



स्वामी राम हिमालयन विश्वविद्यालय
Swami Rama Himalayan University

**GUIDELINES FOR ACADEMIC AND
ADMINISTRATIVE AUDIT**

Approved by the Board of Management in its 33rd Meeting held on
11th December, 2021

Swami Rama Himalayan University

Swami Ram Nagar, Jolly Grant- 248 016, Dehradun, Uttarakhand

SWAMI RAMA HIMALAYAN UNIVERSITY

Guidelines for Academic & Administrative Audit

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 of the University.

3. **Objectives of the Academic Audit:**

The purpose of the Academic and Administrative Audit is to evaluate the performance of the departments/schools and appreciate their achievements as well as give suggestions for further improvement of the quality of teaching- learning and other related areas.

4. **Process & Execution**

4.1 The Audit shall be conducted by the Academic Unit, annually, in the middle of the academic session, generally.

4.2 For the purpose of audit, a Committee shall be constituted by the Head of every academic unit with the approval of the Vice Chancellor.

4.3 The duly constituted Committee shall comprise of atleast four to five senior academicians out of which, preferably two may be external members.

5. Academic & Administrative Audit shall cover the following areas:

5.1 Course Curricula Quality and Relevance

5.2 Course Delivery and Pedagogy

5.3 Teaching- Learning

5.4 Assessment & Evaluation and Result declaration

5.5 Research & publications and Conferences/ Seminars/ Faculty development (organized & participated- internally / externally)

5.6 Adherence to Academic calendar

5.7 Any other point as deemed necessary


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6. The Committee would give comment and their suggestions for academic improvement in any area wherever required.
7. The process of audit should be recorded, in writing, alongwith suggestions given therein.
8. The audit report should be submitted by the Head of the academic unit to the University alongwith remedial actions taken by the respective academic unit for quality improvement.
9. The University reserves the right to interpret, alter, amend, modify, cancel or withdraw any or all provision mentioned herein above in these guidelines without any notice.
10. In case of any dispute, decision of the Vice Chancellor of the University shall be final and binding.


Registrar
Swami Rama Himalayan University