CENTRE FOR INTERNAL QUALITY ASSURANCE

U. P. RAJARSHI TANDON OPEN UNIVERSITY
Sector-F, Shantipuram, Phaphamau, PRAYAGRAJ
Website :www.uprtou.ac.in

SCHOOL ACADEMIC AUDIT

The School is requested to submit a Self Study Report (SSR) of its performance during the academic year ……………………….. in the following format, for the purpose of academic audit. The audit aims to encourage self-evaluation, accountability, research, and innovation in teaching and learning. It will also help to create healthy competition in curricular and extracurricular activities among schools. The grading will be performed based on the following criteria.

All claims should be supported by valid documents.

All claims should be self-evaluated, question wise as per the evaluation chart attached.

INTERNAL ACADEMIC AUDIT
(PERFORMANCE REPORT)
ACADEMIC YEAR: _____

1. Name of the School:
2. Year of establishment:
3. Number of Academic Audit conducted:
4. Faculty profile with name, qualification, designation, experience, nature of appointment (confirmed/ probation/temporary/contractual):

Name	Designation	Qualifications	Teaching/Research Experience	Nature of appointment

5. Examination System (Annual/ Semester):
6. Curriculum structure (Choice Based Credit System/Elective Choice System/ Both/ any other system, specify):
7. Details of programmes offered by the School

SI. No	Programme Level	Name of the Programme	Duration	Entry Qualification	Medium of instruction	Student strength (if applicable)	No. of students admitted
1	Awareness						
2	Certificate						
3	Diploma						
4	PG Diploma						
5	Under Graduate						
6	Post-Graduate						
8	PhD						
9	Any Other						
	TOTAL						

5. Programmes newly introduced by the school

Name of the new programme	Programme Code	Year of Introduction

6. Programmes revised

Name of the programme revised	Programme Code	Year of Initiation	Year of Completion

7. Courses being offered as MOOCs or using OERs to supplement the existing courses

Sl. No.	Programme name	Programme Code	Names of the courses being offered as MOOCs or using OERs	Course code	Credit weightage of the course

8. Programmes on offer have incorporated electronic media and other digital components in their curriculum

Programme ame	Programme Code	Name of electronic media and other digital components incorporated	Year	Link to the relevant portion of documents where electronic media and other digital components have incorporated

9. Programmes being adopted/adapted by other HEIs

Name of the HEI	Name of the Programme	Year of adoption/ adaption

10. Implementation of CBCS / ECS

Name of all Programmes requiring adoption of CBCS	Name of all Programmes adopting CBCS	Name of all Programmes adopting ECS	Programme Code	Year of implementation of CBCS / ECS

11. Enabling provision for lateral entry for learners (if any)

Year	Programme name	Programme code	Number of the learners admitted through lateral entry/ vertical mobility based on credit transfer	Total no. of learners

12. Number of courses imparting awareness/ life skills /soft skills/value-added (credit/ non-credit)

Programme Name	Programme Code	Name of the courses imparting awareness/ life skills / soft skills/ value-added (credit/ non-credit)	Course Code	Year of launch

13. Details of courses offered by the schools over the last five years

Academic Year	Number of core courses	Number of value added courses	Number of Entrepreneurial / life skill/soft skill courses

14. Courses on employability/ entrepreneurship/ skill development

Year	Programme Name	Programme Code	Name of the courses has focus on employability/ entrepreneurship/ skill development	Course Code

15. Details of structured feedback collected for
a. Students
b. Teachers
c. Employers
d. Alumni
e. Parents

16. Details of developed Self-Learning Material (SLMs)

Name of Programme	Number of SLM required	Number of SLM prepared	Number of SLM in process

17. Participation of in-house faculty involved in preparation of SLMs

Year	Name of the Programme	Curriculum designing (programme and course coordination by in-house faculty)	Writing of units by in-house faculty	Editing of blocks (content, format and language) by in-house faculty	Vetting of blocks by in-house faculty	Total

