BAREILLY INTERNATIONAL UNIVERSITY, BAREILLY
FACULTY OF PARAMEDICAL SCIENCES

NAAC
CRITERIA-6
(6.4.1)

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GUIDELINES FOR ACADEMIC AND ADMINISTRATIVE AUDIT

PREAMBLE

i. Further to the regulations on Curriculum Design Development and Review, these guidelines have been developed to establish a process to audit the academic delivery of the programs and the administrative system to support the quality of such a delivery. The audit process of quality of education imparted and for its sustenance is monitored through the Internal Quality Assurance Cell (IQAC).

ii. The monitoring and evaluation of academic processes require a carefully-structured system of internal and external audits. As per the NAAC guidelines, Bareilly International University undertakes periodic Academic and Administrative Audits (AAA). This document outlines the processes related to such audits.

SHORT TITLE AND APPLICATION

i. These Guidelines shall be called the "Bareilly International University" Guidelines for Academic and Administrative Audit.

ii. These Guidelines shall come into effect from the date of approval by the Board of Management of Presidency University with due recommendations from the Academic Council, and ratified by appropriate higher bodies.

ACADEMIC AUDIT

Academic Audit can be understood as a scientific and systematic method of reviewing the quality of academic processes of the institution. This follows a well-established tradition of taking adequate and purposeful samples to ascertain the quality of academic delivery including Teaching-learning processes, Curriculum Design and Review, Research and Outreach and other related academic processes. It correlates with the quality assurance and enhances the quality of academic activities of the University.

ADMINISTRATIVE AUDIT

Administrative Audit pertains to auditing various administrative processes that support academic endeavors. These can include student support services, academic infrastructure management, housekeeping and upkeep of the campus, IT services, student amenities, safety and security of students in particular and campus in general. This is also carried out by sampling as well as focused interviews with various stakeholders.

PURPOSE AND SCOPE

i. The main objective of an academic audit is to ascertain the presence and adequacy of quality assurance procedures, their applicability and effectiveness in guaranteeing quality of inputs, processes and outputs. Specific objectives are:

   a. To define the main areas of focus, central to quality assurance and enhancement in teaching and learning.

PRINCIPAL

Vice Chancellor shall place the Audit Report along with the Action Taken Report (ATR) before the Academic Council for its perusal and recommendations.

b. External Academic Audit (EAA)

i. External Academic Audit will be conducted by a team of Eminent Academicians from other institutions of repute or experts who have experience and/or training on academic quality systems, processes and strategies and audit tactics and methodologies.

ii. There will be at least one external audit every two academic years.

iii. The external audit may focus on parameters for audit as recommended by the Vice Chancellor. The auditors will have the liberty to include additional parameters independently, with a focus to enhance the quality of the ongoing academic processes of the University.

iv. The external audit report shall be submitted to the Vice Chancellor. The Vice Chancellor shall place the External Audit Report along with the Action Taken Report (ATR) before the Academic Council for its perusal and recommendations.

3.0 METHODOLOGY

i. Internal Academic Audit

a. The Dean-Academics in consultation with the Vice Chancellor and IQAC shall fix the schedules for the academic audit of the departments and schools of the University. This schedule will be circulated to all Deans / Heads of the Departments.

b. Typically, the academic audit process must be conducted once every semester and must be completed within a week. However, additional audits shall be conducted based on the need as decided by the IQAC and duly approved by the Vice Chancellor.

c. The specified pro-forma for the academic audit (Annexures to this policy) shall be developed by IQAC and approved by Vice-chancellor. The same shall be communicated to all Deans and Heads of the Departments at least a month before the commencement of the internal audit.

d. The seven criteria recommended by NAAC as the Quality Indicator Framework (QIF) shall be the main focus areas of the internal audit. Annexures I –VII provide the pro forma to be used for the internal academic audit. Additionally, the IQAC in consultation with the Dean-Academics may provide other parameters and relevant pro forma for the internal audit.

e. The internal audit team shall prepare a detailed Internal Audit Report and submit the same to the Vice Chancellor within two weeks of completion of the internal audit of the concerned department/school.

ii. EXTERNAL ACADEMIC AUDIT

a. The Dean-Academics in consultation with the Vice Chancellor and IQAC shall recommend suitable eminent academician for the conduct of the external academic audit. The Vice chancellor shall make the final decisions on the choice of the Peer Team to conduct the academic audit.

b. The external academic audit must be conducted at least once in two academic years.

c. The Peer Team in consultation with the IQAC and Dean (Academics) prepare the scope of work for the academic audit. The details of the external academic audit and

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- Facilities, motivation, resources
- Incentives / expenditure / encouragement
- Output quantity / quality
- Applied or Developmental Research
- Students' participation in research

6. Consultancy

- Provision, promotion for faculty to undertake Consultancy
- Facilities, motivation, resources and Coaching for Consultancy
- Incentives / expenditure / Consultancy Policy
- Output quantity / quality of Consulting Projects
- Involvement and usage of University Resources
- Brand name development of the University

7. Extension Services

- Collective activity with teachers & students
- Useful to community, industry and disadvantaged section of the society
- Awards and recognitions
- Impact on community
- Partnership with local units/industries
- Partnership with other Universities
- Joint ventures – NGOs / Govt. Bodies

8. Infrastructure

- Adequacy of classrooms, furniture, space
- Faculty seating
- Office space – structure – plan
- Director/Dean - Offices
- Office equipment, consumables
- Labs, equipment, models, kits

9. Library

- Number of books as per Regulatory norms / e-resources
- Services, awareness, tests, visibility
- Special collections, need-based collections
- Book selection process
- Library usage: Faculty and Students

10. Students' Progression

- Results and marks
- Ranks
- Dropout rates
- Progression to Higher Education/Employment
- Progression to Civil Services/Armed Forces
- Alumni Statistics



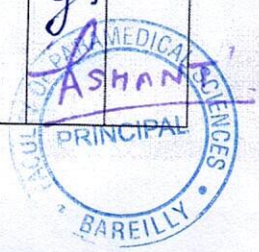
ANNEXURE –I PROFORMA

CRITERION – 1: CURRICULAR ASPECTS

Name of the Experts: Dr Sakshi Bhatnagar **Audit No.:** – 01

Name of the Principal / Dean /**Director:** Dr Pushpendra Sharma **Audit Date:** 15/04/2023

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
CURRICULAR ASPECTS [CURRICULUM DESIGN AND DEVELOPMENT]					
	Curricula developed are relevant to the Local/National/ Regional/Global Developmental needs.	Implemented	i. Curricular Design Guidelines.	yes.	
1.1.1.	Curricula Developed have the following: 1. Learning Objectives /Program Educational Objectives. 2.Programme Outcomes 3. Program Specific Outcomes 4. Course Outcomes.	Implemented	i. PEO for all the Programs ii. PO for all the Programs iii. PSOs for all the Programs iv. CO for all the Courses	yes	
1.1.2.	Revision of the Curriculum: i. How often is it revised? ii. Is revision based on some feedback? iii. Is the revision Minor or Major?	Updation aspect need is on deadum session	i. BOS Proceedings ii. Academic Council Approval iii. Reason for revision	yes	
1.1.3	Does Faculty have the list of Courses offered in a programme with Focus on the following? i. Employability. ii. Entrepreneurship iii. Skill Development	Implemented	i. Classification of the courses.	yes	
	Do the Faculty /faculty members have an activity list to develop the above in their respective course?	yes	i. Course File Documents	yes	
1.2.1	Do the New Courses being introduced from time to time?	yes	i. List of New Courses. Ii Justification for Introduction	Yes	
1.2.2	Is Choice Based Credit System being followed in all the programmes?	yes	i. Copy of the Regulations.	Yes	
	What is the percentage of Choice provided in a Programme, in selection of the Course?		i. Scheme of the Programme. ii Sample Time tables of Odd and Even Semesters. iii. Students' Choice List	yes	



Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
CURRICULAR ASPECTS [CURRICULUM ENRICHMENT]					
1.3.1	Does the programme offered by the Faculty have the scope for integrating the following? i. Environment ii. Sustainability. Iii Human Values. Iv Professional Ethics.	Implemented	i. List of Courses in each of the Programmes and the detailed contents.	yes	
1.3.2	Does the programme have the scope to offer some value added courses for importing transferable skills?		i. List of the Value-added courses. ii. Proof of offering the course at regular intervals.	yes	
1.3.3.	Average Percentage of students enrolled in the courses under 1.3.2 above		iii. Number of students enrolled iv. Number of students who have completed the course.		
1.3.4.	Is there a provision for the students to carry out project/internship with the industry during the programme period?		v. List of students who have carried out industry projects. vi. Relevant Letters from the industry. vii. Sample project Reports viii. List of students who have undergone the internship. ix. Certificate x. Industry letter	yes	
CURRICULAR ASPECTS [FEEDBACK MECHANISM]					
1.4.1	Does the Faculty collect feedback on curriculum from the following? I Students II Faculty Members III Employers Iv Alumni V Parents	Implemented	Sample copies of all the feedback forms(filled)	yes	
	Does the Faculty have a mechanism to analyze the feedback reports?	yes	Sample copies of the analysis Report	yes	
	Has the Faculty initiated any action on the analyzed feedback?	yes	Action Taken Report copies	yes	
	Does the Faculty monitor the Improvement after implementing the action?	yes	Sample monitoring Reports.	yes	
	Auditor Signature		**Date of Audit**		
	Sudeshi		15/04/2023		

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ANNEXURE –II PROFORMA

CRITERION – 2: TEACHING – LEARNING AND EVALUATION

Name of the Dept.: faculty of paramedical sciences **Audit No.:** – 02

Name of the HoD: Dr prashant gupta **Audit Date:** 7/05/2023

(with Experts Team) Mrs Tabbasum fatima

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Teaching -Learning and Evaluation (Student Enrolment and Profile)					
2.1.1	What is the Year-wise sanctioned number of seats and filled	Implemented	I. Govt. of UP Approval, II. NMC/DCI/PCI/INC/CCIM / OT PT and other Approval III. Academic Council Approval	yes.	
2.1.2	What is the percentage of seats filled against reserved categories (SC, ST, OBC, etc) as per applicable reservation policy for the first-year admission What is the total number of seats earmarked for reserved category as per State Government rule	Implemented		yes	
Teaching -Learning and Evaluation (Student Diversity)					
2.2.1	a) How does the institute assess the learning levels of the students? b) Does the institution organize special programs to cater to different learning needs of the students?	Implemented		yes	
Teaching -Learning and Evaluation (Teaching-Learning Process)					
2.3.1	a) For enhancing the learning experience of the students, does the institution adopt experiential learning, participative learning and problem- solving methodologies? b) Do the teachers use ICT enabled tools including online resources for effective teaching learning process?	Implemented		yes	
2.3.2	Does the institution have effective Mentor-Mentee scheme to address the academic and student psychological issues of students?	yes	i. Policy/Guidelines on Mentoring ii. Proof of Documentation including feedback	yes	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Teaching -Learning and Evaluation (Teacher Profile and Quality)					
2.4.1	What is the average percentage of full-time teachers appointed against the number of sanctioned posts for latest completed academic year	90 Y.	i. BOM approval on Faculty Requirement Sanction (Academic year-wise) ii. List of teachers appointed (Academic Year-wise)	yes	
2.4.2	How many teachers are holding Ph.D/D.M/M.Ch./D.N.B/Superspeciality /L.L.D/D.S.C/D.Litt super specialist	01	i. HR to collate this information and readily make available for audit team verification	yes	
2.4.3	Teaching Experience in years (of full-time teachers)	01 - 11 yrs.			
Teaching -Learning and Evaluation (Evaluation Process and Reforms)					
2.5.1	What is the average time taken to declare the results after the last examination?	Implemented Enclosed.	i. Copy of the Regulations on for Declaring the results ii. Sample results sheets with the declaration date and the corresponding Examination time table.	yes	
2.5.2	What is the average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years	Implemented/ Enclosed.	i. List of complaints received (Examination wise).	yes	
2.5.3	What is the average percentage of applications for revaluation leading to change in marks?	Enclosed	i. List of students whose marks are changed after re- evaluation.	yes	
2.5.4	Does the Examination section initiate any reforms in examination and evaluation process?	yes.	i. List of such initiatives. ii. Impact of such initiatives.	yes	
2.5.5	Status of automation of Examination Division along with approved Examination Manual	Implemented	Copy of the manual for the process of examination and evaluation	yes.	

Auditor Name	Auditor Signature	Date of Audit
Mrs Tabassum Jafima	A. Jafima	1/05/2025

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ANNEXURE –3 PROFORMA

CRITERION – 3: RESEARCH, INNOVATIONS AND EXTENSION

Name of the Experts: Dr Sakshi Bhatnagar **Audit No.:** 3

Name of the Director: Dr. Pushpendra Kannojia **Audit Date:** 30/06/23

(with Dean-R&I) Ms. Riddhi Singh

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Research, Innovations and Extension (Promotion of Research and Facilities)					
3.1.1	Does the University have a well-defined policy for promotion of research? Is the same uploaded on the institutional website?	yes	Research Promotion Policy Document	yes.	
3.1.2	Does the University provide seed money to its teachers for research (average per year)?	—	Seed money allocation letters	—	
3.1.3	How many teachers were awarded international fellowship for advanced studies/ research during the year?	NIL	List of faculty Members. Letters of award.	—	
3.1.4	a) How many JRFs, SRFs, Post- Doctoral Fellows, Research Associates and other research fellows in the university enrolled during the year	—	List of Such Fellows. Fellowship letters.	—	
	b) How Many departments are awarded with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other similar recognitions by government agency?	NIL	List of Departments. Letter of Recognition.	—	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Research, Innovations and Extension (Resource Mobilization for Research)					
3.2.1	How many research projects sponsored by the Government and non-government sources such as industry, corporate houses, international bodies, endowments, Research Chairs in the institution during the year (Amount in Rupees)?	–	List of such projects. Letter of allotment of funds. Progress of the research.	–	
3.2.2	How many research projects per teacher funded by government, non-government, industry, corporate houses, international bodies during the year?	–	List of such projects. Letter of allotment of funds. Progress of the research	–	
Research, Innovations and Extension (Innovation Ecosystem)					
3.3.1	Has the University created an eco-system, Indian Knowledge System including awareness about IPR, establishment of IPR Cell, Incubation Centre and other initiatives for creation and transfer of knowledge and outcome of the same?	Yes Enclosed	List of facilities and initiatives. List of activities Report on activities. List of start up Details of startup companies.	yes	
3.3.2	How many awards for innovation have been won by institution/ teachers/research scholars/ students during the last five years?	Enclosed	List of Awardees Letter of award.	yes.	
Research, Innovations and Extension (Research Publications and Awards)					
3.4.1	Does the University have stated Code of Ethics to check malpractices and plagiarism in Research	yes	Copy of the Code of Ethics	yes.	
3.4.2	How many Patents have been published/awarded during the last five years.	Enclosed	List of patents Published/ Awarded. Letter of award.	yes.	
3.4.3	How many Ph.Ds were awarded per teacher during the last five years?	Enclosed	Number/Teacher List of the awardees.	yes	
3.4.4	How many research papers published per teacher in the Journals notified on UGC CARE list during the last five years?	enclosed	Number of Publications. List of Publications.	yes.	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
3.4.5	Number of books and chapters in edited volumes/ books published, and papers in national/international conference-proceedings per teacher during the last five years?	—	List of Books/Chapters. Proof of providing the incentives.	—	
3.4.6	E-Content developed by Teachers for i. e-PG Pathshala ii. CEC (Undergraduate) iii. SWAYAM iv. MOOC Platform v. Any other Govt. Initiatives vi. For Institutional LMS	Implemented Enclosed		—	
3.4.7	Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science	Enclosed	Number of citations (faculty members-wise/Publication- wise).	Yes	
3.4.8	Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science – h-index of the university.	—		—	NO
Research, Innovations and Extension (Consultancy)					
3.5.1	Revenue generated from consultancy and Corporate Training during the last five years.	NIL	Consultancy Policy Document List of consultancies offered, and the amount generated. List of trainings conducted, and the revenue generated.	—	NO
Research, Innovations and Extension (Extension Activities)					
3.6.1	Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues & holistic development & awards from Government / recognized bodies received, if any, during the last five years.	Implemented Enclosed.	List of such activities. List of Awards.	yes	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
3.6.2	Number of extension and outreach programs conducted in collaboration with industry, community and Non – Government Organizations through NSS/NCC/Red cross/YRC etc., during the last five years.	Implemented Enclosed.	List of such activities. Number of students who have participated for each of the activity.	yes.	
Research, Innovations and Extension (Collaboration)					
3.7.1	Number of functional MoUs with institutions/ Industries in national, international for internship, on-th-job training, project work, student/faculty exchange and collaborative research during the last five years (only functional MoUs with ongoing activities to be considered)	Implemented Enclosed.	List of MOUs. List of activities organized based on MOU. List of industries. Copies of the internship letters. List of such collaborative work.	yes	

Auditor Name	Auditor Signature	Date of Audit
Dr Sakshi Bhatnagar.	Saksh	10/06/23

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ANNEXURE – 4 PROFORMA

CRITERION – IV: INFRASTRUCTURE AND LEARNING RESOURCES

Name of the Experts.: Dr Sakshi Bhatnagar **Audit No.:** 4

Name of the Director: Dr. Pushpendra Kanaujia **Audit Date:** 25/07/23

Along with **Dean (Academic)** Ms. Nidhi Singh

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Infrastructure and Learning Resources (Physical Facilities)					
4.1.1	Institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, ICT enabled facilities such as smart classes, LMS, facilities for cultural and sports activities, yoga centre, games (Indoor and Outdoor) gymnasium, auditorium, etc.	Faculty Director's Report Sports Directors Report Implemented Enclosed	List of classrooms. List of laboratories List of Digital Classrooms List of Indoor Sports facilities. List of Outdoor Facilities. List of Coaches. ICT facilities. Status of LMS Implementation.	Yes.	
4.1.2	Average percentage of budget allocation, excluding salary for infrastructure development & augmentation during the last five years	Finance Officer's Report	Budget Estimates. Audited Utilization Statement.	✓	
Infrastructure and Learning Resources (Library as a Learning Resource)					
4.2.1	Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscription to e- resources and journals are made	Librarian's Report	Details of ILMS software. Proof of Automation of Library. Subscription list for e-resources and Journals	✓	
4.2.2	Annual Expenditure for Purchase of Books/e-books and subscription to journals/e-journals year-wise during last five years	Enclosed	Library Budget	✓	

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Infrastructure and Learning Resources (IT Infrastructure)					
4.3.1	Describe IT facilities including Wi-Fi with date and nature of updating, available internet band width	yes.		yes.	
4.3.2	What is the student to Computer ratio (previous Academic Year data to be provided)	10:01			
4.3.3	Institution has the following facilities for e-content development and other resource development i. Audio-visual centre, mixing equipment, editing facilities and media studio ii. Lecture capturing system (LCS) iii. Central Instrumentation Centre iv. Animal House v. Museum vi. Business Lab vii. Research / Statistical database viii. Moot Court ix. Theatre x. Art Gallery xi. Any other facility to support Research	Yes.		yes.	
Infrastructure and Learning Resources (Maintenance of Campus Infrastructure)					
4.4.1	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years	Implemented	Budget Allocation	yes	
4.4.2	Are there established systems and processes available for a) Maintaining & Utilizing Physical, Academic and Support Facilities, b) Laboratory, c) Library, d) Sports Complex, e) Computers, f) Classrooms, etc.	yes.	Standard Operating Procedures	yes	

Auditor Name	Auditor Signature	Date of Audit
Dr Sakshi Bhatnagar	Sakshi	25/07/23



ANNEXURE – 5 PROFORMA

CRITERION – V: STUDENT SUPPORT AND PROGRESSION

Name of the Experts: Dr Sakshi Bhatnagar **Audit No.:** 5

Name of the Director: Dr. Pushpendra Kanungia **Audit Date:** 10/08/23

Metric No.	Description	Status of Implementation	Presence of relevant Documents	Remarks	
				Yes	No
Student Support and Progression (Student Support)					
5.1.1	Average percentage of students benefited by scholarships and free ships provided by the Institution, Government, NGO, Industries, Philanthropists during the last five years	Implanted Enclosed	Percentage of students List of such students.	yes,	
5.1.2	Efforts taken by the Institution to provide Career Counseling including e-counseling and guidance for competitive examinations during the last five years	Enclosed	Number of students benefited. List of activities conducted.	yes	
5.1.3	Number of capacity development and skill enhancement initiatives undertaken by the Institute for Soft Skills, Language and Communication Skills, Life Skills (Yoga, Physical Fitness, Health & Hygiene, Self-Employment & Entrepreneur skills, Awareness of trends in technology	Implanted Enclosed.	List of such initiatives.	yes	
5.1.4	The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging case (if any).	Yes.	Report of the Students' redressal cell.	yes	
Student Support and Progression (Student Progression)					
5.2.1	Average percentage of placement of outgoing students during the last five years.	Enclosed	Placement details.	Yes	
5.2.2	Percentage of graduated students to higher education (year-wise during last 5 years)	Enclosed	List of Students selected for higher studies.	yes.	

