SHRI GURU RAM RAI UNIVERSITY

(Estd. By Govt. of Uttarakhand, vide Shri Guru Ram Rai University Act. 03 of 2017& Recognized by UGC u/s (2f) of UGC Act 1956)

Patel Nagar, Dehradun -248001, Uttarakhand.

ACADEMIC AUDIT 2023-24				
Name of the School/College:				
Audit Team: External/Internal				
1.		3.		
2.		4.		
Date of Audit:				
	School/College Timings ……….. to ……………		**Observations**	**Remarks/Suggestions**
I Curricular Aspects (2023-24)				
A	**Curriculum Design and Development**			
A.1	Name of Programmes and Board of Studies (BOS) conducted			
	Name of Dept.	Programme offered	Year of establishment	Last BOS conducted with year	Frequency of Revision
A.2	The Programmes offered by the institution focus on employability/ entrepreneurship/ skill development and their course syllabi are adequately revised to incorporate contemporary requirements (Academic Session 2023-24)				
	Name of Programme		Name of Course		Remarks
B	**Academic Flexibility**				
B.1	New courses introduced across all programmes offered (Academic Session 2023-24)				
	Name of the Programme	Name of the Course	Course Code	Year of Introduction	Remarks
C	**Curriculum Enrichment**				
C.1	Number of certificate / value-added courses / Diploma Programmes offered by the institution and online courses of MOOCs, SWAYAM / e-Pathshala/ NPTEL and other recognized platforms where the students of the institution have enrolled and successfully completed (Session 2023-24)				

	Name of the course/ Programme/ Course Code (if any)	Mode of the Course- offered by the HEI or Online (Specify the platform like MOOCS, SWAYAM, etc.) or Value-Added Course	Year of offering /Year of enrolment	Contact hours of course	Number of students enrolled in the year	Number of Students completing the course in the year (certificate copy)	Remarks

C.2	Programmes that have components of field projects / research projects / internships etc. (Academic session 2023-24)					
	Name of the Programme(s) offered by the Department	Programme Code	Whether the program has components of Field project / research project/ internship (Yes/No)	If yes, name of the component (Field project / research project/ internship - Please specify)	Course code of the component	Number of students undertaking the field projects / research projects/ internships

D	**Feedback on curriculum collected, analyzed with Action Taken Report (Academic session 2023-24)**		
i.	Students	Yes/No	(Month/Year)
ii.	Teacher	Yes/No	(Month/Year)
iii.	Alumni	Yes/No	(Month/Year)
iv.	Employer	Yes/No	(Month/Year)

II Teaching- Learning and Evaluation (2023-24)

A	**Student Enrolment and Profile**							

A.1	Name of Dept.	Programme offered	Year of establishment	Sanctioned Seats/ Programme				Total student strength			
				I	III	V	VII	I	III	V	VII

B	**Catering to Student Diversity**	
B.1	Student-Full time teacher ratio (2023-24)	
B.2	Categorization of Advance and Slow learners (provide details)	
B.3	i. Mentor-Mentee session 2023-24 (Yes/No) ii. Number of Mentors iii. Details of Students with each mentor	

C	Teacher Profile and Quality					
C.1	i. Sanctioned Teaching staff per Department (Professor/Associate Professor/ Assistant Professor) and number of teachers present/appointed (2023-24) ii. Number of Contractual/Visiting Faculty per department (as applicable) iii. Details of the teaching staff as per format given below:					
	Name of Department	Name of Teacher	Qualification	Designation	Date of Joining	Teaching Experience
C.2	No. of teachers with Ph.D./NET/M.Phil. /without Ph.D.					
C.3	Teaching-Learning Process					
C.3.1	Conduct of Classes (Academic calendar 2023-24/Instructional Delivery/Lesson plan /Workload assigned etc.)					
C.3.2	Use of supplementary teaching tools and application (Online Resources & ICT tools used)					
C.3.3	Seminars/Workshops/Guest Lectures Organized					
C.3.4	PDP classes (details with attendance records)					
C.3.5	Remedial Classes (details with attendance records)					
C.3.6	Student Assignment					
C.3.7	Student Feedback on teaching learning (Yes/No)					
C.3.8	Peer tutoring (with details)					
C.3.9	Peer Review (with details)					
C.3.10	Teachers Diary (2023-24) Submitted/Not Submitted					
D	Student Performance and learning outcomes					
D.1	Conduct of Internal Examination (2023-24) (Assignment or test with dates as per Academic calendar)					
D.2	Maintenance of Marks Register					
D.3	Outcome based Education OBE (Followed or not)					

D.4	Result of University Examinations (2023-24)					
	Analysis of University Results As per pass out Batch in each programme (last 3 years)					
		2021-22	**2022-23**	**2023-24**		
1.						

