

IQAAC AUDIT
NOVEMBER-2021
FINAL AUDIT REPORT

Name of School -

Audit Date -

Time of Audit -

Name of Auditor 1 -

Name of Auditor 2 -

Name of Auditor 3 -

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, **Contact-9810003320**, **Email-garimaparkash@sushantuniversity.edu.in**) 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	
TOTAL				1000	

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 IQAC Chairperson

Stamp of IQAC

Name:

Date:

CRITERIA 1

AUDIT CHECKLIST						
Academic Excellence						
S.No.	Activities	Benchmarks	Maximum Marks (MM)	Dean's Evaluation (Marks Achieved with reference to score)	Auditor's Evaluation (Marks Achieved with reference to score)	Average Marks (Dean Evaluation + Auditor's Evaluation /2)
1.	Faculty Course Allocation	<ul style="list-style-type: none"> Course Allocation Sheet Credits & Workload Distribution 	15			
2.	Exhaustive Academic Calendar	<ul style="list-style-type: none"> Details of Academic Activities Details of Events Details of QIP Details of IQAT Calendar With Respect to: <ul style="list-style-type: none"> ✓ Scheduled dates ✓ Details of the event ✓ Faculty Incharge ✓ Event Brochure ✓ Report of Each Academic Activity 	15			
3.	Course packs	For Theory Subjects <ul style="list-style-type: none"> Course/lesson Plan Theory Course pack /Unit wise notes For Practical Subjects <ul style="list-style-type: none"> Course plan/lesson plan Lab session Details & Manuals For Embedded Course <ul style="list-style-type: none"> Course pack for theory modules Lab manual for practical modules 	15			
4.	Course files	<ul style="list-style-type: none"> Lesson plan CO-PO Mapping for Each Subject CO Attainment Sheet 	15			

S.No.	Activities	Benchmarks	Maximum Marks (MM)	Dean's Evaluation (Marks Achieved with reference to score)	Auditor's Evaluation (Marks Achieved with reference to score)	Average Marks (Dean Evaluation + Auditor's Evaluation /2)
5.	Trans Disciplinary Projects	<ul style="list-style-type: none"> List of TDL floated by the School List of Faculty in charges Attendance sheet for each TDL Record of both Internal & External Marks Sample Projects for each TDL 	15			
6.	*Sample reports and demonstration of hardware-based projects	<ul style="list-style-type: none"> Proof of the Conduct of Activity/Project Details of the Project Details of the Conductee Attendance sheet of the Participants Report 	15			
7.	Faculty meeting	<ul style="list-style-type: none"> Minutes of meeting Attendance sheet 	15			
8.	Curriculum Development	<ul style="list-style-type: none"> Office order of Curriculum Development Committee (CDC) Guidelines of Curriculum development. Minutes of the meeting for Curriculum Development 	15			
9.	Curriculum	<p>All Syllabus to be OBE Based</p> <ul style="list-style-type: none"> Mapping of mission with PEO, PSO & PO respectively. Programme Structures in appropriate format defining credits, LTP, Course code. Detailed Syllabi of each course offered under the program. Mapping of PO and CO at the end of each Course syllabus APA Style Referencing 	15			
10.	Time Table	<ul style="list-style-type: none"> Program wise Time Table Practical/Lab Usage Register 	15			
11.	Attendance	<ul style="list-style-type: none"> Student Attendance sheet (from TCS) Manual Attendance 	15			

