

Guidelines to the Colleges for Academic Audit

Academic Audit (AA) by University is to facilitate quality improvement. A close coordination between the Audit team(Peer Team),college and the University is required for the smooth conduct of AA.

College should submit its Academic Audit Report(AAR) as per the AA Manual of the University to the Director, B.C.U.D., both online and also in one hard copy. College will also send one online copy and one hard copy to each peer team member on their email and postal address. Along with the report, College will also give three slots of one full working day each, suitable to them for the AA one day visit. University will make efforts to arrange visit of peer team on a day suitable to college.

Before the visit :

1. The college should nominate a person as coordinator to interact with the University Officer and the peer team members.
2. The AA visit will be coordinated by the Chairperson of the peer team or the University officer or any one member of the peer team,(member coordinator) with the support of BCUD.
3. On receiving information of the names of peer team members, nominated person (coordinator)should be in touch with the peer team members and make arrangement in advance, for their accommodation, local travel and logistics of the visit. Colleges in Mumbai districts, Thane city to Karjat and Borivli to Virar should

arrange accommodation of the peer team members in University ICSSR guest house. Colleges in other areas in Thane, Palghar, RAIGAD, Ratnagiri, Sindhudurg districts shall arrange for accommodation of peer team members, in a decent hotel. The addresses, phone/fax numbers at the place of stay of the peer team may be intimated to the university officer, member coordinator and also to all peer team members well in advance. The College shall take care of local hospitality, TA/DA and honorarium. (separate instructions will be given in respect of Details of payments and reimbursement by University).

4. Secretarial assistance and computer facility be provided, in the college, to the peer team for writing the report.
5. Generally, the visit of the peer team shall be of maximum 8 hours, between 9 am and 6 pm. Visit should begin with Principal's presentation (25mints), Interaction with IQAC(20 mints) Departmental visits and interactions(average 10 to15 mints each) interaction with members of management and lunch 30 mints, visits to facilities like Library, Computer center etc. 30 mints. Interaction with students 30 mints. Interaction with non teaching staff 20 mints. Meeting with Principal, for Discussion, suggestions, clarifications etc. 30 mints. (Depending on availability of time, peer team may finalize and share the report during discussion with Principal).
6. Place all documents for verification at a suitable place.

7. During departmental visits, each head of dept will make PowerPoint presentation of 5 minutes showing only highlights/achievements ,followed by interaction with other members of department. Each department should note that team members already have studied the departmental information supplied in the AAR, purpose of interaction is to validate the information.

During the visit :-

1. Only the Principal or coordinator should guide the team during visits to departments/facilities etc.
2. All departments and facility heads should cooperate in adhering to time schedule. Any additional information may be given to peer team during visit.
3. During interaction with students, about 40 to 50 students be randomly drawn from different faculties, different socio economic strata and levels of study. It should also include students from NSS, Sports, NCC, cultural activities, Subject associations etc.