

2022-23

**Sri Sri
University**

Internal Academic and Administrative Audit



LEARN LEAD SERVE

Prepared by
**INTERNAL QUALITY
ASSURANCE CELL**



ASSESSMENT
PERIOD
JULY 2022
TO JUNE
2023
Prepared by
IQAC





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Internal Academic and administrative Audit AY 20220-23

About

The process of Academic & Administrative Auditing intends to monitor and enhance the quality of education through proper guidelines for both teaching faculty and students, so as to ensure the Academic and administrative quality.

Instructions

This form was created to keep track of the auditors' responses and to help with the final report's creation. The final report is signed by all of the auditors and approved by the esteemed vice chancellor of Sri Sri University. The average of each response is calculated, and the report reflect the average of all responses.

Academic and Administration Internal Audit, 2023

On June 26, 2023, the IQAC Committee met and approved the Manual. Along with distribution of AAA manual, the deadline for submitting the form is September 25, 2023 decided on August 18, 2023 at the Meeting of Nodal Officers. The ER office circulated the timeline on September 22, 2023. The first internal AAA physical audit was launched on September 26, 2023.



SRI SRI UNIVERSITY

No.: ER/2023/414

Dt: 22.09.2023

NOTIFICATION

The competent authority is pleased to approve the following faculty members as Internal auditor for the Academic and Administrative Audit (AAA) of the University under supervision of the IQAC.

The IQAC will organise the training/awareness programme for the internal auditors, prepare the faculty/department wise schedule of audit with the name of the auditors, provide the necessary forms / format and circulate the date & time for training programme and audit.

Name of the Auditor

1. Ar. Saeed Anisa Azharunnisa, Associate Professor, FOA
2. Dr. Abhaya Kumar Mishra, Professor, SSCASRH
3. Dr. Alok Kumar Sahai, Associate Professor, FMS
4. Dr. Anupama Singh, IQAC Nodal officer
5. Dr. Bhagirathi Nayak, IQAC Nodal officer
6. Dr. Dilip Kumar Goswami, Professor, SSCASRH
7. Dr. Gopabandhu Acharya, Professor, SSCASRH
8. Dr. Jay Prakash Bhatt, Professor, FOS
9. Dr. Jaydeep Kumar Sahu, Associate Professor, SSCASRH
10. Dr. K S Dutta Sharma, Professor, SSCASRH
11. Dr. Kamala Prasad Mahapatra, Professor, FACIS
12. Dr. Krishna Pratap Singh, Associate Professor, FACIS
13. Dr. Mrutyunjay Dash, Associate Professor, FMS
14. Dr. Nagendra Prasad, Prof. SSCASRH
15. Dr. Namita Rath, Associate Professor, FMS
16. Dr. Partha Sarathi Mishra, FOA
17. Dr. Prajjal Dey, IQAC Nodal officer
18. Dr. Rachna Chandra, Associate Professor, FOAG

9. Saha



19. Dr. Rajib Lochan Giri ,IQAC Nodal officer
20. Dr. Rakesh Kumar Tripathi ,IQAC Nodal officer
21. Dr. Sohini Paul ,IQAC Nodal officer
22. Dr. Subash Chandra Nath, Professor, FMS
23. Dr. Sunil Kumar Dhal, Professor, FMS
24. Dr. Vijaya Lakshmi Mohanty , Director-HRDC
25. Dr. Vishal Sood, Professor, FMS
26. Dr. Abhiroop Das, Associate Professor, FOA
27. Mr Binit Puspalak ,IQAC Nodal officer
28. Mr. Jasobanta Laha ,IQAC Nodal officer
29. Ms. Dhritama Dutta ,IQAC Nodal officer
30. Prof. (Dr.) Gopinath Palai, Professor, FOS
31. Prof. Jaiba Mondal Ghosh, Professor, FHW

9 Saha
22/9/23
Prof. (Dr.) D. P Sahoo
Executive Registrar

Copy to:

1. Office of the President.
2. Office of the Vice-Chancellor.
3. Office of the Director Operations.
4. Director, IQAC
5. All concerned.





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Academic and Administrative Audit 2022-23 Schedule

Faculty/ Department	Date and time of Audit	Team Members
Research Development Cell	October 6, 2023 Forenoon 11 AM to 12:30 PM	Dr. Dilip Kumar Goswami, Professor, SSCASRH Team Lead (98643 51115) Dr. Nagendra Prasad, Prof. SSCASRH (97436 34751) Ar. Saeed Ariss Azharumma, Associate Professor, FOA (98615 32710)
Faculty Of Emerging Technologies	October 6, 2023 After Noon 3 PM to 5 PM	Dr. Sunil Kumar Dhal, Professor, FMS (7328078064) Dr. Anupama Singh, IQAC Nodal officer (7973019121) Dr. Rachna Chandra, Associate Professor, FOAG (9428248622) Dr. K.P. Singh, Associate Professor, FACIS (7381073136)
Faculty Of Science		
Faculty Of Health And Wellness	October 7, 2023 Forenoon 11 AM to 12:30 PM	Dr. Namita Rath, Associate Professor, FMS (97775 27734) Dr. Rachna Chandra, Associate Professor, FOAG (9428248622) Mr. Jasobanta Laha, IQAC Nodal officer (7978064722)
Faculty Of Management Studies	October 7, 2023-After Noon 3 PM to 5 PM	Dr. K.P. Singh, Associate Professor, FACIS (7381073136) Dr. Prajal Dey, IQAC Nodal officer (7978390822) Dr. Rajib Lochan Giri, IQAC Nodal officer (9778329725)
Faculty Of Arts, Communication And Indic Studies	October 9, 2023 Forenoon 11 AM to 12:30 PM	Prof. J.P. Bhatti, Professor, FOS (98108 55596) Dr. Mritunjay Dash, Associate Professor, FMS (7978641343) Prof. (Dr.) O.P. Palai, Professor, FOS (7750877326)

Faculty Of Contemplative And Behavioral Sciences	October 9, 2023 After Noon 3 PM to 5 PM	Prof. (Dr.) G.Pahi, Professor, FOS (7780877326) Dr. Rakesh Kumar Tripathi, IQAC Nodal officer (7377189199) Dr. Nagendra Prasad, Prof. SSCASRH (9743634751)
Director Operation	October 10, 2023 Forenoon 11 AM to 12:30 PM	Dr. Bhagirathi Nayak, IQAC Nodal officer (8456023038) Dr. Abhaya Kumar Mishra, Professor, SSCASRH (9633240362) Dr. Jaydeep Kumar Saha, Associate Professor, SSCASRH (37703 29760)
Faculty Of Architecture	October 10, 2023 After Noon 3 PM to 5 PM	Dr. Dilip Kumar Goswami, Professor, SSCASRH (98643 51115) Dr. Rajib Lochan Giri, IQAC Nodal officer (9778529785) Mr. Jasobanta Laha, IQAC Nodal officer (7978064722)



Sudhar Kumar Mohapatra
Director IQAC
Sri Sri University



Sri Sri University
Academic & Administrative Audit Report AY 2022-23

Sri Sri College of Ayurvedic Science & Research Hospital

Ref No.: SSU/IQAC/2023/103

Date: 4/10/2023

After reviewing the information submitted by the Sri Sri College of Ayurvedic Science & Research Hospital for the Academic Session 2022-23 and interacting with faculties the following observations are made:

Observations by the Auditors

1. There is no documentation of PO and CO attainment.
2. Number of assigned mentor were five in 2022 and two in 2023. Number of mentor mentee sessions were 4 in 2022-23.
3. The internet problems were discovered. According to the email, a few number of requests have been sent to the IT team.
4. No. of computers are 11. Out of which 4 are in working condition and rest of the computers are not functioning well.
5. The stock ledger must be kept centrally. It was discovered that it was not adequately maintained and was not on the system. The department purchase committee will provide suggestions on the equipment that the faculty should purchase.
6. Six laboratories are required. No dedicated labs are found. Psychology Lab in collaboration with FCBS and Anatomy Lab in collaboration with FHW are been used.
7. Lab facility for the 1st year students are available with required equipment's. But lab facility for the 2nd year students' needs some equipment which has been sanctioned but not yet received.
8. Among 34 Non-teaching staff members 15 are reporting directly and other are shared with Ayurvedic Hospital in the campus. 15 more non-teaching staff members are required.
9. 36 extra-curricular activities organised where as Co-curricular actives are found Nil. Documents must be on letterhead and stamped.
10. Department meeting minutes - There were just two reports. The event reports are well kept with ATR, however there should be references to the MOM and approvals.





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Academic & Administrative Audit Report AY 2022-23

11. Except alumni and employer's feedback on curriculum, feedback from Students, teachers and parents are available.
12. Last year examinations were over by September 30, 2023 and results are awaited to furnish the data regarding the no. of students passed in last academic year
13. As it is a new program therefore Placement data was not there.
14. Activity document can be prepared in a proper format and pictures of events should be geotagged as per the guidelines of the University.
15. Among 32 Research Publications 26 are in Scopus, 4 are waited to be published, whereas 2 are conference papers.
16. Number of research project are 2.

Recommendations by the Auditors

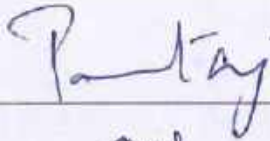


1. Issues concern to mentor mentee needs to be written in detail and action taken report must be ensured by the mentee after the issue been resolved.
2. More Mentoring sessions required to be done. Students need to be mentored under the basis of Slow learner and advanced learner and slow learners needs to be provided with tutorials and extra classes. Simultaneously the advanced learners need to be offered with Value added courses.
3. Faculty need to update of the status of computers not in working condition, to the IT Department and new computers need to be installed. Original software needs to be installed like INPS and Microsoft office.
4. For 1st year 2 LABs and for 2nd years 5 LABs require immediately to offer better service to the students. Dean has to initiate the process for the same in an immediate basis.
5. Faculty/ Department need to conduct more co-curricular activities.
6. Activities related to the MoUs should be addressed.
7. 4 FDP/MDPs were held, but relevant documentation was still required, and it needed to be annexed with the appropriate correspondence and attendance records.


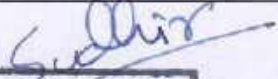




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Academic & Administrative Audit Report AY 2022-23

8. Effort required from each faculty members to apply for project, consultancy and funding.

Mr. Pankaj Vijn, IQAC Core Team Member	
Dr. Sohini Paul ,IQAC Nodal officer for FHW	
Dr. Subash Chandra Nath, Professor, FMS	

	 Director, IQAC Sri Sri University
Signature of the Dean, SSCASRH	Seal and Signature of Director IQAC

Approved by Vice Chancellor


Prof. (Dr.) B R Sharma
Vice Chancellor
Sri Sri University





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Action Taken Report on Internal Academic and Administrative Audit for the Academic Year 2022-23

Name of the Faculty/Department:

Sri Sri College of Ayurvedic Science and Research Hospital,

Sri Sri University

Letter No. SSCASRH/SSU/012-2024

Date - 9.1.24

Sl No.	Recommendations by the Auditor	Action taken
1	Issues concerning to mentor mentee need to be written in detail and action taken report must be ensured by the mentee after the issue been resolved.	All the Mentors have been informed to follow the guidelines given by the Audit committee.
2	More Mentoring sessions are required to be done. Students need to be mentored based on Slow learning and advanced learning and slow learners need to be provided with tutorials and extra classes. Simultaneously the advanced learners need to be offered value-added courses.	All the mentors have been informed to conduct at least two mentoring sessions in a month and directed to identify the slow learner and advance learners based on their performance in periodic assessments, Terminal tests and other academic activities. All the faculty members and concerned HODs have been directed to provide extra classes to slow learners and to enroll the advanced learners in various value added courses conducted by Sri Sri University or online platforms.
3	Faculty need to update of the status of computers not in working condition, to the IT Department and new computers need to be installed. Original software needs to be installed like INPS and Microsoft office.	List has been prepared and forwarded to the IT department and finance department for necessary action.
4	For 1 year 2 LABs and for 2 years 5 LABs require immediately to offer better service to the students. Dean has to initiate the process for the same in an immediate basis.	The matter has been conveyed to the concerned authority. 02 labs have been received by the institution to conduct practical classes.
5	Faculty/ Department need to conduct more co-curricular activities.	All the faculties and HODs have been directed to conduct co-curricular activities with immediate affect.
6	Activities related to the MoUs should be addressed.	It has already been addressed and decided to conduct at least one program per year with all the stake holders.
7	4 FDP/MD'Ps were held, but relevant documentation was still required and it needed to	The point has been noted and directed to the concerned faculty in-charge.

