

Academic and Administrative Audit



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REGISTRAR
ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be University establishes under section 3 of UGC Act 1956.)

Academic and Administrative Audit

Academic Year 2020-21

25 – 26, Nov 2020

The Academic and Administrative Audit for the Academic Year 2020-21 was conducted on 25th and 26th November, 2021. The team comprised Registrar, Dean-Academics and IQAC Coordinator. The Suggestions made are as under:

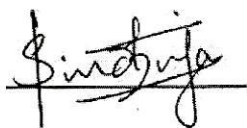
- 1) Feedback on Curriculum from Students, Alumni, Faculty and Employers to be obtained in a standard format and to be analyzed and action taken report to be generated.
- 2) Standard guidelines to be followed for Thesis writing to maintain the quality of thesis
- 3) Industry Conclaves to be conducted to bring in more quality Internships in UG and PG programs
- 4) To enhance the quality of publications, area heads are advised to encourage faculty members to identify top-rated journals.
- 5) It is suggested to conduct mentor-mentee meetings once in two weeks. Mentors are suggested to maintain records of the meetings
- 6) It is suggested to create awareness about the NAAC Student Satisfaction Survey among the students.
- 7) It is advised to maintain a student-teacher ratio of less than 20:1.
- 8) It is suggested to train all the faculty members on the usage of Smart Digital Boards
- 9) Subscription to Web of Science to be initiated.
- 10) COVID Protocol particularly social distancing and wearing masks to be strictly implemented.
- 11) The Standard Operating Procedure related to COVID 19 should be implemented in toto.

Action Taken Report

Based on the recommendations of the previous Academic and Administrative Audit for the Academic Year 2019-20, the following actions were initiated/taken:

1. Internships/Field Visits/Research Projects:
 - All schools are advised to organize internships or field visits or research projects for all students of PG and UG programs. More courses suitable for field visits or research projects are identified.
2. Publications in UGC Care Listed Journals:

- All schools are advised to encourage faculty members to publish in UGC Care listed journals, apart from Scopus/WoS/ABDC listed journals.
 - All department Heads are informed to identify top 15 journals in their respective areas
3. Assurance of Learning (AoL):
- All schools are informed to ensure that AoL processes are conducted for all programs.
4. QS E learning certification:
- All schools are advised to provide data for QS E-learning certification
5. Updating of Website:
- The Directors, Deans and Area heads have provided the data for updating the University Website
6. Training for Professional Staff of the University:
- It is reported that the Academic Staff College would be providing training for all the non-teaching/professional staff of the University on all academic related affairs.
7. MDPs and Consultancy:
- All the schools are advised to generate more management development programmes and consultancy projects
8. Faculty Development Programmes:
- It is advised to utilize Friday weekly department seminar hours for organizing refresher courses and skill enhancement workshops for the faculty members.



IQAC Coordinator



Registrar

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Academic and Administrative Audit

Academic Year 2019-20

16th – 17th, Aug 2019

The Academic and Administrative Audit for the Academic Year 2019-20 was conducted on 16th and 17th August 2019. The team comprised Registrar, Dean-Academics and IQAC Coordinator. The Suggestions made are as under:

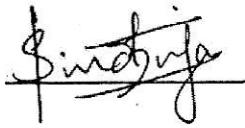
- 1) To review the value-added courses and to add relevant courses to the pool to enhance the employability skills of the students
- 2) To identify and add skill development and entrepreneurial component for evaluation in appropriate courses
- 3) Plagiarism percentage in Theses to be maintained below 10%
- 4) Establishment of Media Room to be initiated
- 5) The acoustics facilities in the campus to be regularly serviced
- 6) Engage the services of a service provider to monitor the virtual Library footfalls.
- 7) Installation of Biogas plant to be taken up
- 8) Installation of cycle stands to be taken up
- 9) Measures to be taken to eradicate the Bats menace.
- 10) Fumigating of Hostels and premises to be done on an urgent basis periodically.
- 11) It is to be ensured that both the Canteens are spick and span round the clock.

Action Taken Report

Based on the recommendations of the previous Academic and Administrative Audit for the Academic Year 2019-20, the following actions were initiated/taken:

1. Employability/Skill Development Courses:
 - All schools are advised to add employability/skill development components in relevant courses.
2. Publications in UGC Care Listed Journals:
 - All schools are advised to encourage faculty members to publish in UGC Care listed journals, apart from Scopus/WoS/ABDC listed journals.
 - All department Heads are informed to identify top 15 journals in their respective areas
3. NIRF Ranking:
 - a. All schools are informed to provide data for NIRF Rankings 2020

4. Student Club Activities:
 - a. Intercollegiate events and activities to be planned and executed
5. Student Scholarships:
 - a. The Directors, Deans and Area heads are informed to review and provide critical parameters to identify students for scholarships
6. Fee-waiver/Refund to students, in case of Parents untimely demise
7. Full Fee-waiver for employees with 5 years of service to join the PhD Program
8. MDPs and Consultancy:
 - a. All the schools are advised to generate more management development programmes and consultancy projects
9. Faculty Development Programmes:
 - a. It is advised to utilize Friday weekly department seminar hours for organizing refresher courses and skill enhancement workshops for the faculty members.



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Academic and Administrative Audit

Academic Year 2018-19

16th – 17th, Sept 2018

The Academic and Administrative Audit for the Academic Year 2019-20 was conducted on 10th and 11th Sept 2018. The team comprised Registrar, Dean-Academics and IQAC Coordinator. The Suggestions made are as under:

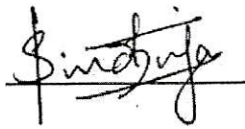
- 1) To review the CBCS/Elective courses and suggest changes to maintain relevance and market suitability.
- 2) To review the program and course outcomes and map it to the attainment of the outcomes.
- 3) To generate annual examination report before the convocation
- 4) Establishment of Media Room to be initiated
- 5) The acoustics facilities in the campus to be regularly serviced
- 6) Engage the services of a service provider to monitor the virtual Library footfalls.
- 7) Installation of Biogas plant to be taken up
- 8) Installation of cycle stands to be taken up
- 9) Measures to be taken to eradicate the Bats menace.
- 10) It is to be ensured that both the Canteens are spick and span round the clock.

Action Taken Report

Based on the recommendations of the previous Academic and Administrative Audit for the Academic Year 2019-20, the following actions were initiated/taken:

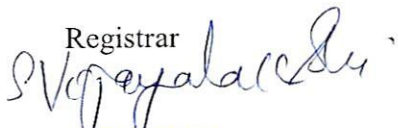
- 1) Employability/Skill Development Courses:
 - All schools are advised to add employability/skill development components in relevant courses.
- 2) Publications in Scopus/UGC Care Listed Journals:
 - All schools are advised to encourage faculty members to publish in Scopus/UGC Care listed journals,
 - All department Heads are informed to identify top journals in their respective areas
- 3) NIRF Ranking:
 - a. All schools are informed to provide data for NIRF Rankings 2019
- 4) Student Club Activities:

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