



**Internal Quality Assurance Cell (IQAC)  
JAMIA HAMDARD, NEW DELHI – 110062**

**Academic and Administrative Audit (AAA) Manual**

**ACADEMIC AUDIT**

-- ( @Jamia Hamdard - IQAC, July 2021 ) --

**Academic and Administrative Audit (AAA) Manual**

Academic and Administrative Audit (AAA) is a quality system requirement of the National Assessment and Accreditation Council (NAAC). The NAAC Advisory Note on AAA dated 13/04/2017 on the subject states as follows.

**Introduction**

The process of Academic and Administrative Audit intends to monitor and enhance the quality of education and administrative processes through proper guidelines for both teaching faculty, students and university administrators so as to ensure qualified students and researchers passing out from Jamia Hamdard and quality and efficiency in administrative processes.

Academic Auditing is not just a process review but encompasses the assessment of course delivery, as per the curriculum and syllabus approved by the statutory bodies of Jamia Hamdard and regulatory councils, the co-curricular and extra-curricular activities of students, overall discipline and the academic functioning Schools/Departments, delivery of the duties and responsibilities of faculty members, research profile of the faculty members, and monitoring of the class, progress of courses, internal assessment, student welfare and grievances.

Administrative Audit aims to peruse the existing administrative process and to suggest measures to enhance efficiency and accountability broadly in the interest of overall development of students and faculty and academic functioning of the teaching departments.

Methodology:

NAAC has not prescribed any specific methodology or guidelines for conducting AAA. It is expected that each higher education institution (HEI) may evolve its own guidelines and methodology by learning from good practices followed by leading institutions within and outside India.

Criteria:

IQAC of HEIs can decide set of criteria to be used for AAA. Some HEIs follow NAAC criteria as it compliments periodic assessment and accreditation by NAAC. Some HEIs have developed slightly different set of criteria. It is also learnt that some HEIs have taken NAAC departmental evaluation format and have done department-wise also.

### Periodicity:

Some HEIs undertake the AAA exercise on annual basis. However many HEIs prefer to do this exercise once in three years or five years. An internal exercise every year and involvement of external peers once in a three years cycle could be a good option.

### Selection of peers/experts:

Since peer review is backbone of AAA, similar to accreditation by NAAC, it is important to select good experts as peers for AAA. Even though no specific qualifications can be prescribed for good peers, it is vital that peers should be able to command respect from faculty on the basis of their credentials such as academic distinctions, experience as reviewer on NAAC or similar bodies and professionalism.

### Process:

HEIs can device its own process including self-evaluation by faculty and administrative units, schedule of onsite visit, format of report and outcome etc. Many HEIs try to follow NAAC's process and formats with some changes.

### Outcome:

The outcome of AAA may be placed before Internal Quality Assurance Cell (IQAC) and Governing Bodies (GB) of the HEIs. Plan of action can be prepared to implement the suggestions accepted by IQAC and GB (Board of Management in case of Jamia Hamdard).

Keeping in view these broad guidelines of NAAC, Jamia Hamdard has decided to undertake Academic and Administrative Audit of various Department and Sections. For this purpose, Audit Committees have been constituted and notified. An institution level Advisory Committee with the Vice Chancellor as its Chairman has also been constituted.

The main objectives of AAA have been envisaged as follows.

1. To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.
2. To assess the academic and research performance of the individual faculty in a Department.

3. To assess the academic and research performance of the School/Department as a whole and its readiness for accreditation, rankings and other such exercises undertaken at national and international levels.
4. To identify strengths and weaknesses of the department.
5. To assess the performance of the department in terms of enabling the learning environment for students.
6. To assess the status of the department in terms of availability of facilities and amenities to meet the on-campus requirements of faculty and students.
7. To make individual departments and administrative units accountable.

## **Process**

### Pre-auditing steps

- IQAC shall develop various proformas and 'audit manual' and place it before the Advisory Committee for approval.
- Before the commencement of the AAA process IQAC in consultation with the Vice Chancellor will apprise the stakeholders (Deans, Heads of the Department, Head of the Administrative Unit) about the process and its mandate.
- The IQAC will provide proformas and instructions for completion of proformas along with list of documents to be made available during the auditing to Schools/Department/Administrative Units.

### **Auditing process**

#### **Academic Audit**

1. The Director IQAC will inform the members about the audit and send the manual and proformas. A date of audit will be finalized by Dean of the School in consultation with the Director IQAC and Audit Committee Members. Depending on the size of the School audit may be conducted on more than one day.
2. A schedule of audit will be prepared by the Director IQAC will be sent to all concerned, Vice Chancellor Office, Registrar Office, Finance Officer Office.

