



NATURE SCIENCE FOUNDATION
Coimbatore 641 004, Tamil Nadu, India



APPLICATION FORM AND CHECKLIST OF ACADEMIC ADMINISTRATIVE AUDIT

Reference Number	NSF/AAC/2.5	Date of Audit:
Name of the Organization & Address		
Name of the Lead Auditing Chairman		
Name of the Team Leader & Member		
Name of the Subject Experts		
Is it a new Audit (or) renewal process?	New audit (or) Renewal audit, tick (√) any one. If it is a Renewal audit, mention the date of last audit:	

Aim and major Objectives of Academic & Administrative Audit (AAA):

- The main aim of the Academic & Administrative Audit is to encourage reviews about the Educational Institutions from the peers that are inside and outside of the Institutions by visiting the sites and conducting a self-study about the processes carried out there.
- This helps them to ensure the quality of the standards in comparison with the previously set benchmarks by the NAAC / NBA/ other Accreditation Bodies. Further, the Institutes get an opportunity to understand the shortcomings and improve the quality of education of the various processes and systems of the Institutions.
- This includes evaluation of all the curricular and co-curricular programmes and activities which eventually helps the Institutes to maintain the high education standards on a long-term basis for future prospects.
- The purpose of the Academic and Administrative Audit is to evaluate the performance of the various Departments and Institution and give suggestions for further improvement of the quality of teaching, research, administration, and curricular and extra-curricular activities.
- It is useful to prepare a Self Study Report (SSR) for the purpose of Institution / Department grading which aims to encourage self-evaluation, accountability, research, and innovation in teaching and learning.
- It will also help to create healthy competition in curricular and extracurricular activities among the Institutions / Departments. The grading will be performed based on the valid documents and question wise as per the following criteria.

Advantages of Academic and Administrative Audit (AAA):

The advantages of an academic audit are manifold such as, but not limited:

For Students: It helps in eliminating unnecessary workload and dwells mainly on those essentially required for the success of a student's career.

For Teachers: It helps in clarifying their roles and responsibilities and thus avoids conflicts.

For Employers: It ensures availability of well-rounded students who can contribute from day one itself.

For Administrators: It gives an insight into the overall quality of the institution including its strengths, weaknesses, opportunities and threats.

For Management: It ensures the proper use and effectiveness of the processes, systems, infrastructure, practices, infrastructure, HR and facilities in the practice of the institution and to implement corrective measures.

I. Mandatory Parameters

1) Academic Aspects*			
S.No.	Description of Records / Documents for Verification	Observations	Weightage
1.	Course file (Contents, Students Name list, Syllabus, Timetable, Teaching plan, Class test, Question papers, Class test marks, Internal test question papers, Formula sheet, Assignment Questions, 2 Marks questions with answers, Question bank, Question Bank, University Model Question papers, Lecture notes, Sample answer papers-high, moderate and low performers)		
2.	Daily Test, Internal Test – Papers & Assignments		
3.	Daily Test and Internal Test Marks		
4.	Web portal Entry details		
5.	Challenging Students List		
6.	Supplementary Education details for each Subject		
7.	Report of Absentees sent to Parents		
8.	Action taken for Absent in the Internal test		
9.	Supplementary Education for Arrear Students		
10.	Question Bank, Lecture Materials – in College Webportal & Questions papers (Class test and Internal test)		
11.	Laboratory Observation and Record book of students (sample)		
12.	Result Analysis of Odd / Even Semester University Examination		
13.	Final year Project Review Marks		
14.	Class Committee and Tutor ward Meetings Minutes		
15.	Syllabus Completion Report (Theory & Practical)		
16.	Laboratory Weekly Report		
17.	Students Attendance & Undertaking Forms if any		
18.	Students Late coming Monitoring Register		
19.	Class Committee Meeting Students Representatives list (High, Moderate and Low Performers)		
20.	Discipline Committee Reports		

