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**SavitribaiPhule Pune University**

***(Former Pune University)***

***Department of NAAC & Statistics (IQAC)***

***IInd Floor Law Building***

IQAC/ /2015 Date:16/06/2015

**Prof. N.R.Karmalkar**

(Co-ordinator)

Internal Quality Assurance Cell

Academic and Administrative Audit

SavitribaiPhule Pune University is one of the reputed universities in India known for imparting high quality education. The university is also one of the few universities recognized by UGC as University with Potential for Excellence (UPE). It is highly appreciable to note that the University with a firm commitment of its various academic wings has reached greater heights. This was possible because the University is enriched with highly qualified faculty having distinctions in their respective academic and research jurisdictions.However, the university has quite a few newly established departments and it is expected that the young faculty from these departments should put in more efforts to attain greater standards in this competitive globalized world.

The National Assessment and Accreditation Council (NAAC) has evolved certain benchmarks for ascertaining and ensuring the quality at different levels of Higher Education. Internal Quality Assurance Cells (IQACs) are established in almost all Higher Educational Institutions (HEI) to identify the benchmarks required for achieving the quality. Thus, IQAC plays an important role in improving the quality of academic and administrative activities of the Institution.The academic, administrative, curricular and extra-curricular activities carried out by the faculty of the university needs to be assessed by internal committee as well as by external academicians and peers as their appreciations and valuable suggestions boost the confidence of the faculty. The IQAC of the university has decided to carry out the stringent quality assessment with the help of an external peer review committee. Hence, the Academic and Administrative Audit Committee (AAAC)is constituted and assigned the task of assessing the performance of academic and administrative units of the university and give valuable suggestions required to achieve remarkable academic standards in the competitive educational environment.

**Purpose of the Academic Audit:**

The purpose of the Academic and Administrative Audit is to evaluate the performance of the university departments, schools and the centers and appreciate their achievements and give suggestions for further improvement of the quality of teaching, research, administration, and curricular and extra-curricular activities. The after visiting the departments, schools and centers, and interacting with the HODs/Directors/Coordinators, teaching and non-teaching faculties, students, alumni and parents and validating the data the committee would give valuable suggestions on the following points.

1. Availability of teaching and non-teaching faculty.
2. Infrastructural facilities available for carrying out academic and administrative activities.
3. Efforts taken for curricular development.
4. Teacher quality.
5. Teaching methods adopted and use of ICT in teaching, learning process.
6. Feedback mechanism used for assessing the performance of teachers by students and for curricular development.
7. Faculty development programmes implemented by the department.
8. Strengths, Weaknesses. Opportunities and Challenges of the department.
9. Research facilities and research output in the form of publications and patents.
10. Computer, internet andlibrary facilities available.
11. Mentoring system, introduction of Remedial classes, Bridge courses, guidance for NET/SET and competitive examinations.
12. Skill development and personality development programmes.
13. Generation of funds and optimum utilization.
14. Evaluation methods adopted for internal and external examinations.
15. Future plans of the department.

**Methodology:**

The departments, schools, centers and administrative sections are expected to submit the necessary information in the Format provided by the IQAC of the university. The information provided should include all the aspects as per NAAC criteria. The information should also include the achievements, curricular, co-curricular activities and extra-curricular activities carried out, participation of students in various activities and their achievements and participation of teachers in national and international conferences, seminars and workshops. The funds generated by the faculty and the department, the purpose and the names of the funding agencies and duration of the project should be indicated. Individual faculty profile indicating their contribution in teaching, research and extension activities and their achievements, awards and prizes received along with supporting data should also be kept ready in the departments, schools and centers.The format for preparing the faculty profile enclosed.

The departments, schools and centers should keep all the data such as Feedback forms collected from students and other stakeholders on curricular developments, infrastructural facilities and performance of teachers for validation of the committee. The information about consultancy services, collaborations with other reputed universities and institutions, placement records, students admitted and their results in final examinations, mentoring system and financial support provided to students etc. should also be kept ready during the visit of AAA committee visit.

**Visit of AAA Peer Team:**

The AAA committee will visit the academic and administrative units of the university as per the visit schedule. The detailed visit schedule will be informed well in time to all the departments and administrative sections. During the visit to the departments and centers the HODs and Directors will make a brief presentation about the department on all aspects to the AAA committee. The committee then will interact with teaching and non-teaching staff see the facilities available for teaching and research and also the computer and internet facilities and departmental library facility. The faculties can interact with the committee and brief them about the innovative methods adopted in teaching and research and efforts taken for improving the quality. The faculty can also impress up on how their department is different than similar departments in other universities. The committee will also interact with the students to have suggestions from them regarding infrastructural facilities available, performance of teachers, evaluation methods adopted and teaching learning process.

It is expected that all the departments, schools and centers submit the information in the format for providing Departmental information and for **Faculty Profile** enclosed here with to IQAC office before 10th July 2015 so that the visit of AAA committee could be arranged in the month of August 2015.

**Format for preparing the faculty profile:**

(Provide the information for last five years from 2011-12 to 2014-15)

1. Name of the faculty:
2. Name of the Department:
3. Educational qualifications:
4. Present position:
5. Address for correspondence:
6. E-mail and contact number:
7. Specialization:
8. Total teaching experience:
9. Courses taught:
10. Research experience:
11. Major research projects completed: Title of the project, Date of sanction and Duration, Grant received, Funding agency. PI or Co-PI.
12. Minor research projects completed: Title of the project, Date of sanction and Duration, Grant received, Funding agency. PI or Co-PI.
13. Number of students awarded Ph.D. degree: Name of the student, topic of research, date of registration, date of declaration of Ph.D. degree.
14. Number of students registered for Ph.D. degree: Name of the student, topic of research, date of registration.
15. Provide information as indicated in 11 and 12 above.
16. Participation in conferences, symposia, seminars and workshops: International, national, state or university level, attended. Presented paper, chaired session. Resource person.
17. Innovative processes developed in teaching and learning.
18. Participation in curricular development:
19. Participation in co-curricular and extra-curricular activities.
20. Refresher and Orientation courses attended:
21. Examination /Evaluation reforms initiated:
22. Publication of research papers: in peer reviewed journals, non-peer reviewed journals, conference proceedings, impact factors, citations, h-index. Numbers in SCOPUS.
23. Books published: with ISBN No., Without ISBN No., Chapters in books.
24. Patents Applied/Granted: National. International, commercialized:
25. Consultancy services provided and revenue generated:
26. Conferences ,seminars, symposia and workshops organized as convener/coordinator:
27. Number of collaborations:
28. Awards /recognitions received: International, National, State, University level.

 Note: If necessary for Item No. 11 and 12 provide information in Enclosure-I, for 13,14 and 15 Enclosure- II, for 16 Enclosure-III, for 22 and 23 Enclosure- IV and so on.

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