Internal Quality Assurance Cell

06-01-2024

Report of Orientation Programme on Quality Issues

in maintaining Course File and Log Book

The teaching learning process is monitored by auditing the Course Files which are maintained by the faculty members as evidence for carrying out the academic activities as planned. The Internal Academic Audit (IAA) is carried out for all the courses being offered. In the Faculty of Arts, Science, Commerce and Management (FASCM) by a cross functional audit team. The Internal Quality Assurance Cell (IQAC) reviews the audit process by verifying the audit checklist.
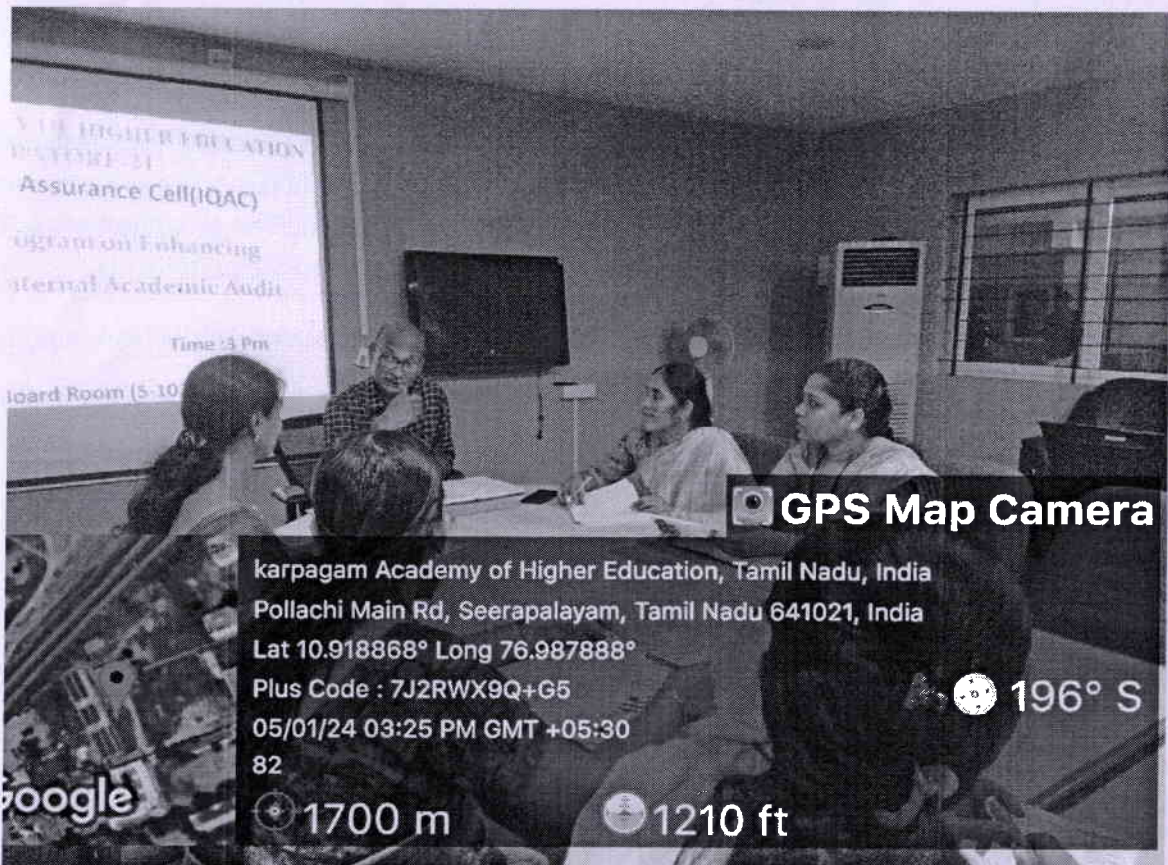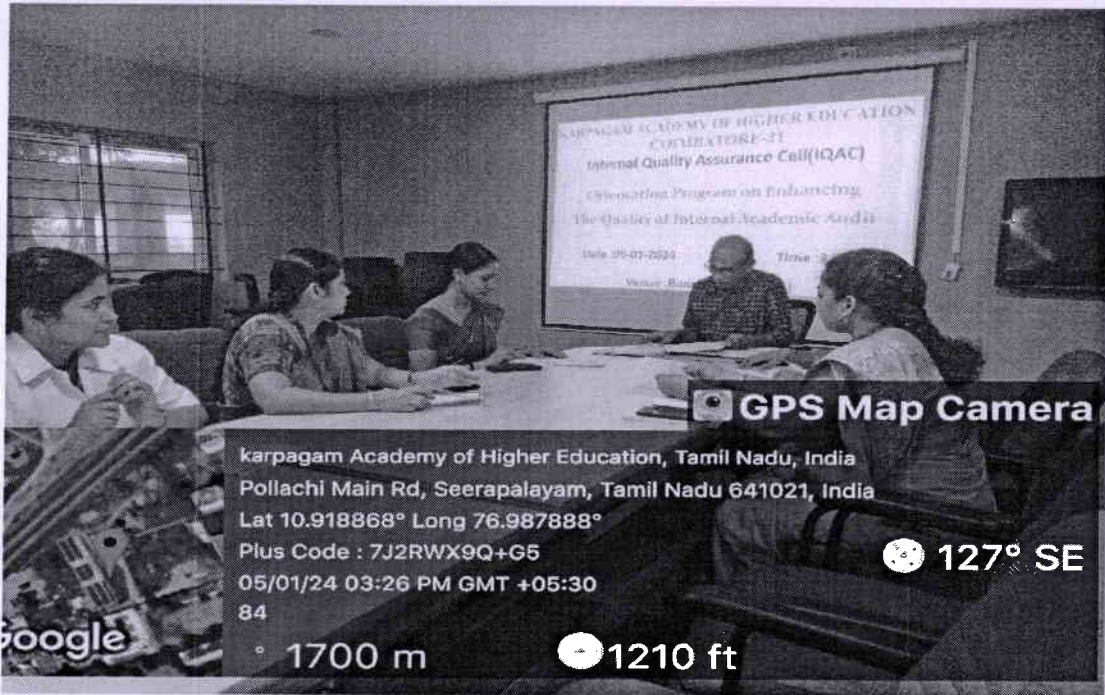
On verifying the audit records it was observed that the system of maintaining the Course Files and the audit process as such are in place but for missing of comments by a few auditors, faculty members and the Heads of the Departments. It was felt necessary to orient the auditors for enhancing the quality of the Internal Academic Audit.
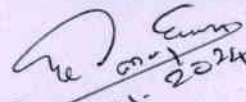
On 05-01-2024, IQAC organized an Orientation Programme on "Enhancing the Quality of Internal Academic Audit" at Board Room (S 102) at 3 pm. In total 9 auditors have participated in the programme and the Co-ordinator, IQAC was the Resource Person. The programme was conducted as an interactive one and the following were the points conveyed to the participants.

1. The review of course files and the log book in particular is mandatory at the beginning of the semester (that is before the commencement of the courses). It is to be ensured that Student Centric Methods are identified in the planning stage itself.

2. Audit to be carried out at the end of CIA I, CIA II and CIA III.

3. It is to be ensured that all entries are in pen.

4. For assignments, actual date of submission to be entered for each student separately though the target date given is the same.

5. In the Test Result Analysis it is to be verified that the number of students appeared has to match with the distribution count.

6. The average mark of the Practical Completion Report should be the observation mark in the internal mark computation.

7. It is to be ensured that the auditor, faculty member and HoD record their comments and affix the signature wherever required. Auditor has to verify whether the CIA I stage is complete in all aspects before taking up the file for CIA II audit and the same is applicable for final audit also.

The auditors assured that the above said suggestions will be implemented in the audits in future.

The programme came to an end at 4.15.pm.

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