21.	Students Movement Register		
22.	Staff Attendance Register		
23.	Class Alteration Register		
24.	Staff Leave / Permission Register		
25.	Laboratory – Equipment Movement Register		
26.	Laboratory – Service Register & Stock Register		
27.	Parents visit Register		
28.	Students Profile along with Xerox copy of certificates		
29.	Students Leave Application & Leave Card		
30.	Students OD Application with reason		
31.	Students Counselling Recommendation & Report		
32.	Department Meetings – Agenda & Minutes		
33.	Incoming & Outgoing Letters Register		
34.	Subject Allocation for Faculty members based on Subject expertise		
35.	Work Load – Teaching & Non-Teaching		
36.	Lab Utilization and Allocation for Research activities		
37.	Feedback of Parents and Alumni		
38.	Laboratory / Workshop Maintenance Register		
39.	Safety & First Aid Equipment's including Fire Extinguisher		
40.	Lab Manuals & Record Note Books		
41.	Samples of Project Reports		
42.	Samples of Project Reports covering both Under Graduate and Post Graduates and Doctoral levels		

2) Administrative Aspects*

S.No	Description of Records / Documents		
1.	Campus Area		
2.	Campus Ownership		
3.	Office Space		
4.	Area of Library		
5.	Security		
6.	Water facility		
7.	Power back up facility		
8.	Wash room facility		
9.	Parking facility		
10.	Class room		
11.	Staff room		
12.	Seminar room		
13.	Medical centre facility		
14.	Sports facility		
15.	Hostel (Boys and Girls)		
16.	Transportation of Students		

17.	Support services - Bank / PO / Reprography		
18.	Canteen		
19.	Approach road		
20.	Garden		
21.	Auditorium / Assembly hall		
22.	Internet facility		
23.	Stores		
24.	Water treatment plant		
25.	Eco-Friendly procedures		
26.	Administrative training for Administrative staff		
27.	Computer facilities		
3) Teaching and Learning Processes*			
1.	Policy planning, monitoring & evaluation and promotional activities facilitated by the Departmental & Institutional level		
2.	Number of value-added certificate courses / Additional courses / Non-Formal course / Job oriented courses / Skill development courses offered till date by the Departmental & Institutional level		
3.	Mention University ranks, if any, obtained for the academic year batches. (Give the total number of students appeared for the subject in the university)		
4.	Does the Department provide remedial coaching for tough subjects covering core and elective courses?		
5.	Does the Institution & Department employ any innovations in teaching and evaluation methods?		
6.	Did the Institution & Department design any curricula this academic year? How long it is being revised?		
7.	Does the Institution & Department conduct student and staff evaluation in semester wise?		
8.	Do the teachers complete topics according to the teaching plan suggested?		
9.	How many teachers attended seminars / workshops / conferences / refresher courses etc. during the academic year.		
10.	Does the Institution & Department use any modern tools and techniques in teaching and learning process?		
11.	Give details of faculty members, if any, who are selected as resource persons for seminars / workshops / conferences / refresher courses etc. during the academic year?		
12.	Does the Institution & Department conduct input-output analysis as survey?		
13.	Does the Institution & Department have publications out of the work done within the Department during the current academic year?		
14.	Is the Institution & Department recognized as a research centre from the University?		

15.	Did the Institution & Department produce any Ph.D. during the academic years? (Numbers may be given)		
16.	Does the Institution & Department have any running minor research project? (Numbers and total amount may be given)		
17.	Does the Institution & Department have any ongoing major / minor research project now? (Numbers and total amount received may be given)		
18.	Did the Institution & Department receive any financial assistance from agencies like DST, SERB, DST-FIST, UGC-SAP, DBT-Star Schemes, ICSSR, UGC, ICMR, DBT (special schemes, other than projects and development assistance), etc. during the academic year?		
19.	Did the Institution & Department conduct seminars / workshops / conferences, etc. during the academic year?		
20.	Did the Institution & Department sign any MoU with industry or any other agency?		
21.	Does the Institution & Department conduct consultancy services?		
22.	Does the department conduct student counselling?		
23.	Does the Institution & Department arrange placement for students?		
24.	Does the Institution & Department conduct/coordinate any kind of extension activities?		
25.	Does the Institution & Department participate in interdepartmental cultural contests?		
26.	Mention the association activities if any, during the academic year		
27.	Mention the performance in the sports activities during the academic year		
28.	Students Senate / Union, Grievances redressal Committee, Welfare Committee, Counselling Centre, Ethics Committee, Anti-ragging squad and committee		
29.	Are any members of the department involved in the administrative activities / club / Forum / Chapter / Professional bodies / committees of the University / College?		
30.	Functioning of Alumni Association, Parents and Teachers Association, Staff & Student's Welfare Committee in the Campus		
31.	Display of Laboratory Instruction Chart and availability of Laboratory manual and stock for equipment, chemicals and glassware and plasticware items in each Laboratory		

II. Supplementary Parameters*

S.No	Description of Records / Documents	Observations	Weightage
1.	Has Green Campus audit been undertaken in the Organization?		
2.	Has Environment audit been undertaken in the Organization?		

