

**Internal Quality Assurance Audit Committee (IQAAC) under the umbrella of IQAC of Sushant University conducted the academic audits of all the eight schools of the university from 17<sup>th</sup> November 2021 to 27<sup>th</sup> November 2021. The audits were conducted with the following objectives:**

- To ascertain bottlenecks and areas of improvement in the existing academic and administrative system.
- To strengthen the three prongs of academic functions namely teaching and learning, examination and research in order to achieve academic excellence.
- To enhance quality education through various funded research projects, experiential learning modules and maintaining quality learning outcomes in compliance with Outcome based Education system.
- To assess the efficiency & effectiveness of academic and administrative functions being performed by schools through audit of policies, documents and standard practices thus suggesting ways to improve quality through practicing good practices & continuous improvement procedures.
- To promote academic extension activities being followed at the university level in the form of sustainable practices and community service-based activities and events by various schools.

**The Consolidated Audit Report for Academic Audits of Schools of Sushant University**  
**IQAAC Audit Report November 2021**

S.NO	Name of School	Max. Marks	Marks Obtained	Grade
1	Vatel Hotel and Tourism Business School	1000	845	A+
2	School of Business	1000	794.375	B++
3	School of Design	1000	687.50	B+
4	School of Engineering and Technology	1000	905.625	A++
5	School of Health Sciences	1000	868.75	A+
6	School of Law	1000	832.5	A+
7	School of Planning and Development	1000	763.125	B++
8	School of Art and Architecture	1000	835.625	A+

## KEY OBSERVATIONS

S.No	School	Observations
1	Vatel Hotel and Tourism Business School	<ul style="list-style-type: none"> <li>• Student Exchange and Faculty Exchange were applicable in the school curriculum but due to COVID they were marked as NA (Not Applicable).</li> <li>• Scope of improvement in criteria 3 to improve marks and excel.</li> <li>• Result analysis in criteria 2.4 needs to incorporate comparative and co relational variables to conclude useful inferences.</li> </ul>
2	School of Business	<ul style="list-style-type: none"> <li>• Reports of the all the events were not in the NAAC format.</li> <li>• No record of TCS attendance.</li> <li>• Suggested to have MOU/ties up with industry needed.</li> <li>• The criteria 1 &amp;2 was well prepared and presented.</li> <li>• More focus is to be given on research growth and preparation of event reports.</li> </ul>
3	School of Design	<ul style="list-style-type: none"> <li>• The school has almost all the data available but the data needs to be organized in a better manner.</li> <li>• Documents like those that of Practical/lab usage register was found missing.</li> <li>• Office orders of the Committees was found missing even though the committees were active and in place.</li> <li>• Mentor mentee records missing apart from the allocation sheet.</li> <li>• Result analysis missing.</li> <li>• The student feedback as well as the feedback from the stakeholders was found missing.</li> </ul>
4	School of Engineering and Technology	<ul style="list-style-type: none"> <li>• Over all the maintenance of record was commendable and was nicely presented to the auditors with patience.</li> </ul> <p>Few observations are as follows:</p> <ul style="list-style-type: none"> <li>• Minutes required details were missing in few sub criteria.</li> <li>• The Data consolidation and record handling were not under the desired sub criteria in few cases.</li> </ul>
5	School of Health Sciences	<ul style="list-style-type: none"> <li>• More structure documentation is required.</li> <li>• APA referencing style for lesson plan is required</li> <li>• Student record for Internship &amp; Placement to be maintained.</li> </ul>
6	School of Law	<ul style="list-style-type: none"> <li>• We really appreciate the team work from School of Law where every member of the school was so actively involved in the Audit Process. The audit went really smooth and we could wind up the same on time as well.</li> </ul>

