

Annexure - 13


Registrar
Mangalayan University
Beswan, Bihar

Standard Operating Procedure (SOP)
for
Academic Audit



Registrar
Mangalayatan University,
Beswan, Aligarh
14/03/21

MANGALAYATAN UNIVERSITY

Extended NCR, 33rd Milestone, Aligarh - Mathura Highway

Beswan, Aligarh - 202146 (India)

Website: www.mangalayatan.in

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ACADEMIC AUDIT

Introduction

Academic audit is an important strategy of the University to ascertain the degree of quality teaching-learning process practiced at Department/Institute level based on the teaching-learning dimensions like curriculum development, its planning and transactional strategies, and accountability and overall quality of various programmes organized by the University.

Aim

To lay down a SoP for conduct of Academic Audit

Procedure of Academic Audit

Dean of Academics in consultation with the VC will list the approved auditors and Academic Audit Coordinator of the University. He will also prepare academic audit schedule and issue the same to all institutes and departments.

Academic Audit Co-ordinator in consultation with Dean, Academics devises the methodology to carry out the academic audit.

A meeting will be conducted with auditors in the presence of the Dean, Academics. The guidelines for carrying out audit and past experience of auditors will be discussed and methodology devised.

Audit Co-ordinator after audit will prepare a brief report which will comprise of the following aspects:

1. Identifying the processes used by the Departments for quality teaching-learning
2. Appraisal of the adequacy and effectiveness of the process
3. Recommendations for continual improvement of the processes for quality assurance and enhancement

After approval of the academic audit by the competent authority, Dean, Academics will send it to the respective HoDs/Principals who will initiate the implementation perspectives of the recommendations set forth in the report.

Guidelines for Auditors

Dean Academics, Academic Audit Coordinator and team members should audit the concerned department in the presence of the HoD/Principal/Director or his/her designated faculty members using a participatory approach for finding the facts pertaining to the aspects of the academic audit.

The academic audit ambit includes not only the teaching-learning processes but also other significant areas and activities including research, documentations and adherence to the University Vision and Mission as well as Departmental Goals and Objectives. All the participatory stakeholders including students need to be involved in the audit process through interactions; discussions and interviews based on pre-determined schedules, questionnaire and checklists prepared for the academic audit.

The academic audit should normally be concluded prior to the commencement of terminal end examinations, however in exceptional cases, the same may be scheduled on the date/s as suitable to this cause of action.

Skill Sets Required for Auditors

1. conduct meetings and interviews with staff
2. conduct meetings with students
3. write succinctly and coherently
4. meet timescales and deadlines
5. interpret statistical data
6. work effectively as a member of a team
7. work courteously and professionally
8. maintain confidentiality
9. communicate electronically

Format of Audit Report

Audit reports have a standard format comprising:

1. Title of the audit.
2. Members of the audit team.
3. Terms of Reference for the particular audit.
4. The methodology of the particular audit.
5. A description of the current policies, procedures and arrangements for the topic audited. This should preferably be a brief factual synopsis including summary of the observational remarks. The report should also include the following integral components -
 - a) purpose of the topic audited
 - b) policies, procedures and arrangements in operation
 - c) background documentation or records

Exemplary Practices:

- (1)
- (2)
- (3)
- (4)

6. Areas identified for improvement:

- (1)
- (2)
- (3)
- (4)

7. Summary of Observational Remarks:

8. Recommendations:

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- (1)
- (2)
- (3)
- (4)

Signature of HoD/Principal/Director

Signature of Academic Audit Coordinator

Date:

CHECKLIST FOR ACADEMIC AUDIT

S.No	Item	E/G/A/B	Observational Remarks
1	Curriculum is in line with MU guidelines and with guidelines of accreditation bodies		
2	The syllabus/Evaluation scheme is passed in BoS and AC		
3	Curriculum revision is done periodically		
4	Feedback from students on curriculum		
5	Feedback from Faculty on curriculum		
6	Feedback from Industry on curriculum		
7	Feedback from Alumni on curriculum		
8	Academic calendar of the Institute is in line with the academic calendar of MU		
9	Timetable of the Institute is displayed		
10	Faculty meeting records are available		
11	Course Files of faculty members including – timetable, syllabus, teaching plan and its objectives are available.		
12	ICT including ppt and technology modes are used by the Department		
13	Research projects are undertaken by the faculty		
14	Students Projects are duly signed		
15	Assignments are duly assessed		

