

## **IQAAC AUDIT**

**APRIL-2021**

### **EVALUATED AUDIT SCORE CARD**

**Name of School -**

**Audit Date -**

**Name of the Auditor -**

**Date of submission -**

### **AUDIT INSTRUCTIONS**

- As a first step, The Audit score card will be shared with deans of all schools for self-evaluation of their respective schools 10 days prior to the audit date.
- Deans are required to self-evaluate their Schools for the requirements of the audit as mentioned in the audit score card and then the duly filled score card are to be returned to IQAAC Chairperson (*Prof. Dr. Garima Parkash*) both the hard copy duly signed by the dean and soft copy within 3 days of the receipt of document.
- On the day of Audit, a Team of 3 Auditors shall visit the school as per the scheduled date and time already shared with the school.
- All the 3 Auditors are required to mark the scorecard individually during the audit process.
- Thereafter the three auditors need to consolidate their individual marks and compile one single audit score card duly marked and filled in all respects (as required from the auditors) and submit both the hard copy (Signed by all three auditors) and the soft copy to the IQAAC Chairperson (*Prof. Dr. Garima Parkash*) within one day of the completion of the audit.
- IQAAC chairperson will then consolidate the final audit score card from the Deans evaluated and Auditor's evaluated score cards.
- The final Score card will reflect the total marks achieved out of 1000 and also the grade obtained by the school.
- The final score card of each school will be then be submitted to University IQAC cell for records.

### AUDIT SCORE CARD

S.No	Criteria	No of Activities/ Criteria Wise	Weightages (In Percentages)	Maximum Marks	Marks Obtained
1	Academic Excellence	20 (15 Marks each)	30	300	
2	Academic Governance	20 (15 Marks each)	30	300	
3	Research Profile	10 (20 Marks each)	20	200	
4	Holistic Student Development	7 (20 Marks each)	14	140	
5	Best Practices	2 (30 Marks each)	6	60	
<b>TOTAL</b>				<b>1000</b>	

Each Activity will be evaluated based on 5-point scale (0-4) i.e. 4 being Highest marks and 0 being lowest.

### AUDIT GRADE SHEET

S.NO	Marks Obtained	Grade Obtained	Performance Indicator
1	901 and above	A++	Outstanding
2	801-900	A+	Excellent
3	701-800	B++	Good
4	601-700	B+	Fair
5	501-600	B	Needs Improvement
6	500 or below	C	Not Acceptable

Signature of the Auditor

Stamp of the School

Name

Date