

6.5.2. DOCUMENTS PERTAINED TO QUALITY ASSURANCE INITIATIVES

2. Academic Administrative Audit (AAA) and follow up action taken

I. Academic Year 2019-2020

- ii) Internal Academic Audit – Teaching, Learning & Evaluation from
04.02.2020 to 20.03.2020



REGISTRAR
Karpagam Academy of Higher Education
(Deemed to be University Under Section 3 of UGC Act 1956)
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ii) Internal Academic Audit – Teaching , Learning & Evaluation from 04.02.2020 to 20.03.2020

Academic Audit is a tool for examining and enhancing the quality of academic aspects of Higher Education Institutions. Usually it is a systematic and scientific process. It lays emphasis on the designing, implementing, monitoring and reviewing the quality of services provided by the academic institutions. It aims at reviewing the performance of the academic inputs with respect to quality assurance.

Internal audit is an in-house operation for self-introspection. NAAC has suggested institutions to establish Internal Quality Assurance Cell (IQAC) as the internal agency for quality assurance. The task of self-introspection and preparing self-study report is assigned to IQAC. Hence, IQAC in every institution needs to play the role of internal academic auditing agency. Therefore the role of IQAC in the process of self assessment i. e. one type of academic audit is vital.

Further it is understood that Academic Audit (AA) is a method of assessing the efficiency and effectiveness of the operating system of the administrative procedures, policies, decision making authorities and functionaries, strategies, process, feedback, control mechanism and so on. The AA would certainly make the functionaries to ascertain the strength and weakness of the operating system in general and pin out the areas in particular, and to ascertain where the function is stagnated and affected, and where special attention is required along with man and material resources.”

Need for Academic Audit:

The Academic Audit is needed for following:

1. To confirm that the arrangements for quality assurance are fit for purpose and conform to the institution's vision and mission.
2. To provide assurance that the standards of higher education align with expectations.
3. To ensure that students have access to appropriate learning opportunities through taught provision and supported learning.
4. To promote and enhance high quality teaching and learning.
5. To confirm that students are fully supported in their academic and personal development.
6. To advance the highest possible levels of student achievement.
7. To encourage strategic developments that enriches the curriculum and enhances students' opportunities for employment and career development.

Major Objectives of Academic Audit:

1. To understand the existing system in KAHE and assess the strengths and weaknesses of the Departments and to suggest the methods for improvement for overcoming the weaknesses.
2. To identify the bottlenecks in the existing mechanisms and to identify the opportunities for academic reforms.
3. To evaluate the optimum utilization of resources.
4. To suggest the methods for continuous improvement of quality, keeping in mind the criteria and metrics by NAAC and other bodies.

Scope of Audit

1. Course delivery and adherence to the course plan, syllabus coverage, question papers used for internal examinations, internal evaluation, practical assignments, mini projects and conduct of practical classes and their evaluation.

2. Academic functioning of KAHE encompassing students and faculty covering punctuality, attendance, discipline, academic environment, learning methodologies.
3. The quality criteria prescribed by NAAC.

Department Specific Documents

1. Course file for all the courses
2. Course teachers Log book
3. Internal test question paper and sample answer scripts
4. Laboratory manual, records and course file for all practical courses
5. Practical test question paper and sample answer scripts

Assessment of Various Outcomes

1. Internal Exam marks
2. Assignment marks
3. Seminar marks

General methodology

Make aware all staff about audit procedure/related documents

Maintenance of course file:

Course file is a very important document. All faculty members shall maintain course files for all the subjects handled by him/her. All details such as syllabus, course plan, assignments, attendance, internal test marks, extra classes, course materials, ICT/Digital mode of instruction etc shall be entered in the course diary.

Verify various academic activities such as commencement of the semester, dates of internal tests, dates of entering of marks, assignments submitted, dates in which seminars were taken.

Syllabus coverage as per course plan : Do random verification of some course files.

Schedule of Time Table: Verify the schedule.

Conduct of internal tests : Do random verification of question papers and sample answer scripts. Assessment can be done based on valuation and distribution of marks awarded.

Syllabus coverage of practical course: Verify course file, sample work record, log book of equipment etc. Assessment can be done based on number of students in a batch, time given for doing the experiment, completion of calculations in the lab itself etc.

Evaluation of student's performance in practical classes: Verify the number of experiments and title of experiments with that of syllabus. Verify that work record is evaluated on the same day and viva is conducted on each lab class from the course file.

Audit Process

An audit team was formed with the following members

1. Mr. T. Shanmugavel, Coordinator, IQAC
2. Dr. M.Nandhini, Assistant Professor, Department of English, KAHE
3. Mr. S.Sivaganesan, Assistant Professor, Department of Electronics and Communication Engineering, KAHE

The Audit was scheduled between 04-02-2020 and 20-03-2020. Academic Audit was carried out in the following Departments.

1. Department of Biotechnology
2. Department of Mathematics
3. Department of Microbiology
4. Department of Biotechnology (B.Tech)
5. Department of Chemical Engineering
6. Department of Computer Science and Engineering
7. Department of Electrical and Electronics Engineering
8. Department of Food technology
9. Department of Mechanical Engineering
10. Science and Humanities (Supportive Department)

Corrective Action Report

Sl. No.	Audit Observations / Recommendations	Corrective Action
1	Total number of hours taken vary from Total number of hours planned. Justification to be included.	Justification included.
2	Tutorial hours were planned as per regulations.	Instructed to follow the regulations.
3	Absentees should be marked in red pen.	Instructed to mark the absentees in red pen.
4	After internal test result analysis the number of slow learners to be identified.	Slow learners are identified after the result analysis.
5	Time table columns are incomplete in log book.	Instructed to fill in all the columns.
6	CIA consolidated mark sheet may be added and to be used for identifying the slow learners.	Result analysis report is sufficient.
7	Seminar & assignment evaluated by faculty member may be used for determining the outcome of the course.	To be planned.
8	Compared with internal consolidated marksheet and log book the total marks vary for students.	Data to be checked after entry.
9	Observation note book is not available in course file.	Observation note books are included

10	Syllabus is not available in log book	Instructed to follow the guidelines
11	Text books, reference books, website, journals details are not entered.	Instructed to fill all the details.

Signature of the Auditor

Director, IQAC