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	be annexed with the appropriate correspondence and attendance records.	
8	Effort required from each faculty members to apply for project, consultancy and funding.	08 departments have applied for CME programs for Teachers of Ayurveda to the Department of AYUSH, Govt. Of India.

[Handwritten Signature] 9.1.24

Seal and Signature of the Director/ Dean

Sri Sri University,

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Internal Academic and Administrative Audit for Sri Sri College of Ayurvedic Science and Research Hospital 2022-23





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Sri Sri University
Academic & Administrative Audit Report AY 2022-23

Final Administrative Audit Report of HR Department

Ref No.: SSU/IQAC/2023/104

Date: 4/10/2023

After reviewing the information submitted by the HR office for the Academic Session 2022-23 and interacting with staff members the following observations are made:

Observations of the Auditors

1. Observations are found that the files are properly maintained by the department.
2. HR department maintained well and good.
3. Well-maintained department with the power bestowed on it.

Recommendations by the Auditors

1. The list of positions and designation of all teaching and non-teaching staff need to be available in a booklet form in hardcopy. This may be updated every semester.
2. The policy and service rules need to be updated.
3. The ratio of professor, associate professor assistant professor should be maintained in every Faculty according to the UGC rules.
4. The hierarchy and gradation of non-teaching staff may be done according to the industry standard and nomenclature.
5. Leave policy may be revised according to the UGC norms.
6. Implementation of Leave rules -need to add Special causal leave for the external examiner to other universities. Other leaves may be in consonance with UGC norms as well.
7. Procedure for attending FDP not found/needs to be implemented.
8. The health insurance may also cover family members.
9. Dedicated training of teaching and non-teaching staff may be imparted as FDP and ADP. This is part of reskilling and upskilling of team members. This can be conducted under the aegis of SSU-HRDC or SSU-AADC.
10. The Career Advancement Scheme (CAS) for teaching staff may be notified every semester.

Internal Quality Assurance Cell
Sri Sri University





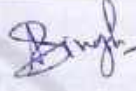


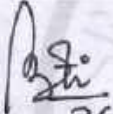
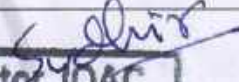
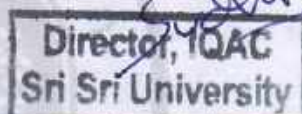
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Academic & Administrative Audit Report AY 2022-23

11. All the relevant rules and regulations affecting the career of teaching and non-teaching staff, must be uploaded in ERP or mailed periodically for the best benefits of the employees.

Dr. Vijaya Lakshmi Mohanty, Associate Professor, FMS	 04.10.2023
Dr. Abhaya Kumar Mishra, Professor, SSCASRH	
Dr. Anupama Singh, IQAC Nodal officer	

 26/10/2023	 
Signature of the Dy. Director HR	Seal and Signature of Director IQAC

Approved by Vice Chancellor


Prof. (Dr.) B R Sharma
Vice Chancellor
Sri Sri University





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Action Taken Report on Internal Academic and Administrative Audit for the Academic Year 2022-23

Name of the Faculty/Department

Sl No –

Date –

S I N O .	Recommendations by the Auditor	Action taken
1	The list of positions and designation of all teaching and non-teaching staff need to be available in a booklet form in hardcopy. This may be updated every semester.	Under Process
2	The policy and service rules need to be updated.	Under Process
3	The ratio of professor, associate professor assistant professor should be maintained in every Faculty according to the UGC rules.	Action initiated to maintain Cadre Ratio as per UGC
4	The hierarchy and gradation of non-teaching staff may be done according to the industry standard and nomenclature.	Under Process
5	Leave policy may be revised according to the UGC norms.	Noted and will make efforts to accommodate to the best of our ability.
6	Implementation of Leave rules -need to add Special causal leave for the external examiner to other universities. Other leaves may be in consonance with UGC norms as well.	To be included in the policy in calendar year 2024
7	Procedure for attending FDP not found & needs to be implemented	Noted and necessary SOP will be prepared.

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8	The health insurance may also cover family members.	Action initiated to include family members but got very poor response, therefore for year 2024 going ahead with GMI for employee only.
9	Dedicated training of teaching and non-teaching staff may be imparted as FDP and ADP. This is part of reskilling and upskilling of team members. This can be conducted under the aegis of SSU-HRDC or SSU-AADC.	Non-Teaching staff training has started and 3 nos of training has been conducted. Proposal of AADC and more training program are under process
10		

For Sri Sri University



[Signature]
09/01/24

HR Department

Sri Sri University,

Sri Sri Vihar, Ward No – 3, Godi Sahi, Cuttack – 754006, Odisha, India

Internal Academic and Administrative Audit for HR office 2022-23





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Sri Sri University
Academic & Administrative Audit Report AY 2022-23

**Final Administrative Audit Report
of Controller of Examinations**

Ref No.: SSU/IQAC/2023/105

Date: 5/10/2023

After reviewing the information submitted by the office of Controller of Examinations for the Academic Session 2022-23 and interacting with staff members the following observations have been made:

Observations of the Auditors

1. The updated record of the students including academics and other categories are not available, this may be shared with the CoE.
2. Departments are responsible for the practical examination, including the dates and selection of externals. Only final marks are submitted through ERP and hard copy for verification to the office of the COE. CoE must be taken into confidence from the beginning.
3. Equivalence certificate is verified by the ER office. No Equivalence Manual is available in the office of COE. COE must make rules of Equivalence.
4. For distribution of answer scripts to the respective Faculty of the mid-examinations, a proper Log book is maintained and checked. However, the record of answer sheets for the mid-term exam is not found. All the Faculty are sending the internal marks at the time of the submission of the end semester exam marks, which should be sent at least 8 days prior to issuing the admit card for the final examination. COE should make standard operating procedures regarding the distribution, management, and handling of used, unused, and damaged answer scripts.
5. Only answer sheets are distributed to the respective Faculty on demand for the mid examination. No records of question papers and continuous evaluation process are recorded at the office of the COE, which may be incorporated.
6. Record of attendance and academics of current students are not found with CoE. Faculty members of various departments are sending the eligible list of students to appear in the final examination.
7. The ERP system though in place is not to the satisfaction of Office of CoE and this to be addressed at the soonest.
8. There is a big gap between the completion of evaluation of answer sheets and declaration of results. This to be monitored centrally by ER office. CoE office must take the initiative by framing policy, and SOP to fix these issues.
9. CoE must develop a mechanism or policy which will make it mandatory to submit BOS detail to CoE as and when BoS happen.

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10. CoE should have some SOP regarding issuing of all academic and Bonafied certificates.
11. The policies affecting students must be circulated to students every semester. These includes promotion, revaluation etc. University policy document is available with all the rules and regulations.
12. The question paper is being prepared by respective department head/dean. So no logbook or register is being maintained by CoE.
13. Continuous Internal Evaluation (CIE) is also maintained by respective Deans/ HODs. So this can be done through ERP system, which should be mandatory to maintain within stipulated time period with information to CoE by the Department. CoE should have a dashboard. The respective Deans are managing the appointment of external examiner at their end. SOP needs to be framed.
14. The University Policy is available for revaluation with prescribed fees. This may be notified to students with standard SOP.
15. Document of MoM are available.
16. The sample of Provisional Certificate (PC) have been checked, some features like Seal of CoE was missing. The validation of the PC with date should mentioned as a standard practice.
17. CoE does not have a distribution of marks for Continuous Internal Evaluation as those are kept by Deans and never submitted on time. The Department does not enter internal marks on time which should be reflected in ERP at least one week before end-semester examination. The students must be aware of their marks.
18. ERP - SSU Dashboard has not been shared with COE, so that he can verify at his end. Coe must work in collaboration with ERP team to get an access to the dashboard.
19. As per the standard, a paper setting, assessment and practical must be in the ratio of 70:30 (70 internal faculty members and 30 external faculty members).
20. The Office of Executive Registrar and Director of Operations keep the database of admissions. For professional courses, admissions take place from state/centre level entrance exam and SSU- CET. However, COE has no database if the admissions happen in consonance with Government regulations. There is no information on spot admission. CoE must keep all the information.
21. Updating the students who are on rolls, detained students and discontinued students have not been maintained correctly. The ER office is responsible for this in SSU. There are overlapping responsibility centres. Many CoE functions are done by the ER office.
22. The students who have left the University continue to be there on rolls. This must be corrected by competent authority.
23. For special examination paper settings, (E.g.: FMS), the department has sent mass mails to all the faculty. The paper -setting mail should be sent to the concerned faculty maintaining confidentiality.





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Academic & Administrative Audit Report AY 2022-23

Recommendations by the Auditors

1. All the departmental academic calendars should be aligned with the exam calendar and vice versa.
2. For the final practical exam, moderation is required for more transparency.
3. One policy document concerning the Equivalence certificate should be available at the office of the COE. However, this document may be implemented during the next academic year as per NEP-2020.
4. One record of attendance and academics of current students should be maintained by COE.
5. One record regarding supervising/ updating/ maintaining updated academic records of all categories of students should be available at COE.
6. The record of the internal marks should be available at the office of the COE. The internal marks should be submitted by the respective departments before the release of the admit cards to the students.
7. SMS and calls to students and parents are conducted from the respective departments. No such records for the failed students are available at the office of the COE. There is no record and policy for the slow learner available at COE. This must be implemented.
8. It is suggested that the Internal assessment marks portal be closed a week before the commencement of the end-semester examination. Only for those Programs that have Viva after the Final exams, Deans have to make requests after the exams to COE to open the portal for a week.
9. COE to share the student examination hand book with all deans to be circulated to all students.
10. It was observed that until 2019, the distribution of answer sheets was more structured, and a proper log book was maintained as shown by Mr. Sudhanshu. The good practices must continue.
11. It was observed that there is no policy of starting the evaluation of answer sheets after a number of days of the last day of the exam. It was told that internal guideline was circulated by COE to the section in charge. However, this was not found.
12. A scrutiny register is to be maintained by the section in charge and approved by the Assistant Registrar after every program exam paper is scrutinized by the section in charge. Either it has to be enabled in ERP or the section in charge responsible for the
14. It was observed that for the grade sheet, the marks from the TR sheet for the student are collected and merged. As it is a lot of data, it is prone to mistakes. Even after ERP, calculation mistakes can happen. Let there be a maker and checker system. Centrally the grade sheets are to be checked by the Assistant registrar after the preparation and submission by the section in charge and this is to be documented and finally, this documented sheet be submitted to COE.
15. In the admit card issued to the students if there is any backlog subjects, should be included.
16. SOP for assessing the quality of the question paper and criteria for its selection must be made, the examination manual may suitably edit in consonance with NEP-2020.

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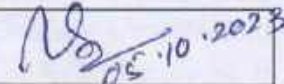
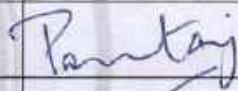
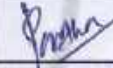





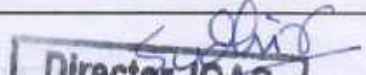


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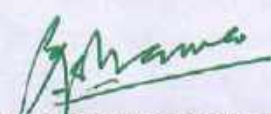
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17. The question setter and evaluator of SSU must practice moderation according to clause 11 (Rules for examination) of the SSU Exam manual. Three Levels of moderation are prescribed in the Manual. Out of which only Question Paper moderation is practiced. Assessment moderation and Result moderation are not there.
18. An amendment for the 0.5% rule needs to be done. There is a provision of Grace mark but the 0.5% rule is not written in the Examination manual. This may be included according to standards.
19. Since many departments have vacant seats the Gov't reservation does not carry any impact. However, SSU can circulate a Government regulation for admission. The student demography according to Government rules has not been maintained.
20. A flow Chart of examination results has to be made. There should be a single window system. There are overlapping responsibilities of ER, COE, and dean's office.
21. For storage rooms for COE, the COE should not delay in processing requests with the higher authority.