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Metric No.	Description	Status of Implementation	Presence of relevant Documents	Remarks	
				Yes	No
5.2.3	Average percentage of students qualifying in state/ national/ international level examinations during the last five years (eg: NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations)	Nil	List of qualified students in each of the competitive examinations.	–	
Student Support and Progression (Student Participation and Activities)					
5.3.1	Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/national/ international events (award for a team event should be counted as one) during the last five years	Implanted Enclosed	List of students winning medals/awards.	yes	
5.3.2	Presence of an active Student Council & representation of students on academic & administrative bodies/ committees of the institution.	–	Details of the students' Council activities.	–	
5.3.3	Average number of sports and cultural activities / competitions, tech fest/academic fest, any other events through active clubs and forums organized at the institution level per year.	Implanted	List of activities.	yes	
Student Support and Progression (Alumni Engagement)					
5.4.1	Alumni contribution during the last five years through registered Alumni Association.	Enclosed	Alumni Cell Details	yes	
5.4.2	The Alumni has contributed significantly to the development of the institution through academic and other support system (financial and non-financial means during the last five years)	Enclosed	Alumni Cell Details.	yes	

Auditor Name	Auditor Signature	Date of Audit
Dr Sakshi Bhatnagar	Sakshi	10/08/23

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ANNEXURE – 6 PROFORMA

CRITERION – VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

Name of the Experts : Dr Sakshi Bhatnagar **Audit No.:** 6

Name of the Director: Dr. Pushpendra Kaurnojia **Audit Date:** 20/09/23

Along with the **Vice Chancellor**

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Governance, Leadership and Management (Institutional Vision and Leadership)					
6.1.1	The institution has clearly stated vision and mission which is visible in various institutional practices such as NEP Implementation, sustained institutional growth, de-centralization, participatory institutional governance and in their Institutional Perspective Strategic Plan (IPSP)	Implemented			
Governance, Leadership and Management (Strategy Development and Deployment)					
6.2.1	The Institutional Perspective Plan is effectively deployed and functioning of the institutional bodies is effective & efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.	Implemented			
Governance, Leadership and Management (Faculty Empowerment Strategies)					
6.3.1	The institution has a performance appraisal system, effective welfare measures for teaching and non- teaching staff and avenues for career development/progression	Implemented			
6.3.2	Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee for professional bodies during the last five years	Enclosed	List of students availing Financial Support	yes	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
6.3.3	Teachers who have undergone online/face to face FDP / MDP during last five years	Enclosed.	List of such MDP and FDP with details		
Governance, Leadership and Management (Financial Management and Resource Mobilization)					
6.4.1	Institutional strategies for mobilization of funds other than salary and fees and the optimal utilization of resources	—	—	—	
6.4.2	Funds/Grants received from Government Bodies/NGO during last five years for development & maintenance of infrastructure	—	—	—	
6.4.3	Institution conducts internal and external financial audits regularly	—	—	—	
Governance, Leadership and Management (Internal Quality Assurance System)					
6.5.1	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes by constantly reviewing the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals in terms of A) Incremental improvement made during the preceding five years with regard to quality B) Incremental improvement made for the preceding five years with regard to quality and post accreditation quality initiatives	Implemented Enclosed			
6.5.2	Institution has adopted the following for Quality Assurance: 1. AAA and Follow up action taken 2. Conferences, Seminars,	Enclosed.			

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
	Workshops on quality conducted 3. Collaborative quality initiatives with other institution(s) 4. Orientation program on quality issues for teachers and students 5. Participation in NIRF and other recognized rankings like Shanghai Ranking, QS Ranking, Times Ranking, etc 6. Participation in any other quality audit as recognized by State, National or International Agencies				
6.5.3	Incremental improvements made for the preceding five years with regard to quality	yes.			

Auditor Name	Auditor Signature	Date of Audit
Dr Sulekha Bhatnagar	Sulekha	20/09/23

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ANNEXURE – 7 PRO FORMA

CRITERION – VII: INSTITUTIONAL VALUES AND BEST PRACTICES

Name of the Experts: Dr- Sakshi Bhatnagar **Audit No.:** 7

Name of the Director: Dr- Pushpendra Kamojia **Audit Date:** 20/10/23

Along with the **Vice Chancellor**

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Institutional Values and Best Practices (Institutional Values and Social Responsibilities)					
7.1.1	**Gender Equity:** Institution has initiated Gender Audit and measure for promotion of gender equity	yes			
7.1.2	**Environmental Consciousness & Sustainability** Institution has facilities for alternate sources of energy and energy conservation measures a) Solar Energy, b) Biogas Plant, c) Wheeling to the Grid, d) Sensor based Energy Conservation, e) Use of LED Bulbs/power efficient equipment, f) f) Wind Mill or any other clean green energy	Implemented.	List of documents for effective implementation.	yes	
7.1.3	Describe the facilities in the Institution for the management of the following types of degradable and non- degradable waste a) Solid Waste Management, b) Liquid Waste Management, c) Biomedical Waste Management, d) E-Waste Management, e) Water recycling system, f) Hazardous chemicals and radioactive waste management	Implemented.		yes.	

FACULTY OF PARAMEDICAL SCIENCES ASHANT PRINCIPAL BAREILLY

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
7.1.4	Water conservation facilities available in the institution a) Rainwater Harvesting b) Borewell/Open well recharge c) Construction of tanks & bunds d) Wastewater recycling e) Maintenance of water bodies and distribution system in the campus	yes.		yes	
7.1.5	**Green Campus Initiatives** of the Institution including restricted entry of automobiles, use of bicycles/ battery powered vehicles, pedestrian friendly pathways, ban on use of plastic, landscaping with trees and plants	yes			
7.1.6	Quality Audits on Environment and Energy are regularly undertaking by the Institution for a) Green Audit / Environment Audit, b) Energy Audit, c) Clean and Green Campus initiatives, d) Beyond the campus environmental promotion and sustainability activities	yes			
7.1.7	Differently-abled (*Divyangjan*) Friendly, Barrier Free environment	Implemented	List of measures taken for assisting the Differently-abled student.	yes	
7.1.8	Institutional efforts in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and such other diversities	—			
7.1.9	Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens/ Electoral norms	—			

PARAMEDICAL SCIENCES ASHAN PRINCIPAL BAREILLY

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
7.1.10	The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programs in this regard A) The Institution Code of Conduct principle are displayed on the website B) There is a committee to monitor adherence to the institutional code of conduct principles C) Institution organizes professional ethics programs for students, teachers, administrations and other Staff D) Annual awareness programs on Code of Conduct are organized	yes.	Code of Conduct Policy	yes.	
Institutional Values and Best Practices (Best Practices)					
7.2.1	State at least two institutional best practices successfully implemented by the Institution		Best practice document as per NAAC Manual		
Institutional Values and Best Practices (Institutional Distinctiveness)					
7.3.1	Describe/Explain the performance of the institution in one area distinctive to its priority and thrust.				

Auditor Name	Auditor Signature	Date of Audit
Dr Sakshi Bhatnagar		20/10/23

PARAMEDICAL SCIENCES
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ANNEXURE –I PROFORMA

CRITERION – 1: CURRICULAR ASPECTS

Name of the Dept.: Faculty of Paramedical Sciences

Dean / Principal /Academic Incharge: Dr. Pushpendra Kannojia Audit No.: 01

Name of the Director/Principal: Dr. Prashant Gupta Audit Date: 24/4/2024

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
CURRICULAR ASPECTS [CURRICULUM DESIGN AND DEVELOPMENT]					
1.1.1.	Curricula developed are relevant to the Local/National/Regional/Global Developmental needs.	Implemented	i. Curricular Design Guidelines.	Yes	
	Curricula Developed have the following: 1. Learning Objectives /Program Educational Objectives. 2.Programme Outcomes 3. Program Specific Outcomes 4. Course Outcomes.	Implemented	i. PEO for all the Programs ii.PO for all the Programs iii. PSOs for all the Programs iv.CO for all the Courses	Yes	
1.1.2.	Revision of the Curriculum: i. How often is it revised? ii. Is revision based on some feedback? iii. Is the revision Minor or Major?	Updation as per need in an Academic session	i.BOS Proceedings ii. Academic Council Approval iii. Reason for revision	Yes	
1.1.3	Does Faculty have the list of Courses offered in a programme with Focus on the following? i. Employability. ii. Entrepreneurship iii. Skill Development	Implemented	i. Classification of the courses.	Yes	
	Do the Faculty /faculty members have an activity list to develop the above in their respective course?	Yes	i. Course File Documents	Yes	
1.2.1 ✓	Do the New Courses being introduced from time to time?	Yes	i. List of New Courses. Ii Justification for Introduction	Yes	
1.2.2	Is Choice Based Credit System being followed in all the programmes?	Yes	i. Copy of the Regulations.	Yes	
✓	What is the percentage of Choice provided in a Programme, in selection of the Course?		i. Scheme of the Programme. ii Sample Time tables of Odd and Even Semesters. iii. Students' Choice List	Yes	

FACULTY OF PARAMEDICAL SCIENCES ASHAN PRINCIPAL BAREILLY

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
CURRICULAR ASPECTS [CURRICULUM ENRICHMENT]					
1.3.1	Does the programme offered by the Faculty have the scope for integrating the following? i. Environment ii. Sustainability. Iii Human Values. Iv Professional Ethics.	Implemented	i. List of Courses in each of the Programmes and the detailed contents.	Yes	
1.3.2	Does the programme have the scope to offer some value added courses for importing transferable skills?		i. List of the Value-added courses. ii. Proof of offering the course at regular intervals.	Yes	
1.3.3.	Average Percentage of students enrolled in the courses under 1.3.2 above		iii. Number of students enrolled iv. Number of students who have completed the course.		
1.3.4.	Is there a provision for the students to carry out project/internship with the industry during the programme period?		v. List of students who have carried out industry projects. vi. Relevant Letters from the industry. vii. Sample project Reports viii. List of students who have undergone the internship. ix. Certificate x. Industry letter	Yes	
CURRICULAR ASPECTS [FEEDBACK MECHANISM]					
1.4.1	Does the Faculty collect feedbackon curriculum from the following? I Students II Faculty Members III Employers Iv Alumni V Parents	Implemented	Sample copies of all the feedback forms(filled)	Yes	
	Does the Faculty have a mechanism to analyze the feedback reports?	Yes	Sample copies of the analysis Report	Yes	
	Has the Faculty initiated any action on the analyzed feedback?	Yes	Action Taken Report copies	Yes	
	Does the Faculty monitor the Improvement after implementing the action?	Yes	Sample monitoring Reports.	Yes	
	Auditor Signature		**Date of Audit**		
	24/04/24		24/04/2024		

FACULTY OF PARAMEDICAL SCIENCES ASHAM PRINCIPAL BAREILLY

FACULTY OF PARAMEDICAL SCIENCES Asham Principal BAREILLY

ANNEXURE –II PROFORMA

CRITERION – 2: TEACHING – LEARNING AND EVALUATION

Name of the Dept.: Faculty of Paramedical Sciences

Dean / Principal /Academic Incharge: Dr. Pushpendra Kannoujia **Audit No.:** 02

Name of the Director/Principal: Dr. Prashant Gupta **Audit Date:** 01/05/24

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Teaching -Learning and Evaluation (Student Enrolment and Profile)					
2.1.1	What is the Year-wise sanctioned number of seats and filled	Implemented	i. Govt. of Uttar Pradesh Approval, ii. AICTE / BCI Approval iii. Academic Council Approval	Yes	
2.1.2	What is the percentage of seats filled against reserved categories (SC, ST, OBC, etc) as per applicable reservation policy for the first-year admission What is the total number of seats earmarked for reserved category as per State Government rule	Implemented as per state Government norms.		Yes	
Teaching -Learning and Evaluation (Student Diversity)					
2.2.1	a) How does the institute assess the learning levels of the students? b) Does the institution organize special programs to cater to different learning needs of the students?	Implemented		Yes	
Teaching -Learning and Evaluation (Teaching-Learning Process)					
2.3.1	a) For enhancing the learning experience of the students, does the institution adopt experiential learning, participative learning and problem-solving methodologies? b) Do the teachers use ICT enabled tools including online resources for effective teaching learning process?	Implemented		Yes	
2.3.2	Does the institution have effective Mentor-Mentee scheme to address the	Yes	i. Policy/Guidelines on Mentoring	Yes	

FACULTY OF PARAMEDICAL SCIENCES PRINCIPAL RAREILLY

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
	academic and student psychological issues of students?		ii. Proof of Documentation including feedback	Yes	
Teaching -Learning and Evaluation (Teacher Profile and Quality)					
2.4.1	What is the average percentage of full-time teachers appointed against the number of sanctioned posts for latest completed academic year	90%	i. BOM approval on Faculty Requirement Sanction (Academic year-wise) ii. List of teachers appointed (Academic Year-wise)	Yes	
2.4.2	How many teachers are holding Ph.D/D.M/M.Ch./D.N.B/Superspecialit y/ L.L.D/D.S.C/D.Litt superspecialist	01	i. HR to collate this information and readily make available for audit team verification	Yes	
2.4.3	Teaching Experience in years (of full-time teachers)	01 - 11 years			
Teaching -Learning and Evaluation (Evaluation Process and Reforms)					
2.5.1	What is the average time taken to declare the results after the last examination?	Implemented Enclosed	i. Copy of the Regulations on for Declaring the results ii. Sample results sheets with the declaration date and the corresponding Examination time table.	Yes	
2.5.2	What is the average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years	Implemented Enclosed	i. List of complaints received (Examination wise).	Yes	
2.5.3	What is the average percentage of applications for revaluation leading to change in marks?	Encl.	i.List of students whose marks are changed after re-evaluation.	Yes	
2.5.4	Does the Examination section initiate any reforms in examination and evaluation process?	Yes	i. List of such initiatives. ii. Impact of such initiatives.	Yes	
2.5.5	Status of automation of Examination division along with approved Examination Manual	Implemented	Copy of the manual for the process of examination and evaluation	Yes	

Auditor Name	Auditor Signature	Date of Audit
Dr. Pushpendra Kanaujia		01/05/24

FACULTY OF PARAMEDICAL SCIENCES ASHA PRINCIPAL BAREILLY

FACULTY OF PARAMEDICAL SCIENCES Asha Principal BAREILLY

ANNEXURE – III PROFORMA

CRITERION – 3: RESEARCH, INNOVATIONS AND EXTENSION

Name of the Dept.: Faculty of Paramedical Sciences

Dean / Principal /Academic Incharge: Dr. Pushpendra Kannojia Audit No.: 03

Name of the Director/Principal: Dr. Prashant Gupta Audit Date: 20/5/2024

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
	Research, Innovations and Extension (Promotion of Research and Facilities)				
3.1.1	Does the University have a well-defined policy for promotion of research? Is the same uploaded on the institutional website?	Yes	Research Promotion Policy Document	Yes	
3.1.2	Does the University provide seed money to its teachers for research (average per year)?	–	Seed money allocation letters	–	
3.1.3	How many teachers were awarded international fellowship for advanced studies/ research during the year?	NIL	List of faculty Members. Letters of award.	–	
3.1.4	a) How many JRFs, SRFs, Post-Doctoral Fellows, Research Associates and other research fellows in the university enrolled during the year b) How Many departments are awarded with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other similar recognitions by government agency?	– NIL	List of Such Fellows. Fellowship letters. List of Departments. Letter of Recognition.	– –	

FACULTY OF PARAMEDICAL SCIENCES ASH PRINCIPAL BAREILLY

FACULTY OF PARAMEDICAL SCIENCES Principal

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Research, Innovations and Extension (Resource Mobilization for Research)					
3.2.1	How many research projects sponsored by the Government and non-government sources such as industry, corporate houses, international bodies, endowments, Research Chairs in the institution during the year (Amount in Rupees)?	—	List of such projects. Letter of allotment of funds. Progress of the research.	—	
3.2.2	How many research projects per teacher funded by government, non-government, industry, corporate houses, international bodies during the year?	—	List of such projects. Letter of allotment of funds. Progress of the research	—	
Research, Innovations and Extension (Innovation Ecosystem)					
3.3.1	Has the University created an eco-system, Indian Knowledge System including awareness about IPR, establishment of IPR Cell, Incubation Centre and other initiatives for creation and transfer of knowledge and outcome of the same?	Yes Enclosed	List of facilities and initiatives. List of activities Report on activities. List of start up Details of startup companies.	Yes	
3.3.2	How many awards for innovation have been won by institution/ teachers/research scholars/ students during the last five years?	Enclosed	List of Awardees Letter of award.	Yes	
Research, Innovations and Extension (Research Publications and Awards)					
3.4.1	Does the University have stated Code of Ethics to check malpractices and plagiarism in Research	Yes	Copy of the Code of Ethics	Yes	
3.4.2	How many Patents have been published/awarded during the last five years.	Enclosed	List of patents Published/Awarded. Letter of award.	Yes	
3.4.3	How many Ph.Ds were awarded per teacher during the last five years?	Enclosed	Number/Teacher List of the awardees.	Yes	
3.4.4	How many research papers published per teacher in the	Enclosed	Number of Publications. List of Publications.	Yes	

FACULTY OF PARAMEDICAL SCIENCES ASHANT PRINCIPAL BAREILLY

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
	Journals notified on UGC CARE list during the last five years?				
3.4.5	Number of books and chaptersin edited volumes / books published, and papers in national/international conference-proceedings perteacher during the last five years?	—	List of Books/Chapters. Proof of providing the incentives.	—	
3.4.6	E-Content developed by Teachers for i. e-PG Pathshala ii. CEC (Undergraduate) iii. SWAYAM iv. MOOC Platform v. Any other Govt. Initiatives vi. For Institutional LMS	Implemented Enclosed	—	—	
3.4.7	Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science	Enclosed	Number of citations (faculty members-wise/Publication-wise).	Yes	
3.4.8	Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science – h-index of the university.	—		—	No
	Research, Innovations and Extension (Consultancy)				
3.5.1	Revenue generated from consultancy and Corporate Training during the last fiveyears.	Nil	Consultancy Policy Document List of consultancies offered, and the amount generated. List of trainings conducted, and the revenue generated.	—	No
	Research, Innovations and Extension (Extension Activities)				
3.6.1	Extension activities in the neighborhood community in terms of impact and sensitizingstudents to social issues & holistic development & awards from Government / recognized	Implemented Enclosed	List of such activities. List of Awards.	Yes	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
	bodies received, if any, during the last five years.				
3.6.2	Number of extension and outreach programs conducted in collaboration with industry, community and Non – Government Organizations through NSS/NCC/Red cross/YRC etc., during the last five years.	Implemented Enclosed	List of such activities. Number of students who have participated for each of the activity.	Yes	
Research, Innovations and Extension (Collaboration)					
3.7.1	Number of functional MoUs with institutions/ Industries in national, international for internship, on-th-job training, project work, student/faculty exchange and collaborative research during the last five years (only functional MoUs with ongoing activities to be considered)	Implemented Enclosed	List of MOUs. List of activities organized based on MOU. List of industries. Copies of the internship letters. List of such collaborative work.	Yes	

Auditor Name	Auditor Signature	Date of Audit
Dr. Pushpendra Kannojia		20/05/24

FACULTY OF PARAMEDICAL SCIENCE
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ANNEXURE – IV PROFORMA

CRITERION – IV: INFRASTRUCTURE AND LEARNING RESOURCES

Name of the Dept.: Faculty of Paramedical Sciences

Dean / Principal /Academic Incharge: Dr. Pushpendra Kannojia Audit No.: 04

Name of the Director/Principal: Dr. Prashant Gupta Audit Date: 21/5/2024

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Infrastructure and Learning Resources (Physical Facilities)					
4.1.1	Institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, ICT enabled facilities such as smart classes, LMS, facilities for cultural and sports activities, yoga centre, games (Indoor and Outdoor) gymnasium, auditorium, etc	Faculty Director's Report Sports Directors Report Implemented Enclosed	List of classrooms. List of laboratories List of Digital Classrooms List of Indoor Sports facilities. List of Outdoor Facilities. List of Coaches. ICT facilities. Status of LMS Implementation.	Yes	
4.1.2	Average percentage of budget allocation, excluding salary for infrastructure development & augmentation during the last five years	Finance Officer's. Report	Budget Estimates. Audited Utilization Statement.	✓	
Infrastructure and Learning Resources (Library as a Learning Resource)					
4.2.1	Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscription to e- resources and journals are made	Librarian's Report	Details of ILMS software. Proof of Automation of Library. Subscription list for e-resources and Journals	✓	
4.2.2	Annual Expenditure for Purchase of Books/e-books and subscription to journals/e-journals year-wise during last five years	Enclosed	Library Budget	✓	

FACULTY OF PARAMEDICAL SCIENCES ASHAN PRINCIPAL BAREILLY

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Infrastructure and Learning Resources (IT Infrastructure)					
4.3.1	Describe IT facilities including Wi-Fi with date and nature of updation, availableinternet band width	Yes		Yes	
4.3.2	What is the student to Computer ratio (previous Academic Year data to be provided)	10 : 01			
4.3.3	Institution has the following facilities for e-content development and other resource development i. Audio-visual centre, mixing equipment, editing facilities and media studio ii. Lecture capturing system (LCS) iii. Central Instrumentation Centre iv. Animal House v. Museum vi. Business Lab vii. Research / Statistical database viii. Moot Court ix. Theatre x. Art Gallery xi. Any other facility to support Research	Yes		Yes	
Infrastructure and Learning Resources (Maintenance of Campus Infrastructure)					
4.4.1	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years	Implemented	Budget Allocation	Yes	
4.4.2	Are there established systems, and processes available for a) Maintaining & Utilizing Physical, Academic and Support Facilities, b) Laboratory, c) Library, d) Sports Complex, e) Computers, f) Classrooms, etc	Yes	Standard Operating Procedures	Yes	

