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Academic Audit Policy

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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 the annual basis

Selection of peers/experts:

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

The external Audit Committee is constituted by the Head of the Institution, which includes IQAC members, 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

- i. 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 (NAAC, NBA etc.,).

List of Audit Attributes, is available in **Annexure –I**

- 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 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.
- v. 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 1: COLLEGE ACADEMIC AUDIT

I. Academic Aspects			
S.No.	Description of Records / Documents for Verification	Observations / Suggestions	Remarks
1.	Course file (Contents, Students Name list, Syllabus, Timetable, Teaching plan, Class test, Question papers, Class test marks, Internal test question papers, Formula sheet, Assignment Questions, 2 Marks questions with answers, Question bank, Question Bank, University Model Question papers, Lecture notes, Sample answer papers-high, moderate and low performers)		
2.	Daily Test, Internal Test – Papers & Assignments		
3.	Daily Test and Internal Test Marks		
4.	Web portal Entry details		
5.	Challenging Students List		
6.	Supplementary Education details for each Subject		
7.	Report of Absentees sent to Parents		
8.	Action taken for Absent in the Internal test		
9.	Supplementary Education for Arrear Students		
10.	Question Bank, Lecture Materials – in College Webportal & Questions papers (Class test and Internal test)		
11.	Laboratory Observation and Record book of students (sample)		
12.	Result Analysis of Odd / Even Semester University Examination		
13.	Final year Project Review Marks		
14.	Class Committee and Tutor ward Meetings Minutes		
15.	Syllabus Completion Report (Theory & Practical)		
16.	Laboratory Weekly Report		
17.	Students Attendance & Undertaking Forms if any		
18.	Students Late coming Monitoring Register		
19.	Class Committee Meeting Students Representatives list (High, Moderate and Low Performers)		
20.	Discipline Committee Reports		
21.	Students Movement Register		
22.	Staff Attendance Register		
23.	Class Alteration Register		
24.	Staff Leave / Permission Register		
25.	Laboratory – Equipment Movement Register		

26.	Laboratory – Service Register & Stock Register		
27.	Parents visit Register		
28.	Students Profile along with Xerox copy of certificates		
29.	Students Leave Application & Leave Card		
30.	Students OD Application with reason		
31.	Students Counselling Recommendation & Report		
32.	Department Meetings – Agenda & Minutes		
33.	Incoming & Outgoing Letters Register		
34.	Subject Allocation for Faculty members based on Subject expertise		
35.	Work Load – Teaching & Non-Teaching		
36.	Lab Utilization and Allocation for Research activities		
37.	Feedback of Parents and Alumni		
38.	Laboratory / Workshop Maintenance Register		
39.	Safety & First Aid Equipment's including Fire Extinguisher		
40.	Lab Manuals & Record Note Books		
41.	Samples of Project Reports		
42.	Samples of Project Reports covering both Under Graduate and Post Graduates and Doctoral levels		

II. Administrative Aspects		
S.No	Description of Records / Documents	Remarks
1.	Campus Area	
2.	Campus Ownership	
3.	Office Space	
4.	Area of Library	
5.	Security	
6.	Water facility	
7.	Power back up facility	
8.	Wash room facility	
9.	Parking facility	
10.	Class room	
11.	Staff room	
12.	Seminar room	
13.	Medical centre facility	
14.	Sports facility	
15.	Hostel (Boys and Girls)	
16.	Transportation of Students	
17.	Support services - Bank / PO / Reprography	
18.	Canteen	
19.	Approach road	
20.	Garden	
21.	Auditorium / Assembly hall	
22.	Internet facility	
23.	Stores	
24.	Water treatment plant	
25.	Eco-Friendly procedures	
26.	Administrative training for Administrative staff	
27.	Computer facilities	

III. Teaching and Learning Processes		
1.	Policy planning, monitoring & evaluation and promotional activities facilitated by the Departmental & Institutional level	
2.	Number of value-added certificate courses / Additional courses / Non-Formal course / Job oriented courses / Skill development courses offered till date by the Departmental & Institutional level	
3.	Mention University ranks, if any, obtained for the academic year batches. (Give the total number of students appeared for the subject in the university)	
4.	Does the Department provide remedial coaching for tough subjects covering core and elective courses?	
5.	Does the Institution & Department employ any innovations in teaching and evaluation methods?	
6.	Did the Institution & Department design any curricula this academic year? How long it is being revised?	
7.	Does the Institution & Department conduct student and staff evaluation in semester wise?	
8.	Do the teachers complete topics according to the teaching plan suggested?	
9.	How many teachers attended seminars / workshops / conferences / refresher courses etc. during the academic year.	
10.	Does the Institution & Department use any modern tools and techniques in teaching and learning process?	
11.	Give details of faculty members, if any, who are selected as resource persons for seminars / workshops / conferences / refresher courses etc. during the academic year?	
12.	Does the Institution & Department conduct input-output analysis as survey?	
13.	Does the Institution & Department have publications out of the work done within the Department during the current academic year?	
14.	Is the Institution & Department recognized as a research centre from the University?	
15.	Did the Institution & Department produce any Ph.D. during the academic years? (Numbers may be given)	
16.	Does the Institution & Department have any running minor research project? (Numbers and total amount may be given)	
17.	Does the Institution & Department have any ongoing major / minor research project now? (Numbers and total amount received may be given)	
18.	Did the Institution & Department receive any financial assistance from agencies like DST, SERB, DST-FIST, UGC-SAP, DBT-Star Schemes, ICSSR, UGC, ICMR, DBT (special schemes, other than projects and development assistance), etc. during the academic year?	

