

6.5.2. DOCUMENTS PERTAINED TO QUALITY ASSURANCE INITIATIVES

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

III. Academic Year 2017-2018

- i) Internal Academic Audit - Teaching, Learning & Evaluation from 12.02.2018 to 29.06.2018



REGISTRAR
Karpagam Academy of Higher Education
(Deemed to be University Under Section 3 of UGC Act 1956)
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III. Academic Year 2017-2018

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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. Mrs. P. Mary Rajeswari, Assistant Professor, Department of English, KAHE
4. Dr.P.Rajiv, Assistant Professor, Department of Biotechnology, KAHE

The Audit was scheduled between 12-02-2018 and 29-06-2018. 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 Biotechnology (B.Tech)
13. Department of Civil Engineering
14. Department of Computer Science and Engineering
15. Department of Electrical and Electronics Engineering
16. Science and Humanities (Supportive Department)
17. Department of Pharmacy

Corrective Action Report

Sl. No.	Audit Observations / Recommendations	Corrective Action
1	Syllabus copy is not filed in the log book	Syllabus copy was filed
2	Text/Ref book/Website/Journal details - left blank.	Details were entered
3	Date of submission of assignment is not filled for all the students	Corrected
4	Attendance entry - absenteeism to be marked in red	Marked in Red
5	Totalling of absentees is not correct	Corrected
6	Overwriting in the attendance entry to be avoided	Instructed to faculty member concerned to take care in future.

7	CIA mark entry-absentees & fail marks to be marked in red	Corrected
8	Student name list - not titled	Student Name list titled
9	Lecture notes not filed	Filed
10	CIA / ESE QP pattern is not filled	Filled
11	Weekly submission of log book to HoD not done	Instructed to follow the practice.
12	The totaling of mark is not correct	Corrected
13	Internal test analysis not done	Analysis was done
14	Answer script should be signed by both Faculty & student	Signed
15	Possible questions are not categorized	Possible Questions were categorized
16	Log book to be submitted to Dean after each CIA	Instructed to follow the procedure. Dean's signature was affixed.
17	The documents filed are not entered in the index sheet	Index sheet was corrected
18	Previous year QP's are not filed	Filed
19	The bar charts for pass % is not indicative of the results	Corrected

Signature of the Auditor

Director, IQAC