

6.5.2. DOCUMENTS PERTAINED TO QUALITY ASSURANCE INITIATIVES

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

II. Academic Year 2018-2019

ii) Internal Academic Audit - Teaching, Learning & Evaluation from 03.10.2018 to 03.12.2018



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 03.10.2018 to 03.12.2018

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. Mr. M.Jeganathan, IQAC
3. Dr.K.Kayathiri, Assistant Professor, Department of English, KAHE
4. Dr.P.Rajiv, Assistant Professor, Department of Biotechnology, KAHE

The Audit was scheduled between 03-10-2018 and 03-12-2018. Academic Audit was carried out in the following Departments.

1. Department of Biochemistry
2. Department of Biotechnology
3. Department of Chemistry
4. Department of Commerce
5. Department of Computer Science
6. Department of Computer Applications
7. Department of Electronics and Communication System
8. Department of Management
9. Department of Mathematics
10. Department of Microbiology
11. Department of Physics
12. Department of Automobile
13. Department of Biotechnology (B.Tech)
14. Department of Civil Engineering
15. Department of Computer Science and Engineering
16. Department of Electronics and Communication Engineering
17. Department of Mechanical Engineering

Corrective Action Report

Sl. No.	Audit Observations / Recommendations	Corrective Action
1	The instructions given in the Logbook have to be strictly followed.	The instructions given in the Logbook have been followed by all the faculty members.
2	Syllabus copy which is to be filed in the log book has to be authenticated by the HoD.	Syllabus copies were signed by HOD's
3	The Text / Reference books / Websites / Journals may be designated (T1, T2 ... R1, R2 .. etc.) in the same sequence given in the syllabus.	The Text / Reference books / Websites / Journals were designated (T1, T2 ... R1, R2 .. etc.) in the same sequence given in the syllabus.
4	Only the Text / Reference books / Websites / Journals used as support materials in each unit may have to be referred at the bottom of the Lecture Plan.	Only the Text / Reference books / Websites / Journals used as support materials in each unit were referred at the bottom of the Lecture Plan.

5	Even in the courses for which the syllabus revision was done in this Academic Year (2018-2019) the Text / Ref. Books which are not recommended in the syllabus are used.	Advised to add the used text book in the syllabi.
6	The Text / Ref. Books of the recommended/ latest edition have to be used and not the earlier edition.	Advised the Departments to use latest editions of the books
7	The feedback of the Faculty Members given at the end of each Unit may be focused on the adequacy / complexity of the course content also since it is essential for the syllabus revision.	The feedback of the Faculty Members given at the end of each Unit were taken as inputs for revising the syllabi
8	The key terms in the syllabus under each Unit have to be explicitly mentioned in the Lecture Plan and Subject Log.	The key terms in the syllabus under each Unit have been mentioned in the Lecture Plan and Subject Log.
9	Tutorial hours have to be planned as per the regulation (in a few courses the tutorial hours are planned at the end of the Units)	Tutorial hours have been planned as per the regulation
10	The title of the Assignment / Seminar which is submitted / presented is not the same as allotted.	The title of the Assignment / Seminar which is submitted / presented should be the same as allotted.
11	The Assignment / Seminar which is submitted / presented should be titled as Assignment / Seminar and contain the Reg. Number, Name, Topic given, Course and Course Code etc.	The Assignment / Seminar submitted / presented were titled as Assignment / Seminar and contain the Reg. Number, Name, Topic given, Course and Course Code etc.
12	The Logbook has to be submitted periodically to the HoD/Dean as per the instructions given in the Logbook.	Faculty members were advised to submit the Logbook periodically to the HoD/Dean as per the instructions given in the Logbook.
13	Both Faculty Members and Students have to affix their signatures in all the answer scripts.	Both Faculty Members and Students signed in all the answer scripts.
14	Before submitting the Course File the Faculty Members have to ensure that the entries are completed in all aspects (using pen).	Before submitting the Course File the Faculty Members ensured that the entries are completed in all aspects (using pen).

15	For the newly recruited Faculty Members adequate training has to be given by HoDs. IQAC suggests keeping the Best Course File as a Model for training / reference in the department.	A training programme was conducted to the newly recruited Faculty Members.
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Signature of the Auditor

Director, IQAC