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16	MPhil / Doctoral Research Dissertations/Thesis are available		
17	Research papers/articles/ published by the faculty members during the session are adequate		
18	Formative and summative evaluation are organized through minor and major examinations		
19	Minor examinations are based on units of teaching as prescribed		
20	Evaluated answer sheets of minors are shown to the students		
21	Co-curricular Activities are routinely conducted		

Excellent – E Good – G Average- A Below-average – B

Academic Audit Report

Session: xx – xxxx

1. Name of Department:.....
2. No. of Staff members:.....
3. No. of hired services:
4. Revisions as per earlier audit recommendations: last revised on.....
5. Participation of faculty:
6. Participation of Non-teaching staff.....
7. Number of orientation programs organised by the Department:.....
8. Number of capacity building programs organized.....; staff sponsored.....
9. University Services awareness test attended.....
10. New Technological Equipment and Infrastructure Added:

Exemplary Practices:

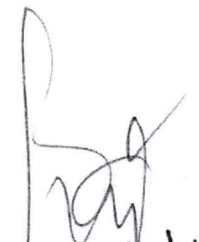
- (1)
- (2)
- (3)
- (4)

Areas identified for improvement:

- (1)
- (2)
- (3)
- (4)

Summary of Observational Remarks:

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Recommendations:

- (1)
- (2)
- (3)
- (4)

Signature of Departmental/Unit Head

Signature of Audit Coordinator

Date:


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14/08/24


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INTERNAL QUALITY ASSURANCE CELL

Ref. No. MU/IQAC/2025-26/ 1(AAA)

Dated: July 24, 2025

NOTICE


The academic and administrative functioning of the various Academic Units is required to be governed in accordance with the prescribed policies, standards and norms of the University. In order to ensure the strict functioning and compliance, the following Audit Teams have been constituted to conduct the Academic and Administrative Audit for Academic Year 2024-25 at all the Academic Units of the University from July 28 to August 05, 2025:


Team	Auditors	Cluster/Academic Units
Team-I	Prof. Rajeev Sharma	Cluster-I DoP, SoP, MIPER, INPS, PIVE, MAMCRC
	Dr. Rajesh Kumar Upadhyay	
	Prof. Manisha Sharma	
	VC Nominee: Prof. Sidhartha Jain	
	External Expert: Dr. Deepshikha Saxena	
Team-II	Prof. Abdul Wadood Siddiqui	Cluster-II IAS, DBTLS, Dept. of Agriculture
	Prof. Dinesh Pandey	
	Dr. Deepmala	
	VC Nominee: Dr. Javed Wasim	
	External Expert: Dr. Poonam Rani	
Team-III	Prof. R. K. Sharma	Cluster-III IBMC, DJMC, Dept. of Arts, DVPA, DLIS, IER
	Prof. Kishan Pal Singh	
	Dr. Love Kumar	
	VC Nominee: Prof. Gajendra Parashar	
	External Expert: Prof. Sunil Gupta	
Team-IV	Prof. Ravi Kant	Cluster-IV DCEA, DCE, DME, DEEE, Polytechnic, ILSR
	Prof. Anurag Shakya	
	Dr. Soni Singh	
	VC Nominee: Prof. Fowad Khurshid	
	External Expert: Prof. Ashok Kumar Upadhyay	

These Audit Teams inspect the respective Units and will provide their valuable inputs to overcome the short comings and strengthening them.

The Reports of the conducted Academic and Administrative Audit (AAA) are required to be submitted to IQAC in prescribed Performa by August 06, 2025.

This is issued with the approval of Competent Authority.


