

Academic Audit Policy

1. Introduction

An Academic Audit is process of monitoring the quality of technical education through systematic internal and external review system. The purpose of an academic audit is to ensure the department level evaluation processes that are carried out based on the predefined benchmarks. The audit includes set of activities required to improve the quality of entire academic system. The assessment components are selected or designed for measuring the functional efforts of academic activities by the faculties. These assessment factors include course delivery, as per the curriculum and syllabus, progress of courses, methods of internal assessment, Academic Surveys, extra-curricular and co-curricular activities, student quality monitoring, duties and responsibilities assignment to the faculties and collect the feedback system. The academic process of entire department or institution will be controlled or monitored through mechanism of auditing

2. Objectives

1. To define the quality factor for each component according to the functionalities and confirm the quality of technical education
2. To recommend the suitable methods for continuous improvements of technical education quality criteria defined by the NBA or NAAC bodies
3. To design an effective teaching and learning processes to achieve the high quality technical education
4. To assure the quality of education by implementation of extracurricular and co-curricular activities

3. Functionality

The academic audit is continuous process for improving the quality of technical education. The following parameters are important for measuring the academic qualities,

a. Regular/Standard Interval

The college conducts the Academic Audit as internal and external audit by involving the internal faculties and external trained staffs. The internal Audit has been conducted two times in an academic year and external audit has been conducted once in a year

b. Selection of Auditors

The peer review is a fundamental academic audit process and it needs senior faculty members as a role of auditor to support/conduct internal academic audit. The external auditors are taken on the basis of having high auditing skill sets, academic distinctions, experience in accreditation work such as NBA or other similar academic bodies

c. Process

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

- i) Teaching-Learning and evaluation process
- ii) Define quality in terms of learning outcomes
- iii) Outcome-Based Education practices

- iv) Teaching Learning Pedagogy
- v) Alumni and placement
- vi) Continuous improvement towards total quality development of the students, teachers and the institution.

4. Standards for Academic Audit

The academic audit for an institution has been developed based on two audit procedures, Internal Academic Audit and External Academic Audit,

Internal Academic Audit

- This audit has been evolved with the basic strategies and procedures for conducting the audit, on the basis of their requirements by meeting the criteria fixed by the accreditation bodies.
- The internal academic audit can be conducted by using the internal audit team with suitable faculty members from the same institution
- A well trained senior faculty member from the same department or institution will be acting as a role of audit coordinator.
- Audit criteria and parameters can be formulated based on the institution needs.
- The internal audit team meets the faculties and will present a brief summary of the observations and findings of the audit.
- The audit result will be submitted to the head of the department for implementation of the suggestions and recommendations.

External Academic Audit

An external academic audit review the processes used by the particular programs to improve the quality of their teaching and learning methodology. Each program is required to have a systematic guidance to guarantee the quality in teaching and learning. The external academic audit team will perform the following set of processes,

- i. The External Audit team will be responsible to meet and interact with the department details of the programmes and activities being conducted/ undertaken during the period of audit.
- ii. The external audit team will verify the department details and facilities based on available internal audit reports with supporting documents.
- iii. The audit teams can express their views and analysis based on the observations and findings during the audit.
- iv. The external audit 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 carefully checks and verifies the review report submitted by the external audit team. The audit result will be submitted to the head of the institution for implementation of the suggestions and recommendations.