



## Koneru Lakshmaiah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

Accredited by NAAC as 'A++' ♦ Approved by AICTE ♦ ISO 9001-2015 Certified

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### OFFICE OF DEAN ACADEMICS

#### Policy Document

KLEF/ODA/2.1/P21001/2021/V1.0

Date:04/10/2021

#### Title: Academic Audit

##### Policy:

Academic Audit is to be conducted in order to ensure the effective implementation of academic policies by the departments on various programs offered by them. Also, it ensures the extent of compliance with respect to the data to be generated throughout the process. This helps in analyzing them by the academic implementation team to suggest corrective actions. Academic Audit will be conducted twice in a semester, once after the commencement of the semester and the other after the completion of the semester.

##### Outcomes:

- Streamlined academic process to be followed by the departments towards enhancing the satisfaction of the stake holders.
- Improved effectiveness in the process of collecting data along with the supporting documents at regular intervals.
- Summarizing and analysing the data at regular intervals to get useful insights for taking remedial actions.

##### Procedure:

The objective of the academic audit committee is to evaluate the academic process followed by the departments and its effective implementation. This will develop accountability on the individual departments in complying with the implementation of

the academic activities and take appropriate action. The audit process ensures collection of necessary proofs related to the academic process and maintenance of the same as per the requirements of various ranking and accrediting bodies.

The Academic Audit Committee is to be constituted with the following members to evaluate academic process followed by the departments and its effectiveness. The objectives and expected outcomes of the committee and the roles & responsibilities of its members are given below:

**a. COMMITTEE Members:**

Sl. No.	Designation & Dept.	Role
1	Vice Chancellor	Chairman
2	Dean / Additional Dean, Academics	Convener
3	Associate Dean/ Special officer appointed by IQAC	Member
4	Controller of Examinations	Member
5	Principal, CoE, KLV	Member
6	Dean, MHS	Member
7	Dean, Quality	Member
8	Principal MHS, KLH	Member
9	Principal, CoE, KLH	Member
10	Associate Dean-TLP (Engineering and Non-Engineering)	Member
11	Associate Dean-Curricular Aspects (Engineering and Non-Engineering)	Member
12	Principal, LAW	Member
13	Principal, Pharmacy	Member
14	Principal, Architecture	Member
15	Principal, College of Sciences	Member

**Academic Audit – 1 Checklist (1 week after the completion of first in Sem exams) (Annexure – T-I-A)**

- Academic delivery as per the Handout
- Conduction of Active Learning Methods (ALM) with proofs
- Conduction of other Assessments as per the Handout
- Posting of ALM and other Assessments marks after completion of every assessment
- Quality of Question paper with respect to mapping of CO\_PO/PSO and BTL
- Use of benchmarking tools by students and its outcome attainment
- Industry lectures planned / conducted
- Preliminary Feedback analysis and action taken
- Updating Attendance in ERP timely
- Conduction of In Semester Examination as per the schedule
- Result analysis
- Identification of Slow Learners
- Remedial classes and marks update
- Course File
- Generic data verification in order to comply on smooth conduction of Academic Activities like
- Internship registration details
- Mentor-Mentee Sessions carried out
- FDPs attended by faculty and Staff developed programs attended by non-teaching staff.
- Parent teacher Association meetings Conducted
- Project / Field work status.



- MOOC content prepared by the teachers.
- LMS usage for virtual labs experiments being conducted in each lab
- MOOC content prepared by the teachers.

### **Academic Audit – 2 Checklist (4 weeks after the last working day)**

#### **(Annexure – T-I-B)**

- Academic delivery as per the Handout-Final status
- Conduction of ALM's- Final status
- Conduction of other Assessments per the Handout- Final status
- Posting of ALM and other Assessments marks including that of final exam
- Use of benchmarking tools by students and its outcome attainment
- Overall analysis of Attendance
- Conduction of In Semester Examination as per the schedule
- Result analysis
- Analysis of the performance of Slow Learners
- End semester feedback analysis and action taken
- Conduction of course closure meeting & minutes of the same with CO-PO Attainment/Initiatives taken to bridge the gap and recommended action to be taken.
- Use of self-learning material for students.
- Course File
- Industry Lectures Arranged (Final Status)
- Status of Certificate courses and their progress.
- Internship Registration data & progress
- Generic data verification in order to comply on smooth conduction of Academic Activities like
  - Internship registration details
  - Mentor-Mentee Sessions carried
  - FDPs attended by faculty and Staff developed programs attended by non-teaching staff.
  - Parent teacher Association meetings Conducted
  - Project / Field work status
  - MOOC content prepared by the teachers

- Student Satisfaction Survey & Exit Feedback taken and the analysis on the same
- LMS usage for virtual labs experiments being conducted in each lab.

### **Roles and Responsibilities:**

#### **Chairperson**

The chairperson of the committee conducts meeting with the Convenor, Auditor, and members of the committee twice in a semester and give the necessary inputs to the committee towards effective conduction of the audits and review of the academic process followed by the departments. The chairperson decides the frequency of the audit and makes necessary amendments in the parameters being audited based on the aspects related to Quality and the requirements of the accreditation bodies. The audit committee should report to the chairperson and submit the findings of the committee at regular intervals.

#### **Convenor**

Convenor ensures that the audits are carried out as scheduled by the chairperson at appropriate intervals. (S)He prepares the check list for the committee and ensures that the all the requirements advised by the chairperson are incorporated into the audit checklist. The convenor also reviews the audit results and interacts with the Principal /Deans for appropriate action to be taken towards the attainment of the audit outcomes.


1. Responsible for verifying the compliance to the Policies, Procedures, Record layouts, metrics, norms, standards, and Calendar of Events related to the functioning of the division of academic matters
2. Responsible for Planning, monitoring and controlling of all the activities in respect of the following sub-divisions
  - a. Curriculum development, upgrading and enhancement
  - b. Effective design and delivery of Teaching and learning process
  - c. Student Registrations and guidance
  - d. Academic counselling and mentoring
  - e. UG and PG projects

- f. Outcome based evaluation and taking corrective actions so as to ensure achieving the student outcomes as expected.
  - g. Developing academics related rules and regulations and adapting the same as approved by Academic Council and BOM.
3. Responsible for reporting on the quality and performance related to delivery of academics.
  4. Responsible for adhering to the rules and regulations stipulated by statutory and regulatory bodies.
  5. Responsible for obtaining the academics related benchmarks, accreditations, and rankings.


**Member:**

The members of the committee have to undertake the audit and record the proceedings as per the instructions of the convenor. They are required to summarize the audit findings and present it to the convenor for remedial action. The following are some of the responsibilities of the Audit Committee members,

- 1) Auditing Records of curriculum design, development, planning and implementation
- 2) To check the Deviations in academic delivery for each course & the actions taken
- 3) To check the Status of Certificate Courses delivery
- 4) Audit of teaching and learning practices
- 5) Audit of Question Paper upload in time and ensuring the quality
- 6) Audit of Action taken on feedback
- 7) Audit on conduction of remedial classes and attainment of outcome
- 8) Audit of the maintenance of the course files and data in appropriate formats required by the accreditation body.
- 9) Complying with the statutory guidelines as approved in the Academic Council

  
Dr. N. Venkatram  
Pro Vice Chancellor

**Prof. N. VENKATRAM**  
Pro-Vice Chancellor (Admin)

  
**REGISTRAR**  
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Dr Raghuveer VR  
Dean Academics

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