(Dr. Rajesh Kumar Upadhyay)
Director, IQAC


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Aligarh

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Enclosure:
Detailed Schedule of Academic and Administrative Audit (AAA) for AY 2024-25

(Annexure-I)

CC:
P.A. to Hon'ble Vice Chancellor for his kind information
Registrar
Dean-Academics
Joint Registrar
All Deans/Directors/Head of Academic Units
All Members


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ANNEXURE-I

Schedule of Academic and Administrative Audit (AAA) for AY 2024-25

S. No.	Cluster	Name of Academic Unit	Date of Audit
1	Cluster-I	Department of Pharmacy	28-Jul-25
2	Cluster-I	Institute of Nursing and Para-Medical Sciences	29-Jul-25
3	Cluster-I	Paramedical Institute of Vocational Education	30-Jul-25
4	Cluster-I	School of Pharmacy	31-Jul-25
5	Cluster-I	Mangalayatan Institute of Pharmaceutical Education and Research	01-Aug-25
6	Cluster-I	Mangalayatan Ayurveda Medical College and Research Centre	04-Aug-25
7	Cluster-II	Department of Biotechnology and Life Sciences	29-Jul-25
8	Cluster-II	Department of Agriculture	04-Aug-25
9	Cluster-II	Institute of Applied Sciences	05-Aug-25
10	Cluster-III	Department of Visual and Performing Arts	28-Jul-25
11	Cluster-III	Institute of Education and Research	30-Jul-25
12	Cluster-III	Department of Arts	31-Jul-25
13	Cluster-III	Department of Library and Information Science	01-Aug-25
14	Cluster-III	Institute of Business Management and Commerce	04-Aug-25
15	Cluster-III	Department of Journalism and Mass Communication	05-Aug-25
16	Cluster-IV	Department of Mechanical Engineering	29-Jul-25
17	Cluster-IV	University Polytechnic	29-Jul-25
18	Cluster-IV	Institute of Legal Studies and Research	30-Jul-25
19	Cluster-IV	Department of Civil Engineering	31-Jul-25
20	Cluster-IV	Department of Computer Engineering and Applications	01-Aug-25
21	Cluster-IV	Department of Electrical and Electronics Engineering	05-Aug-25


(Dr. Rajesh Kumar Upadhyay)
Director, IQAC


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Academic and Administrative Audit (AAA)

Academic Year: 2024-25

Name of Academic Unit:

Date of Audit:

Checklist

S. No.	Item	Available (A)	Not Available (NA)	Remarks
1	List of Faculty Members			
2	List of Non-Teaching Staff			
3	Evaluation Scheme and Syllabi of all Academic Programs offered by the Academic Unit			
4	Minutes of Board of Studies Meetings			
5	Timetable			
6	Workload and Delegation of Responsibilities			
7	List of Students (Program and Semester wise)			
8	List of Experiments (Semester and Course wise) and Manuals			
9	Previous Practical Records			
10	Previous Project Reports			
11	Attendance Register (Faculty & Staff)			
12	Attendance Registers (Students)			
13	Question Papers of Minor Examinations			
14	Record of Attendance for Minor Examinations			
15	Answer Sheets of Minor Examinations			
16	Record of Internal Marks			

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17	Course Exit Survey			
18	Program Exit Survey			
19	Course files			
20	Student Internship Record			
21	Details and Records of Students Progressing to Higher Education			
22	Placement/ Training Letters of Students			
23	Record of Activities for Advanced Learners			
24	Record of Activities for Slow learners			
25	Mentor-Mentee record			
26	Student Feedback, Report of Analysis and Action Taken			
27	Departmental Activity Records (Brochures/ Flyers/ proceedings of all Conferences/ Seminars/ Symposia/ Workshop/ Contests/ Competitions/ FDP/Guest Lecture/Webinars/Sports/ Cultural activities and Orientation of newly joined students including sensitization about ant ragging Activities Organized by the Academic Unit with the details of the invited Guest/Experts			
28	List and Copies of Publications (Research Articles/ Reviews, Proceedings of the Conferences/ Books/ Manuals)			
29	List and Copies of Research Projects Submitted/ Granted			
30	List and Copies of Patents Filed, Published and Granted			
31	FDPs/STTPs/Conference/Seminar/Workshop etc. attended by Faculty Members			

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32	Details of Candidates Awarded PhD under the Academic Unit			
33	Files of PhD Scholars Enrolled			
34	Academic, Research and Industry Linkages (Copies of Memorandum of Understanding) and Ongoing/ Completed activities			
35	Annual Department Budget			
36	Stock Registers, Lab Equipments Details, and Maintenance Records			
37	Office Notices Records			
38	Minutes of Departmental Meetings			
39	Details of Students' Participation in Curricular Activities: (Workshop/Conference/ Seminar/ Competitions etc. Co-Curricular Activities: Sports/Cultural/Extension Activities with the copies of Certificates			
40	Strategic Plan (5 Years)			

