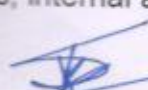
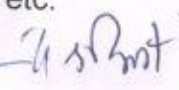
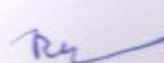


ACADEMIC AUDIT REPORT

Academic and administrative audit is an integral part of the dynamics of higher education to achieve and maintain academic excellence. The Office of the Internal Quality Assurance Cell has been put in place to ensure an institution-wide academic and administrative quality management framework and designed the Performa for administration and academic audit. It aims to document evidence —based information related to the quality academic programs and administrative and financial management. Academic Audit encourages a culture of continuous evaluation and quality improvement with sustenance of best practices in different academic programs. The Academic Audit was initiated during the academic year (2020-2021) by the IQAC to evaluate the PG curriculum, teaching and learning methodologies and to ensure continuous improvement quality assurance. A faculty-driven model was developed for self-reflection, alumni feedback, parent feedback collaboration with other institutions, and teamwork based on structured conversation to improve educational quality process in teaching, learning and evaluation. The evaluation of academic and administrative managements have been evaluated by getting the information of each faculty in terms of their courses offered, Teaching methodologies, learning and evaluation, research adherence to the UGC guidelines. Their participation in remedial classes, providing coaching to students for their carrier counseling and extension activities. The administrative quality has been evaluated on their performance and time bound manner in terms of delivery, recruitment process, maintaining of records, service books, e-governance, financial management, investment policies. timely payments to research scholars and Other stake holders through PFMS etc.

The main purpose Of the audit, is to achieve quality work by implementing a peer review system to seek information from each faculty member on the prescribed Performa. This Performa has been designed for both academic and administrative audit which be filled by each faculty member reflecting their strengths and weaknesses. Specific areas for Improvement and recommendation if any related to the academic activities i.e. curriculum development, syllabus, teaching and learning methodologies, evaluation, research. extension etc. The administrative -audit is evaluated by IQAC' by obtaining the required information on the prescribed Performa on general administration, stock register, examination, implementation of governance, accounts and finance section, budget, ledgers balance sheet maintaining of annual accounts. welfare schemes, internal audit etc.

1. Subject every departments for external scrutiny
2. To update the curriculum, teaching, learning and evaluation methods.
3. To provide suggestions improvement to the Departments for necessary changes.
4. To achieve the goal of updated curriculum and revised learning and evaluation methods. (UGC and National Curriculum)

Modalities of Academic and Administrative audit:

To look into the various modalities of academic and administrative audit, the Internal Quality Assurance Cell has proposed an Academic and Administrative team of ICDEOL HPU duly approved by the Hon'ble Vice Chancellor which included two: external experts (Vice Chancellor level), Director, IQAC under the chairmanship Of the Hon'ble Vice Chancellor. The dates Of the visit of academic and administrative audit has been fixed as approved by the HVC and scheduled on 25th 26th and 27th January, 2022 (copy Of the schedule attached) .

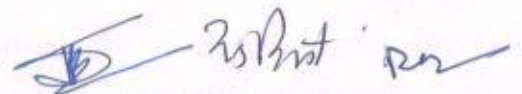
The audit team has interacted with the Director, Staff and Students Of each Department and Director ICDEOL has been asked to give a 10 minute presentation on different criteria. The report consisted various components of curriculum, syllabus, teaching methodology, evaluation procedure, research and extension. awards and their outcomes and the administrative and financial aspects.

The audit serves to

1. Provide faculty driven process for a continuous improvement process.
2. Promote dialogue among faculty, students and administrators
3. Provide self-assessment based on quality principles and indicators
4. Promote inter-disciplinary integration across programs and disciplines

The committee planned the visit in four days started on 24 - 27 January by visiting ICDEOL campus where the committee has visited various departments i.e. departments of Sociology, History. Economics, Public Administration, Political Science, Maths, English, Hindi, MBA, B.Ed, M.Ed. On 27th morning team visited to conduct overall administrative audit.

Academic Audit was conducted to examine and review the teaching and learning mechanisms Of the ICDEOL HPU to monitor and enhance academic quality and standards which are necessary to achieve aims and objectives, and to provide constructive comments on the extent of effective implementation Of procedures and to reflect on good practices to maintain quality. The faculty of each department has been highly appreciated for their commendable work for facilitating effective learning within




a comprehensive and interactive learning environment, providing supporting facilities and having good evaluation system. The committee has appreciated the progress of social sciences faculty in research publication and in extension activities.

Curriculum aspect:

It has been observed by visiting all departments that each department has been using choice based systems (CBCS) since the inception and has also followed the guidelines Of UGC DEB Regulations 2020. Since, the higher education scenario has been changed from the conventional teaching methods to skill based and industry based methods and improvements in the quality of the courses as per demand so it has been observed that the most of the departments are following the trends in designing their course curricula adhered to the National Education Policy-2020. Each program has listed their Program specific outcome and program outcome and each course has been designed in such a Way to cater to the outcomes listed in program specific outcomes and program outcome and all Courses were then mapped, Regular revision of courses and syllabus has been carried out to eater the need of the emerging trends in the industry and educational sphere. Since the University has wide diversity of teachers from different slates this Pan-Indian representation has increases the value in the learning environment.