III Research, Innovations and Extension (2023-24)

A	**Promotions of Research and Facilities**		
A.1	Research Facilities available		
A.2	Number of Teachers provided with seed money for research (2023-24)		
A.3	Number of JRF/SRF among the enrolled Ph.D. Scholars		
B	**Resource Mobilization for Research**		
B.1	Number of Research Projects per Teacher funded by govt./ non govt. agencies/Industry etc. (details to be provided)		
C	**Innovation Ecosystem**		
C.1	Number of awards received for research/Innovation by teachers/research scholar/students (2023-24)		
C.2	Number of seminar/workshop organized on IPR/IKS (2023-24)		
C.3	Innovative activities/Innovation/Research by Department/School		
D	**Research Publications and Awards** (2023-24) (*Annexures with details)		
D.1	Number of Research Paper Published per teacher		

D.2	Number of books and/ or Chapters published per teacher		
D.3	Number of Patents published/awarded		
D.4	Number of Ph.Ds awarded per recognized guide		
D.5	E-content developed by teacher		
E	**Consultancy**		
E.1	Revenue generated from consultancy and corporate training (2023-24)		
F	**Extension Activities**		
F.1	Number of Extension and Outreach Programme conducted by Institution through organized forums like NSS/NCC		
G	**Collaboration**		
G.1	Number of functional MoUs/linkage with institutions/industries in India and abroad for internship, on-the-job training, project work, student/faculty exchange and collaborative research (2023-24) (Activities per MOU Letter)		
IV Infrastructure & Learning Resources			
A	**Physical Facilities**		
A.1	Classrooms/Laboratories (UG/PG/Research Lab)		
A.2	Room number /Name of class room /E-Class Rooms/Lab/ Seminar Hall (with details)		
A.3	ICT Facilities Such as Smart Classes/LMS etc.		
A.4	Basic Facilities • Auditorium • Indoor/Outdoor Games Facilities • Bank/ATM • Sanitation		

	• Drinking Water Facilities • Gymnasium • Girls common room • Canteen Others please specify		
B	**Library as a Learning Resource** (2023-24)		
B.1	Departmental Library & University Library (with details of number of books, journals, e-resources etc.)		
B.2	Number of New Books/Journals etc.		
C	**IT Infrastructure**		

C.1	IT Facilities Available
	  i. Total Number of Computers – Staff and Dean Office etc.
	  ii. Internet facilities available with bandwidth		

C.2	Student-Computer ratio		
C.3	Facilities for e-content and other resource development (Such as Audio visual center, Animal House, Museum, Research Lab etc.)		
V Student Support and Progression			
A	**Student Support (2023-24)**		
A.1	Number of Students benefited by scholarships – (Name of Student/Type of Scholarships)		
A.2	Career Counselling and guidance by the school/college Coaching for competitive exam (Yes/No)		
A.3	Capacity development and skills enhancement initiatives undertaken by the institution (Soft Skill, Language and communications skills, life skills etc.)		
A.4	Redressal of student grievances (give details, if any)		

B	Student Progression (2023-24)		
B.1	Placement Activities undertaken by the School		
B.2	Number of outgoing students placed		
B.3	Number of students who qualified NET/SLET/ Government Exams etc. (kindly provide the information with details)		
B.4	Number of students who have progressed to higher education		
C	**Student Participation and Activities**		
C.1	Student Council (Presence of Student Council and its Activities for Institutional Development and student welfare) Student Centric Activities (Sports/cultural/technical/clubs etc.)		
C.2	Awards Received in activities (Inter University/State/National/International events)		
D	**Alumni Engagement**		
D.1	Alumni Contribution		
D.2	Related Activities in schools/college		
VI Governance, Leadership and Management			
A	**Institutional Vision and Leadership**		
A.1	Vision and mission of School/College		
A.2	Implementation of e-governance and Institutional Polices (Yes/No)		
A.3	Future Plan		
B	**Faculty Empowerment Strategies (2023-24)**		
B.1	The institution has performance appraisal system for teaching and non-teaching staff and avenues for career development/progression (Yes/No)		
B.2	Financial support to attend conferences/workshops/ publish research papers		