Auditor Name	Auditor Signature	Date of Audit
Dr. P. Kanroja		2/05/24

FACULTY OF PARAMEDICAL SCIENCES ASHANT PRINCIPAL BAREILLY

FACULTY OF PARAMEDICAL SCIENCES Principal BAREILLY

ANNEXURE – 5 PROFORMA

CRITERION – V: STUDENT SUPPORT AND PROGRESSION

Name of the Dept.: Faculty of Paramedical Sciences

Dean / Principal /Academic Incharge: Dr. Pushpendra Konnoyia Audit No.: 05

Name of the Director/Principal: Dr. Prashant Gupta Audit Date: 01/06/24

Metric No.	Description	Status of Implementation	Presence of relevant Documents	Remarks	
				Yes	No
Student Support and Progression (Student Support)					
5.1.1	Average percentage of students benefited by scholarships and free ships provided by the Institution, Government, NGO, Industries, Philanthropists during the last five Years	Implemented Enclosed	Percentage of students List of such students.	Yes	
5.1.2	Efforts taken by the Institution to provide Career Counseling includinge-counseling and guidance for competitive examinations during the last five years	Enclosed	Number of students benefited. List of activities conducted.	Yes	
5.1.3	Number of capacity development and skill enhancement initiatives undertaken by the Institute for Soft Skills, Language and Communication Skills, Life Skills (Yoga, Physical Fitness, Health & Hygiene, Self-Employment & Entrepreneur skills, Awareness of trends in technology	Implemented Enclosed	List of such initiatives.	Yes	
5.1.4	The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging case (if any).	Yes	Report of the Students' redressal cell.	Yes	
Student Support and Progression (Student Progression)					
5.2.1	Average percentage of placement of outgoing students during the lastfive years.	Enclosed	Placement details.	Yes	
5.2.2	Percentage of graduated students to higher education (year-wise during last 5 years)	Enclosed	List of Students selected for higher studies.	Yes	

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Metric No.	Description	Status of Implementation	Presence of relevant Documents	Remarks	
				Yes	No
5.2.3	Average percentage of students qualifying in state/ national/ international level examinations during the last five years (eg: NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations)	Nil	List of qualified students in each of the competitive examinations.	–	
Student Support and Progression (Student Participation and Activities)					
5.3.1	Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/national/ international events (award for a team event should be counted as one) during the last five years	Implemented Enclosed	List of students winning medals/awards.	Yes	
5.3.2	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution.	–	Details of the students' Council activities.	–	
5.3.3	Average number of sports and cultural activities / competitions, tech fest/academic fest, any other events through active clubs and forums organized at the institution level per year.	Implemented	List of activities.	Yes	
Student Support and Progression (Alumni Engagement)					
5.4.1	Alumni contribution during the last five years through registered Alumni Association.	Enclosed	Alumni Cell Details	Yes	
5.4.2	The Alumni has contributed significantly to the development of the institution through academic and other support system (financial and non-financial means during the last five years)	Enclosed	Alumni Cell Details.	Yes	

Auditor Name	Auditor Signature	Date of Audit
Dr. Pushpendra Kannojia		01/06/24

FACULTY OF PARAMEDICAL SCIENCES ASHANT PRINCIPAL BAREILLY

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ANNEXURE – 6 PROFORMA

CRITERION – V: GOVERNANCE, LEADERSHIP AND MANAGEMENT

Name of the Dept.: Faculty of Paramedical Sciences

Dean / Principal /Academic Incharge: Dr. Pushpendra Kannoji'a Audit No.: 06

Name of the Director/Principal: Dr. Prashant Gupta Audit Date: 05/06/24

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
	Governance, Leadership and Management (Institutional Vision and Leadership)				
6.1.1	The institution has clearly stated vision and mission which is visible in various institutional practices such as NEP Implementation, sustained institutional growth, de-centralization, participatory institutional governance and in their Institutional Perspective Strategic Plan (IPSP)	Implemented			
	Governance, Leadership and Management (Strategy Development and Deployment)				
6.2.1	The Institutional Perspective Plan is effectively deployed and functioning of the institutional bodies is effective & efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.	Implemented			
	Governance, Leadership and Management (Faculty Empowerment Strategies)				
6.3.1	The institution has a performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression	Implemented			
6.3.2	Percentage of teachers provided with financial support to attend conferences/workshops and	Enclosed	List of students availing Financial Support	Yes*	

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FACULTY OF PARAMEDICAL SCIENCE Principal BAREILLY

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
	towards membership fee for professional bodies during the last five years				
6.3.3	Teachers who have undergone online/face to face FDP / MDP during last five years	Enclosed	List of such MDP and FDP with details	—	
	Governance, Leadership and Management (Financial Management and Resource Mobilization)				
6.4.1	Institutional strategies for mobilization of funds other than salary and fees and the optimal utilization of resources	—	—	—	
6.4.2	Funds/Grants received from Government Bodies/NGO during last five years for development & maintenance of infrastructure	—	—	—	
6.4.3	Institution conducts internal and external financial audits regularly	—	—	—	
	Governance, Leadership and Management (Internal Quality Assurance System)				
6.5.1	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes by constantly reviewing the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals in terms of A) Incremental improvement made during the preceding five years with regard to quality B) Incremental improvement made for the preceding five years with regard to quality and post accreditation quality initiatives	Implemented Enclosed			
6.5.2	Institution has adopted the following for Quality Assurance: 1. AAA and Follow up action taken 2. Conferences, Seminars,	Enclosed			

FACULTY OF PARAMEDICAL SCIENCES ASHAN PRINCIPAL BAREILLY

FACULTY OF PARAMEDICAL SCIENCE Principal BAREILLY

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
	Workshops on quality conducted 3. Collaborative quality initiatives with other institution(s) 4. Orientation program on quality issues for teachers and students 5. Participation in NIRF and other recognized rankings like Shanghai Ranking, QS Ranking, Times Ranking, etc 6. Participation in any other quality audit as recognized by State, National or International Agencies				
6.5.3	Incremental improvements made for the preceding five years with regard to quality	Yes			

Auditor Name	Auditor Signature	Date of Audit
Dr. Pushpendra Kannojia		05/06/24

FACULTY OF PARAMEDICAL SCIENCES
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ANNEXURE – 7PRO FORMA

CRITERION – VII: INSTITUTIONAL VALUES AND BEST PRACTICES

Name of the Dept.: Faculty of Paramedical Sciences

Dean / Principal /Academic Incharge: Dr. Pushpendra Kannojia Audit No.: 07

Name of the Director/Principal: Dr. Prashant Gupta

Audit Date: 12/6/24

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
	Institutional Values and Best Practices (Institutional Values and Social Responsibilities)				
7.1.1	**Gender Equity:** Institution has initiated Gender Audit and measure for promotion of gender equity	Yes			
7.1.2	**Environmental Consciousness & Sustainability** Institution has facilities for alternate sources of energy and energy conservation measures a) Solar Energy, b) Biogas Plant, c) Wheeling to the Grid, d) Sensor based Energy Conservation, e) Use of LED Bulbs/power efficient equipment, f) Wind Mill or any other clean green energy	Implemented	List of documents for effective implementation.	Yes	
7.1.3	Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste a) Solid Waste Management, b) Liquid Waste Management, c) Biomedical Waste Management, d) E-Waste Management, e) Water recycling system, f) Hazardous chemicals and radioactive waste management	Implemented		yes	
7.1.4	Water conservation facilities available in the institution	Yes			

FACULTY OF PARAMEDICAL SCIENCES ASHANT PRINCIPAL BAREILLY

FACULTY OF PARAMEDICAL SCIENCE Ashant Principal BAREILLY

i	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
	a) Rainwater Harvesting b) Borewell/Open well recharge c) Construction of tanks & bunds d) Wastewater recycling e) Maintenance of water bodies and distribution system in the campus				
7.1.5	**Green Campus Initiatives** of the Institution including restricted entry of automobiles, use of bicycles/ battery powered vehicles, pedestrian friendly pathways, ban on use of plastic, landscaping with trees and plants	Yes			
7.1.6	Quality Audits on Environment and Energy are regularly undertaking by the Institution for a) Green Audit / Environment Audit, b) Energy Audit, c) Clean and Green Campus initiatives, d) Beyond the campus environmental promotion and sustainability activities	Yes			
7.1.7	Differently-abled(*Divyangjan*)Friendly, Barrier Free environment	Implemented	List of measures taken for assisting the Differently-abled student.	Yes	
7.1.8	Institutional efforts in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and such other diversities	–		–	
.1.9	Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens/Electoral norms	–		–	
7.1.10	The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programs in thisregard A) The Institution Code of Conduct principle are displayed on the website B) There is a committee to monitor adherence to the institutional code of	Yes	Code of Conduct Policy	Yes	

FACULTY OF PARAMEDICAL SCIENCES ASHAN PRINCIPAL BAREILLY

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
	conduct principles C) Institution organizes professional ethics programs for students, teachers, administrations and other Staff D) Annual awareness programs on Code of Conduct are organized				
Institutional Values and Best Practices (Best Practices)					
7.2.1	State at least two institutional best practices successfully implemented by the Institution	–	Best practice document as per NAAC Manual	–	
Institutional Values and Best Practices (Institutional Distinctiveness)					
7.3.1	Describe/Explain the performance of the institution in one area distinctiveto its priority and thrust.	–		–	

Auditor Name	Auditor Signature	Date of Audit
Dr. Pushpendra Kannojia		12/06/24

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GUIDELINES FOR ACADEMIC AND ADMINISTRATIVE AUDIT

PREAMBLE

i. Further to the regulations on Curriculum Design Development and Review, these guidelines have been developed to establish a process to audit the academic delivery of the programs and the administrative system to support the quality of such a delivery. The audit process of quality of education imparted and for its sustenance is monitored through the Internal Quality Assurance Cell (IQAC).

ii. The monitoring and evaluation of academic processes require a carefully-structured system of internal and external audits. As per the NAAC guidelines, Bareilly International University undertakes periodic Academic and Administrative Audits (AAA). This document outlines the processes related to such audits.

SHORT TITLE AND APPLICATION

i. These Guidelines shall be called the "Bareilly International University" Guidelines for Academic and Administrative Audit.

ii. These Guidelines shall come into effect from the date of approval by the Board of Management of Presidency University with due recommendations from the Academic Council, and ratified by appropriate higher bodies.

ACADEMIC AUDIT

Academic Audit can be understood as a scientific and systematic method of reviewing the quality of academic processes of the institution. This follows a well-established tradition of taking adequate and purposeful samples to ascertain the quality of academic delivery including Teaching-learning processes, Curriculum Design and Review, Research and Outreach and other related academic processes. It correlates with the quality assurance and enhances the quality of academic activities of the University.

ADMINISTRATIVE AUDIT

Administrative Audit pertains to auditing various administrative processes that support academic endeavors. These can include student support services, academic infrastructure management, housekeeping and upkeep of the campus, IT services, student amenities, safety and security of students in particular and campus in general. This is also carried out by sampling as well as focused interviews with various stakeholders.

PURPOSE AND SCOPE

i. The main objective of an academic audit is to ascertain the presence and adequacy of quality assurance procedures, their applicability and effectiveness in guaranteeing quality of inputs, processes and outputs. Specific objectives are:

   a. To define the main areas of focus, central to quality assurance and enhancement in teaching and learning.

Vice Chancellor shall place the Audit Report along with the Action Taken Report (ATR) before the Academic Council for its perusal and recommendations.

b. External Academic Audit (EAA)

i. External Academic Audit will be conducted by a team of Eminent Academicians from other institutions of repute or experts who have experience and/or training on academic quality systems, processes and strategies and audit tactics and methodologies.

ii. There will be at least one external audit every two academic years.

iii. The external audit may focus on parameters for audit as recommended by the Vice Chancellor. The auditors will have the liberty to include additional parameters independently, with a focus to enhance the quality of the ongoing academic processes of the University.

iv. The external audit report shall be submitted to the Vice Chancellor. The Vice Chancellor shall place the External Audit Report along with the Action Taken Report (ATR) before the Academic Council for its perusal and recommendations.

3.0 METHODOLOGY

i. Internal Academic Audit

a. The Dean-Academics in consultation with the Vice Chancellor and IQAC shall fix the schedules for the academic audit of the departments and schools of the University. This schedule will be circulated to all Deans / Heads of the Departments.

b. Typically, the academic audit process must be conducted once every semester and must be completed within a week. However, additional audits shall be conducted based on the need as decided by the IQAC and duly approved by the Vice Chancellor.

c. The specified pro-forma for the academic audit (Annexures to this policy) shall be developed by IQAC and approved by Vice-chancellor. The same shall be communicated to all Deans and Heads of the Departments at least a month before the commencement of the internal audit.

d. The seven criteria recommended by NAAC as the Quality Indicator Framework (QIF) shall be the main focus areas of the internal audit. Annexures I –VII provide the pro forma to be used for the internal academic audit. Additionally, the IQAC in consultation with the Dean-Academics may provide other parameters and relevant pro forma for the internal audit.

e. The internal audit team shall prepare a detailed Internal Audit Report and submit the same to the Vice Chancellor within two weeks of completion of the internal audit of the concerned department/school.

ii. EXTERNAL ACADEMIC AUDIT

a. The Dean-Academics in consultation with the Vice Chancellor and IQAC shall recommend suitable eminent academician for the conduct of the external academic audit. The Vice chancellor shall make the final decisions on the choice of the Peer Team to conduct the academic audit.

b. The external academic audit must be conducted at least once in two academic years.

c. The Peer Team in consultation with the IQAC and Dean (Academics) prepare the scope of work for the academic audit. The details of the external academic audit and

FACULTY OF PARAMEDICAL SCIENCES PRINCIPAL BAREILLY

- Facilities, motivation, resources
- Incentives / expenditure / encouragement
- Output quantity / quality
- Applied or Developmental Research
- Students' participation in research

6. Consultancy

- Provision, promotion for faculty to undertake Consultancy
- Facilities, motivation, resources and Coaching for Consultancy
- Incentives / expenditure / Consultancy Policy
- Output quantity / quality of Consulting Projects
- Involvement and usage of University Resources
- Brand name development of the University

7. Extension Services

- Collective activity with teachers & students
- Useful to community, industry and disadvantaged section of the society
- Awards and recognitions
- Impact on community
- Partnership with local units/industries
- Partnership with other Universities
- Joint ventures – NGOs / Govt. Bodies

8. Infrastructure

- Adequacy of classrooms, furniture, space
- Faculty seating
- Office space – structure – plan
- Director/Dean - Offices
- Office equipment, consumables
- Labs, equipment, models, kits

9. Library

- Number of books as per Regulatory norms / e-resources
- Services, awareness, tests, visibility
- Special collections, need-based collections
- Book selection process
- Library usage: Faculty and Students

10. Students' Progression

- Results and marks
- Ranks
- Dropout rates
- Progression to Higher Education/Employment
- Progression to Civil Services/Armed Forces
- Alumni Statistics

FACULTY OF PARAMEDICAL SCIENCES ASHAN PRINCIPAL BAREILLY

ANNEXURE –I PROFORMA

CRITERION – 1: CURRICULAR ASPECTS (external Audit)

Name of the Experts: Dr. Manika Bisnoi **Audit No.:** 01

Name of the Principal / Dean /**Director:** Dr. Pushpendra Kanoziq **Audit Date:** 05/05/2024

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
CURRICULAR ASPECTS [CURRICULUM DESIGN AND DEVELOPMENT]					
1.1.1.	Curricula developed are relevant to the Local/National/ Regional/Global Developmental needs.	Implemented	i. Curricular Design Guidelines.	yes	
	Curricula Developed have the following: 1. Learning Objectives /Program Educational Objectives. 2.Programme Outcomes 3. Program Specific Outcomes 4. Course Outcomes.	Implemented	i. PEO for all the Programs ii. PO for all the Programs iii. PSOs for all the Programs iv. CO for all the Courses	yes	
1.1.2.	Revision of the Curriculum: i. How often is it revised? ii. Is revision based on some feedback? iii. Is the revision Minor or Major?	Updation as per need as on deadnell session	i. BOS Proceedings ii. Academic Council Approval iii. Reason for revision	yes	
1.1.3	Does Faculty have the list of Courses offered in a programme with Focus on the following? i. Employability. ii. Entrepreneurship iii. Skill Development	Implemented	i. Classification of the courses.	yes	
	Do the Faculty /faculty members have an activity list to develop the above in their respective course?	yes	i. Course File Documents	yes	
1.2.1	Do the New Courses being introduced from time to time?	yes	i. List of New Courses. Ii Justification for Introduction	yes	
1.2.2	Is Choice Based Credit System being followed in all the programmes?	yes	i. Copy of the Regulations.	yes	
	What is the percentage of Choice provided in a Programme, in selection of the Course?		i. Scheme of the Programme. ii Sample Time tables of Odd and Even Semesters. iii. Students' Choice List	yes	

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ANNEXURE –II PROFORMA

CRITERION – 2: TEACHING – LEARNING AND EVALUATION

Name of the Dept.: Faculty of Paramedical sciences **Audit No.:** 02

Name of the HoD: Dr. Sunil Gupta **Audit Date:** 5/08/2024

(with Experts Team)

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Teaching -Learning and Evaluation (Student Enrolment and Profile)					
2.1.1	What is the Year-wise sanctioned number of seats and filled	Implemented	I. Govt. of UP Approval, II. NMC/DCI/PCI/INC/CCIM / OT PT and other Approval III. Academic Council Approval	yes	
2.1.2	What is the percentage of seats filled against reserved categories (SC, ST, OBC, etc) as per applicable reservation policy for the first-year admission What is the total number of seats earmarked for reserved category as per State Government rule	Implemented		yes	
Teaching -Learning and Evaluation (Student Diversity)					
2.2.1	a) How does the institute assess the learning levels of the students? b) Does the institution organize special programs to cater to different learning needs of the students?	Implemented		yes	
Teaching -Learning and Evaluation (Teaching-Learning Process)					
2.3.1	a) For enhancing the learning experience of the students, does the institution adopt experiential learning, participative learning and problem- solving methodologies? b) Do the teachers use ICT enabled tools including online resources for effective teaching learning process?	Implemented		yes	
2.3.2	Does the institution have effective Mentor-Mentee scheme to address the academic and student psychological issues of students?	yes	i. Policy/Guidelines on Mentoring ii. Proof of Documentation including feedback	yes	

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ANNEXURE -3 PROFORMA

CRITERION – 3: RESEARCH, INNOVATIONS AND EXTENSION

Name of the Experts: Dr. Tahzeeb fatima **Audit No.:** 03

Name of the Director: Dr. Sunil Gupta **Audit Date:** 10/07/2024

(with Dean-R&I)

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Research, Innovations and Extension (Promotion of Research and Facilities)					
3.1.1	Does the University have a well-defined policy for promotion of research? Is the same uploaded on the institutional website?	yes	Research Promotion Policy Document	yes	
3.1.2	Does the University provide seed money to its teachers for research (average per year)?	–	Seed money allocation letters	–	
3.1.3	How many teachers were awarded international fellowship for advanced studies/ research during the year?	Nil	List of faculty Members. Letters of award.	–	
3.1.4	a) How many JRFs, SRFs, Post- Doctoral Fellows, Research Associates and other research fellows in the university enrolled during the year	–	List of Such Fellows. Fellowship letters.	–	
	b) How Many departments are awarded with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other similar recognitions by government agency?	Nil	List of Departments. Letter of Recognition.	–	

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ANNEXURE – 4 PROFORMA

CRITERION – IV: INFRASTRUCTURE AND LEARNING RESOURCES

Name of the Experts.: Dr Tahjeeb Fatima **Audit No.:** 04

Name of the Director: Dr Sunil Gupta **Audit Date:** 19/8/2024

Along with **Dean (Academic)**

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Infrastructure and Learning Resources (Physical Facilities)					
4.1.1	Institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, ICT enabled facilities such as smart classes, LMS, facilities for cultural and sports activities, yoga centre, games (Indoor and Outdoor) gymnasium, auditorium, etc.	Faculty Director's Report Sports Directors Report Implemented enclosed	List of classrooms. List of laboratories List of Digital Classrooms List of Indoor Sports facilities. List of Outdoor Facilities. List of Coaches. ICT facilities. Status of LMS Implementation.	yes	
4.1.2	Average percentage of budget allocation, excluding salary for infrastructure development & augmentation during the last five years	Finance Officer's Report	Budget Estimates. Audited Utilization Statement.	✓	
Infrastructure and Learning Resources (Library as a Learning Resource)					
4.2.1	Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscription to e- resources and journals are made	Librarian's Report	Details of ILMS software. Proof of Automation of Library. Subscription list for e-resources and Journals	✓	
4.2.2	Annual Expenditure for Purchase of Books/e-books and subscription to journals/e-journals year-wise during last five years	enclosed	Library Budget	✓	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
3.4.5	Number of books and chapters in edited volumes/ books published, and papers in national/international conference-proceedings per teacher during the last five years?	Implemented enclosed	List of Books/Chapters. Proof of providing the incentives.	yes	
3.4.6	E-Content developed by Teachers for i. e-PG Pathshala ii. CEC (Undergraduate) iii. SWAYAM iv. MOOC Platform v. Any other Govt. Initiatives vi. For Institutional LMS	Implemented enclosed		yes	
3.4.7	Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science	Implemented enclosed	Number of citations (faculty members-wise/Publication- wise).	yes	
3.4.8	Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science – h-index of the university.	Implemented enclosed		yes	
Research, Innovations and Extension (Consultancy)					
3.5.1	Revenue generated from consultancy and Corporate Training during the last five years.		Consultancy Policy Document List of consultancies offered, and the amount generated. List of trainings conducted, and the revenue generated.		
Research, Innovations and Extension (Extension Activities)					
3.6.1	Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues & holistic development & awards from Government / recognized bodies received, if any, during the last five years.		List of such activities. List of Awards.		