S.No.	Activities	Benchmarks	Maximum Marks (MM)	Dean's Evaluation (Marks Achieved with reference to score)	Auditor's Evaluation (Marks Achieved with reference to score)	Average Marks (Dean Evaluation + Auditor's Evaluation /2)
12.	Feedback from Stakeholders	<ul style="list-style-type: none"> • Master Sheet with details of the stakeholders • Feedback Forms • Analysis of Feedback • Brief Summary of Analysis • Action Taken Report • Details of Implementation in the Curriculum (BOS Minutes) 	15			
13.	BOS	<ul style="list-style-type: none"> • Green note for approval of Constitution of BOS • List of BOS Members • CV of BOS Members • BOS Invite Mails • Attendance sheet • Minutes of Meeting duly approved by BOS Members 	15			
14.	Remedial Classes for Weak Students	<ul style="list-style-type: none"> • CO Attainment Sheet reflecting Weak Students • List of Week students • Proof of Remedial Action/classes 				
15.	Student exchange program If Applicable)	<ul style="list-style-type: none"> • Brief of Student Exchange programme • Circular of List of Students who participated in student Exchange • Schedule of the Program • Proof of Completion (Certificate or any proof) • Details of credits (If applicable) transferred 	15			
16.	Faculty Exchange Programme (If Applicable)	<ul style="list-style-type: none"> • Brief Faculty Exchange Programme • Circular of List of Faculty who participated in faculty exchange • Details of Faculty Exchange Programme • Schedule • Details of Seed money given by the University (If any) • Proof of Completion 	15			

S.No.	Activities	Benchmarks	Maximum Marks (MM)	Dean's Evaluation (Marks Achieved with reference to score)	Auditor's Evaluation (Marks Achieved with reference to score)	Average Marks (Dean Evaluation + Auditor's Evaluation /2)
17.	Digital learning platform/ Management System (TCS)	<ul style="list-style-type: none"> • Updation of Program wise timetable • Updation of lesson plan/Course plan • Details & Proof of any type of quiz or Assignment conducted on TCS. • Updation of Study materials on TCS • Attendance on TCS 	15			
18.	Committee and subcommittees	<ul style="list-style-type: none"> • Details of Committee formed at School level with member's details. • Copy of Internal Office orders for committee formation • Details of Committees formed at University level 	15			
19.	Mentor mentee	<ul style="list-style-type: none"> • Mentor mentee Allocation Sheet • Mentor mentee meeting details/Screen Shot/Attendance sheet • Mentor mentee Report • Action taken Report (IF Reqd.) 	15			
20.	Academic Circular	<ul style="list-style-type: none"> • Green Notes for approvals • Office Orders • Circulars 	15			
Total			300			

CRITERIA 2

Academic Governance						
Examination						
S.No	Activities	Benchmarks	Maximum Marks (MM)	Dean's Evaluation (Marks Achieved with reference to score)	Auditor's Evaluation (Marks Achieved with reference to score)	Average Marks (Dean Evaluation + Auditor's Evaluation / 2)
1.	School Examination	<ul style="list-style-type: none"> • Office Order for Formation of Examination Committee Examinations • Copy of an Examination manual from COE Office (If Available) /guidelines for conduct of Examination. • Duties & Responsibilities • Mid-term date sheet • Mid-term Detailed Marks Sheet (Component wise) • 2 Proof of each component of the Internal Assessment – Course wise • End semester Practical Date sheet (If Applicable) • End Semester Practical marks • ESE theory Date Sheet • Proof of upload of Mid-term & Practical marks • Debarred list 	15			
2.	MSE Question papers	<ul style="list-style-type: none"> • Question papers for all Courses (Programme Wise) in a semester 	15			
3.	Re-evaluation of Answer sheets	<ul style="list-style-type: none"> • Notice of COE regarding Re-evaluation. • Record of Students applied for Revaluation of papers • Details of outcome of Revaluation(if any) 	15			

S.No.	Activities	Benchmarks	Maximum Marks (MM)	Dean's Evaluation (Marks Achieved with reference to score)	Auditor's Evaluation (Marks Achieved with reference to score)	Average Marks (Dean Evaluation + Auditor's Evaluation / 2)
4.	Results	<ul style="list-style-type: none"> • Notice of Published Results • Record of Published Results • Result Analysis 	15			
5.	Summer terms (I & II) <i>(Applicable only in November Audit)</i>	<ul style="list-style-type: none"> • List of Students appearing for summer term • Faculty Allocation • Time table • Attendance sheet • Date Sheet for Summer term • Question papers for Summer term • Results of Summer term I & II 	15			
6.	External Examiner Details	<ul style="list-style-type: none"> • List of External Examiners • Record of External Examiners (Email id, Contact number, Affiliation, designation and other details) • CV of External Examiners • Details of Remuneration given to examiners 	15			
7.	Academic Semester/Year Back Details	<ul style="list-style-type: none"> • List, Details & Reason of Students (If any) on Academic Semester or Year back 	15			

