

SU/IQAC/ATR/2025/

SANSKARAM UNIVERSITY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC AUDIT – ACTION TAKEN REPORT (ATR)

Academic Year: 2024–25

Date: 18th November, 2025

Prepared by: Internal Quality Assurance Cell (IQAC)

Submitted to: Hon'ble Vice-Chancellor, Registrar & Dean Academics

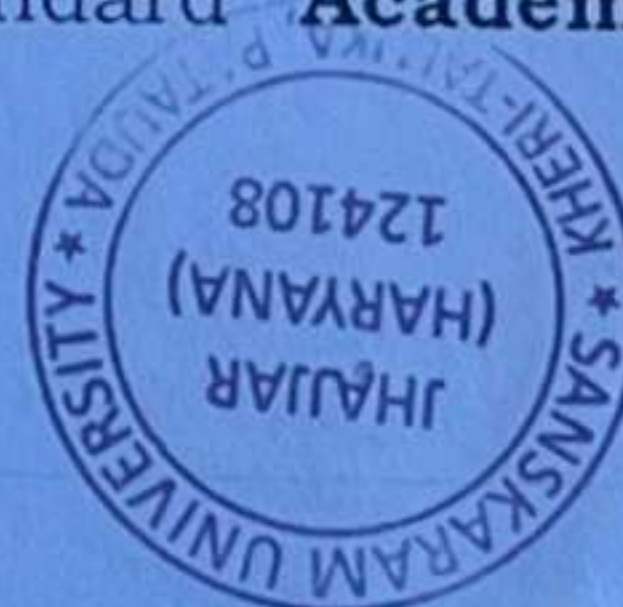
1. Introduction

The Internal Quality Assurance Cell (IQAC), Sanskaram University, conducted the **Academic Audit for the Academic Year 2024–25** across all Schools from **03 November 2025 to 07 November 2025** as per the notified schedule (Ref: IQAC Circular dated 31 October 2025)

The Academic Audit Committee comprised:

- **Dr. Gurdial Singh** – Hon'ble Vice-Chancellor
- **Dr. Divya Tyagi** – Dean Academics
- **Dr. Vishal Choudhary** – Deputy Head, IQAC
- Representatives/Faculty Members from different Schools as per the schedule.

The audit was conducted using the standard **Academic Audit Format** prescribed by IQAC (Uploaded in the file)





Academic Audit Format

2. Audit Schedule & Auditors (As per Uploaded File)

School	Date	Timing	Audit Committee Members
School of Engineering & Technology	03.11.2025	10:00-12:00	Dr. Gurdial Singh, Dr. Divya Tyagi, Dr. Vishal Choudhary, Dr. Babita Hooda
School of Management & Commerce	03.11.2025	2:00-3:30 PM	Dr. Gurdial Singh, Dr. Divya Tyagi, Dr. Vishal Choudhary, Mr. Saksham Saxena
School of Health & Allied Sciences	04.11.2025	10:00-12:00	Dr. Gurdial Singh, Dr. Divya Tyagi, Dr. Vishal Choudhary, Dr. Savita Sharma
School of Agriculture	04.11.2025	2:00-3:30 PM	Dr. Gurdial Singh, Dr. Divya Tyagi, Dr. Vishal Choudhary, Dr. Asha
School of Liberal Education	05.11.2025	10:00-12:00	Dr. Gurdial Singh, Dr. Divya Tyagi, Dr. Vishal Choudhary, Dr. Rupesh, Ms. Avnika Sharma
School of Basic & Applied Sciences	05.11.2025	2:00-3:30 PM	Dr. Gurdial Singh, Dr. Divya Tyagi, Dr. Vishal Choudhary, Mrs. Karishma Yadav, Mrs. Seema





School	Date	Timing	Audit Committee Members
School of Law & Legal Studies	06.11.2025	10:00– 12:00	Dr. Gurdial Singh, Dr. Divya Tyagi, Dr. Vishal Choudhary, Dr. Ganesh
College of Pharmacy	06.11.2025	2:00– 3:30 PM	Dr. Gurdial Singh, Dr. Divya Tyagi, Dr. Vishal Choudhary, Dr. Akansha Sharma
School of Physiotherapy	07.11.2025	10:00– 12:00	Dr. Gurdial Singh, Dr. Divya Tyagi, Dr. Vishal Choudhary, Dr. Nidhi Hooda

3. Area-Wise Evidence Verified (As per Audit Format)

During the audit, the following were checked in each School:

- ✓ Attendance Registers
- ✓ Course Files (Syllabus, Lesson Plans, QPs, Assignments)
- ✓ Mentor-Mentee Files
- ✓ Departmental Committees
- ✓ Minutes of Meetings
- ✓ PhD Scholar Records & Attendance
- ✓ Result Analysis
- ✓ Parent Communication Records
- ✓ Research File (Papers, Books, FDPs, Conferences)
- ✓ Event/Workshop Records



- ✓ Class Checking Records
- ✓ Cleanliness & Infrastructure parameters

These items are aligned with the standard **IQAC Academic Audit Format**

Academic Audit Format

4. School-Wise Major Observations and Detailed Action Taken

A. School of Basic & Applied Sciences

Observations:

- Inward/Outward Register not maintained.
- Class checking not recorded by Dean & HoD.
- No reference number on official documents.
- Verified: **6 Attendance Registers, 7 Course Files, 5 Mentor Files.**

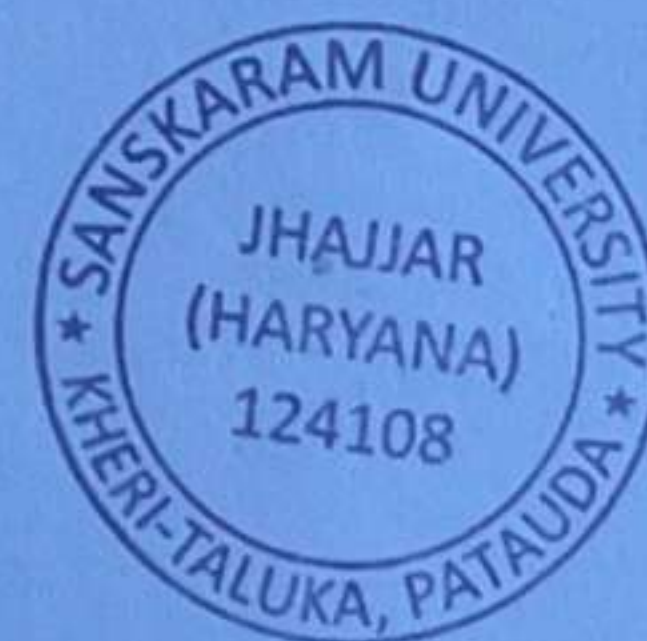
Action Taken:

- Standard Inward/Outward Register issued.
- Class checking template shared; monthly monitoring started.
- Reference Number Policy implemented institution-wide.
- Research Promotion Plan initiated (Research Targets + FDP).
- Follow-up audit scheduled.

B. School of Liberal Education

Observations:

- Inward/Outward Register not maintained.
- No separate Research File.



- Hard copies of departmental reports not maintained with signatures.
- 6 attendance registers, 5 course files, 4 mentor files checked.

Action Taken:

- Register made compulsory; maintained in prescribed IQAC format.
- Research File created (Publications, FDPs, Conferences).
- HoD instructed to sign & archive all reports.
- IQAC will verify compliance in January 2026.

C. College of Pharmacy

Observations:

- Inward/Outward Register missing.
- Dean class-checking not recorded.
- **4 attendance registers, 3 course files, 3 mentor files checked.**

Action Taken:

- Register format issued; entries verified weekly.
- Dean instructed to record and submit class-checking monthly.
- Research & FDP plan drafted and approved.
- Department directed to include audit status in MoM.

D. School of Law & Legal Studies

Observations:

- Faculty publications & book chapters insufficient.
- Class checking not recorded.
- FDP/Conference participation low.



- 5 attendance registers, 5 course files, 3 mentor files checked.

Action Taken:

- Research Committee formed; publication targets allotted.
- Class checking to be recorded twice per month.
- FDP participation made mandatory (minimum 2 per semester).
- Mentor-Mentee documentation strengthened.

E. School of Engineering & Technology

Observations:

- Event Reports not in IQAC format.
- PhD student attendance register missing.
- Result Analysis not maintained.
- 5 attendance registers, 5 course files, 4 mentor files checked.

Action Taken:

- IQAC Event Report Template reissued.
- PhD attendance register created & updated daily.
- HoD instructed to prepare complete multi-semester result analysis.
- Course file audit checklist adopted.

F. School of Management & Commerce

Observations:

- Monthly MoM not as per IQAC template.
- FDP records not submitted to HoD.
- Class checking not recorded.



- 5 attendance registers, 5 course files, 5 mentor files checked.

Action Taken:

- MoM template reissued; compliance mandatory.
- All faculty directed to submit FDP/Conference evidence monthly.
- Class checking format issued; reviewed monthly.
- Mentor file review committee constituted.

G. Sanskaram School of Physiotherapy

Observations:

- Inward/Outward Register not maintained.
- Reference number system not followed.
- Research culture needs strengthening.
- FDP participation low.
- 5 files checked (combined).

