

ACADEMIC AUDIT POLICY

Objectives

- To ensure academic accountability.
- To ensure that the departments have adequate and effective quality assurance mechanisms in terms of strategies, procedures, and their applicability that ensure quality inputs and consequently, quality outputs.
- To ensure the improvement in the quality of education, along with the review of available resources, their optimal utilization, and additional resource requirements for providing quality education.
- To monitor and enhance the quality of technical education through proper guidelines for teaching faculty and students.
- To ensure qualified engineers and researchers pass out from KEC
- To safeguard the functionalities of technical education.
- To define the effectiveness of the teaching-learning process and devise a methodology to confirm maximum output from faculty members and students.

Roles & Responsibilities

The academic auditing shall be conducted jointly by an Internal Quality Assurance Cell (IQAC) within the college and external academic auditors appointed by the principal.

- The Internal Quality Assurance Cell of the college shall oversee and monitor all academic activities.
- This cell shall prepare academic audit statements in formats prescribed by the college for each semester at regular intervals.
- The management of the institute will ensure the implementation of various policies in the institution to meet its vision and mission and will manage the institute according to the required parameters.
- Academic audits should be conducted every year in the institute with a motive to improve academic and other related activities in the interest of the students and the institute.

- The principal of the institute will maintain all kinds of records of the institute with the assistance of the heads and professors, who will manage the records of all kinds in the institute.
- The principal will also manage the daily activities of the institute's non-teaching staff and oversee the academic and non-academic activities scheduled in the institute to ensure that they are organized and carried out for the benefit of the students and the institute.
- The academic audit examines the methods and techniques employed by various programs within an institution to improve the caliber of their programs in terms of program objectives.
- The exam cell coordinator will ensure the timely conduct of internal and external examinations and practices as per college norms, examination policy, preparation of the academic calendar, and sending Anna University results galley to various departments, including the issue of mark lists to the students.
- The head of the department will ensure proper subject allocation among its faculty, course completion, preparation of lecture plans and lecture notes, teaching-learning progress, collecting feedback, and other departmental activities, etc., in his or her department.
- The faculty of the institute will ensure quality teaching, timely completion of the syllabus, the holding of invited talks and guest lectures, remedial and compensatory classes, etc. In addition, the faculty is required to timely complete all additional assignments and work assigned by the higher authorities.

The academic auditing shall cover

- ☐ Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for internal examinations, internal evaluation, maintenance of laboratory experimental setups and equipment, practical assignments, mini projects, and the conduct of practical classes and their evaluation.
- ☐ Co-curricular and extra-curricular activities are available for students, and the monitoring mechanism for activity points is to be earned by the students.

- ☐ Academic functioning of the college, encompassing students, faculty, and college administration, covering punctuality, attendance, discipline, academic environment, learning ecosystem, and academic achievements. The quality criteria prescribed by the NAAC.

Frequency of reviews/ meetings

- ❖ IQAC members shall conduct an internal audit (inter-departmental) of the institution twice a semester.
- ❖ The external auditor shall visit their allotted educational institution(s) two times a year, as and when informed by the college.

Documents to be verified

The following contents are to be verified in the checklist of the theory course file:

- ☐ Academic Calendar
 - ☐ Subject – Syllabus
 - ☐ Class Time table
 - ☐ Individual Time table
 - ☐ Students Name List
 - ☐ Objectives and Outcomes of the Course with Mapping
 - ☐ Lecture plan (Should match with logbook entries)
 - ☐ Lecture notes (Hard copy - Handwritten / Soft copy – CD)
 - ☐ Innovative teaching methodology –Hard copy
 - ☐ Content beyond syllabus Notes – (Hard copy – Handwritten / Printed)
 - ☐ Question Bank (Unit 1 to 5)-duly signed by Staff & HOD.
 - ☐ University Question papers
 - ☐ Internal Test Question papers
 - ☐ Statement of Marks with Result Analysis(Date wise arrangement & Order)
 - ☐ Result from analysis sheet of internal exams
 - ☐ Sample Papers of internal exam
 - ☐ Corrective actions
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- ☐ Assignments/Tutorials – Tutorial hours (common hour per week) should be mentioned in the logbook, Sample assignment copies for the given assignments/Tutorials.

- ☐ Content beyond syllabus/Additional topics covered – duly signed by Staff & HOD.
- ☐ The list of topics should have proper entries & dates in the log book, lesson plan
- ☐ Question Paper Analysis (Sign of Staff, HOD & Principal)
- ☐ Log Book
- ☐ CO-PO Mapping/Analysis

The following contents are included in the checklist of the Lab course file:

- ❖ Academic Calendar
- ❖ Lab – Syllabus
- ❖ Class Time table
- ❖ Individual Time table (Staff & HOD sign)
- ❖ Students Name List – Batch wise (Staff & HOD sign)
- ❖ Objectives and Outcomes of the course (Staff & HOD sign)
- ❖ Assessment Sheet (Evaluation of marks for each student –All Programs)
- ❖ Lab plan
- ❖ Lab Manual
- ❖ Model Exam Question Paper Sets
- ❖ Result Analysis – Model Lab
- ❖ a. Model Lab Result analysis sheet
- ❖ b. Model Lab: 4 Sample Papers
- ❖ Content beyond syllabus/Additional experiments conducted
- ❖ Log Book
- ❖ Sample Record.
- ❖ CO-PO Mapping/Analysis