ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

(AY: 2019-20)

Registrar
K.R. Mangalam University
Sohna Road, Gurugram (Haryana)

K.R. MANGALAM UNIVERSITY
EDUCATION FOR LIFE
((Recognized by UGC and a member of AIU))

Report on Academic and Administrative Audit

2019-20

Registrar
R. Mangalam University
Sohna Road. Gurugram (Haryana)

Director IQAC
K.R. Mangalam University
Sohna road, Gurugram
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1. Introduction to Academic Audit:

The main objective of an academic audit is to ascertain that schools have put in place adequate and effective quality assurance mechanisms in terms of strategies and procedures, their applicability to ensure quality inputs and consequently quality outputs, their agility in ensuring continuous improvements, and the review of available resources, their optimal utilisation, and additional resource requirements for providing quality education.

In recent years, an increasingly prevalent trend in the higher education scenario in India has been the willingness and drive of institutions and universities to introduce systems and practices in their work environment and establish high standards and benchmarks to guide their performance in keeping with the institution's vision and mission.

An increasing number of universities volunteer to have national and international agencies conduct critical reviews and audits of their operations and output. A rising number of progressive establishments nationwide are becoming more aware of the need to engage in participatory learning and take advantage of the knowledge and resources provided by national organisations like the National Assessment and Accreditation Council (NAAC) & NBA, etc.

The creation of internal quality assurance mechanisms helps to teach the gains made from such efforts in the institution's day-to-day work ethics and organisational culture, which is an indispensable requirement in any quality assurance scheme. The Internal Quality Assurance Cell (IQAC) ensures and promotes quality culture.

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2. Audit Committee Members:

- Prof. S. C. Manchanda- Professor, School of Management of Financial Institutions (SoMFI), Management Development Institute, Gurugram
- Prof. Ambrish Saxena, Director, Delhi Metropolitan Education, Noida
- Dr Seema Raj, Assistant Professor, SBAS
- Ms Mouli Chowdhury - Assistant Professor, SOHS
- Dr. Meena Bhandari- Dean SBAS
- Director- IQAC

Schedule of the Academic Audit:

School	Date	Time	Name of Auditor
SBAS	October 10, 2020	9.30 -11.00 AM	• Prof. S. C. Manchanda • Prof. Ambrish Saxena • Dr. Meena Bhandari • Dr Seema Raj • Ms Mouli Chowdhury • Director-IQAC
SOET	October 10, 2020	11:30 -1:00 PM	
SOLS	October 10, 2020	1.30 – 3:00 PM	
SOED	October 10, 2020	3:00- 4.30 PM	
SMAS	October 11, 2020	9.30 -11.00 AM	• Prof. S. C. Manchanda • Prof. Ambrish Saxena • Dr. Meena Bhandari • Dr Seema Raj • Ms Mouli Chowdhury • Director-IQAC
SOMC	October 11, 2020	11:30 -1:00 PM	
SJMC	October 11, 2020	1.30 – 2:00 PM	
SOAP	October 11, 2020	2:00- 3:00 PM	
SOFD	October 11, 2020		
SOHS	October 11, 2020	3:00 – 4:30 PM	

3. General Observations:

- The Institution is a Haryana State Pvt University having 12f status.
- Progressive vision of the Management & Vice Chancellor with a definite plan of action following a decentralised administrative network
- ISO-Certified Institution
- School vision is in alignment with the institutional quality policies.
- Preparing for the First cycle of NAAC accreditation
- Adequate Library Facilities
- Support services such as canteen, hostels, and transportation are provided to faculty, staff, and students.

4. Specific area-wise suggestions

1. Periodic surveillance audits may be performed to keep records updated

2. Provisions for a full-fledged digital enquiry facility

3. Procurement of licensed software

4. Installation of CCTV for the safety and security of students

4.1 Programs, Curriculum, and Supportive Courses

1. More programs, especially at the Postgraduate level, may be started by NEP and stakeholder requirements

2. Specific documents regarding curriculum transactions, including remedial, tutorials, industrial visits, educational tours, etc., may be kept in all schools.

3. Relevance of cross-cutting issues should be categorised separately with specific mention

4. Feedback mechanism must be performed and completed with proper directions from IQAC

5. Offer more open electives, skill courses, value education, etc. and mechanisms to monitor the quality of these courses.

6. Creation of e-content for Common courses

7. More focus on Industry Connect

4.2 Teaching Learning and Evaluation

1. All teachers should receive systematic, planned training in all areas of academic and extra-academic requirements through FDPs, Conferences, refresher courses, etc.

2. Several Professional skill development programmes to be organised for the teaching and non-teaching faculty

3. To motivate faculty for enrollment in Ph.D.

4. National and International exposure of teachers are highly suggested

5. A blended system of teaching integrating technology must be encouraged by the present-day requirements

6. Tutorial system must be strengthened significantly at the undergraduate level to enhance the learning process

7. Continuous evaluation/formative assessment should be implemented to monitor the learning process

8. The institution's overall results must be improved.

9. LOCF is to be adopted, and training must be provided for all teachers in OBE. Outcome evaluation and analysis should be done meticulously. A monitoring committee may be formed for this purpose.

10. The present feedback method on the curriculum should be more effective.

4.3 Research and Extension

1. To initiate research culture on the campus and motivate and appreciate faculty for quality publications through incentives.

2. To encourage UG and PG students for research/Project work.

3. Sensitization programs through extension activities involving students in identified nearby villages to be organised systematically.