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ANNEXURE – 5 PROFORMA

CRITERION – V: STUDENT SUPPORT AND PROGRESSION

Name of the Experts: Dr. Tahzeeb Fatima **Audit No.:** 05

Name of the Director: Dr. Sonil Gupta **Audit Date:** 20/09/2024

Metric No.	Description	Status of Implementation	Presence of relevant Documents	Remarks	
				Yes	No
Student Support and Progression (Student Support)					
5.1.1	Average percentage of students benefited by scholarships and free ships provided by the Institution, Government, NGO, Industries, Philanthropists during the last five years	Implemented enclosed	Percentage of students List of such students.	yes	
5.1.2	Efforts taken by the Institution to provide Career Counseling including e-counseling and guidance for competitive examinations during the last five years	enclosed	Number of students benefited. List of activities conducted.	yes	
5.1.3	Number of capacity development and skill enhancement initiatives undertaken by the Institute for Soft Skills, Language and Communication Skills, Life Skills (Yoga, Physical Fitness, Health & Hygiene, Self-Employment & Entrepreneur skills, Awareness of trends in technology	Implemented enclosed	List of such initiatives.	yes	
5.1.4	The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging case (if any).	yes	Report of the Students' redressal cell.	yes	
Student Support and Progression (Student Progression)					
5.2.1	Average percentage of placement of outgoing students during the last five years.	enclosed	Placement details.	yes	
5.2.2	Percentage of graduated students to higher education (year-wise during last 5 years)	enclosed	List of Students selected for higher studies.	yes	

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ANNEXURE – 6 PROFORMA

CRITERION – VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

Name of the Experts : Dr. Tahzeeb Fatima **Audit No.:** 06

Name of the Director: Dr. Sunil Gupta **Audit Date:** 18/10/2024

Along with the **Vice Chancellor**

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Governance, Leadership and Management (Institutional Vision and Leadership)					
6.1.1	The institution has clearly stated vision and mission which is visible in various institutional practices such as NEP Implementation, sustained institutional growth, de-centralization, participatory institutional governance and in their Institutional Perspective Strategic Plan (IPSP)	Implemented			
Governance, Leadership and Management (Strategy Development and Deployment)					
6.2.1	The Institutional Perspective Plan is effectively deployed and functioning of the institutional bodies is effective & efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.	Implemented enclosed			
Governance, Leadership and Management (Faculty Empowerment Strategies)					
6.3.1	The institution has a performance appraisal system, effective welfare measures for teaching and non- teaching staff and avenues for career development/progression	Implemented			
6.3.2	Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee for professional bodies during the last five years	enclosed	List of students availing Financial Support	Yes	

INSTITUTE OF PARAMEDICAL SCIENCES PRINCIPAL BAREILLY

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
	Workshops on quality conducted 3. Collaborative quality initiatives with other institution(s) 4. Orientation program on quality issues for teachers and students 5. Participation in NIRF and other recognized rankings like Shanghai Ranking, QS Ranking, Times Ranking, etc 6. Participation in any other quality audit as recognized by State, National or International Agencies				
6.5.3	Incremental improvements made for the preceding five years with regard to quality	yes			

Auditor Name	Auditor Signature	Date of Audit
Dr Tahjeeb Fatima	Tahjeeb	18/10/2024

FACULTY OF PARAMEDICAL SCIENCES
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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
7.1.4	Water conservation facilities available in the institution a) Rainwater Harvesting b) Borewell/Open well recharge c) Construction of tanks & bunds d) Wastewater recycling e) Maintenance of water bodies and distribution system in the campus	yes		yes	
7.1.5	**Green Campus Initiatives** of the Institution including restricted entry of automobiles, use of bicycles/ battery powered vehicles, pedestrian friendly pathways, ban on use of plastic, landscaping with trees and plants	yes			
7.1.6	Quality Audits on Environment and Energy are regularly undertaking by the Institution for a) Green Audit / Environment Audit, b) Energy Audit, c) Clean and Green Campus initiatives, d) Beyond the campus environmental promotion and sustainability activities	yes			
7.1.7	Differently-abled (*Divyangjan*) Friendly, Barrier Free environment	implemented	List of measures taken for assisting the Differently-abled student.	yes	
7.1.8	Institutional efforts in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and such other diversities	—			
7.1.9	Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens/ Electoral norms	—			

FACULTY OF MEDICAL SCIENCES ASHANT PRINCIPAL BAREILLY

GUIDELINES FOR ACADEMIC AND ADMINISTRATIVE AUDIT

PREAMBLE

i. Further to the regulations on Curriculum Design Development and Review, these guidelines have been developed to establish a process to audit the academic delivery of the programs and the administrative system to support the quality of such a delivery. The audit process of quality of education imparted and for its sustenance is monitored through the Internal Quality Assurance Cell (IQAC).

ii. The monitoring and evaluation of academic processes require a carefully-structured system of internal and external audits. As per the NAAC guidelines, Bareilly International University undertakes periodic Academic and Administrative Audits (AAA). This document outlines the processes related to such audits.

SHORT TITLE AND APPLICATION

i. These Guidelines shall be called the "Bareilly International University" Guidelines for Academic and Administrative Audit.

ii. These Guidelines shall come into effect from the date of approval by the Board of Management of Bareilly International University with due recommendations from the Academic Council, and ratified by appropriate higher bodies.

ACADEMIC AUDIT

Academic Audit can be understood as a scientific and systematic method of reviewing the quality of academic processes of the institution. This follows a well-established tradition of taking adequate and purposeful samples to ascertain the quality of academic delivery including Teaching-learning processes, Curriculum Design and Review, Research and Outreach and other related academic processes. It correlates with the quality assurance and enhances the quality of academic activities of the University.

ADMINISTRATIVE AUDIT

Administrative Audit pertains to auditing various administrative processes that support academic endeavors. These can include student support services, academic infrastructure management, housekeeping and upkeep of the campus, IT services, student amenities, safety and security of students in particular and campus in general. This is also carried out by sampling as well as focused interviews with various stakeholders.

PURPOSE AND SCOPE

i. The main objective of an academic audit is to ascertain the presence and adequacy of quality assurance procedures, their applicability and effectiveness in guaranteeing quality of inputs, processes and outputs. Specific objectives are:

   a. To define the main areas of focus, central to quality assurance and enhancement in teaching and learning.

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b. To identify the processes and procedures used by academic Departments / Schools for quality assurance and enhancement in each of the focus areas.
c. To appraise the adequacy and effectiveness of the quality assurance processes and procedures.
d. To make appropriate recommendations for continuous improvement of the processes and procedures used for quality assurance and enhancement.
e. To suggest the methods for continuous improvement of quality, keeping in mind criteria of NAAC in particular and requirements of other regulatory bodies.

1.0 DEFINITIONS

a. **Academic Audit** is a mechanism to examine and enhance the quality of academic aspects of institutes of Higher Education.
b. **Administrative Audit** is a method to assess the effectiveness of the operating system of the administrative procedures, policies, decision-making authorities and functionaries, strategies, process, feedback, control mechanism etc.
c. **Audit** is a process of reviewing an institution or a program and is primarily focused on the accountability of the latter, evaluating/determining if the stated aims and objectives (in terms of curriculum, staff, infrastructure, etc.) are satisfactorily and optimally met.
d. **Internal Audit** consists of the systematic collection of administrative data, the questioning of students and graduates, and the holding of moderated interviews with academic and administrative staff, and students, resulting in a self-study report.
e. **External Audit** means a specialized external agency collects data, information, and evidence about the institution, a particular unit of a given institution, or a core activity of an institution, in order to make a statement about its quality. External evaluation is carried out by a team of external experts, peers, or professionals.
f. **Quality Assurance** is the activity of providing evidence needed to establish confidence among all concerned that the quality-related activities are being performed effectively.
g. **Quality Enhancement** is an ongoing process of augmentation or improvement.

Definitions specified in the Act, the Statutes, and the Regulations shall apply unless the context requires otherwise.

2.0 ACADEMIC AUDIT (AA) PROCESS

The University will conduct two types of AA:

a. Internal Academic Audit (IAA):

i. Internal Academic Audit will be conducted by the IQAC of the University along with the team constituted by the Dean – Academics of the University.
ii. There will be at least two internal audits per academic year. However, additional audits shall be conducted based on the need as decided by the IQAC and duly approved by the Vice Chancellor.
iii. The internal audit will primarily focus on the parameters as defined by the seven criteria prescribed by NAAC. The University has adopted the NAAC Criteria as a basis for evaluating the academic processes and quality. The University may also include other parameters for audit as decided by the IQAC and Dean-Academics.

iv. The internal audit report shall necessarily make recommendations for improvement in parameters as relevant. The report shall be submitted to the Vice Chancellor. The Vice Chancellor shall place the Audit Report along with the Action Taken Report (ATR) before the Academic Council for its perusal and recommendations.

b. External Academic Audit (EAA)

i. External Academic Audit will be conducted by a team of Eminent Academicians from other institutions of repute or experts who have experience and/or training on academic quality systems, processes and strategies and audit tactics and methodologies.

ii. There will be at least one external audit every two academic years.

iii. The external audit may focus on parameters for audit as recommended by the Vice Chancellor. The auditors will have the liberty to include additional parameters independently, with a focus to enhance the quality of the ongoing academic processes of the University.

iv. The external audit report shall be submitted to the Vice Chancellor. The Vice Chancellor shall place the External Audit Report along with the Action Taken Report (ATR) before the Academic Council for its perusal and recommendations.

3.0 METHODOLOGY

i. Internal Academic Audit

a. The Dean-Academics in consultation with the Vice Chancellor and IQAC shall fix the schedules for the academic audit of the departments and schools of the University. This schedule will be circulated to all Deans / Heads of the Departments.

b. Typically, the academic audit process must be conducted once every semester and must be completed within a week. However, additional audits shall be conducted based on the need as decided by the IQAC and duly approved by the Vice Chancellor.

c. The specified pro-forma for the academic audit (Annexures to this policy) shall be developed by IQAC and approved by Vice-chancellor. The same shall be communicated to all Deans and Heads of the Departments at least a month before the commencement of the internal audit.

d. The seven criteria recommended by NAAC as the Quality Indicator Framework (QIF) shall be the main focus areas of the internal audit. Annexures I –VII provide the pro forma to be used for the internal academic audit. Additionally, the IQAC in consultation with the Dean-Academics may provide other parameters and relevant pro forma for the internal audit.

e. The internal audit team shall prepare a detailed Internal Audit Report and submit the same to the Vice Chancellor within two weeks of completion of the internal audit of the concerned department/school.

ii. EXTERNAL ACADEMIC AUDIT

a. The Dean-Academics in consultation with the Vice Chancellor and IQAC shall recommend suitable eminent academician for the conduct of the external academic audit. The Vice chancellor shall make the final decisions on the choice of the Peer Team to conduct the academic audit.

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b. The external academic audit must be conducted at least once in two academic years.

c. The Peer Team in consultation with the IQAC and Dean (Academics) prepare the scope of work for the academic audit. The details of the external academic audit and the corresponding schedules shall be finalized with the Vice Chancellor. The same shall be communicated to all Deans and Heads of the Departments at least two weeks before the commencement of the External Audit.

d. The Peer Team shall prepare a detailed audit report and submit the same to the Vice Chancellor within two weeks of completion of the external audit.

e. The Peer Team would also conduct the academic & administrative audit on following parameters:

1. Curriculum

- Evaluate curriculum design and review mechanisms
- Standards of curriculum
- Conformity to National and global standards
- Synchronization with OBE and CBCS philosophies

2. Teaching

- Pedagogy of teaching – methodology
- Instructional design – methodologies
- Instruments and tools of learning
- ICT or audio-visual aids
- Usage of kits, labs, models
- Compliance to Class Schedules
- Quality of Guidance/Counseling/Supervision/Mentoring

3. Learning

- Methods for learning
- Learning resources-books, notes, kits, SLMs
- Policies & Programs for Slow, Average and Advanced Learners
- Group dynamics and Projects
- Experiential learning/field visits
- Testing for the Learning Outcomes

4. Evaluation

- Good system of evaluation
- Transparency / confidentiality
- Question banks
- Surprise tests
- Evaluation of Non-Teaching Credit Courses (NTCC)
- Rubrics of Evaluation
- Automation of Examination process
- Innovative practices / reforms
- Detection and handling of malpractices
- UG/PG admission statistics
- UG/PG examination statistics

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5. Research

- Provision, promotion for faculty to undertake research
- Facilities, motivation, resources
- Incentives / expenditure / encouragement
- Output quantity / quality
- Applied or Developmental Research
- Students' participation in research

6. Consultancy

- Provision, promotion for faculty to undertake Consultancy
- Facilities, motivation, resources and Coaching for Consultancy
- Incentives / expenditure / Consultancy Policy
- Output quantity / quality of Consulting Projects
- Involvement and usage of University Resources
- Brand name development of the University

7. Extension Services

- Collective activity with teachers & students
- Useful to community, industry and disadvantaged section of the society
- Awards and recognitions
- Impact on community
- Partnership with local units/industries
- Partnership with other Universities
- Joint ventures – NGOs / Govt. Bodies

8. Infrastructure

- Adequacy of classrooms, furniture, space
- Faculty seating
- Office space – structure – plan
- Director/Dean - Offices
- Office equipment, consumables
- Labs, equipment, models, kits

9. Library

- Number of books as per Regulatory norms / e-resources
- Services, awareness, tests, visibility
- Special collections, need-based collections
- Book selection process
- Library usage: Faculty and Students

10. Students' Progression

- Results and marks
- Ranks
- Dropout rates
- Progression to Higher Education/Employment
- Progression to Civil Services/Armed Forces

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- Alumni Statistics

11. Governance and Leadership

- Management
- Decentralization of power
- Quality of leadership team
- Board Governance
- Grievance redressal mechanism
- Court cases (if any)

12. Administrative Processes

- Upkeep and Maintenance of Campus
- Delegation of Authority Matrix
- Financial Processes
- Human Resource Processes
- IT Processes

The AAA report of external agency shall be both diagnostic as well as prescriptive in nature.

4.0 OUTCOME

The outcome of both the internal and external audit reports, and, the Action Taken Reports shall be placed before the Academic Council and the Board of Management. The recommendations of the Academic Council and Board of Management shall be implemented and reported in the subsequent meetings of these statutory bodies.

5.0 REVIEW OF GUIDELINES

These Guidelines will be reviewed periodically to rectify anomalies, (if any), and to incorporate feedback received from the stakeholders, through impact analysis and deliberations of the Focus Group, constituted by the Vice Chancellor.

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Bareilly International University

FACULTY OF PARAMEDICAL SCIENCES

Rohilkhand Medical College Campus, Pilibhit by Pass Road, Bareilly. (U.P) – 243006 INDIA
Phone:- 0581-2526011, 2526012 (EPABX) Fax: 2526054, 2303345
E-mail: info@rmcbareilly.com, www.rmcbareilly.com

Academic and Administrative Audit Committee – Year-wise Member List (Internal)

Year	Committee Members
2024	Mr. Rohit Bijolia, Mr. Aditya Pathak, Mr.Pankaj Sankhdhar
2025	Dr. Shailendra Kumar Verma, Mr.Ajay Upadhyay, Mr.Rohit Bijolia

Notes:

- You may revise the combinations based on actual involvement and availability.
- For NAAC or internal quality audits, it's common to **rotate** members to ensure diversity and transparency.
- Include designations and departments (if needed) for official documentation.

Academic and Administrative Audit Committee – Year-wise Member List

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FACULTY OF PARAMEDICAL SCIENCES

Bareilly International University

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Academic and Administrative Audit – Action Taken Report (ATR)

Session: 2023 – 2025

Objective:

To review academic and administrative practices to ensure quality standards in teaching, learning, evaluation, governance, and resource management.

Committee Constitution (Year-wise):

Year	Members Involved
2024	Mr. Rohit Bijolia, Mr. Aditya Pathak, Mr. Pankaj Sankhdhar
2025	Dr. Shailendra Kumar Verma, Mr.Ajay Upadhyay, Mr.Rohit Bijolia

Summary of Key Findings & Action Taken

Year	Observations	Action Taken
2024	Research and publication activities need strengthening.	Research committee constituted and faculty encouraged with incentives for publications.
2025	Library usage and digital access resources were underutilized.	Conducted library orientation and subscribed to digital learning portals for students and faculty.

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ANNEXURE –I PROFORMA

CRITERION – 1: CURRICULAR ASPECTS (Internal)

Name of the Experts: Dr. shailendra kumar verma **Audit No.:** 01

Name of the Principal / Dean /**Director:** Dr. Prashant Gupta **Audit Date:** 09/01/2025

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
CURRICULAR ASPECTS [CURRICULUM DESIGN AND DEVELOPMENT]					
1.1.1.	Curricula developed are relevant to the Local/National/ Regional/Global Developmental needs.	Implemented	i. Curricular Design Guidelines.	yes	
	Curricula Developed have the following: 1. Learning Objectives /Program Educational Objectives. 2.Programme Outcomes 3. Program Specific Outcomes 4. Course Outcomes.	Implemented	i. PEO for all the Programs ii. PO for all the Programs iii. PSOs for all the Programs iv. CO for all the Courses	yes	
1.1.2.	Revision of the Curriculum: i. How often is it revised? ii. Is revision based on some feedback? iii. Is the revision Minor or Major?	Updation as per need as an deadness session	i. BOS Proceedings ii. Academic Council Approval iii. Reason for revision	yes	
1.1.3	Does Faculty have the list of Courses offered in a programme with Focus on the following? i. Employability. ii. Entrepreneurship iii. Skill Development	Implemented	i. Classification of the courses.	yes	
	Do the Faculty /faculty members have an activity list to develop the above in their respective course?	yes	i. Course File Documents	yes	
1.2.1	Do the New Courses being introduced from time to time?	yes	i. List of New Courses. Ii Justification for Introduction	yes	
	Is Choice Based Credit System being followed in all the programmes?	yes	i. Copy of the Regulations.	yes	
1.2.2	What is the percentage of Choice provided in a Programme, in selection of the Course?		i. Scheme of the Programme. ii Sample Time tables of Odd and Even Semesters. iii. Students' Choice List		

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
CURRICULAR ASPECTS [CURRICULUM ENRICHMENT]					
1.3.1	Does the programme offered by the Faculty have the scope for integrating the following? i. Environment ii. Sustainability. Iii Human Values. Iv Professional Ethics.	Implemented	i. List of Courses in each of the Programmes and the detailed contents.		
1.3.2	Does the programme have the scope to offer some value added courses for importing transferable skills?		i. List of the Value-added courses. ii. Proof of offering the course at regular intervals. iii. Number of students enrolled iv. Number of students who have completed the course.	yes	
1.3.3.	Average Percentage of students enrolled in the courses under 1.3.2 above				
1.3.4.	Is there a provision for the students to carry out project/internship with the industry during the programme period?		v. List of students who have carried out industry projects. vi. Relevant Letters from the industry. vii. Sample project Reports viii. List of students who have undergone the internship. ix. Certificate x. Industry letter		
CURRICULAR ASPECTS [FEEDBACK MECHANISM]					
1.4.1	Does the Faculty collect feedback on curriculum from the following? I Students II Faculty Members III Employers Iv Alumni V Parents	Implemented	Sample copies of all the feedback forms(filled)	yes	
	Does the Faculty have a mechanism to analyze the feedback reports?	yes	Sample copies of the analysis Report	yes	
	Has the Faculty initiated any action on the analyzed feedback?	yes	Action Taken Report copies	yes	
	Does the Faculty monitor the Improvement after implementing the action?	yes	Sample monitoring Reports.		
	Auditor Signature		**Date of Audit**		
	Dr. Shailendra Kumar Verma		02/06/2023		

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ANNEXURE –II PROFORMA

CRITERION – 2: TEACHING – LEARNING AND EVALUATION

Name of the Dept.: Faculty of paramedical science **Audit No.:** 02

Name of the HoD: Mr. Prashant Gupta **Audit Date:** 09/01/2025

(with Experts Team)