3. On the day of Audit Committee members will first meet in IQAC to finalize the agenda and take necessary documents. During the visit Director IQAC or one of his nominee may visit the School to assist the Committee.
4. Audit Committee may visit individual Departments of the School and look into infrastructural support available to students and faculty.
5. Audit Committee may also interact with selected faculty members (other than Dean and Head of the Department), students and researchers.
6. Signed audit proformas (A, B, C and D) along with relevant documents will be submitted to the IQAC which will be presented to the Vice Chancellor along with observations of the Director IQAC, if any.
7. The Vice Chancellor will peruse the report and record his observations, if any, and also suggest ways to comply.
8. The audit report, compliance and action taken report will be presented at the IQAC Committee meeting. Finally, it will be presented at Academic Council and Board of Management (BoM) meetings.
9. Approved reports may be placed on the web site with authorization from the Vice Chancellor.
10. TA/DA to external members of School-level Committees to be paid from the Dean Office's budget as per rule of Jamia Hamdard. TA/DA to external members of the institution level Advisory Committee to be paid from the IQAC budget.

### **Administrative Audit**

1. A similar format of administrative audit will be developed by the IQAC and implemented with due approval.

## **ENCLOSURES**

1. Audit Proformas (4 No.)
  - A. SCHOOL/DEPARTMENT PROFILE
  - B. RESEARCH PROFILE
  - C. GOVERNANCE, QUALITY ASSURANCE AND BEST PRACTICES
  - D. ACADEMIC AUDIT PERFORMANCE
2. Instructions for filling up the Audit Proformas.
3. Format for notification of Schedule of Audit.
4. Documents List
5. Student detail format.
6. Teacher detail format.
7. Printout of excel sheet proforma for research profile of teachers.
8. Document on the NAAC Criteria and matrix weightages.
9. Student Satisfaction Survey (SSS) as per NAAC format.

**Internal Quality Assurance Cell (IQAC)  
JAMIA HAMDARD, NEW DELHI**

**ACADEMIC AUDIT**

**A. SCHOOL/DEPARTMENT PROFILE**

**Instructions**

- i). School/Department will fill-in information in points 1-6 (typed). Any additional proforma/format will also be completed by the School/Department.
- ii) The Audit Committee will fill-in all information in point 7 after verification of information, documents, lists etc.
- iii). Additional sheets may be used, if required.

- 1. **Name of School:** \_\_\_\_\_
- 2. **Name of the Department:** \_\_\_\_\_
- 3. **Date(s) of auditing:** \_\_\_\_\_ **Date of previous auditing (if any):** \_\_\_\_\_
- 4. **Period of auditing (from session to session):** \_\_\_\_\_
- 5. **Names and designations of Auditing Committee:**

Sl. No.	Name	Address & Designation	Internal/External


**6. School/Department profile**

<b>I. ADMINISTRATION</b>			
<b>Dean of the School</b>	<b>Name- Gender-</b>	<b>Term (from to)</b>	
<b>Head of the Department</b>	<b>Name- Gender- Degree-</b>	<b>Designation (Associate Professor/Professor) University/Institute-</b>	<b>Term (from to)  Year-</b>
<b>Highest qualification of the Head of the Department</b>	<b>Members:</b>	<b>Dates of meetings held (in last three years)</b>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> </ol>
<b>Detail of School Board (current)</b>	<b>Members:</b>	<b>Dates of meetings held (in last three years)</b>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> </ol>
<b>Detail of Board of Studies (Bos) – Composition (current)</b>	<b>Members:</b>	<b>Dates of meetings held (in last three years)</b>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> </ol>



## II. ACADEMIC PROGRAMMES

Course name (including Ph.D. course)	Code (Allocated by the Examination Section)	Level (Certificate, Diploma, UG and PG, doctoral)	CBCS (yes/No)	Mode (General/ SFS)	Year of launch	Approved intake in first year	No. of applicant in last admission cycle	Enrollment in the first year/ semester	Total enrollment in all years/ semesters
<b>Syllabi of which of the above programmes has been revised in last 5 years?</b>									
Name of programme	Percentage of revision (approx.)	Reason for revision	Date of BOS meeting	Date of approval by Academic Council	Academic session when implemented	Remarks, if any			
<b>Which of the above programmes requires approval of the Councils?</b>									

