

Commissionerate of Collegiate Education

Government of A.P., Hyderabad

Circular

Cr. No.01 /Academic Audit/AC-3/2014-15

Dt: 04.11.2014

Sub: Collegiate Education - Academic Audit in Aided Degree Colleges-
certain Instructions -Reg.

The Commissionerate of Collegiate Education has initiated the Academic Audit of all Degree colleges in the state to enhance the quality of Higher education. In September 2014, 100 Lecturers from Govt., Aided & Un-Aided colleges were selected and trained to act as Academic Advisers for the conduct of Academic Audit and revised Academic Audit Formats {**Format I & II, Academic Advisers Report (AAR), single page AAR & Action Taken Report (ATR)**} are already communicated to the principals of all Govt., Aided & Un-Aided colleges and the information is available in the CCE website www.che.ap.gov.in.

In this context, it is hereby informed that in the first spell, Academic Audit was conducted in 143 Government Degree colleges by teams of Academic Advisors comprising both the newly trained Lecturers (trained in September 2014) and the experienced Academic Advisors. In the second spell, Aided Degree Colleges in 10 Districts are selected for the conduct of Academic Audit from **10-11-2014 to 12-10-2014**. The exact dates of Academic Audit and names of the Academic Advisors along with the list of colleges selected for Academic Audit (schedule) is placed in **Annexures-I, II& III**. The Academic Advisors have to conduct Academic Audit on the dates mentioned in the schedule and the **Academic Advisers report (AAR) & Single page AAR in hard (Signed) and soft copies** are to be prepared and submitted to the Principals of the respective colleges on the same day. The concerned principals are to submit them to the Principals of the ID colleges who in turn will collect both hard & soft copies of AAR and the Single page AAR of all the Colleges in the District and send all soft copies to cce.acadcell@gmail.com on the same day and the signed hard copies to O/o CCE within five days of the conduct of the Academic Audit. The Principals of all the Colleges should prepare & submit the **Action Taken Report (ATR)** in hard (Signed) and soft copies to the respective ID College Principals within 7 days of the Audit. The ID Principals are requested to send the soft copies of ATRs by mail only to cce.acadcell@gmail.com and the signed hard copies of ATRs to the O/o CCE within 10 days. The Principals of the colleges scheduled for audit shall make all necessary arrangements by updating the records and make hospitality arrangements to the Academic Advisors. **The presence of Principal of the College is compulsory on the day of Academic Audit.**

The Principals of Government & Aided Degree Colleges are requested to relieve the lecturers mentioned in **Annexures-I, II& III** with instructions to report at the Colleges allotted to them without fail.

For Commissioner of Collegiate Education

Enclosures: Annexure I , II& III

Copy to

- 1. All RJDCEs**
- 2. All the Principals of Identified Colleges**
- 3. All the Principals of Govt., Aided & Un-Aided colleges**