Dr. Vijaya Lakshmi Mohanty, Associate Professor, FMS	 05.10.2023
Mr. Pankaj Vijh, IQAC Core committee member	
Dr. (Ar) Partha Sarathi Mishra, IQAC Nodal officer	
Dr. Jaydeep Kumar Sahu, Associate Professor, SSCASRH	
Dr. Sohini Paul, IQAC Nodal officer	

	
Signature of the CoE	Seal and Signature of Director IQAC

Approved by Vice Chancellor



Prof. (Dr.) B R Sharma
Vice Chancellor
Sri Sri University

Internal Quality Assurance Cell
Sri Sri University





Action Taken Report on Internal Academic and Administrative Audit for the Academic Year 2022-23

Office of the Controller of Examinations

Date – 30/01/2024

Sl No.	Recommendations by the Auditor	Action taken
1	All the departmental academic calendars should be aligned with the exam calendar and vice versa.	All the Semester Examinations are conducted as per the approved Exam. Calendar shared by COE, however during COVID period the date of exam was different and as approved by the competent authority.
2	For the final practical exam, moderation is required for more transparency	During COVID period question paper moderation was temporarily withdrawn, now from Even semester 2023 Moderation of Question paper was going on.
3	One policy document concerning the Equivalence certificate should be available at the office of the COE. However, this document may be implemented during the next academic year as per NEP 2020	As per the regular practice Equivalence Committee in consultation with competent authority of ER Office are doing the equivalency and submit the final document to COE for further practice
4	One record of attendance and academics of current students should be maintained by COE.	All concerned faculty/Department are maintaining the attendance status of the students and submit the attendance eligibility of the student to the COE before every semester exam.
5	One record regarding supervising/ updating/ maintaining updated academic records of all categories of students should be available at COE.	Student database are maintained by the ER Office in COE office there result database are maintained and updated but due to technical problem in ERP it was not updated properly
6	The record of the internal marks should be available at the office of the COE. The internal marks should be submitted by the respective departments before the release of the admit cards to the students.	As per the rule all internal marks should be submitted before the conduct of Semester Examination
7	COE to share the student examination hand book with all deans to be circulated to all students.	We are going to share the same from the next academic year 2024-25
8	It was observed that until 2019, the distribution of answer sheets was more structured, and a proper log book was maintained. The good practices must continue.	Distribution of Answer Sheets records are maintained properly, during COVID period it was not there as online examination was there, since Even semester 2023 we have already started the central evaluation process.
9	It was observed that there is no policy of starting the evaluation of answer sheets after the number of days of the last day of the exam. It was told that internal guideline was circulated by COE to the section in charge. However, this was not found.	After every semester examination and before central evaluation email sent to the concerned Evaluator/Examiner regarding the deadline of evaluation.
10	A scrutiny register is to be maintained by the section in charge and approved by the Assistant Registrar after Very program, exam paper is scrutinized by the section in charge. Either it has to be enabled in ERP or the section in charge responsible for the	After Central Evaluation all the answer Sheets are scrutinised and records are properly maintained.



[Signature]
Seal and Signature of the COE

Internal Academic and Administrative Audit for The Controller of Examinations 2022-23





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Sri Sri University
Academic & Administrative Audit Report AY 2022-23

Faculty of Agriculture

Ref No.: SSU/IQAC/2023/106

Date: 5/10/2023

After reviewing the information submitted by the Faculty of Agriculture for the academic session 2022-23 and interacting with faculties the following observations are made:

Observations by the Auditors

1. Latest POs & COs not printed yet, under editing; In few course- only one CO found; Mapping need to revise; Attainment not calculated in any course.
2. All events are summarized on a single page. Available for two events (one professor visit and one student visit), as well as a newsletter (April-June 2023).
3. Mentor- Mentee- Only 2 session done for 1 group from Jan 23 to till now.; out of 42 mentors only 25 reports found; no attendance sheet or photos available of meetings.; Follow up reports of students with problems' not found; When any mentor left- hand over to other mentor and report of that particular group missing.
4. Internet is available in Shruti, but there is an issue with the internet connection in Kirti Block.
5. Timetable of Agriculture students field exposure monitored report available up to the third year.
6. Number of classrooms 13, short of 4 classrooms, lessons in Kirti building not meeting specifications, maintenance difficulties.
7. Amount of books in the library 492 items available, total amount - 1622, scarcity noted, expensive books in fewer numbers.
8. There is a Procurement Committee, which determines decisions on the purchase of equipment, chemicals, and other supplies for LAB work. The request of the same is done in an organized manner. Meeting held from time to time for requisition. There is a stock register of equipment, chemicals, and other LAB Work materials.
9. The number of co-curricular and extra-curricular activities as mentioned in the newsletter, there are nine co-curricular activities.





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Sri Sri University
Academic & Administrative Audit Report AY 2022-23

10. The number of non-teaching staff members is 13, the number of FDP/MDPs done is 8, and the number of research publications is 78.
11. The number of sponsored studies is one. These are excellent, and all faculty members have taken the initiative.
12. There were no additional committees constituted, only the BoS. There was only one BoS report; the ATR of that MoM was discovered without a date or signature.
13. Three MoUs done, record maintained. One MoUs related activity done each with 2 Institution out of 3. In one report date found wrong, both with no signature, no geotagged photo.
14. Number of students who graduated in the previous academic year Document is incomplete, the pass percentage is not shown on an annual basis, just the first division, first with distinction, and failed are shown.
15. Number of placements (last academic year) There was no data, however one student claimed to be placed.
16. No placement trainings, that have been organized. 2 events are planned; no data is provided.
17. Internship data is available for joint activities with government bodies. There is no data for private organizations, although internship reports are available.
18. Teaching faculty- Ratio maintained.

Recommendation by the Auditors

1. POs and COs for 2022-23 mapping and attainment must be accomplished as soon as possible.
2. There are internet troubles in the KIRTI BUILDING, which is a major issue should be addressed at the earliest.
3. The Faculty has a safety document for each laboratory that includes all safety procedures.
4. Meeting minutes for the procurement committee are available in soft copy. There must be a hard file and hard copies of the documents to be maintained.
5. The number of FDP/MDPs completed are 8, however, process documentation is essential to covering correspondence to participants, guests, and all faculty members prior to the start of the program. One-page activity report outlining the program's specifics and outcomes.
6. More feedback from all stakeholders is required as No feedback from stakeholders found.




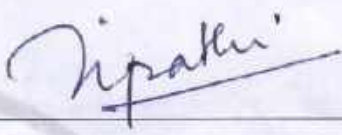
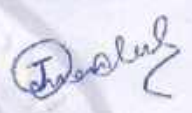



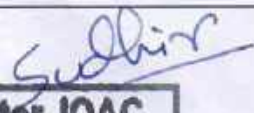
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Academic & Administrative Audit Report AY 2022-23

7. The number of sponsored research is one. However, additional effort is necessary on an immediate basis.

Dr. Subash Chandra Nath, Professor, FMS	
Dr. Rakesh Kumar Tripathi, IQAC Nodal officer	
Prof. Jaita Mondal Ghosh, Professor, FHW	

 Nov 8, 2023	 Director, IQAC Sri Sri University
Signature of the Dean, FoAG	Seal and Signature of Director IQAC

Approved by Vice Chancellor



Prof. (Dr.) B R Sharma
Vice Chancellor
Sri Sri University





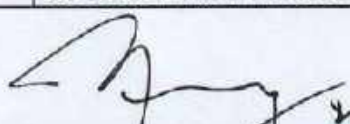
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**Action Taken Report on Internal Academic and
Administrative Audit for the Academic Year 2022-23
Faculty of Agriculture**

SI No - *AAAN/FAAG/2022-23*

Date - *15/12/23*

SI No.	Recommendations by the Auditor	Action taken
1	POs and COs mapping and attainment for the year 2022-23.	POs and COs mapping was done. Attainment was not done as no single method was defined to utilize for this across different departments/faculty.
2	Internet trouble in Kirti Building.	Problem remains unresolved by the IT department.
3	Faculty has a safety document in each laboratory that includes all safety procedure.	No action required.
4	There must be hard file and hard copies of the documents for procurement committee to be maintained as only soft copies are available.	Hard file and hard copies of documents related to procurement committee are maintained.
5	Process documentaion is essential for FDPs/MDPs conducted covering correspondence to all participants, guest and all faculty members prior to the start of the program and also one page activity report outlining the program specific and outcomes.	Flyers with all the information regarding the FDPs/MDPs were prepared and communicated by the Faculty to the different target groups for participation, to the guest and also to the faculty members prior to the start of the program. One page report is maintained for the FDPs/MDPs conducted.
6	More Feedback from all stakeholders.	Feedback form has been circulated and collected from different stakeholders.


Seal and Signature of the Director/ Dean

Sri Sri University,

Sri Sri Vihar, Ward No - 3, Godi Sahi, Cuttack - 754006, Odisha, India

Internal Academic and Administrative Audit for Faculty of Agriculture 2022-23





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Sri Sri University
Academic & Administrative Audit Report AY 2022-23

Final Administrative Audit Report of RDC

Ref No.: SSU/IQAC/2023/107

Date: 6/10/2023

After reviewing the information submitted by the RDC for the Academic Session 2022-23 and interacting with staff members the following observations are made:

Observations of the Auditors

1. Revenue generation from Consultancy - Project Proposal file is present; approvals is in pipeline. One approved (sanction order) is also present. Amount will be released as per 40-60 policy of university).
2. Faculty participation in Conferences/Seminars/Symposia - Data not available. We were informed that the Policy is made but yet to be signed.
3. Department has dissertation of all 04 PhD candidates who have awarded with PhD degree during mentioned academic year, Digital copy of progress report with respect to all the ongoing PhD candidates is available.
4. Audited the records of Research publications, books and chapters, bibliometric of publications and observed that the records are maintained satisfactorily.
5. Somehow the following data were not available
 - a) Research funds sanctioned and received from various agencies.
 - b) Workshop/Seminars conducted on IPR and Industry.
 - c) According to the department, different events on Academia Innovative practice have been held by the respective departments, but RDC has yet to establish such a record.
 - d) Awards for innovation won by Institution/Teachers is under the preview of Innovation cell,

Recommendations by the Auditors

1. For each AY, RDC should organise Workshops / Seminars on IPR and Industry-Academia innovative practices in collaboration with various departments.
2. Internal financial assistance for research projects should be proposed by RDC.

Internal Quality Assurance Cell
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Academic & Administrative Audit Report AY 2022-23

3. It is suggested that the records be divided into divisions, such as book chapter, book, Scopus publication, and so on, to facilitate easy searching for the specified issues.
4. To create a separate list of H-Index per author according to Academic Year.
5. All publications (Book chapter, Conference, Journals, Books, Edited Books) should immediately informed to RDC after publication. The conference registration request must be process through RDC.

Dr. Dilip Kumar Goswami, Professor, SSCASRH	
Ar. Saeed Anisa Azharunnisa, Associate Professor, FOA	
Dr. Nagendra Prasad, Professor, SSCASRH	

Signature of the Director RDC	Seal and Signature of Director IQAC

Approved by Vice Chancellor

Prof. (Dr.) B R Sharma
Vice Chancellor
Sri Sri University





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Action Taken Report on Internal Academic and Administrative Audit for the Academic Year 2022-23

Name of the Faculty/Department: Research and Development Cell

Sl No.

Date: 06.02.2024

Sl No.	Recommendations by the Auditor	Action taken
1	For each AY, RDC should organize Workshop/ Seminar on IPR and Industry-Academic Innovative Practices in collaboration with various departments	Two workshops organised on Intellectual Property Right with collaboration with Department of Ayurveda and a Talk Session by Dr. B.K. Sahu, Dr. B.K. Sahu , Senior Regional Manager & Head - Intellectual Property Facilitation Centre (IPFC) & SIPO -Technology Innovation and Support Centre (TISC), Associate Editor-Invention Intelligence, National Research Development Corporation (NRDC), Department of Scientific and Industrial Research (DSIR), Ministry of Science and Technology, Government of India organized by Faculty of Management Studies.
2	Internal financial assistance for research projects should be proposed by RDC	Policy has already been prepared and approved by Hon'ble Vice Chancellor for consultancy and research project
3	It is suggested that the records be divided into divisions, such as book chapter, book, Scopus publication, and so on, to facilitate easy searching for the specified issues.	Steps have already been taken as per the suggestions.
4	To create a separate list of H-index per author according to Academic Year	RDC has already initiated the process and resolution passed in the Research Advisory Committee in this regard.
5	All publications (Book Chapter, Conference, Journals, Books, Edited Books) should immediately informed to RDC after publications. The conference registration request must be process through RDC.	Communication to all Deans and Faculty Members have already been made in this regard.