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Teaching -Learning and Evaluation (Student Enrolment and Profile)					
2.1.1	What is the Year-wise sanctioned number of seats and filled	Implemented	I. Govt. of UP Approval, II. NMC/DCI/PCI/INC/CCIM / OT PT and other Approval III. Academic Council Approval	yes	
2.1.2	What is the percentage of seats filled against reserved categories (SC, ST, OBC, etc) as per applicable reservation policy for the first-year admission What is the total number of seats earmarked for reserved category as per State Government rule	Implemented		yes	
Teaching -Learning and Evaluation (Student Diversity)					
2.2.1	a) How does the institute assess the learning levels of the students? b) Does the institution organize special programs to cater to different learning needs of the students?	Implemented		yes	
Teaching -Learning and Evaluation (Teaching-Learning Process)					
2.3.1	a) For enhancing the learning experience of the students, does the institution adopt experiential learning, participative learning and problem- solving methodologies? b) Do the teachers use ICT enabled tools including online resources for effective teaching learning process?	Implemented		yes	
2.3.2	Does the institution have effective Mentor-Mentee scheme to address the academic and student psychological issues of students?	yes	i. Policy/Guidelines on Mentoring ii. Proof of Documentation including feedback	yes	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Teaching -Learning and Evaluation (Teacher Profile and Quality)					
2.4.1	What is the average percentage of full-time teachers appointed against the number of sanctioned posts for latest completed academic year	90%	i. BOM approval on Faculty Requirement Sanction (Academic year-wise) ii. List of teachers appointed (Academic Year-wise)	yes	
2.4.2	How many teachers are holding Ph.D/D.M/M.Ch./D.N.B/Superspeciality /L.L.D/D.S.C/D.Litt super specialist	0.1%	i. HR to collate this information and readily make available for audit team verification	yes	
2.4.3	Teaching Experience in years (of full-time teachers)	01-11 (yes)		yes	
Teaching -Learning and Evaluation (Evaluation Process and Reforms)					
2.5.1	What is the average time taken to declare the results after the last examination?	implemented indeed	i. Copy of the Regulations on for Declaring the results ii. Sample results sheets with the declaration date and the corresponding Examination time table.	yes	
2.5.2	What is the average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years	implemented enclosed	i. List of complaints received (Examination wise).	yes	
2.5.3	What is the average percentage of applications for revaluation leading to change in marks?	enclosed	i. List of students whose marks are changed after re- evaluation.	yes	
2.5.4	Does the Examination section initiate any reforms in examination and evaluation process?	yes	i. List of such initiatives. ii. Impact of such initiatives.	yes	
2.5.5	Status of automation of Examination Division along with approved Examination Manual	implemented	Copy of the manual for the process of examination and evaluation	yes	

Auditor Name	Auditor Signature	Date of Audit
Dr. Shailendra Kumar	shailendra	09/01/2025

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FACULTY OF PARAMEDICAL SCIENCE ★ Principal ★ BAREILLY

ANNEXURE –3 PROFORMA

CRITERION – 3: RESEARCH, INNOVATIONS AND EXTENSION

Name of the Experts : Mr Ajay Upadhyay **Audit No.:** 01

Name of the Director : Dr. Prashant Gupta **Audit Date:** 09/01/2025

(with Dean-R&I)

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Research, Innovations and Extension (Promotion of Research and Facilities)					
3.1.1	Does the University have a well-defined policy for promotion of research? Is the same uploaded on the institutional website?	yes	Research Promotion Policy Document	yes	
3.1.2	Does the University provide seed money to its teachers for research (average per year)?	–	Seed money allocation letters	–	
3.1.3	How many teachers were awarded international fellowship for advanced studies/ research during the year?	Nil	List of faculty Members. Letters of award.	–	
3.1.4	a) How many JRFs, SRFs, Post- Doctoral Fellows, Research Associates and other research fellows in the university enrolled during the year	–	List of Such Fellows. Fellowship letters.	–	
	b) How Many departments are awarded with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other similar recognitions by government agency?	Nil	List of Departments. Letter of Recognition.	–	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Research, Innovations and Extension (Resource Mobilization for Research)					
3.2.1	How many research projects sponsored by the Government and non-government sources such as industry, corporate houses, international bodies, endowments, Research Chairs in the institution during the year (Amount in Rupees)?	-	List of such projects. Letter of allotment of funds. Progress of the research.	-	
3.2.2	How many research projects per teacher funded by government, non-government, industry, corporate houses, international bodies during the year?	-	List of such projects. Letter of allotment of funds. Progress of the research	-	
Research, Innovations and Extension (Innovation Ecosystem)					
3.3.1	Has the University created an eco-system, Indian Knowledge System including awareness about IPR, establishment of IPR Cell, Incubation Centre and other initiatives for creation and transfer of knowledge and outcome of the same?	yes enclosed	List of facilities and initiatives. List of activities Report on activities. List of start up Details of startup companies.	yes	
3.3.2	How many awards for innovation have been won by institution/ teachers/research scholars/ students during the last five years?	enclosed	List of Awardees Letter of award.	yes	
Research, Innovations and Extension (Research Publications and Awards)					
3.4.1	Does the University have stated Code of Ethics to check malpractices and plagiarism in Research	yes	Copy of the Code of Ethics	yes	
3.4.2	How many Patents have been published/awarded during the last five years.	enclosed	List of patents Published/ Awarded. Letter of award.	yes	
3.4.3	How many Ph.Ds were awarded per teacher during the last five years?	enclosed	Number/Teacher List of the awardees.	yes	
3.4.4	How many research papers published per teacher in the Journals notified on UGC CARE list during the last five years?	enclosed	Number of Publications. List of Publications.	yes	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
3.4.5	Number of books and chapters in edited volumes/ books published, and papers in national/international conference-proceedings per teacher during the last five years?	Implemented	List of Books/Chapters. Proof of providing the incentives.	Yes	
3.4.6	E-Content developed by Teachers for i. e-PG Pathshala ii. CEC (Undergraduate) iii. SWAYAM iv. MOOC Platform v. Any other Govt. Initiatives vi. For Institutional LMS	Implemented		Yes	
3.4.7	Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science	Implemented	Number of citations (faculty members-wise/Publication- wise).	Yes	
3.4.8	Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science – h-index of the university.	Implemented		Yes	
Research, Innovations and Extension (Consultancy)					
3.5.1	Revenue generated from consultancy and Corporate Training during the last five years.	Implemented	Consultancy Policy Document List of consultancies offered, and the amount generated. List of trainings conducted, and the revenue generated.	Yes	
Research, Innovations and Extension (Extension Activities)					
3.6.1	Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues & holistic development & awards from Government / recognized bodies received, if any, during the last five years.	Implemented	List of such activities. List of Awards.	Yes	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
3.6.2	Number of extension and outreach programs conducted in collaboration with industry, community and Non – Government Organizations through NSS/NCC/Red cross/YRC etc., during the last five years.	Implemented	List of such activities. Number of students who have participated for each of the activity.	yes	
Research, Innovations and Extension (Collaboration)					
3.7.1	Number of functional MoUs with institutions/ Industries in national, international for internship, on-th-job training, project work, student/faculty exchange and collaborative research during the last five years (only functional MoUs with ongoing activities to be considered)	Implemented	List of MOUs. List of activities organized based on MOU. List of industries. Copies of the internship letters. List of such collaborative work.	yes	

Auditor Name	Auditor Signature	Date of Audit
Mr. Ajay Upadhaya	Ajay	09/01/2025

ASHANTI FACULTY OF PARAMEDICAL SCIENCES Principal BAREILLY

ANNEXURE – 4 PROFORMA

CRITERION – IV: INFRASTRUCTURE AND LEARNING RESOURCES

Name of the Experts.: Dr. Shailendra Kumar Verma **Audit No.:** 01

Name of the Director: Dr. Prashant Gupta **Audit Date:** 09/01/2020

Along with **Dean (Academic)**

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Infrastructure and Learning Resources (Physical Facilities)					
4.1.1	Institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, ICT enabled facilities such as smart classes, LMS, facilities for cultural and sports activities, yoga centre, games (Indoor and Outdoor) gymnasium, auditorium, etc.	Faculty Director's Report Sports Directors Report Implemented enclosed	List of classrooms. List of laboratories List of Digital Classrooms List of Indoor Sports facilities. List of Outdoor Facilities. List of Coaches. ICT facilities. Status of LMS Implementation.	yes	
4.1.2	Average percentage of budget allocation, excluding salary for infrastructure development & augmentation during the last five years	Finance Officer's Report	Budget Estimates. Audited Utilization Statement.	✓	
Infrastructure and Learning Resources (Library as a Learning Resource)					
4.2.1	Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscription to e- resources and journals are made	Librarian's Report	Details of ILMS software. Proof of Automation of Library. Subscription list for e-resources and Journals	✓	
4.2.2	Annual Expenditure for Purchase of Books/e-books and subscription to journals/e-journals year-wise during last five years	enclosed	Library Budget	✓	

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Infrastructure and Learning Resources (IT Infrastructure)					
4.3.1	Describe IT facilities including Wi-Fi with date and nature of updating, available internet band width	gmplemented		yes	
4.3.2	What is the student to Computer ratio (previous Academic Year data to be provided)	10 : 01		yes	
4.3.3	Institution has the following facilities for e-content development and other resource development i. Audio-visual centre, mixing equipment, editing facilities and media studio ii. Lecture capturing system (LCS) iii. Central Instrumentation Centre iv. Animal House v. Museum vi. Business Lab vii. Research / Statistical database viii. Moot Court ix. Theatre x. Art Gallery xi. Any other facility to support Research	yes		yes	
Infrastructure and Learning Resources (Maintenance of Campus Infrastructure)					
4.4.1	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years	gmplemented	Budget Allocation	yes	
4.4.2	Are there established systems and processes available for a) Maintaining & Utilizing Physical, Academic and Support Facilities, b) Laboratory, c) Library, d) Sports Complex, e) Computers, f) Classrooms, etc.	yes	Standard Operating Procedures	yes	

Auditor Name	Auditor Signature	Date of Audit
Dr. shailendra kumar verma	shailendra	09/01/2025

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ANNEXURE – 5 PROFORMA

CRITERION – V: STUDENT SUPPORT AND PROGRESSION

Name of the Experts: Dr. Shailendra Kumar Verma **Audit No.:**

Name of the Director: Dr. Prashant Gupta **Audit Date:**

Metric No.	Description	Status of Implementation	Presence of relevant Documents	Remarks	
				Yes	No
Student Support and Progression (Student Support)					
5.1.1	Average percentage of students benefited by scholarships and free ships provided by the Institution, Government, NGO, Industries, Philanthropists during the last five years	implemented enclosed	Percentage of students List of such students.	yes	
5.1.2	Efforts taken by the Institution to provide Career Counseling including e-counseling and guidance for competitive examinations during the last five years	enclosed	Number of students benefited. List of activities conducted.	yes	
5.1.3	Number of capacity development and skill enhancement initiatives undertaken by the Institute for Soft Skills, Language and Communication Skills, Life Skills (Yoga, Physical Fitness, Health & Hygiene, Self-Employment & Entrepreneur skills, Awareness of trends in technology	implemented enclosed	List of such initiatives.	yes	
5.1.4	The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging case (if any).	yes	Report of the Students' redressal cell.	yes	
Student Support and Progression (Student Progression)					
5.2.1	Average percentage of placement of outgoing students during the last five years.	enclosed	Placement details.	yes	
5.2.2	Percentage of graduated students to higher education (year-wise during last 5 years)	enclosed	List of Students selected for higher studies.	yes	

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Metric No.	Description	Status of Implementation	Presence of relevant Documents	Remarks	
				Yes	No
5.2.3	Average percentage of students qualifying in state/ national/ international level examinations during the last five years (eg: NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations)	Nil	List of qualified students in each of the competitive examinations.	yes	
Student Support and Progression (Student Participation and Activities)					
5.3.1	Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/national/ international events (award for a team event should be counted as one) during the last five years	implemented enclosed	List of students winning medals/awards.	yes	
5.3.2	Presence of an active Student Council & representation of students on academic & administrative bodies/ committees of the institution.	-	Details of the students' Council activities.	yes	
5.3.3	Average number of sports and cultural activities / competitions, tech fest/academic fest, any other events through active clubs and forums organized at the institution level per year.	implemented	List of activities.	yes	
Student Support and Progression (Alumni Engagement)					
5.4.1	Alumni contribution during the last five years through registered Alumni Association.	enclosed	Alumni Cell Details	yes	
5.4.2	The Alumni has contributed significantly to the development of the institution through academic and other support system (financial and non-financial means during the last five years)	enclosed	Alumni Cell Details.	yes	

Auditor Name	Auditor Signature	Date of Audit
Dr. shailendra kumar verma	shailendra	09/04/2024

ANNEXURE – 6 PROFORMA

CRITERION – VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

Name of the Experts : Dr. Shailendra Kumar Verma **Audit No.:** 01

Name of the Director: Dr. Prashant Gupta **Audit Date:** 09/01/2020

Along with the **Vice Chancellor** Dr. Lata Agrawal

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Governance, Leadership and Management (Institutional Vision and Leadership)					
6.1.1	The institution has clearly stated vision and mission which is visible in various institutional practices such as NEP Implementation, sustained institutional growth, de-centralization, participatory institutional governance and in their Institutional Perspective Strategic Plan (IPSP)	Implemented			
Governance, Leadership and Management (Strategy Development and Deployment)					
6.2.1	The Institutional Perspective Plan is effectively deployed and functioning of the institutional bodies is effective & efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.	Implemented enclosed			
Governance, Leadership and Management (Faculty Empowerment Strategies)					
6.3.1	The institution has a performance appraisal system, effective welfare measures for teaching and non- teaching staff and avenues for career development/progression	Implemented			
6.3.2	Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee for professional bodies during the last five years	enclosed	List of students availing Financial Support		

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FACULTY OF PARAMEDICAL SCIENCES
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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
6.3.3	Teachers who have undergone online/face to face FDP / MDP during last five years	enclosed	List of such MDP and FDP with details		
Governance, Leadership and Management (Financial Management and Resource Mobilization)					
6.4.1	Institutional strategies for mobilization of funds other than salary and fees and the optimal utilization of resources	—	—	—	
6.4.2	Funds/Grants received from Government Bodies/NGO during last five years for development & maintenance of infrastructure	—	—	—	
6.4.3	Institution conducts internal and external financial audits regularly	—	—	—	
Governance, Leadership and Management (Internal Quality Assurance System)					
6.5.1	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes by constantly reviewing the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals in terms of A) Incremental improvement made during the preceding five years with regard to quality B) Incremental improvement made for the preceding five years with regard to quality and post accreditation quality initiatives	implemented enclosed			
6.5.2	Institution has adopted the following for Quality Assurance: 1. AAA and Follow up action taken 2. Conferences, Seminars,	enclosed			

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
	Workshops on quality conducted 3. Collaborative quality initiatives with other institution(s) 4. Orientation program on quality issues for teachers and students 5. Participation in NIRF and other recognized rankings like Shanghai Ranking, QS Ranking, Times Ranking, etc 6. Participation in any other quality audit as recognized by State, National or International Agencies				
6.5.3	Incremental improvements made for the preceding five years with regard to quality	yes			

Auditor Name	Auditor Signature	Date of Audit
Dr. Shailendra Kumar Verma	shailendra	09/04/2020

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FACULTY OF PARAMEDICAL SCIENCE
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ANNEXURE – 7 PRO FORMA

CRITERION – VII: INSTITUTIONAL VALUES AND BEST PRACTICES

Name of the Experts: Mr. Ajay Upadhayay **Audit No.:** 01

Name of the Director: Dr. Prashant Gupta **Audit Date:** 09/04/2024

Along with the **Vice Chancellor** Dr. Lata Agrwal

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Institutional Values and Best Practices (Institutional Values and Social Responsibilities)					
7.1.1	**Gender Equity:** Institution has initiated Gender Audit and measure for promotion of gender equity	yes			
7.1.2	**Environmental Consciousness & Sustainability** Institution has facilities for alternate sources of energy and energy conservation measures a) Solar Energy, b) Biogas Plant, c) Wheeling to the Grid, d) Sensor based Energy Conservation, e) Use of LED Bulbs/power efficient equipment, f) f) Wind Mill or any other clean green energy	Implemented	List of documents for effective implementation. yes		
7.1.3	Describe the facilities in the Institution for the management of the following types of degradable and non- degradable waste a) Solid Waste Management, b) Liquid Waste Management, c) Biomedical Waste Management, d) E-Waste Management, e) Water recycling system, f) Hazardous chemicals and radioactive waste management	Implemented	yes		

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
7.1.4	Water conservation facilities available in the institution a) Rainwater Harvesting b) Borewell/Open well recharge c) Construction of tanks & bunds d) Wastewater recycling e) Maintenance of water bodies and distribution system in the campus	yes		yes	
7.1.5	**Green Campus Initiatives** of the Institution including restricted entry of automobiles, use of bicycles/ battery powered vehicles, pedestrian friendly pathways, ban on use of plastic, landscaping with trees and plants	yes			
7.1.6	Quality Audits on Environment and Energy are regularly undertaking by the Institution for a) Green Audit / Environment Audit, b) Energy Audit, c) Clean and Green Campus initiatives, d) Beyond the campus environmental promotion and sustainability activities	yes			
7.1.7	Differently-abled (*Divyangjan*) Friendly, Barrier Free environment	implemented	List of measures taken for assisting the Differently-abled student.	yes	
7.1.8	Institutional efforts in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and such other diversities	–			
7.1.9	Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens/ Electoral norms	–			

FACULTY OF PARAMEDICAL SCIENCE
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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
7.1.10	The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programs in this regard A) The Institution Code of Conduct principle are displayed on the website B) There is a committee to monitor adherence to the institutional code of conduct principles C) Institution organizes professional ethics programs for students, teachers, administrations and other Staff D) Annual awareness programs on Code of Conduct are organized		Code of Conduct Policy	yes	
Institutional Values and Best Practices (Best Practices)					
7.2.1	State at least two institutional best practices successfully implemented by the Institution		Best practice document as per NAAC Manual		
Institutional Values and Best Practices (Institutional Distinctiveness)					
7.3.1	Describe/Explain the performance of the institution in one area distinctive to its priority and thrust.				

Auditor Name	Auditor Signature	Date of Audit
Mr. Ajay Upadhayay	Ajay	09/01/2020

ASHANT FACULTY OF PARAMEDICAL SCIENCE Principal BAREILLY

GUIDELINES FOR ACADEMIC AND ADMINISTRATIVE AUDIT

PREAMBLE

i. Further to the regulations on Curriculum Design Development and Review, these guidelines have been developed to establish a process to audit the academic delivery of the programs and the administrative system to support the quality of such a delivery. The audit process of quality of education imparted and for its sustenance is monitored through the Internal Quality Assurance Cell (IQAC).

ii. The monitoring and evaluation of academic processes require a carefully-structured system of internal and external audits. As per the NAAC guidelines, Bareilly International University undertakes periodic Academic and Administrative Audits (AAA). This document outlines the processes related to such audits.

SHORT TITLE AND APPLICATION

i. These Guidelines shall be called the "Bareilly International University" Guidelines for Academic and Administrative Audit.

ii. These Guidelines shall come into effect from the date of approval by the Board of Management of Bareilly International University with due recommendations from the Academic Council, and ratified by appropriate higher bodies.

ACADEMIC AUDIT

Academic Audit can be understood as a scientific and systematic method of reviewing the quality of academic processes of the institution. This follows a well-established tradition of taking adequate and purposeful samples to ascertain the quality of academic delivery including Teaching-learning processes, Curriculum Design and Review, Research and Outreach and other related academic processes. It correlates with the quality assurance and enhances the quality of academic activities of the University.

ADMINISTRATIVE AUDIT

Administrative Audit pertains to auditing various administrative processes that support academic endeavors. These can include student support services, academic infrastructure management, housekeeping and upkeep of the campus, IT services, student amenities, safety and security of students in particular and campus in general. This is also carried out by sampling as well as focused interviews with various stakeholders.

PURPOSE AND SCOPE

i. The main objective of an academic audit is to ascertain the presence and adequacy of quality assurance procedures, their applicability and effectiveness in guaranteeing quality of inputs, processes and outputs. Specific objectives are:

   a. To define the main areas of focus, central to quality assurance and enhancement in teaching and learning.

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b. To identify the processes and procedures used by academic Departments / Schools for quality assurance and enhancement in each of the focus areas.
c. To appraise the adequacy and effectiveness of the quality assurance processes and procedures.
d. To make appropriate recommendations for continuous improvement of the processes and procedures used for quality assurance and enhancement.
e. To suggest the methods for continuous improvement of quality, keeping in mind criteria of NAAC in particular and requirements of other regulatory bodies.

1.0 DEFINITIONS

a. **Academic Audit** is a mechanism to examine and enhance the quality of academic aspects of institutes of Higher Education.
b. **Administrative Audit** is a method to assess the effectiveness of the operating system of the administrative procedures, policies, decision-making authorities and functionaries, strategies, process, feedback, control mechanism etc.
c. **Audit** is a process of reviewing an institution or a program and is primarily focused on the accountability of the latter, evaluating/determining if the stated aims and objectives (in terms of curriculum, staff, infrastructure, etc.) are satisfactorily and optimally met.
d. **Internal Audit** consists of the systematic collection of administrative data, the questioning of students and graduates, and the holding of moderated interviews with academic and administrative staff, and students, resulting in a self-study report.
e. **External Audit** means a specialized external agency collects data, information, and evidence about the institution, a particular unit of a given institution, or a core activity of an institution, in order to make a statement about its quality. External evaluation is carried out by a team of external experts, peers, or professionals.
f. **Quality Assurance** is the activity of providing evidence needed to establish confidence among all concerned that the quality-related activities are being performed effectively.
g. **Quality Enhancement** is an ongoing process of augmentation or improvement.