To move toward, the University has adopted a pragmatic approach for online education with the use of the latest digital media tools for conductions PCPs.

The committee observed that all curriculums are designed as per CBCS guidelines and feedback on different Courses is being obtained from each student at the end of examinations for further improvement. Most of the departments have ensured high quality education by developing creative courses, curriculum as per UGC guidelines and covering the patterns of national entrance test examinations of UGC. Most Of the departments have well-defined mechanism to meet the required objectives as laid down in consonance with the program specific Outcome and program outcome. Each Department has Program Outcomes (PO's) and Program Specific Outcomes (PSOs) in line with course content to highlight the defining and distinguishing features of a program to meet new challenges of employability and skill development. The attainment of the courses and their program outcomes have been also mapped by measuring program attainments, The University ensures high quality education by developing creative courses, curriculum as well as academic rigor in content formation, keeping in view the needs of the students to meet massive challenges in their respective subject-specific areas. The University offers highly acclaimed academic programs with well-structured curricula incorporating contemporary knowledge, interdisciplinary learning with a thrust on finding solutions to real life problems. The courses are redesigned with an emphasis on disciplinary knowledge, critical thinking and problem-solving ability-skills and digital capabilities. Timely revision of syllabi and introduction of new courses enabled the Central University to remain in sync with international and national trends.



Administrative Audit report

The University administrative audit was performed on 27th morning to evaluate the administrative effectiveness in the university.

- First of all the team evaluated the service book records which were found well maintained.
- The ICDEOL HPU has been provided regular training to staff for their upgradation and monitor their progress through annual appraisal reports. All records well maintained.
- The ICDEOL HPU has separate store Section which maintains and purchases all material for the University.
- All stock register are found to be in place and all non-consumables are registered in the University Stock register as well departmental stock register. The stocks are verified yearly by duly constituted committee and The ICDEOL HPU has fixed the responsibility of each Head of the departments in dealing with administrative matters and the same is well specified in the ordinance of the University.
- Welfare scheme are in place for employees and the administration provided regular training to their staff as evident from records from time to time, and delegates duties in absence of any officer.
- The university has well established ERP system where all matter are being dealt through ERP portal named as Samarth including leave record, salary distribution, recruitments, admission etc.
- All records are found to be in good shape and annual maintenance's Of instruments are conducted regularly for major equipment's.
- All payments are made through PMFS system regularly no cash payment.
- Daily ledger is being maintained through PFMS and cash book are Verified monthly by Finance officer.
- All vouchers are archived daily
- Salaries are disbursed through ERP system and Establishment check register are also maintained. . ERP system is well established for stock verification, a salary payment vouchers verification etc,
- Fellowship are paid time bound payment manner and other payments are made within days



The finance section hold regular audit by the CA and to maintain the transparency of the section has internal audit or in place which evaluate the documents before payment.

The examination branch is headed by the Controller of Examinations and all end terms exams are being conducted by the controller of examination by setting the question papers from external examiner and thereafter evaluation of the answer sheet by the same.

The admission is also being conducted by the controller of examination office through Online process right from submission of application forms to issue of admit cards /hall ticket.

Weakness:

- Students from other States are also finding difficulties as the university had limited hostel facilities and the hostels are in rented premises which have less scope for further expansion.
- The University lacks adequate space and facilities

Specific Areas for Improvement:

- More focus on Research and Extension in terms of policy research and institutional collaborations.
- To develop a strong alumni base and to engage and involve them in the day-to-day progress of the ICDEOL HPU.

Recommendations:

Additional weightage can be given to students who have completed MOOC and other certification (identified by the department) offered by various online platforms Such as NPTEL, e-PG Pathshala etc, List Out five major areas of concern which need immediate attention:

- Encourage the students to take Courses from various online resources such as N PTEL UCC' PG Pathshala. Swayam, MOOCs and to liame guidelines for the same at the university level.
- Effective implementation of blended mode of teaching to facilitate enrichment of overall teaching learning process.
- Strengthening institutional linkage and scientific exchange programs building national and international research collaborations.
- Time bound disposal of files are required to be implemented
- A Store and Purchase officer needs to be appointed in the rank of Deputy Registrar with expertise in material management with complete office for smooth purchase of material.



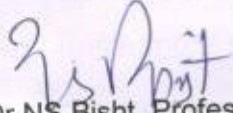
• Value added courses should be introduced such as PG diploma in various discipline


The University is in transforming stage and restructuring its course curriculum in accordance with the NEP 2020 which provides an Opportunity for the Overall development of the students with virtues:


- Holistic Multidisciplinary Education with multiple entry/exit options
- Emphasis on promoting multilingualism and Indian languages
- curriculum envisages flexibility Of Subjects
- Fostering a strong research culture
- Community engagement and social responsibility

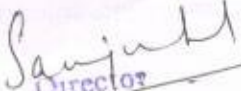
However the ICDEOL HPU needs to strengthen on the followings to meet out the space constraints

- Participation Of students in extracurricular activities at PG and RD level as workshops, seminars at regular intervals.
- Strengthening industrial, national and international research collaborations.
- Students must be encouraged for participation in Sports activity at National/international level.


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