Seal and Signature of the Director/ Dean
DIRECTOR

Sri Sri University,

RESEARCH DEVELOPMENT CELL

Sri Sri Vihar, Ward No - 3, Godi Sahi, Cuttack - 754006, Odisha, India

Internal Academic and Administrative Audit for Research and Development Cell 2022-23





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Sri Sri University
Academic & Administrative Audit Report AY 2022-23

Faculty of Emerging Technologies

Ref No.: SSU/IQAC/2023/108

Date: 6/10/2023

After reviewing the information submitted by the Faculty of Emerging Technologies for the academic Session 2022-23 and interacting with faculties the following observations are made:

Observations by the Auditors

1. Program syllabus are developed as per the UGC norms. POs and COs were well-defined. The Faculty has a comprehensive curriculum that aligns with the latest industry trends.
2. The Board of Studies (BoS) meeting was conducted online.
3. The quality and number of publications are good during the academic year.

Recommendations by the Auditors

1. Monthly mentorship programs are needed to assist students in their academic and career development. Mentoring records need to be updated.
2. Review and upgrade technology infrastructure to support the changing needs of emerging technology programs.
3. Improve Lab infrastructure, especially for PhD students and faculty members.
4. In the MoM for BoS, the mode of attendance must be clearly mentioned.
5. Modification is needed for the result of students by adding the no. of passed students and failed students.
6. Faculty-level placement training to assist students in finding relevant internships and job opportunities.
7. Rearrangement of publications is needed as National/International, Scopus/Web of Science.
8. The faculties should apply for research funding to establish their research laboratories.





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Sri Sri University
Academic & Administrative Audit Report AY 2022-23

Dr. Sunil Kumar Dhal, Professor, FMS	
Dr. Anupama Singh, IQAC Nodal officer	
Dr. Rachna Chandra, Associate Professor, FOAG	
Dr. K.P. Singh, Associate Professor, FACIS	

Signature of the Dean, FET	Seal and Signature of Director IQAC

Approved by Vice Chancellor

Prof. (Dr.) B R Sharma
Vice Chancellor
Sri Sri University





Action Taken Report on Internal Academic and Administrative Audit for the Academic Year 2022-23

Name of the Faculty/Department: Faculty of Emerging Technology (FET)

Sl No –

Date – 10th Oct. 2023

Sl No	Recommendations by the Auditor	Action taken
1	Monthly mentorship programs are needed to assist students in their academic and career development. Mentoring records need to be updated.	This mentorship program is conducted in the regular basis. Documents are properly recorded as per the version of the students. All the records are properly updated till date.
2	Review and upgrade technology infrastructure to support the changing needs of emerging technology programs.	The syllabus is designed and upgrade in a regular basis as per the emerging technology program. It is purely as per the need of the industry.
3	Improve Lab infrastructure, especially for PhD students and faculty members.	Already informed to higher authority regarding the development of Lab and infrastructure.
4	In the MoM for BOS, the mode of attendance must be cleared mentioned.	From the next BOS, we will clearly mention the mode of attendance i.e., online or offline mode.
5	Modification is needed for the result of the students by adding the number of passed students and failed students.	Already segregated the passed students and failed students in the semester wise. Our 1 st batch will be passed out 2024 – 25.
6	Faculty level placement training to assist students in finding the relevant internship and job opportunities.	We have already arranged the different classes by our internal faculty members for finding the relevant internship and job opportunities to assist the students.
7	Rearrangement of publications is needed as National/ International/ Scopus/ Web of science	All our publications are already arranged as per National, International, Scopus and Web of Science
8	The faculties should apply for research funding to establish their research laboratories.	We have already applied different projects by our faculty members.

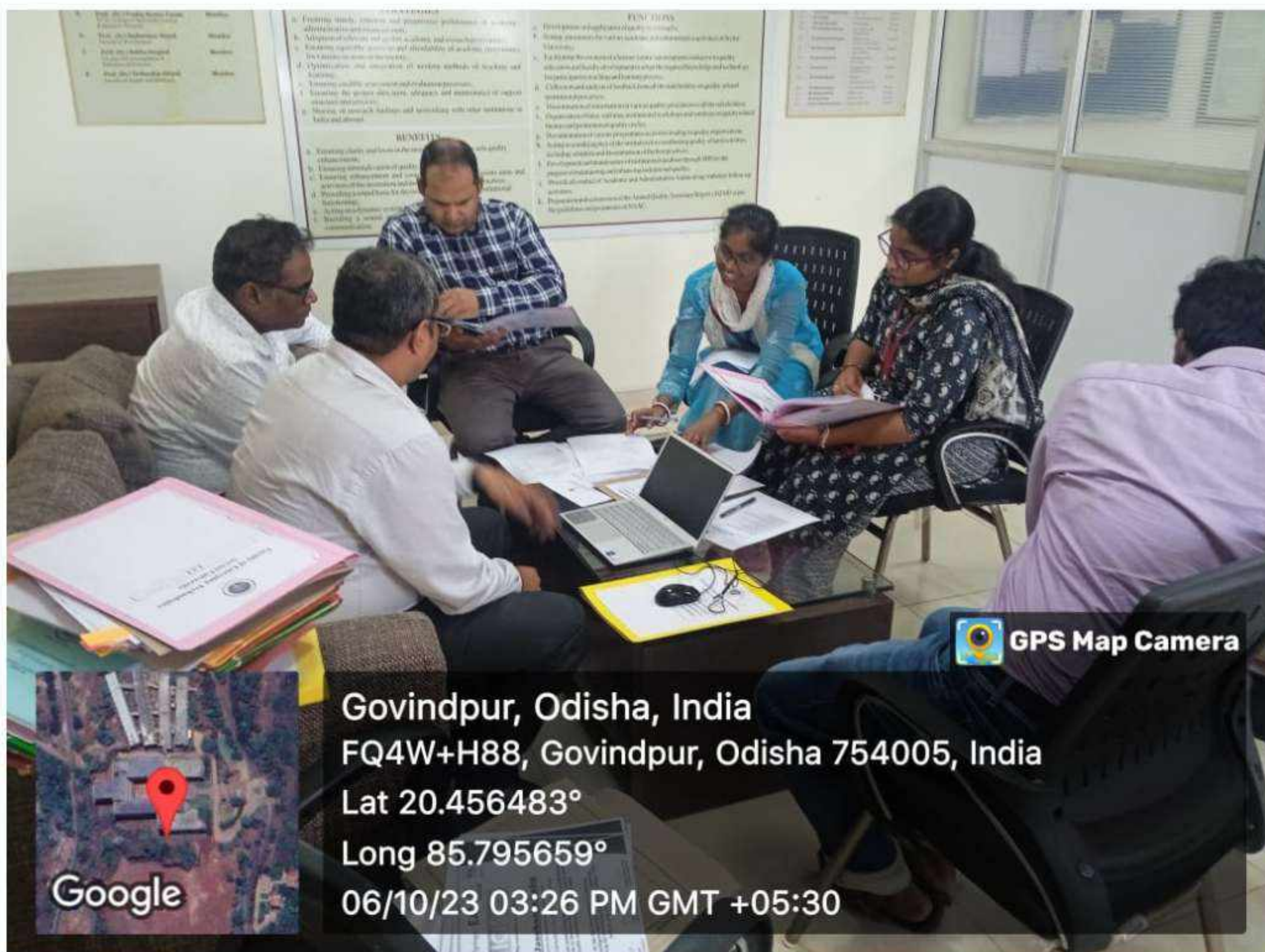
Prof. (Dr.) R N satpathy
DEAN, FET
DEAN

Faculty of Emerging Technologies
Sri Sri University, Cuttack, Odisha

Sri Sri University,

Sri Sri Vihar, Ward No – 3, Godi Sahi, Cuttack – 754006, Odisha, India

Internal Academic and Administrative Audit for Faculty of Emerging Technologies 2022-23





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Sri Sri University
Academic & Administrative Audit Report AY 2022-23

Faculty of Science

Ref No.: SSU/IQAC/2023/109

Date: 6/10/2023

After reviewing the information submitted by the Faculty of Science for the Academic Session 2022-23 and interacting with faculties the following observations are made:

Observations by the Auditors

1. Course syllabus for various programmes were developed as per the UGC norms, wherein the POs and COs are well defined.
2. Data is available but proper arrangement of all the documents needed.
3. A good number of desktop i.e. 42 functional units are with the faculty.
4. Total number of students graduated in the last academic year is available.

Recommendations by the Auditors

1. To support the academic and career development of students, the Faculty of Sciences should consider implementing monthly mentorship programs.
2. Time table of all the semester needs to be updated in the file in hard copies.
3. The number of books in the library should be certified by the Librarian of SSU.
4. To meet the department's evolving needs, reviewing and improving the lab infrastructure and smart classrooms will be helpful. Additionally, the Faculty should think about enhancing the Lab infrastructure, particularly for students, PhD candidates and faculty members.
5. Data on MoUs needs to be updated and properly documented. Activities needs to be conducted with the MoUs organization, and activities report should be available.
6. Programme wise data for the number of students graduated in the last academic year should be prepared.
7. Focus on Student publications is needed.





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Sri Sri University
Academic & Administrative Audit Report AY 2022-23

9. The placement data is available but needs to be re-arranged/re-organised.
10. It is also recommended to provide faculty-level career services training to assist students in finding relevant internships and job opportunities.
11. The FSR ratio needs to be reviewed and updated for UG and PG separately which should be supplemented with the list of faculties teaching UG and PG courses.
12. Research and infrastructure needs development for both the research scholars and the faculty members.
13. The faculty should apply for research grants under various government schemes.

Dr. Sunil Kumar Dhal, Professor, FMS	
Dr. Anupama Singh, IQAC Nodal officer	
Dr. Rachna Chandra, Associate Professor, FOAG	
Dr. K.P. Singh, Associate Professor, FACIS	

Signature of the Dean, FoS	Seal and Signature of Director IQAC

Approved by Vice Chancellor

Prof. (Dr.) B R Sharma
Vice Chancellor
Sri Sri University





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Action Taken Report on Internal Academic and Administrative Audit for the Academic Year 2022-23

Name of the Faculty/Department

SI No –SSU/IQAC/2023/109

Date – 12.10.2023

SI No.	Recommendations by the Auditor	Action taken
1	To support the academic and career development of students, the Faculty of Sciences should consider implementing monthly mentorship programs	Already initiated
2	Time table of all the semester needs to be updated in the file in hard copies	Updated time table kept as hard copy
3	The number of books in the library should be certified by the Librarian of SSU	It is communicated to SSU Library
4	To meet the department's evolving needs, reviewing and improving the lab infrastructure and smart classes will be helpful. Additionally the faculty should think about enhancing the lab infrastructure, particularly for PhD students and faculty members	Already in this regards step taken.
5	Data on MoUs needs to be updated and properly documented. Activities needs to be conducted with the MoUs organization, and activities report should be available.	MoUs list updated
6	Programme wise data for the number of students graduated in the last academic year should be prepared.	It will be completed very soon.
7	Focus on Student publications is needed	Students are encouraged in this regard.
8	The placement data is available but needs to be re-arranged/re-organised.	Already completed
9	It is also recommended to provide faculty-level career services training to assist students in finding relevant internships and job opportunities.	It is a continuous process
10	The FSR ratio needs to be reviewed and updated for UG and PG separately which should be supplemented with the list of faculties teaching UG and PG courses.	Discussed
11	Research and infrastructure needs development for both the research scholars and the faculty members.	Discussed
12	The faculty should apply for research grants under various Government schemes.	Faculties are encouraged