Name of programme	Name of Council	Approval year (latest)	No. of intake approved	Remarks				
<b>SWAYAM-MOOCs Courses/Credits in the Courses</b>								
<b>Name of course</b>	<b>Academic session when SWAYAM-MOOCs implemented</b>	<b>Percentage of credit</b>	<b>No. of students opted for MOOCs</b>	<b>No. of students passed out</b>				
<b>III. TEACHING STAFF DETAIL</b>								
Name of faculty member	Designation	Date of joining	Selection process (director or CAS)	Highest qualification	University from where the last degree obtained	Post-doctoral experience (in years)	Whether NET/SET/ GATE/ GPAT?	Specialization

<b>IV. TEACHING STAFF POSITION</b>									
<b>Teacher : students ratio (exclude PhD scholars)</b>									
<b>Sanctioned teaching positions</b>		<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Professor</b>	<b>Any other (please specify)</b>		<b>Remarks</b>		
<b>V. Detail of non-teaching staff (technical/non-technical)</b>									
<b>Designation</b>		<b>Sanctioned</b>		<b>In position</b>		<b>Nature of appointment</b>			

## 7. FACILITIES AND INFRASTRUCTURE

Sl. No.	Particular	Availability (Yes/No.), number and capacity (to be filled by the Dean/HoD)	Observations (to be filled by the Audit Committee)
1.	Classrooms		
2.	Is classroom air-conditioned?		
3.	Is there smart classroom (s)?		
4.	Wi-fi connectivity in classroom/Department?		
5.	No. of OHP projectors in classroom		
6.	No. of LCD projectors in classrooms		
7.	No. of LCD projectors in other than classroom		
8.	No. smart/interactive board		
9.	Practical labs		
10.	Research labs		
11.	Office of the Head of the Department		
12.	Office of the Department		
13.	Departmental seminar hall/room/meeting room		
14.	Departmental stores for chemicals, glassware etc.		
15.	Departmental computer facility		
16.	Departmental instrumentation facility		
17.	School/Department library		
18.	Faculty offices		
19.	Common-room for female students		
20.	No. of male toilets		
21.	No. of female toilets		
22.	No. of toilets for persons with disability (PWD)		
23.	No. of ramps		
24.	Clean drinking water facility		

25.	Is there a separate budget for research for the Department?		
26.	Any other special facility for teaching and research		

**List of enclosures:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Name & Signature of Audit Committee Members with date:**

- 1..... 2..... 3..... 4.....
- 5..... 6..... 7..... 8.....
- ..... (HOD) ..... (Dean) .....

**Internal Quality Assurance Cell (IQAC)  
JAMIA HAMDARD, NEW DELHI**

**ACADEMIC AUDIT**

**B. RESEARCH PROFILE**

**Instructions**

- i). School/Department will fill-in information in points 1-5 (typed). Any additional proforma/format will also be completed by the School/Department.
- ii) The Audit Committee will fill-in all information in point 6 after verification of information, documents, lists etc.
- iii). Additional sheets may be used, if required.

- 1. **Name of School:** \_\_\_\_\_
- 2. **Name of the Department:** \_\_\_\_\_
- 3. **Date(s) of auditing:** \_\_\_\_\_ **Date of previous auditing (if any):** \_\_\_\_\_
- 4. **Period of auditing (from session to session):** \_\_\_\_\_
- 5. **Thrust area(s) of research (as reflected by the Ph.D. theses, publications, projects and patents)**
  - i). \_\_\_\_\_
  - ii). \_\_\_\_\_
  - iii). \_\_\_\_\_
  - iv). \_\_\_\_\_

v). \_\_\_\_\_

### 6. Audit indicators

Sl. No.	Check out parameters (availability of records wherever applicable)	Yes/No/number (as applicable) (to be filled in by the Dean/HoD)	Observations remarks (to be filled in by the Audit Committee)	Action plan for removal of non-conformance proposed by the auditing team (to be filled in by the Audit Committee)
1.	School/Department has distinct research programmes and thrust areas of research are available on the Department profile at the web site			
2.	No. of PhD scholars enrolled in the School/Department			
3.	No. of research scholars with NET or Equivalent test (SLET, ICMR, DBT test)			
4.	No. of research scholars with independent fellowship			
5.	No. of research scholars with financial support from the sponsored project			
6.	No. of research scholars with fellowship/financial support from other sources (PURSE grant etc.)			
7.	No. of post-doctoral fellows with fellowship from any source			
8.	No. of international students pursuing Ph.D. degree course			
9.	No. of teachers recognized as supervisor/co-supervisor at other universities/institution			

