

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION

AP::VIJAYAWADA

Present: Sri Pola Bhaskar, IAS.

Rc.No:01/Acad.Cell-Academic Audit/AC-7/2022

Date: 08-06-2022.

Sub: Collegiate Education – Academic Audit 2020-21 – Communication of Academic Audit Formats, Guidelines, Action Plan to all GDCs – reg.

It is to inform that the Commissionerate of Collegiate Education launched Academic Audit as a Quality enhancement initiative with an objective to improve functional efficiency of the Colleges and to promote accountability among the Teaching Staff. The Academic Audit is conducted once in every year in all functional Government Degree Colleges by the team of trained Academic Advisers since 2012.

As NAAC also insists on the conduct of audits on Qualitative and Quantitative Parameters and as the submission of Annual Quality Assurance Report (AQAR) is made mandatory with all evidences, the Academic Audit formats are revised based on the NAAC – Revised Accreditation Framework after taking feedback from RJDCEs, Principals, and Faculty members from GDCs. This will help the colleges to prepare the AQARs promptly and accurately and will help for better grading.

In this connection, the following formats and guidelines are communicated herewith to all GDCs for the conduct of Academic Audit for the A.Y 2020-21.

1. Guidelines on conduct of Academic Audit
2. Guidelines for nomination of Academic Advisers Team and execution of Academic Audit.
3. Action Plan for conduct of Academic Audit for A.Y. 2020-21
4. Academic Audit Formats:
 - a. Format –I : College Profile
 - b. Format-II : Institution Data
 - c. Format- III A: Lecturer wise Data
 - d. Format - III B: Physical Directors Data
 - e. Format- III C: Librarians Data
 - f. Format –IV: Observations made by the Academic Audit team and Action Taken Report by the Principals

It is further informed that, all the principals are informed to create an icon 'Academic Audit 2020-21' on respective college websites and upload the filled in formats for smooth and effective conduct of Academic Audit. Principals are also requested to nominate Academic Audit Advisers as per the eligibility criteria stipulated in the Guidelines in the prescribed google spread sheet/google form which will be shared with you very soon and they will be given training on the formats and conduct of Academic

Audit. The college wise schedule of the Academic Audit 2020-21 along with other details will be communicated.

Sd/- Dr. Pola Bhaskar, IAS

Commissioner of Collegiate Education

To
The Principals of all Govt Degree Colleges
Identified College Principals
RJDCEs of Rajahmundry, Guntur and Kadapa.

Enclosures:
Guidelines and Formats as mentioned above on Academic Audit

//Attested//

Inlari
8/6/22
Academic Guidance Officer

Guidelines to Principals for Academic Audit:

1. The Academic Audit Calendar will be issued after the training of Academic Audit Personnel by the CCE.
2. The Principal should constitute an Academic Audit Committee which should include the Principal, IQAC Coordinator, Academic Coordinator, Exam Cell In charge and other incharges of committees.
3. Formats I and II have to be filled and uploaded along with proofs on the website of the college in ten days after the announcement of Academic Audit Calendar by the Academic Audit Committee of the college.
4. Other Formats (II to IV) are to be filled and hard copies to be kept ready along with required attachments – criterion wise policies, proofs, lists of students and reports for audit by the Academic Audit Committee and department incharges.
5. The Academic Audit teams should download the filled-in Formats - I & II from the Institutional website, go through the Institutional profile and data of the institution, check for details on the website and cross check with the departments during the time of audit.
6. The Academic Audit should be conducted for two days scrupulously from 10.00 am to 5 pm in an objective way as it has to guide the institution for preparation of AQARs and for SSRs. Hence it should be critical and guiding.
7. The Academic Audit teams should be thorough with the Audit formats and should be able to guide the members when they seek clarification of doubts.
8. The Audit Team should evaluate the Institution (Format II) only after evaluating the remaining formats (III & IV).
9. The metrics of all the formats (I to IV) must be evaluated as per the bench marks.
10. The audit team should record criterion wise observations and make suggestions for the development of the institution and the same should be explained to the staff in the exit meeting.
11. Principals are requested to provide necessary arrangements for boarding and accommodations and pay allowances as per rules and honorarium of Rs.1000/- per day from the internal resources of the college.
12. Disciplinary action will be taken on the Principals of the colleges
 - If the Academic Audit team fails to find the Formats on the Website of the Institution as stipulated and
13. The Advisers of the Academic Audit team should be ready with observations about the colleges audited, for presentation during the post-audit review by the CCE on the status of colleges.

Guidelines for AA teams

1. Criteria for AA team selection

The Principals of GDCs have to nominate at least two teachers from their respective colleges with the following criteria:

- a. Minimum 6 Years of Service
- b. Awareness about Criteria of NAAC
- c. Good research output and communicative abilities
- d. Contribution to NAAC at College level

2. Allotment of AA teams

The following criteria will be followed for the allotment of AA teams depending on the student strength of the college.

- a. If the faculty are <30, two member team for one day audit
- b. If the faculty are >30, two member team for two day audit
- c. If the faculty are >60, three member team for two day audit
- d. If the faculty are >100, four member team for two day audit

3. Requirement

A total of 400 members (361+ reserve 40) are required for conducting Academic Audit in 162 colleges.

4. Submission of AA report

The Academic Audit team shall submit the audit report/ recommendations to the O/o CCE on the same day immediately after the completion of the Academic Audit through a Google form.

Academic Audit 2020-21

Action Plan

Steps	Activity	Tentative date
Step -1	Guidelines (for Academic Audit and for AA team Selection) and formats will be communicated to Principals through proceedings	20 th June, 2022 (Monday)
Step-2	Orientation about AA formats to Principals	24 th June, 2022 (Friday)
Step -3	Selection of Audit teams and Online training	30 th June, 2022 (Thursday)
Step - 4	Release of Academic Audit Calendar	1 st July, 2022 (Friday)
Step-5	Release of Academic audit teams list	11 th July, 2022 (Monday)
Step-6	Uploading of format I &II on the institutional website by the Principal	11 th July, 2022 (Monday)
Step-7	Study of uploaded formats by Academic Audit team and preparation of notes	12 th to 17 th July, 2022
Step-8	Conduct of Academic Audit	From 18 th to 23 rd July, 2022 (Monday - Saturday)