

**PROCEEDINGS OF
THE COMMISSIONER OF COLLEGIATE EDUCATION
GOVERNMENT OF TELANGANA
PRESENT: SRI.NAVIN MITTAL, IAS**

Sub:	Conduct of Academic Audit in all Government Degree Colleges in Telangana State-2018-19- Schedule-Teams-Instructions-Reg.
Ref:	CCE-AC/AADT/2/2019-QLTY

The attention of the Principals of Government Degree Colleges is drawn to the subject cited. The Commissionerate of Collegiate Education has initiated Academic Audit of the Government Degree Colleges to enhance quality of education in the colleges. During the audit, maintenance of the records of all academic activities are monitored by the team visiting the college. Conduct of academic audit activates NAAC/ Internal Quality Assurance Cell (IQAC) of the College for maintaining necessary records, which are mandatory for NAAC assessment and accreditation.

The Academic Audit shall be conducted at the College in two dimensions. One is institutional audit where the performance of the institution as a whole is measured. The second is Faculty audit meant for checking whether the faculty is performing as per the prescribed norms or not.

From this academic year an online mechanism is created for the process of Academic Audit, wherein all the Faculty and Principals have to enter faculty wise and institution wise data on the Academic Audit Module in CAIMS portal. Later a two member team of a regular Principal and Senior faculty visit the colleges allotted for verification of physical records as per the data entered by respective faculty and institutions and submit the report online from the visiting colleges. Further, the respective college Principals shall submit the Action Taken Report online in a week after the academic audit.

The list of Academic Advisors along with the list of Government Degree Colleges selected for Academic Audit is enclosed in the **annexure**. An orientation through TSAT Nipuna, to the Academic Advisers on the process of Academic Audit Online is scheduled on 03.01.2020. The schedule of the Academic Audit process is as follows-

S.No	Details	Dates
1	Submission of Faculty wise Online Proforma	03.01.2020
2	Submission of Institution wise Online Proforma	05.01.2020
3	2/3 Member Academic Advisors Team Visits and Submission of Online Report	06.01.2020 to 11.01.2020
4	Submission of Action Taken Report by Principals	25.01.2020

The Principals of the colleges scheduled for audit have to make all necessary arrangements by updating all the records and make hospitality arrangements to the Academic Advisors. The Principals are instructed to relieve the Academic Advisors mentioned in the annexure with instructions to report at the colleges allotted to them without fail. Further the Academic Advisors are informed to claim TA from the TA budget of Parent College.

Further, The Principals are informed to ensure that all the staff members are present in the college on the date of Academic Audit of the college.

For Commissioner of Collegiate Education