



Date: 27/8/2022

ACADEMIC AUDIT REPORT OF CENTRAL UNIVERSITY OF HIMACHAL PRADESH (CUHP)

Academic and administrative audit is an integral part of the dynamics of higher education to achieve and maintain academic excellence. The office of the Internal Quality Assurance Cell has put in place an institute-wide academic and administrative quality management framework and designed the Performa for administration and academic audit. It aims to document evidence-based information related to the quality of academic programs and administrative and financial management. Academic Audit encourages a culture of continuous evaluation and quality improvement with sustenance of best practices in different academic programs. The Academic Audit was initiated during the academic year (2020-2021) by the IQAC to evaluate the PG curriculum, teaching and learning methodologies and to ensure continuous improvement for quality assurance. A faculty-driven model was developed for self-reflection, alumni feedback, parent feedback collaboration with other institutions, and teamwork based on structured conversation to improve educational quality process in teaching, learning and evaluation. The evaluation of academic and administrative managements have been evaluated by getting the information of each faculty in terms of their courses offered, teaching methodologies, learning and evaluation, research, adherence to the UGC guidelines, their participation in remedial classes, providing coaching to students for their carrier counselling and extension activities. The administrative quality has been evaluated on their performance in time bound manner in terms of delivery, recruitment process, maintaining of records, service books, e-governance, financial management, investment policies, timely payments to research scholars and other stake holders through PFMS etc.

The main purpose of the audit is to achieve quality work by implementing a peer review system to seek information from each faculty member on the prescribed Performa. This Performa has been designed for both academic and administrative audit which needs to be filled by each faculty member reflecting their strengths, weaknesses, specific areas for Improvement and recommendation if any related to the academic activities i.e. curriculum development, syllabus, teaching and learning methodologies, evaluation, research, extension etc. The administrative audit is evaluated by IQAC by obtaining the required information on the prescribed Performa reflecting on general administration, stock register, examination, implementation of e-governance, accounts and fiancé section, budget, ledgers, balance sheet, maintaining of annual accounts, welfare schemes, internal audit etc.

The Primary Objectives of the Academic Audit are:

1. To subject every departments for external scrutiny.
2. To update the curriculum, teaching, learning and evaluation methods.
3. To provide suggestions for improvement to the Departments for necessary changes.

Signature

Signature

Signature

4. To achieve the goal of updated curriculum and revised learning and evaluation methods. (UGC and National Curriculum)

Modalities of Academic and Administrative audit:

To look into the various modalities of academic and administrative audit, the Internal Quality Assurance Cell has proposed an Academic and Administrative team of CUHP duly approved by the Hon'ble Vice Chancellor which included two external experts (Vice Chancellor level), Director, IQAC under the chairmanship of the Hon'ble Vice Chancellor. The dates of the visit of academic and administrative audit has been fixed as approved by the HVC and scheduled on 24th, 25th, 26th and 27th August, 2022 (copy of the schedule attached).

The audit team has interacted with the HOD, Staff and Students of each Department and each HOD has been asked to give a 10 minute presentation on different criteria. The report consisted various components of curriculum, syllabus, teaching methodology, evaluation procedure, research and extension, awards and their outcomes and the administrative and financial aspects.

The audit serves to

1. Provide faculty driven process for a continuous improvement process.
2. Promote dialogue among faculty, students, and administrators
3. Provide self-assessment based on quality principles and indicators
4. Promote inter-disciplinary integration across programs and disciplines

The committee planned the visit in four days started on 24th August by visiting Sapt Sindu campus, Dehra where the committee has visited nine departments i.e. departments of Sociology, Social work, history, Economics, Visual art, Political Sciences, center for Tribal and Hindu studies. Thereafter on 25th August the team visited Shahpur campus to the following departments i.e. department of Physics and astronomical Sciences, Chemistry, Mathematics, Library sciences, Master in computer applications, Environmental Sciences, Botany and Zoology and center of Bio-informatics. On 26th The committee member evaluated the departments located at Dhawaladhar campus I and II like Master in Business administration, MBA (Travel and Tourism), Education, Journalism and Mass Communication, New Media, Deen Dayal Upadhyay Kendra, Yoga studies, and Languages. On 27th morning half the teams visited Registrar office and finance office to conduct administrative audit.