10.	Ratio of teacher : Ph.D. scholars (Average)			
11.	No. of Ph.D. students with co-supervisors from other institutions with or without MoU	With MoU –		
		Without MoU-		
12.	Inter-departmental and inter-institutional collaboration (national/international)			
13.	Percentage space allocation for research laboratories			
14.	Whether there is a 'journal club' in the Department?			
15.	Detail of contribution of Department/faculty members to research (research guidance, publications, projects (R&D and consultancy), patents, conduct and attendance in conferences/workshops/seminars/awards & honours as per IQAC Format)			

**List of enclosures:**

1. \_\_\_\_\_
2. \_\_\_\_\_
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4. \_\_\_\_\_
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**Name & Signature of Audit Committee Members with date:**

- 1.....
- 2.....
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(HOD)

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(Dean)

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**B. RESEARCH PROFILE**

**Instructions**

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- iii). Additional sheets may be used, if required.

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- 2. **Name of the Department:** \_\_\_\_\_
- 3. **Date(s) of auditing:** \_\_\_\_\_ **Date of previous auditing (if any):** \_\_\_\_\_
- 4. **Period of auditing (from session to session):** \_\_\_\_\_
- 5. **Thrust area(s) of research (as reflected by the Ph.D. theses, publications, projects and patents)**
  - i). \_\_\_\_\_
  - ii). \_\_\_\_\_
  - iii). \_\_\_\_\_
  - iv). \_\_\_\_\_

v). \_\_\_\_\_

### 6. Audit indicators

Sl. No.	Check out parameters (availability of records wherever applicable)	Yes/No/number (as applicable) (to be filled in by the Dean/HoD)	Observations remarks (to be filled in by the Audit Committee)	Action plan for removal of non-conformance proposed by the auditing team (to be filled in by the Audit Committee)
1.	School/Department has distinct research programmes and thrust areas of research are available on the Department profile at the web site			
2.	No. of PhD scholars enrolled in the School/Department			
3.	No. of research scholars with NET or Equivalent test (SLET, ICMR, DBT test)			
4.	No. of research scholars with independent fellowship			
5.	No. of research scholars with financial support from the sponsored project			
6.	No. of research scholars with fellowship/financial support from other sources (PURSE grant etc.)			
7.	No. of post-doctoral fellows with fellowship from any source			
8.	No. of international students pursuing Ph.D. degree course			
9.	No. of teachers recognized as supervisor/co-supervisor at other universities/institution			

10.	Ratio of teacher : Ph.D. scholars (Average)			
11.	No. of Ph.D. students with co-supervisors from other institutions with or without MoU	With MoU –		
		Without MoU-		
12.	Inter-departmental and inter-institutional collaboration (national/international)			
13.	Percentage space allocation for research laboratories			
14.	Whether there is a 'journal club' in the Department?			
15.	Detail of contribution of Department/faculty members to research (research guidance, publications, projects (R&D and consultancy), patents, conduct and attendance in conferences/workshops/seminars/awards & honours as per IQAC Format)			

**List of enclosures:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
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**Name & Signature of Audit Committee Members with date:**

- 1.....
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(HOD)

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(Dean)

**Internal Quality Assurance Cell (IQAC)  
JAMIA HAMDARD, NEW DELHI**

**ACADEMIC AUDIT**

**C. GOVERNANCE, QUALITY ASSURANCE AND BEST PRACTICES**

**Instructions**

- i). School/Department will fill-in information in points 1-8 (typed). Any additional proforma/format will also be completed by the School/Department.
- ii) The Audit Committee will fill-in all information in point 9 after verification of information, documents, lists etc.
- iii). Additional sheets may be used, if required.

1. **Name of School:** \_\_\_\_\_
2. **Name of the Department:** \_\_\_\_\_
3. **Date(s) of auditing:** \_\_\_\_\_ **Date of previous auditing (if any):** \_\_\_\_\_
4. **Period of auditing (from session to session):** \_\_\_\_\_
5. **Vision and Mission of the School/Department:**  
(Each School/Department will formulate Vision and Mission and get it approved through School Board/BoS)

6. **Name and designation of teacher(s) who is/are in the IQAC Committee/IQAC Quality Circle/Ranking Team/AISHE Team (with detail):**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

7. **Name and designation of teacher(s) who is/are in other Role/Committee/ at institution level (with detail):**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

8. **Best practices**

a). **Enumerate best practices of the School/Department in teaching activity (additional sheets may be used):**

