

Academic Auditing

The purpose of Academic Auditing is to monitor the academic activities as per the guidelines of the APJ Abdul Kalam Technological University (KTU), so as to enhance the quality of technical education. The system ensures that the University procedures are strictly followed by both teaching faculty and students, so as to ensure quality system requirements have been effectively implemented. The audit process includes the assessment of course delivery as per the curriculum & syllabus of KTU, the process of internal & external evaluation of courses, major/mini projects, seminars, the co-curricular & extra-curricular activities of students, overall discipline and academic functioning of the institution, duties & responsibilities of faculty members & monitoring of the class, class/course committees, internal assessment, student welfare & grievances.

The Academic Auditing system comprises of two bodies; the Internal Audit Cell (IAC) at the Institution level and the External Auditor at the University Level. The Internal Audit Cell, will function as a body assisting the External Auditor.

Internal Audit Cell plans and coordinates the Audit System as envisaged in Academic Audit Manual, KTU July 2015. Internal Audit Cell (IAC) is a group of faculty members having representatives from each department. The members of the IAC shall be nominated by the Head of the Institution, one from each department, in the cadre of Professor or Associate Professor, including arts & science departments. A senior member of IAC shall be its coordinator. The term of IAC shall be one academic year. IAC shall conduct internal academic audit and produce the required documents and records to the External Auditor on demand. IAC is also responsible for uploading monthly report, and any other data required to the external auditor and/or KTU.

The audit in every academic year shall be carried out as per the time schedule set by KTU. The main aim of conducting academic audit is to produce, assure, and regularly improve the quality of teaching and learning methods. The Institution has to maintain the details of various academic activities as per the Audit Requirement List given by Audit Cell. The internal auditors arranged by the Internal Audit Cell are not directly connected with the activities/ department/ areas being audited. The auditors conduct the audit as per the audit plans.

The audit plan gives details of:

1. Date and time of audit.
2. The personnel to be involved in the audit.
3. The person / department/activity / areas to be audited.
4. The date and time for submitting the audit report to the audit cell.

The concerned auditor will check the effectiveness of the teaching and learning process through the verification of documents and through the direct interaction with students and faculties involved. The observations and inference based on the audit is entered in the Audit Assessment Sheet and given to the Audit Cell member representing each department. The concerned HOD coordinates the corrective/preventive actions taken by the staff members of his department to ensure compliance to requirements and report the same to the auditor(s).

External Audit: The External Audit of the Institution will be carried out by an external auditor, appointed by the University, who will be a proven academician, preferably retired Professor/ senior Professor or Associate Professor preferably from Government/Aided/Govt Sponsored Self Financing Engineering colleges. The external auditor shall visit their allotted educational institution(s) when required by the University. The external auditor shall prepare an online report and forward it to the Principal of the Institution and to the University. The Principal shall give his response based on the Corrective measures implemented upon the observations made by the auditor and shall submit to the University within one week.

