



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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Prof.Dr.M. Palaniswamy, M.Sc., M.Phil., PhD.

Registrar

Ref.KAHE/R/NAAC/DVV/2021/

03.05.2021

Certificate of Authentication

This is to certify that the following documents related to the Metric ID. 6.5.2 (7 pages) are duly verified and authenticated by the Registrar, Karpagam Academy of Higher Education for DVV purpose.



[Handwritten signature]
03/05/2021

Registrar

REGISTRAR

Karpagam Academy of Higher Education
(Deemed to be University Under Section 3 of UGC Act 1956)
Pollachi Main Road, Eachanari Post,
Coimbatore - 641 021.

ii) Internal Academic Audit - Teaching , Learning & Evaluation from 02.08.2017 to 03.01.2018

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

The Audit was scheduled between 02-08-2017 and 03-01-2018. To start with audit was conducted only for sample files (minimum 3 files in a department) by Mr.T.Shanmugavel, the Coordinator, IQAC. 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 Electronics and Communication Engineering
16. Department of Electrical and Electronics Engineering
17. Department of Mechanical Engineering
18. Department of Pharmacy

Corrective Action Report

S.No	Audit Criteria/Point	Observations	Corrective Action
A. Log Book			
1.	CIA marks allocation	<ul style="list-style-type: none"> ➤ CIA mark allocation not entered. ➤ CIA mark allocation entered in pencil. 	CIA mark allocation was entered using pen.
2	Syllabus Copy	<ul style="list-style-type: none"> ➤ Syllabus is not filed in the log book. ➤ Syllabus filed wrongly. 	Syllabus filed
3	Time Table	<ul style="list-style-type: none"> ➤ Data are entered using pencil. ➤ Time table marked as even instead of odd. ➤ Planned hours per week are 5 against the required 6 hours. 	<p>Corrected</p> <p>Corrected</p> <p>Faculty member concerned was informed to take care in future.</p>
4	Lecture Plan		
	Text Books	<ul style="list-style-type: none"> ➤ Text book is not prescribed. ➤ Text books referred in the syllabus and log book are different ➤ The term “suggested reading” is used in lieu of text book. ➤ Text book used is of earlier edition. 	<p>Text book prescribed</p> <p>Faculty member has been advised to include the text book if any used (other than the one prescribed) in the syllabus if found essential</p> <p>Text book of the latest edition to be procured</p>

		➤ Text book year is different	
	Reference Books	<ul style="list-style-type: none"> ➤ Reference book mentioned in the syllabus is different. ➤ Reference book used is given as text book in the syllabus. ➤ Details not given. 	<p>Corrected</p> <p>Corrected</p>
	Website	➤ Website details - Not given in most of the files.	It was suggested to refer to the related websites.
	Journals	➤ Journal details - Not given in most of the files.	It was suggested to refer to the related journals
5	Subject Log	<ul style="list-style-type: none"> ➤ Weekly submission was not done. ➤ Total number of hours taken not filled. 	<p>HoDs were asked to take care.</p> <p>Filled</p>
6	Attendance	<ul style="list-style-type: none"> ➤ Attendance details were incomplete ➤ Overwriting in attendance marking. ➤ Totaling of absentees is incorrect ➤ Legibility to be improved – Overwriting to be avoided. ➤ On Duty marked in pencil. 	<p>Completed</p> <p>Agreed to take care</p> <p>Corrected</p> <p>Agreed to take care</p> <p>Corrected</p>
7	Assignment / Seminar	<ul style="list-style-type: none"> ➤ Seminar details are incomplete.(left blank for 2 students) ➤ Seminar topics not entered. ➤ Title of assignment allotted and submitted are different. ➤ Date of submission of assignment is not given. ➤ For seminars marks are allotted by mistake. ➤ Faculty member and HoD not signed for assignment. 	All the observation related to assignments and seminars were corrected
8	Test marks entry	<ul style="list-style-type: none"> ➤ Absenteeism for examination to be marked in red. ➤ Test marks were incomplete and analysis was not done. ➤ Over writing in the test mark entries. ➤ Test marks not entered in log book. 	All the mistakes have been corrected

