

Academic Audit Policy



ROHINI
COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE and Affiliated to Anna University, (An ISO Certified Institution)

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INTRODUCTION

Academic Audit tends to monitor and enhance the quality of technical education through systematic internal and external reviews. The purpose of an academic audit is to encourage departments to evaluate its quality processes and standards based on predetermined benchmarks and to suggest activities required to improve the quality of the whole system in place.

Some assessment components have been designed for proper functioning of academics and to compute the efforts dispensed by the faculty. These include the assessment of course delivery, as per the curriculum and syllabus of Anna University, progress of courses, internal assessment, Academic Surveys, co-curricular and extra-curricular activities of students, student mentoring, delivery of the duties and responsibilities of faculty members and Feedback system.

OBJECTIVES

- To define quality of each component of the functionalities and to ensure quality of technical education
- To suggest the methods for continuous improvement of quality keeping in mind the criteria of NBA and other bodies
- Designing effective teaching and learning processes
- Assuring quality education by implementation of co- curricular and extracurricular activities

METHODOLOGY

The institution has evolved its own guidelines and methodology and the successful practices are adapted to suit precise context and requirement of the institution on various aspects such as given below:

Periodicity:

The institution undertakes the Academic Audit on bi- annual basis: An internal Audit twice a year and involvement of external peers once in a year.

Selection of peers/experts:

Since peer review is backbone of Academic Audit, the senior faculty members from the Department are selected as auditors for internal Academic Audit.

The external Audit Committee is constituted by the Head of the Institution, which includes faculty members in the cadre of Professor/ Associate professor from the Institution and external expert who command respect from faculty on the basis of their credentials such as academic distinctions, experience in accreditation work such as NBA or similar bodies and professionalism.

Process:

The institution has devised its own process and formats. The main focuses of the defined processes are:

- a) Teaching-Learning and evaluation process
- b) Define quality in terms of learning outcomes
- c) Outcome-Based Education practices
- e) Teaching Learning Pedagogy
- g) Alumni and placement
- h) Continuous improvement towards total quality development of the students, teachers and the institution.

Criteria for Academic Audit

A. Internal Academic Audit

The institution evolves strategies and procedures for conducting the audit, on the basis of their requirements and in line with the seven criteria fixed by the accreditation body (NBA).

List of Audit Attributes, frequency and conduct mechanism is available in **Annexure –I** and Guidelines for Academic Audit is available in **Annexure –II** for internal Audit.

B. External Academic Audit

i The External Audit team, in the beginning, will meet and interact with the Head of the Department to collect the details of the programmes and activities being conducted/ undertaken during the period of audit.

ii. Auditors will then visit the department and facilities and generally verify the Internal Audit Report along with supporting documents. They will interact with the HoD and the faculty in charge of Academic Audit and will seek for doubts and clarifications if any.

iii. After conducting the audit, the audit team will sit with the HoD to obtain further details, documents and clarifications. Both parties (Head of the Department and the Audit Team) can express their views and analysis on the observations and findings of the audit.

iv. Finally, the External Audit team meets the faculties and the external expert of the Audit team will present a brief summary of the observations and findings of the audit.

vi. The Head of the Department after careful check and review will pass it on to the Head of the Institution for implementation of the suggestions and recommendations.

Annexure-I

LIST OF AUDIT ATTRIBUTES

S.No.	Academic Activities	Associated Practices	Responsible Persons to carry out Audit	Frequency of Audit
1.	Course Delivery Planning and Execution	<ul style="list-style-type: none"> • Adherence to Academic Calendar • Quality & Quantity of Assignment • Tutorials and Quizzes • Curriculum Delivery Progress 	Head of the Department	Once in a Semester
2.	Course Files	<ul style="list-style-type: none"> • Target Sheets • Individual Time Table (Faculty) • Course Delivery Plan (CDP Latest) with Question Bank as per Blooms include Content beyond Syllabus. • Five Units lecture notes • Two Mark Question and answers for five units • Proof of the various innovative teaching methodologies used (on line teaching, Flipped class, Google class room, Experimental learning, collaborative learning etc.) • E-learning materials (learning materials downloaded from internet) - NPTEL, YOUTUBE Videos, Animations, etc. • Proof of content beyond the syllabus conducted. • Proof of LMS given to the students. • Tutorial Questions if applicable. 	Course Committee Chair Person and Head of the Department	Once in a Semester

		<ul style="list-style-type: none"> • IAT I, II, III questions, Answers with keys. • Result Analysis for IAT and action have taken • Separate Assignment Questions for slow learners and fast learners for all units • Anna University Questions at least five • Proof of Quiz/Crossword conducted in class • Gate/UPSC/IES questions with solutions • Suggestions made by the course committee • Course End survey 		
3.	Attendance Monitoring	<ul style="list-style-type: none"> • Monthly Attendance Report • Attendance Registers • Communication to Parents regarding Shortage of Attendance. • Actions for improving the Attendance of the Student. 	Class Advisors and Head of Department	Once in a Month
4.	Internal Examination Process	<ul style="list-style-type: none"> • Quality of question paper • Quality of evaluation of Answer Sheets • IAT marks analysis • Identification of slow and fast learners • Activities are done towards slow and fast learners 	Class Advisors and Head of Department	Twice in
5.	University Results	<ul style="list-style-type: none"> • Performance analysis of students in University Examination • Actions are taken on the Result analysis 	Class Advisors and Head of Department	Once in a Semester
6.	Academic surveys	<ul style="list-style-type: none"> • Graduate Exit Survey • Alumni Survey • Programme Exit Survey • Employer Survey 	Head of Department	Once in a Year