Overall Report by AAA team:

Academic Audit was conducted to examine and review the teaching and learning mechanisms of the Central University of Himachal Pradesh to monitor and enhance academic quality and standards which are necessary to achieve aims and objectives, and to provide constructive comments on the extent of effective implementation of procedures and to reflect on good practices to maintain quality. The faculty of each department has been highly appreciated for their commendable work for facilitating effective learning within

Am
20/08/22

Prakash

a comprehensive and interactive learning environment, providing supporting facilities and having a fair evaluation system. The extension activities carried out by different department's especially social works, department of performing arts, NSS, Sparsh cell are highly commendable. The science departments have contributed in highly cited International research journals which have citation count of 6481 and with 148 citations per publication brought the University with H-index > 40 and individual authors have h-index as high as 36 reflecting the high standards of research. The committee has appreciated the progress of sciences faculty in research publication and social sciences in extension activities.

Curriculum aspect:

It has been observed by visiting all departments that each department has been using choice based systems (CBCS) since the inception of the University and has also followed the guidelines of UGC released in June 2015. Since the higher education scenario has been changed from the conventional teaching methods to skill based and industry based methods and improvements in the quality of the courses as per demand so it has been observed that the most of the departments are following new trends in designing their course curricula adhered to the National Education Policy-2020. Regular BOS and School Board meetings are conducted by each department and school and the decisions are further forwarded Academic Council and Executive Council for approvals. Each program has listed their Program specific out come and program outcome and each course has been designed in such a way to cater to the outcomes listed in program specific outcomes and program outcome and all courses were then mapped. Regular revision of courses and syllabus has been carried out to cater the need of the emerging trends in the industry and educational sphere. Since the University has wide diversity of teachers from different states this Pan-Indian representation has increased the value in the learning environment.

The University has implemented multiple-exit and multiple entries from this session along with academic bank of credit scheme. All departments are offering Indian Knowledge System course of 2 credit and another 2 credit courses is being offered at University level. The interdisciplinary courses of 2 credits at the department level are offered in each and every program to be chosen by students across the discipline. The University has amended all the academic programs following experimental learning methods by having 50% theory and 50% practice.

To move forward, the University has adopted a pragmatic approach for online education with the use of the latest digital media tools. The university has developed Open Educational Resources and has decided to impart ten per cent of the course contents of each course online from this academic session. Different departments have shown their efforts in promoting and encouraging students to opt for online courses as part of their skill-based learning from MHRD/UGC online platforms like Swayam, e-pathsala, MOOCs.

The committee observed that all curriculums are designed as per CBCS guidelines and feedback on different courses is being obtained from each student at the end of examinations for further improvement. Most of the departments have ensured high quality education by developing creative courses, curriculum as per UGC guidelines and covering the patterns of national entrance test examinations of UGC and CSIR. Most of the departments have well-defined mechanism to meet the required objectives as laid down in consonance with the program specific outcome and program outcome. Each Department has Program Outcomes (Po's) and Program Specific Outcomes (PSO's) in line with course content to highlight the

Signature 1
Signature 2

Signature 3

defining and distinguishing features of a program to meet new challenges of employability and skill development. The attainment of the courses and their program outcomes have been also mapped by measuring program attainments. The University ensures high quality education by developing creative courses, curriculum as well as academic rigor in content formation, keeping in view the needs of the students to meet massive challenges in their respective subject-specific areas. The University offers highly acclaimed academic programs with well-structured curricula incorporating contemporary knowledge, interdisciplinary learning with a thrust on finding solutions to real life problems. The courses are redesigned with an emphasis on disciplinary knowledge, critical thinking, and problem-solving ability, skills and digital capabilities. Timely revision of syllabi and introduction of new courses enabled the central University to remain in sync with international and national trends. Some initiatives include: Many Departments/Centers offer programs with sufficient credits assigned to practical courses, field projects and summers internship, to encourage students to deal with real life solutions/exploring field applications with commercial viability. The University runs innovative and entrepreneurship courses in their post graduate programs like Bioinformatics, offer courses in Genomics, Animal sciences, Plant sciences, Environmental Sciences focusing on remote sensing and GIS and Disaster management, Drug Designing, Computer sciences, Vedic mathematics, astronomical sciences by Department of Physics and material Sciences, Journalism and Mass Communication etc. incorporating emerging areas of studies and research.

2. Teaching and evaluations criteria

Each session is started by having induction program where first day the University conducts a university level induction program at three campuses, where Vice Chancellor and Dean Student welfare and Chairman Sparsh Committee acquaint them with the University framework and aspects of social evils and gender sensitization. The second day each department organizes induction programs in their departments where all teachers and student get themselves introduced and then faculty guide the students on various aspects of choice based programs, the importance of the courses and its employability aspects. Each department allot mentors to each student where each mentor will have 5-6 students from each class. The CUHP has four buildings for teaching-learning purpose with a total of 51 classrooms, 18 labs, and 420 computing equipment. Most of the classrooms are equipped with projectors and digital smart boards. All the classrooms are large, airy, and can accommodate between 50 to 60 students. To enhance the learning experience and holistic development of the students, the University has adopted an interdisciplinary approach in its teaching-learning process. The focus of teaching learning process in the University is to integrate the theoretical knowledge with the help of practical training to problem-solving attitude. To achieve the objectives and facilitate the interactive learning, diverse pedagogical methods such as activity-based learning, use of adaptive language, case study based teaching, skill enhancement workshops, laboratory-based learning, internships and workshops, use of audio-visuals and other ICT-based tools. To encourage participative learning, extensive use of group discussion, open-dialogue with teachers, and team assignments are used extensively. Each department has a course basket which includes core courses, elective specialized courses, open elective and open specialized courses. The students have the option to choose any courses from the basket from specialized and open specialized and elective courses.



Only core courses are compulsory in the first semester. OER and MOOCs courses have been extensively used by the University faculty to enhance the learning experience of the students. Besides, subject specific WhatsApp groups, students' groups, mentoring groups have been formed to ensure easy access to faculty. Regular organization of workshops/ seminar/ invited lectures/ webinars/ symposium promotes participative as well as problem solving leaning process. Further, the students were provided ample opportunities to interact with the academicians from India and abroad, professionals from industry, government and non-government organizations on regular basis. Classrooms are equipped with ICT enabled facilities to provide an interactive learning experience, which engage students in meaningful discussions, both individually and in groups. Departmental societies and subject specific clubs are also in place which organises various academic and extension activities on routine basis that offers experiential learning platforms to the students. Central Library as well as campus libraries are equipped with relevant and latest textbooks and reference materials. Students have easy access to e-resources, e-books, e-journals through a digital resource centre. Campaign designing, heritage walks, art exhibitions, live demonstration in science subjects, leadership development programme, youth leadership training programmes, personality development workshops, live demonstration of stock markets, and newsletter designing methods have been used to provide experiential learning to the students. The library is open from 9 AM to 7 PM on all working days.

The central University of Himachal Pradesh has three tier evaluation criteria. All students are continuously evaluated using continuous internal assessment by way of getting assignments, presentations, quiz test and practical field visit and their reports. This is followed by mid-term evaluation which is being conducted by each department and the answer sheets were shown to students for their satisfaction. The end term examination is being conducted by Controller of Examination of the University, the papers are set by external experts and the same are evaluated by the external subject experts. There is a set procedure for addressing grievances on the external evaluation and students have the right to fill re-evaluation of their answer sheets, which are being attended by the controller of examination. In the last five years the university had three tier evaluation criteria i.e. mid-term examination has 25% weightage and 25% weightage is given to continuous internal assessment and final examination had been given 50% weightage. However, from the 2020-2021 session the evaluation criteria has been changed from 25% to 20 % for mid-term examination and 20% for continuous internal evaluation and 60% for external examinations with 50% focus on practice. All mid-term question papers are being placed before the BOS committee for their suggestion and comments and the external examination are purely external right from setting of papers to evaluation of answer sheets. Each student has to ensure 75% attendance in each course as a qualifying criterion for attempting the end term examination. It is happy to know that teachers have made special class arrangements in their departmental timetable for slow learners. A good amount of weightage is given to problems in the examination papers. Both internal and external components of evaluation are in place for effective assessment of the learning outcomes. Higher weightage to external examination scores in end-semester. The University also ensure plagiarism checks for student projects as well as research thesis. The Office of the Controller of the Examination regularly interacts with the University authorities and head of the Departments along with faculty members to improvise the examination and evaluation system of the University


Signature


Signature


Signature

Constant innovations in teaching are matter of pride for the Central University of Himachal Pradesh where department of Physics and material Sciences, New Media are using many innovative teaching approaches/methods like video and mobile production hands-on training sessions and online teaching from other institutions. The special lectures are being organised by Geological Survey of India and Ground water Board for the students of Environmental Sciences related to water charging and mineral exploration through video-conferencing and online mode during the last semester are practiced in the university. Teleconferencing and video-lecturing are used in various centres. One fine example of this is in Centre for Environmental Science and Technology. The students of Environmental science departments also attended video-conferencing outreach Programme on "Applications of Remote Sensing and GIS for Natural Resources" using A-VIEW software conducted by Indian Institute of Remote sensing (IIRS), Dehradun. Under participative learning process number of students from departments of social work, Travel and Tourism and MBA were engaged with NGO's, Hotel Industry and Banking system for learning practical aspects of these subjects.

The University is honoured by faculty members receiving National awards, Humboldt fellows, fellows of different academic societies, DS Kothari fellow, Presidents Inspired Teacher's recognition young scientist awardee, Ramanujan fellow in the university payroll has number of national awardees. President awardees etc. who are the inspirational icons for the University students.

The students are encouraged to attempt public service examinations and also to take admissions in programmes of higher learning and the university is running Ambedkar center of excellence for providing coaching to students for qualifying public service examinations training. This center has 100 students on roll who are taking coaching. The university is also taking serious measures to conduct campus interviews for the students enrolled in professional programs.

The central library has a rich collection of more than 35,964 texts a well as reference books in the domain of science and technology. Soc. sciences, humanities, and languages. It has subscribed to 91 print journals of 'National' as well as 'International' repute; additionally, it has subscribed to the E-Resources such as ACS Science Essential, Emerald, ProQuest, LISA, and ESS IOP Science.

Research and extension:

The Department of Physics and astronomical sciences is equipped with three teaching labs and one research lab. The teaching labs are equipped with computerization experiments for classical mechanics, electromagnetism, optics and classical dynamics labs, fully-equipped analog and digital electronics labs, modern physics, and nuclear physics laboratory equipment. There is a dedicated computer lab for performing computer simulations for all the courses, which run on Lin and other Free Open Sources Software such as python, and Scilab. The Chemistry department has a full-fledged teaching lab for performing experiments at both UG and PG levels. It is currently equipped with two UV-Visible spectrometers, one incubator shaker, and two weighing balances. The Department of Environmental Sciences has both PG and Research lab that are used for carrying out regular experiments and projects. The lab is equipped with instruments like Ion Chromatography, High Performance Liquid Chromatography (HPLC), IR spectrophotometers, hand held XRF, GAS chromatography, flame photometry, spectrophotometer etc. The environmental Science department has skill oriented Remote sensing GIS lab with ten licensed software of GIS and Erdas for image processing with ten computers independently, ten GPS units for learning surveying techniques, geophysical

Dr. S. K. Singh

Dr. M. C. Mehta

Dr. J. K. Singh

instruments for training students in seismic reflection and refraction techniques, and research activities in earthquake studies and subsurface utility systems. The department has a Brunton Compass, a Radiometer, and other surveying instruments for students training and landslide investigations. There is a computer lab with 35 systems dedicated to the IT department. The Centre for Computational Biology and Bioinformatics (now designate as the Department of Computational Biology and Bioinformatics) has a dedicated lab with 15 high-end workstations for performing simulation and 30 computing systems for working in the class itself while attending a lecture for problem-solving issues. The University has a server with a capacity of 8 blades of a dual processor with 512 GB storage capacity of each blade and 64 GB RAM plates. The Department of New Media and Creative Writing is equipped with five Nikon D-19 digital cameras, 2 Panasonic-120 video cameras, two workstations, one audio console, etc. There is a separate computer lab for the students of library sciences with 15 systems running on Ubuntu, with open source software such as Koha (library automation software), Moodle 2.0 software for LMS, Dspace (Digital Library Hosting), etc. The library has Turnitin software for plagiarism checks and offers passwords to all faculties and students for checking their plagiarism before submitting any document for publication. The university library has open e-resources available through university website like Cambridge University Press, Economic & Political Weekly, Emerald, ISID, JCCC, JSTOR, Oxford University Press, Project Muse and Springer Link etc.

The research groups of different departments are found to be active and the University has shown a publication of about 564 cited documents in the last five years with H-index of 38 of the University. The H-index is found to be highest among newly created central Universities. All laboratories were well equipped with state of the art equipment's like Gas Chromatograph, Spectrophotometer, Ion chromatograph, High performance liquid chromatograph, incubator shaker, Laminar Air flow, BOD incubator, PCR, Gel doc, ELIASA, spectrophotometer 180, Defridger-180, refrigerator centrifuge, image analysis system with microscope, Millipore etc and tube furnace for Nano particles research, FTIR, all basic instruments for dealing with practical classes, bi-nocular and tri-nocular compound microscopes with camera inbuilt high end research. The fine art departments has well developed art gallery and lab for practical exposures to students, the media departments has well established media lab for recording video lectures. Majority of the Humanities departments are engaged in extension activities. The University has well developed Remote sensing GIS lab for skill oriented courses. Besides GIS lab the University also has the computer labs for basic training of students. Specialized software and workstation have been provided to the concerned department for high end computational work. The University has been working on lot of extension activities by adopting few villages in and around three campuses for the welfare of local residents and aware the public at large.

The University eco-system is encouraging for innovative and inspiring prototype development that could be incubated to create successful startups over a period of time in a systematic fashion in the university. The University has Institutional innovation council, University Industry interface Open Educational Resources and Massive Open Online Courses (MOOCs) cells for inspiring innovative research in the university. For encouraging management and business skills, the university has incubation center for developing entrepreneurial mindset.



Various departments and their students have been found involved in various extension activities in the nearby villages promoting vocal for local, imparting marketing techniques to the locals and helping them in small scale production. The NSS units of the campuses and social work departments in association with NGO's participated in various activities like swatch Bharat Abhiyan, Unnat Bharat Abhiyan, training and helping communities during covid-19 related to importance of mask by organizing campaigns, rallies, nukkad natak, poster campaigns, wall painting, lectures, discussions, use of mass media, etc. The University is organizing Yoga camps, wellness camps, environmental protection and conservation awareness campaign regularly, Blood Donation Camps, Awareness drive in relation to substance and drug abuse, Awareness campaigns related to Pulse Polio program, **Tele-counselling**, Anti-Tobacco Day Awareness, *Awareness on workplace harassment*, Awareness campaign on universal vaccination in collaboration with WHO. The university also conducts Awareness on disasters and disaster management, Disaster preparedness, Bharat Competition and Awareness generation drive under Ek Bharat Shreshth Bharat, Observation of various International Days, Agriculture related awareness and skill development programs on mushroom cultivation, aquaculture, fisheries, entrepreneurship development

Administrative Audit report

The University administrative audit was performed on 27th morning to evaluate the administrative effectiveness in the university.

- First of all the team evaluated the service book records which were found well maintained.
- The University has been provided regular training to staff for their upgradation and monitor their progress through annual appraisal reports. All records well maintained.
- The University has separate store section which maintains and purchases all material for the University.
- All stock register are found to be in place and all non-consumables are items are registered in the University stock register as well departmental stock register. The stocks are verified yearly by duly constituted committee which includes academicians and nominee of registrar and Finance officer.
- The University has fixed the responsibility of each Head of the departments in dealing with administrative matters and the same is well specified in the ordinance of the University.
- Welfare scheme are in place form employees and the administration provided regular training to their staff as evident from records from time to time, and delegates duties in absence of any officer.
- The university has well established ERP system where all matter are being dealt through ERP portal named as Samarth including leave record, salary distribution, recruitments, admission etc.
- All records are found to be in good shape and annual maintenance's of instruments are conducted regularly for major equipment's.

