


4. The duration of the schedule for academic audit may vary from 1 to 3 working days depending on the number of departments/institutes in a faculty.
5. The Deans alongwith two external experts will visit the departments/institutes as per schedule and Chairpersons/Directors/Principals of departments/institute will give a presentation of 10-15 minutes before the committee.
6. The department-wise report of the academic audit will be prepared and signed by the committee members. The committee may write its observations about the activities of the department/institute like publications, collaborations, sponsored projects, awards/ recognition received by faculty etc. and give its suggestions for the academic growth of the department/institute.
7. The department-wise report of the academic audit (in soft as well as hard copy) will be submitted to the office of IQAC/NAAC steering committee latest by July 20, 2022 positively.
8. The member secretary of the committee of Administrative will circulate the proforma of administrative audit to all the branches of the University and collect the information as per proforma.
9. The duration of the schedule for administrative audit may be of 2 to 3 working days.
10. The branch heads will give a presentation before the committee (for administrative audit) particularly about the improvement made in the functioning of branch during last five years.
11. The committee for administrative audit will prepare a branch-wise report giving its observations as well as suggestions.
12. The branch-wise report of the administrative audit (in soft as well as hard copy) will be submitted to the office of IQAC/NAAC steering committee latest by July 20, 2022 positively.
13. An official from accounts branch will take care of payment of honorarium and TA/DA to the external experts of the committees. The Vice-Chancellor has approved the honorarium of Rs. 2000/- per day for the external experts.
14. The General branch will take care of the boarding and lodging of the external experts in the international guest house of the University. The external experts, as approved by the Vice-Chancellor, will be treated as University guests.


DEAN ACADEMIC AFFAIRS

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

('A+' Grade, NAAC Accredited)

Minutes of the meeting of the Committee held on 22.06.2022 at 12.00 noon in the office of the Dean Academic Affairs with regard to conduct of Academic and Administrative Audit of the University (AAA) for the University's Assessment & Accreditation by NAAC.

MEMBERS PRESENT

1. Dean Academic Affairs
2. Dean, Faculty of Sciences.
3. Dean, Life Sciences
4. Dean, Faculty of Engg. & Technology.
5. Dean, Faculty of Indic Studies.
6. Dean, Faculty of Pharmaceutical Sciences.
7. Dean, Faculty of Social Sciences
8. Dean of Colleges
9. Director, IQAC
(Dean, Faculty of Arts & Languages; Law, Education & Commerce & Management could not attend the meeting).

At the outset, the Dean, Academic Affairs welcomed the Deans of faculties and Dean of Colleges in the meeting. The Dean, Academic Affairs briefed the members about the requirement of Academic and Administrative Audit (AAA) of the University. She also emphasized the time-bound nature of this exercise. The members were informed that a policy for Academic and Administrative Audit of the University had been approved in the meeting of IQAC held on May 4, 2022. The Vice-Chancellor has nominated the panel of three external experts for each faculty for conducting the academic audit and four experts alongwith member secretary (Prof. Anil Vohra) for conducting administrative audit of the University.

As per AAA policy, a committee of Dean of the faculty and 2 external experts (nominated by the Vice-Chancellor) will conduct the academic audit of the departments of the respective faculty. A committee of 3-4 external experts will conduct the administrative audit of the University.

After detailed deliberations the following decisions were taken in the meeting:

1. The Director, IQAC will provide the proforma for academic audit to the Deans of the faculties and proforma for administrative audit to the member secretary (Prof. Anil Vohra) of the committee. The list of the experts nominated by the Vice-Chancellor will also be provided by the Director, IQAC.
2. The Deans of the faculties will circulate the proforma for academic audit to the departments/institutes of their respective faculties and collect the information as per proforma.
3. The Deans of the faculties will contact the experts and prepare the schedule of the academic audit of the departments/institutes of their respective faculties. A copy of the schedule will be provided to the Chairpersons/Directors/Principals of departments/institute well in advance.

Endst. No. ACR-I/General Rules/22/7974-89 Dated: 30.6.2022

A Copy of the Minutes at overleaf dated 22.06.2022 duly approved by the Hon'ble Vice-Chancellor is forwarded to the following for kind information and necessary action: -

1. Dean Academic Affairs
2. Dean, Faculty of Life Sc.
3. Dean, Faculty of Pharmaceutical Sc.
4. Dean, Faculty of Sciences.
5. Dean, Faculty of Engg. & Technology.
6. Dean, Faculty of Arts & Languages
7. Dean, Faculty of Social Sciences.
8. Dean, Faculty of Education.
9. Dean, Faculty of Indic Studies.
10. Dean, Faculty of Commerce & Mgt.
11. Dean, Faculty of Law.
12. Director, IQAC
13. Prof. Anil Vohra, Department of Electronics Science.
14. Assistant Registrar (Accounts) (for making payment of honorarium and TA/DA to external experts)
15. Assistant Registrar (General) (for arrangement of refreshment/Lunch etc.)
16. The Supervisor (International Guest House) (for boarding and lodging of the external experts)

D.A. As above.

Yours faithfully,

[Signature]
29/6/22
Deputy Registrar (Academic)
for Registrar