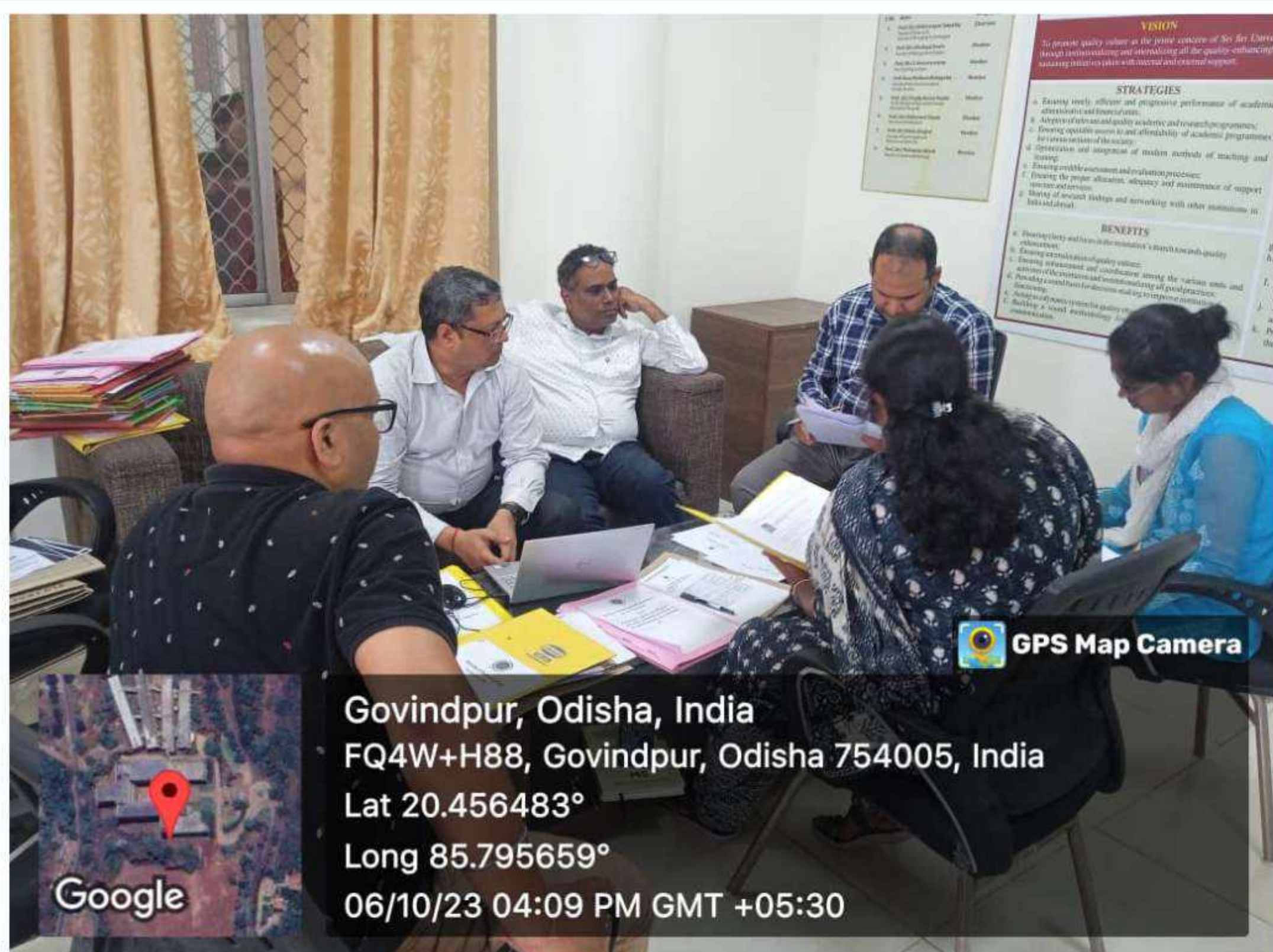
Seal and Signature of the Director/Dean

Sri Sri University,

Sri Sri Vihar, Ward No – 3, Godi Sahi, Cuttack – 754006, Odisha, India



Internal Academic and Administrative Audit for Faculty of Science 2022-23





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Sri Sri University
Academic & Administrative Audit Report AY 2022-23

Faculty of Health and Wellness

Ref No.: SSU/IQAC/2023/110

Date: 7/10/2023

After reviewing the information submitted by the Faculty of Health and Wellness for the academic Session 2022-23 and interacting with faculties the following observations are made:

Observations by the Auditors

1. Course outcomes are defined well for all the courses.
2. One-page reports of all events were maintained well.
3. No. of Assigned Mentors a maintained well.
4. No. of Mentor-Mentee Sessions maintained well.
5. Availability of Timetable maintained well.
6. The signature of the organizers is missing from a few activity reports.
7. The faculty has a total of 10 MoUs signed. During the academic year, 01 MoU was signed.
8. Feedback from the employer was found missing.
9. For the past year, student dissertations have been checked and certified for plagiarism which is as per the UGC guidelines.
10. The student placement and placement training organized is nil.
11. Currently, no research projects are ongoing in the faculty. However, three proposals have been submitted by faculty members.

Recommendations by the Auditors

1. The POs and COs are well-defined only Attainment needs to be enclosed.
2. Attendance sheets (for various activities conducted) should be signed by the students rather than putting a tick/right in the attendance sheet.
3. The number of non-teaching staff members needs revision.
4. Designated classroom numbers need to be maintained in the file.
5. There were certain deficits recorded in terms of laboratory size. Looking into the student strength and upcoming semesters this issue needs to be addressed
6. In the activity report "number of teacher participants" should be revised and can't be kept at "0".
7. The number of patents is nil during the academic year and needs to be addressed.



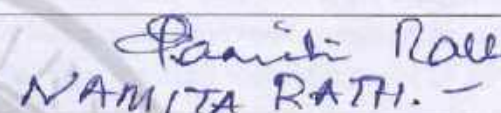
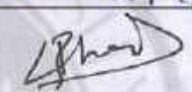




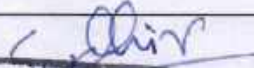
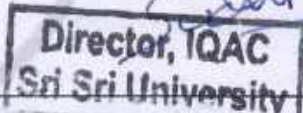
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Academic & Administrative Audit Report AY 2022-23

8. Looking into the nature of the program being offered, many students will be self-employed. Thus, accordingly, student placement numbers should be revised, and proper data regarding pass-out students to be maintained
9. The authorities should ensure that the thesis is signed by both the Dean and the concerned Faculty Investigator.
10. Looking into the faculty strength it is recommended to publish more Scopus Indexed Articles.
11. The faculty should emphasize quality research and take the initiative to submit research projects to various funding agencies.

Dr. Namita Rath, Associate Professor, FMS	 NAMITA RATH. -
Dr. Rachna Chandra, Associate Professor, FOAG	
Dr. Chinmaya Kumar Nayak, Associate Professor Dr. (FET)	

	 
Signature of the Dean, FHW	Seal and Signature of Director-IQAC

Approved by Vice Chancellor


Prof. (Dr.) B R Sharma
Vice Chancellor
Sri Sri University





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Action Taken Report on Internal Academic and Administrative Audit for the Academic Year 2022-23

Name of the Faculty/Department

Sl No --

Date – 7/12/2023

Sl No	Recommendations by the Auditor	Action taken
1	The POs and COs are well-defined only Attainment needs to be enclosed	In Process
2	Attendance sheets (for various activities conducted) should be signed by the students rather than putting a tick/right in the attendance sheet.	Noted and it will be implemented in future activities
3	The number of non-teaching staff members needs revision.	Revised
4	Designated classroom numbers need to be maintained in the file	We don't have sufficient classrooms
5	There were certain deficits recorded in terms of laboratory size. Looking into the student strength and upcoming semesters this issue needs to be addressed	Thanking IQAC team to support our previous communication As per INC and DMET we have MSR (minimum standard requirement) where all the classrooms and laboratories dimensions are mentioned. Need Operation team support for fulfilling the requirement
6	In the activity report "number of teacher participants" should be revised and can't be kept at "0".	Noted and revised
7	The number of patents is nil during the academic year and needs to be addressed.	Faculty members are working on it
8	Looking into the nature of the program being offered, many students will be self-employed. Thus, accordingly, student placement numbers should be revised, and proper data regarding pass-out students	This scenario varies from program to program. We have started few programs whose final year batch has not

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	to be maintained	passed out although a departmental Alumni cell has been formed and they will keep the record
9	The authorities should ensure that the thesis is signed by both the Dean and the concerned Faculty Investigator.	This is in practice from 2022-23 onwards.
10	Looking into the faculty strength it is recommended to publish more Scopus Indexed Articles.	Faculty members are working on it
11	The faculty should emphasize quality research and take the initiative to submit research projects to various funding agencies	Work is going on

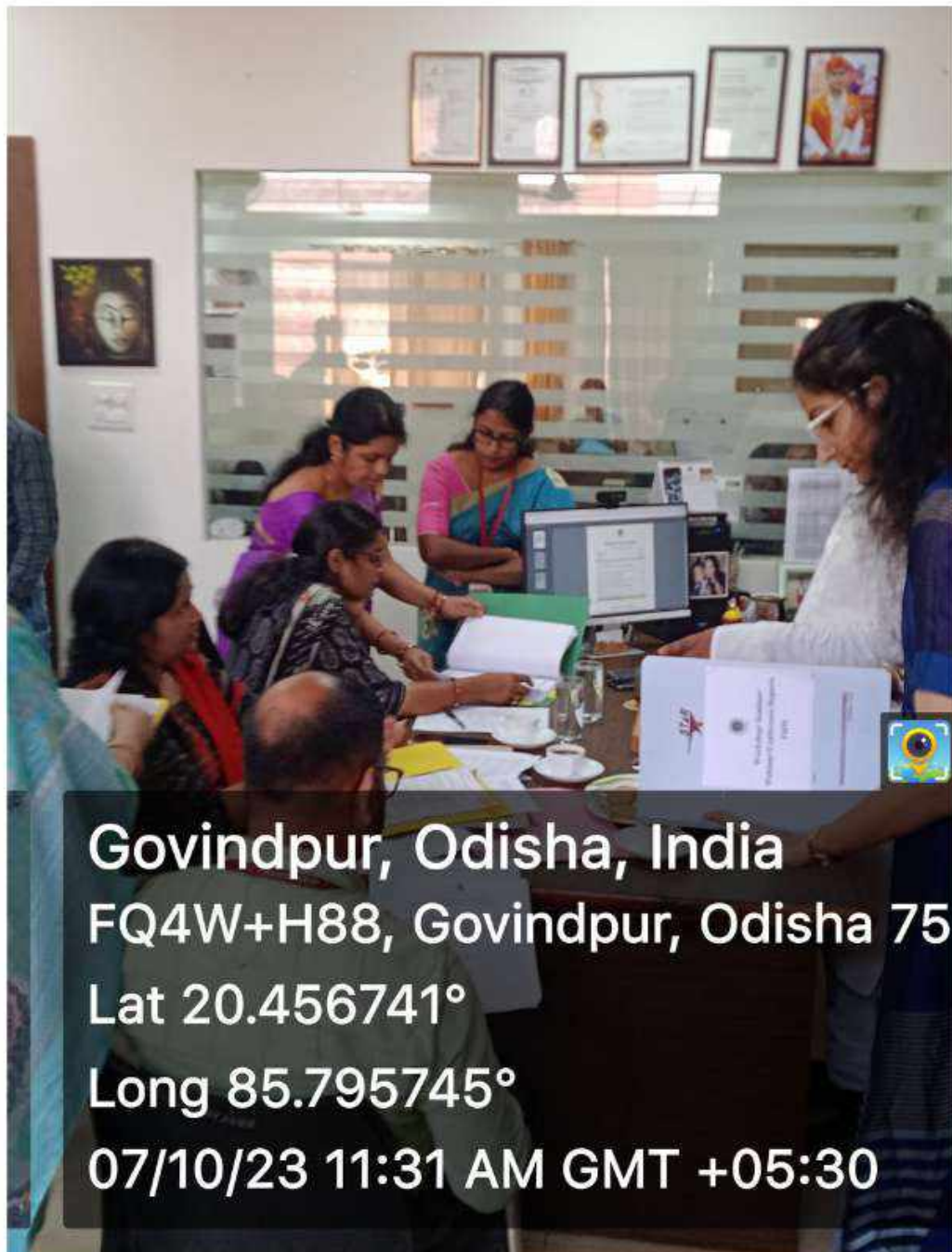

 Seal and Signature of the Director/ Dean



Sri Sri University,

Sri Sri Vihar, Ward No – 3, Godi Sahi, Cuttack – 754006, Odisha, India

Internal Academic and Administrative Audit for Faculty of Health and Wellness 2022-23





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Sri Sri University
Academic & Administrative Audit Report AY 2022-23

Faculty of Management Studies

Ref No.: SSU/IQAC/2023/115

Date: 11/10/2023

After reviewing the information submitted by the Faculty of Management Studies for the academic Session 2022-23 and interacting with faculties the following observations are made:

Observations by the Auditors

1. POs COs of all the Programs verified and but how the PO and CO framed is not mentioned.
2. One Page Report of all Events- Consolidated one-page reports not produced.
3. No. of Assigned Mentors verified and the ratio is 20:1. The current year notification and meeting details are not available.
4. No. of Mentor Mentee Sessions- 25 Sessions have been conducted with MOMs prepared meticulously.
5. Internet and a timetable are available
6. The number of classrooms is appropriate, with 5 Smart classrooms equipped with an Interactive Board and an OHP
7. There is no Individual library available and along with this there are no books allotted for the library.
8. There are three desktops currently present in the department. However, there are no accompanying purchase bills for these computers
9. No separate laboratory available for the department
10. Joining letter is available in the department
11. In terms of Co-curricular and extracurricular activities, there are no activities separately conducted.
12. There are flyers available and attendance sheet. However, the report was not organized and further documents of activity report as per the university format was not prepared. It is advised for them to work on it and do the needful.





