# Swami Rama Himalayan University
## Office of the Registrar

SRHU/Reg./OO/2024-137(i)

**OFFICE ORDER**

Date: 25th September 2024

### Partial Modification of Office Order

In partial modification of office Order No SRHU/Reg/OO/2024-61 dated 13th April 2024, I am directed to inform that the following members of Internal Quality Assurance Cell (IQAC) are substituted as follows:

| S.No. | Category | Name of the Substituted members | Name of the Existing members |
|---|---|---|---|
| 1 | Few Senior Administrative Officer | Mr. Vineet Bahuguna, GM-Administration & Workforce Development | Ms. Prabhjot Kaur, Dy. Manager (HR) |
| 2 | One of the Senior Teachers/Director as a Coordinator of the IQAC | Dr. Pradeep Kumar Varshney Director- IQAC | Dr. Deepa Singh, Professor, HIMS |

Dr. Deepa Singh, Professor, HIMS, has been included as a member under the Category of "Teachers to represent all level" in the said cell.

Accordingly, the Internal Quality Assurance Cell (IQAC) at the University level is hereby revised, comprising of the followings:

| S. No. | Category | Members | |
|---|---|---|---|
| 1. | Head of the Institution | Dr. Rajendra Dobhal Vice-Chancellor, SRHU | Chairperson |
| 2. | One Member of the Management | Dr. Vijendra D. Chauhan Director General (Academic Development) | Member |
| 3. | Teachers to represent all levels | Principal, Himalayan Institute of Medical Sciences | Member |
| 4. | | Principal, Himalayan College of Nursing | Member |
| 5. | | Principal, Himalayan School of Bio Sciences | Member |
| 6. | | Principal, Himalayan School of Science & Technology | Member |
| 7. | | Principal, Himalayan School of Management Studies | Member |
| 8. | | Principal, Himalayan School of Yoga Sciences | Member |
| 9. | | Principal, Himalayan School of Pharmaceutical Sciences | Member |
| 10. | | Dr. Renu Dhasmana, Vice Principal (Administration), HIMS | Member |
| 11. | | Dr. Reshma Kaushik, Vice Principal (PG), HIMS | Member |

| | | | | |
|---|---|---|---|---|
| 12. | | | Dr. Anuradha Kusum, Vice Principal (UG), HIMS | Member |
| 13. | | | Dr. Barnali Kakati, Vice Principal, Paramedical (PG), HIMS | Member |
| 14. | | | Dr. Kiran Bhatt, Vice Principal, Paramedical (UG), HIMS | Member |
| 15. | | | Dr. Jayanti Semwal, Professor, HIMS | Member |
| 16. | | | Dr. Juhi Kalra, Professor, HIMS | Member |
| 17. | | | Dr. Ruchi Juyal, Professor, HIMS | Member |
| 18. | | | Dr. Deepa Singh, Professor, HIMS | Member |
| 19. | | | Dr. Vivek Kumar, Professor, HSBS | Member |
| 20. | | | Dr. Som Aditya Juyal, Professor, HSMS | Member |
| 21. | | | Dr. Grace Madonna Singh, Professor, HCN | Member |
| 22. | Few Senior Administrative Officers | | Director, Operations | Member |
| 23. | | | Registrar | Member |
| 24. | | | Finance Officer | Member |
| 25. | | | Controller of Examinations | Member |
| 26. | | | University Librarian | Member |
| 27. | | | Director, Research & Development Cell | Member |
| 28. | | | Mr. R.P.S. Rawat, DGM | Member |
| 29. | | | Mr. Girish Uniyal, Head (E&M) | Member |
| 30. | | | Mr. Vineet Bahuguna, GM-Administration & Workforce Development | Member |
| 31. | One nominee from Local Society | | Dr. Rajeev Bijalwan, RDI | Member |
| 32. | One nominee from amongst students | Female | Ms. Diksha (MBBS - 2021 Batch) | Member |
| 33. | | Male | Mr. Prince Kumar (B.Sc. Nursing - 2021 Batch) | Member |
| 34. | One nominee from amongst Alumni | | Dr. Atul Aggarwal, Professor, HIMS | Member |
| 35. | One nominee from employer | | Dr. Rajesh Maheshwari, Medical Superintendent, Himalayan Hospital | Member |
| 36. | One nominee from amongst Industrialists | | Mr. Manu Kochar, Madhuban Hotel, 97 Rajpur Road, Hathibarkala Salawala, Dehradun, Uttarakhand 248001 | Member |
| 37. | One nominee from amongst stakeholders - Parent | | Shri. Bijendra Singh F/O Ms. Diksha Kalinka Vihar, Majri Maafi, IIP Mokhanpur, Dehradun-248005 | Member |
| 38. | Few distinguished educationists and representatives for | | Prof. P.D Juyal, Former Vice-Chancellor NDVSU | Member |
| 39. | | | Prof. (Dr.) Hem Chandra, Director, Hospital Services, Himalayan Hospital | Member |

| 40. | local management and stakeholders. | Prof. R.C. Sundriyal, Director-IQAC, HNBGU (A Central University), Srinagar | Member |
|---|---|---|---|
| 41. | One of the Senior Teachers/Director as a Coordinator of the IQAC | Dr. Pradeep Kumar Varshney Director- Internal Quality Assurance Cell (IQAC) | Coordinator |
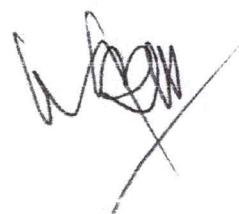
Membership of the members shall be till 12th April 2026.

This bears approval of the competent authority.

**Registrar**

**Copy to:**
Hon'ble President
Hon'ble Vice Chancellor     } *for kind information please*
Director General (Academic Development)
Advisor & Director Hospital Services
Advisors
Director, Operations
Principals of all constituent colleges/schools- *to intimate respective departments under your control*
Director, Medical Services
Finance Officer
Controller of Examinations
University Librarian
Director - IQAC
All concerned members of IQAC

Ref. No. SRHU/IQAC/2024-23

5th December 2024

## 17th IQAC Meeting Notice

I am directed to inform all concerned that the 17th Meeting of Internal Quality Assurance Cell (IQAC) of Swami Rama Himalayan University, will be held on **20th December, 2024** (Friday) at **3.00 PM** in the Conference Hall, Medical College, SRHU.

You are requested to kindly make it convenient to attend the meeting. The copy of Agenda is attached herewith as **Annexure-1** for your ready reference.

This bears approval of the competent authority.
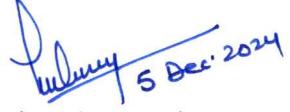
Dr. Pradeep K. Varshney
Director, IQAC
SRHU

Copy to:

Hon'ble President for his kind information please
Hon'ble Vice Chancellor for his kind information please
All esteemed Members of the IQAC

**Swami Rama Himalayan University**

(Estd. Under section 2(f) of UGC Act, 1956 vide Uttarakhand State Act)

Swami Ram Nagar, Jolly Grant, Dehradun 248016
Uttarakhand, India

**स्वामी राम हिमालयन विश्वविद्यालय**

(यूजीसी अधिनियम, 1956 की धारा 2 (f) के अंतर्गत उत्तराखण्ड राज्य अधिनियम द्वारा स्थापित)

स्वामी राम नगर, जौलीग्रान्ट, देहरादून 248016
उत्तराखण्ड, भारत

**Annexure-1**

# Agenda Items

The following agenda items will be discussed in the 17th meeting of IQAC scheduled on 20th December, 2024 (Friday), which include

| | |
|---|---|
| **Agenda Item No. 17.1:** | To confirm the minutes of the last meeting held on 28th September, 2024. |
| **Agenda Item No. 17.2:** | A brief report on NAAC Accreditation A+ Grade of SRHU. |
| **Agenda Item No. 17.3:** | **Submission of Monthly report data** by all academic units and verification by Criterion Leaders w.e.f. 01.01.2025 and AQAR data compilation on quarterly basis. |
| **Agenda Item No. 17.4:** | Revised guidelines and proformas of **Academic and Administrative Audits** including both Internal and External Academic Audits and Administrative Audits. |
| **Agenda Item No. 17.5:** | Strengthening of IQAC Cell for Accreditation and Rankings of the University, like NIRF, QS I-Gauge and NBA. |
| **Agenda Item No. 17.6:** | Any other point with the permission of the Chair. |

