KARPAGAM ACADEMY OF HIGHER EDUCATION

(Deemed to be University)
(Established Under Section 3 of UGC Act, 1956)

Pollachi Main Road, Eachanari Post, Coimbatore - 641 021, Tamil Nadu, India.
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6.5.2. DOCUMENTS PERTAINED TO QUALITY ASSURANCE INITIATIVES

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

I. Academic Year 2019-2020

iv) Internal Academic & Administrative Audit from 12.10.2019 to 17.10.2019

REGISTRAR
Karpagam Academy of Higher Education
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iv) Internal Academic & Administrative Audit from 12.10.2019 to 17.10.2019

It is a systematic and scientific process of designing, implementing, monitoring and reviewing the quality of academic systems, i.e. inputs, processes and outputs. It emphasizes on reviewing the performance of the academic inputs with respect to quality assurance.

"A method of assessing the efficiency and effectiveness of the operating system of the academic and administrative procedures, policies, decision making authorities and functionaries, strategies, process, feedback, control mechanism and so on.

The Academic / Administrative Audit 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."

The Practice:

1. Audit committee is being constituted with the following members headed by Dr.A.Amutha, Professor & Head, Department of Electrical and Electronics Engineering.

    1) M.Jeganathan, Assistant Professor, Mathematics

    2) Dr.A.Dharmaraj, Associate Professor, Commerce

    3) Dr. Thomson Fredrick, Associate Professor, Computer Applications.

    4) Dr.Lakshmi, Assistant Professor, CSE

2. Once the committee is constituted, the date and time of the audit will be informed to the respective departments well in advance.

3. Each faculty is expected to get ready with the following documents and display them before the Audit Committee.

    a. Teaching Record

    b. Publications

    c. Curriculum Details

    d. Student Details

    e. Research Activities

    f. Faculty Development Programme

4. The members of audit team interact with each member of the department / section with regards to administrative files, subject matter; various concepts of the programmes / courses taught and also go through all their records and credentials. The performance of each department / section is reported.

5. At the end, the committee reports the whole departments' / sections' performance.

6. A report is prepared with the significant contribution of the department/ section.

7. Hard copies of the reports duly signed are being sent to the IQAC after duly signed by the respective HoDs / Section Heads

8. Consolidated audit observation report has been prepared and being sent to the IQAC after duly signed by Auditor as shown in Table 1.

9. The follow up audit was done randomly by the audit team and corrective actions taken were recorded as shown in Table 2.

10. Based on the performance, corrective actions were suggested to the Head of the Department / Section Heads.

Objectives of the Audit Practice:

1. To assess the academic / administrative performance of the department / section as a whole.

2. To identify the strengths and limitations of the department / section.

3. To make the individual faculty / staff and the department / section accountable.

The audit was conducted between 12th October 2019 and 17th October 2019. The report is as follows.

Table 1: Consolidation of Audit Observation Report

Audited Departments / Sections	Observations Made
Bio-Chemistry Biotechnology Chemistry Commerce Computer Applications Computer Science English Management Mathematics Microbiology Physics Automobile Engineering Biotechnology (FoE) Biomedical Engineering Chemical Engineering Civil Engineering Computer Science Engineering Electronics and Communication Engineering Electrical and Electronics and Engineering Food Technology Mechanical Engineering Architecture Pharmacy Registrar's Office Controller of Examinations Research Section	Follow action is needed for already conducted the Remedial Classes. Index is not maintained in most of the files. Index is not updated in some of the files. Some files are not Numbered. Some files do not have file name. File Name and Number should be maintained uniformly across KAHE/ Documents are not signed by HoD / Faculty. Year wise tag in files. Check list is not maintained for the recemented files such as remedial and bridge course. Some files are not Numbered. List of files to be maintained for the section. Index is not maintained in most of the files. Documents are not signed by section Head..

Table 2: Corrective Action Report for the Audit Observation

Based on the above report corrective actions has been taken

Audit Observations / Recommendations	Corrective Actions
1. Follow up action is needed for already conducted the Remedial Classes.	1. Follow up action is implemented for Remedial Classes.
2. Index is not maintained / updated in some of the files.	2. Index is maintained / updated in all the files.
3. Some files do not have file name / number.	3. All the files are Named / Numbered.
4. File Name and Number should be maintained uniformly across KAHE.	4. File Name / File Number maintained uniformly as per IQAC guidelines.
5. Documents are not signed by Section Head / HoD / Faculty.	5. Documents are signed by Section Head / HoD / Faculty.
6. No year wise tag in files.	6. Files tagged year wise.
7. Check list is not maintained for the recommended files such as remedial and bridge course.	7. Check list is maintained for the recommended files such as remedial and bridge course.
8. List of files to be maintained for the department / section.	8. List of files are maintained for the department /section.

Signature of Auditor   Director, IQAC