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Sri Sri University
Academic & Administrative Audit Report AY 2022-23

13. Data is available but requires organized effort. Additionally, the MOM of all the dates having mails doesn't have attendance sheet. The Action Taken Report is not available.
14. One MOU have been documented in the last year with Institute of Risk Management (IRM).
15. The stakeholders include students, faculty, employees, alumni, and parents. The feedback from all stakeholders for the academic year 2022-23 was not available with the faculty.
16. According to the statement given by authorized members of the faculty, the results have not been declared yet. Therefore, the records could not be maintained.
17. None of the publications/IPRs were available for the last academic year.
18. The placement record is well maintained. Total placements are 69 out of 70 for the student batch 2021-2023. The placements were carried out by the renowned companies like ICICI, Federal Banks, etc. There was a detailed list of CTC provided by the faculty.
19. An aptitude training project was conducted by the FMS during the October – November. The Faculty has a proper syllabus for this programme and the record was well maintained.
20. The record of the number of teaching staff was maintained. As per the record there are 6 professors, 5 Associate Professors, and 17 Assistant Professors.
21. There was a list of publications mentioning the 26 SCOPUS indexed/UGC care listed papers and 8 conference paper for the academic year under audit. The first page of the publication was presented as the evidence, however, a lack of clarity was observed.
22. Currently, no research projects are ongoing in the faculty.

Recommendations by the Auditors

1. COs-POs mapping, attainment and course book need to be prepared.
2. Advised to prepare the Consolidated one-page Report.
3. The absence of an individual library, coupled with the lack of allotted books, hinders academic resources. To rectify this, we recommend the establishment of a dedicated library and the implementation of a systematic book allocation process.
4. While the department currently possesses 3 desktop computers, the absence of accompanying purchase bills raises concerns. It is recommended to have a comprehensive record-keeping system for all computer purchases, fostering transparency and accountability.





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5. The non-existence of a separate laboratory limits practical learning opportunities. We recommend considering the establishment of a dedicated laboratory to enhance hands-on learning experiences.
6. Joining letters are available, comprehensive documentation for all non-teaching and teaching staff members termination letter should be ensured for a more organized administrative structure.
7. The absence of separate activities is a missed opportunity to enrich the learning experience. The department is encouraged to develop and implement a plan for both co-curricular and extracurricular activities.
8. Flyers and attendance sheets are available for FDP/MDP activities; the unorganized nature of reports is notable. It is recommended to systematically organize reports according to university formats, ensuring completeness.
9. MOM data is available, the lack of organization and the absence of corresponding attendance sheets are concerns. We strongly recommend systematic organization of MOM data and the preparation and maintenance of Action Taken Reports for effective follow-up.
10. The faculty needs to maintain records of feedback from all stakeholders on the priority basis. Simultaneously an action taken report should be available based on the feedback.
11. Records of passing students should be maintained immediately after the declaration of results.
12. Students should be encouraged to publish their work. Their project and dissertation work should align with publications.
13. The Faculty needs to organize a few more training programmes for the students
14. The faculty is suggested to maintain records of publications with high clarity, mentioning their categories (e.g. SCOPUS, UGC CARE list, etc.).
15. The faculty is suggested to submit more research proposals for the grant.





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Academic & Administrative Audit Report AY 2022-23

Dr. Kamala Prasad Mahapatra, Professor, FACIS	
Prof. J P Bhatt, Professor, FOS	
Dr. Prajjal Dey, IQAC Nodal officer	

Signature of the Dean, FMS	Seal and Signature of Director IQAC

Approved by Vice Chancellor

Prof. (Dr.) B R Sharma

Vice Chancellor

Sri Sri University





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Action Taken Report on Internal Academic and Administrative Audit for the Academic Year 2022-23

Faculty of Management Studies

Date – 7/2/24


Sl No	Recommendations by the Auditor	Action taken
1	COs-POs mapping, attainment and course book need to be prepared	Programme Coordinators are on the job of ensuring the COs-POs mapping, attainment and course book preparation
2	Advised to prepare the consolidated one page report	Will be submitted by 20 th Feb 2024
3	The absence of an individual library, coupled with the lack of allotted books, hinders academic resources. To rectify this we recommend the establishment of a dedicated library and the implementation of a systematic book allocation process.	We will submit the proposal to Hon'ble VC Sir for approval. Already added in the budget
4	While the department currently possesses 3 desktop computers, the absence of accompanying purchase bills raises concerns. It is recommended to have a comprehensive record-keeping system for all computer purchases, fostering transparency and accountability.	We will coordinate with IT so that they will give us the details.
5	The non-existence of a separate laboratory limits practical learning opportunities. We recommend considering the establishment of a dedicated laboratory to enhance hands-on learning experiences.	We are submitting a proposal very soon to the Hon'ble VC Sir for the approval. Already added in budget
6	Joining letters are available, comprehensive documentation for all non-teaching and teaching staff members termination letter should be ensured for a more organized administrative structure.	We will coordinate with HR department

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7	The absence of separate activities is a missed opportunity to enrich the learning experience. The department is encouraged to develop and implement a plan for both co-curricular and extracurricular activities.	Industry visit, internship, management games, movie show, debate competition are organised in extra curricular activity.
8	Flyers and attendance sheets are available for FDP/MDP activities; the unorganized nature of reports is notable. It is recommended to systematically organize reports according to university formats, ensuring completeness.	It is done
9	MOM data is available, the lack of organization and the absence of corresponding attendance sheets are concerns. We strongly recommend systematic organization of MOM data and the preparation and maintenance of Action Taken Reports for effective follow-up.	It is done
10	The faculty needs to maintain records of feedback from all stakeholders on the priority basis. Simultaneously an action taken report should be available based on the feedback.	It is under process and on track
11	Records of passing students should be maintained immediately after the declaration of results.	We are coordinating with ER and COE office for the same
12	Students should be encouraged to publish their work. Their project and dissertation work should align with publications.	Already they are doing alongwith the faculty members.
13	The Faculty needs to organize a few more training programmes for the students	We are doing it in collaboration with placement
14	The faculty is suggested to maintain records of publications with high clarity, mentioning their categories (e.g. SCOPUS, UGC CARE list, etc.).	We are collaborating with RDC for the information
15	The faculty is suggested to submit more research proposals for the grant.	We have created a team and shortly we are applying to UGC, AICTE and ICSSR




Seal and Signature of the Director/ Dean

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Internal Academic and Administrative Audit for Faculty of Management Studies 2022-23





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Academic & Administrative Audit Report AY 2022-23

Faculty of Arts Communication and Indic Studies

Ref No.: SSU/IQAC/2023/111

Date: 9/10/2023

After reviewing the information submitted by the Faculty of Arts Communication and Indic Studies for the academic Session 2022-23 and interacting with faculties the following observations are made:

Observations by the Auditors

1. No process/tools/methods have been chosen to design the program and course outcomes.
2. POs and Cos are unclear.
3. COs and POs are randomly mapped.
4. Faculty are unaware of how to set targets and calculate attainment.
5. No use of indirect tools to calculate CO and PO attainment
6. No suitable supporting papers relating to POs and COs have been discovered. There has been no comparison of Target and Attainment.
7. One-page reports of all events are not available. Few events have been observed. No proper documents were found.
8. The assigned Mentor's documentation is maintained.
9. Several Mentor and Mentee Sessions records were verified but a few documents are missing, For example; students' signatures.
10. The number of classrooms is 3 (dedicated) + 15 (sharing basis).
11. Regarding the No. of Books in the Library, no separate file has been found.
12. The total number of computers available is 33 (31 for the Lab, one for Academic Coordinator, and one for teaching support).
13. There is one lab found under the Faculty that primarily caters to the requirement of conducting practical for students in the Animation wing. The document relating to software installed specific to animation was missing.
14. No. of Non-Teaching Staff- 2, one as Academic Coordinator and another as Lab Assistant are presently working in the Faculty/ Department.





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Academic & Administrative Audit Report AY 2022-23

15. No. of co-curricular and extracurricular activities could not be ascertained from the document submitted by the Faculty as it is not mentioned as to how many activities under each category have been organized.
16. No FDP conducted, 6 MDP conducted- Though in the record it is shown that two MDPs have been conducted when enquired it was known that the members of the faculty played the role of facilitators and conducted the program with external resource persons.
17. Only two MOMs were found with no ATRs.
18. As per the record, documents of four MOUs were found.
19. Except for one, no records were available about any activity undertaken by the Faculty aligning with MoUs.
20. The stakeholders include students, faculty, employees, alumni, and parents. However, only documents related to students' feedback were provided, and these were incomplete.
21. According to the statement given by authorized members of the faculty, the results have not been declared yet. Therefore, the records could not be maintained.
22. None of the publications/IPRs were available for the last academic year.
23. Only one campus placement record was available with the Faculty
24. No placement training was organized by the Faculty. However, students participated in training programs organized by the university's placement cell. The records of this particular training program were also not available to the faculty.
25. The record is well-maintained for Teaching staff members.
26. A total of 8 papers were published in the last academic year. However, there was no clarity in the record regarding the status of the publications, such as whether they were SCOPUS indexed, had an impact factor, etc.
27. Currently, no research projects are ongoing in the faculty. However, three proposals have been submitted by faculty members.





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Academic & Administrative Audit Report AY 2022-23

Recommendation by the Auditors

1. Faculties must be sensitive in order to recognize COs and POs. Proper documentation is required for evidence of CO and PO mapping, target, attainment and related tools. Course outcomes and program outcomes should be completed from the start.
2. The laboratory is only confined to conduct practical sessions for the students of Animation. In this regard, taking the feedback of important stakeholders, new and advanced software should be installed to benefit the students. Moreover, possibilities of setting up labs for other programmes running under the Faculty should be explored to stay relevant.
3. Proper documentation in respect of programme wise co-curricular and extracurricular activities undertaken by the Faculty needs to be maintained.
4. The activities conducted should be quantified. The Faculty should conduct at least one FDP on a topic relevant to their own discipline. Further, regarding MDP – the faculty members instead of playing the role of facilitators should design their own MDP calendar and conduct programme accordingly.
5. The faculty should frequently conduct meeting to discuss on pertinent issues and duly record the minutes and circulate to the members of faculty for information and necessary action. Further, in this regard, to know the status and progress on various issues discussed in the meetings, ATRs should be prepared and be reviewed periodically.
6. The activity report should include a brief summary of the activities undertaken along with No. of students participated and geotagged photograph.
7. To realize the objectives of MoUs, more activities should be conducted aligning with MoUs.
8. The faculty needs to maintain records of feedback from all stakeholders. Action taken reports should be available based on the feedback.
9. Records of passing students should be maintained immediately after the declaration of results.
10. Students should be encouraged to publish their work. Their project and dissertation work should align with publications.
11. The faculty needs to maintain records of placements.





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Academic & Administrative Audit Report AY 2022-23

12. As a suggested measure, the Faculty is advised to organize placement training and maintain records of such training.
13. The format related to the record of teaching staff was slightly confusing and requires improvement.
14. The faculty is suggested to maintain records of publications with high clarity, mentioning their categories (e g , SCOPUS, UGC CARE list, etc.

Dr. Mrutyunjay Dash, Associate Professor, FMS	
Prof. J P Bhatt, Professor, FOS	
Prof. Gopinath Palai ,Professor, FOS	
Signature of the Dean, FACIS	Seal and Signature of Director IQAC

Approved by Vice Chancellor

Prof. (Dr.) B R Sharma
Vice Chancellor
Sri Sri University





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Action Taken Report on Internal Academic and Administrative Audit (AY 2022-23)

Name of the Faculty/Department: Faculty of Arts, Communication, & Indic Studies

Date: 22/12/23

Sl. No.