- b). Enumerate best practices in research activity (additional sheets may be used):
- c). Enumerate best practices in social outreach, inclusivity, equal opportunity (additional sheets may be used):
9. Audit indicators:
- a). Academic and research programmes are in sync with Vision and Mission of the university?  
 Yes/No. \_\_\_\_\_  
 Observations, if any: \_\_\_\_\_
- b). Is School/Department fully aware of the NAAC Criteria of assessment and accreditation, which are applicable to School/Department and its various indicators as applicable to the School/Department and preparation thereof? (QAAC will provide detail about matrix and weightage of each Criteria to the School/Department and AA Committee)

Criteria No.	Detail	Level of understanding and preparedness (Good/Average/Poor)	Observations, if any
I	Curricular Aspects		
II	Teaching-Learning and Evaluation		
III	Research, Innovations and Extension		
IV	Infrastructure and Learning Resources		
V	Student Support and Progression		
VI	Governance, Leadership and Management		
VII	Institutional Values and Best Practices		



c). **Status of submission of data for the Annual Quality Assurance Report (AQAR)**

Academic Session	Submitted (Yes/No)	Date of submission to IQAC	Remarks

d). **Observation of the Committee on the IQAC/NAAC directive compliance**

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e). **Any observation which was made by the NAAC Peer Team in the last cycle of accreditation on the School/Department? Action taken and compliance, if any.**

**OVERALL OBSERVATIONS/SUGGESTIONS OF THE AUDIT COMMITTEE (PREFERABLY IN POINTS/BULLET FORMAT; ADDITIONAL SHEETS MAY BE USED, IF REQUIRED)**

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**List of enclosures:**

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**Name & Signature of Audit Committee Members with date:**

- |                       |                        |        |        |
|-----------------------|------------------------|--------|--------|
| 1.....                | 2.....                 | 3..... | 4..... |
| 5.....                | 6.....                 | 7..... | 8..... |
| .....<br><b>(HOD)</b> | .....<br><b>(Dean)</b> | .....  | .....  |

**Internal Quality Assurance Cell (IQAC)  
JAMIA HAMDARD, NEW DELHI**

**ACADEMIC AUDIT**

**D. ACADEMIC AUDIT PERFORMANCE**

**Instructions**

- i). School/Department will fill-in information in points 1-4 (typed). Any additional proforma/format will also be completed by the School/Department.
- ii) The Audit Committee will fill-in all information in point 5 after verification of information, documents, lists etc.
- iii). Additional sheets may be used, if required.

- 1. **Name of School:** \_\_\_\_\_
- 2. **Name of the Department:** \_\_\_\_\_
- 3. **Date(s) of auditing:** \_\_\_\_\_ **Date of previous auditing (if any):** \_\_\_\_\_
- 4. **Period of auditing (from session to session):** \_\_\_\_\_
- 5. **Audit performance indicators:**

Sl. no.	Check out parameters (availability of records wherever applicable)	Yes/No/number (as applicable)	Action plan for removal of non-conformance proposed by the Dean/Head of the Department	Observations remarks of the Audit Committee
1.	Academic and research profile is available as			

	per format (i.e. Proforma A and B of AA)			
2.	School/Department has its profile on the University web site and the same is updated			
3.	Teachers profile is available as per format of IQAC and detail of faculty with contact detail (e-mail and phone number) is uploaded on the web site			
4.	Teachers are encouraged to pursue higher degree study (No. of teacher pursuing higher studies)			
5.	Academic calendar is displayed on notice board/web site			
6.	Time table is displayed on notice board/web site			
7.	Students details are available (in Excel sheet as per IQAC Format)			
8.	Programme guide, course content, course bye-laws and examination bye-laws are provided to students in the first within the first month of their enrolment in the course			
9.	Monthly attendance record of students is prepared and displayed			
10.	Internal assessment records are available			
11.	Internal assessment performance is shared with students			
12.	Sample Question Papers (Internal Assessment and Semester/year-end) is shared with students			
13.	Tutorial detail			
14.	Percentage Coverage of Syllabus on the day of audit (average of all papers in a semester/year)			
15.	Assignment allocation sheets (student-wise topic) list			
16.	List of Practical Conducted (if applicable)			

