



K.S.RANGASAMY COLLEGE OF TECHNOLOGY

(Autonomous)

Tiruchengode – 637 215, Namakkal, Tamil Nadu

ACADEMIC AUDIT POLICY

AUGUST 2021

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INTRODUCTION

Academic Audit tends to monitor and enhance the quality of technical education through systematic internal and external reviews. The purpose of an academic audit is to encourage departments to evaluate its quality processes and standards based on predetermined benchmarks and to suggest activities required to improve the quality of the whole system in place.

Some assessment components have been designed for proper functioning of academics and to compute the efforts dispensed by the faculty. These include the assessment of course delivery, as per the curriculum and syllabus, progress of courses, internal assessment, Academic Surveys, co- curricular and extra-curricular activities of students, student mentoring, delivery of the duties and responsibilities of faculty members and Feedback system.

OBJECTIVES

- To define quality of each component of the functionalities and to ensure quality of technical education
- To suggest the methods for continuous improvement of quality keeping in mind the criteria of NBA, NAAC and other bodies
- Designing effective teaching and learning processes
- Assuring quality education by implementation of co- curricular and extracurricular activities

METHODOLOGY

The institution has evolved its own guidelines and methodology and the successful practices are adapted to suit precise context and requirement of the institution on various aspects such as given below:

Periodicity:

The institution undertakes the Academic Audit on bi- annual basis: An internal Audit twice a semester and involvement of external peers once in a year.

Selection of peers/experts:

Since peer review is backbone of Academic Audit, the senior faculty members from the Department are selected as auditors for internal Academic Audit.

The external Audit Committee is constituted by the Head of the Institution, which includes faculty members in the cadre of Professor/ Associate professor from the Institution and external expert who command respect from faculty on the basis of their credentials such as academic distinctions, experience in accreditation work such as NBA or similar bodies and professionalism.

Process:

The institution has devised its own process and formats. The main focuses of the defined processes are:

- a) Teaching-Learning and evaluation process
- b) Define quality in terms of learning outcomes
- c) Outcome-Based Education practices
- d) Teaching Learning Pedagogy
- e) Research and Development
- g) Alumni and placement
- h) Continuous improvement towards total quality development of the students, teachers and the institution.

Criteria for Academic Audit

A. Internal Academic Audit

The institution evolves strategies and procedures for conducting the audit, on the basis of their requirements and in line with the various criteria fixed by the accreditation body. List of Audit Attributes, frequency and conduct mechanism is available in **Annexure –I** and Guidelines for Academic Audit is available in **Annexure –II** for internal Audit.

B. External Academic Audit

- The External Audit team, in the beginning, will meet and interact with the IQAC and Head of the Department to collect the details of the programmes and activities being conducted/ undertaken during the period of audit.
- Auditors will then visit the department and facilities and generally verify the Audit Report format along with supporting documents. They will interact with the HoD, Department coordinators, Faculty and will seek for doubts and clarifications if any.
- After conducting the audit, the audit team will sit with the HoD to obtain further details, documents and clarifications. Both parties (Head of the Department and the Audit Team) can express their views and analysis on the observations and findings of the audit.
- Finally, the External Audit team meets the faculties and the external expert of the Audit team will present a brief summary of the observations and findings of the audit.
- The IQAC after careful check and review will pass it on to the Head of the Institution for implementation of the suggestions and recommendations.

Annexure-I

List of Audit Attributes

S.No.	Academic Activities	Associated Practices	Responsible Persons to carry out Audit	Frequency of Audit
1.	Course Delivery Planning and Execution	<ul style="list-style-type: none"> • Adherence to Academic Calendar • Quality & Quantity of <ul style="list-style-type: none"> ▪ Assignment ▪ Tutorials and Quizzes ▪ Curriculum Delivery Progress 	Head of the Department	Once in a Semester
2.	Course Files	<ul style="list-style-type: none"> • Target Sheets • Individual Time Table (Faculty) • Lesson Plan • Question papers as per Blooms • Content beyond Syllabus. • Five Units lecture notes • Proof of the various innovative teaching methodologies used (Flipped class, Think-pair-share, Role play, Blended Learning, Experimental learning, collaborative learning etc.) • E-learning materials, YOUTUBE Videos, Animations, etc. • Proof of content beyond the syllabus conducted. • Proof of LMS given to the students. • Tutorial Questions if applicable. • CAT I, II, Model questions, Answers with keys. • Result Analysis for CAT and action taken • Separate Assignment Questions for slow learners and fast learners for all units • Proof of Quiz conducted in class • Course End survey 	Internal Academic Auditor and Head of the Department	Twice in a Semester