18. Use of Radio for providing instruction

Programme name	Programme Code	Number of radio sessions conducted

19. Use of telecast / webcast for providing instruction

Programme name	Programme Code	Number of telecast/ webcast conducted

20. Programmes offered which are developed through collaboration with HEI or other agency

Number of Programmes on offer	Number of Programme developed in house	Number of Programme developed in collaboration with Government/ other agency	Number of Programmes developed by out sourcing to external agency	Number of Programme adopted/ adapted from other HEIs	Year

21. Number of full time teachers who received awards, fellowships, recognition etc. from state /national /international level, Government recognized bodies:

22. Is Programme Outcome clearly stated for every offered programme? (Yes/No):

23. Information about research grants, projects completed and ongoing from National/State/Other funding agencies

Sr. No.	Name of the Principle Investigator	Title of the Project	Funding Agency, Duration & date of sanction	Amount (in Lakh)	Completed or ongoing

24. Any Innovative initiative taken by School:

25. Number of Workshops / seminars conducted on innovative practices like; Intellectual Property Rights (IPR); Open Educational Resources (OERs); Massive Open Online Courses (MOOCs); Technology-Enabled Learning; Learning Management System; Development of e-content.

26. Number of Innovative content developed in the form of e-modules / e-SLMs / MOOCs:

27. Number of Ph.D. degrees awarded per recognised research guide:

28. Research paper publications

Title of paper	Name of the author/s	Name of journal	Year of publication	ISSN number	Link of the publication	Whether listed in UGC Care list, Scopus, WoS?	Impact factor	Citations

29. Number of chapters/ units in books/SLMs written/edited

SN	Name of the teacher/ other academic	Title of the Chapter/Unit	Year of publication	ISBN number of the publication	Name of the publisher	Link of the publications

30. Number of books published

SN	Name of the teacher/ other academic	Title of the book	Year of publication	ISBN number of the publication	Name of the publisher	Link of the publications

31. Total revenue generated from consultancy provided by teachers

Names of the teacher/ other academic	Name of consultancy project	Consulting/Sponsoring agency with contact details	Year	Revenue generated (INR in Lakhs)	Name of consultancy project

32. Revenue generated by the school from training / seminars/ conferences/ etc. for government and non-government bodies

Title of the Training Programme	Agency seeking training with contact details	Year	Revenue generated (INR in Lakhs)	Number of trainees

33. Number of extension and outreach Programmes conducted in collaboration with Community Based Organizations, Non-Government Organizations

Name of the activity	Organizing unit/ agency/ collaborating agency	Year of the activity	Number of learners participated in such activities

34. Academic counselling sessions held

Mode of Counselling	Name of programmes	Counselling sessions held at LSCs for	Total enrolment in the programe

35. State measures employed to attend learners query?

36. Details of patents filed & granted and revenue income generated

Sr. No.	Academic Year	Patent Filed	Granted	Revenue generated

37. Details of teachers invited as resource persons for Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels.

Year	Name of the Teacher	Nature of Event

38. Details of teachers participated in Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels. (participant, presented paper, chaired the session)

Name of the faculty	Year	FDP/ STTP/ Workshop Title	Organized by	Sponsored/ Approved/ Financed by	Dates	Duration in days

Conference attended

Name of the faculty	Year of publication	Name of the conference	Title of the paper	National / international

39. Participation of teachers in various academic activities as members of committees at University level, State level, National level, International level bodies. (give details)

Sr. No.	Name of the faculty	Capacity in committee

40. Details of teachers appointed/nominated on editorial boards/reviewers at university, state, national and international levels in journals/conferences.

Sr. No.	Name of the faculty	Name of journals/ Conferences	Editor/Reviewer

41. Awards / Prizes and recognitions received by teachers at university, state, national and international level:

Sr. No.	Name of the faculty	Year	Name of award	University/ State/ National/ International Level

42. Details of Seminars/ Conferences/Workshops/FDP organized at university, state, national and international level and the source of funding with details:

Name of Conference/ Seminars / Workshops/ FDP	Funding agency	No. of Participants	University/State/ National/ International	Dates

43. Number of workshops/seminars conducted on: Intellectual Property Rights (IPR); Open Education Resources (OER); Massive Open Online Courses (MOOCs); Technology-Enabled Learning; Learning Management System; and other innovative technologies