5 Dec '2024

Dr. Pradeep K. Varshney
Director, IQAC
SRHU

## 17th IQAC Minutes of the Meeting

The 17th Meeting of the Internal Quality Assurance Cell of Swami Rama Himalayan University was held on 20th December, 2024 at 03.00 pm in the Conference Hall, HIMS. The following members were present in the meeting:

| | | |
|---|---|---|
| 1. | **Dr. Rajendra Dobhal, Vice Chancellor** | **Chairperson** |
| 2. | Dr. Vijendra D. Chauhan, Director General (AD) | Member |
| 3. | Dr. Ashok K Deorari, Principal HIMS | Member |
| 4. | Dr. Sanchita Pugazhendi, Principal, HCN | Member |
| 5. | Dr. Sanjay Gupta, Principal HSBS and Criterion Leader-3 | Member |
| 6. | Dr. Pramod Kumar, Principal, HSST | Member |
| 7. | Dr. Subodh Saurabh Singh, Principal, HSYS | Member |
| 8. | Dr. Anuradha Kusum, Vice Principal (UG), HIMS | Member |
| 9. | Dr. Jayanti Semwal, Professor, HIMS, Criterion-4 Leader | Member |
| 10. | Dr. Juhi Kalra, Professor, HIMS, Criterion-1 Leader | Member |
| 11. | Dr. Ruchi Juyal, Professor, HIMS, Criterion-7 Leader | Member |
| 12. | Dr. Deepa Singh, Professor HIMS and Criterion-2 Leader | Member |
| 13. | Dr. Vivek Kumar, Professor, HSBS | Member |
| 14. | Dr. Som Aditya Juyal, Professor, HSMS Criterion-5 Leader | Member |
| 15. | Dr. Archana Prakash, Controller of Examinations | Member |
| 16. | Prof. Yogendra Singh, University Librarian | Member |
| 17. | Dr. Bindu Dey, Director Research | Member |
| 18. | Mr. R.P.S. Rawat, DGM | Member |
| 19. | Mr. Vineet Bahuguna, GM-Admin. & Workforce Development | Member |
| 20. | Dr. Rajeev Bijalwan, Rural Development Institute | Member |
| 21. | Prof. P.D. Juyal, Former Vice Chancellor, NDVSU | Member |
| 22. | Dr. Hem Chandra, Director, Hospital Services, Himalayan Hospital | Member |
| 23. | Prof. R.C. Sundriyal, Director-IQAC, HNBGU | Member |
| 24. | Dr. Mohit Verma, Principal, HSMS (attended by Dr. Shweta Sethi) | Member |
| 25. | Dr. Ganesh Kumar, Principal, HSPS (attended by Dr. Ujjwal Nautiyal) | Member |
| 26. | Mrs. Sadhna Mishra, Director Operations (attended by Ms. Suvidha Bhat) | Member |
| 27. | Dr. Mukesh Bijalwan, Registrar (attended by Mr. Sandeep Badhani) | Member |
| 28. | **Dr. Pradeep K. Varshney, Director IQAC** | **Member Secretary** |

The following members could not attend the meeting due to their commitments elsewhere or were granted leave.

1. Dr. Reshma Kaushik, Vice Principal (PG), HIMS — Member
2. Dr. Renu Dhasmana, Vice Principal (Administration), HIMS — Member
3. Dr. Barnali Kakati, Vice Principal. Paramedical (PG), HIMS — Member
4. Dr. Kiran Bhatt, Vice Principal, Paramedical (UG), HIMS — Member
5. Dr. Grace Madonna Singh, Professor, HCN Criterion-6 Leader — Member
6. Mr. Avnish Shalya, Finance Officer — Member
7. Mr. Girish Uniyal, Head (E&M) — Member
8. Dr. Atul Aggarwal, Professor, HIMS — Member
9. Dr. Rajesh Maheshwari, Medical Supt., Himalayan Hospital — Member
10. Mr. Prince Kumar (B.Sc. Nursing - 2021 Batch) — Member
11. Ms. Diksha (MBBS - 2021 Batch) — Member
12. Mr. Manu Kochar, Madhuban Hotel, 97 Rajpur Road, Dehradun — Member
13. Mr. Bijendra Singh, F/O Ms. Diksha, Dehradun — Member

Dr Rajendra Dobhal, Vice Chancellor chaired the meeting. The meeting began with a prayer.

The Vice Chancellor welcomed all the members and introduced Prof. R.C. Sundriyal, HNBGU as an external member who attended first meeting and directed Director IQAC to present the agenda.

Director IQAC formally welcomed all the members and presented the agenda items with detailed deliberations. Resolutions on each agenda alongwith recommendations and observations of members are presented hereunder.

**Agenda Item No. 17.1:**     **To confirm the minutes of the last meeting held on 28th September 2024.**

The minutes of the meeting of 16th IQAC meeting held on 28th September 2024 was approved as brought in the meeting. The same is attached as **Annexure-A.**

**Agenda Item No. 17.2:**     **A brief report about NAAC Accreditation A+ Grade result analysis by Director, IQAC**

Director IQAC briefed about NAAC A+ Accreditation and mentioned that 3.27 CGPA was attained by the University in its first cycle. The accreditation is valid upto 17 November 2029. He also mentioned that IQAC will start submitting its Annual Quality Assurance Report (AQAR) on a regular basis starting from 2024-25 academic year and onwards.

He presented Criteria-wise NAAC result before all members by highlighting the strong and weak areas so that suitable measures could be taken for further improvement in the near future.

H'VC directed all academic unit Principals to develop online courses for NPTEL, SWAYAM, e-PathShala with support of University Coordination team.

All the members appreciated the entire team of IQAC for the A+ grade.

| | |
|---|---|
| **Agenda Item No. 17.3:** | **Compilation of monthly report data by all academic units and verification by Criterion Leaders w.e.f. 01.01.2025 and AQAR data compilation on half-yearly basis.** |

Director IQAC briefly mentioned about the existing process of data compilation and that the data compilation will be done on the basis of monthly report from all academic units and other informations from central units/departments on quarterly basis so as to compile a Quarterly Assurance Report (QAR) on a regular basis. The NAAC formats were presented alongwith requisite documents required from all academic units/departments and administrative units/departments in the meeting.

| | |
|---|---|
| **Agenda Item No. 17.4:** | **Revised guidelines and proformas of Academic and Administrative Audit including both Internal and External Academic Audit and Administrative Audit.** |

The revised guidelines of Academic and Administrative Audit (AAA), new audit process for both Internal and External Academic Audit and Administrative Audit alongwith new proforma were presented by the Director IQAC, which shall be implemented from Jan-Feb., 2025.

Hon'ble Vice Chancellor directed Director IQAC to share revised guidelines and audit proformas with all the members of the University to provide feedback / suggestions to finalize these documents of audits.

Director General-AD suggested to incorporate MS/MD/MCh/DM qualification equivalent to PhD in the SER proformas.

Hon'ble Vice Chancellor asked to add Mid-term plan in the SER proforma in between Short-term and Long-term plans. He also directed to add "non-satisfactory with zero marks" in the administrative audit proforma.

It was also decided that Internal Academic Audit for HIMS shall be held on an annual basis whereas other schools shall follow semester-wise Internal Academic Audit followed by External Academic Audit annually. The internal administrative audit shall be done annually followed by external audit. The audit timelines and constitution of committee shall be notified as per revised guidelines of Academic and Administrative Audit (AAA).

The suggestions given by the members in the meeting and after the meeting are incorporated in these documents and highlighted in yellow colour. The following revised documents are attached:

    i) Revised Academic and Administrative Audit Guidelines at **Annexure-1**

    ii) Self Evaluative Report (SER-1) Proforma for Academic Audit as **Annexure-2**

    iii) Internal Academic Audit Report Proforma as **Annexure-3**

    iv) External Academic Audit Proforma as **Annexure-4**

v) Self Evaluative Report (SER-2) Proforma and Internal / External Administrative Audit Proforma as **Annexure-5**

**Agenda Item No. 17.5:** **Strengthening of IQAC Cell for Accreditation and Rankings of the University.**

In view of proposed plan of IQAC, there is need to strengthen IQAC in terms of both manpower and IT peripherals so as to meet out the targets of NIRF ranking, QS-I-Gauge Rating and Rankings, AQAR 2024-25, NBA of Engg. & Management Programmes in near future. The following requirements shall be made available in the near future, which include: -

1. Availability of Functional ERP Academic Module for OBE Implementation
2. One additional manpower- AM, AD, Coordinator
3. Data Storage System needs to be strengthened. Presently, 08 PCs with 256GB are available in the NAAC-IQAC Cell and 07 PCs with 256GB are taken on loan from IT department. In future, we have to procure 512GB PCs with large displays dedicated to IQAC work.
4. Availability of IQAC Team in the IQAC Cell on all Saturdays.

Hon'ble Vice Chancellor directed Director IQAC to submit the proposal for necessary approval.

**Agenda Item No. 17.6:** Any other point with the permission of the Chair.

The following suggestive points were shared by members in the meeting: -

1. Dr. Hem Chandra, Director Hospital Services suggested to organize **trainings** of staff on "how to fill budget proforma".

2. Alumni Association and their engagement issue was discussed in length and it was directed by the Hon'ble Vice Chancellor that NOC should be done in online mode with immediate effect. Registrar of the University shall take the desired action on this matter.

> Dr. Vijendra Chauhan, Director General-AD also felt that One Professor should be identified in each academic unit for strengthening Alumni engagement work in near future.

> Dr. A.K. Deorari, Principal HIMS said that Alumni meets can be planned outside the campus, which was appreciated by the Hon'ble Vice Chancellor. Dr. Deorari again raised the issue of funds then Director General-AD mentioned that H'VC will provide funds for such alumni activities.

3. Hon'ble Vice Chancellor asked Dr. RC Sundiyal about IQAC system being followed in his University, then he mentioned that Nodal Officers are created for each criterion with one member from each department alongwith an office of Director IQAC with necessary staff support. In his response, Dr. Rajendra Dobhal, H'VC informed all the members that we do have similar system of Criterion Leaders and members from all academic units/department.

4. Hon'ble Vice Chancellor asked to add IT Manager as a member of IQAC. Registrar shall take desired action in this matter.

5. The Chief Librarian mentioned that some of the library resources including e-journals are being utilized very rarely by the users. Hon'ble Vice Chancellor directed him to submit details for taking further action.

He also mentioned that the visibility of the library on the website is very poor and students are not able to locate the books. Director General-AD informed that the SRHU website is under the process of updating and suggested him to suggest website team where to place the "library tab" on the website.

6. Both the external members asked why the performance of Criterion-3 was relatively weak. Director General-AD replied that the University is consistently improvising the research credentials but still there is need to strengthen following areas: -
i) Consultancy and Industry supported projects
ii) Extramural funding from Govt. of India
iii) Strategies to get more PhD students in near future and with fellowship provisions.
iv) Quality Publications in Quartile-2 and 3 listed journals

The Director Research shall have to take desired action in this matter.

7. Prof. P.D. Juyal suggested that faculty members with rich experience must be given more no. of PhD students for increasing the publication outcome and incentivise them. Director Research shall look into this matter and take necessary measures to increase quality publications in near future.