S.No.	Activities	Benchmarks	Maximum Marks (MM)	Dean's Evaluation (Marks Achieved with reference to score)	Auditor's Evaluation (Marks Achieved with reference to score)	Average Marks (Dean Evaluation + Auditor's Evaluation / 2)
8.	Withdrawals	<ul style="list-style-type: none"> • SOP of Withdrawal System • Counselling Session details with Student & Parents • Copy of Withdrawal Request from student/parent Side • Record of Withdrawal Forms • Record of New Dues forms • Record of Withdrawal Forms with Recommendation by Dean of the school, VC & Admissions • Record of Receiving from Accounts on the submission of complete paper work for withdrawal. 	15			
9.	Lateral Entry & Migration	<ul style="list-style-type: none"> • Office order/Green note of Formation of Lateral Entry & Migration Committee (LEMC) • SOP at School level • Record & Details of Students (Lateral Entry & Migration Cases) 	15			
10.	Student Data	<ul style="list-style-type: none"> • List of Registered students with their details • Record of Student diversity (Including SC/OBC/ST) details • Record of Haryana domicile Students/Nepal/Regional • Record of Pass Out Students (Last 5 years) • Details of Students transferred to other Programme • Record of Medical Leave Applications • Specially Abled & Students with challenges 	15			

Documentations

S.No.	Activities	Benchmarks	Maximum Marks (MM)	Dean's Evaluation (Marks Achieved with reference to score)	Auditor's Evaluation (Marks Achieved with reference to score)	Average Marks (Dean Evaluation + Auditor's Evaluation / 2)
11.	Internship/ placement Records	<ul style="list-style-type: none"> • Circular for students going for Internships (Along with the list of students) • MOU with Internship partners where students are Interning. • Details of Students placed for Internships • Internships Certificates • Evaluation process details for Internship • Sample of Project/Internship Report/Presentation (as Applicable) • Record of Companies visiting for placement. • Record of Intimation to students regarding placement opportunities • Details of Students placed in India • Details of International Placements • Placement/ offer letters 	15			
12.	Faculty / Staff Files (at School level)	<ul style="list-style-type: none"> • CV of Faculty/staff • Record of show cause Notices • Record of Resignation letters • Record of Appraisal forms • Record of Increment Letters • Record of Disciplinary Action (if any) 	15			

S.No.	Activities	Benchmarks	Maximum Marks (MM)	Dean's Evaluation (Marks Achieved with reference to score)	Auditor's Evaluation (Marks Achieved with reference to score)	Average Marks (Dean Evaluation + Auditor's Evaluation / 2)
13.	Faculty Data (Permanent/ Adjunct/ Visiting)	<ul style="list-style-type: none"> • List of members of the Faculty (with Exp. in industry & Academics) • Proof of Updation of Faculty profile details on TCS • Record of Adjunct/Visiting/International faculty and website updation of the same. • Resume of Adjunct/Visiting /International faculty • Record of Sessions taken by the Adjunct/visiting/International faculty 	15			
14.	Inventory/ ICT Technology & Interface	<ul style="list-style-type: none"> • Stock Register • Inventory of Equipments installed in labs/ tutorial/studios • Office Order for Writing off the short/Damaged/missing Equipments. • Record of ICT Equipments installed in the theoretical classes/Teaching Rooms. • Record of any Special Interface Systems or Softwares installed in the School. 	15			

