



**BHAGWAN
MAHAVIR
UNIVERSITY**

**ACADEMIC AUDIT REPORT
SUPPORTING DOCUMENTS /
GUIDELINES**
(As per NAAC Binary Accreditation)

AY: 2024-25

Bhagwan Mahavir University

Academic Audit Guidelines/Supporting documents for the AY 2024-2025

Most Important Guidelines for Supporting Documents

1. Read and understand each attribute and sub-attributes meaning before preparing the supporting document.
2. Provide data/information/details only which is asked for. Avoid providing access data/information as it will lead to confusion as well as attract queries.
3. All the forwarding/Summary document should have proper heading and date within the specified academic year.
4. Always prepare the summary of the data where document having multiple lines/data.
5. Scanning of document should be in portrait mode only with proper readability.
6. Scanning of the document should be done without any background. Document should be scanned after taking out from file only.
7. Document should be named properly which can be understood by any team member without opening the document.
8. Grammar and spelling should be checked properly.
9. In case of “Not Applicable” give proper justification or quote the guidelines of regulatory agencies/council followed.
10. Avoid responding with “No”.
11. Where ever possible attach the approach/policy/process.
12. Where ever photographs require to be attached should be supported with Index and proper heading/labelling.
13. Photographs should be included in Word document with description which can explain the purpose of the photographs.
14. Data Preservation to be ensured at college as well as central level
15. Data Verification to be done by each HOI and Academic Head.

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Academic Audit Guidelines/Supporting documents for the AY 2024-2025

Attribute No	Description	Supporting Document	Remark
1.	Curriculum		
1.1	Outcome-based curriculum	a) Academic Regulations of all Programs b) Approved outcome-based manual/policy for each program c) List of Programs duly certified with Duration for specific Year d) Approved Booklet of Curriculum with PO, PEO and PSOs mapped with COs and Credit Framework e) Approved Minutes- BOS/Academic Council/Senate Council.	
1.2	Stakeholder Participation	a) BOS Notification issued by the Registrar b) Invitation Letters to External stakeholders (Received Copy) c) Profile of the BOS Members with all relevant details d) BOS Meeting Agenda Circular e) Approved Minutes- BOS/Academic Council/Senate Council f) BOS Report/MoM submitted to the university g) BOS Conduction Certificates	
1.3	Curriculum Flexibility	a) Choice Based Credit System offered b) Multiple Entry and Multiple Exit (MEME) process c) Categorization of all course under Major/Minor d) Open Elective Offering Process and policy along with Academic Management e) Details of Dual/Integrated degree Programs f) Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. g) Approved Minutes- BOS/ Academic Council/Senate Council with inclusion and adoption of all NEP 2020 guidelines	
1.4	Practical and Industry Focus	a) Summary of all Programs/Courses having Practical industry-based focus b) Program and course contents having element of field projects/research projects/internships	Click here for Template

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		as approved by BOS/Senate /Academic Council. c) Teaching Scheme/Syllabus showing the Projects/Research Project/Internship	
1.5	Skill Orientation	a) Mapping of skills-oriented courses with NSQF and NCrF approved byBOS/Senate /Academic Council.	
1.6	Indian Knowledge System	a) BOS/Senate/Academic Council minutes approving IKS. b) Brochure and Program schedule. c) Sample evaluated project reports. d) Copy of notification along with relevant details of establishment of Centre for IKS.	
1.7	Online and Blended Learning	a) Policy Document for adopting Online and Blended Learning b) BOS/Senate/Academic Council document highlighting the policy towards Creditization of Online and Blended Learning. c) Approved list of courses identified for Creditization of Online and Blended Learning.	
1.8	Curriculum Revision	a) Summary of BOS Meetings with highlighting revision or change b) Approved Minutes of the relevant BOS/Senate/ Academic Council document meetings c) List of programs where syllabus revision has been carried out during the last three years as certified by the Registrar to be provided	Click here for Template
2.	Faculty Resources		
2.1	Faculty Student Ratio	a) List of Students b) List of Faculties c) Total students as on date for the specific Academic Year / Total no of Faculty	Click here for Template
2.2	Faculty Quality	a) Approved document by Academic Council/senate/respective body showing sanctioned and filled strength of faculty (cadre wise) b) Certified list of faculties with doctoral degrees, including degree awarding university and year of award c) Appointment orders/experience certificates.	Click here for Template