Amin
27/11/2020

27/11/2020

27/11/2020

- All payments are made through PMFS system regularly no cash payment.
- Daily ledger is being maintained through PFMS and cash book are verified monthly by Finance officer.
- All vouchers are archived daily
- Salaries are disbursed through ERP system and Establishment check register arte also maintained.
- ERP system is well established for stock verification, a salary payment vouchers verification etc.
- Fellowship are paid time bound payment manner and other payments are made within 15 days
- The finance section hold regular audit by the CAG and to maintain the transparency of the section has internal audit or in place which evaluate the documents before payment.

The examination branch is headed by the Controller of Examinations and all end terms exams are being conducted by the controller of examination by setting the question papers from external examiner and thereafter evaluation of the answer sheet by the same. The mid-term examinations are also conducted by the controller of examination in association with departmental Head.

The admission is also being conducted by the controller of examination office through online process (Samarth Portal) right from submission of application forms to issue of admit cards hall ticket. The University has 25 security features in their degree certificate. To provide an online store house of all our degrees of PG program and Research degree program the University has been providing duly digitized data viz certificates, diplomas, degrees, mark-sheets etc. data after its duly validation by controller of examination to National Academic Depository.

Weakness:

- Due to lack of a permanent campus, the university is finding difficulties in expanding its laboratories and work-space to the next level.
- Students from other States are also finding difficulties as the university had limited hostel facilities and the hostels are in rented premises which have less scope for further expansion.
- The University needs a Foreign Student Outreach Cell to work out on the possibilities to attract students from the neighboring countries especially those who are interest in Tibetan studies due to the exile settlement and the presence of His Holiness the Dalai Lama here in Dharamshala.
- The University lacks adequate space and facilities for sports and cultural activities (Open Air Theatre, Outdoor and Indoor Stadium) which shall be addressed with the construction of a permanent campus.

*Abh
Srivastava*

D. K. S. S.

M. S.

Specific Areas for Improvement:

- More focus on Research and Extension in terms of policy research and institutional collaborations.
- To develop a strong alumni base and to engage and involve them in the day-to-day progress of the university.

Recommendations:

Additional weightage can be given to students who have completed MOOC and other certification courses (identified by the department) offered by various online platforms such as NPTEL, e-PG Pathshala etc.

List out five major areas of concern which need immediate attention:

- The course structure needs to be fixed for at least three years and course revision should be made based on the feedback received from the different stakeholders.
- The course basket of elective courses should be expanded to include courses based on research expertise available in the department.
- Encourage the students to take courses from various online resources such as NPTEL UGC PG Pathshala, Swayam, MOOCs and to frame guidelines for the same at the university level.
- Setting up of sophisticated Instrumentation facility at the University level as the University could not have any facilitation centers like FIST/UGC SAP due to less space facilities.
- Effective implementation of blended mode of teaching to facilitate enrichment of overall teaching learning process.
- There should be optimum balance in theoretical and practical components in the overall course distribution.
- Strengthening institutional linkage and scientific exchange programs building national and international research collaborations.
- Time bound disposal of files are required to be implemented
- A store and Purchase officer needs to be appointed in the rank of Deputy Registrar with expertise in material management with complete office for smooth purchase of material
- Value added courses should be introduced such as PG diploma in various discipline

The University is in transforming stage and restructuring its course curriculum in accordance with the NEP 2020 which provides an opportunity for the overall development of the students with virtues:


- Holistic Multidisciplinary Education with multiple entry/exit options
- Emphasis on promoting multilingualism and Indian languages

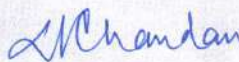


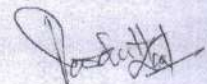
- curriculum envisages flexibility of Subjects
- Fostering a strong research culture
- Community engagement and social responsibility

However the university needs to strengthen on the followings to meet out the space constraints

- To speed up the matter of own campus construction so that sufficient laboratory space for UG/PG and Research labs can be generated
- Participation of students in extracurricular activities at PG and RD level as workshops, seminars at regular intervals.
- Strengthening industrial, national and international research collaborations.
- Students must be encouraged for participation in sports activity at National/international level


Prof A.K. Mahajan
Director IQAC Former


Prof C.L. Chandan
Former Vice Chancellor (Expert)


Prof D.D. Sharma
Vice Chancellor, SPU (Expert)

Submitted to the Chairman