8. Dr. A.K Deorari said that NAAC Certificates must be displayed in all the important offices and also at other places. The action has been taken by the Director Operations office.

9. Director, IQAC mentioned the importance of the "Visitors Register" to be kept in the offices of Principals for taking regular feedback from visitors / resource persons etc., which was supported by Dr. Deorari for implementation.

10. Dr. Sanjay Gupta, Principal HSBS mentioned that we have to start working on Sustainable Development Goals of United Nations then Director IQAC replied that SRHU research publications are already covering all 17 SDGs in our publications and will participate in NIRF ranking under SDG category in 2025.

The meeting ended with a vote of thanks by the Chairperson.
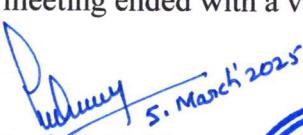
5. March' 2025

Dr. Pradeep K. Varshney
Director, IQAC

Dr. Rajendra Dobhal, FNASc
Vice Chancellor

**Copy to:**
Hon'ble President for his kind information please
Hon'ble Vice Chancellor for his kind information please
All Esteemed Members of the IQAC
All Other Invitees

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Uttarakhand
India
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ANNEXURE- 1
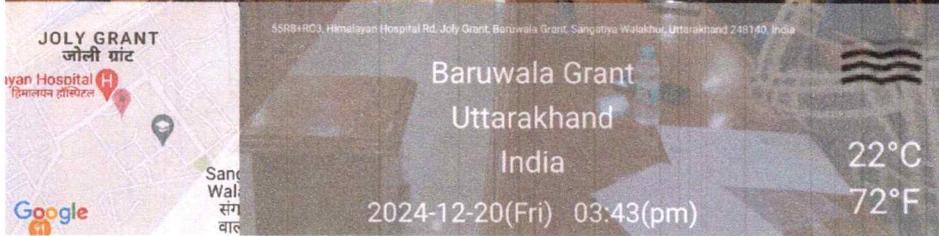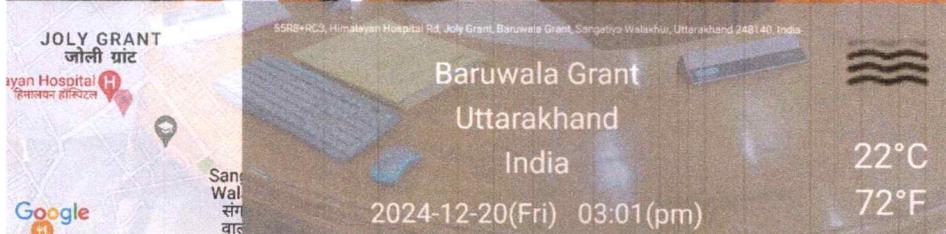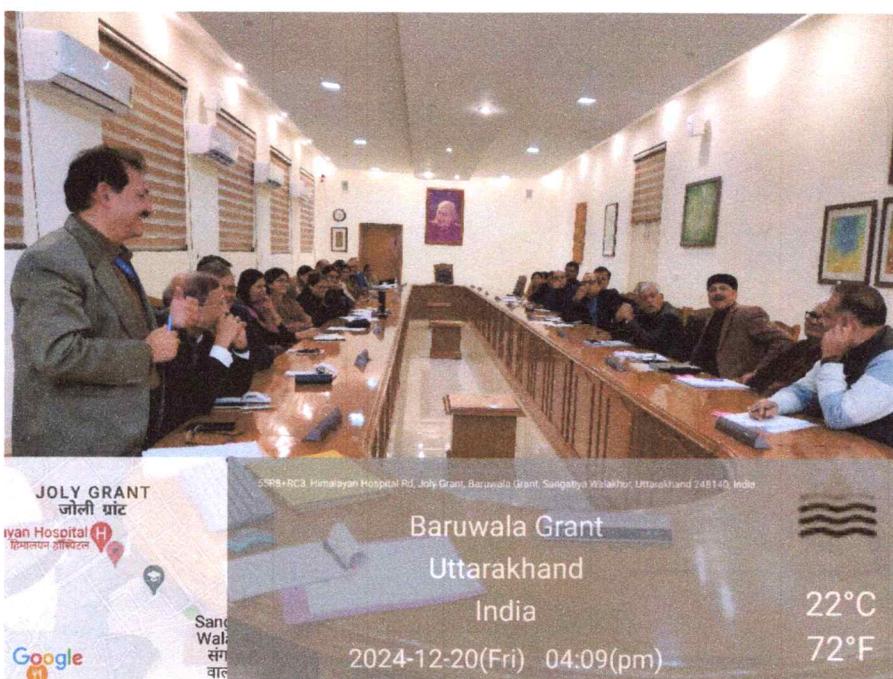
**Revised**

# Guidelines for
# Academic & Administrative Audit

स्वामी राम हिमालयन विश्वविद्यालय
**Swami Rama Himalayan University**

Prepared by:

## Internal Quality Assurance Cell (IQAC)

# Swami Rama Himalayan University
Swami Ram Nagar, Jolly Grant. Dehradun - 248016, Uttarakhand

1. **Title:** These Guidelines shall be known as **"Guidelines for Academic & Administrative Audit"** and shall come into force from the date of approval of Board of Management.

2. **Applicability:** These guidelines shall be applicable to all the constituent colleges/schools/academic units/departments of the University.

## 3. Introduction

The Academic audit is a scientific and systematic method of reviewing the quality of academic process in any institution. It is related with the quality assurance and enhancing the quality of academic activities in Higher Education Institutions (HEIs) whereas the administrative audit is to evaluate the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative units.

The Academic & Administrative Audit, can aid the University faculty members/staff and student for success in their domain areas. There shall be an academic & administrative audit in each academic and administrative unit at stipulated intervals. The internal audit shall be conducted jointly by IQAC members and members from academic & administrative units of the University whereas external audit shall be done by the external auditors appointed by the University. The IQAC shall prepare Academic & Administrative audit statements for all the unit of the University to monitor and enhance the quality standards.

## 4. Objectives of the Academic and Administrative Audit:

The main objective of an academic and administrative audit is to ascertain whether the departments have put in place adequate and effective quality assurance mechanisms in terms of strategies, procedures, their applicability. It will ensure quality inputs and consequently quality outputs; their agility in ensuring continuous improvements along with review of available resources, their optimal utilization, additional resource requirements for attaining quality benchmarks.

The specific objectives of Academic and Administrative Audit include:

(i) To evaluate the performance of the departments/schools/ units and appreciate their achievements as well as give suggestions for further improvement of the quality of teaching- learning and other related areas.

(ii) To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.

(iii) To evaluate the optimum utilization of financial and other resources.

(iv) To make appropriate recommendations for continuous improvement of the processes
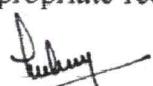
and procedures used for quality assurance and enhancement.

## 5. Purpose of the Academic and Administrative Audit:

The purpose of the academic and administrative audit is to continuously review and strengthen the administrative /academic unit /department to

(i) Examine and suggest improvement to the vision and mission.

(ii) Collect primary baseline data regarding academic eco-system.

(iii) Interact with the faculty regarding strengths, weaknesses, challenges and achievements.

(iv) Define effectiveness of teaching – learning process and to devise methodology to confirm maximum output from faculty members as well as students.

(v) Ensure academic accountability.

(vi) Ensure that the implementation of Outcome Based Education (OBE) in its true sense.

(vii) Assess the research potential and suggest areas that could be taken up for research by faculty members.

(viii) Understand the existing system and assess the strengths and weaknesses of the unit and to suggest the methods for improvement and for overcoming the weaknesses.

(ix) Identify the bottlenecks in the existing mechanisms.

(x) Suggest the methods for continuous improvement of quality.

## 6. Process and Execution of Academic and Administrative Audit: -

The Academic and Administrative Audit (AAA) is very essential for the excellence in Higher Educational Institutions. The process of Academic and Administrative audit involves the following steps:

(i) **Internal Academic Audit** preferably in the month of **July-Aug /Jan-Feb** using Self Evaluation Report (SER-1).

(ii) **Internal Administrative Audit** preferably in the month of **Sept-Oct annually** using Self Evaluation Report (SER-2).

(iii) **External Academic Audit** shall be carried out jointly preferably in the month of **Nov.-Dec.** using prescribed proforma.

(iv) **External Administrative Audit** (ExAA) shall be carried out jointly preferably in the month of **Nov.-Dec.** using prescribed proforma.
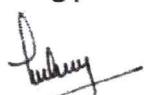
(v) Both the committees will interact and check all the stakeholder's feedback and its analysis for reaching out to some conclusions.

(vi) Implementation of suggestions and recommendations of both the committees at administrative/academic unit/department and University levels after the approval of IQAC and other Boards.

(vii) For the purpose of audit, a Committee shall be constituted by the Director IQAC with the approval of the Vice Chancellor.

(viii) The duly constituted Committee for both academic and administrative audit shall comprise of at least 05 senior academicians, 04 from other academic units and one from same academic unit/admin department as convener.

(ix) The external audit shall be done by a 03-05 members committee, 02-04 external and one IQAC Director as convener.

(x) The policy issues that emerge during the discussions will be taken up with the Academic Council and thereafter with the Board of Management. By incorporating the decisions of the Board, IQAC prepares the plan of action for intervention aiming towards quality improvement.