19.	Did the Institution & Department conduct seminars / workshops / conferences, etc. during the academic year?	
20.	Did the Institution & Department sign any MoU with industry or any other agency?	
21.	Does the Institution & Department conduct consultancy services?	
22.	Does the department conduct student counselling?	
23.	Does the Institution & Department arrange placement for students?	
24.	Does the Institution & Department conduct/coordinate any kind of extension activities?	
25.	Does the Institution & Department participate in interdepartmental cultural contests?	
26.	Mention the association activities if any, during the academic year	
27.	Mention the performance in the sports activities during the academic year	
28.	Students Senate / Union, Grievances redressal Committee, Welfare Committee, Counselling Centre, Ethics Committee, Anti-ragging squad and committee	
29.	Are any members of the department involved in the administrative activities / club / Forum / Chapter / Professional bodies / committees of the University / College?	
30.	Functioning of Alumni Association, Parents and Teachers Association, Staff & Student's Welfare Committee in the Campus	
31.	Display of Laboratory Instruction Chart and availability of Laboratory manual and stock for equipment, chemicals and glassware and plasticware items in each Laboratory	

IV. Green / Energy / Environment / Hygiene / Soil & Water / Waste Management Audits		
S.No	Description of Records / Documents	Remarks
1.	Have internal Environment / Green / Energy / Hygiene / Soil & Water / Waste management audit procedures been developed and implemented in the Organization?	
2.	Have programmes for the achievement of environmental objectives and targets been established and implemented as on today?	
3.	Are the following environmental aspects considered in sufficient detail?	
	a. Drinking water / RO water / Borewell water / Open well water / Pond water / Municipal or Corporation water use and to check quality of water through Physico-chemical properties analysis	
	b. Wastewater treatment facility	
	c. Hazardous and toxic material disposal facility	
	d. Solid waste management facility	
	e. Renewable energy utilization (Solar panel, wind mill, solar water heater, etc.)	
	f. Air ventilation at Indoor / Outdoor auditorium, seminar / conference halls, classrooms, hostel, canteen, staff rooms, laboratories, restrooms, etc.	
	g. Acoustic proof in indoor auditorium, seminar / conference halls	
	h. Availability of Biogas plant	
	i. Rain harvesting system, water reservoirs, etc.	
	j. Incinerator for napkin disposal use	
	k. Housekeeping, storage, areas, piping, plumping and etc. in a proper way	
	l. Sign boards indicating plastic free campus, tobacco free campus, don't waste water, don't walk on the lawns, don't plug flowers, etc.	
	m. The ratio of Environment sustainability courses (Environmental Science, Engineering, Technology, Management, Monitoring, Climate change, Global warming,) to total courses / subjects	
4.	Signing of MoU with Govt. and NGOs to ensure ecofriendly campus maintenance	
5.	Implementation of Government schemes (Swachh Bharath Abhiyan under Clean India Mission)	
6.	Functioning of Nature club, Eco club, Cell, Forum, Association, NCC, NSS bodies and Social Service League for Students and staff members on environment conservation	
7.	Conduction of awareness programmes and outreach programmes for environmental monitoring and ecosystem maintenance to the stakeholders	

8.	Implementation of composting pits, vermin compost unit, recycling of kitchen wastes collected from hostels, canteens, and other places	
9.	Measurement of Carbon footprint in the Campus been carried out?, If Yes, mention the value in metric tons	
10.	Have programmes for the achievement of prescribed financial outlay for current bills for each building in the campus towards power consumptions?	
11.	Has the organization ensured that personnel performing environmental specific tasks have the required knowledge on energy audit (e.g. education, training programme, seminars, conferences, workshops, camps, etc.)?	
12.	Any analysis of energy flows for energy conservation in terms of the amount of energy input into the system without negatively affecting the output in buildings	
13.	Identification of the most efficient and cost-effective Energy Conservation Opportunities (ECOs) or Measures (ECMs) taken by the Management	
14.	Whether plants are tagged properly with their common name and Botanical name for stakeholders	
15.	Are any biofertilizers, organic manures, farmyard manures, vermicompost, green manures and chemical fertilizers used for maintaining plants	
16.	Establishment of herbal garden, zodiac garden, medicinal garden, kitchen garden, terrace garden and ornamental plants garden in the campus	
17.	Steps taken for organic, inorganic, toxic, e-waste, biomedical, food, sewage waste management, segregation of wastes and reuse methods	
18.	Public transport, low-emitting vehicles and control of car smokes and exhaust	
19.	Projects and Dissertation works and Scholarly publications on environmental science and management carried out by students and staff members	
20.	Campus facilities for disabled, special needs and or maternity care including security, safety and health infrastructure facilities for stakeholder's wellbeing	
21.	Other hygiene specific issues on site such as housekeeping, storage and availability of consumables, areas, piping, sanitation schedule and instruments	
22.	Whether the concepts of 'Food Safety Management System' and 'Food Safety Standard' are followed?	
23.	Has a Management Representative, Hygiene specialist, Food safety officer, Laboratory staff been assigned?	
24.	Are the following parameters considered in sufficient detail? (with proper sign board / instructions)	
	a. Wash room facility with liquid detergent, soap, towel, tissue paper roll, sanitiser, dryer, etc.	
	b. Hand wash facility with liquid detergent, soap, towel, sanitiser, etc.	