4.4 Administrative Staff

1. Training may be extended to segments of the administrative staff, such as Office, Security, attenders, Menial and other supportive personnel.

2. Training should be given to faculty and staff in strengthening e-governance

3. Soft Skills training shall be provided to enhance staff-student, staff-faculty relationships yearly

4.5 Infrastructure

1. To create more labs as per requirement.

2. To upgrade existing ICT facilities, more software, Desktops, Wi-Fi speed, etc.

4.6 Student Support and Progression

1. More common rooms shall be provided for the students.

2. Research students may be promoted with opportunities for Peer Teaching. They shall also be paid.

3. A Career Assistance centre may be formed to support students preparing for international exams such as the GRE, TOEFL, etc.

4. Career counselling must be intensified to improve the attainment of competitive exams.

5. Skill development must be promoted further. Collaborations can be made with external agencies like the Skill Development Corporation of India.

6. The Placement Cell of the university should be encouraged to have agreements with Industrial establishments for training and placements

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7. The university should investigate possibilities of collaborations with institutions for research and internships, etc.

4.7 Library

1. Appreciable efforts are made to provide a better ambience for reading.

2. RFID and other systems are in place

3. Digital remote access with digital repositories may be introduced to cater to the needs of online references.

6. Library Audit is conducted annually by a committee constituted by the Vice Chancellor. The report has been annexed.

4.8 Green initiatives and inclusiveness

1. The University is resorting to a green campus concept

2. Green/waste/energy audits were performed sufficiently

3. The campus's general display system should convey sufficient information to students and staff regarding important days observed, national obligations, human rights, values, etc.

4.9 Statutory Committees, Clubs, Cells, and Associations

1. The committees, clubs, and cells are ample to meet the academic and non-academic requirements of the students. However, more effective events should be organised to enhance the campus experience and overall development of the students.

2. A systematic mechanism shall be implemented to ensure the efficient functioning of the clubs and cells.

5. No. Of Activities Organised

5.1 Onsite Activities Jan-March 2020

School	No. of Events
SBAS	2
SJMC	7
SMAS	4

SOAP	2
SOED	1
SOET	5
SOFD	5
SOHMCT	1
SOLS	3
SOME	7
KRMU	2

5.2 Online Events March – July 2020

School	No. of Events
School Webinars	28
School Events	16
KRMU Webinars	8
KRMU Events	2
Online Courses	2

Prepared by: Internal Quality Assurance Cell

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THE COMPLETE WORLD OF EDUCATION

Action Taken Report

Academic and Administrative Audit 2018-19

S. No	Suggestions	Action Taken
1.	Wi-Fi bandwidth needs to be increased	Communicated to IT for necessary action
2.	The university's Alumni Association needs to be registered.	To be proposed in BOM
3.	Experiential learning should be emphasised through new laboratory experiments, projects, debates, case studies, quizzes, etc.	Deans for compliance
4.	Innovative methods in the teaching and evaluation process need to be adopted.	Academic Affairs office to prepare SOPs
5.	Introduction of CBCS in Undergraduate Programs	To be implemented from 2019-20
6.	Increase in the number of value-added courses and motivation to students to join value-added courses.	Implemented
7.	More focus on research projects and publications	Research Policy to be revised and incentive scheme to be introduced
8.	Senior faculty members from reputed teaching institutes and scientific laboratories to be invited as guest lectures to disseminate practical knowledge.	Deans to ensure and comply

26/12/2019

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Academic and Administrative Audit Checklist

School Name
Date of Audit
Audit Conducted By

Criterion	Yes	No
Program Objectives		
Are program objectives clearly defined?		
Are objectives aligned with program goals?		
Are objectives measurable and achievable?		
Are objectives regularly reviewed and updated?		
Curriculum		
Is the curriculum up-to-date and aligned with industry standards?		
Are courses relevant to program objectives?		
Is there a balance between theoretical and practical courses?		
Are prerequisites and co-requisites clearly defined?		
Is there a clear progression pathway for students?		
Course Materials		
Are course materials up-to-date and relevant?		
Are textbooks and other resources appropriate?		
Are supplementary materials provided when necessary?		
Teaching Methods		

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Criterion	Yes	No
Are teaching methods effective in achieving learning outcomes?		
Are there opportunities for active learning and student engagement?		
Are appropriate instructional technologies utilized?		
Is there variety in teaching methods to accommodate diverse learning styles?		
Assessment		
Are assessment methods aligned with course objectives?		
Are assessments fair, reliable, and valid?		
Are grading criteria transparent to students?		
Is there a mix of formative and summative assessments?		
Faculty Qualifications and Development		
Are faculty members qualified and competent in their respective fields?		
Are faculty members engaged in ongoing professional development?		
Are teaching evaluations conducted regularly?		
Are faculty encouraged to incorporate innovative teaching methods?		
Infrastructure and Facilities		
Are facilities conducive to learning (e.g., classrooms, laboratories)?		
Is there adequate access to technology and equipment?		
Are facilities maintained and upgraded regularly?		
Is there sufficient space for student activities and		

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Criterion	Yes	No

collaboration?

Feedback and Continuous Improvement

Is there a mechanism for collecting feedback from students and stakeholders?

Are feedback results analyzed and used for improvement?

Are regular reviews and updates conducted to enhance the program?

Accreditation and Compliance

Is the program accredited by relevant accrediting bodies?

Are there any compliance issues with regulatory standards?

Are documentation and records maintained according to accreditation requirements?

Overall Recommendations and Action Plan

Signatures of Auditors:

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