A process chart for both InAAC and ExAAC is summarized in Fig. 1.
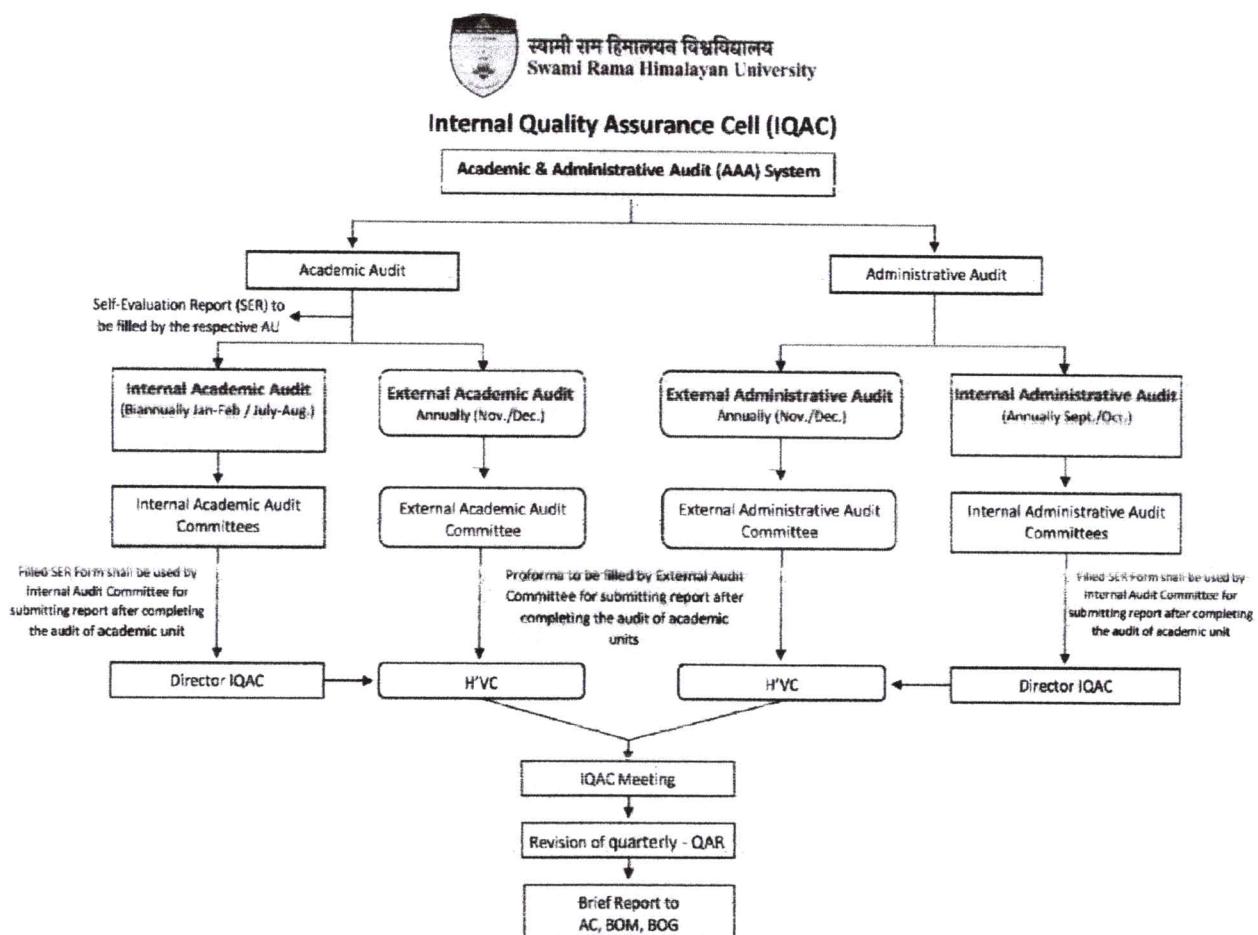


Fig.1 IQAC Audit System

## 7. Pointers for all Academic Unit /Department and Administrative Units

### A. Academic Unit /Department

#### I. Preparation of Self-Evaluative Report (SER-1)

Self-evaluative report shall include all the programmes and activities of the academic unit /department with supporting documents / evidence, giving emphasis to the following points:

i)   The Course plan /Teaching plan along with the programme structure and logic prepared in the Annual Academic Planning meeting is to be given due importance.

ii)  Innovative pedagogies implemented for the teaching, learning and evaluation.

iii) Course file and Monthly Report along with its analysis of the teachers

iv)  Strategies put into practice for the implementation of Outcome-Based Learning (OBE) and PO, PSO and CO mapping and attainment calculation.

v)   Remedial coaching, mentoring and counselling, programmes and activities.

vi)  Research (including Major and Minor Research), Publications, Consultancy, Projects, Tie-ups and collaboration, Joint programmes, etc.

vii) Seminar / Conference / Workshops conducted by the department as well as attended by the faculty members and students outside the college including paper presentation and chairing the sessions, 'Start-up's by students and alumni, etc.

viii) Faculty Performance Appraisal, Feedback Analysis of faculty members along with Action Taken Report, Academic unit / Department Strategic Plan and Personal Growth Plan, Satisfaction Survey and Need-analysis of students.

ix)  Placement activities/initiatives including Soft-skills, Life-skills, Career Skills, Time Management, Image Building, Personal Grooming, etc.

x)   Best industry Practices, Green initiatives, Waste management, Gender sensitivity, Swatch Bharat, 'Interdepartmental competition' etc.

xi)  Academic unit /Department Icon activities and Celebration of Great Indian Personalities, Minutes of the department meetings, Staff and students' welfare activities

xii) Institutional Extension Activities and Campus Community Initiatives, Campus Industry interactions, etc.

xiii) Alumni Association programmes, activities and interaction and the Resource mobilization through the Alumni.

xiv) Strengths, weaknesses, Opportunities and Threats / Challenges of the department describing initiatives to address practices that need improvement

xv)  Future plans, and its implementation strategies and priority-wise plans for improvement

xvi) Any other point which is as per NAAC/AQAR but not covered above.

#### II. Documents to be maintained for Academic Audit

Each academic unit / department shall maintain the following files in soft, hard or in blended form, according to the practice of the institution. These documents may be made available to both the internal and external auditor for the audit purposes.

##### a) Academic Unit specific documents/files

i)   Academic calendar with days earmarked with working days, holidays, other activities etc.
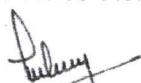
ii) Minutes and action taken reports of student's grievances and appeal committee meetings

iii) Minutes and action taken reports of discipline and welfare committee meetings

iv) Teaching and technical staff details with acquaintance roll

v) Central library register showing volume and title of books, journals etc.

vi) IQAC meeting minutes, internal audit reports etc.

vii) Academic unit annual budget and expenditure

viii) Details of central computing facility

ix) Uniqueness or Best Practice evolved and implemented

x) Any other document as per NAAC-AQAR

b) **Department / Programme specific documents/files**
   ➤ **Academic documents / files**

   i) Course allotment process implemented by HOD with meeting minutes.

   ii) Teaching Load of faculty members in hierarchical order (Principal, Vice Principal, HoD, Professor, Associate Professor, Assistant Professor)

   iii) Time tables (Class-wise, Faculty-wise and Lab-wise)

   iv) Lesson Plans of Theory, Practical and Project etc. courses as per notified academic calendar

   v) Course files (Last 4 years)

   vi) Internal exam Question Paper duly approved by HoD

   vii) Innovative Teaching approaches adopted

   viii) Tutorial samples with log book

   ix) Mapping of CO-PO, CO-PSO, PEOs with Mission as per OBE guidelines

   x) CO, PO, PSO attainment

   xi) Curriculum Gap Identified to address the POs, PSOs, if any.

   xii) Project Planning, Implementation and its assessment both UG and PG levels.

   xiii) List of projects with guides and students

   xiv) Panels, rubrics and marks of evaluation

   xv) PO, PSO attainment

   xvi) Group activities organized for students as per teaching pedagogies adopted (Project Based Learning, experiential learning etc.)

   xvii) VAC Courses with complete details

   xviii) List of Courses delivered by your academic unit /department faculty members in other academic unit /departments

   xix) Interdisciplinary activities organized with proofs like time table, reports, geotagged pictures etc.

   xx) Faculty members responsibility charter alongwith no. of hrs. teaching load assigned.
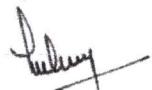
xxi) Copies of Regulations, Policies in force.

xxii) Stock Registers

xxiii) Any other document

> ## Research & Innovation documents/files

i) Research funding (a. Intramural, b. Seed money c. Extramural)

ii) Consultancy

iii) Collaborative works/research and outcomes

iv) Journal Publications in reputed databases like Scopus, Web of Science, PubMed, UGC-CARE or equivalent

v) Publications in Conference proceedings, Books, Book chapters, Articles, etc.

vi) IPR Commercialized/Granted/Published and related activities details

vii) Active MoU with activity details

viii) FDP/ Conferences/ Seminar/ Workshop attended by the faculty members details.

ix) FDP/ Conferences/ Seminar/ Workshop organized (International and National level)

x) Awards / Honors received by the faculty members

xi) Copies of Policies in force.

xii) Any other document

> ## Students' documents/files

(i) Roll List (for last 3/4 years)

(ii) Results and Analysis (Semester-wise)

(iii) Success Data of Passed Out Batch

(iv) Placement details of the previous Academic Year with proofs.

(v) Higher Studies of the previous Academic Year with proofs.

(vi) Career/Skill Development Programs

(vii) Major Achievements with proofs

(viii) Entrepreneurship / Startups graduated / In-progress with proofs.

(ix) Extra-curricular activities alongwith proofs (NSS/NCC, Sports, Cultural, Inter-University and Intra-University sports competitions, Science of Joyful Living, Karate Classes, Founder's Day, National Days. etc.)

(x) Co-curricular activities with proofs (Clubs and Societies Technical events, conferences, research & Innovation, Annual Magazine, Students Technical Newsletter, Newsletter, NEP-Saarthi etc.)

(xi) Copies of Policies in force.