Sl. No.	Recommendations by the Auditor	Action Taken
1	Faculties must be sensitive in order to recognize COs and POs. Proper documentation is required for evidence of CO and PO mapping, target, attainment and related tools. Course outcomes and program outcomes should be completed from the start.	Auditors to be requested to sensitise the faculty members on CO-PO. Review of documents being done to align it properly as advised.
2	The laboratory is only confined to conduct practical sessions for the students of Animation. In this regard, taking the feedback of important stakeholders, new and advanced software should be installed to benefit the students. Moreover, possibilities of setting up labs for other programmes running under the Faculty should be explored to stay relevant.	Adequate lab facilities and software required for different programmes are in place. Based on the feedback received from stakeholders as and when required, new/advanced software will be updated/installed.
3	Proper documentation in respect of programme wise co-curricular and extracurricular activities undertaken by the Faculty needs to be maintained.	While the relevant documents are in place, the files for extra-curricular and co-curricular activities will be further updated based on the input received for the subsequent periods.
4	The activities conducted should be quantified. The Faculty should conduct at least one FDP on a topic relevant to their own discipline. Further, regarding MDP – the faculty members instead of playing the role of facilitators should design their own MDP calendar and conduct programme accordingly.	FDP/MDP Calendar will be readied in advance in the coming academic year (further clarification from IQAC required)
5	The faculty should frequently conduct meeting to discuss on pertinent issues and duly record the minutes and circulate to the members of faculty for information and necessary action. Further, in this regard, to know the status and progress on various issues discussed in the meetings, ATRs should be prepared and be reviewed periodically.	FACIS to revamp its system of conducting meetings, recording minutes, and ATRs for review on immediate basis. The system would also be expected to percolate necessary information to faculty for action/information.
6	The activity report should include a brief summary of the activities undertaken along with No. of students participated and geotagged photograph.	Details to be recorded according to format provided by IQAC.
7	To realize the objectives of MoUs, more activities should be conducted aligning with MoUs.	Departmental MoU activities in place, the Centre for Translation and Interpretive Studies will



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Dean

Faculty of Arts, Communication and Indic Studies
Sri Sri University, Cuttack

San
22/12/23

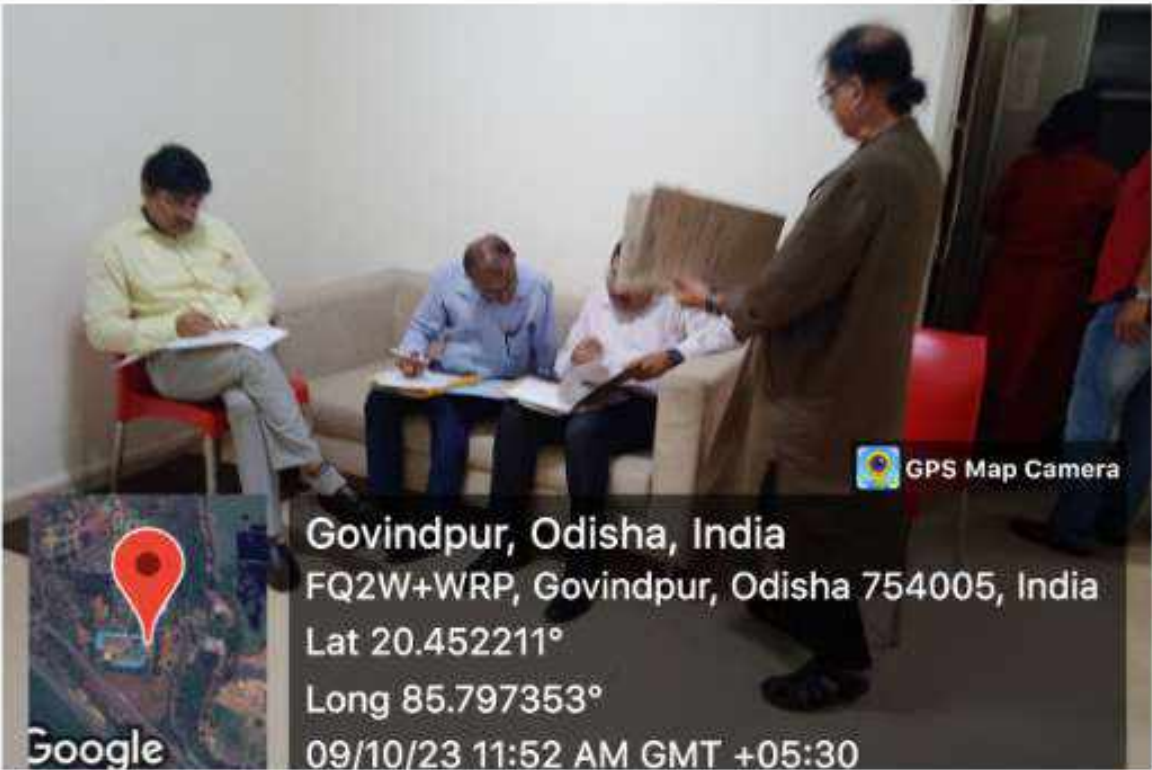
		separately provide its details to IQAC regarding such alignment of activities.
8	The faculty needs to maintain records of feedback from all stakeholders. Action taken reports should be available based on the feedback.	Feedback to be taken from all the stakeholders during the semester with follow-up readily.
9	Records of passing students should be maintained immediately after the declaration of results.	Total Result Calculation (programme-wise) to be taken from CoE.
10	Students should be encouraged to publish their work. Their project and dissertation work should align with publications.	The needful is being done by the faculty members.
11	The faculty needs to maintain records of placements.	Records available as on date being maintained. It will be further updated based on progress.
12	As a suggested measure, the Faculty is advised to organize placement training and maintain records of such training.	FACIS can only maintain records and also request Placement Dept. to organise such programmes from time to time.
13	The format related to the record of teaching staff was slightly confusing and requires improvement.	Format is according to IQAC / HR Office, not designed by FACIS.
14	The faculty is suggested to maintain records of publications with high clarity, mentioning their categories, e.g. SCOPUS, UGC CARE list etc.	All relevant records regarding publications are being maintained with the required segregation. As of now, it is not clear to us at FACIS what is meant by high clarity.

Seal and Signature of the Director/ Dean

Dean
Faculty of Arts, Communication and Indic Studies
Sri Sri University, Cuttack

Sri Sri Vihar, Ward No – 3, Godi Sahi, Cuttack – 754006, Odisha, India

Internal Academic and Administrative Audit for Faculty of Arts, Communication & Indic Studies 2022-23





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Academic & Administrative Audit Report AY 2022-23

Faculty of Contemplative and Behavioural Sciences

Ref No.: SSU/IQAC/2023/112

Date: 9/10/2023

After reviewing the information submitted by the Faculty of Contemplative and Behavioural Sciences for the academic Session 2022-23 and interacting with faculties the following observations are made:

Observations by the Auditors

1. The mapping of COs and POs is not proper. No comparison of Target and Attainment is realized. Faculties are not aware of the setting of TARGET and Calculation of attainment. No inclusion of indirect Tools to compute the CO and PO attainment. Some COs are missing in the course file.
2. No process/Tools/Methods have been selected to define the Programme Outcomes and Course Outcomes
3. One-page reports of all events have been observed. No supporting documents were found.
4. Several Mentor and Mentee Sessions are found and verified but no signatures (mentor's). Checking should be done thoroughly before publishing the timetable.
5. Availability of Internet Found and verified.
6. Availability of Timetable Files was found and verified but the date was not indicated in the timetable.
7. The number of classrooms are 3 (dedicated).
8. The number of Books in the Library is observed and verified (documents) but no departmental library is found.
9. Computers are observed and verified but documents are missing.
10. Number of laboratory-01. Needs improvements in terms of no. of laboratory.
11. Number of Non-teaching staff Members is one.
12. Several Curricular & Extra Curricular Activities, claimed by the department are 7 but documents (only a one-page summary) for 5 events are found. No supporting records have been observed.





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Academic & Administrative Audit Report AY 2022-23

13. FDP/MDP conducted one-page report is found for 2 events. No supporting documents are seen.
14. No Action Taken documents found in the department pertaining to student's activity.
15. No MoM is found with respect to CO & PO mapping meetings.
16. 1 MOM for BOS and 3 MOMs for departmental meetings were found. A few documents are found.
17. Only one MOU is found.
18. No activity relating to MOUs is found.
19. No feedback has been taken from stakeholders for 2022-2023 Department should take care of the same.
20. No document was found related to several students who passed last year. The department claims that "NO DECLARATION OF RESULT".
21. No research projects are found.
22. No. of Placements (last AY) are claimed to be 4. But 1 found.
23. One internship training was observed. Documental works should be made.
24. Number of Teaching Staff are 6.

Recommendation by the Auditors

1. Faculties should be sensitized to realize the COs and POs.
2. The documentation concerning the course files needs to be improvised.
3. Checking should be done minutely before publishing the timetable.
4. A departmental library should be established.
5. The department should initiate MoUs with higher leanings institutions & industries.
6. MOU-related activities should be initiated.
7. The department should take serious concern for the publications / IPR and research projects.
8. The department should be serious about the placement issues.
9. Several research publications are 1 but no classification. Faculty should take the necessary steps for research publications.

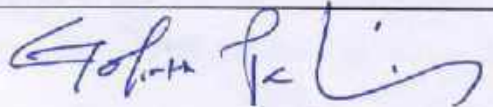
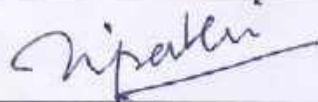
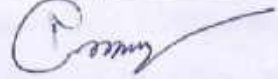


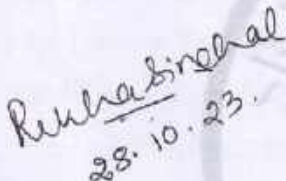

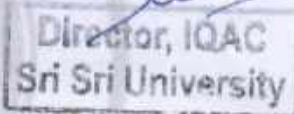


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Academic & Administrative Audit Report AY 2022-23

10. No. of sponsored Research Projects Zero. Faculty should take necessary steps for the same.

Prof. (Dr.) G.Palai, Professor, FOS	
Dr. Rakesh Kumar Tripathi, IQAC Nodal officer	
Dr. Nagendra Prasad, Prof. SSCASRH	

 28.10.23.	 
Signature of the Dean, FCBS	Seal and Signature of Director IQAC

Approved by Vice Chancellor



Prof. (Dr.) B R Sharma
Vice Chancellor
Sri Sri University





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**Action Taken Report on Internal Academic and
Administrative Audit for the Academic Year 2022-23
Faculty of Contemplative and Behavioural Sciences (FCBS)**

SI No –

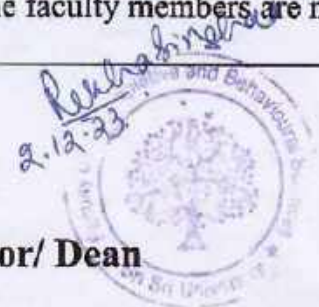
Date – 02-12-2023

SI No.	Recommendations by the Auditor	Action taken
1	Faculty should be sensitized to realize the COs and POs.	Most of the faculty at FCBS has been newly recruited as a result of which IQAC is requested to provide training to the faculty members
2	The documentation concerning the course files needs to be improvised.	IQAC is requested to provide a modern course file that will be followed by FCBS.
3	Checking should be done minutely before publishing the timetable.	Academic Coordinator will make the proposed alterations in the timetable, which is to be looked over by the Programme Coordinator.
4	A departmental library should be established.	Management may facilitate to establish the department library
5	The department should initiate MoUs with higher learnings institutions & industries.	The department is unique in the amalgamation of psychology and contemplation hence, MOUs will be initiated with the appropriate organisations related to psychology and contemplative studies
6	MOU-related activities should be initiated.	MOUs will be initiated with the appropriate organisations related to psychology and contemplative studies
7	The department should take serious concern for the publications / IPR and research projects.	FCBS was established in Nov 2020, faculty stability has been a concern since inception. At present, most of the faculty members are non-PhD.
8	The department should be serious about the placement issues.	Placement cell had been requested in the past to facilitate placement in FCBS. The mail related to in-charge placement cell is attached for information.
9	Several research publications are 1 but no classification. Faculty should take the necessary steps for research publications.	Classification will be taken care in future.
10	No. of sponsored Research Projects Zero. Faculty should take necessary steps for the same.	FCBS was established in Nov 2020, faculty stability has been a concern since inception. At present, most of the faculty members are non-PhD.