17.	Student-wise seminar detail (if applicable)			
18.	Record of performance of students in internal assessment/assignments.			
19.	Detail of remedial/extra classes, if undertaken			
20.	Detail of counselling/mentoring sessions			
21.	Percentage of course/credit allocated for MOOCS/SWAYAM/E-PG PATHSHALA. (may be provided as a separate enclosure with course-wise detail)			
22.	Is feedback taken from students/parents/alumni?			
23.	If yes, how feedback was analyzed and remedial measured taken?			
24.	Mentorship to students			
25.	Placement record of students of batches covered in audit as a) number and percentage of passed out students who opted for higher studies – in i) Jamia Hamdard and ii) other Institution(s); b) number and percentage of passed out students who have been employed – in i) government jobs, ii) industry and iii) self-employment			
26.	Students counselling			
27.	Remedial classes for slow learners			
28.	Value addition course/programme			
29.	IQAC/NAAC compliance			
30.	Any other indicator (please specify)			

**List of enclosures:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Name & Signature of Audit Committee Members with date:**

- |        |        |        |        |
|--------|--------|--------|--------|
| 1..... | 2..... | 3..... | 4..... |
| 5..... | 6..... | 7..... | 8..... |
| .....  | .....  | .....  | .....  |

*Audit report (Annexure I – IV) with all enclosures received on.....from .....*

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**(Director, IQAC)**

*Audit report approved/disapproved. Dean/HOD will submit compliance/action taken report within..... (month/days) to the IQAC for further action.*

**Observations of the Vice Chancellor, if any**

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**(VICE CHANCELLOR)**

**Note:** The original copy will be retained at IQAC. One copy of Audit Report will be provided to the Dean after it has been approved by the Vice Chancellor.

## **INSTRUCTIONS FOR FILLING UP THE AUDIT PROFORMAS**

### **A. SCHOOL/DEPARTMENT PROFILE**

- i). School/Department will fill-in information in points 1-6 (typed). Any additional proforma/format will also be completed by the School/Department.
- ii) The Audit Committee will fill-in all information in point 7 after verification of information, documents, lists etc.
- iii). Additional sheets may be used, if required.

### **B. RESEARCH PROFILE**

- i). School/Department will fill-in information in points 1-5 (typed). Any additional proforma/format will also be completed by the School/Department.
- ii) The Audit Committee will fill-in all information in point 6 after verification of information, documents, lists etc.
- iii). Additional sheets may be used, if required.

### **C. GOVERNANCE, QUALITY ASSURANCE AND BEST PRACTICES**

- i). School/Department will fill-in information in points 1-8 (typed). Any additional proforma/format will also be completed by the School/Department.
- ii) The Audit Committee will fill-in all information in point 9 after verification of information, documents, lists etc.
- iii). Additional sheets may be used, if required.

### **D. ACADEMIC AUDIT PERFORMANCE**

#### **Instructions**

- i). School/Department will fill-in information in points 1-4 (typed). Any additional proforma/format will also be completed by the School/Department.



- ii) The Audit Committee will fill-in all information in point 5 after verification of information, documents, lists etc.
- iii). Additional sheets may be used, if required.

**Internal Quality Assurance Cell (IQAC)**  
**JAMIA HAMDARD, NEW DELHI**  
**ACADEMIC & ADMINISTRATIVE AUDIT (AAA)**

**- Academic Audit -**

**DOCUMENTS FOR AUDIT COMMITTEE**

Each School has to maintain the details of various academic activities in the form of documents given below. These documents shall be made available to the Academic Audit Committee as and when required.

1. Time Tables of the current batches
2. Students Roll List of the current batches
3. Students Batch List (as per CBCS)
4. Seminar list and seminar presentation details including schedule
5. Project/dissertation list of the current session students
6. List of student who opted MOOCS courses (current session)
7. Research scholars' list including post-doctoral fellows as on date
8. Copies of Students Research Advisory Committees (SRAC) of all the Ph.D. scholars
9. Copies of sanction letter of sponsored projects (last five years)
10. Minutes of School Board/Faculty Committee meetings of last 5 academic sessions
11. Minutes of Board of Studies (BoS) for last 5 academic sessions
12. Minutes of Departmental meetings (last 5 years)
13. Tutorial Log book (if any maintained)
14. Equipment Log register used in Laboratories and Central Instrumentation Facility for one year and other centralized equipments available to researchers
15. Consolidated Attendance Statement of students for current and one last semester
16. Consolidated statement of marks of internal assessment of last academic session
17. Register of internal evaluation/assessment marks
18. Register of Remedial Classes
19. Minutes of Discipline/Anti-ragging Committee
20. Consolidated semester grades of students
21. Result Analysis
22. List of guest faculty
23. Placement records (last 5 sessions)

Any other relevant document(s)/information sheet.