Definitions specified in the Act, the Statutes, and the Regulations shall apply unless the context requires otherwise.

2.0 ACADEMIC AUDIT (AA) PROCESS

The University will conduct two types of AA:

a. Internal Academic Audit (IAA):

i. Internal Academic Audit will be conducted by the IQAC of the University along with the team constituted by the Dean – Academics of the University.
ii. There will be at least two internal audits per academic year. However, additional audits shall be conducted based on the need as decided by the IQAC and duly approved by the Vice Chancellor.
iii. The internal audit will primarily focus on the parameters as defined by the seven criteria prescribed by NAAC. The University has adopted the NAAC Criteria as a basis for evaluating the academic processes and quality. The University may also include other parameters for audit as decided by the IQAC and Dean-Academics.

iv. The internal audit report shall necessarily make recommendations for improvement in parameters as relevant. The report shall be submitted to the Vice Chancellor. The Vice Chancellor shall place the Audit Report along with the Action Taken Report (ATR) before the Academic Council for its perusal and recommendations.

b. External Academic Audit (EAA)

i. External Academic Audit will be conducted by a team of Eminent Academicians from other institutions of repute or experts who have experience and/or training on academic quality systems, processes and strategies and audit tactics and methodologies.

ii. There will be at least one external audit every two academic years.

iii. The external audit may focus on parameters for audit as recommended by the Vice Chancellor. The auditors will have the liberty to include additional parameters independently, with a focus to enhance the quality of the ongoing academic processes of the University.

iv. The external audit report shall be submitted to the Vice Chancellor. The Vice Chancellor shall place the External Audit Report along with the Action Taken Report (ATR) before the Academic Council for its perusal and recommendations.

3.0 METHODOLOGY

i. Internal Academic Audit

a. The Dean-Academics in consultation with the Vice Chancellor and IQAC shall fix the schedules for the academic audit of the departments and schools of the University. This schedule will be circulated to all Deans / Heads of the Departments.

b. Typically, the academic audit process must be conducted once every semester and must be completed within a week. However, additional audits shall be conducted based on the need as decided by the IQAC and duly approved by the Vice Chancellor.

c. The specified pro-forma for the academic audit (Annexures to this policy) shall be developed by IQAC and approved by Vice-chancellor. The same shall be communicated to all Deans and Heads of the Departments at least a month before the commencement of the internal audit.

d. The seven criteria recommended by NAAC as the Quality Indicator Framework (QIF) shall be the main focus areas of the internal audit. Annexures I –VII provide the pro forma to be used for the internal academic audit. Additionally, the IQAC in consultation with the Dean-Academics may provide other parameters and relevant pro forma for the internal audit.

e. The internal audit team shall prepare a detailed Internal Audit Report and submit the same to the Vice Chancellor within two weeks of completion of the internal audit of the concerned department/school.

ii. EXTERNAL ACADEMIC AUDIT

a. The Dean-Academics in consultation with the Vice Chancellor and IQAC shall recommend suitable eminent academician for the conduct of the external academic audit. The Vice chancellor shall make the final decisions on the choice of the Peer Team to conduct the academic audit.

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b. The external academic audit must be conducted at least once in two academic years.

c. The Peer Team in consultation with the IQAC and Dean (Academics) prepare the scope of work for the academic audit. The details of the external academic audit and the corresponding schedules shall be finalized with the Vice Chancellor. The same shall be communicated to all Deans and Heads of the Departments at least two weeks before the commencement of the External Audit.

d. The Peer Team shall prepare a detailed audit report and submit the same to the Vice Chancellor within two weeks of completion of the external audit.

e. The Peer Team would also conduct the academic & administrative audit on following parameters:

1. Curriculum

- Evaluate curriculum design and review mechanisms
- Standards of curriculum
- Conformity to National and global standards
- Synchronization with OBE and CBCS philosophies

2. Teaching

- Pedagogy of teaching – methodology
- Instructional design – methodologies
- Instruments and tools of learning
- ICT or audio-visual aids
- Usage of kits, labs, models
- Compliance to Class Schedules
- Quality of Guidance/Counseling/Supervision/Mentoring

3. Learning

- Methods for learning
- Learning resources-books, notes, kits, SLMs
- Policies & Programs for Slow, Average and Advanced Learners
- Group dynamics and Projects
- Experiential learning/field visits
- Testing for the Learning Outcomes

4. Evaluation

- Good system of evaluation
- Transparency / confidentiality
- Question banks
- Surprise tests
- Evaluation of Non-Teaching Credit Courses (NTCC)
- Rubrics of Evaluation
- Automation of Examination process
- Innovative practices / reforms
- Detection and handling of malpractices
- UG/PG admission statistics
- UG/PG examination statistics

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5. Research

- Provision, promotion for faculty to undertake research
- Facilities, motivation, resources
- Incentives / expenditure / encouragement
- Output quantity / quality
- Applied or Developmental Research
- Students' participation in research

6. Consultancy

- Provision, promotion for faculty to undertake Consultancy
- Facilities, motivation, resources and Coaching for Consultancy
- Incentives / expenditure / Consultancy Policy
- Output quantity / quality of Consulting Projects
- Involvement and usage of University Resources
- Brand name development of the University

7. Extension Services

- Collective activity with teachers & students
- Useful to community, industry and disadvantaged section of the society
- Awards and recognitions
- Impact on community
- Partnership with local units/industries
- Partnership with other Universities
- Joint ventures – NGOs / Govt. Bodies

8. Infrastructure

- Adequacy of classrooms, furniture, space
- Faculty seating
- Office space – structure – plan
- Director/Dean - Offices
- Office equipment, consumables
- Labs, equipment, models, kits

9. Library

- Number of books as per Regulatory norms / e-resources
- Services, awareness, tests, visibility
- Special collections, need-based collections
- Book selection process
- Library usage: Faculty and Students

10. Students' Progression

- Results and marks
- Ranks
- Dropout rates
- Progression to Higher Education/Employment
- Progression to Civil Services/Armed Forces

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- Alumni Statistics

11. Governance and Leadership

- Management
- Decentralization of power
- Quality of leadership team
- Board Governance
- Grievance redressal mechanism
- Court cases (if any)

12. Administrative Processes

- Upkeep and Maintenance of Campus
- Delegation of Authority Matrix
- Financial Processes
- Human Resource Processes
- IT Processes

The AAA report of external agency shall be both diagnostic as well as prescriptive in nature.

4.0 OUTCOME

The outcome of both the internal and external audit reports, and, the Action Taken Reports shall be placed before the Academic Council and the Board of Management. The recommendations of the Academic Council and Board of Management shall be implemented and reported in the subsequent meetings of these statutory bodies.

5.0 REVIEW OF GUIDELINES

These Guidelines will be reviewed periodically to rectify anomalies, (if any), and to incorporate feedback received from the stakeholders, through impact analysis and deliberations of the Focus Group, constituted by the Vice Chancellor.

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ANNEXURE –I PROFORMA

CRITERION – 1: CURRICULAR ASPECTS (Internal Audit)

Name of the Experts: Mr. Rohit Bijalia **Audit No.:** 01

Name of the Principal / Dean /**Director:** Mr. Aditya Pathak **Audit Date:** 02/06/2023

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
CURRICULAR ASPECTS [CURRICULUM DESIGN AND DEVELOPMENT]					
1.1.1.	Curricula developed are relevant to the Local/National/ Regional/Global Developmental needs.	Implemented	i. Curricular Design Guidelines.	yes	
	Curricula Developed have the following: 1. Learning Objectives /Program Educational Objectives. 2.Programme Outcomes 3. Program Specific Outcomes 4. Course Outcomes.	Implemented	i. PEO for all the Programs ii. PO for all the Programs iii. PSOs for all the Programs iv. CO for all the Courses	yes	
1.1.2.	Revision of the Curriculum: i. How often is it revised? ii. Is revision based on some feedback? iii. Is the revision Minor or Major?	Updation as per needs as an address session	i. BOS Proceedings ii. Academic Council Approval iii. Reason for revision	yes	
1.1.3	Does Faculty have the list of Courses offered in a programme with Focus on the following? i. Employability. ii. Entrepreneurship iii. Skill Development	Implemented	i. Classification of the courses.	yes	
	Do the Faculty /faculty members have an activity list to develop the above in their respective course?	yes	i. Course File Documents	yes	
1.2.1	Do the New Courses being introduced from time to time?	yes	i. List of New Courses. Ii Justification for Introduction	yes	
1.2.2	Is Choice Based Credit System being followed in all the programmes?	yes	i. Copy of the Regulations.	yes	
	What is the percentage of Choice provided in a Programme, in selection of the Course?		i. Scheme of the Programme. ii Sample Time tables of Odd and Even Semesters. iii. Students' Choice List	yes	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
CURRICULAR ASPECTS [CURRICULUM ENRICHMENT]					
1.3.1	Does the programme offered by the Faculty have the scope for integrating the following? i. Environment ii. Sustainability. Iii Human Values. Iv Professional Ethics.	Implemented	i. List of Courses in each of the Programmes and the detailed contents.		
1.3.2	Does the programme have the scope to offer some value added courses for importing transferable skills?		i. List of the Value-added courses. ii. Proof of offering the course at regular intervals.	yes	
1.3.3.	Average Percentage of students enrolled in the courses under 1.3.2 above		iii. Number of students enrolled iv. Number of students who have completed the course.		
1.3.4.	Is there a provision for the students to carry out project/internship with the industry during the programme period?		v. List of students who have carried out industry projects. vi. Relevant Letters from the industry. vii. Sample project Reports viii. List of students who have undergone the internship. ix. Certificate x. Industry letter		
CURRICULAR ASPECTS [FEEDBACK MECHANISM]					
1.4.1	Does the Faculty collect feedback on curriculum from the following? I Students II Faculty Members III Employers Iv Alumni V Parents	Implemented	Sample copies of all the feedback forms(filled)	yes	
	Does the Faculty have a mechanism to analyze the feedback reports?	yes	Sample copies of the analysis Report	yes	
	Has the Faculty initiated any action on the analyzed feedback?	yes	Action Taken Report copies	yes	
	Does the Faculty monitor the Improvement after implementing the action?	yes	Sample monitoring Reports.		
	Auditor Signature		**Date of Audit**		
	Rohit		02/06/2023		

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ANNEXURE –II PROFORMA

CRITERION – 2: TEACHING – LEARNING AND EVALUATION

Name of the Dept.: Faculty of Paramedical Sciences **Audit No.:** 01

Name of the HoD: Dr. Prashant Gupta, n **Audit Date:** 02/06/2025

(with Experts Team) Dr. Rohit Bijolia, Mr. Aditya Pathak.

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Teaching -Learning and Evaluation (Student Enrolment and Profile)					
2.1.1	What is the Year-wise sanctioned number of seats and filled	Implemented	I. Govt. of UP Approval, II. NMC/DCI/PCI/INC/CCIM / OT PT and other Approval III. Academic Council Approval	yes	
2.1.2	What is the percentage of seats filled against reserved categories (SC, ST, OBC, etc) as per applicable reservation policy for the first-year admission What is the total number of seats earmarked for reserved category as per State Government rule	Implemented		yes	
Teaching -Learning and Evaluation (Student Diversity)					
2.2.1	a) How does the institute assess the learning levels of the students? b) Does the institution organize special programs to cater to different learning needs of the students?	Implemented		yes	
Teaching -Learning and Evaluation (Teaching-Learning Process)					
2.3.1	a) For enhancing the learning experience of the students, does the institution adopt experiential learning, participative learning and problem- solving methodologies? b) Do the teachers use ICT enabled tools including online resources for effective teaching learning process?	Implemented		yes	
2.3.2	Does the institution have effective Mentor-Mentee scheme to address the academic and student psychological issues of students?	yes	i. Policy/Guidelines on Mentoring ii. Proof of Documentation including feedback	yes	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Teaching -Learning and Evaluation (Teacher Profile and Quality)					
2.4.1	What is the average percentage of full-time teachers appointed against the number of sanctioned posts for latest completed academic year	90%	i. BOM approval on Faculty Requirement Sanction (Academic year-wise) ii. List of teachers appointed (Academic Year-wise)	yes	
2.4.2	How many teachers are holding Ph.D/D.M/M.Ch./D.N.B/Superspeciality /L.L.D/D.S.C/D.Litt super specialist	01%	i. HR to collate this information and readily make available for audit team verification	yes	
2.4.3	Teaching Experience in years (of full-time teachers)	01-11 year		yes	
Teaching -Learning and Evaluation (Evaluation Process and Reforms)					
2.5.1	What is the average time taken to declare the results after the last examination?	Implemented Enclosed	i. Copy of the Regulations on for Declaring the results ii. Sample results sheets with the declaration date and the corresponding Examination time table.	yes	
2.5.2	What is the average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years	Implemented enclosed	i. List of complaints received (Examination wise).	yes	
2.5.3	What is the average percentage of applications for revaluation leading to change in marks?	Enclosed	i. List of students whose marks are changed after re- evaluation.	yes	
2.5.4	Does the Examination section initiate any reforms in examination and evaluation process?	yes	i. List of such initiatives. ii. Impact of such initiatives.	yes	
2.5.5	Status of automation of Examination Division along with approved Examination Manual	Implemented	Copy of the manual for the process of examination and evaluation	yes	

Auditor Name	Auditor Signature	Date of Audit
Rahit Bijolia		02/06/2023

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ANNEXURE –3 PROFORMA

CRITERION – 3: RESEARCH, INNOVATIONS AND EXTENSION

Name of the Experts : Dr. shailendra kumar verma, Mr. Ajay Upadhyay **Audit No.:** 01

Name of the Director : Dr. Prashant Gupta. **Audit Date:** 02/06/2025

(with Dean-R&I)

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Research, Innovations and Extension (Promotion of Research and Facilities)					
3.1.1	Does the University have a well-defined policy for promotion of research? Is the same uploaded on the institutional website?	yes	Research Promotion Policy Document	yes	
3.1.2	Does the University provide seed money to its teachers for research (average per year)?	—	Seed money allocation letters	—	
3.1.3	How many teachers were awarded international fellowship for advanced studies/ research during the year?	Nil	List of faculty Members. Letters of award.	—	
3.1.4	a) How many JRFs, SRFs, Post- Doctoral Fellows, Research Associates and other research fellows in the university enrolled during the year b) How Many departments are awarded with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other similar recognitions by government agency?	— Nil	List of Such Fellows. Fellowship letters. List of Departments. Letter of Recognition.	— —	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Research, Innovations and Extension (Resource Mobilization for Research)					
3.2.1	How many research projects sponsored by the Government and non-government sources such as industry, corporate houses, international bodies, endowments, Research Chairs in the institution during the year (Amount in Rupees)?	—	List of such projects. Letter of allotment of funds. Progress of the research.	—	
3.2.2	How many research projects per teacher funded by government, non-government, industry, corporate houses, international bodies during the year?	—	List of such projects. Letter of allotment of funds. Progress of the research	—	
Research, Innovations and Extension (Innovation Ecosystem)					
3.3.1	Has the University created an eco-system, Indian Knowledge System including awareness about IPR, establishment of IPR Cell, Incubation Centre and other initiatives for creation and transfer of knowledge and outcome of the same?	yes enclosed	List of facilities and initiatives. List of activities Report on activities. List of start up Details of startup companies.	yes	
3.3.2	How many awards for innovation have been won by institution/ teachers/research scholars/ students during the last five years?	enclosed	List of Awardees Letter of award.	yes	
Research, Innovations and Extension (Research Publications and Awards)					
3.4.1	Does the University have stated Code of Ethics to check malpractices and plagiarism in Research	yes	Copy of the Code of Ethics	yes	
3.4.2	How many Patents have been published/awarded during the last five years.	enclosed	List of patents Published/ Awarded. Letter of award.	yes	
3.4.3	How many Ph.Ds were awarded per teacher during the last five years?	enclosed	Number/Teacher List of the awardees.	yes	
3.4.4	How many research papers published per teacher in the Journals notified on UGC CARE list during the last five years?	enclosed	Number of Publications. List of Publications.	yes	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
3.4.5	Number of books and chapters in edited volumes/ books published, and papers in national/international conference-proceedings per teacher during the last five years?	Implemented	List of Books/Chapters. Proof of providing the incentives.	yes	
3.4.6	E-Content developed by Teachers for i. e-PG Pathshala ii. CEC (Undergraduate) iii. SWAYAM iv. MOOC Platform v. Any other Govt. Initiatives vi. For Institutional LMS	Implemented		yes	
3.4.7	Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science	Implemented	Number of citations (faculty members-wise/Publication- wise).	yes	
3.4.8	Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science – h-index of the university.	Implemented		yes	
Research, Innovations and Extension (Consultancy)					
3.5.1	Revenue generated from consultancy and Corporate Training during the last five years.	Implemented	Consultancy Policy Document List of consultancies offered, and the amount generated. List of trainings conducted, and the revenue generated.	yes	
Research, Innovations and Extension (Extension Activities)					
3.6.1	Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues & holistic development & awards from Government / recognized bodies received, if any, during the last five years.	Implemented	List of such activities. List of Awards.	yes	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
3.6.2	Number of extension and outreach programs conducted in collaboration with industry, community and Non – Government Organizations through NSS/NCC/Red cross/YRC etc., during the last five years.	Implemented	List of such activities. Number of students who have participated for each of the activity.	✓	
Research, Innovations and Extension (Collaboration)					
3.7.1	Number of functional MoUs with institutions/ Industries in national, international for internship, on-th-job training, project work, student/faculty exchange and collaborative research during the last five years (only functional MoUs with ongoing activities to be considered)	Implemented	List of MOUs. List of activities organized based on MOU. List of industries. Copies of the internship letters. List of such collaborative work.	✓	

Auditor Name	Auditor Signature	Date of Audit
M. Shailendra Kumar Verma	Shailendra	02/06/2023

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ANNEXURE – 4 PROFORMA

CRITERION – IV: INFRASTRUCTURE AND LEARNING RESOURCES

Name of the Experts.: Dr. Shaildera Kumar Verma. **Audit No.:** 01

Name of the Director: Dr. Prashant Gupta. **Audit Date:** 02/06/2020

Along with **Dean (Academic)**

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Infrastructure and Learning Resources (Physical Facilities)					
4.1.1	Institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, ICT enabled facilities such as smart classes, LMS, facilities for cultural and sports activities, yoga centre, games (Indoor and Outdoor) gymnasium, auditorium, etc.	Faculty Director's Report Sports Directors Report Implemented enclosed	List of classrooms. List of laboratories List of Digital Classrooms List of Indoor Sports facilities. List of Outdoor Facilities. List of Coaches. ICT facilities. Status of LMS Implementation.	Yes	
4.1.2	Average percentage of budget allocation, excluding salary for infrastructure development & augmentation during the last five years	Finance Officer's Report	Budget Estimates. Audited Utilization Statement.	✓	
Infrastructure and Learning Resources (Library as a Learning Resource)					
4.2.1	Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscription to e- resources and journals are made	Librarian's Report	Details of ILMS software. Proof of Automation of Library. Subscription list for e-resources and Journals	✓	
4.2.2	Annual Expenditure for Purchase of Books/e-books and subscription to journals/e-journals year-wise during last five years	enclosed	Library Budget		

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Infrastructure and Learning Resources (IT Infrastructure)					
4.3.1	Describe IT facilities including Wi-Fi with date and nature of updating, available internet band width	Yes		Yes	
4.3.2	What is the student to Computer ratio (previous Academic Year data to be provided)	10:07		Yes	
4.3.3	Institution has the following facilities for e-content development and other resource development i. Audio-visual centre, mixing equipment, editing facilities and media studio ii. Lecture capturing system (LCS) iii. Central Instrumentation Centre iv. Animal House v. Museum vi. Business Lab vii. Research / Statistical database viii. Moot Court ix. Theatre x. Art Gallery xi. Any other facility to support Research	Yes		Yes	
Infrastructure and Learning Resources (Maintenance of Campus Infrastructure)					
4.4.1	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years	Implimented	Budget Allocation	Yes	
4.4.2	Are there established systems and processes available for a) Maintaining & Utilizing Physical, Academic and Support Facilities, b) Laboratory, c) Library, d) Sports Complex, e) Computers, f) Classrooms, etc.	Yes	Standard Operating Procedures	Yes	

Auditor Name	Auditor Signature	Date of Audit
Dr. Shaildra Kumar Verma	shaildra	02/06/2023

