

Quality improvement strategies adopted by the department for each of the following:

❖ Curriculum Development:
❖ Teaching and Learning:
❖ Examination and Evaluation:
❖ Research and Development:
❖ ICT:
❖ Industry Interaction / Collaboration:
❖ Admission of Students:

6.3 Faculty Empowerment Strategies:

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the AY:

Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

6.3.2 Number of professional development / administrative training programs organized for teaching and non teaching staff during the AY:

Title of the professional development Programme organized for teaching staff	Dates and Duration (from-to)	No of participants
Title of the administrative training Programme organized for non-teaching staff		

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programs during the AY:

Name of teachers who attended	Title of the professional development Programme	Date and Duration (from – to)

Thrust Areas of the Department:

Best Practices followed in the Department:

SWOC Analysis of the Department:

- ❖ **Strengths:**
- ❖ **Weaknesses:**
- ❖ **Opportunities:**
- ❖ **Challenges:**

Future Plans of the Department:

- ❖ **Short Term Plans:**
- ❖ **Long Term Plans:**

Name & Signature of HoD

**Manav Rachna International Institute of
Research and Studies
Departmental Academic and Administrative Audit
Academic Year 2018 -19**

AUDIT REPORT

Department:

Date of Visit:

SWOC Analysis of the Department	
Strengths	
Weaknesses	
Opportunities	
Challenges	
Recommendations / Suggestions	
Names and Signatures of Audit team members	
Name, Designation & Affiliation	Signatures with Date