(xii) Any other document

> ## Miscellaneous documents/ files for Academic Units:

(i) Staff details alongwith their Duties/Responsibilities

(ii) Staff Extension Activities

(iii) Academic Unit/Department Budget proposed and approved.
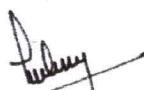
(iv) Visitor's Register for feedback about the University / Academic Unit / Department etc.

(v) Any other document

> **Additional documents/ files for Academic Units:**

(i) Board of Studies (BOS) file for Programme Implementation

(ii) Programme Files alongwith Minutes of the meetings

(iii) Course files of all courses alongwith Minutes of the meetings

(vi) Minutes and action taken reports of advisory meetings, as applicable.

(vii) Equipment log registers used in Laboratories

(viii) Details showing the conduct of remedial/minor/honours classes for Slow learner and advanced learner

(ix) Details of faculty evaluation based on the feedback analysis and action taken on it

(x) Department library register showing volume and title of books, journals etc.

(xi) Details of MOOC, NPTEL, SWYAAM courses taken by UG/PG students

(xii) Details of computing facility in the computer lab (UG/PG)

(xiii) Details of relevant licensed software available in the department

## B. Administrative Unit /Department as a part of Self-Evaluative Report (SER-2)

> **Documents to be maintained for Administrative Audit**

(i) Establishment of the unit/department

(ii) Staff details alongwith their Duties/Responsibilities

(iii) Physical stock of all asset / software available

(iv) Major Staff Extension Activities

(v) Unit/Department Budget proposed and approved.

(vi) Visitor's Register for feedback about the University / Academic Unit / Department etc.

(vii)Policies and procedures or SOPs in place

(viii) Communication process / procedure in place

(ix) Initiatives taken to improvise the existing system, if any

(x) Major events organized

(xi) Events attended by the staff

(xii)Training imparted by the staff

(xiii) Regulatory compliance as applicable

(xiv) Stakeholders' engagements

(xv)Any other document

## 8. Pointers for Internal and External Auditors

These are some of the points for reference purpose but the constituted committee may also refer AQAR criterions for audit purposes, which include: -

(i) Compliance to the Academic Calendar

(ii) Functioning of student's grievances and appeal committee
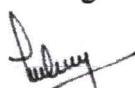
(iii) Functioning of Academic Discipline & Welfare committee

(iv) Average student to faculty ratio

(v) Faculty Retention

(vi) Number of qualified technical staff

(vii) Facility of central library with respect to volume and title of books, online & print journals

(viii) Functioning of IQAC and Progress of IQAC report uploading

(ix) University and Academic Unit-wise Budget

(x) Details of central computing facility

(xi) Programme Specific Assessments-Class/course and Programme coordinators meetings and action taken report

(xii) Advisory meetings and action taken report

(xiii) Syllabus coverage as per course plan

(xiv) Evaluation of Answer Scripts

(xv) Conduct of practical courses

(xvi) Evaluation of student's performance in practical classes

(xvii) Facility to do experiments in the lab

(xviii) Conduct of remedial/minor/honours classes

(xix) Maintenance of Programme Coordinator files

(xx) Maintenance of course files

(xxi) Assessment of Outcomes

(xxii) Faculty evaluation & remarks of the HoD

(xxiii) Facility in the department library for references

(xxiv) Conduct of Seminar, Mini project, Project & Thesis

(xxv) Faculty with Ph.D. for the program

(xxvi) Computing facility in the department

(xxvii) Facility for co-curricular and extracurricular activities

(xxviii) Students attending MOOC or other online courses

(xxix) Interaction with Students

(xxx) Any other point as per NAAC-AQAR

## 9. Exigency, if any

During the course of implementation of these guidelines, for any unforeseen issues arising, and not covered by these guidelines to conduct Academic and Administrative Audit, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining, if necessary, the opinion/advice of a committee constituted for this purpose. The decision of the Vice- Chancellor shall be final and binding.

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**Swami Rama Himalayan University**
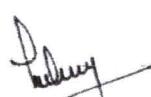
# Swami Rama Himalayan University

## Self-Evaluative Report (SER-1) for Academic Audit
## Academic Year ……….. and Semester ……………

**1. Name of the Academic Unit /Department:**

**2. Year of Establishment:**

**3. Details of programs offered and student's strength:**

| Name of Program | Duration of Program | Academic Year 2024-25 | | Academic Year 2023-24 | | Academic Year 2022-23 | | Academic Year 2021-22 | | Academic Year 2020-21 | | Total Enrolment | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Sanctioned Intake | Present Enrolment | Sanctioned Intake | Present Enrolment | Sanctioned Intake | Present Enrolment | Sanctioned Intake | Present Enrolment | Sanctioned Intake | Present Enrolment | Sanctioned Intake | Present Enrolment |
| UG | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| PG | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| PhD | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

**Note:** You may insert more rows as per the number of UG/PG programs offered by the Academic Unit / Department.

**4. Faculty profile:**

| | | | | | | | | Cadre-wise | | | | | | | Qualification-wise | | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Professor | Associate Professor | Assistant Professor | SR | JR | Scientist | Tutor/ Clinical Instructor | Others (Chair Prof./Prof. of Practice /Emeritus Prof./Visiting Prof.) | PhD (equivalent to MS/MD/ MCh/DM) | Pursuing PhD | PG | Others | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

**5. Percentage of Faculty members with Ph.D.:**

**6. Faculty cadre ratio:**

7. Number of Academic support staff (Administrative and Technical):

8. Thrust Areas of Research of Academic Unit / Department:

9. Best Practices / Uniqueness followed in the Academic Unit / Department:

10. SWOC Analysis of the Academic Unit / Department:

   ❖ Strengths:

   ❖ Weaknesses:

   ❖ Opportunities:

   ❖ Challenges:

## 11. Future Plans of the Academic Unit / Department:

❖ Short Term Plans:

❖ **Mid Term Plans:**

❖ Long Term Plans:

Name & Signature of Principal

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**Swami Rama Himalayan University**

# Swami Rama Himalayan University

### Academic Year ……….. and Semester …………..

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### Internal Academic Audit Report Proforma
#### (To be filled by Constituted Internal Academic Audit Committee)

**Academic Unit / Department:**…………………………….…

**Date of Visit:**………………………………….

**Observations Criterion wise based AQAR filled by the Academic Unit / Department for the duration from <u>01.07.2024 to 31.12.2024</u>**

| Criterion-1 - Curricular Aspects (Key Indicator and Qualitative Metrics of Criterion 1) | |
|---|---|
| 1.1 | Curricular Planning and Implementation |
| 1.1.1 | The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment |
| 1.2 | Academic Flexibility |
| 1.3 | Curriculum Enrichment |
| 1.3.1 | Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum |
| 1.4 | Feedback System |
| | Observations |
| | |

## Criterion-2 - Teaching-Learning and Evaluation (Key Indicator and Qualitative Metrics of Criterion 2)

| | |
|------|---|
| 2.1 | Student Enrollment and Profile |
| 2.2 | Student Teacher Ratio |
| 2.3 | Teaching- Learning Process |
| 2.3.1 | Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences using ICT tools |
| 2.4 | Teacher Profile and Quality |
| 2.5 | Evaluation Process and Reforms |
| 2.5.1 | Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient |
| 2.6 | Student Performance and Learning Outcomes |
| 2.6.1 | Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated |
| 2.7 | Student Satisfaction Survey |
| | **Observations** |

## Criterion-3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics of Criterion 3)

| | |
|------|---|
| 3.1 | Resource Mobilization for Research |
| 3.2 | Innovation Ecosystem |
| 3.2.1 | Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge |
| 3.3 | Research Publications and Awards |
| 3.4 | Extension Activities |
| 3.4.1 | Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years. |
| 3.4.2 | Awards and recognitions received for extension activities from government / government recognized bodies |
| 3.5 | Collaboration with outcomes |
| | **Observations** |

| | | |
|---|---|---|
| | | |

**Criterion-4-Infrastructure and Learning Resources** (Key Indicator and Qualitative Metrics of Criterion 4)

| 4.1 | Physical Facilities |
|---|---|
| 4.1.1 | Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga center etc. in the institution |
| 4.2 | Library as a Learning Resource |
| 4.2.1 | Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library |
| 4.3 | IT Infrastructure |
| 4.3.1 | Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection |
| 4.4 | Maintenance of Campus Infrastructure |
| | **Observations** |

## Criterion 5 - Student Support and Progression (Key Indicator and Qualitative Metrics of Criterion 5)

| | |
|---|---|
| 5.1 | Student Support |
| 5.2 | Student Progression |
| 5.3 | Student Participation and Activities |
| 5.4 | Alumni Engagement |
| 5.4.1 | There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services |
| | **Observations** |
| | |

## Criterion-6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics of Criterion 6)

| | |
|---|---|
| 6.1 | Institutional Vision and Leadership |
| 6.1.1 | The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance |
| 6.2 | Strategy Development and Deployment |
| 6.2.1 | The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc. |
| 6.3 | Faculty Empowerment Strategies |
| 6.3.1 | The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff |
| 6.4 | Financial Management and Resource Mobilization |
| 6.4.1 | Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external) |
| 6.5 | Internal Quality Assurance System |
| 6.5.1 | Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities |
| | **Observations** |
| | |

| | |
|---|---|
| | |

**Criterion-7 - Institutional Values and Best Practices** (Key Indicator and Qualitative Metrics of Criterion7)

| 7.1 | Institutional Values and Social Responsibilities |
|---|---|
| 7.1.1 | Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years |
| 7.1.4 | Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words) |
| 7.2 | Best Practices |
| 7.2.1 | Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual |
| 7.3 | Institutional Distinctiveness |
| 7.3.1 | Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words |
| | **Observations** |

| SWOC Analysis of the Academic Unit / Department | |
|---|---|
| **Strengths** | |
| **Weaknesses** | |
| **Opportunities** | |
| **Challenges** | |