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ANNEXURE – 5 PROFORMA

CRITERION – V: STUDENT SUPPORT AND PROGRESSION

Name of the Experts: Mr. Rohit Bijalia, Mr. Ajay Upadhay **Audit No.:**

Name of the Director: Dr. Prashant Gupta. **Audit Date:**

Metric No.	Description	Status of Implementation	Presence of relevant Documents	Remarks	
				Yes	No
Student Support and Progression (Student Support)					
5.1.1	Average percentage of students benefited by scholarships and free ships provided by the Institution, Government, NGO, Industries, Philanthropists during the last five years	Implemented enclosed	Percentage of students List of such students.	yes	
5.1.2	Efforts taken by the Institution to provide Career Counseling including e-counseling and guidance for competitive examinations during the last five years	enclosed	Number of students benefited. List of activities conducted.	yes	
5.1.3	Number of capacity development and skill enhancement initiatives undertaken by the Institute for Soft Skills, Language and Communication Skills, Life Skills (Yoga, Physical Fitness, Health & Hygiene, Self-Employment & Entrepreneur skills, Awareness of trends in technology	Implemented enclosed	List of such initiatives.	yes	
5.1.4	The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging case (if any).	yes	Report of the Students' redressal cell.	yes	
Student Support and Progression (Student Progression)					
5.2.1	Average percentage of placement of outgoing students during the last five years.	enclosed	Placement details.	yes	
5.2.2	Percentage of graduated students to higher education (year-wise during last 5 years)	enclosed	List of Students selected for higher studies.	yes	

Metric No.	Description	Status of Implementation	Presence of relevant Documents	Remarks	
				Yes	No
5.2.3	Average percentage of students qualifying in state/ national/ international level examinations during the last five years (eg: NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations)	Nil	List of qualified students in each of the competitive examinations.	yes	
Student Support and Progression (Student Participation and Activities)					
5.3.1	Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/national/ international events (award for a team event should be counted as one) during the last five years	Implemented enclosed	List of students winning medals/awards.	yes	
5.3.2	Presence of an active Student Council & representation of students on academic & administrative bodies/ committees of the institution.	—	Details of the students' Council activities.	yes	
5.3.3	Average number of sports and cultural activities / competitions, tech fest/academic fest, any other events through active clubs and forums organized at the institution level per year.	Implemented	List of activities.	yes	
Student Support and Progression (Alumni Engagement)					
5.4.1	Alumni contribution during the last five years through registered Alumni Association.	enclosed	Alumni Cell Details	yes	
5.4.2	The Alumni has contributed significantly to the development of the institution through academic and other support system (financial and non-financial means during the last five years)	enclosed	Alumni Cell Details.	yes	

Auditor Name	Auditor Signature	Date of Audit
Dr. Rohit Rajoria	Rohit	02/06/2025

ANNEXURE – 6 PROFORMA

CRITERION – VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

Name of the Experts : Mr. Rohit Bijalia **Audit No.:** 01

Name of the Director: Dr. Prashant Gupta **Audit Date:** 02/06/2023

Along with the **Vice Chancellor** Dr. Lata Agrwale

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Governance, Leadership and Management (Institutional Vision and Leadership)					
6.1.1	The institution has clearly stated vision and mission which is visible in various institutional practices such as NEP Implementation, sustained institutional growth, de-centralization, participatory institutional governance and in their Institutional Perspective Strategic Plan (IPSP)	Implemented		yes	
Governance, Leadership and Management (Strategy Development and Deployment)					
6.2.1	The Institutional Perspective Plan is effectively deployed and functioning of the institutional bodies is effective & efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.	Implemented enclosed		yes	
Governance, Leadership and Management (Faculty Empowerment Strategies)					
6.3.1	The institution has a performance appraisal system, effective welfare measures for teaching and non- teaching staff and avenues for career development/progression	Implemented			
6.3.2	Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee for professional bodies during the last five years	enclosed	List of students availing Financial Support	yes	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
6.3.3	Teachers who have undergone online/face to face FDP / MDP during last five years	enclosed	List of such MDP and FDP with details		
Governance, Leadership and Management (Financial Management and Resource Mobilization)					
6.4.1	Institutional strategies for mobilization of funds other than salary and fees and the optimal utilization of resources	—	—	—	
6.4.2	Funds/Grants received from Government Bodies/NGO during last five years for development & maintenance of infrastructure	—	—	—	
6.4.3	Institution conducts internal and external financial audits regularly	—	—	—	
Governance, Leadership and Management (Internal Quality Assurance System)					
6.5.1	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes by constantly reviewing the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals in terms of A) Incremental improvement made during the preceding five years with regard to quality B) Incremental improvement made for the preceding five years with regard to quality and post accreditation quality initiatives	Implemented enclosed			
6.5.2	Institution has adopted the following for Quality Assurance: 1. AAA and Follow up action taken 2. Conferences, Seminars,	enclosed			

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
	Workshops on quality conducted 3. Collaborative quality initiatives with other institution(s) 4. Orientation program on quality issues for teachers and students 5. Participation in NIRF and other recognized rankings like Shanghai Ranking, QS Ranking, Times Ranking, etc 6. Participation in any other quality audit as recognized by State, National or International Agencies				
6.5.3	Incremental improvements made for the preceding five years with regard to quality	yes			

Auditor Name	Auditor Signature	Date of Audit
Dr. Rohit Bijalia	Rohit	02/06/2025

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ANNEXURE – 7 PRO FORMA

CRITERION – VII: INSTITUTIONAL VALUES AND BEST PRACTICES

Name of the Experts: Dr. Rohit Bijalia

Audit No.: 01

Name of the Director: Dr. Prashant Gupta

Audit Date: 02/06/2023

Along with the **Vice Chancellor** Dr. Lata Agrawal

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Institutional Values and Best Practices (Institutional Values and Social Responsibilities)					
7.1.1	**Gender Equity:** Institution has initiated Gender Audit and measure for promotion of gender equity	yes			
7.1.2	**Environmental Consciousness & Sustainability** Institution has facilities for alternate sources of energy and energy conservation measures a) Solar Energy, b) Biogas Plant, c) Wheeling to the Grid, d) Sensor based Energy Conservation, e) Use of LED Bulbs/power efficient equipment, f) f) Wind Mill or any other clean green energy	Implemented	List of documents for effective implementation.	yes	
7.1.3	Describe the facilities in the Institution for the management of the following types of degradable and non- degradable waste a) Solid Waste Management, b) Liquid Waste Management, c) Biomedical Waste Management, d) E-Waste Management, e) Water recycling system, f) Hazardous chemicals and radioactive waste management	Implemented		yes	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
7.1.4	Water conservation facilities available in the institution a) Rainwater Harvesting b) Borewell/Open well recharge c) Construction of tanks & bunds d) Wastewater recycling e) Maintenance of water bodies and distribution system in the campus	Yes		Yes	
7.1.5	**Green Campus Initiatives** of the Institution including restricted entry of automobiles, use of bicycles/ battery powered vehicles, pedestrian friendly pathways, ban on use of plastic, landscaping with trees and plants	Yes			
7.1.6	Quality Audits on Environment and Energy are regularly undertaking by the Institution for a) Green Audit / Environment Audit, b) Energy Audit, c) Clean and Green Campus initiatives, d) Beyond the campus environmental promotion and sustainability activities	Yes			
7.1.7	Differently-abled (*Divyangjan*) Friendly, Barrier Free environment	Implemented	List of measures taken for assisting the Differently-abled student.	Yes	
7.1.8	Institutional efforts in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and such other diversities	—			
7.1.9	Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens/ Electoral norms	—	ASHANTI FACULTY OF PARAMEDICAL SCIENCES Principal BAREILLY		

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
7.1.10	The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programs in this regard A) The Institution Code of Conduct principle are displayed on the website B) There is a committee to monitor adherence to the institutional code of conduct principles C) Institution organizes professional ethics programs for students, teachers, administrations and other Staff D) Annual awareness programs on Code of Conduct are organized		Code of Conduct Policy	yes	
Institutional Values and Best Practices (Best Practices)					
7.2.1	State at least two institutional best practices successfully implemented by the Institution		Best practice document as per NAAC Manual		
Institutional Values and Best Practices (Institutional Distinctiveness)					
7.3.1	Describe/Explain the performance of the institution in one area distinctive to its priority and thrust.				

Auditor Name	Auditor Signature	Date of Audit
Dr. Rohit Rizalia	Rohit	02/06/2025

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GUIDELINES FOR ACADEMIC AND ADMINISTRATIVE AUDIT

PREAMBLE

i. Further to the regulations on Curriculum Design Development and Review, these guidelines have been developed to establish a process to audit the academic delivery of the programs and the administrative system to support the quality of such a delivery. The audit process of quality of education imparted and for its sustenance is monitored through the Internal Quality Assurance Cell (IQAC).

ii. The monitoring and evaluation of academic processes require a carefully-structured system of internal and external audits. As per the NAAC guidelines, Bareilly International University undertakes periodic Academic and Administrative Audits (AAA). This document outlines the processes related to such audits.

SHORT TITLE AND APPLICATION

i. These Guidelines shall be called the "Bareilly International University" Guidelines for Academic and Administrative Audit.

ii. These Guidelines shall come into effect from the date of approval by the Board of Management of Bareilly International University with due recommendations from the Academic Council, and ratified by appropriate higher bodies.

ACADEMIC AUDIT

Academic Audit can be understood as a scientific and systematic method of reviewing the quality of academic processes of the institution. This follows a well-established tradition of taking adequate and purposeful samples to ascertain the quality of academic delivery including Teaching-learning processes, Curriculum Design and Review, Research and Outreach and other related academic processes. It correlates with the quality assurance and enhances the quality of academic activities of the University.

ADMINISTRATIVE AUDIT

Administrative Audit pertains to auditing various administrative processes that support academic endeavors. These can include student support services, academic infrastructure management, housekeeping and upkeep of the campus, IT services, student amenities, safety and security of students in particular and campus in general. This is also carried out by sampling as well as focused interviews with various stakeholders.

PURPOSE AND SCOPE

i. The main objective of an academic audit is to ascertain the presence and adequacy of quality assurance procedures, their applicability and effectiveness in guaranteeing quality of inputs, processes and outputs. Specific objectives are:

   a. To define the main areas of focus, central to quality assurance and enhancement in teaching and learning.

b. To identify the processes and procedures used by academic Departments / Schools for quality assurance and enhancement in each of the focus areas.
c. To appraise the adequacy and effectiveness of the quality assurance processes and procedures.
d. To make appropriate recommendations for continuous improvement of the processes and procedures used for quality assurance and enhancement.
e. To suggest the methods for continuous improvement of quality, keeping in mind criteria of NAAC in particular and requirements of other regulatory bodies.

1.0 DEFINITIONS

a. **Academic Audit** is a mechanism to examine and enhance the quality of academic aspects of institutes of Higher Education.
b. **Administrative Audit** is a method to assess the effectiveness of the operating system of the administrative procedures, policies, decision-making authorities and functionaries, strategies, process, feedback, control mechanism etc.
c. **Audit** is a process of reviewing an institution or a program and is primarily focused on the accountability of the latter, evaluating/determining if the stated aims and objectives (in terms of curriculum, staff, infrastructure, etc.) are satisfactorily and optimally met.
d. **Internal Audit** consists of the systematic collection of administrative data, the questioning of students and graduates, and the holding of moderated interviews with academic and administrative staff, and students, resulting in a self-study report.
e. **External Audit** means a specialized external agency collects data, information, and evidence about the institution, a particular unit of a given institution, or a core activity of an institution, in order to make a statement about its quality. External evaluation is carried out by a team of external experts, peers, or professionals.
f. **Quality Assurance** is the activity of providing evidence needed to establish confidence among all concerned that the quality-related activities are being performed effectively.
g. **Quality Enhancement** is an ongoing process of augmentation or improvement.

Definitions specified in the Act, the Statutes, and the Regulations shall apply unless the context requires otherwise.

2.0 ACADEMIC AUDIT (AA) PROCESS

The University will conduct two types of AA:

a. Internal Academic Audit (IAA):

i. Internal Academic Audit will be conducted by the IQAC of the University along with the team constituted by the Dean – Academics of the University.
ii. There will be at least two internal audits per academic year. However, additional audits shall be conducted based on the need as decided by the IQAC and duly approved by the Vice Chancellor.
iii. The internal audit will primarily focus on the parameters as defined by the seven criteria prescribed by NAAC. The University has adopted the NAAC Criteria as a basis for evaluating the academic processes and quality. The University may also include other parameters for audit as decided by the IQAC and Dean-Academics.

iv. The internal audit report shall necessarily make recommendations for improvement in parameters as relevant. The report shall be submitted to the Vice Chancellor. The Vice Chancellor shall place the Audit Report along with the Action Taken Report (ATR) before the Academic Council for its perusal and recommendations.

b. External Academic Audit (EAA)

i. External Academic Audit will be conducted by a team of Eminent Academicians from other institutions of repute or experts who have experience and/or training on academic quality systems, processes and strategies and audit tactics and methodologies.

ii. There will be at least one external audit every two academic years.

iii. The external audit may focus on parameters for audit as recommended by the Vice Chancellor. The auditors will have the liberty to include additional parameters independently, with a focus to enhance the quality of the ongoing academic processes of the University.

iv. The external audit report shall be submitted to the Vice Chancellor. The Vice Chancellor shall place the External Audit Report along with the Action Taken Report (ATR) before the Academic Council for its perusal and recommendations.

3.0 METHODOLOGY

i. Internal Academic Audit

a. The Dean-Academics in consultation with the Vice Chancellor and IQAC shall fix the schedules for the academic audit of the departments and schools of the University. This schedule will be circulated to all Deans / Heads of the Departments.

b. Typically, the academic audit process must be conducted once every semester and must be completed within a week. However, additional audits shall be conducted based on the need as decided by the IQAC and duly approved by the Vice Chancellor.

c. The specified pro-forma for the academic audit (Annexures to this policy) shall be developed by IQAC and approved by Vice-chancellor. The same shall be communicated to all Deans and Heads of the Departments at least a month before the commencement of the internal audit.

d. The seven criteria recommended by NAAC as the Quality Indicator Framework (QIF) shall be the main focus areas of the internal audit. Annexures I –VII provide the pro forma to be used for the internal academic audit. Additionally, the IQAC in consultation with the Dean-Academics may provide other parameters and relevant pro forma for the internal audit.

e. The internal audit team shall prepare a detailed Internal Audit Report and submit the same to the Vice Chancellor within two weeks of completion of the internal audit of the concerned department/school.

ii. EXTERNAL ACADEMIC AUDIT

a. The Dean-Academics in consultation with the Vice Chancellor and IQAC shall recommend suitable eminent academician for the conduct of the external academic audit. The Vice chancellor shall make the final decisions on the choice of the Peer Team to conduct the academic audit.

b. The external academic audit must be conducted at least once in two academic years.

c. The Peer Team in consultation with the IQAC and Dean (Academics) prepare the scope of work for the academic audit. The details of the external academic audit and the corresponding schedules shall be finalized with the Vice Chancellor. The same shall be communicated to all Deans and Heads of the Departments at least two weeks before the commencement of the External Audit.

d. The Peer Team shall prepare a detailed audit report and submit the same to the Vice Chancellor within two weeks of completion of the external audit.

e. The Peer Team would also conduct the academic & administrative audit on following parameters:

1. Curriculum

- Evaluate curriculum design and review mechanisms
- Standards of curriculum
- Conformity to National and global standards
- Synchronization with OBE and CBCS philosophies

2. Teaching

- Pedagogy of teaching – methodology
- Instructional design – methodologies
- Instruments and tools of learning
- ICT or audio-visual aids
- Usage of kits, labs, models
- Compliance to Class Schedules
- Quality of Guidance/Counseling/Supervision/Mentoring

3. Learning

- Methods for learning
- Learning resources-books, notes, kits, SLMs
- Policies & Programs for Slow, Average and Advanced Learners
- Group dynamics and Projects
- Experiential learning/field visits
- Testing for the Learning Outcomes

4. Evaluation

- Good system of evaluation
- Transparency / confidentiality
- Question banks
- Surprise tests
- Evaluation of Non-Teaching Credit Courses (NTCC)
- Rubrics of Evaluation
- Automation of Examination process
- Innovative practices / reforms
- Detection and handling of malpractices
- UG/PG admission statistics
- UG/PG examination statistics

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5. Research

- Provision, promotion for faculty to undertake research
- Facilities, motivation, resources
- Incentives / expenditure / encouragement
- Output quantity / quality
- Applied or Developmental Research
- Students' participation in research

6. Consultancy

- Provision, promotion for faculty to undertake Consultancy
- Facilities, motivation, resources and Coaching for Consultancy
- Incentives / expenditure / Consultancy Policy
- Output quantity / quality of Consulting Projects
- Involvement and usage of University Resources
- Brand name development of the University

7. Extension Services

- Collective activity with teachers & students
- Useful to community, industry and disadvantaged section of the society
- Awards and recognitions
- Impact on community
- Partnership with local units/industries
- Partnership with other Universities
- Joint ventures – NGOs / Govt. Bodies

8. Infrastructure

- Adequacy of classrooms, furniture, space
- Faculty seating
- Office space – structure – plan
- Director/Dean - Offices
- Office equipment, consumables
- Labs, equipment, models, kits

9. Library

- Number of books as per Regulatory norms / e-resources
- Services, awareness, tests, visibility
- Special collections, need-based collections
- Book selection process
- Library usage: Faculty and Students

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10. Students' Progression

- Results and marks
- Ranks
- Dropout rates
- Progression to Higher Education/Employment
- Progression to Civil Services/Armed Forces

- Alumni Statistics

11. Governance and Leadership

- Management
- Decentralization of power
- Quality of leadership team
- Board Governance
- Grievance redressal mechanism
- Court cases (if any)

12. Administrative Processes

- Upkeep and Maintenance of Campus
- Delegation of Authority Matrix
- Financial Processes
- Human Resource Processes
- IT Processes

The AAA report of external agency shall be both diagnostic as well as prescriptive in nature.

4.0 OUTCOME

The outcome of both the internal and external audit reports, and, the Action Taken Reports shall be placed before the Academic Council and the Board of Management. The recommendations of the Academic Council and Board of Management shall be implemented and reported in the subsequent meetings of these statutory bodies.

5.0 REVIEW OF GUIDELINES

These Guidelines will be reviewed periodically to rectify anomalies, (if any), and to incorporate feedback received from the stakeholders, through impact analysis and deliberations of the Focus Group, constituted by the Vice Chancellor.

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FACULTY OF PARAMEDICAL SCIENCES

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Bareilly International University

Academic and Administrative Audit Committee – Year-wise Member List (External)

Year	Committee Members
2024	Dr. Nancy Gupta, Dr. Manika Bishnoi, Dr. Minhaj Tahir
2025	Dr. Sunil Gupta, Dr. Manjeet Kumar, Dr. Neha Shukla

Notes:

- The committee composition is rotated **every year** to encourage transparency and diverse inputs.
- Each year includes **3 members** from different disciplines/backgrounds for balanced evaluation.
- Roles may include **academic review, teaching quality, administrative efficiency, infrastructure, and feedback analysis.**

Principal

FACULTY OF PARAMEDICAL SCIENCES Principal BAREILLY

FACULTY OF PARAMEDICAL SCIENCES
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Bareilly International University

Academic and Administrative Audit – Action Taken Report (ATR)

Session: 2023– 2025

Objective:

To ensure quality improvement in academic processes, teaching-learning outcomes, research activities, administrative effectiveness, and infrastructure development through systematic yearly internal audits.

Year-wise AAA Committee Constitution:

Year	Committee Members
2024	Dr. Nancy Gupta, Dr. Manika Bishnoi, Dr. Minhaj Tahir
2025	Dr. Sunil Gupta, Dr. Manjeet Kumar, Dr. Neha Shukla

Summary of Key Findings & Action Taken (ATR):

Year	Observations	Action Taken
2024	Use of digital tools in classroom delivery was inconsistent.	Training workshops were conducted; use of LMS and multimedia made compulsory.
2025	Delay in administrative documentation and reporting procedures.	Deadlines were fixed for reporting, with a monitoring team to ensure timely submissions.

Conclusion:

The Academic and Administrative Audit (AAA) process from 2020 to 2025 has led to systematic improvements in academic delivery, institutional governance, and faculty engagement. Recommendations were successfully implemented through coordinated efforts across all levels, contributing to the enhancement of the academic environment and operational efficiency.

