

Harcourt Butler Technical University, Kanpur, Uttar Pradesh, India
Dean - Continuing Education & Internal Quality Assurance
Internal Quality Assurance Cell (IQAC)

Academic Audit Policy

Academic Audit of various academic departments of Harcourt Butler Technical University, Kanpur is conducted on a regular basis. It is a rigorous 360 degree appraisal of the department. Academic Audit is all about academic, research and learning outcomes of its students. There are two Performa, viz. a detailed Academic Audit Performa, and A Summary Sheet. The activity of Academic Audit is conducted and coordinated by Dean - CEIQA / IQAC Coordinator of the university after seeking all due approvals of the competent authority. Academic Auditor is usually an academician of eminence either from an IIT or a NIT. The Academic Audit Report is prepared and tabled before IQAC in its meeting. IQAC holds at least four meeting in a year. Depending upon the Academic Audit Report, and the Auditor's observation therein, the concerned person, department / unit / section is asked to take the necessary action. The action taken, is further reviewed by the IQAC, and reported by the IQAC Coordinator in IQAC meeting. Detailed Academic Audit Performa is as below.

HARCOURT BUTLER TECHNICAL UNIVERSITY, KANPUR

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***Note:** This Performa has been designed by the IQAC of the University to carryout in-house Academic Audit of the academic departments of the University. Academic Audit is a scientific and systematic method of reviewing the quality of academic processes. It is related to quality assurance and enhancement of quality in various academic activities. It is aimed at understanding the existing system, assessing the strengths and weaknesses of academic departments, suggesting methods for academic improvement and overcoming the weaknesses and identifying the opportunities for academic reforms.*

PERFORMA OF ACADEMIC AUDIT OF DEPARTMENTS

1. Name of the Department:

2. Date of Audit:

Note:

- i. Please rate the following parameters / indicators on a scale of 1-10, with 10 being the highest depending upon availability/non availability of a well-defined mechanism / process of the said indicator / criterion. For some of the criterion, it could be subjective as well, but based on standard norms / guidelines / or rationale of the experts.
- ii. Kindly give your opinion on the strength and weakness of the department and your suggestions for 360 degree improvements of academic processes.

A. Academics

A. 1	Teaching and Learning	Score
1	Admissions in first year	
2	Curriculum (Development, Structure, Course Syllabi, Flexibility)	
3	Formal Academic Load on Students (Teaching, Laboratory/Practical, Projects)	
4	Evaluation Process (Continuing Evaluation, End-Term Evaluation, transparency, redressal mechanism for students)	
5	Number of faculty members (Sanctioned, Filled, Vacant, On contract against vacant)	
6	Number of technical staff in labs	
7	E-Assisted Learning i. Availability of Library Resources (books, book bank, journals and Major Search Engines (like Scopus, Web of Science) ii. Multi-Media Assisted Teaching (such as Use of ICT, Audio, Video, LCD, LAN, e-learning – resources, OpenEducational Resources)	
8	Technical Societies for Students i. Departmental Society ii. Student Chapter(s) of Professional Societies	
9	Educational Tour/Training/Industrial visits/Internship opportunities	
10	Effectiveness of Assisted Learning, Tutorial System, Seminars for B. Tech Students	

11	Faculty Mentoring/Faculty Advisor for Students	
12	Number of teaching days in a semester	
13	Formal mechanism to obtain feedback from students and stakeholders on Curriculum (Such as Student feedback for teaching & Course evaluation etc.)	
	Total Score (out of 130)	

A. 2	Industry - Institute Interaction	Score
1	Industrial Training as a part of curriculum	
2	Involvement of industry expert in designing curriculum.	
3	Organizing expert lectures from industry.	
4	Involvement of industry expert in UG/PG projects (as Joint Supervision)	
5	Participation of students in industrial tours and internship programs.	
6	Interaction of faculty with industries in terms of visits, lab development.	
7	Industrial research projects	
	Total Score (out of 70)	

A. 3	Laboratory Development	Score
1.	New labs developed in last three year.	
2.	Development of infrastructure in existing labs.	
3.	Up Gradation of existing equipment's including replacement.	
4.	Development of Laboratory manuals of experiments in existing labs.	
5.	Development of new experiments in existing labs.	

	Total Score (out of 50)	
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B. Research

B.	Research	Score
1.	Research Ambience in the Department	
2.	Quality of Publications	
3.	Relevance of Research to society	
4.	Student Exposure to Attending Quality Conferences/Symposia	
5.	Research Intensity of Faculty Members	
6.	Inter Departmental Research Collaborations	
7.	Industry/externally funded sponsored research	
	Total Score (out of 70)	

C. Outreach activities

C.	Outreach activities	Score
1.	Visit to other institutes of higher learning like IITs, IISc, IISER, etc. by faculty.	
2.	Delivering of talk / lecture in HBTU apart from regular courses.	
3.	Expert lectures in other institutes.	

4.	Visits to other institutes for academic activities like accreditation, academic audit, attending RDCs, BoS etc.	
5.	Contribution to Professional Societies.	
6.	Editorial responsibilities / reviews of SCI Journals.	
7.	Organization of Seminar, Workshops, Symposia, FDP.	
	Total Score (out of 70)	

D. Departmental Infrastructure and Human Resource

D.	Departmental Infrastructure and Human Resource	Score
1	Adequacy of Class Rooms and Multi-Media Facility	
2	Availability of adequate Laboratories	
3	Availability of Conference/Seminar Room, etc	
4	Availability of adequate Seating Space/Offices and furnishings for Faculty and Research Students	
5	Availability of Internet Services in Research Labs and Class Rooms	
6	Departmental Library	
7	Computing Facilities and Software	
8	Computer and internet facilities: (terminals with LAN facilities, hardwares, printers, photocopy machine, UPS, internet-broadband / Wi-fi etc.)	
9	Faculty- Student Ratio	
10	Support Staff (Technical/Administrative) Adequacy	
	Total Score (out of 100)	

E. Outcomes

E.	Outcomes	Score
1	Placements of B. Tech. students	
2	Publications per Faculty in Indexed Journals / Year (Average of last three years)	

3	Average Citations per Faculty/Year (Last-three Years) (Web of Science / Scopus)	
4	Recognitions; Awards(National/International) to Faculty/Students	
5	Consultancy and Externally Funded Projects	
6	No. of B. Tech. / M. Tech. / Ph.D. graduates to have taken up career in Academics	
	Total Score (out of 60)	

Grand total (out of 550):

SWOC Analyses

a) Strength:

b) Weakness:

c) Opportunities:

d) Challenges:

Comments for improvement

Signature of the Auditor	
Name, Designation and Affiliation	

Summary Sheet of Academic Audit is as below.

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Summary Sheet of Academic Audit of the Department

- 1. Name of the Department:**
- 2. Name and Designation of Auditor:**

3. Date of Audit:

Sl. No.	Items	Sub-Item (s)	Max. Score	Acquired Score
A.	Academics	A.1. Teaching and Learning	130	
		A.2. Industry – Institute Interaction	70	
		A.3. Laboratory Development	50	
B.	Research	--	70	
C.	Outreach Activities	--	70	
D.	Departmental Infrastructure and Human Resources	--	100	
E.	Outcomes	--	60	
Total Score			550	

<p>Strengths</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p>Opportunities</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>
<p>Weaknesses</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p>Challenges</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>

General Remarks:

Decision about the state of academic processes and their outcomes: Good / Medium / Poor (Please tick any one)

Signatures with date:

(HoD)

(Dean of School)

(Auditor)

(Dean - CEIQA / IQAC Coordinator)

Place: HBTU, Kanpur