**Recommendations / Suggestions**
(if space is not sufficient, may use a separate sheet as an Annexure)

**Names and Signatures of Internal Audit team members**

| S.No. | Name and Designation | Email ID and Mobile No. | Signatures with Date |
|---|---|---|---|
| 1. | | Email-<br>Mobile- | |
| 2. | | Email-<br>Mobile- | |
| 3. | | Email-<br>Mobile- | |
| 4. | | Email-<br>Mobile- | |
| 5. | | Email-<br>Mobile- | |

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**Swami Rama Himalayan University**

## External Academic Audit Report Proforma

| Section I: General Information | |
|---|---|
| 1. Name of the University: | |
| 2. Year of Establishment | |
| 3. Current Academic Activities at the Institution (Numbers): | |
| Name of Schools/ College: | |
| No. of Departments | |
| No. of Centres of Excellence/ Centres | |
| No. of Programmes offered: Total | |
| UG | |
| PG | |
| Ph.D. | |
| Permanent Faculty Members: Total | |
| Professor | |
| Associate Professor | |
| Assistant Professor | |
| Lecturer/Tutor/SR | |
| Any other | |
| Endowment Chairs | |
| Professor-of-Practice | |
| Emeritus Professor | |
| Distinguished Visiting Professor | |
| Permanent Support Staff: | |
| Students Strength: Total | |
| UG | |
| PG | |
| Ph.D. | |
| 4. Dates of External Academic Audit Visit | |

5. Composition of External Academic Audit Team which undertook the onsite visit:

| | Name | Designation & Organization Name |
|---|---|---|
| Chairperson | | |
| Member | | |
| Member | | |
| Member | | |
| Member | | |
| Director IQAC -Convener | | |

## Section II: Criterion Wise Analysis

### Criterion-1 - Curricular Aspects (Key Indicator and Qualitative Metrices of Criterion 1)

| | |
|---|---|
| 1.1 | Curricular Planning and Implementation |
| 1.1.1 | The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment |
| 1.2 | Academic Flexibility |
| 1.3 | Curriculum Enrichment |
| 1.3.1 | Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum |
| 1.4 | Feedback System |
| | **Observations** |

### Criterion-2 - Teaching-Learning and Evaluation (Key Indicator and Qualitative Metrics of Criterion 2)

| | |
|---|---|
| 2.1 | Student Enrollment and Profile |
| 2.2 | Student Teacher Ratio |
| 2.3 | Teaching- Learning Process |
| 2.3.1 | Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences using ICT tools |
| 2.4 | Teacher Profile and Quality |
| 2.5 | Evaluation Process and Reforms |
| 2.5.1 | Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient |
| 2.6 | Student Performance and Learning Outcomes |
| 2.6.1 | Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated |
| 2.7 | Student Satisfaction Survey |
| | **Observations** |

| | **Criterion-3 - Research, Innovations and Extension** (Key Indicator and Qualitative Metrics of Criterion 3) | |
|---|---|---|
| 3.1 | Resource Mobilization for Research | |
| 3.2 | Innovation Ecosystem | |
| 3.2.1 | Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge | |
| 3.3 | Research Publications and Awards | |
| 3.4 | Extension Activities | |
| 3.4.1 | Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years. | |
| 3.4.2 | Awards and recognitions received for extension activities from government / government recognized bodies | |
| 3.5 | Collaboration with outcomes | |
| | **Observations** | |

## Criterion-4-Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics of Criterion 4)

| | |
|---|---|
| 4.1 | Physical Facilities |
| 4.1.1 | Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga center etc. in the institution |
| 4.2 | Library as a Learning Resource |
| 4.2.1 | Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library |
| 4.3 | IT Infrastructure |
| 4.3.1 | Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection |
| 4.4 | Maintenance of Campus Infrastructure |
| | **Observations** |

## Criterion 5 - Student Support and Progression (Key Indicator and Qualitative Metrics of Criterion 5)

| | |
|---|---|
| 5.1 | Student Support |
| 5.2 | Student Progression |
| 5.3 | Student Participation and Activities |
| 5.4 | Alumni Engagement |
| 5.4.1 | There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services |
| | **Observations** |

| | **Criterion-6 - Governance, Leadership and Management** (Key Indicator and Qualitative Metrics of Criterion 6) |
|---|---|
| 6.1 | Institutional Vision and Leadership |
| 6.1.1 | The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance |
| 6.2 | Strategy Development and Deployment |
| 6.2.1 | The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc. |
| 6.3 | Faculty Empowerment Strategies |
| 6.3.1 | The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff |
| 6.4 | Financial Management and Resource Mobilization |
| 6.4.1 | Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external) |
| 6.5 | Internal Quality Assurance System |
| 6.5.1 | Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities |
| | **Observations** |

| | Criterion-7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics of Criterion7) | |
|---|---|---|
| 7.1 | Institutional Values and Social Responsibilities | |
| 7.1.1 | Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years | |
| 7.1.4 | Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words) | |
| 7.2 | Best Practices | |
| 7.2.1 | Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual | |
| 7.3 | Institutional Distinctiveness | |
| 7.3.1 | Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words | |
| | **Observations** | |

## Section III: OVERALL ANALYSIS (up to 500 words)
### Based on Institutional Strengths. Weaknesses, Opportunities & Challenges (SWOC)

Overall Analysis

**Strength:**

**Weaknesses:**

**Opportunities:**

**Challenges:**

## Section IV: Suggestions for Improvement and Recommendations for Quality Enhancement
### (5-10 Points under each category)

**Suggestions for Improvement: -**

**Recommendations: -**

| Signatures with date of the External Academic Audit Committee Members | | | |
|---|---|---|---|
| **Name of the Member** | **Role** | **Email ID & Mobile No.** | **Signature with date** |
| | Chairperson | Email-<br>Mobile- | |
| | Member | Email-<br>Mobile- | |
| | Member | Email-<br>Mobile- | |
| | Member | Email-<br>Mobile- | |
| | Member | Email-<br>Mobile- | |
| | Director IQAC - Convener | Email-<br>Mobile- | |

**Hon'ble Vice Chancellor**

स्वामी राम हिमालयन विश्वविद्यालय
Swami Rama Himalayan University

# Internal Quality Assurance Cell

-----------------------------------------------------------------

### Self-Evaluative Report (SER-2)
(To be filled by the Administrative Unit / Department)
### and
### Administrative Audit Report Proforma -Internal / External
(Audited by the constituted Committees)

**Instructions:** Each administrative unit shall fill brief details of activities/items mentioned in column 3 only and submit it to IQAC office as and when required for further auditing purpose.

## (Academic Year: ..................)

### Date of Audit : -----------------------------------

### (The activities are to be graded by the audit committees on the scale of 5 to 1.)

| Outstanding | Very Good | Good | Satisfactory | Non-satisfactory |
|---|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 |

## Registrar office

| S.No. | Activities/Items | Brief details need to be filled by the unit / department | Marks to be awarded by the Committee (5-1 scale) | Remarks of Audit Committee |
|---|---|---|---|---|
| 1 | Act and Statutes of the University | | | |
| 2 | Ordinances and Regulations of the University | | | |
| 3 | Statutory Bodies and their compliance | | | |
| 4 | Details of meetings of various bodies held in the last one academic year | | | |
| 5 | Notice period for the conduct of the meetings | | | |
| 6 | Whether the agenda items are sent along with meeting notice | | | |
| 7 | Number of table agendas in each of the bodies in the last one year | | | |
| 8 | Time taken for the finalization of minutes of meetings of various bodies | | | |
| 9 | Time taken for communication of minutes to the members as well as the departments for taking action | | | |

| | | | | |
|---|---|---|---|---|
| 10 | Time taken for taking action by the Departments and Admn. units | | | |
| 11 | Time given for submission of the Action Taken Report | | | |
| 12 | Reasons for not taking action on the resolutions reported in the meeting of the authorities, if any | | | |
| 13 | Staff Structure details unit/ department-wise | | | |
| 14 | Structure of the various sections with staff positions | | | |
| 15 | Three Major Decisions taken in the last two meetings of the BOM | | | |
| 16 | Is the Annual Report of last Academic Year submitted and approved | | | |
| 17 | Processing of applications for MoU with other agencies or organizations | | | |
| 18 | MoUs signed during the last Academic Year alongwith their activities conducted | | | |
| 19 | Disciplinary action taken against the staff for the wrong doings in the last academic year | | | |
| 20 | Grievance procedure put in the website, Minutes of the Grievance Committee maintained, Whether Appeal for Redressal maintained | | | |
| 21 | Constitution of Sexual Harassment Prevention Committee, cases reported and action taken in the last Academic Year | | | |
| 22 | Constitution of SC/ST Cell (SC/ST/OBC/Minorities Cell), cases reported and action taken in the last Academic Year | | | |
| 23 | List and files of various administrative committees constituted and their roles & responsibilities Tenure of these committees Minutes of the meetings and its circulation | | | |
| 24 | Budget allocation, excluding salary for infrastructure augmentation in the last Academic Year | | | |
| 25 | Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component in the last Academic Year | | | |

| 26 | Established systems and procedures for maintaining and utilizing physical, academic and support facilities-laboratories, library, sports complex, computers, classrooms etc. | | | |
|---|---|---|---|---|
| 27 | Students benefited by scholarships and freeships provided by the Government in the last Academic Year | | | |
| 28 | Students benefited by scholarships, freeships, etc. provided by the University besides government schemes in the last Academic Year | | | |
| 29 | Support to differently abled students in the last Academic Year | | | |
| 30 | Presence of an active Student Council & representation of students on academic & administrative bodies/ committees | | | |
| 31 | Professional development / administrative training programs organized by the Institution for teaching and non-teaching staff | | | |
| 32 | Decentralization and participative management | | | |
| 33 | Perspective/Strategic plan and deployment documents | | | |
| 34 | Organizational structure of the Institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism | | | |
| 35 | No. of sanctioned post available in the University, academic unit/department-wise in the last academic year | | | |
| 36 | No. of vacant posts in the last academic year, if any | | | |
| 37 | Action taken for filling-up of the vacant positions, if any | | | |
| 38 | Implementation of e- governance in areas of operation | | | |
| 39 | Performance Appraisal System for teaching and non-teaching staff | | | |
| 40 | Institutional strategies for mobilisation of funds and the optimal utilisation of | | | |

| | | | | |
|---|---|---|---|---|
| | resources | | | |
| 41 | Number of gender equity promotion programs organized by the institution | | | |
| 42 | Code of conduct handbook exists for students, teachers, governing body, administration including Principal /Officials and support staff | | | |
| 43 | Display of core values in the institution and on its website | | | |
| 44 | Organizes national festivals and birth / death anniversaries of the great Indian personalities, Reports of last academic year | | | |
| 45 | Transparency in its financial, academic, administrative and auxiliary functions | | | |
| 46 | Cells and Committees - Notification, files, minutes of the meeting and ATR during last academic year | | | |
| 47 | Any other point | | | |