Action Taken:

- Register format implemented.
- Reference Number Policy enforced.
- Research & publication targets allocated.
- FDP participation made part of performance appraisal.

5. University-Wide Common Observations

1. Inward/Outward Register missing in most Schools.
2. Class checking records not properly maintained.
3. Research output inconsistent across departments.
4. Event Reports not in IQAC standard format.



5. Reference numbers not used uniformly.
6. Result Analysis missing in several Schools.
7. Mentor-Mentee documentation needs standardization.

6. University-Wide Corrective Actions Taken

6.1 IQAC Documentation Pack Circulated

- Inward/Outward Register Format
- Event Report Format
- Course File Checklist
- Mentor File Checklist
- Class Checking Format
- MoM Template
- Research File Format
- Reference Number Policy
- Result Analysis Template

6.2 Capacity Building Initiatives

- Training on **Research Writing, Paper Publication, and Academic Documentation.**
- FDP on **Course File Preparation.**
- Orientation on **NAAC/NIRF Documentation Standards.**

6.3 Mandatory Monthly Submissions to IQAC

- Class Checking Record
- Research Progress
- MoM
- Inward/Outward Register Snapshot

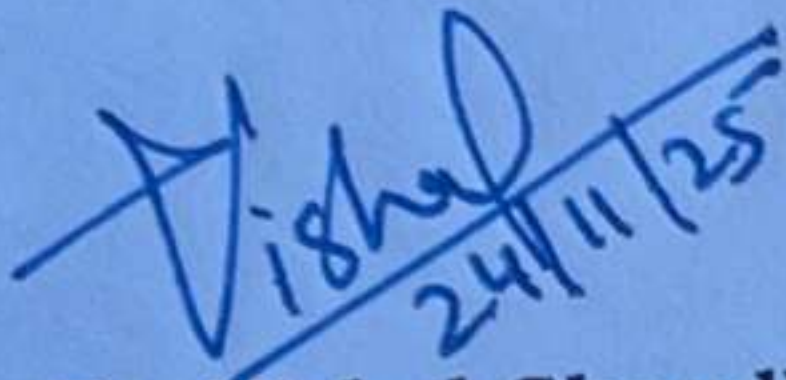


- Event Reports
- FDP Attendance Proof

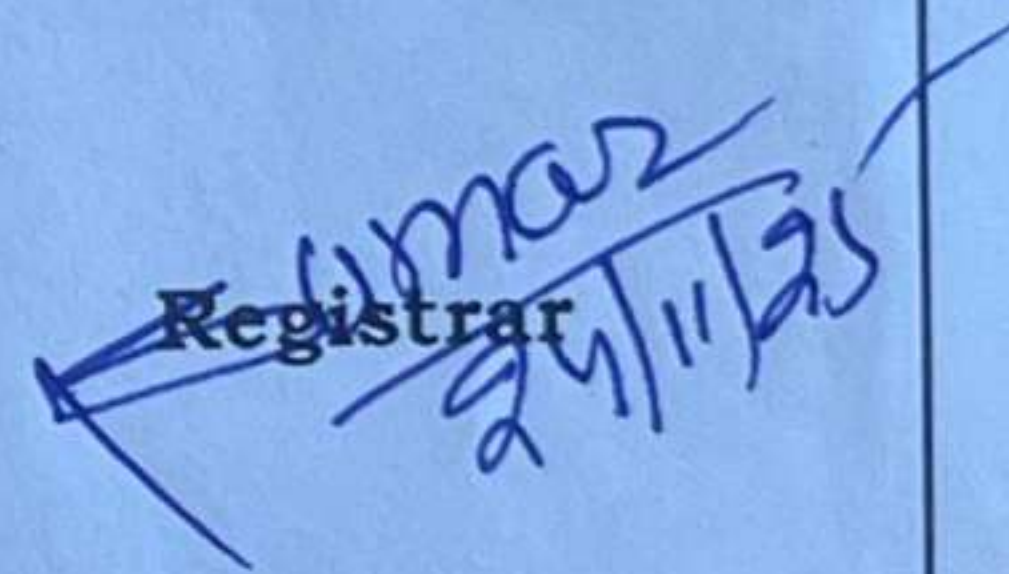
7. Conclusion

The Academic Audit for A.Y. 2024–25 provided valuable insights into academic processes across the University. IQAC has initiated corrective measures and monitoring mechanisms to ensure improvement in documentation, research output, teaching practices, and administrative efficiency.

A follow-up Academic Administrative Audit (AAA) will be conducted to ensure full compliance and continuous improvement.


24/11/25

Dr. Vishal Choudhary
Deputy Head IQAC


Registrar
24/11/25



Dean Academics



Vice Chancellor