

## Documentation of Academic Audit

28.04.2018

The various academic activities being carried out by the department right from syllabus framing to placement are documented in the departments as a practice. But timely documentation of the academic activities and data maintenance were required to be focused to ensure retrievability, authenticity and reliability of data being submitted to various regulatory and other agencies.

IQAC reviewed the practice of documenting the academic activities at the department level and it was found that the files (maintained for documenting the activities) were not updated on time. The observations made during the review were communicated to all the departments for taking necessary corrective action. It was also observed that a few files were redundant leading to ambiguity in filing the documents. After the detailed study, the documentation system was restructured to have 32 files and 6 registers in place.

To ensure timely updating of the files, it was felt necessary to introduce a review mechanism on regular basis. Suggestion was made to the departments to nominate an in-charge for each file and entrust the responsibility of updating and submitting to IQAC to him/her. The files were grouped month wise for periodic review by IQAC. The time schedule for review was also communicated to the departments to enable them to be prepared for the review. The observations of the review are informed to the file in-charges for carrying out the corrections required. The correction is verified by the IQAC. This process ensures timely updating of the files leading to the enhancement of authenticity and reliability of data provided by the departments.

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*28/4/18*  
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