**Note: Administrative Audit Committees shall check records available in the office.**

## II. HR Department

| S.No. | Activities/Items | Brief details need to be filled by the unit / department | Marks to be awarded by the Committee (5-1 scale) | Remarks of Audit Committee |
|---|---|---|---|---|
| 1 | List of Positions/Designations of all Teaching (Faculty) academic unit / department | | | |
| 2 | List of all Non-Teaching Staff and Technical Staff academic unit / department | | | |
| 3 | Sanctioned Teaching Posts Academic Unit/Department | | | |
| 4 | Policies and Service Rules for Faculty and Staff | | | |
| 5 | Recruitment /Appointment Procedure(s) for all positions | | | |
| 6 | Notifications/Advertisements for appointing of Faculty and Staff. Notification Details of last academic year | | | |
| 7 | Appointment Orders of the Faculty and Staff | | | |
| 8 | Employee Records/Service Registers | | | |
| 9 | Confidential reports | | | |
| 10 | Self-Appraisal formats and submitted Reports by Faculty and Staff | | | |
| 11 | Disciplinary Actions cases during last academic year | | | |
| 12 | Promotion policy and cases elevated in last academic year | | | |
| 13 | Pay slips | | | |
| 14 | Implementation of Leave Rules | | | |
| 15 | Procedures for sponsoring of Faculty and Staff to attend FDPs/Conferences/ Workshops/etc. | | | |
| 16 | Procedures for sponsoring of Faculty for higher studies during last academic year | | | |
| 17 | Welfare measures for staff and faculty during last academic year as per policy | | | |
| 18 | Terminal Benefits to faculty and staff | | | |
| 19 | Training of the Faculty and Staff | | | |

**Note: Administrative Audit Committees shall check records available in the office.**

## III. Controller of Examination (CoE)

| S.No. | Activities/Items | Brief details need to be filled by the unit / department | Marks to be awarded by the Committee (5-1 scale) | Remarks of Audit Committee |
|---|---|---|---|---|
| 1 | Number of days from the date of last semester-end/ year- end examination till the declaration of results- Calendar | | | |
| 2 | Percentage of student complaints/ grievances about evaluation against total number appeared in the examinations | | | |
| 3 | Percentage of applications for revaluation leading to change in marks | | | |
| 4 | Status of automation of Examination division along with approved Examination Regulations/policy | | | |
| 5 | Pass percentage of outgoing students | | | |
| 6 | Record of student database, who are on rolls | | | |
| 7 | Record of detained students | | | |
| 8 | Record of discontinued students | | | |
| 9 | Record of re-admitted students | | | |
| 10 | Conducting of all the examinations as per timetable | | | |
| 11 | Meeting with all academic units/departments for finalizing the practical examination schedules and their minutes | | | |
| 12 | Arranging of physical verification of answer scripts of End Sem. Examination (ESE) to the students and their feedback | | | |
| 13 | Sending the appointment orders to the external examiners for conducting practical examinations | | | |
| 14 | Paying the remuneration through online to all the examiners/invigilators/staff | | | |
| 15 | Issuing of all academic certificates/degree to the students | | | |

| | | | | |
|---|---|---|---|---|
| 16 | Issue of hall tickets for ESE to all the students | | | |
| 17 | Notifications for all ESE/suppl/advanced suppl along with prescribed fee details | | | |
| 18 | The panel of examiners from the respective BoS for paper setting, spot-evaluation for theory courses | | | |
| 19 | Decoding the ESE answer scripts | | | |
| 20 | Generation tabulation of results books and declaring of results | | | |
| 21 | Conducting a malpractice / Unfair means committee meeting and minutes | | | |
| 22 | Rules and regulation for student attendance requirements | | | |
| 23 | Conduction of examination done at centralized level or academic unit level. The roles and responsibilities of Invigilators, Centre of Superintendent, Deputy Centre of Superintendent etc. and their notifications. | | | |
| 24 | Migration cases including PhD programme during last academic year as per policy | | | |

**Note: Administrative Audit Committees shall check records available in the office.**

## IV. Research & Development Cell

| S.No. | Activities/Items | Brief details need to be filled by the unit / department | Marks to be awarded by the Committee (5-1 scale) | Remarks of Audit Committee |
|---|---|---|---|---|
| 1 | List of faculty members who received seed money and their minutes and notification | | | |
| 2 | List of faculty members who received intramural grant and their minutes and notification | | | |
| 3 | List of JRFs, SRFs, Post-Doctoral Fellows, Research Associates Other research staff (Scientist, PDF etc.) available in the University. | | | |
| 4 | Policy of recruitment of Research staff | | | |
| 5 | Central Research Laboratory/Central Research Facility available in the University | | | |
| 6 | Functional MoUs with Institutions/ industries in India and abroad for collaborative research programmes and projects | | | |
| 7 | PhD admission calendar, Admission Notification, publication in print media, website etc. | | | |
| 8 | Method of Admission for New PhD Programs launched during the last academic year | | | |
| 9 | Selection Process, from pre-registration qualifying entrance exam to final registration explained to Candidates | | | |
| 10 | Policy on clearing no. of candidates as successful in the entrance exam | | | |
| 11 | ICT use in conduct of entrance exam | | | |
| 12 | Method of admission intimation to selected candidates | | | |

| 13 | Constitution and Role of DRC/RAC | | | |
|----|----|----|----|----|
| 14 | No. of recognized Ph.D. Guides and Co-guides available | | | |
| 15 | List of the approved Guides and Co-guides of various academic units/ departments for Ph.D. Program | | | |
| 16 | Process of selection of PhD Guides and Co-guides | | | |
| 17 | No. of UGC NET qualified JRF in the University academic unit/department wise | | | |
| 18 | No. of scholars currently on roll in the PhD Program (Full-time, Part-time, Male and Female) | | | |
| 19 | No. of Foreign PhD Scholars and their Visa details | | | |
| 20 | Monitoring mechanism for relationship between Guide and Candidates | | | |
| 21 | Motivation provided to PhD Scholars for Research Publication | | | |
| 22 | Methods of Attracting foreign PDFs | | | |
| 23 | University Journal / Magazine for Research Publications | | | |
| 24 | Process of handling of PhD scholars whose performance seems very poor or non-performer | | | |
| 25 | List of faculties registered in Scopus, WoS, PubMed alongwith their no. of publications, citations and h-index | | | |
| 26 | List of faculties registered in Vidwan portal | | | |
| 27 | Faculty recognitions for Research and innovation | | | |
| 28 | Faculty received incentives for outstanding Research and innovation as per policy | | | |
| 29 | List of faculty members with research credentials like publications / book chapters/ books/ IPR/ projects/ consultancy earned etc. | | | |
| 30 | Details of International and National Conferences organized by the academic unit/department | | | |

| | | | | |
|---|---|---|---|---|
| | in the last academic year | | | |
| 31 | Financial support provided to faculty members by the University to attend International and National Conferences academic unit/department in the last academic year | | | |
| 32 | Professional membership support provided by the University to faculty members for professional bodies in the last academic year | | | |
| 33 | Any other point | | | |

**Note: Administrative Audit Committees shall check records available in the office.**

## V. Central Library & Academic Units Libraries

| S.No. | Activities/Items | Brief details need to be filled by the unit / department | Marks to be awarded by the Committee (5-1 scale) | Remarks of Audit Committee |
|---|---|---|---|---|
| 1 | Library is automated using Integrated Library Management System (ILMS) | | | |
| 2 | Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment | | | |
| 3 | Does the University have the following:- e – journals membership e-ShodhSindhu membership Shodhganga membership e-books Databases Softwares Any other | | | |
| 4 | Annual Budget and Expenditure for purchase of books and journals | | | |
| 5 | No. of books / e-books purchased during last academic year | | | |
| 6 | Budget and expenditure of library | | | |
| 7 | Availability of digital library with a provision for remote access on intranet | | | |
| 8 | Per day usage of library by teachers and students | | | |
| 9 | Timings | | | |
| 10 | Training for Library Staff | | | |
| 11 | Feedback collected from users. How is the feedback analyzed and used for the improvement of the library services? | | | |
| 12 | Library Advisory Committee and their minutes | | | |
| 13 | What significant initiatives have been taken by the committee to render the library student/user friendly? | | | |

| 14 | No. of students who have utilized library during last academic year | | | |
|----|------------------------------------------------------------------------|---|---|---|
| 15 | No. of Faculty member who have utilized library during last academic year | | | |
| 16 | No. of students who have browsed e- Journals/ e books during last academic year | | | |
| 17 | No. of Faculty members who have browsed e- Journals/ e - books during last academic year | | | |
| 18 | Library Fine Receipt & Register | | | |
| 19 | Gate Register for Students & Staff | | | |
| 20 | Any other point | | | |