		<ul style="list-style-type: none"> <li>• School's IRC Team is doing a wonderful job and all their Internship and Recruitment process is completely in place. All the work done by the team is highly appreciable. Along with IRC team, they have good set of Committees and Clubs to take care of societal contribution, which is also one of their best practices.</li> <li>• With all good things, following points can be considered by the school for further refining their documentation –</li> <li>• For feedback from stakeholders a master sheet needs to be prepared.</li> <li>• BOS invite mails should be there.</li> <li>• CO attainment sheet needs to be prepared.</li> <li>• Attendance for summer exams should be maintained date wise.</li> <li>• Geotagged pictures were missing.</li> <li>• For facilities in school to support research a comprehensive excel file is missing.</li> <li>• Capstone and Bridge program needs to be better documented.</li> <li>• For Best practices evidence of success was not clear and can be presented in an improved manner.</li> <li>• Plans for upcoming session need to be detailed out further</li> </ul>
7	School of Planning & Development	<ul style="list-style-type: none"> <li>• The school is quite new and comparatively they were able to adopt many systems and new approaches.</li> <li>• They have good plans for future development.</li> <li>• The student engagement and industrial exposure is good.</li> <li>• Need to focus on doctoral and research profile.</li> </ul>
8	School of Art and Architecture	<p>SSAA has made a good teamwork and efforts while present themselves for audit. Most of the documents were present, but major observations are as follows:</p> <ul style="list-style-type: none"> <li>• Report needs to be more detailed for academic excellence.</li> <li>• Faculty meetings should be conducted more often in a semester along with proper documentation of the same. (MOM, Agenda and follow ups etc.)</li> <li>• Mentor mentee meetings and its documentation is need to be more intense.</li> <li>• Attendance record for summer schedules should be maintained.</li> <li>• Feedback of the students, twice in a semester need to be streamlined.</li> <li>• Should try to materialise more MOU with corporates.</li> <li>• Record of placements of the students need to be there along with Alumni data.</li> </ul>

**The Audit Schedule followed:**

<b>AUDIT SCHEDULE_ IQAAC_ November 2021</b> <b>Audit Timings- 1:00pm- 5:00pm</b>						
S.No	Name of the School	Dean/HOD	Day	Date	Audit Team Members	IQAT TEAM OF SCHOOL
1	Vatel Hotel and Tourism Business School	Dr. Garima Parkash	Wed	17th Nov 2021	Dr. Sachin Datt, Dr Chhavi, Mr Himanshu Rawat	<b>VHTBS</b> – Mr. Sunil Kumar, Mr. Saif Anjum, Ms. Anshu Rawal
2	School of Business	Dr. Giri	Thurs	18th Nov 2021	Dr. Kirti Dahiya, Dr Neha Gupta, Mr Deepak Miglani	<b>SoB</b> - Dr Surabhi Goyal, Dr Atul Agarwal, Dr. Nidhi Chaudhry
3	School of Design	Mr. Sasi Menon	Mon	22nd Nov 2021	Mr Sunil Kumar, Ms Aruna Bharadwaj, Ms Kankan	<b>SoD</b> - Ms Anjali Marwah, Dr. Sachin Datt, Ms. Shalini Sharma
4	School of Engineering and Technology	Dr. Sudipto Sarkar	Tue	23rd Nov 2021	Ms. Harneet, Dr. Nidhi Chaudhry	<b>SoE</b> - Dr Neha Gupta, Ms Inderjeet, Dr Manimala
5	School of Health Sciences	Dr. Alka Gupta	Wed	24th Nov 2021	Ms Tanaya, Mr Saif Anjum , Ms. Ishani Garg	<b>SOHS</b> - Dr Chhavi Singla, Dr. Jyoti, Mr Himanshu Rawat
6	School of Law	Dr. Jagbir Dahiya	Thurs	25th Nov 2021	Ms Anjali Marwah, Dr Manimala, Ms Inderjeet	<b>SoL</b> - Dr. Komal, Ms Kirti Dahiya, Mr Deepak Miglani
7	School of Planning and Development	Ms. Preetha Sajin	Fri	26th Nov 2021	Dr Surabhi Goyal, Ms Jyoti, Ms Shalini Sharma	<b>SoPD</b> - Ms Harneet, Ms Ishani Garg and Ms Kankan
8	School of Art and Architecture	Dr. Vibhuti Sachdev	Sat	27th Nov 2021	Ms Anshu Rawal, Dr Atul Agarwal, Dr. Komal	<b>SoAA</b> - Ms Tanaya Verma, Dr Tejwant Brar, Ms Aruna Bharadwaj



**Signature of IQAAC Chairperson**

**Name: Dr. Garima Parkash**

**Date: 7<sup>th</sup> December 2021**

**Stamp of IQAC**