		➤ Test marks are entered for 50 marks.	
9	Test analysis	<ul style="list-style-type: none"> ➤ Test analysis is incomplete and to be reviewed ➤ Internal test analysis not done. 	Test analysis was done
10	Submission to HoD/Dean	<ul style="list-style-type: none"> ➤ Log book was not submitted to Dean. ➤ Log book not submitted to HoD till date. 	Submitted and the signatures of Dean and HoD were affixed.
B. Course File			
1	Course file index	<ul style="list-style-type: none"> ➤ Index sheet for the course file not affixed. ➤ Course file index sheet details not filled. ➤ Course file is not labelled 	Index sheet was affixed and the file arranged accordingly. Course file was labelled
2	Syllabus	<ul style="list-style-type: none"> ➤ Syllabus is not signed ➤ Syllabus seems to be a prepared one and not the one taken from the syllabus book. ➤ Syllabus filed does not refer text/reference book details. ➤ Syllabus filed in log book refers 6nos of reference books whereas the course file refers 7nos of reference books ➤ Syllabus for Commerce is taken from B.Com (CA) 	<p>Signed</p> <p>Instructed to take copy from the syllabus approved.</p> <p>Sample syllabus format will be given</p> <p>Corrected</p> <p>Corrected</p>
3	Time Table	<ul style="list-style-type: none"> ➤ Time Table is not dated and signed. ➤ Time table is not specific to the subject course. ➤ Time table given in the log book and course file are different. ➤ Time Table marked as Even instead of Odd. 	All the mistakes related to time table entry were corrected
4	Name list of students	<ul style="list-style-type: none"> ➤ Student list not signed ➤ List of students named as lecture plan. ➤ Total number of students given in log book and course files is different. 	<p>Signed</p> <p>Corrected</p> <p>Corrected</p>
5	Lecture Plan	<ul style="list-style-type: none"> ➤ Lecture plan not signed. ➤ Lecture plan note is not common. 	<p>Corrected</p> <p>Agreed to take care in future</p>

		➤ Title of the lecture notes do not have relation to the ones given in the syllabus.	
6	Course Objectives	<ul style="list-style-type: none"> ➤ Course Objectives is not relevant. ➤ Course Objective is not clear and well defined. 	Communicated to all HoDs to revisit the objectives.
7	Lecture Notes	<ul style="list-style-type: none"> ➤ University, Department name are not given ➤ The topics do not match with the topics of the syllabus ➤ For the same course two different lecture notes are filed. ➤ Quality of lecture notes may be improved (Course title, page no etc.,) ➤ Lecture notes was prepared using one sided sheet (Even assignment sheets are used) ➤ Under Unit II, Unit III notes are filed. 	<p>Corrected</p> <p>Corrected</p> <p>Removed the unwanted one.</p> <p>Agreed to improve.</p> <p>Corrected.</p> <p>Corrected</p>
8	Possible Questions	<ul style="list-style-type: none"> ➤ Possible Questions – Course name format is different ➤ Possible questions - in one unit only 3 questions are given. ➤ For all the units put together one possible question paper is filed. 	<p>Corrected</p> <p>Asked to include more if possible.</p> <p>It was suggested to have more questions covering all the units</p>
9	CIA 1 Question Paper	<ul style="list-style-type: none"> ➤ Model question paper is not available ➤ Question pattern and scheme of exam not filed ➤ Two Question papers are filed. ➤ Date/Month of CIA is not given in the Question paper. 	<p>Filed</p> <p>Filed</p> <p>Agreed to take care.</p>
10	Mark Sheet	<ul style="list-style-type: none"> ➤ Mark sheet filed refers to the academic year 2015-16 and not signed and verified. ➤ Mark sheet verification not done. They are marked for 2015-16. All are marked as 'F' ➤ Mark sheet was not signed 	<p>Corrected</p> <p>Corrected</p> <p>Signed</p>

11	Answer Scripts(Sample)	<ul style="list-style-type: none"> ➤ Registration number / Page number not entered by the students in all the sheets ➤ The total number of pages is written in the main sheet and in the other sheets, the space is left blank. ➤ Totalling of marks in test paper is incorrect. ➤ Answer script filed is not of the student scored maximum. ➤ Maximum marks are not given in the denominator. ➤ Failure marks not entered. ➤ Invigilator sign is missing. ➤ In answer script only one sheet is signed by the invigilator. 	<p>Informed exam cell to look into all the points.</p> <p>Informed exam cell to look into all the points.</p> <p>Corrected</p> <p>Corrected</p> <p>Corrected</p> <p>Corrected</p> <p>Informed exam cell to look into all the points.</p>
12	Assignment Copy(Sample)	<ul style="list-style-type: none"> ➤ Assignment copy was not filed ➤ Assignment was not valued 	<p>Filed</p> <p>Completed</p>
13	Scheme of Exam and QP pattern	<ul style="list-style-type: none"> ➤ Scheme of test, exam and question paper pattern not filed. 	Filed
14	General	<ul style="list-style-type: none"> ➤ Entries are not incomplete and mistakes observed. ➤ Uniformity in file management to be improved. ➤ Periods & HoD's signature was incomplete. ➤ Reference and Text books given in the syllabus, lecture notes and log book needs review. ➤ Documents not arranged as per Index. 	All the faculty members concerned were informed to take care in future.

Signature of the Auditor

Director, IQAC