**Note: Administrative Audit Committees shall check records available in the office.**

# VI. IT Assets / Computer Labs/ Computer Centres

| S.No. | Activities/Items | Brief details need to be filled by the unit / department | Marks to be awarded by the Committee (5-1 scale) | Remarks of Audit Committee |
|---|---|---|---|---|
| 1 | Institution frequently updates its IT facilities including Wi-Fi | | | |
| 2 | Student - Computer ratio | | | |
| 3 | Available bandwidth of internet connection in the Institution | | | |
| 4 | Facilities for e-content development such as Media centre, recording facility, Lecture Capturing System (LCS) | | | |
| 5 | Number of classrooms, seminar halls and demonstration room with ICT facilities | | | |
| 6 | Website Arrangement Design, Update, etc. | | | |
| 7 | Website Content Management | | | |
| 8 | No. of Smart boards / KYAN | | | |
| 9 | On-line Payment Arrangements | | | |
| 10 | IT Service Provision Management | | | |
| 11 | Information Security | | | |
| 12 | Network Security | | | |
| 13 | Risk Management | | | |
| 14 | Software Asset Management | | | |
| 15 | Open-Source Resources | | | |
| 16 | E-waste disposal through Repurchase / Recycling / Scrapping | | | |
| 17 | No. of computing systems with individual configurations | | | |
| 18 | Dedicated computing facilities | | | |
| 19 | LAN facility | | | |
| 20 | SMART LAN | | | |

| 21 | Proprietary software | | | |
|----|---------------------|---|---|---|
| 22 | Number of nodes/ computers with internet facility | | | |
| 23 | Internet quality enhanced (speed & security) during last academic year | | | |
| 24 | Investment on Training programs of staff (Rs. Lakhs in the last AY) | | | |
| 25 | Wi-Fi facility Capacity | | | |
| 26 | Faculty members with Laptop Facilities | | | |
| 27 | Faculty members with Desk top facilities | | | |
| 28 | Examination automation | | | |
| 29 | ERP in Academic modules, Finance, Hospitals, HR, Admissions, IQAC | | | |
| 30 | Wi-Fi facility in all campuses and hostels | | | |
| 31 | Hostels with net-connected computer terminals | | | |
| 32 | Libraries with dedicated ICT info-Centres. | | | |
| 33 | Wi-Fi facility in all campuses and hostels | | | |
| 34 | Periodic Training in software usage | | | |
| 35 | Any other point | | | |

**Note: Administrative Audit Committees shall check records available in the office.**

## VII. Purchase Department

| S.No. | Activities/Items | Brief details need to be filled by the unit / department | Marks to be awarded by the Committee (5-1 scale) | Remarks of Audit Committee |
|---|---|---|---|---|
| 1 | Approval process for procurement of Recurring (consumables) and Non- recurring (Equipment) items. | | | |
| 2 | Purchase process for procurement of Recurring (consumables) and Non-recurring (Equipment). | | | |
| 3 | Release of Purchase Orders (Sample Copies). | | | |
| 4 | Annual Maintenance Contract(s). | | | |
| 5 | Medical Insurance Process and Payments | | | |
| 6 | Vehicle Insurance Process and Payments | | | |
| 7 | Process for disposal of scrap | | | |
| 8 | Imprest amount expenditure details | | | |
| 9 | Purchase Policy | | | |
| 10 | Internal Purchase Committee and its meeting minutes | | | |
| 11 | Disbursement of payment (procedures) for all purchases | | | |
| 12 | Maintenance of Stock registers for - Recurring -Non-recurring -Stationary etc. | | | |
| 13 | Any other point | | | |

**Note: Administrative Audit Committees shall check records available in the office.**

## VIII. Transport Department

| S.No. | Activities/Items | Brief details need to be filled by the unit / department | Marks to be awarded by the Committee (5-1 scale) | Remarks of Audit Committee |
|---|---|---|---|---|
| 1 | List of Vehicles | | | |
| 2 | Vehicles for Faculty and staff | | | |
| 3 | Vehicles for Students | | | |
| 4 | Battery-powered vehicles | | | |
| 5 | Vehicles are maintained in the University | | | |
| 6 | Security arrangements in vehicles | | | |
| 7 | Dress code for staff | | | |
| 8 | Welfare policy for Drivers and other staff | | | |
| 9 | Complaint management system and its resolution during last one year | | | |
| 10 | Any other point | | | |

Note: Administrative Audit Committees shall check records available in the office.

## IX. Hostels, Guest House, Mess & Tuck Shop

| S.No. | Activities/Items | Brief details need to be filled by the unit / department | Marks to be awarded by the Committee (5-1 scale) | Remarks of Audit Committee |
|---|---|---|---|---|
| 1 | Number of Hostels with total occupancy | | | |
| 2 | No. of Boys and Girls with occupancy | | | |
| 3 | No. of hostels for PG with occupancy | | | |
| 4 | Mess Charges for students | | | |
| 5 | No. of Residences for faculty and staff | | | |
| 6 | Room Charges for students | | | |
| 7 | Charges for faculty and staff | | | |
| 8 | Guest House with No. of rooms | | | |
| 9 | No. of Tuck Shop | | | |
| 10 | Gym | | | |
| 11 | Shopping Complex | | | |
| 12 | Building Committee at University level | | | |
| 13 | Minutes of the building committee placed in governing bodies during last financial year | | | |
| 14 | Any other point | | | |

**Note: Administrative Audit Committees shall check records available in the office.**

## X. Alumni Cell

| S.No. | Activities/Items | Brief details need to be filled by the unit / department | Marks to be awarded by the Committee (5-1 scale) | Remarks of Audit Committee |
|---|---|---|---|---|
| 1 | The Alumni Association / Chapters and its registration | | | |
| 2 | Alumni contributions in the last one year | | | |
| 3 | Alumni Association / Chapters meetings Conducted at University level | | | |
| 4 | Alumni Association activities | | | |
| 5 | Alumni involvement in committees and day to day activities | | | |
| 6 | Any other point | | | |

**Note: Administrative Audit Committees shall check records available in the office.**

## XI. Placements and Higher Education

| S.No. | Activities/Items | Brief details need to be filled by the unit / department | Marks to be awarded by the Committee (5-1 scale) | Remarks of Audit Committee |
|---|---|---|---|---|
| 1 | Capability enhancement and development schemes organized | | | |
| 2 | No of students benefited by guidance for competitive examinations and career counselling offered by the institution | | | |
| 3 | Number of placements of outgoing students during last one year | | | |
| 4 | Students Qualified in Competitive Examinations during last one year | | | |
| 5 | Number of outgoing students progressing to higher education during last one year | | | |
| 6 | No. of student placed / self-employment during last one year | | | |

**Note: Administrative Audit Committees shall check records available in the office.**

## XII. Amenities and Sports facilities

| S.No. | Activities/Items | Brief details need to be filled by the unit / department | Marks to be awarded by the Committee (5-1 scale) | Remarks of Audit Committee |
|---|---|---|---|---|
| 1 | The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.,) and cultural activities | | | |
| 2 | Awards/medals for outstanding performance in sports, Yoga /cultural activities at national/international level | | | |
| 3 | Number of sports, Yoga and cultural activities / competitions organised at the institution levels. | | | |
| 4 | Sports policy for students | | | |
| 5 | Benefits provided to students for representing University at Regional, National and International level. | | | |
| 6 | List of students won Awards / Medals in the last one year. | | | |
| 7 | %age of students involved in sports activities | | | |
| 8 | List of students participated at National and International level | | | |
| 9 | NSS activities | | | |
| 10 | NCC Activities | | | |
| 11 | Any other point | | | |

**Note: Administrative Audit Committees shall check records available in the office.**

## XIII. Best Practices / Uniqueness, Green, Energy, Environmental, Water Audit, Electrical Safety, Fire Safety Audit

| S.No. | Activities/Items | Brief details need to be filled by the unit / department | Marks to be awarded by the Committee (5-1 scale) | Remarks of Audit Committee |
|---|---|---|---|---|
| 1 | Green campus initiatives | | | |
| 2 | Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus | | | |
| 3 | The Institution has facilities for alternate sources of energy and energy conservation measures | | | |
| 4 | Beyond the campus environmental promotion activities | | | |
| 5 | Water conservation facilities available in the Institution | | | |
| 6 | Maintenance of water bodies and distribution system in the campus | | | |
| 7 | %age Power requirement of the Institution met by the renewable energy sources | | | |
| 8 | Percentage of lighting power requirements met through LED bulbs | | | |
| 9 | Waste Management steps | | | |
| 10 | Rain water harvesting structures and utilization in the campus | | | |
| 11 | Green Practices undertaken by the University | | | |
| 12 | Expenditure on green initiatives and waste management (Excluding salary component) | | | |
| 13 | Initiatives to address locational advantages and disadvantages | | | |

Note: Administrative Audit Committees shall check records available in the office.

| SWOC Analysis of the Administrative Unit /Department | | |
|---|---|---|
| | To be filled by Respective Unit/Department | To be filled by Audit Committee |
| Strengths | | |
| Weaknesses | | |
| Opportunities | | |
| Challenges | | |

## Suggestions / Recommendations by Audit Committee
### (if space is not sufficient, may use a separate sheet as an Annexure)

| | |
|---|---|
| | |

### Names and Signatures of Audit Committee Members

| S.No. | Name and Designation | Email ID and Mobile No. | Signatures with Date |
|---|---|---|---|
| 1 | | Email-<br>Mobile- | |
| 2 | | Email-<br>Mobile- | |
| 3 | | Email-<br>Mobile- | |
| 4 | | Email-<br>Mobile- | |
| 5 | | Email-<br>Mobile- | |