B.3	FDP's/QIP/Orientation/Refresher program attended (2023-24)		
B.4	i. Activities/participation in various committees of the School (Minutes of meeting to be attached) ii. Parents/ Teachers meeting- whether information is being given to parents or not		
B.5	Timely submission of information to IQAC (whether the school/college has criteria incharge assigned for the same)		
VII Institutional Values and Best practices			
A	**Institutional Values and Social Responsibilities**		
A.1	Facilities for alternate source of energy (Solar energy/Biogas plant/ Use of LED bulbs etc.		
A.2	Waste Management /Waste Recycling system (Solid/ Liquid/Biomedical/E-waste/Hazardous chemicals etc.)		
A.3	Water conservation facilities and Green campus initiatives		
A.4	Institution has prescribed code of conduct for students, teachers, administrators and other staff		
A.5	Best practices of School (mention any two with supporting documents)		

Name & Signature of the Academic Auditors:

1.   (   )

2.   (   )

3.   (   )

4.   (   )

5.   (   )

Shri Guru Ram Rai University

(Estd.By Govt. of Uttarakhand, vide Shri Guru Ram Rai university Act.03 of 2017)

Patel Nagar, Dehradun -248001, Uttarakhand

Administrative Audit for the Academic Year 2023-2024

Section	Items	Observation/Remarks
Registrar Office	Establishment of the University (letter)	
	Head of University & other Officers of University Contact details of all authorities the University	
	i.Date of Recognition under section 2f of UGC act 1956 ii.Recognition and approval by statutory bodies (NMC/PCI/ICAR/NCTE/UPMC/INC)	
	Minutes of Meeting of Statutory bodies (2023-24)	
	All Committees of the University (2023-24 with minutes of meeting)	
	Handbook of Statutes & Act/ Rules and Ordinances/Policies/ Guidelines of SGRR University (with amendments from time to time, if any)	
	i. Total Number of Teaching, Non-Teaching Staff (personnel/service records of all officers, academics staff, administrative staff, and other employees of the University) ii. Faculties (New Appointments 2023-24 with details) iii. Non-teaching staff (New Appointments 2023-24 with details) iv. Promotion policy of teaching and non-teaching staff v. Total Number of Students at SGRRU including newadmissions (certificates, marksheets, degrees etc. admission, enrolment, migration, results of various examinations including entrance examination and award of degrees, diplomas, certificate). vi. Annual Report of all activities of the University (2023-24)	
	i. Programmes Offered (School wise details with programme code) ii. Records of Board of Studies (MoM & syllabi)	
	i. Infrastructure details and AMC and Bills (Records of complete infrastructure and Blueprints of buildings as required by regulatory body) Proper maintenance and upkeep of properties and assets of the University.	
	i. MOUs	
Account Office	Financial Audit 2023-24	
	Record of Salary Bills, 16A forms, ITR reports, AMC Contracts and Bills, etc.	
	Facility of E-Finance Management	
Exam Cell	All ordinances, Board of Examinations	
	Record of Board of Examination Meeting 2023-24	
	Exam calendar 2023-24	
	Records of conducted examinations (ESE details, records of evaluation and Award list) 2023-24	
	Record of Result Analysis School wise 2023-24	
	Minutes of meetings convened 2023-24	
	University Exam Management System	
	AMC Contracts and Bills	
IT Centre	Stock Maintenance	
	Record of IT facilities with purchase bills, AMC etc,	
	Logbooks/Records/Stock Registers/ SOPs etc.	

Library (SGRRIM&HS, Pathri Bagh and Patel Nagar)	Library staff (Details- name and designation) Library Management System (software) Stock Register/Accession Register/ Barcoding/Book Issuing Record/ SOPs/ Attendance records of Students/Faculty etc. Web OPAC/RFID (facility or available or not) Display of Books Journals/ Rare Books/Reference Book etc.	
	e-Resources provided by the library Thesis copies/previous question papers etc. Adequate space in library (students/staff/research scholars) Methodology of Disposing Books (Weeding out policy	