S.No.	Activities	Benchmarks	Maximum Marks (MM)	Dean's Evaluation (Marks Achieved with reference to score)	Auditor's Evaluation (Marks Achieved with reference to score)	Average Marks (Dean Evaluation + Auditor's Evaluation / 2)
15.	School & Programme Details and School Budget	<ul style="list-style-type: none"> • Organogram of the school • Contact details of all members of the faculty • Soft and hard copy of Vision and mission Document of the school • Soft and hard copy of the Programme Outcomes, Programme specific outcomes and programme educational objectives for all programmes offered by the School. • School E-booklet • Student handbook • Admission Brochure • Newsletters • Record of Yearly School Budget • Record of Expenses (If any) • Details of Imprest (If Any) • Record of any emergency Expenditure/purchases for upkeep of the infrastructure. 	15			
16.	Alumni	<ul style="list-style-type: none"> • Alumni Association on website • Record of Alumni Details • Record of Alumni Meetings • Record of Alumni Events 	15			

S.No.	Activities	Benchmarks	Maximum Marks (MM)	Dean's Evaluation (Marks Achieved with reference to score)	Auditor's Evaluation (Marks Achieved with reference to score)	Average Marks (Dean Evaluation + Auditor's Evaluation /2)
17.	Student Feedback	<ul style="list-style-type: none"> • Student Feedback forms (to be conducted twice in a semester)-Once post commencement of the semester and once pre examinations. • Analysis of Student feedbacks 	15			
18.	Details of Training Labs/ Classrooms & other Facilities & Frequency of Usage	<ul style="list-style-type: none"> • Details of school infrastructure wrt. Class rooms, labs, studios, tutorial rooms, faculty cabins etc. (as applicable to discipline with capacity & Photographs and key highlights. • Lab Usage Record • SOP for Conduct • Display of SOP for equipment usage. • Record of Compliances (if any) 	15			
Industry Connect & Collaborations						
19.	Academic Collaborations	<ul style="list-style-type: none"> • MOU – Both Active & Old • Record of Name, Designation & Contact details of person coordinating from academic partners • Record of commercials (If applicable) • Record of Credit transfers (If applicable) • Record of certification (If applicable) 	15			
20.	Industrial Tie Ups	<ul style="list-style-type: none"> • MOU – Both Active & Old • Record of Name, Designation & Contact details of person coordinating from Industry tie ups • Record of Events/activities done with Industry Partners 	15			
Total			300			

CRITERIA 3

Note: Please tick the score Achieved for each activity

Research Profile					
S.no	Activities	Benchmarks	Maximum Marks (MM)	Dean's Evaluation (Marks Achieved with reference to score)	Auditor's Evaluation (Marks Achieved with reference to score)
1	Research Ecosystem	<ul style="list-style-type: none"> • Record of Seed money provided to faculty for research. • Record of teachers received national & International Fellowships • Record of JRFs, SRFs, Post-Doctoral Fellows, Research Associates and other research fellows enrolled in the institution • Facilities available in the institution to support research. • Record of research projects per teacher funded by government and non-government agencies • Record of awards / recognitions received for research/innovations by the institution/teachers/research scholars/students • Record of Patents published/awarded • Record of Ph.D.'s awarded per teacher 	20		
2	Research Activities	<ul style="list-style-type: none"> • Record of FDP/workshops/seminars/conferences conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development • Proof of the conduct of FDP (Copy of the & Attendance & Certificate) • Geo tagged Pictures of the same. 	20		
3	Research Publications (Scopus indexed/UGC Journals)	<ul style="list-style-type: none"> • Record of the publications in Scopus/ Web of Science journals. <ul style="list-style-type: none"> ➤ Title of the paper ➤ Name of the author ➤ Title of the journal ➤ Year of publication ➤ H index • Record of research papers per teacher in the Journals notified on UGC website 	20		

