



TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

ACADEMIC AUDIT POLICY

Preamble:

The process of Academic Auditing intends to monitor and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure qualified engineers/researchers passing out from Engineering Institutions, affiliated to the Kerala Technological University (KTU). For proper functioning of academics in an educational institution and to quantify the efforts dispensed by the faculty and students, some assessment components have been designed. These include the assessment of course delivery, as per the curriculum and syllabus of KTU, the co-curricular and extra-curricular activities of students, overall discipline and the academic functioning of the Institution, delivery of the duties and responsibilities of faculty members and monitoring of the class , progress of courses, internal assessment, student welfare and grievances.

This document is envisioned to elaborate the process of academic auditing, which can aid the engineering institution / faculty/ student for success in the Engineering Education arena. It presents the objectives of academic auditing, the process of internal and external evaluation of courses, major/mini projects, seminars, delivery of P/F courses , overall discipline and academic functioning of the institution, duties and responsibilities of faculty members, Research and consultancy and class/course committees

Objectives of Academic Auditing:

- (i) To ensure academic accountability.
- (ii) To define quality of each component of the functionalities and to ensure quality of technical education throughout the system.
- (iii) To safeguard functionalities of technical education.
- (iv) To define effectiveness of teaching – learning process and to devise methodology to confirm maximum output from faculty members as well as students.

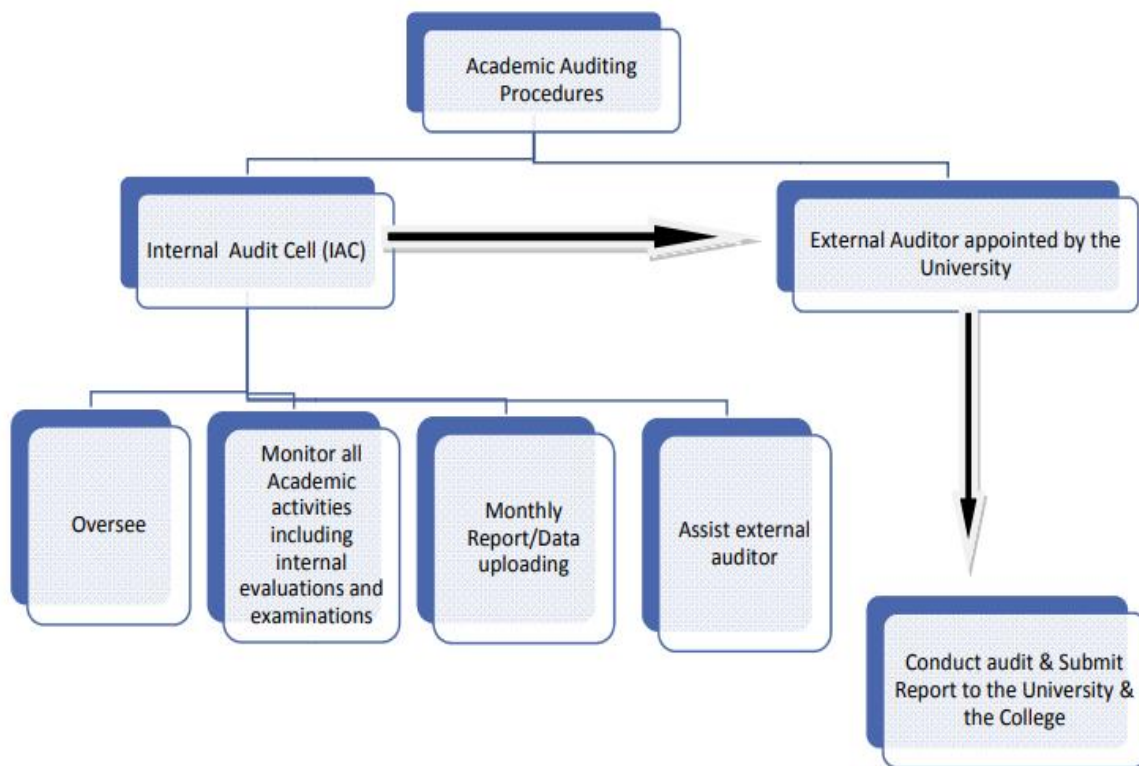
Audit procedures

The Principal of the college shall ensure that the records/documents are maintained and accessible for both internal and external auditors. The IAC coordinator shall ensure that data are uploaded / mailed, as the case may be, within the stipulated time to external auditor/KTU. IAC members should conduct internal audit (inter – departmental) of the institution, in academic matters, decided



by the IAC Coordinator shall verify the details of a department; but, a member from the concerned department shall not be a member in the internal audit group. The external auditor will visit the college, verify the documents and may interview the faculty, staff and students. The auditor shall submit an online report for each class after audit.

Fig. 1 shows the actions of Academic Auditing.



Documents To Be Produced For Audit

Each affiliated institution has to maintain the details of various academic activities in the form of documents given below. These documents shall be made available to the external auditor as and when required.

1. Class Time Table & Faculty Time Table
2. Students Roll List
3. Students Batch List (for practical courses, projects & elective courses)



TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

4. Minutes of course/class committees
5. Course Diary for all the courses including practical, seminar, project etc.
6. Course File
7. Tutorial Log book
8. Equipment Log register used in Laboratories
9. Consolidated Attendance statement of students
10. Consolidated statement of marks of internal tests
11. Seminar presentation details
12. Project (Mini project/Design project/Final semester project) progress review reports
13. Register of internal evaluation marks
14. Student Activities Log Book (for B.Tech programme only)
15. Log book for summer and contact courses
16. Register of Remedial/Bridge/Language Lab classes
17. Minutes of Discipline, Academic and Student Welfare Committees
18. Consolidated semester grades of students
19. Result Analysis



P. A. J.
Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564