Principal

FACULTY OF PARAMEDICAL SCIENCES Principal BAREILLY

ANNEXURE –I PROFORMA

CRITERION – 1: CURRICULAR ASPECTS (external)

Name of the Experts: Dr. Nancy Gupta **Audit No.:** 01

Name of the Principal / Dean /**Director:** Dr. Mintas Tahir (Dr. Prashant Gupta) **Audit Date:** 15/01/2025

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
CURRICULAR ASPECTS [CURRICULUM DESIGN AND DEVELOPMENT]					
	Curricula developed are relevant to the Local/National/ Regional/Global Developmental needs.	Implemented	i. Curricular Design Guidelines.	yes	
1.1.1.	Curricula Developed have the following: 1. Learning Objectives /Program Educational Objectives. 2.Programme Outcomes 3. Program Specific Outcomes 4. Course Outcomes.	Implemented	i. PEO for all the Programs ii. PO for all the Programs iii. PSOs for all the Programs iv. CO for all the Courses	yes	
1.1.2.	Revision of the Curriculum: i. How often is it revised? ii. Is revision based on some feedback? iii. Is the revision Minor or Major?	Updation as per need as an deadmass session	i. BOS Proceedings ii. Academic Council Approval iii. Reason for revision	yes	
1.1.3	Does Faculty have the list of Courses offered in a programme with Focus on the following? i. Employability. ii. Entrepreneurship iii. Skill Development	Implemented	i. Classification of the courses.	yes	
	Do the Faculty /faculty members have an activity list to develop the above in their respective course?	yes	i. Course File Documents	yes	
1.2.1	Do the New Courses being introduced from time to time?	yes	i. List of New Courses. Ii Justification for Introduction	yes	
	Is Choice Based Credit System being followed in all the programmes?	yes	i. Copy of the Regulations.	yes	
1.2.2	What is the percentage of Choice provided in a Programme, in selection of the Course?		i. Scheme of the Programme. ii Sample Time tables of Odd and Even Semesters. iii. Students' Choice List	yes	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
CURRICULAR ASPECTS [CURRICULUM ENRICHMENT]					
1.3.1	Does the programme offered by the Faculty have the scope for integrating the following? i. Environment ii. Sustainability. Iii Human Values. Iv Professional Ethics.		i. List of Courses in each of the Programmes and the detailed contents.		
1.3.2	Does the programme have the scope to offer some value added courses for importing transferable skills?	Implemented	i. List of the Value-added courses. ii. Proof of offering the course at regular intervals.	yes	
1.3.3.	Average Percentage of students enrolled in the courses under 1.3.2 above		iii. Number of students enrolled iv. Number of students who have completed the course.		
1.3.4.	Is there a provision for the students to carry out project/internship with the industry during the programme period?		v. List of students who have carried out industry projects. vi. Relevant Letters from the industry. vii. Sample project Reports viii. List of students who have undergone the internship. ix. Certificate x. Industry letter		
CURRICULAR ASPECTS [FEEDBACK MECHANISM]					
1.4.1	Does the Faculty collect feedback on curriculum from the following? I Students II Faculty Members III Employers Iv Alumni V Parents	Implemented	Sample copies of all the feedback forms(filled)	yes	
	Does the Faculty have a mechanism to analyze the feedback reports?	yes	Sample copies of the analysis Report	yes	
	Has the Faculty initiated any action on the analyzed feedback?	yes	Action Taken Report copies	yes	
	Does the Faculty monitor the Improvement after implementing the action?	yes	Sample monitoring Reports.		
	Auditor Signature		**Date of Audit**		
	Nancy		15/01/2025		

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ANNEXURE –II PROFORMA

CRITERION – 2: TEACHING – LEARNING AND EVALUATION

Name of the Dept.: Faculty of Paramedical sciences **Audit No.:** 01

Name of the HoD: Dr. Prashant Gupta. **Audit Date:** 15/01/2025

(with Experts Team) Dr. Nancy Gupta, Dr. Minhaj Tahir

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Teaching -Learning and Evaluation (Student Enrolment and Profile)					
2.1.1	What is the Year-wise sanctioned number of seats and filled	Implemented	I. Govt. of UP Approval, II. NMC/DCI/PCI/INC/CCIM / OT PT and other Approval III. Academic Council Approval	yes	
2.1.2	What is the percentage of seats filled against reserved categories (SC, ST, OBC, etc) as per applicable reservation policy for the first-year admission What is the total number of seats earmarked for reserved category as per State Government rule	Implemented		yes	
Teaching -Learning and Evaluation (Student Diversity)					
2.2.1	a) How does the institute assess the learning levels of the students? b) Does the institution organize special programs to cater to different learning needs of the students?	Implemented		yes	
Teaching -Learning and Evaluation (Teaching-Learning Process)					
2.3.1	a) For enhancing the learning experience of the students, does the institution adopt experiential learning, participative learning and problem- solving methodologies? b) Do the teachers use ICT enabled tools including online resources for effective teaching learning process?	Implemented		yes	
2.3.2	Does the institution have effective Mentor-Mentee scheme to address the academic and student psychological issues of students?	yes	i. Policy/Guidelines on Mentoring ii. Proof of Documentation including feedback	yes	

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Teaching -Learning and Evaluation (Teacher Profile and Quality)					
2.4.1	What is the average percentage of full-time teachers appointed against the number of sanctioned posts for latest completed academic year	90 %	i. BOM approval on Faculty Requirement Sanction (Academic year-wise) ii. List of teachers appointed (Academic Year-wise)	yes	
2.4.2	How many teachers are holding Ph.D/D.M/M.Ch./D.N.B/Superspeciality /L.L.D/D.S.C/D.Litt super specialist	01 %	i. HR to collate this information and readily make available for audit team verification	yes	
2.4.3	Teaching Experience in years (of full-time teachers)	01 - 11 year		yes	
Teaching -Learning and Evaluation (Evaluation Process and Reforms)					
2.5.1	What is the average time taken to declare the results after the last examination?	Implemented enclosed	i. Copy of the Regulations on for Declaring the results ii. Sample results sheets with the declaration date and the corresponding Examination time table.	yes	
2.5.2	What is the average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years	Implemented enclosed	i. List of complaints received (Examination wise).	yes	
2.5.3	What is the average percentage of applications for revaluation leading to change in marks?	enclosed	i. List of students whose marks are changed after re- evaluation.	yes	
2.5.4	Does the Examination section initiate any reforms in examination and evaluation process?	yes	i. List of such initiatives. ii. Impact of such initiatives.	yes	
2.5.5	Status of automation of Examination Division along with approved Examination Manual	Implemented	Copy of the manual for the process of examination and evaluation	yes	

Auditor Name	Auditor Signature	Date of Audit
Dr. Nancy Gupta Nancy	Nancy	ASHANTI 15/01/2025 FACULTY OF PARAMEDICAL SCIENCE Principal BAREILLY

ANNEXURE –3 PROFORMA

CRITERION – 3: RESEARCH, INNOVATIONS AND EXTENSION

Name of the Experts : Dr. Nancy Gupta, Dr. Mintaj Tahir. **Audit No.:** 01

Name of the Director : Dr. Prashant Gupta. **Audit Date:** 15/01/2025

(with Dean-R&I)

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Research, Innovations and Extension (Promotion of Research and Facilities)					
3.1.1	Does the University have a well-defined policy for promotion of research? Is the same uploaded on the institutional website?	yes	Research Promotion Policy Document	yes	
3.1.2	Does the University provide seed money to its teachers for research (average per year)?	—	Seed money allocation letters	—	
3.1.3	How many teachers were awarded international fellowship for advanced studies/ research during the year?	Nil	List of faculty Members. Letters of award.	—	
3.1.4	a) How many JRFs, SRFs, Post- Doctoral Fellows, Research Associates and other research fellows in the university enrolled during the year	—	List of Such Fellows. Fellowship letters.	—	
	b) How Many departments are awarded with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other similar recognitions by government agency?	Nil	List of Departments. Letter of Recognition.	—	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Research, Innovations and Extension (Resource Mobilization for Research)					
3.2.1	How many research projects sponsored by the Government and non-government sources such as industry, corporate houses, international bodies, endowments, Research Chairs in the institution during the year (Amount in Rupees)?	—	List of such projects. Letter of allotment of funds. Progress of the research.	—	
3.2.2	How many research projects per teacher funded by government, non-government, industry, corporate houses, international bodies during the year?	—	List of such projects. Letter of allotment of funds. Progress of the research	—	
Research, Innovations and Extension (Innovation Ecosystem)					
3.3.1	Has the University created an eco-system, Indian Knowledge System including awareness about IPR, establishment of IPR Cell, Incubation Centre and other initiatives for creation and transfer of knowledge and outcome of the same?	yes enclosed	List of facilities and initiatives. List of activities Report on activities. List of start up Details of startup companies.	yes	
3.3.2	How many awards for innovation have been won by institution/ teachers/research scholars/ students during the last five years?	enclosed	List of Awardees Letter of award.	yes	
Research, Innovations and Extension (Research Publications and Awards)					
3.4.1	Does the University have stated Code of Ethics to check malpractices and plagiarism in Research	yes	Copy of the Code of Ethics	yes	
3.4.2	How many Patents have been published/awarded during the last five years.	enclosed	List of patents Published/ Awarded. Letter of award.	yes	
3.4.3	How many Ph.Ds were awarded per teacher during the last five years?	enclosed	Number/Teacher List of the awardees.	yes	
3.4.4	How many research papers published per teacher in the Journals notified on UGC CARE list during the last five years?	enclosed	Number of Publications. List of Publications.	yes	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
3.4.5	Number of books and chapters in edited volumes/ books published, and papers in national/international conference-proceedings per teacher during the last five years?	Implemented	List of Books/Chapters. Proof of providing the incentives.	yes	
3.4.6	E-Content developed by Teachers for i. e-PG Pathshala ii. CEC (Undergraduate) iii. SWAYAM iv. MOOC Platform v. Any other Govt. Initiatives vi. For Institutional LMS	Implemented		yes	
3.4.7	Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science	Implemented	Number of citations (faculty members-wise/Publication- wise).	yes	
3.4.8	Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science – h-index of the university.	Implemented		yes	
Research, Innovations and Extension (Consultancy)					
3.5.1	Revenue generated from consultancy and Corporate Training during the last five years.	Implemented	Consultancy Policy Document List of consultancies offered, and the amount generated. List of trainings conducted, and the revenue generated.	yes	
Research, Innovations and Extension (Extension Activities)					
3.6.1	Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues & holistic development & awards from Government / recognized bodies received, if any, during the last five years.	Implemented	List of such activities. List of Awards.	yes	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
3.6.2	Number of extension and outreach programs conducted in collaboration with industry, community and Non – Government Organizations through NSS/NCC/Red cross/YRC etc., during the last five years.	Implemented	List of such activities. Number of students who have participated for each of the activity.	Yes	
Research, Innovations and Extension (Collaboration)					
3.7.1	Number of functional MoUs with institutions/ Industries in national, international for internship, on-th-job training, project work, student/faculty exchange and collaborative research during the last five years (only functional MoUs with ongoing activities to be considered)	Implemented	List of MOUs. List of activities organized based on MOU. List of industries. Copies of the internship letters. List of such collaborative work.	yes	

Auditor Name	Auditor Signature	Date of Audit
Dr. Nancy Gupta	Nancy	15/01/2025

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ANNEXURE – 4 PROFORMA

CRITERION – IV: INFRASTRUCTURE AND LEARNING RESOURCES

Name of the Experts.: Dr. Manjeet Kumar, Dr. Sunil Gupta **Audit No.:** 01

Name of the Director: Dr. Prashant Gupta **Audit Date:** 15/01/2025

Along with **Dean (Academic)**

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Infrastructure and Learning Resources (Physical Facilities)					
4.1.1	Institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, ICT enabled facilities such as smart classes, LMS, facilities for cultural and sports activities, yoga centre, games (Indoor and Outdoor) gymnasium, auditorium, etc.	Faculty Director's Report Sports Directors Report Implemented enclosed	List of classrooms. List of laboratories List of Digital Classrooms List of Indoor Sports facilities. List of Outdoor Facilities. List of Coaches. ICT facilities. Status of LMS Implementation.	yes	
4.1.2	Average percentage of budget allocation, excluding salary for infrastructure development & augmentation during the last five years	Finance Officer's Report	Budget Estimates. Audited Utilization Statement.	✓	
Infrastructure and Learning Resources (Library as a Learning Resource)					
4.2.1	Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscription to e- resources and journals are made	Librarian's Report	Details of ILMS software. Proof of Automation of Library. Subscription list for e-resources and Journals	✓	
4.2.2	Annual Expenditure for Purchase of Books/e-books and subscription to journals/e-journals year-wise during last five years	enclosed	Library Budget	✓	

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Infrastructure and Learning Resources (IT Infrastructure)					
4.3.1	Describe IT facilities including Wi-Fi with date and nature of updating, available internet band width	yes		yes	
4.3.2	What is the student to Computer ratio (previous Academic Year data to be provided)	10:07		yes	
4.3.3	Institution has the following facilities for e-content development and other resource development i. Audio-visual centre, mixing equipment, editing facilities and media studio ii. Lecture capturing system (LCS) iii. Central Instrumentation Centre iv. Animal House v. Museum vi. Business Lab vii. Research / Statistical database viii. Moot Court ix. Theatre x. Art Gallery xi. Any other facility to support Research	yes		yes	
Infrastructure and Learning Resources (Maintenance of Campus Infrastructure)					
4.4.1	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years	Implemented	Budget Allocation	yes	
4.4.2	Are there established systems and processes available for a) Maintaining & Utilizing Physical, Academic and Support Facilities, b) Laboratory, c) Library, d) Sports Complex, e) Computers, f) Classrooms, etc.	yes	Standard Operating Procedures	yes	

Auditor Name	Auditor Signature	Date of Audit
Dr. Manjeet Kumar	Manjeet	15/01/2025

FACULTY OF PARAMEDICAL SCIENCES Principal BAREILLY

ANNEXURE – 5 PROFORMA

CRITERION – V: STUDENT SUPPORT AND PROGRESSION

Name of the Experts: Dr manjeet kumar

Audit No.: 01

Name of the Director: Dr Prashant Gupta.

Audit Date: 15/01/2021

Metric No.	Description	Status of Implementation	Presence of relevant Documents	Remarks	
				Yes	No
Student Support and Progression (Student Support)					
5.1.1	Average percentage of students benefited by scholarships and free ships provided by the Institution, Government, NGO, Industries, Philanthropists during the last five years	Implemented enclosed	Percentage of students List of such students.	yes	
5.1.2	Efforts taken by the Institution to provide Career Counseling including e-counseling and guidance for competitive examinations during the last five years	enclosed	Number of students benefited. List of activities conducted.	yes	
5.1.3	Number of capacity development and skill enhancement initiatives undertaken by the Institute for Soft Skills, Language and Communication Skills, Life Skills (Yoga, Physical Fitness, Health & Hygiene, Self-Employment & Entrepreneur skills, Awareness of trends in technology	Implemented enclosed	List of such initiatives.	yes	
5.1.4	The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging case (if any).	yes	Report of the Students' redressal cell.	yes	
Student Support and Progression (Student Progression)					
5.2.1	Average percentage of placement of outgoing students during the last five years.	enclosed	Placement details.	yes	
5.2.2	Percentage of graduated students to higher education (year-wise during last 5 years)	enclosed	List of Students selected for higher studies.	yes	

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Metric No.	Description	Status of Implementation	Presence of relevant Documents	Remarks	
				Yes	No
5.2.3	Average percentage of students qualifying in state/ national/ international level examinations during the last five years (eg: NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations)	Nil	List of qualified students in each of the competitive examinations.	yes	
Student Support and Progression (Student Participation and Activities)					
5.3.1	Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/national/ international events (award for a team event should be counted as one) during the last five years	Implemented enclosed	List of students winning medals/awards.	yes	
5.3.2	Presence of an active Student Council & representation of students on academic & administrative bodies/ committees of the institution.	—	Details of the students' Council activities.	yes	
5.3.3	Average number of sports and cultural activities / competitions, tech fest/academic fest, any other events through active clubs and forums organized at the institution level per year.	Implemented	List of activities.	yes	
Student Support and Progression (Alumni Engagement)					
5.4.1	Alumni contribution during the last five years through registered Alumni Association.	enclosed	Alumni Cell Details	yes	
5.4.2	The Alumni has contributed significantly to the development of the institution through academic and other support system (financial and non-financial means during the last five years)	enclosed	Alumni Cell Details.	yes	

Auditor Name	Auditor Signature	Date of Audit
Dr. Manjeet Kumar	Manjeet	15/01/2025

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ANNEXURE – 6 PROFORMA

CRITERION – VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

Name of the Experts : Dr. Manjeet Kumar, Dr. Prashant Gupta. **Audit No.:** 01

Name of the Director: Dr. Prashant Gupta. **Audit Date:** 15/01/2025

Along with the **Vice Chancellor** Dr. Lata Agrawal

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Governance, Leadership and Management (Institutional Vision and Leadership)					
6.1.1	The institution has clearly stated vision and mission which is visible in various institutional practices such as NEP Implementation, sustained institutional growth, de-centralization, participatory institutional governance and in their Institutional Perspective Strategic Plan (IPSP)	Implemented			
Governance, Leadership and Management (Strategy Development and Deployment)					
6.2.1	The Institutional Perspective Plan is effectively deployed and functioning of the institutional bodies is effective & efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.	Implemented enclosed			
Governance, Leadership and Management (Faculty Empowerment Strategies)					
6.3.1	The institution has a performance appraisal system, effective welfare measures for teaching and non- teaching staff and avenues for career development/progression	Implemented			
6.3.2	Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee for professional bodies during the last five years	enclosed	List of students availing Financial Support	yes	

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
6.3.3	Teachers who have undergone online/face to face FDP / MDP during last five years	enclosed	List of such MDP and FDP with details		
Governance, Leadership and Management (Financial Management and Resource Mobilization)					
6.4.1	Institutional strategies for mobilization of funds other than salary and fees and the optimal utilization of resources	–	–	–	
6.4.2	Funds/Grants received from Government Bodies/NGO during last five years for development & maintenance of infrastructure	–	–	–	
6.4.3	Institution conducts internal and external financial audits regularly	–	–	–	
Governance, Leadership and Management (Internal Quality Assurance System)					
6.5.1	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes by constantly reviewing the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals in terms of A) Incremental improvement made during the preceding five years with regard to quality B) Incremental improvement made for the preceding five years with regard to quality and post accreditation quality initiatives	Implemented enclosed			
6.5.2	Institution has adopted the following for Quality Assurance: 1. AAA and Follow up action taken 2. Conferences, Seminars,	enclosed	ASHANT FACULTY OF PARAMEDICAL SCIENCE Principal BAREILLY		

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
	Workshops on quality conducted 3. Collaborative quality initiatives with other institution(s) 4. Orientation program on quality issues for teachers and students 5. Participation in NIRF and other recognized rankings like Shanghai Ranking, QS Ranking, Times Ranking, etc 6. Participation in any other quality audit as recognized by State, National or International Agencies				
6.5.3	Incremental improvements made for the preceding five years with regard to quality	YB			

Auditor Name	Auditor Signature	Date of Audit
Dr. Manjeet Kumar	Manjeet Kumar	25/02/2021

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ANNEXURE – 7 PRO FORMA

CRITERION – VII: INSTITUTIONAL VALUES AND BEST PRACTICES

Name of the Experts: Dr. Sunil Gupta, Dr. Manjeet Kumar

Audit No.: 01

Name of the Director: Dr. Prashant Gupta.

Audit Date: 15/02/2023

Along with the **Vice Chancellor** Dr. Lata Agrwal

Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
Institutional Values and Best Practices (Institutional Values and Social Responsibilities)					
7.1.1	**Gender Equity:** Institution has initiated Gender Audit and measure for promotion of gender equity	yes			
7.1.2	**Environmental Consciousness & Sustainability** Institution has facilities for alternate sources of energy and energy conservation measures a) Solar Energy, b) Biogas Plant, c) Wheeling to the Grid, d) Sensor based Energy Conservation, e) Use of LED Bulbs/power efficient equipment, f) f) Wind Mill or any other clean green energy	Implemented	List of documents for effective implementation.	yes	
7.1.3	Describe the facilities in the Institution for the management of the following types of degradable and non- degradable waste a) Solid Waste Management, b) Liquid Waste Management, c) Biomedical Waste Management, d) E-Waste Management, e) Water recycling system, f) Hazardous chemicals and radioactive waste management	Implemented		yes	

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FACULTY OF PARAMEDICAL SCIENCE
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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
7.1.4	Water conservation facilities available in the institution a) Rainwater Harvesting b) Borewell/Open well recharge c) Construction of tanks & bunds d) Wastewater recycling e) Maintenance of water bodies and distribution system in the campus	yes		yes	
7.1.5	**Green Campus Initiatives** of the Institution including restricted entry of automobiles, use of bicycles/ battery powered vehicles, pedestrian friendly pathways, ban on use of plastic, landscaping with trees and plants	yes			
7.1.6	Quality Audits on Environment and Energy are regularly undertaking by the Institution for a) Green Audit / Environment Audit, b) Energy Audit, c) Clean and Green Campus initiatives, d) Beyond the campus environmental promotion and sustainability activities	yes			
7.1.7	Differently-abled (*Divyangjan*) Friendly, Barrier Free environment	Implemented	List of measures taken for assisting the Differently-abled student.	yes	
7.1.8	Institutional efforts in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and such other diversities	—			
7.1.9	Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens/ Electoral norms	—			

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Metric No.	Description	Status of Implementation	Relevant Documents	Remarks	
				Yes	No
7.1.10	The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programs in this regard A) The Institution Code of Conduct principle are displayed on the website B) There is a committee to monitor adherence to the institutional code of conduct principles C) Institution organizes professional ethics programs for students, teachers, administrations and other Staff D) Annual awareness programs on Code of Conduct are organized		Code of Conduct Policy	Yes	
Institutional Values and Best Practices (Best Practices)					
7.2.1	State at least two institutional best practices successfully implemented by the Institution		Best practice document as per NAAC Manual		
Institutional Values and Best Practices (Institutional Distinctiveness)					
7.3.1	Describe/Explain the performance of the institution in one area distinctive to its priority and thrust.				

Auditor Name	Auditor Signature	Date of Audit
Dr. Sunil Gupta	Sunil	15/04/2023

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