7.	Laboratory Audit	<ul style="list-style-type: none"> • Lab Manuals • Pilot reading • Student lab records • Laboratory work evaluation Sheet • Equipment Status (Periodical Maintenance) • Software status • Stock Register 	Head of Department and Lab In-charges	Once in a Month
8.	Student Counselling	Mentoring the Students	Mentor	Twice in a Semester
9.	Outcome-Based Education practices	<ul style="list-style-type: none"> • Questions as per COs • CO, PO mapping with Curriculum Attainment of COs • Attainment of POS • Timely conduct of DAB meeting 	Course Committee Chairperson and Head of the Department	Once in a Semester
10.	Feedback System	<ul style="list-style-type: none"> • Midterm and end-term feedbacks by the students • Analysis of the Feedback and Corrective Actions. • Class Committee meeting 	Head of the Department	Once in a Semester
11.	Teaching Learning Pedagogy	<ul style="list-style-type: none"> • Project-Based Learning • Flipped Class Room • NPTEL • Group Discussion by Students • Presentation by Students • Industry Visit • Model demonstration • ICT Enabled Teaching Learning Process 	Head of the Department	Once in a Year
12.	Faculty Appraisal System	Faculty Appraisal System	Head of the Department	Once in a Year

13	Co-curricular and Extracurricular Activities	<ul style="list-style-type: none"> • Events organized by the department • Students participation in <ol style="list-style-type: none"> 1. Conference 2. Workshops 3. Seminars <ul style="list-style-type: none"> • Technical fest • Industrial visits 	Head of the Department & TARCET Coordinator	As mentioned in the Department Academic Calendar
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Annexure-II

GUIDELINES FOR ACADEMIC AUDIT

FACULTY LEVEL

Sl.NO	COMMITTEE	CHECK LIST
1	Course Delivery Planning and execution	<ul style="list-style-type: none"> ✓ Adherence to academic Calendar ✓ Quality & Quantity of assignment ✓ Tutorials and quizzes ✓ Curriculum delivery progress
2	Course Files	<ul style="list-style-type: none"> ✓ Target sheets ✓ Individual time table (faculty) ✓ Course Delivery Plan (CDP latest) with Question Bank as per Blooms include content beyond syllabus ✓ Five units lecture notes ✓ Two-mark Question and answers for five units ✓ Proof of the various innovative teaching methodologies used (on line teaching, Flipped class, Google class room, Experiential learning, collaborative learning etc) ✓ E learning materials (learning materials downloaded from internet) –NPTEL, YOUTUBE VIDEOS, Animations etc ✓ Proof of content beyond the syllabus conducted ✓ Proof of LMS given to the students ✓ Tutorial Questions if applicable ✓ IAT I, II, III questions, Answers with keys ✓ Result Analysis for IAT and action taken ✓ Separate Assignment Questions for slow learners and fast learners for all units ✓ Anna University Questions at least five ✓ Proof of Quiz/Cross word conducted in class ✓ Gate/UPSC/IES questions with solutions ✓ Suggestions made by course committee ✓ Course End survey
3	Internal examination process	<ul style="list-style-type: none"> ✓ Quality of question paper ✓ Quality of evaluation of Answer Sheets ✓ IAT marks analysis ✓ Identification of slow and fast learners
4	Laboratory Audit	<ul style="list-style-type: none"> ✓ Lab manuals ✓ Student lab records ✓ Laboratory work evaluation Sheet
5	Student Counselling	<ul style="list-style-type: none"> ✓ Mentoring the students

6	Outcome Based Education practices	<ul style="list-style-type: none"> ✓ Questions as per COs ✓ CO, PO mapping with Curriculum Attainment of COs ✓ Attainment of POS
7	Teaching learning pedagogy	<ul style="list-style-type: none"> ✓ Project Based Learning ✓ Flipped Class Room ✓ NPTEL ✓ Industry Visit ✓ Model demonstration ✓ ICT Enabled Teaching Learning process

DEPARTMENT LEVEL

SL.NO	COMMITTEE	CHECK LIST
1	Attendance monitoring	<ul style="list-style-type: none"> ✓ Monthly attendance report ✓ Attendance registers ✓ Communication to parents regarding shortage of attendance ✓ Actions for improving the attendance of the student
2	University Results	<ul style="list-style-type: none"> ✓ Performance analysis of students in University Examination ✓ Actions taken on the Result analysis
3	Academic surveys	<ul style="list-style-type: none"> ✓ Graduate exit survey ✓ Alumni survey ✓ Programme exit survey ✓ Employer Survey
4	Laboratory Audit	<ul style="list-style-type: none"> ✓ Software status ✓ Stock register ✓ Equipment status (Periodical maintenance)
5	Outcome Based Education practices	<ul style="list-style-type: none"> ✓ Timely conduct of DAB meeting
6	Feedback system	<ul style="list-style-type: none"> ✓ Midterm and end term feedbacks by the students ✓ Analysis of the feedback and corrective actions ✓ Class Committee meeting
7	Co-curricular and extracurricular activities	<ul style="list-style-type: none"> ✓ Events organized by the department ✓ Students participation in Conference ✓ b) Workshops c) Seminars ✓ Technical fest ✓ Industrial visits
8	Faculty Appraisal System	<ul style="list-style-type: none"> ✓ Faculty Appraisal Form