

KERALA AGRICULTURAL UNIVERSITY

PROCEEDINGS

KAU – Education –Proformas and guide lines for undertaking Academic and Administrative Audit (AAA) at College level as per the recommendation of IIQAC (Institutional Level Internal Quality Assurance Committee) –Approved- reg.

(DIRECTORATE OF EDUCATION)

No. KAU EDU/59/2023-EDU B2

23-08-2023

Read:

1. Letter F. No. Edn/EQR/1/60/2021 dated 21/09/2022 of Director (AG), ICAR
2. Minutes No.Acad/B2/ 2022/101/6679 dated 07/03/2023.
3. University Order No.Acad/B2/ 2022/101/6679 dated 09/11/2022
4. University Order No.Acad/B2/ 2022/101/6679 dated 17/04/2023.
5. Minutes of Special Meeting of the Academic Council meeting held on 11.07.2023

ORDER

As per paper read (1), the Indian Council of Agricultural Research have requested all State Agricultural Universities to initiate the process for getting accreditation from National Assessment and Accreditation Council (NAAC). Academic And Administrative Audit (AAA) is a NAAC concept for ensuring quality oriented academic activities in Higher Education Institutions. Conduct of Academic Audit is also a requirement for ICAR accreditation.

Accordingly, as per paper read (3) a committee was constituted for exploring and suggesting a protocol for the conduct of AAA in KAU. The above committee recommended constitution of Institutional Level Internal Quality Assurance Committee (IIQAC) at all colleges under KAU. This committee also further recommended drafting suitable proforma for conducting AAA at faculty, department and college level once in a year. The Committee has developed a proforma in order to have a uniform practice for the conduct of AAA.

The draft of AAA proforma was placed before the Special meeting of Academic Council for approval. The Special meeting of the Academic Council has approved the format of the proforma with some modifications. The Council has also approved certain norms for the conduct of AAA (The final format of proforma is attached herewith).

In the circumstances the following orders are issued.

1. The Academic and Administrative Audit at faculty/ department/college will be conducted on an annual basis by the respective authorities in the proforma prescribed by University (Attached). The internal review will be completed by January 31st of every year and the external scrutiny to be completed by March 31st of every year.
2. The Directorate of Information Systems, KAU will simultaneously develop an online platform for facilitating online submission, verification and external scrutiny and other related aspects.

3. The prescribed time schedule for the conduct of Academic and Administrative Audit (AAA) will strictly be followed and any dereliction thereof shall result in withholding of future service benefits of the defaulter.

// BY ORDER OF THE ACADEMIC COUNCIL//

S. Gopakumar

DIRECTOR OF EDUCATION

To

1 Registrar, KAU

2 Deans of Faculty/ Deans of all colleges under KAU/ Director, DIS

3 The Controller of Examinations

4 Academic Officers of all colleges under KAU

5 Programmer, (Acad), KAU (for publishing in the website)

Copy to: PS to VC/PA to Registrar/Steno to Director of Education/ Prof (Acad)/Joint Registrar

(Edn)/All Section Officers of Directorate of Education/SF/Spare

Kerala Agricultural University
Academic and Administrative Audit
APPRAISAL FORM FOR FACULTY MEMBERS

Name of the Department:

Name of College:

1	Name and Designation of the faculty member	
2	Highest qualification acquired	
3	Area of specialization	
4	Date of joining the dept and years completed as on date	
5	Details of ongoing courses (UG/PG/PhD) handled as lead course teacher for the last one year (Mention name of course, credit hours and batch)	
6	Details of ongoing courses (UG/PG/PhD) as associate course teacher for the last one year (Mention name of course, credit hours and batch)	
7	No of UG students (batchwise) being mentored in the capacity of Student Advisor (last one year)	
8	Action taken on the student feedback (last one year)	
9	Details of current research projects as PI/Co	

	PI/ Associate (last one year)	
10	Details of research projects submitted for funding as PI/Co PI/ Associate (last one year)	
11	Details of research guidance as Major Advisor/ member of AC of PG/PhD programmes (last one year)	
12	Involvement/contribution in other institutional building/development activities (last one year)	
13	Extension and outreach activities (last one year)	
14	Current independent responsibilities (Asst. Warden, Academic Officer, Farm i/c, Lab i/c etc) (last one year)	
15	Research papers published/in press/under process (last one year)	
15 (a):	Indexed journals	
15 (b):	Non-indexed journals	
16	Books/book chapters/booklets /popular articles etc published/in press/under process (last one year)	
16(a):	ISBN numbered	
16(b):	Others	
17	Practical manual /Lab manuals etc authored/co-authored /published /in press/under process (last	

	one year)	
18	eContent developed / under development (last one year)	
19	Conferences/webinars/seminars/trainings etc attended/participated/organised (last one year)joining	
20	Patents/copyrights/Awards/Fellowships (last one year)	
21	Scientific exposure visits done (last one year)	
22	Any other relevant information (last one year)	

*Provide/attach supporting documents

Mention your two significant contributions/interventions (last one year):

Date:

Signature of the faculty member

Countersigned signed with date by HoD

Opinion of the Committee:

Dated signature of the Chairman and members of Academic Audit: