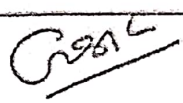
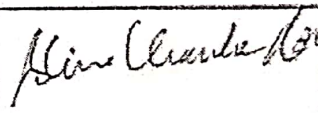
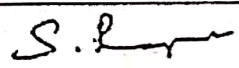


## DEPARTMENT ACADEMIC AUDIT



	Name	Signature
Prepared by:	Dr.Ch.N. Sathish Kumar HOD, CE	
Verified by:	Dr.B.Chandra Mohan Dean, Academics	
Approved by:	Dr.S. Rajasekaran Principal	

**Bapatla Engineering College :: Bapatla**

**(Autonomous)**

**Mahathamajipuram, Bapatla-522102**



## **Bapatla Engineering College :: Bapatla - 522102**

### **ACADEMIC AUDIT POLICY**

The purpose of an academic audit in an engineering college is to evaluate the effectiveness of the academic programs and to ensure quality of Teaching – Learning Process. The Process of Audit System is very useful to guarantee that Bapatla Engineering College is producing a qualified engineers.

#### **1. Objectives**

- To collect primary baseline data regarding academic eco-system of the respective Department.
- To interact with the faculty regarding Vision , Mission of Department along with strengths, weaknesses, challenges and achievements of the Department.
- To define effectiveness of teaching – learning process and to devise methodology to confirm maximum output from faculty members as well as students.
- To ensure academic accountability.
- To ensure that the college is following OBE in its true sense.
- To assess the research potential and suggest areas that could be taken up for research by faculty.
- To suggest ways and means of introducing innovations in the teaching-learning process as well as capacity building among stake holders.

#### **2. Academic Audit verification documents**

IQAC will circulate a template to all the departments and inform about the schedule at least one week before the inspection. The general points in the template are

- Faculty list and Workloads
- No of Courses handled by the Department
- Course Plans preparation and verifications
- Department meeting minutes
- Internal and External Question paper verifications
- Teaching Methods
- Innovations by Faculty / Students
- Awards received by Faculty / Students



P. S. *[Signature]*





- Results
- Professional development activities
- Mentoring Process
- Feedback Process
- Best Practices
- Plans for the next Academic Year ..
- Other academic related items

### 3. Process

Academic Audit is to be conducted in two modes

1. Internal Academic Audit
2. External Academic Audit

#### 3.1 Internal Academic Audit:

- Internal Audit shall be done by IQAC of the institutions.
- IQAC committee members and few senior members of the college nominated by IQAC convener are formed into teams.
- IQAC convener instruct the team members about the objectives of academic audit.
- The Internal audit team conduct the audit as per the schedule given by IQAC convener.
- The Internal Audit process might take 3-5 days to complete.

#### 3.2 External Academic Audit:

- External Audit team is Nominated by IQAC chairperson
- . The External Audit team, in the beginning, will meet and interact with the Principal and the IQAC team to collect the details of the programmes and activities being conducted/ undertaken during the period of audit.
- Auditors will then visit all departments and facilities and generally verify the Self Study Report along with supporting documents. They will interact with the HoD and the teacher in charge of quality assurance and will seek for doubts and clarifications if any.
- After conducting the audit in all the departments and facilities, the audit team will sit with the IQAC team to obtain further details, documents and clarifications.



P. S. k m

- Finally , the external audit team will again interact with the Principal and the IQAC coordinator and present the brief observations and findings of the audit. Both parties (the Principal, the IQAC Coordinator and the Audit Team) can express their views and analysis on the observations and findings of the audit.

#### 4. Implementation recommendations from the audit

The Principal after careful check and review will forward the report of the External Audit team to the IQAC for implementation of the suggestions and recommendations. A detailed plan of action may be prepared to implement the suggestions in a phased and organised manner.

#### 5. Periodicity of conducting the Audit : Yearly Once



*P. Sundara Kumār*  
**Dr. P. Sundara Kumār**  
M.Tech., Ph.D.,  
Professor & Convener-IQAC  
Bapatla Engineering College  
BAPATLA-522 102, (A.P.)

# Bapatla Engineering College

## INTERNAL QUALITY ASSURANCE CELL

### Department Academic Audit

ACADEMIC YEAR -----

#### DEPARTMENT DETAILS

<b>Name of Department:</b>	
<b>Name of Programme:</b>	
<b>Academic year</b>	
<b>No. of Theory courses offered</b>	
<b>No. of Practical classes offered</b>	

#### A. COURSE DELIVERY:

#### WORKLOAD DETAILS\*\*:

Name of the faculty member	Theory				Lab/practice/Drawing			Load status Over loaded/ Under loaded
	No. of Courses		No. of Periods	Credits	No. of Courses	No. of Periods	Credits	

#### 1. Course Lesson Plan preparation:

Description	First Sem.	Second Sem.
No. of course lesson plans prepared before the commencement of class work		
No. of course lesson plans prepared with in one week after the commencement of class work		
No. of courses for which course lesson plans are not prepared		

(Evidence to be verified: course lesson plan documents)

#### 2. Verification of Course Lesson Plans:

Description		
No. of courses verified by internal verifier	Fall	Spring
No. of courses where the Lesson Plans are modified after verification		
No. of courses not verified		
<i>(Evidence to be verified: Verification reports)</i>		

### 3. Minutes of the Meeting

Department Meeting minutes showing the discussion on the outcome of the verification of course lesson plans and suggested actions, if any or actions carried out.

*Comments of the auditor:*

## B. ASSESSMENT

### 1. Schedule for Verification\*:

#### First Semester:

Course code	Instructor name	Verifier name	Date

#### Second Semester

Course code	Instructor name	Verifier name	Date

\*Additional sheet can be attached if necessary

### 2. Internal Pre-assessment Verification:

#### First Semester:

Verification of Question Papers	Test I	Test II	Final Exam:
No. of courses verified by internal Verifier(s)			
No. of courses (Question papers) modified			
No. of courses not verified			



## Second Semester:

Verification of Question Papers			
No. of courses verified by internal Verifier	Test I	Test II	Final Exam:
No. of courses (Question papers) modified			
No. of courses not verified			

*(Evidence to be verified: Moderator reports and the compliance of procedure)*

### 3. Internal Post-assessment Verification: (For Final Exam. Only)

#### Verification of Sample Answer Scripts and Marking

Description	First Semester	Second Semester
No. of courses verified by internal Verifier		
No. of courses modified for marks		
No. of courses not verified		

*(Evidence to be verified: Test paper Moderation forms and the compliance of procedure)*

### 4. External Post-assessment Verification: (For Final Exam. Only)

#### Verification of Sample Answer Scripts and Marking

Description	First Semester	Second Semester
No. of courses verified by External Verifier		
No. of courses modified for marks		

*(Evidence to be verified: Test paper Moderation forms and the compliance of procedure)*

### 5. Minutes of the Meeting

Department Meeting minutes showing the discussion on the outcome of internal and external moderation and suggested actions, if any or actions carried out.

*Comments of the auditor:*

## C. CONTINUOUS IMPROVEMENT:

### 1. Improvements made to the curriculum or courses and the procedure followed:

State the improvements made to the Curriculum or course:

Course title and Code	Improvement made*	Approved by**

\*Change of ILOs, assessment methods, teaching/learning methods, text book, etc.

\*\*is it approved by Department or any other committee

(Evidence to be verified: Improvement comparing with existing and the process followed including MOMs).

Comments of the auditor:

#### D. RESEARCH

Description	No. /Percent	Target*	Percent Achieved
No. of faculty involved in research:			
No. of Publications in referred Journals:			
No. of Publications in other Journals			
No. of papers/posters presented in Conferences			

\*Target set if any

#### E. PROFESSIONAL DEVELOPMENT

Description	No. /Percent	Target*	Percent Achieved
No. of faculty participated in Workshops/ Seminars			
Workshops/Seminars/Conferences Planned			
Workshops/Seminars/Conferences Organized /coordinated			

\*Target set if any

#### F. STUDENT MENTORING

Faculty Name	No. of	No. of	NO. of
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	students assigned	Students Advised	special meetings*

\*Other than for semester registration, like at-Risk, etc.

(Evidence to be verified: Minutes of the Meetings of Advising – online or hard copies)

**Comments of the auditor:**

### G. Plans

Description	Target Date	Remarks
Budget proposal for the Department for the next year	30 <sup>th</sup> November for the next Calendar year Budget	
Operational Plan for the Department including the actions to be taken based on feedback or reviews.	At the beginning of every year	

<b>Auditor Name:</b>	
<b>Auditor Signature</b>	
<b>Head of the Dept. Signature:</b>	

Sample evaluation Form

**Bapatla Engineering College**  
**Internal Quality Assurance Cell (IQAC)**  
 Department of Electrical and Electronics Engineering  
**ACADEMIC AUDIT - REPORT** A.Y:2021-22

S.NO.	Item	Observations
<b>A</b>	<b>Course Delivery: Workload Details</b>	
1	Course Lesson Plan Preparation	
2	Verification Of Course Lesson Plans	
	Minutes Of The Meeting	
<b>B</b>	<b>Assessment</b>	
1	Schedule For Verification i). First Semester ii). Second Semester	
2	Internal Pre-Examination Verification: i). First Semester ii). Second Semester	
3	Internal Post-Examination Verification: (For Final Exam. Only)	
4	External Post-Examination Verification: (For Final Exam. Only)	
5	Assessment Methods Used: (Other Than Mid Term Exam And Final Exam.)	
6	Teaching Methods Used: (Other Than Chalk And Board Lecture)	
7	Department Meeting Minutes	
8	Best Practices Implemented If Any ( <i>Proof To Be Verified</i> )	
9	Innovations By Faculty/Students (Give Brief Description)	
10	Awards Won by Staff and Students	
<b>C</b>	<b>Continuous Improvement</b>	
1	Improvements Made To The Curriculum or Courses And The Procedure Followed	
<b>D</b>	<b>Research</b>	
<b>E</b>	<b>Professional Development</b>	
<b>F</b>	<b>Student Mentoring</b>	
<b>G</b>	<b>Student Feedback Summary</b>	
<b>H</b>	<b>Plans</b>	

❖ Overall Comments:

