

Proceedings of the Director, Collegiate Education
Andhra Pradesh:Mangalagiri
Present: Dr. Narayana Bharath Gupta, IAS.,

Rc. No: 02/Acad.Cell-Academic Audit/OSD-QI/AC-8/2024-25

Date: 17 -01-2025

Sub: AP Collegiate Education – Academic Audit – 2023 – 24 & 2024-25 – Release of AA Calendar and dates of Academic Audit, Orientation to Academic Audit Advisors – Certain Instructions - Reg

It is to inform that the Commissionerate of Collegiate Education launched Academic Audit as a Quality enhancement initiative with an objective to improve functional efficiency of the Colleges and to promote accountability among the Teaching Staff. The Academic Audit is conducted once in every year in all functional Government Degree Colleges by the team of trained Academic Advisers since 2012.

As NAAC also insists on the conduct of audits on Qualitative and Quantitative Parameters and as the submission of Annual Quality Assurance Report (AQAR) is made mandatory with all evidences, the formats have been revised as per the new Reaccreditation Framework of NAAC and are validated by a group of experts. This will help the colleges to prepare the AQARs promptly and accurately and will help for better grading

The Academic Audit for the Academic year 2023-24 & 2024-25 is planned to be conducted in the month of February. The Principals are informed to upload the consolidated data in the prescribed formats on the websites of the Colleges concerned in the specified folder 'Academic Audit 2023-24 & 2024-25'.

In this connection, the following formats and guidelines are communicated herewith to all the GDCs for the conduct of Academic Audit for the AY 2023-24 & 2024-25.

1. Guidelines on conduct of Academic Audit
2. Action Plan for conduct of Academic Audit for AY 2023-24 & 2024-25.
3. Academic Audit Formats:

Format – I College Profile

Format – II Institutional Data

Format – III A Lecturer wise Data

Format – III B Format for Physical Directors

Format – III C Format for Librarians

Format – IV Observations by AA team and Action taken report by the
College Principal

Hence, the Principals of GDCs are instructed to upload the filled in formats on the websites by First Week of February 2025 without fail. The CCE is planning to conduct an Online Orientation session to the Academic Advisers in the Second Week of February 2025. List of the Academic Advisers will be displayed on the website of the APCCE. Time and link to the online training session will be informed on the APCCE-Smart Campus Group. The College wise schedule of the Academic Audit 2023-24 & 2024-25 along with other details will be communicated.

**Academic Audit 2023-24 & 2024-25
Action Plan**

Steps	Activity	Tentative date
Step -1	Guidelines (for Academic Audit and for AA team Selection) and formats will be communicated to Principals through proceedings	20 th January 2025
Step-2	Uploading of format-I &II on the institutional website by the Principals	February First week
Step -3	Online training to Audit teams	February Second week
Step - 4	Release of Academic Audit Calendar & Mapped Academic audit teams list	February Second week
Step-5	Study of uploaded formats by Academic Audit team and preparation of notes	February Third week
Step-6	Conduct of Academic Audit	From 27 th February to 8 th March 2025

Sd/- Dr. Narayana Bharath Guptha
Director of Collegiate Education

Encls:

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2. Academic Audit Formats

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To

The Principals of all Govt Degree Colleges

NRC College Principals

Copy to the RJDCEs

//Attested//


Dr. K. Vijaya Babu
(OSD- QI)