

Audit Process

Academic Audit and actions taken thereof during the period of Assessment:

Academic Audit Conduct Mechanism:

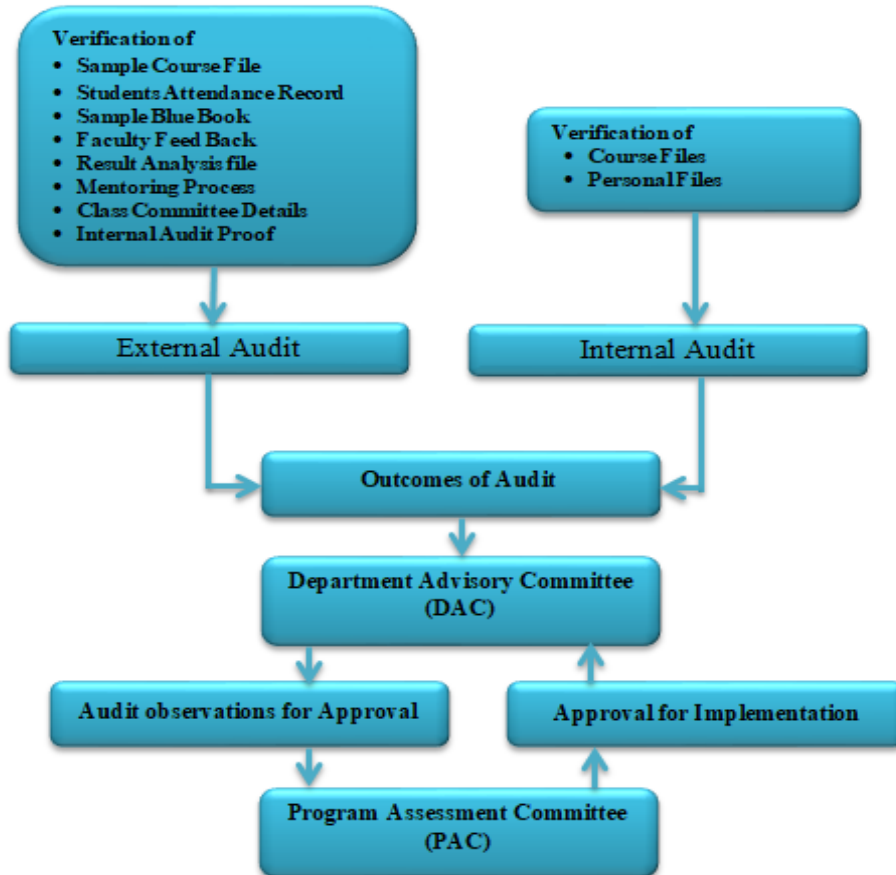


Figure : Academic Audit process

The department of Electronics & Communication Engineering undergoes internal audit once in a semester by two senior faculties from other department. The department also undergoes external audit once in a year by academicians from sister institutions.

Audit observations from the internal audit and external audit are placed before the Department Advisory Committee (DAC) for its implementation. The DAC discusses about the observations and if found necessary, then it is placed before the Program Assessment Committee (PAC) for its approval. Further, the PAC discusses on the observations and if found necessary, then it gives approval for DAC for its implementation.



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Internal Audit Process

After completion of the semester, there shall be verification of course files and personal file of all the staffs. The department invites two senior faculties from other department to get the internal audit done. The following are the particulars to be verified under the course file and personal file.

Table: **Course File Contents**

Sl. No.	Particulars
1	Front Page
2	Vision, Mission of Institute and Department
3	PEO's, PSO's and PO's
4	CO PO PSO Mapping
5	Calendar of Events of Department & College
6	Student Details
7	Individual and Class Time Table
8	Syllabus
9	Lesson Plan
10	Assignment Questions with Scheme
11	IA question Paper with Scheme
12	All IA marks and final AVG marks
13	Slow Learners: Tutorial classes conducted proof
14	Advance Learners: Challenging questions, Question papers from other regional universities, IIT, NIT, Competitive Exam Question Papers - GATE/IES, Mini projects etc.
15	Pedagogy Report and Proofs (Proof of usage of ICT Tools)
16	Content beyond syllabus Material (if any)
17	Question Bank for each Module
18	Previous year VTU Question papers, Scheme for evaluation
19	Course end Survey
20	CO PO attainment



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Table : Personal File Contents

Sl. No.	Particulars
1	Academic related marks cards (SSLC, PUC, UG, PG, If available Ph.D.)
2	Experience Certificate
3	Appointment Letter
4	Ph.D. Registered copy (Till date status details - progress reports, Comprehensive reports etc.)
5	Publication details
6	Salary slips (Last one year)
7	Aadhar Card, Pan Card, PF No. Details
8	VTU Examination order copy / Attended details
9	Valuation details
10	Other university work details
11	Promotion letter
12	Awards
13	Workshop attended / conducted
14	Membership details (IEI/ ISTE / SAE etc.)



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External Audit Process

We invite Academicians from sister institution to verify the academic process which is being carried out in our department. The following are the particulars to be verified by the expert.

Table 7.2-E: Check list for audit

Sl. No.	Particulars
1	Sample Course File
2	Student Attendance Record
3	Sample Blue Books
4	Class Committee Meeting Record
5	Student Mentor Process
6	Faculty Feedback
7	Result Analysis File
8	Internal Audit Proof