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3.	Infrastructure		
3.1	Physical Infrastructure	a) Infrastructure Management policy b) Statutory norms of selected options. c) Approved master plan of the campus. d) Geotagged photos or campus tour video. e) Infrastructure photographs should be off same size and properly Indexed in word file with proper labeling.	
3.2	Learning Resources	a) Expenditure data for books, e-books, and digital resources year-wise along with supporting invoices or certified account statement.	
3.3	Research Resources	a) E-copy of subscription letters/membership documents with supporting Invoices. b) Minutes from library or relevant committees.	
3.4	IT Infrastructure	a) Bills for internet connection indicating plan, speed, and bandwidth. b) Supporting for purchase of IT Hardware c) Geotagged photos of IT facilities duly arranged in Word file with proper Indexing and labeling	
3.5	Divyangjan Friendly Facilities	a) Geotagged photos or videos of facilities. b) Details of assistive technology and software.	
3.6	Innovation Resources	a) Geotagged photos or videos of innovation/tinkering labs and incubators.	
4.	Financial Resources & Management		
4.1	Ratio of Capital Income vs. Capital Expenditure	a) Audited income and expenditure statement certified by a Chartered Accountant (CA). b) Audit extracts certified by a CA.	
4.2	Ratio of Revenue Income vs. Revenue Expenditure	a) Audited income and expenditure statement certified by a CA. b) Audit extracts certified by a CA.	
4.3	Sustainability	a) Audited income and expenditure statement certified by a CA. b) Audit extracts certified by a CA.	
4.4	Financial Controls and Risk Management	a) Audited income and expenditure statement certified by a CA. b) Audit extracts certified by a CA.	
5.	Learning & Teaching		

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Attribute No	Description	Supporting Document	Remark
5.1	Pedagogical Approaches	a) Document/Policy highlighting Pedagogical approaches b) Lesson plan for courses, highlighting specific teaching techniques.	
5.2	Learning Management System (LMS)	a) LMS Process and access process b) LMS Report from ERP. c) LMS Screenshots of modules in use. d) All Teaching content should have been uploaded in ERP LMS along with dashboard screen shot	
5.3	Industry-Academia Linkage	a) Proof of Industry linkage or collaboration like MOUs/Letters b) Evidence of lectures from industry experts. c) Proof of workshops, field visits, seminars, conferences, etc. d) Reports in the specified format of BMU. e) Details along with supporting documents related to internship outside curriculum done during the academic year.	
5.4	Assessment Components	a) Assessment components duly defined in the Program regulations or approved policy related to assessment components. b) Lesson plan for courses with specific assessment methods. c) Minutes of the Board of Examination (BOE) indicating continuous internal evaluation and approved evaluation methods.	
5.5	Catering to Diversity	a) Circulars and remedial timetables for differential learning classes. b) Reports and photographs of each option selected.	
5.6	Academic Grievance Redressal	a) Policy document or examination manual for academic grievance redressal highlighting the selected options. b) Supporting proofs for showing answer books to the students with proper process of Intimation, acknowledgement and attendance	
5.7	Adherence to Academic Calendar	a) Reports from the Controller of Examination (COE) office or annual reports with relevant details mentioning the date days b) Notified exam dates and result declaration	Click here for Template

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		dates, year-wise/semester-wise along with no. of days taken.	
6.	Extended Curricular Engagements		
6.1	Domain-related Clubs, Activities, and Festivals	a) Club formation notification with role and responsibilities b) List of Domain related club activities during the academic year with domain mapping c) Details of existing clubs published in institutional prospectus/brochure. d) Report of the events with complete details e) List of students who participated (attendance sheet)	
6.2	Cultural Clubs, Activities, and Festivals	a) Club formation notification with role and responsibilities b) List of cultural activities done during the academic year with date on which activity done c) Details of existing cultural clubs published in institutional prospectus/brochure. d) Report of the events with complete details. e) List of students who participated (attendance sheet).	
6.3	Mental Well-being Clubs and Activities	a) Club formation notification with role and responsibilities b) List of Mental Well-being activities done during the academic Year date wise. c) Details of mental well-being club activities and reports. d) Report of the events with complete details. e) List of students who participated (attendance sheet)	
6.4	Value Education	a) Certified list of courses focused on value education. b) Proof of lectures/seminars on value education and related awards/recognitions.	
6.5	Sports Clubs/Teams and Activities	a) Notification related to formation of club along with role and responsibilities. b) Rules and Regulations of different sports activities c) List sports activities covered under sports clubs during the academic year date wise d) Reports along with complete details related	

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		to various sports activities performed	
6.6	Community-focused Activities	a) Certified list of villages adopted and social awareness activities conducted. b) Report submitted to UBA for selected activities, with photographs. c) Proof of the following activities done along with Reports and Photographs: • Improve gender ratio. • Improve GER. • Clean Village. • Disease free village • Awareness on finiteness or esources. • Constitutional awareness. • Eco-friendly communities/village. • Improved literacy levels. • Empowered women communities. • School reach-out programs. • Energy literacy awareness. • Any other to be specified (Social awareness and impact level to be added). • Medical camps. • Blood donation camps. • Promoting village sports. • Educating rural students. • Certified list of villages adapted and social awareness activities conducted. • Report submitted to UBA for the selected activities done in the adapted villages with photographs.	
7.	Governance and Administration		
7.1	Institutional Development Plan	a) Minutes of IDP meetings. b) IDP document. c) IDP Planned Vs Actual Progress status report. d) Academic and Administrative Audit (AAA) report.	
7.2	Effective Leadership	a) Organization chart with roles and responsibilities describing all Academic as well as non-academic functions/roles b) University act/ordinance. c) List of statutory committees and their	

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		minutes. d) Proof of feedback mechanism on governance along with analysis and actions taken report.	
7.3	Quality Assurance System	a) Guidelines/Details of IQAC composition. b) Annual report/MOM of IQAC. c) Reports of AAA conducted by IQAC. d) Stakeholder satisfaction survey analysis and action report.	
7.4	Statutory Compliance and Public Disclosure	a) Statutes, regulations, and ordinances as per Acts. b) Details of statutory committees and functions. c) Minutes of meetings for statutory committees/cells d) Annual report of the college and University. e) Link to proofs on the institutional website.	
7.5	Student & Employee Welfare	a) Policy document on welfare measures. b) Proof substantiating the selected option (Scholarship, Freeship, Sport sponsorship, expenditure proofs for sending the students for Sports or any other event, proof permission for Academic leave for attending conference, seminar, workshop and medical leaves.	
7.6	Efforts for Employability	a) Summary of employability efforts done during the academic year. b) Brochures and programs of employability workshops. c) Reports and Sample certificates and photographs	
7.7	Grievance Handling	a) Details of Grievance Redressal Committees. b) MOM/Annual report of committee activities and number of grievances.	
7.8	e-Governance	a) Policy document on e-governance. b) Proof of NAD and ABC enrollment. c) Screenshots of user interfaces. d) Proof of IT security service subscription.	
7.9	National and International Collaborations	a) Relevant documents/MoU proving collaborations. b) List of activities and reports with	

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		photographs	
7.10	Faculty Retention	a) Certified list of faculties. b) Certified list of retained faculty and those who left the institution. write as lats	
8.	Student Outcomes		
8.1	Student Enrolment	a) Document relating to the sanction of intake as approved by competent authority. b) Extract of sanctioned admission strength in each program vs number of applications received for each program (only fresh admissions to be considered).	Click here for Template
8.2	Graduate Progression	a) List of students progressing for higher education and placement. b) Appointment orders of students. c) Certified list of students who are self-employed/entrepreneurs.	Click here for Template
8.3	Pass Percentage	a) Result sheet of the University. b) Result analysis signed by the head of the institution.	Click here for Template
8.4	Awards/Prizes/Recognitions in Curricular and Extended Curricular Areas	a) Summary of Academic external awards/recognition received by the students along with complete details, photographs b) Summary of External Awards/Recognition received under different category of extra-curricular activities during the academic year c) E-copies of award letters and certificates.	
8.5	Learning Experience (Student [Alumni] Survey)	a) Alumni Registration Process b) Prepare a database of all students on roll and alumni from the past three years as per the provided data template and share it with NAAC along with the online submission of QIF. c) List to include Enrollment number, Name, contact number, and Email ID in an excel sheet.	
9.	Research and Innovation Outcomes		
9.1	External Research Grants	a) E-copies of the sanction letter for research by Government and Non-Government sources such as industry, corporate houses, international bodies.	
9.2	Research Publications	a) List and links to papers published in peer-	

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		reviewed journals and conference proceedings. b) Links to the institutional website and journal source for digital journals	
9.3	Research Quality	Supporting for: - Average h-index from SCOPUS + Web of Science. - Average citation index from SCOPUS + Web of Science.	
9.4	PhDs Awarded	a) PhD award letters or certificates. b) Letter from the university indicating the PhD student's name, title of the doctoral study, and guide's name.	
9.5	Research Fellowships	a) Certified list of JRFs/SRFs along with funding agency details. b) E-copies of fellowship award letters.	
9.6	Intellectual Property	a) E-copies of IPR certificates. b) IPR granted in the name of the faculty with institutional affiliation.	
9.7	Consultancy and Training	Supporting documents related to following: a) Number of consultancy projects during the last three years – Letter of awarding consultancy b) Revenue generated through consultancy projects during the last three years – Certified and audited statement c) Number of Training Programmes during the last three years – Certified list of training conducted along with reports, photographs and attendance d) Revenue generated through Training Programmes during the last three years – Certified copy statement showing revenue through training	
10.	Sustainability Outcomes & Green Initiatives		
10.1	Community Activities	a) Summary of Community Activities done under different category during the academic year b) Detailed list and report for each extension and outreach program. c) Geo-tagged photographs and supporting documents.	

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10.2	Water and Waste Management	a) Geo-tagged photos of the facilities. b) Bills for the purchase of equipment for the facilities. c) Green audit reports on water conservation by recognized bodies. d) Supporting documents related to the following; • Rainwater Harvesting Structures like Bore well recharge, Open well Recharge, Check dams, percolation and the like. • Waste water recycling and management. • Maintenance of natural water bodies inside or outside campus. • Segregation of Solid Waste at Source. • Bio-Waste Management Plants. • E-Waste Management. • Bio-Medical waste management. • Paper waste recycling plants.	
10.3	Progressing Towards Net Zero	a) Geo-tagged photographs of the facilities. b) Bills for the purchase of equipment for the facilities. c) Government document for connecting to the grid from the Government/Electricity authority. d) Supporting documents related to the following; • Solar energy. • Wind energy. • Biogas plant. • Wheeling to the Grid. • Sensor-based energy conservation. • Use of LED bulbs/ power efficient equipment.	
10.4	Green Audits and Initiatives	a) Policy document on environment and energy usage, certificates from the auditing agency. b) Certificates of awards received from recognized agencies. c) Reports on environmental promotional activities conducted beyond the campus with geo-tagged photos. d) Green audit/environment audit/energy audit	

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		reports. e) Proofs related to the following: • Energy Audit. • Measuring Air pollution. • Water Budgeting. • Maintaining Clean and Green Campus. • Beyond campus initiatives. • Use of electric vehicles. • Green building audit (such as by GRIHA, IGBC).	

Guidelines for summary	Click here for Template
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