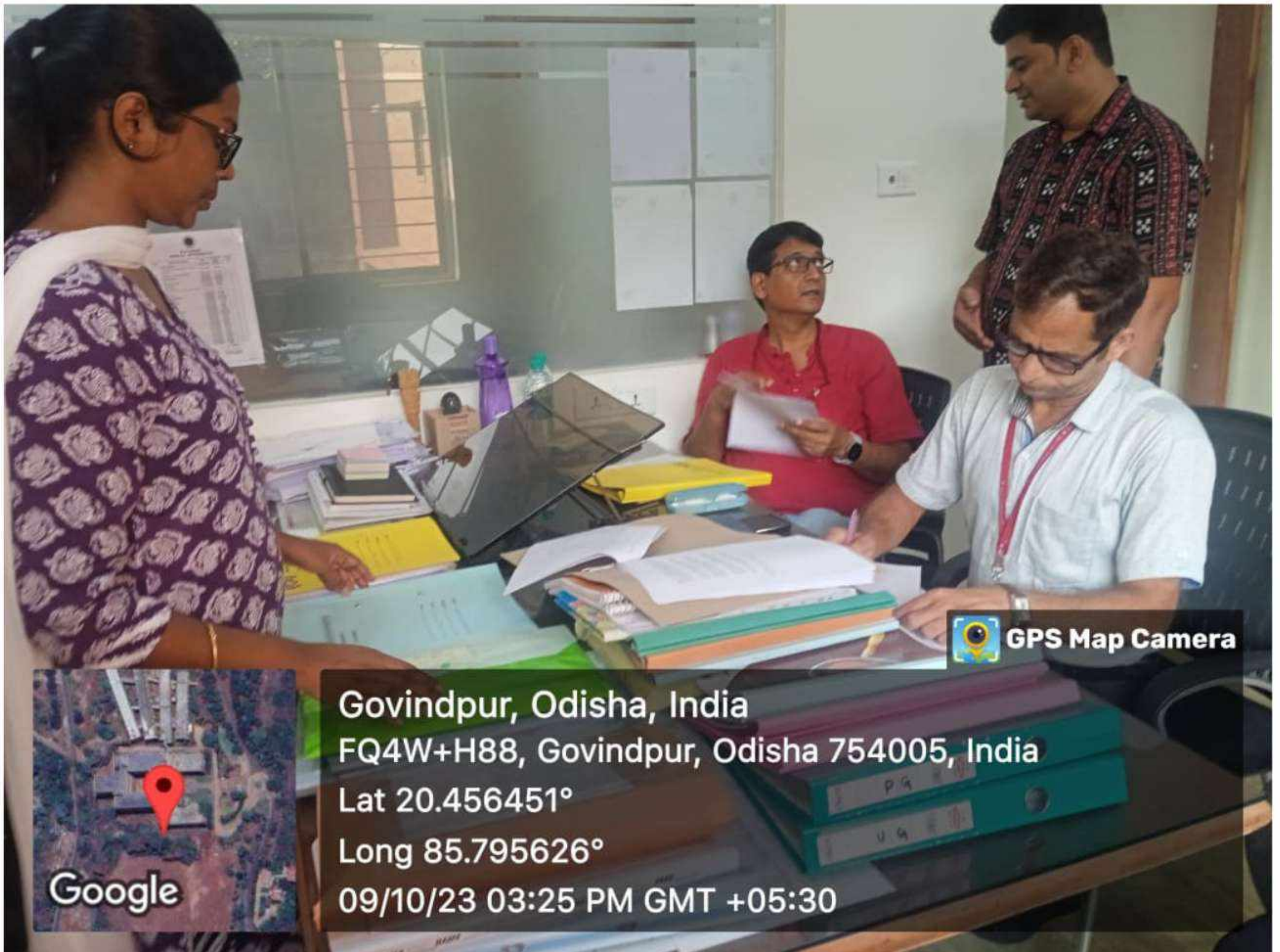
Seal and Signature of the Director/ Dean

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Sri Sri Vihar, Ward No – 3, Godi Sahi, Cuttack – 754006, Odisha, India



Internal Academic and Administrative Audit for Faculty of Contemplative & Behavioral Sciences 2022-23





Sri Sri University
Academic & Administrative Audit Report AY 2022-23

Final Administrative Audit Report of office of the DO

Ref No.: SSU/IQAC/2023/113

Date: 10/10/2023

After reviewing the information submitted by the DO office for the Academic Session 2022-23 and interacting with staff members the following observations are made:

Observations of the Auditors

1. As per university rules, library lost and paid books are maintained.
2. Library E- content not available.
3. Library E- Resources are available, displayed in notice board along with data of usage is well maintained.
4. Library is well maintained.
5. Library Lost and paid book – 32 (details attached).
6. Library Money receipt and sample of damage book also available.
7. Library The Rules and Regulations book is available for reference for the year 2021-22.
8. Library Total damaged book – 17 (details attached).
9. The ICT is also well-maintained records of all Desktops and Laptops.
10. With IT Total Desktops are 44 Nos.
11. With IT Total Laptops are 39 Nos.
12. With IT Network Switches are 4 Nos.
13. With IT Access Points are 48 Nos.

Recommendations by the Auditors

1. E-content needs to be prepared by the Faculty members.
2. The library software should be web-based to deliver automated information to users regarding their due date, fine etc.
3. Print copy of rules and regulation book 2022-23 required in Library.
4. Library need more space to prepare different sections for journals, newspaper etc.
5. The University is not having any provision for Departmental library. So, the central Library need more No. of Text Books, reference Books for the department.
6. A digital e-resource corner with sufficient number of terminal is required in Library.
7. ICT equipment details received from the store should be maintained in the stock book (both soft and hard copy).

Internal Quality Assurance Cell
Sri Sri University





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Academic & Administrative Audit Report AY 2022-23

8. The University Network Diagram should be kept in the form of a hard copy in ICT.
9. There should be a minimum of one high-end server for multi-purpose by ICT.
10. The ICT is required to have annual Network Audit.
11. The ICT should maintain Firewall (at least layer 3).

Dr. Bhagirathi Nayak ,IQAC Nodal officer	
Dr. Abhaya Kumar Mishra, Professor, SSCASRH	
Dr. Jaydeep Kumar Sahu, Associate Professor, SSCASRH	

Signature of the Director Operations	Seal and Signature of Director IQAC

Approved by Vice Chancellor

Prof. (Dr.) B R Sharma
Vice Chancellor
Sri Sri University





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Action Taken Report on Internal Academic and Administrative Audit for the Academic Year 2022-23

**Name of the Faculty/Department:
Director Operations Office**

Date -1/12/2023

S No.	Recommendations by the Auditor	Action taken
1	E-content needs to be prepared by the Faculty members.	The Digital Team is working on LMS and facilitating the same.
2	The library software should be web-based to deliver automated information to users regarding their due dates, fines etc.	Currently E- Granthalaya ver. 3 (server-based) is being used and can be integrated with message/mail alerts in the software to facilitate automatic messages at the time of Issue/ return etc. The ICT Department is exploring the feasibility of the same and working on it.
3	Print copy of Rules and Regulation Book 2022-23 required in the Library	Students Handbook Version 3.0 is being used for Library Rules & Regulations.
4	The Library need more space to prepare different sections for journals, newspapers etc	The Library has been instructed to plan the optimum usage of the current space to accommodate the same.
5	The University is not having any provision for a Departmental library. So, the central Library need more No. of Text Books, Reference Books for the department	Procurement of Textbooks of various subjects initiated by the Library
6	A digital e-resource corner with a sufficient number of terminals is required in the Library	In the Digital Library, there are 14 ports for digital Connectivity currently and the IT Team will deploy 4 systems with LAN access.

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7	ICT equipment details received from the store should be maintained in the stock book (both soft and hard copy).	The same is maintained as suggested.
8	The University Network Diagram should be kept in the form of a hard copy in ICT.	The Network Diagram is available in the ICT office.
9	There should be a minimum of one high-end server for multi-purpose by ICT	Procurement is in process.
10	The ICT is required to have an annual Network Audit	It has been implemented by ICT.
11	The ICT should maintain a Firewall (at least layer 3).	The Firewall is maintained by ICT.

Signature of the Director Operations


Director Operations
Sri Sri University

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Internal Academic and Administrative Audit for The Director Operations office 2022-23





Sri Sri University

Academic & Administrative Audit Report AY 2022-23

Faculty of Architecture

Ref No.: SSU/IQAC/2023/114

Date: 10/10/2023

After reviewing the information submitted by the Faculty of Architecture for the Academic Session 2022-23 and interacting with faculties the following observations are made:

Observations by the Auditors

1. Faculty have properly maintained the POs COs of every program. An available document was provided.
2. One-page document with photographs of all the events is available.
3. The ratio of Mentor-Mentee is 1:10. Details of the total 12 Mentors are properly maintained.
4. A total 9 number of Mentor Mentee Sessions will be conducted during 2022-23.
5. There is no proof regarding the Bandwidth of the Internet and ISP (Internet Service Provider).
6. There were timetables available.
7. The number of classrooms is 8.
8. Total Volume of books is 894, Total No. The title is 604. Books are not purchased in the last 3 years. The volume of books is not as per COA norm. Some common books of B. Arch are available for BID students. However, there is no specific book available for BID students.
9. There is no dedicated computer lab for Architecture students. One Lab (108) is shared by the Architecture students.
10. The faculties of B. Arch are taking classes with BID students. There are no dedicated faculties appointed for BID students.
11. Maintained the document of stakeholder's feedback satisfactory with analysis and Action Taken Report.
12. The record is maintained accordingly of the Number of students passed in the last academic year.
13. No. of student project outcomes in terms of publications /IPR – Maintained but number not mentioned.
14. Data is not maintained for No. of placements for last AY.
15. Research publications records maintained. Suggested to give the effort to increase the number.
16. No sponsored research projects are continuing. How many are not specified?

Recommendations by the Auditors

1. A summary should be prepared to mention the name of the student, publication / IPR title, and outcomes in tabular form year wise will be more attractive and easy to search.
2. Some specific books are required for BID students.





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3. The volume of books must be as per COA norms. But that much of books are not available in the library.
4. Also, high-configuration systems are required for Architecture students.
5. May consider the matter of organizing training programs in the future as it will increase the efficiency of the students.
6. Preservation of separate records for each staff member. It will make it easy to search the individual records whenever needed.
7. The faculties of B. Arch are taking classes with BID students. Specific faculties may be appointed for BID.
8. Suggested give effort to increase the number of Research publications.
9. Efforts must be made to conduct sponsored research projects.

Dr. Dilip Kumar Goswami, Professor, SSCASRH	<i>Dr. Dilip K. Goswami</i>
Dr. Rajib Lochan Giri, IQAC Nodal officer	<i>Dr. Rajib Lochan</i>
Mr. Jasobanta Laha, IQAC Nodal officer	<i>Jasobanta Laha</i>

<i>[Signature]</i>	<i>[Signature]</i> Director, IQAC Sri Sri University
Signature of the Dean, FoA	Seal and Signature of Director IQAC

Approved by Vice Chancellor

Prof. (Dr.) B R Sharma
Vice Chancellor
Sri Sri University





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Action Taken Report on Internal Academic and Administrative Audit for the Academic Year 2022-23

Name of the Faculty/Department: Faculty of Architecture

SI No –

Date – 15-12-2023

S I N o.	Recommendations by the Auditor	Action taken
1	A summary should be prepared to mention the name of the students, publication / IPR, and outcomes in tabular form year wise will be more attractive and easy to search.	Students of FOA are yet to publish paper.
2	Some specific books are required for BID students.	List is being prepared by Faculties handling BID subjects.
3	The volume of the books must be as per COA norms. But that much of books are not available in the library.	List is being prepared by Faculties members.
4	Also, high-configuration systems are required for architecture students.	The configurations of the systems have been identified. Following procedures for obtaining them is being initiated.
5	May consider the matter of organizing training programs in the future as it will increase the efficiency of the students.	The list of the expert lectures conducted and has been shared with the management in the academic calendar.
6	Preservation of separate records of each staff members. It will make it easy to search the individual records whenever needed.	Record of Faculty members are maintained whereas record of non-teaching staff members is being initiated.
7	The faculties of B Arch are taking classes of BID students. Specific faculties may be appointed for BID.	Proposal has been prepared for recruitment of two regular and one visiting faculty member dedicated to teach the BID course
8	Suggested give effort to increase the number of research publications.	Efforts are being made to improve the increase of research publication.
9	Efforts must be made to conduct sponsored research projects.	We are in the process of identifying agencies

Seal and Signature of the Director/ Dean



Sri Sri University,

Sri Sri Vihar, Ward No – 3, Godi Sahi, Cuttack – 754006, Odisha, India

Internal Academic and Administrative Audit for Faculty of Architecture 2022-23

