



4. ACADEMIC AUDIT POLICY

Statement

For proper functioning of academics in an educational institution and to quantify the efforts dispensed by the faculty and students, some assessment components have been designed. These include the assessment of course delivery as per the curriculum and syllabus of KTU, the co-curricular and extra-curricular activities of students, overall discipline and the academic functioning of the Institution, delivery of the duties and responsibilities of faculty members and monitoring of the class, progress of courses, internal assessment, student welfare and grievances.

The process of Academic Auditing intends to monitor and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure qualified engineers/researchers passing out from Engineering Institutions affiliated to the APJ Abdul Kalam Technological University (APJAKTU).

OBJECTIVES

- To ensure academic accountability.
- To monitor and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure qualified engineers/researchers passing out from Engineering Institutions affiliated to the KTU.
- To safeguard functionalities of technical education.
- To define effectiveness of teaching – learning process and to devise methodology to confirm maximum output from faculty members as well as students.
- To ensure that the colleges are following OBE in its true sense.

Scope

The academic auditing shall be conducted jointly by an Internal Quality Assurance Cell (IQAC) within the college and external academic auditor/auditors appointed by the University. The Internal Quality Assurance Cell in each college shall oversee and monitor all the academic activities including all internal evaluations and examinations. This cell shall prepare academic audit statements in formats prescribed by the University for each semester at regular intervals. These reports shall be presented to the external academic auditor/auditors, who shall use it as reference

for independent auditing. The external auditors shall submit the final audit report to the University in the prescribed format.

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 set ups and equipment, practical assignments, mini projects and conduct of practical classes and their evaluation.
- Co-curricular and Extra-curricular activities available for students, the monitoring mechanism of activity points 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, academic achievements and benchmarking.

The quality criteria prescribed by NBA/NAAC.

Procedure

The Academic Auditing system comprises two bodies: The Internal Quality Assurance Cell (IQAC) at the Institution level and the External Auditor at the University Level. The IQAC will function as a body assisting the External Auditor. The external auditor, appointed by the University, will be a proven academician, preferably Professors or Associate Professors from Government/Aided/Govt Controlled Self Financing Engineering colleges. The external auditor shall visit their allotted educational institution(s) two times in a year as and when informed by the University. The external auditor shall prepare an online report and forward it to the Principal of the Institution and to the KTU. The Principal shall give his response on the observations made by the auditor and shall submit to the KTU within three weeks.

IQAC members should conduct an internal audit (inter Departmental) of the institution, twice a semester. A group of two members of IQAC, as decided by the coordinator shall verify the details of a department. The external auditor will visit the college, verify the documents and may interact with the faculty, staff and students. The auditor shall submit an online report for each program after the audit.

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 in a year as and when informed by the University.

Related/ Supportive document

COLLEGE SPECIFIC DOCUMENTS

- Academic calendar with days earmarked with working days, holidays, other activities etc.
- Minutes and action taken reports of student's grievances and appeal committee meetings
- Minutes and action taken reports of discipline and welfare committee meetings
- Detailed reports of co-curricular and extracurricular activities
- Teaching and technical staff details with acquittance roll
- Arrangements made in case of faculty left in between, taken long leave etc.
- Central library register showing volume and title of books, journals etc.
- IQAC meeting minutes, internal audit reports etc

DEPARTMENT SPECIFIC DOCUMENTS

- Minutes and action taken reports of course/class committees of UG/PG
- Minutes and action taken reports of advisory meetings
- Academic calendar with days earmarked with working days, holidays, other activities etc.
- Course Diary for all the courses
- Tutorial Logbook
- Internal test question paper and sample answer scripts
- Equipment log registers used in Laboratories
- Laboratory manual, records and course file for all practical courses
- Logbook for summer and contact courses
- Practical test question paper and sample answer scripts
- Project (Mini project/Design project/Final semester project) progress review reports
- Result Analysis (UG/PG)
- Details showing the conduct of remedial/minor/honours classes
- Details of faculty evaluation and action taken on it
- Department library register showing volume and title of books, journals etc
- Register showing activity points
- Details of MOOC courses taken by UG/PG students
- Details of computing facility in the computer lab (UG/PG)

- Conduct of PG thesis work
- Details of relevant licensed software available in the department

Custodian

Department specific documents are maintained in the HOD's office / DQAC.

Documents specific to the college are kept in the IQAC office.