3.	Has Energy audit been undertaken in the Organization?		
4.	Has Waste management audit been undertaken in the Organization?		
5.	Has Hygiene audit been undertaken in the Organization?		
6.	Have any other audits undertaken in the Organization other than Environment / Green campus / Energy / Hygiene / Waste management audit?		
7.	Whether Drinking water / RO water / Borewell water / Open well water / Pond water / Municipal or Corporation water checked for physico-chemical properties?		
8.	Whether Sign boards indicating plastic free campus, tobacco free campus, don't waste water, don't walk on the lawns, don't plug flowers, etc. kept across the campus?		
9.	Signing of MoU with Govt. and NGOs to ensure ecofriendly campus maintenance		
10.	Functioning of Nature club, Eco club, Cell, Forum, Association, NCC, NSS bodies and Social Service League for Students and staff members on environment conservation		

III. Exemplary Parameters*

S.No	Description of Records / Documents	Observations	Weightage
1.	Conduction of awareness programmes and outreach programmes for environmental monitoring and ecosystem maintenance to the stakeholders		
2.	Measurement of Carbon footprint in the Campus been carried out?, If Yes, mention the value in metric tons		
3.	Has the organization ensured that personnel performing environmental specific tasks have the required knowledge such as education, training programme, seminars, conferences, workshops, camps, etc.?		
4.	Are any biofertilizers, organic manures, farmyard manures, vermicompost, green manures and chemical fertilizers used in the campus to maintain the ecofriendly campus		
5.	Any steps taken for organic, inorganic, toxic, e-waste, biomedical, food, sewage waste management, segregation of wastes and reuse methods		
6.	Projects and Dissertation works and Scholarly publications on environmental science and management carried out		
7.	Campus facilities for disabled, special needs and or maternity care including security, safety and health infrastructure facilities for stakeholder's wellbeing		
8.	Whether food handlers, mainly canteen, hostel and restaurants, guest house employees, wear proper aprons, headgear, hand gloves etc.		
9.	Monitoring of efficient hand wash, urinals and latrine and bath room facilities in the campus.		

10.	Details of pest management strategies adopted (cockroach traps, rodents control measures, insect repellents and other control facilities) in the campus		
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*Each Criteria carries one mark each. Total weightage multiplied by 0.91 to arrive total out of 100.

Grading System of Certification

S.No	Descriptions	Grade	Weightage
1.	If Mandatory parameters are not fulfilled	Unsatisfactory/ Inadequate	< 40
2.	If Mandatory parameters are fulfilled	Satisfactory	41-60
3.	If Mandatory along with Supplementary parameters are fulfilled	Good	61-75
4.	If Mandatory along with Supplementary and Exemplary parameters are fulfilled	Very Good	> 75

Reference:

1. Gnanamangai, B.M., Muruganath, G. and Rajalakshmi, S. 2021. *A Manual on Environmental Management Audits to Educational Institutions and Industrial Sectors*. Laser Park Publishing House, Coimbatore, Tamil Nadu, India. 366 p. [ISBN 978-81-952088-4-5].
2. Rajalakshmi, S., Amzad Basha, K. and Asif Jamal, G.A. 2023. *A Manual on Waste Management Audit*. Laser Park Publishing House, Coimbatore, Tamil Nadu, India. 163 p. [ISBN 978-93-92032-34-9].
3. National Building Code of India 2016. Bureau of Indian Standards. Volume I and II, Manak Bhavan, Bahadur Shah Zafar Marg, New Delhi, India.

<i>Prepared by</i> Programme Manager	<i>Checked By</i> Technical Manager	<i>Approved by</i> Quality Manager
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Signature of the Director (Admin)

Signature of the Lead Auditor

Signature of the Team Leader

Signature of the Team Member

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