



## **AUDIT POLICY**

### **Academic, Administrative Audit and Monitoring Cell Internal Quality Assurance Cell**

To conduct different types of audits in the university, an academic, Administrative and monitoring Cell under IQAC shall be established.

#### **Academic Audit**

Academic audit is a process to monitor academic quality control of the institution through students' performance, curriculum, academic growth of faculty, teaching learning process and evaluation system.

Academic audit is also the assessment of the academic standing of a student in his/her degree programme of study. The audit takes place at the end of a session or academic period, after Grade Point Averages have been calculated. It is the process of monitoring the performance of students to determine whether they may proceed in their program of study or not. Similarly, academic audit of faculty shall ensure the continuous academic growth of the faculty through quality teaching learning process and research.

#### **Objectives**

- To measure the degree to which the students are achieving learning objectives of the programme and the courses.
- To explore the level of graduate attributes of the programme achieved through design of the curriculum.
- To consider the impact of teaching techniques in achieving learning objectives.
- To improve research outcomes and practices.

## **Process**

### **1. CURRICULUM AUDIT**

After approval of the curriculum in BOS, it will be assessed by academic audit committee to monitor the following aspects:

1. Process of curriculum development has been followed or not
2. Parity of the course content with objectives
3. Requirement of teaching hours according to content
4. Transaction modes of every course
5. Design of the curriculum
6. Evaluation of different types of courses
7. Integration of research in the content of every course
8. Updation of the curriculum

The feedback of curriculum from stakeholders shall be part of the curriculum audit.

### **2. TEACHING LEARNING PROCESS- Feedback of Teachers**

Course wise feedback of teachers from students will be audited to analyse different dimensions of effectiveness of teaching techniques, classroom behaviour and continuous evaluation programme at the end of every semester. The results of the feedback will be reported to the concerned teachers for improvement.

### **3. ACADEMIC AUDIT OF STUDENT'S ASSESSMENT**

#### **i. Based on CGPA/SGPA**

The results of the audit will be reviewed on the following parameters:

- i. Process of examination
- ii. Skewness of scores and standard deviation
- iii. Assessment of Learning outcomes of programmes and courses
- iv. Exploring the reasons: problem in question paper setting or evaluation
- v. Audit report on academic standing of students based on examination rules and regulations

#### **ii. Based on number of failures**

Report based on number of failures will be analysed to understand:

- i. Same Students failing in different subjects
- ii. No. of students all cleared
- iii. the causes of failures: academic problem, psychological problem, health issues etc.
- iv. rules/process of academic standing as approved by council

#### **4. RESEARCH**

Research process will be audited to know the target achieved and quality of research at different stages:

- i. Research proposal
- ii. Yearly progress
- iii. Research Report
- iv. Publication of research papers
- v. Patents
- vi. IPR
- vii. Other publications

#### **5. LAB AUDIT**

- i. conduct of practical according to SOP
- ii. evaluation of practical
- iii. good lab practices being followed or not
- iv. Precautions in Labs

#### **6. Feedback of Faculty**

- i. Evaluation of faculty by students
- ii. Professional growth
- iii. Research output

To conduct the process of audit, the following committee has to be constituted:

1. Coordinator of audit and monitoring cell
2. Two senior professors (by rotation after two years)
3. One Associate Professor (by rotation, after two years)
4. HoD of the concerned discipline

The members of the committee will be nominated by the Vice chancellor.