S.no	Activities	Benchmarks	Maximum Marks (MM)	Dean's Evaluation (Marks Achieved with reference to score)	Auditor's Evaluation (Marks Achieved with reference to score)
4	Conferences (National & International)	<ul style="list-style-type: none"> • Record of Research papers by faculty presented in conferences (National / International) • Record of Research papers by Students presented in conferences (National / International) • Record of details of Conferences (National / International) organised by the school • Details of Financials extended from university/sponsorships. • Record of Proceedings published for the conference. • Record of Attendance sheet. • Sample of Certificates • Geo tagged Pictures of the same. 	20		
5	Book Publications	Record of books and chapters in edited volumes published by faculty	20		
6	Consultancy & Projects	Record of Govt /Private Funded Projects and Consultancy Projects	20		
7.	Facilities in the School to support research	<p>Details of Facilities in the school to support Research.</p> <ul style="list-style-type: none"> • Central Instrumentation Centre • Animal House/Green House • Museum • Media laboratory/Studios • Business Lab • Research/Statistical Databases • Moot court • Theatre • Art Gallery 	20		
8.	Awards & Recognitions	<p>Details of Awards, Recognitions received for Research/innovations by the school/teachers/research scholars/students (Name of the Awardee, awarding Agency, year of Award)</p>	20		

S.no	Activities	Benchmarks	Maximum Marks (MM)	Dean's Evaluation (Marks Achieved with reference to score)	Auditor's Evaluation (Marks Achieved with reference to score)
9.	Implementation of stated Research Code of Ethics	<ul style="list-style-type: none"> • Document for Code of ethics for Research • Research Advisory committee and ethics committee constitution • list of members on these committees • Software used for Plagiarism check • link to Website 	20		
10.	Revenue generation from consultancy and corporate training	<ul style="list-style-type: none"> • Total amount generated from consultancy and corporate training • Names of the consultants • Name of consultancy project • Consulting/Sponsoring agency with contact details • Revenue generated (amount in rupees) • Total revenue generated in rupees • Details of Corporate training provided (Title of the training, corporates for which training has been provided, number of participants. 	20		
Total			200		

CRITERIA 4

Holistic Student Development					
S.no	Activities	Benchmarks	Maximum Marks (MM)	Dean's Evaluation (Marks Achieved with reference to score)	Auditor's Evaluation (Marks Achieved with reference to score)
1.	Community services	<ul style="list-style-type: none"> • Details of the Activities • Record of Each Activity (Attendance sheet, pictures, Brochure & Report of the Programme) 	20		
2.	Skill Enhancement Initiatives	<ul style="list-style-type: none"> • Details of the Skill Enhancement Initiatives • Record of Each Activity (Attendance sheet, Brochure & Report of the Programme) 	20		
3.	Co-curricular/ Extra-Curricular Activities	<ul style="list-style-type: none"> • Details of Extra - Curricular Activities Planned for Students • Activity Calendar, Attendance sheet, Brochure & Report 	20		
4.	Students' Grievances	<ul style="list-style-type: none"> • SOP for Grievance handling at school level (For Students) • Record of student grievance committee of the school. • Record of Grievance cases (Copy of the complaint, Minutes of the meetings, Redressal Report. 	20		
5.	Orientation program	<ul style="list-style-type: none"> • Orientation Program Details • Letter of Invite, Creative, Schedule • Record, Attendance and pictures of Activities at school level. 	20		
6.	Capstone/ Bridge Program	Record of Capstone/Bridge Program conducted (Creative, Course details, Attendance, Evaluation)	20		
7.	School Clubs	<ul style="list-style-type: none"> • Details of Clubs at School level • Record of students in each club • Schedule of activities (Club wise) • Record of Events conducted at respective clubs. 	20		
Total			140		

CRITERIA 5

Note: Please tick the score Achieved for each activity

Best Practices					
S.No	Activities	Benchmarks	Maximum Marks (MM)	Dean's Evaluation (Marks Achieved with reference to score)	Auditor's Evaluation (Marks Achieved with reference to score)
1.	Best Practices	<ul style="list-style-type: none"> • Title of the Practice • Objectives of the Practice • Contextual features or challenging issues addressed • Description of practice and its uniqueness in the context of India higher education • Evidence of Success Provide evidence of success • Problems Encountered and Resources Required • Any other information that may be relevant for adopting/ implementing the Best Practice 	30		
2.	Plans for the upcoming sessions	<ul style="list-style-type: none"> • Information regarding Institutional Values and Best Practices which the university would like to include • List of Resources required to implement the best Practice 	30		
Total			60		