3.	Attendance Monitoring	<ul style="list-style-type: none"> Monthly Attendance Report Communication to Parents regarding Shortage of Attendance. Actions for improving the Attendance of the Student. 	Class Advisors and Head of Department	Once in a Month
4.	Internal Examination Process	<ul style="list-style-type: none"> Quality of question paper Quality of evaluation of Answer Sheets CAT marks analysis Identification of slow and fast learners <p>Activities are done towards slow and fast learners</p>	Class Advisors and Head of Department	Thrice in a semester
5.	Results	<ul style="list-style-type: none"> Performance analysis of students in End Semester Examination <p>Actions taken on the Result analysis</p>	Class Advisors and Head of Department	Once in a Semester
6.	Academic surveys	<ul style="list-style-type: none"> Graduate Exit Survey Alumni Survey Programme Exit Survey Employer Survey 	Head of Department	Once in a Year
7.	Laboratory Audit	<ul style="list-style-type: none"> Lab Manuals Student lab records Maintenance Register Software status Stock Register 	Head of Department and Lab In-charges	Once in a Semester
8.	Student Counselling	Mentoring the Students	Mentor	Twice in a month
9.	Outcome-Based Education practices	<ul style="list-style-type: none"> Questions as per Cos with BTL CO, PO mapping with Curriculum Attainment of COs Attainment of POS <p>DAB meeting</p>	Programme Coordinator and Head of the Department	Once in a Semester
10.	Feedback System	<ul style="list-style-type: none"> Feedback by the students Analysis of the Feedback and Corrective Actions. <p>Class Committee meeting</p>	Head of the Department	Thrice in a Semester

11.	Teaching Learning Pedagogy	<ul style="list-style-type: none"> • Project-Based Learning • Flipped Class Room • E-materials • Group Discussion by Students • Presentation by Students • Industry Visit • Model demonstration ICT Enabled Teaching Learning Process etc., 	Head of the Department	Once in a Semester
12.	Faculty Appraisal System	Faculty Appraisal Form	Head of the Department	Once in a Year
13	Co-curricular and Extracurricular Activities	<ul style="list-style-type: none"> • Events organized by the department • Students participation in <ol style="list-style-type: none"> 1. Conference 2. Workshops 3. Seminars 4. Project Competition • Technical fest Industrial visits 	Head of the Department & Event Coordinator	As mentioned in the Department Academic Calendar

Annexure-II

Guidelines for Academic Audit

Faculty Level

SI.NO	COMMITTEE	CHECK LIST
1	Course Delivery Planning and execution	<ul style="list-style-type: none"> ✓ Adherence to academic Calendar ✓ Quality & Quantity of ✓ Assignment ✓ Tutorials and quizzes ✓ Curriculum delivery progress
2	Course Files	<ul style="list-style-type: none"> ✓ Target sheets ✓ Individual time table (faculty) ✓ Lesson Plan ✓ Question Papers as per Blooms Level ✓ Content beyondsyllabus ✓ Lecture notes – (e-content, Lecture video, PPT) ✓ Proof of the various innovative teaching methodologies used (Flipped class, Experiential learning, collaborative learning etc) ✓ Proof of content beyond the syllabus conducted ✓ Proof of LMS given to the students ✓ Tutorial Questions if applicable ✓ CAT I, II, III questions, Answers with keys ✓ Result Analysis for CAT and action taken ✓ Separate Assignment Questions for slow learnersand fast learners for all units ✓ Proof of Quiz conducted in class ✓ Course End survey
3	Internal examination process	<ul style="list-style-type: none"> ✓ Quality of question paper ✓ Quality of evaluation of Answer Sheets ✓ CAT marks analysis ✓ Identification of slow and fast learners
4	Laboratory Audit	<ul style="list-style-type: none"> ✓ Lab manuals ✓ Student lab records
5	Student Counselling	<ul style="list-style-type: none"> ✓ Mentoring the students

6	Outcome Based Education practices	<ul style="list-style-type: none"> ✓ Questions as per COs ✓ CO, PO mapping with Curriculum ✓ Attainment of COs ✓ Attainment of POS
7	Teaching learning pedagogy	<ul style="list-style-type: none"> ✓ Project Based Learning ✓ Flipped Class Room ✓ Industry Visit ✓ Model demonstration ✓ ICT Enabled Teaching Learning process

Department Level

SI.NO	COMMITTEE	CHECK LIST
1	Attendance monitoring	<ul style="list-style-type: none"> ✓ Monthly attendance report ✓ Communication to parents regarding shortage of attendance ✓ Actions for improving the attendance of the Student
2	Results	<ul style="list-style-type: none"> ✓ Performance analysis of students in End Semester Examination ✓ Actions taken on the Result analysis
3	Academic surveys	<ul style="list-style-type: none"> ✓ Graduate exit survey ✓ Alumni survey ✓ Programme exit survey ✓ Employer Survey
4	Laboratory Audit	<ul style="list-style-type: none"> ☐ Software status ☐ Stock register ☐ Maintenance Register
5	Outcome Based Education practices	<ul style="list-style-type: none"> ✓ CC and MC Meeting and Minutes ✓ PAC Meeting and Minutes ✓ DAB Meeting and Minutes
6	Feedback system	<ul style="list-style-type: none"> ✓ Feedbacks by the students ✓ Analysis of the feedback and corrective actions ✓ Class Committee Meeting, Minutes and Action Taken
7	Co-curricular and extracurricular activities	<ul style="list-style-type: none"> ✓ Events organized by the department ✓ Students participation in <ul style="list-style-type: none"> a) Conference b) Workshops c) Seminars d) Project Competition ✓ Technical fest

		✓ Industrial visits
8	Faculty Appraisal System	✓ Faculty Appraisal Form

Annexure-III

Internal Academic Review Audit

K.S.RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE - 637215						
ACADEMIC REVIEW PROCESS / FOLLOW UP FORMAT						
Name of Faculty						Dept:
Name of the Subject 1						Branch/Year/Sec
Name of the Subject 2						Branch/Year/Sec
Name of the Subject 3						Branch/Year/Sec
Activity / Parameter for Review	Review No	1	Review No	2		
	Date		Date			
	After Test -1			After Test -2		
1. Coverage of Portions						
	i. Percentage of Syllabus Covered					
	ii. Adequacy of Problem Solved					
2. Tutorial Classes /Assignment and Quiz						
	i. No. of Tutorials/Assignment Conducted					
	ii. No. of. Quizes Conduced					
	iii. Question paper follow Blooms Level (Yes/No)					
3. Attainment of COs after CAs test						
R2018	CO1					
	CO2					
	CO3					
	CO4					
	CO5					
4. Laboratory Classes						
	i. No. of. Experiments Conducted					
	ii. Evaluation of Record/ Observation					
	iii. No. of. Design Experiments Conducted					
	iv. No. of. Experiment Conducted through					

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An Autonomous Institution, Affiliated to Anna University, Chennai

Internal Quality Assurance Cell (IQAC)

Minutes of Audit Review – I

Name of the Department:

Date:

1. Syllabus

a. # of faculty completed 40% of syllabus before Test - I

b. # of faculty not covered 40% of syllabus before Test - I

2. Assessment

a. # of faculty completed 4 tutorials and entered the marks in KSRCTCMS

b. # of faculty completed 1 assignment and entered the marks in KSRCTCMS

c. # of faculty completed 1 online quiz and entered the marks in KSRCTCMS

3. Attainment of COs**R 2014****R 2018**

Total No. of Courses:

Total No. of Courses:

No. of Courses attained $\geq 60\%$ in:No. of Courses attained $\geq 60\%$ in:

CO-1	<input type="text"/>
CO-2	<input type="text"/>
CO-3	<input type="text"/>
CO-4	<input type="text"/>

CO-1	<input type="text"/>
CO-2	<input type="text"/>

4. Study Materials uploaded in MOODLE

a. # of faculty uploaded course materials in the MOODLE

b. # of faculty uploaded the Q & A in the MOODLE

Signature of the Senior Faculty

HoD

(with date)

Name:

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Internal Quality Assurance Cell (IQAC)

Minutes of Audit Review – II

Name of the Department:

Date:

1. Syllabus

a. # of faculty completed 80% of syllabus before Test - II

b. # of faculty not covered 80% of syllabus before Test - II

2. Assessment

a. # of faculty completed 8 tutorials and entered the marks in KSRCTCMS

b. # of faculty completed 2 assignment and entered the marks in KSRCTCMS

c. # of faculty completed 2 online quiz and entered the marks in KSRCTCMS

3. Attainment of COs**R 2014****R 2018**

Total No. of Courses:

Total No. of Courses:

No. of Courses attained $\geq 60\%$ in:No. of Courses attained $\geq 60\%$ in:

CO-5

CO-6

CO-7

CO-8

CO-3

CO-4

4. Study Materials uploaded in MOODLE

a. # of faculty uploaded course materials in the MOODLE

b. # of faculty uploaded the Q & A in the MOODLE

Signature of the Senior Faculty

HoD

(with date)

Name:

Annexure-IV

EXTERNAL ACADEMIC & ADMINISTRATIVE AUDIT REPORT

(The activities are to be graded on the following scale)

Excellent	Good	Satisfactory	Need Improvement
A	B	C	D

S.No.	Name of the Program	Sanctioned Strength	Actual Strength
UG(Engineering)			
1.	B.E (Mechanical Engineering)		
2.	B.E (Electrical and Electronics Engineering)		
3.	B.E (Electronics and Communication Engineering)		
4.	B.E (Computer Science and Engineering)		
5.	B.E (Mechatronics Engineering)		
6.	B.E (Civil Engineering)		
7.	B.Tech (Information Technology)		
8.	B.Tech (Textile Technology)		
9.	B.Tech (Bio-Technology)		
10.	B.Tech (Food Technology)		
11.	B.Tech (Artificial Intelligence and Data Science)		
12.	B.E (Computer Science and Business Systems)		
13.	M.E (Engineering Design)		
14.	M.E. (VLSI DESIGN)		
15.	M.E. (Computer Science and Engineering)		
16.	M.E. (Industrial Safety Engineering)		
17.	M.E. (Power Systems Engineering)		
18.	M.E. (Structural Engineering)		
19.	M.Tech (Nanoscience and Technology)		
20.	M.Tech (Biotechnology)		
21.	Master of Business Administration		
TOTAL			

I. ACADEMIC ACTIVITIES			
S.NO	ITEM	GRADE	COMMENTS
1.1	Feedback on curricula and other aspects from stakeholders		
1.2	Revision/Update of regulation or syllabi		
1.3	Academic activity conducted beyond the prescribed curriculum during the AY:		
1.4	Total No. of teaching days during the AY:		
1.5	Preparation, distribution and availability of time-tables, Academic Calendar, Curriculum and syllabi		
1.6	Academic, administrative setup and functioning		
1.7	Faculty strength cadre-wise, Teacher student ratio, Non-teaching staff strength		
1.8	Classrooms, program specific labs, computing Facility and other labs availability		
1.9	Attainment levels of the Pos of the programme	PO Attainment Level	
	B.Tech in Civil Engineering		
	B.Tech in Computer Science & Engineering		
	B.Tech in Electronics and Communication Engineering		
	B.Tech in Electrical and Electronics Engineering		
	B.Tech in Information Technology		
	B.Tech in Mechanical Engineering		
	MBA		
II. RESEARCH & INNOVATION			
S.NO	ITEM	GRADE	COMMENTS
2.1	Research ambiance, activity and innovation (quality & quantity)		
2.2	Sponsored Research Projects and Consultancy		
2.3	Initiatives undertaken towards faculty development		
2.4	Development Programmes for supporting staff		
2.5	Innovative processes adopted in teaching & learning		
III. INFRASTRUCTURE & INTERNET CONNECTIVITY			
S.NO	ITEM	GRADE	COMMENTS

3.1	Availability of band-width of connectivity		
3.2	Usage of digital library and computing facilities		
3.3	Availability of information on college web-site		
3.4	Available facilities like class rooms/seminar halls/LCD /Wifi /ICT/ video center/courts/equipment etc		
IV. STUDENT SUPPORT & PROGRESSION:			
S.NO	ITEM	GRADE	COMMENTS
4.1	Transformation rate from I year to II year (passed all subjects in first attempt)		
4.2	Remedial teaching for slow learners		
4.3	Activities of Grievance redressal mechanism		
4.4	Scholarships and Financial support		
4.5	Academic Performance (of outgoing students of the period), Year-Wise Student Performance		
4.6	Professional society/Chapter activities		
4.7	Number of capability enhancement and development schemes		
4.8	Support for competitive examinations and career counselling		
4.9	Extra Curricular Activities		
V. CENTRAL LIBRARY FACILITY			
S.NO	ITEM	GRADE	COMMENTS
5.1	Services:(Please rate the following services in the library) <ul style="list-style-type: none"> • Circulation services • Clipping Services • Bibliographic compilation • Information display services • Reference/referral services • Photo copy and printing services • User Orientation /Information Literacy • Resource sharing • Internet/digital resources • Suggestion Box 		
	5.2	Usage: Average number of visitors to the library per day, books issued/ returned per day ,visitors to the digital library per day	
VI. EXAMINATION SECTION			
S.NO	ITEM	GRADE	COMMENTS
6.1	Availability of space and staff security measures		

6.2	Maintenance of records: (Please rate the maintenance of the following records) (Register for Answer booklet (Used/unused), Register for Marks memos (used / unused), Availability of Answer scripts of earlier sems/years, Preparation and adherence to time tables)		
6.3	Adherence to Procedures (Question paper setting, conduct of examinations, Declaration of results, Revaluation)		
VII. AMINITIES & SPORTS/FACILITY			
S.NO	ITEM	GRADE	COMMENTS
7.1	Activities during the period		
7.2	Special recognitions/prizes/achievements during the period:		
7.3	Hostels		
7.4	Additional facilities available on campus like bank /post office/etc.,		
7.5	First aid doctor facility		
7.6	Other facilities		
VIII. PLACEMENT CELL:			
S.NO	ITEM	GRADE	COMMENTS
8.1	Campus placement activity		
8.2	Industry Institute collaborations		
8.3	Details of programmes conducted by the placement cell for personality development / communication skill /entrepreneurship development etc.		
IX. SOCIAL SERVICE & EXTENSION ACTIVITIES:			
S.NO	ITEM	GRADE	COMMENTS
9.1	Functioning of recognized units available		
9.2	Activities during the year in the sphere of extension activities and Institutional Social Responsibility		
X. ADMINISTRATIVE MATTERS			
S.NO	ITEM	GRADE	COMMENTS
10.1	Financial allocation and expenditure		
10.2	Procedures and implementation of faculty and staff related matters		
10.3	Support to socially backward students		
10.4	Support to differently abled students		
10.5	Support to foreign students on campus		
10.6	General Campus maintenance		
10.7	Faculty and staff grievance redressal mechanism		

XI. GOVERNANCE, LEADERSHIP & MANAGEMENT			
S.NO	ITEM	GRADE	COMMENTS
11.1	Pursuit of the vision and Mission of the Institution		
	Quality improvement strategies adopted by the institution for		
	Curriculum Development Teaching Learning Examination and Evaluation Research and development Library, ICT and Physical Infrastructure/Instrumentation Human Resource Management Industry Interaction/ Collaboration Admission of students		
11.2	Activities and support from the Alumni Association		
11.3	Activities and support from the Parent-Teacher Association		
11.4	Interaction and support from the Industry		
11.5	Description of administration		
XII. Best Practices of the Institution			
XIII. SUGGESTIONS FOR IMPROVEMENTS:			

Name and Signature of the IQAC Coordinator

Name and Signature of the

External Auditor: 1.

2.

3.

Name and Signature of the Principal