General Comments by Auditor(s):

Name and Signature of HAU

Name and Signature of Auditor(s)

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Academic and Administrative Audit (AAA)

Academic Year: 2024-25

Name of Academic Unit: *Institute of Business, Management and Commerce*

Date of Audit: *04/08/2025*

(IBMC)

Checklist

S. No.	Item	Available (A)	Not Available (NA)	Remarks
1	List of Faculty Members	✓		
2	List of Non-Teaching Staff	✓		
3	Evaluation Scheme and Syllabi of all Academic Programs offered by the Academic Unit	✓		→ Batch should be mentioned → Signature Missing
4	Minutes of Board of Studies Meetings	✓		
5	Timetable	✓		
6	Workload and Delegation of Responsibilities	✓		
7	List of Students (Program and Semester wise)	✓		→ HOD Signature is missing
8	List of Experiments (Semester and Course wise) and Manuals		✓	Not applicable
9	Previous Practical Records		✓	Not applicable
10	Previous Project Reports	✓		
11	Attendance Register (Faculty & Staff)	✓		
12	Attendance Registers (Students)	✓		
13	Question Papers of Minor Examinations	✓		
14	Record of Attendance for Minor Examinations	✓		
15	Answer Sheets of Minor Examinations	✓		
16	Record of Internal Marks	✓		→ HOD Signature is missing

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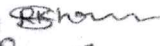


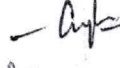

17	Course Exit Survey	✓		
18	Program Exit Survey	✓		
19	Course files	✓		
20	Student Internship Record	✓		
21	Details and Records of Students Progressing to Higher Education		✓	
22	Placement/ Training Letters of Students	✓		
23	Record of Activities for Advanced Learners	✓		→ Geo-tagging photos required
24	Record of Activities for Slow learners	✓		
25	Mentor-Mentee record	✓		
26	Student Feedback, Report of Analysis and Action Taken	✓		
27	Departmental Activity Records (Brochures/ Flyers/ proceedings of all Conferences/ Seminars/ Symposia/ Workshop/ Contests/ Competitions/ FDP/Guest Lecture/Webinars/Sports/ Cultural activities and Orientation of newly joined students including sensitization about ant ragging Activities Organized by the Academic Unit with the details of the invited Guest/Experts	✓		→ HOD Signature required
28	List and Copies of Publications (Research Articles/ Reviews, Proceedings of the Conferences/ Books/ Manuals)	✓		
29	List and Copies of Research Projects Submitted/ Granted	✓		
30	List and Copies of Patents Filed, Published and Granted		✓	→ No Patents for 2024-25
31	FDPs/STTPs/Conference/Seminar/Worksh op etc. attended by Faculty Members	✓		

32	Details of Candidates Awarded PhD under the Academic Unit	✓		
33	Files of PhD Scholars Enrolled	✓		→ No files maintained only list vs present
34	Academic, Research and Industry Linkages (Copies of Memorandum of Understanding) and Ongoing/ Completed activities		✓	No MoUs till date
35	Annual Department Budget	✓		
36	Stock Registers, Lab Equipments Details, and Maintenance Records	✓		
37	Office Notices Records	✓		→ Departmental notices are not present
38	Minutes of Departmental Meetings	✓		
39	Details of Students' Participation in Curricular Activities: (Workshop/Conference/ Seminar/ Competitions etc. Co-Curricular Activities: Sports/Cultural/Extension Activities with the copies of Certificates	✓		→ Indexing is not done
40	Strategic Plan (5 Years)	✓		→ Not in format

General Comments by Auditor(s):

- Indexing and HOD Signature are required
- Activity should be conducted more
- Conference and Seminars need to planned and conducted

for 
Name and Signature of HAU
 (Sidharth Jain)

- ① Prof. R.K. Sharma 
- ② Prof. K.P. Singh 
- ③ Prof. Sunil Gupta 
- ④ Prof. Ajendra Parashar - 
- ⑤ Dr. Love Mittal - 

Name and Signature of Auditor(s)


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