

5:8: Others

- (i) Academic and Administrative  
Audit for Universities

The University have received a UGC Scheme of Academic and Administrative Audit for Universities which is placed at annexure - 'A'

The matter is placed before the Council for consideration and constitution of an Academic and Administrative Audit Committee for our University.

UGC SCHEME OF ACADEMIC AND ADMINISTRATIVE AUDIT FOR UNIVERSITY1.0.0 BACKGROUND

- 1.1.0 Universities are autonomous organisations, expected to function in a democratic way so as to foster innovative academic ideas and to generate new knowledge and adapt to ever changing environment. They are therefore expected to adopt open and transparent approach in organisational management. However in practice, the management of universities is not very conducive to promotion of academic excellence.
- 1.2.0 In a situation like this, academic excellence is neither nurtured nor preserved, but very often, academic norms are being violated and neglected. In order to maintain academic and administrative discipline, a system of academic and administrative audit will function as a monitoring and evaluation mechanism for academic programmes and administrative functioning of the university and will play an important role in the development of university. Even though there exists financial audit in universities to maintain and monitor financial discipline to certain extent, no such mechanism exists in our universities for monitoring academic activities or administration. A scheme of Academic and Administrative Audit is therefore, required to be introduced in our universities.

2.0.0 THE SCHEME2.1.0 OBJECTIVE

To monitor the implementation of academic norms prescribed by the university bodies, State/Central Government, University Grants Commission etc. and to prevent violation of academic norms in the universities, and also to see that the administrative effectiveness becomes conducive for academic development of Universities.

2.2.0 THE PROCEDURE

A Committee consisting of 8-10 members of teaching staff and administrators may be appointed by the Vice-Chancellor as Academic and Administrative Audit Committee. This Committee should be headed by eminent Professor or by a Senior Professor who is not holding any administrative post. Educational Administrators be drawn from other institutions or reputed retired person. One or two elected teachers representatives may be included in a committee. The committee should give representation to major faculties. In case found suitable, one or two experts from, neighboring university or from State/Central Government or State Council of Higher Education or UGC may be appointed. One of the teachers may be appointed as member-secretary of the committee.

2.3.0 The committee should be appointed every year at the end of academic year. The committee should spend minimum one week and maximum two weeks to visit various departments of universities, depending upon the number of university department meet teachers and student representatives as well as administrative staff, check timetable, academic and administrative records etc. The committee may give a report, covering the following points, to know whether the academic and administrative norms were followed or not; after going through the academic and administrative records.:

Working days (for instruction, for research);

Working hours,

Time-table,

Utilisation of class-rooms;

Utilisation of library;

Utilisation of services of teachers;

Utilisation of computers;

Utilisation of equipments;

Utilisation of research facilities and research manpower;

Admission criteria and procedure;

Student attendance;

Curriculum (whether revised, covered etc.);

Qualification of teachers as per University Grants Commission regulation;

Workload of teachers,

Performance appraisal of teachers;

Research quality-publications;

Utilisation of other facilities, like gymkhana, play ground etc;

Examinations (whether conducted in time, results declared in time, certificate, degrees given in time, complaints if any);

Administrative Structure;

Admission Procedure;

Procedures for various activities concerning students, teachers, scholars, non-teaching staff etc;

Decision making process;

Utilisation of Administrative facilities, effectiveness of administrative structure, Any other matter relating to academic standards may also v be included in the report.

- 2.4.0 The report of the Audit Committee may be placed before the Governing Bureau/Management Council/Executive Council and Senate and relevant findings can be communicated to the concerned departments, individual teachers for compliance. A copy of the report be submitted to University Grants Commission and State/Central Government.

The university having affiliated colleges may also constitute Audit Committees for colleges on similar lines to each college.

- 2.5-0 The State Government may also set up Academic and Administrative Audit mechanism for State level on similar lines. The State level Committees may use the reports of individual universities and also see whether the compliance has been done by the concerned university.

- 2.6.0 The University Grants Commission may send Visiting Committees at the beginning of every plan period which may also take note of the reports prepared by the audit committees at university and State level.

- (a) The Council RESOLVED that the views of the Representatives of the University in the Governing Bodies of the various Colleges should be obtained periodically on the working of the Colleges,
- (b) The Council also RESOLVED that a Visiting Team from the University should visit each College on a regular basis and interact with all concerned and report back to the University. A format of the Report to be devised.
- (c) The Council also RESOLVED that the Deputy Registrar (Academic) should be asked to explain the delay in processing the recommendations of the Deans' Committee in respect of nominations of University Representatives to the General Bodies of the various Colleges.

The Council also RESOLVED that the members of the Inspection Teams should normally consist of PG Teachers only.

**5:8- Others:**

- (i) Academic and Administrative Audit for Universities.

EC:110:2001:5:8:(i): The Council considered the UGC Scheme of Academic and Administrative Audit for the University and RESOLVED that the matter may first be placed before the Academic Council.

**Item No.6 ADMINISTRATIVE MATTERS:**

**6:1- Selection Committees:**

- (i) Panel of names for Selection Committees for faculty selection in various Departments / Centres.

EC:110:2001:6:1:(i): The Council considered the Panel of Experts for Selection Committees for faculty Selection of the following Departments / Centres and RESOLVED to approve the same.

1. Chemistry
2. Bio-Chemistry
3. Adult & Continuing Education
4. History