	c. RO, potable and drinking water facility	
	d. Napkin disposal facility with incinerators	
	e. Sufficient natural and mechanical ventilation facility	
	f. Practice of personal hygiene and safety measures	
	g. Practice of water recycling and management system	
	h. Analysis of water quality assessment	
25.	Whether food handlers, mainly canteen, hostel and restaurants, guest house employees, wear proper aprons, headgear, hand gloves etc.	
26.	Monitoring of efficient hand wash, urinals and latrine and bath room facilities in the campus.	
27.	Details of pest management strategies adopted (cockroach traps, rodents control measures, insect repellents and other control facilities)	
28.	Fixtures (e.g. fans and lighting) and furniture (e.g. tables and chairs) are kept clean.	
29.	Best practices followed if any like Soil and Water Audit, Waste Management Audit such as Biomedical Waste Management Audit, E-Waste Management Audit and Plastic Waste management Audit carried out	

V. Documents to be produced at the time Academic & Administrative Audit	
<ol style="list-style-type: none"> 1. Class Time Table & Faculty Time Table 2. Students Roll List 3. Students Batch List (for practical courses, projects & elective courses) 4. Minutes of course / Class committee meeting 5. Course Diary for all the courses including practical, seminar, project, etc. 6. Course File 7. Tutorial Log book 8. Equipment Log register used in Laboratories 	
<ol style="list-style-type: none"> 9. Consolidated Attendance statement of students 10. Consolidated statement of marks of internal tests 11. Seminar presentation details 12. Project (Mini project / Design project / Final semester project) progress review reports 13. Register of internal evaluation marks 14. Student Activities Log Book 15. Log book for summer and contact courses 16. Register of Remedial / Bridge / Language Lab classes 17. Minutes of Discipline, Academic and Student Welfare Committees 18. Consolidated semester grades of students 19. Result Analysis 20. Alumni details 21. Placement records <p>Course Diary / Log Book for Theory should contain the following Documents</p> <ul style="list-style-type: none"> • Time Schedule of classes • Syllabus • Course plan • Year Calendar • Details of assignments, tutorials • Attendance of students • Marks awarded for assignments, internal exams etc • Internal evaluation marks • Topics covered and mode of instruction in each class • Extra classes engaged • Learning materials provided 	

Course Diary / Log Book for Practical should contain the following Documents

- Time Schedule of class
- Syllabus
- Course Plan
- Attendance of Students
- Practical Evaluation Sheet
- Marks for class viva
- Marks for Final test
- Internal Evaluation marks

Course Diary / Log Book for Seminar / Project should contain the following Documents

- Time Schedule of class
- Attendance of students
- Seminar / Project presentation details (Name of student presented, Time slot, Seminar / Project Topic)
- Seminar / Project evaluation details

Course file for Lecture based courses: One course file each for each theory course is to be maintained in the Department for each semester. The Course file shall contain the following documents:

- (1) Course diaries of all faculty who have engaged the course
- (2) question paper and scheme of evaluation for 1st and 2nd internal exam, all assignments given, Make- up / Re-Test given (if any) etc..
- (3) Previous Year University question papers,
- (4) Sample answer sheets (at least one excellent, one good and one marginal pass) for all internal exams and assignments given,
- (5) sample tutorial sheets, quiz or any other assessment done,
- (6) all answer sheets of Make-up / Re-Test given (if any)
- (7) Mapping of Course outcome and Programme outcomes (POs)
- (8) *Industrial relevance of the course, if any*

Course File for Practical courses: One course file each for each Practical course has to be maintained in the Department for each semester. Course file shall contain the following documents:

- (1) Course Diary of all batches
- (2) Question paper and scheme of evaluation for Lab internal exam, Make-up / Re-Test given (if any) etc.,
- (3) Sample answer sheets (at least one excellent, one good and one marginal pass) for Lab internal exam
- (4) Mapping of Course outcome and Programme outcomes (POs)
- (5) Industrial relevace of the course, if any