

Guidelines for the Process of Quality Audit

Quality audit in higher educational institutions is imperative to ensure that academic standards are upheld, and learners receive an enriching educational experience. These guidelines outline the guidelines for conducting a thorough quality audit, encompassing various aspects of academic planning, validation, monitoring, evaluation, and enhancement plans.

1. Academic Planning

Higher educational institutions must establish robust academic planning procedures to align their programs with national economic needs, strategic objectives, and to offer high-quality learning experiences. This entails:

- **Relevance:** Ensuring that programs offered are pertinent to the national economy.
- **Strategic Direction:** Aligning programs with the institution's strategic goals.
- **Quality Assurance:** Ensuring adequacy of teaching staff, support staff, infrastructure, and technology to maintain up-to-date curricula and achieve institutional objectives.

2. Validation

Institutions should have mechanisms for program validation to ensure academic viability and maintenance of defined standards. Key aspects include:

- **Academic Viability:** Ensuring programs meet academic standards.
- **Standard Definition:** Clearly defining academic standards.
- **Learner Opportunity:** Providing learners with optimal learning opportunities.

3. Monitoring, Evaluation, and Enhancement Plans

Quality assurance in open and distance learning, as well as online programs, relies on effective monitoring, evaluation, and enhancement plans. This involves:

- **Reports from Learner Support Centers:** Collecting periodic reports on academic and related activities.
- **Reports from Examination Centers:** Gathering reports on examination conduct and observers' feedback.

- External Auditor and Agency Reports: Considering feedback from external auditors and experts.
- Performance Data Consideration: Accessing and utilizing performance monitoring information for evaluation.
- Reporting and Analytics: Generating reports and analyzing learner and academic data.
- Periodic Reviews: Conducting regular self-assessments and stakeholder feedback sessions for continual improvement.

These guidelines ensure that quality audit processes are comprehensive, data-driven, and focused on continual enhancement of educational offerings. By adhering to these guidelines, higher educational institutions can uphold academic standards and provide learners with a rewarding educational experience.

Quality Audit Checklist

Academic Planning

- Ensure programs align with national economic needs.
- Verify programs reflect institutional strategic objectives.
- Confirm availability of adequate teaching and support staff.
- Assess infrastructure and technology support for up-to-date curricula.

Validation

- Establish mechanisms for program validation.
- Ensure academic viability of programs.
- Define and maintain academic standards.
- Provide optimal learning opportunities for learners.

Monitoring, Evaluation, and Enhancement Plans

- Collect periodic reports from Learner Support Centers.
- Gather reports on examination conduct from Examination Centers.
- Consider feedback from external auditors and agencies.
- Access and utilize performance monitoring information.
- Generate reports and analyze learner and academic data.
- Conduct regular self-assessments and stakeholder feedback sessions.

UGC Regulations 2020 : Process of Quality Audit

- (i) **Academic Planning:** The Higher Educational Institutions shall have robust and appropriate academic planning procedures to ensure that the programmes offered by it are relevant to national economy, reflects the Institution's strategic direction and offers a high quality 'value-added' learner experience. The Institution shall have adequate and appropriate teaching and other support staff along with infrastructure and technology support to ensure that the curriculum remains up to date and the institutional goals are achieved.
- (ii) **Validation:** The Higher Educational Institution shall have a mechanism in place for validation to ensure that its programmes are academically viable, that academic standards have been appropriately defined and that these offer learners the best opportunity to learn.
- (iii) **Monitoring, Evaluation and Enhancement Plans:** Quality deliverance of the Open and Distance Learning programmes and Online programmes and the outcomes attainment and continual quality improvements shall be ensured by the Higher Educational Institution, shall be broadly as follows, namely:-

- (a) **Reports from Learner Support Centres (for Open and Distance Learning programmes):** Report of academic activities and other related activities containing details of all the activities related to academic planning, counselling, learner support, etc. shall be collected periodically from Learner Support Centres. The Higher Educational Institution shall adopt the technological solutions for easy receipt of these reports.
- (b) **Reports from Examination Centres:** Report of conduct of examinations in both Open and Distance Learning Mode and Online mode, alongwith report of observers/proctors for all examinations shall be collected periodically from Examination Centres. The Higher Educational Institution shall adopt the technological solutions for easy receipt of these reports.
- (c) **External Auditor or other External Agencies report:** The Higher Educational Institution shall consider the comments made by External auditors, experts and third party of quality audit and implement as appropriate.
- (d) **Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels:** For effective evaluation and audit, the Higher Educational Institution shall ensure easy access to performance monitoring information such as course pass rates, learner entry profiles and progression and achievement reports, which should be available through web-based application and be used for report making by the Higher Educational institution.
- (e) **Reporting and Analytics by the Higher Educational Institution:** The Higher Educational Institution shall generate the required reports out of such web-based applications and analyze learner and academic analytics for deciding the improvements to be executed for better performance.
- (f) **Periodic Review:** The Higher Educational Institution needs to have an effective system for collecting feedback from the stakeholders regularly to improve its programmes. The Higher Educational Institution needs to conduct self-assessments regularly and use the results to improve its systems, processes etc. and finally quality of programmes.