

  
**UNIVERSITY OF PETROLEUM & ENERGY STUDIES**  
**IQAC Academic Audit Plan**  
**Dec 2021**



**Academic Audit & IQAC Audit Process**

- Academic Audit & IQAC will do joint Audit Once in a year May- June 2022.
- Audit Action Plan report in IQAC Meetings & do relevant activities to bridge the gaps.
- Submission of Annual Report – Similar to AQAR during Dec.

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**Audit Schedule**

- After Current Academic Session May to June 2022.
- For every School
  - Pre Audit Preparation (School & Auditors) – tentatively 2-3 Weeks before.
  - 3 day schedule for Physical Audit.
  - 5-6 Auditors - 1 auditor for 6-7 Programs.
- Tentative Physical Audit Schedule:
  - Presentation by School Dean.
  - Meeting with Faculty
  - Meeting with Students
  - Facilities Visit
  - Report Preparation

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**Actions Completed**

- Audit Manual – with criteria, sub criteria & marking details.
- Auditors Manual – with audit template, criteria & sub criteria definitions.
- Documents Checklist for Schools.



**THANK YOU**