Year	Name of the workshop/ seminar and content development	Number of Participants	Date From – To	link to the activity report/ URL of the materials developed, on the website

44. Number of awards for innovation received by teachers / research scholars/learners

Title of the innovation	Name of the Awardee	Name of the Awarding Agency with contact details	Year of Award	Category- teachers/other academics/ research scholars/students

45. Whether suggestion boxes are kept in the school to get suggestions from learners on infrastructural facilities available in the department?
46. Present details of departmental infrastructural & other facilities with regard to

Books in School Library	
Computer and Internet facilities for staff	
Total number of classrooms	
Class rooms with ICT facility	
Learners laboratory	
Research Laboratory	
Any other facility LCD etc.	

47. Other activities of the school:
48. SWOC Analysis of School (Strength, Weakness, Opportunities/ Challenges):

Forwarding by the Director of concerned school

I am aware that the above information provided by the school will be validated by the AAA committee during the visit.

Director of concern school

Date:

SCHOOL GRADING
(To be filled by Audit Committee)
Name of School: ………………………………………………………………

Evaluation Chart

S. No.	Activity	Max. Score	Score Obtained
1.	Newly introduced programmes	2	
2.	Revised programmes	2	
3.	Courses being offered as MOOCs or using OERs to supplement the existing courses	2	
4.	Programmes incorporated electronic media and other digital components in curriculum	2	
5.	Programmes being adopted/adapted by other HEIs	2	
6.	Implementation of CBCS / ECS	2	
7.	Enabling provision for lateral entry for learners	2	
8.	Courses imparting awareness/ life skills /soft skills/value-added	2	
9.	Total courses offered by the schools	2	
10.	Courses on employability/ entrepreneurship/ skill development	2	
11.	structured feedback collected & analysed	3	
12.	Developed Self-Learning Material (SLMs)	3	
13.	Participation of in-house faculty involved in preparation of SLMs	3	
14.	Radio for providing instruction	3	
15.	Use of telecast / webcast for providing instruction	3	
16.	Programmes offered which are developed through collaboration with HEI or other agency	3	
17.	full time teachers who received awards, fellowships, recognition etc. from state /national /international level, Government recognized bodies	3	
18.	Programme Outcome clearly stated for every offered programme	3	
19.	Research grants, projects completed and ongoing from National/State/Other funding agencies	3	
20.	Innovative initiative taken by School	3	
21.	Number of Workshops / seminars conducted on innovative practices	4	
22.	Innovative content developed in the form of e-modules / e-SLMs / MOOCs	4	
23.	Ph.D. degrees awarded per recognised research guide	4	
24.	Research paper publications	4	
25.	Chapters/ units in books/SLMs written/edited	4	
26.	Books published	5	
27.	Revenue generated from consultancy provided by teachers	5	
28.	Revenue generated by the school from training / seminars/ conferences/ etc	5	
29.	Extension and outreach Programmes conducted in collaboration	5	
30.	Academic counselling sessions held	5	

31.	Measures employed to attend learners query	10	
32.	Patents filed & granted and revenue income generated	10	
33.	Teachers invited as resource persons for Refresher courses, Orientation courses, Seminars, Workshops, Conferences	10	
34.	Teachers participated in Refresher courses, Orientation courses, Seminars, Workshops, Conferences	10	
35.	Participation of teachers in various academic activities as members of committees	10	
36.	Teachers appointed/nominated on editorial boards/ reviewers	10	
37.	Awards / Prizes and recognitions received by teachers	10	
38.	Seminars/ Conferences/Workshops/FDP organized	10	
39.	workshops/seminars conducted on: Intellectual Property Rights (IPR); Open Education Resources (OER); Massive Open Online Courses (MOOCs); Technology-Enabled Learning; Learning Management System; and other innovative technologies	10	
40.	Awards for innovation received by teachers / research scholars/learners	10	
41.	Suggestion boxes are kept in the school	10	
42.	Departmental infrastructural & other facilities	10	
43.	Other activities of the school	10	
Total Score		**225**	

1. **Suggestions and Recommendations**
   Guidelines, Suggestions and Recommendations for improvement

Signature of the Chairman and Members: