



UNNAMALAI INSTITUTE OF TECHNOLOGY

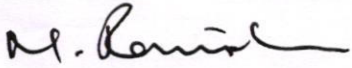
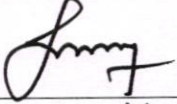

SubaNagar, Kovilpatti-628502

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

An ISO 9001:2015 Certified Institution

ACADEMIC AUDIT POLICY

POLICY NO	ISSUE/REVISION NO	DATE OF REVISION	NEXT REVISION
UIT/IQAC/POLICY/007	01/01	15.03.23	2025

PREPARED BY	VERIFIED BY	APPROVED BY
		
DR. M. KAVINDRAN Academic Co-ordinator	DR. S. Mathumohan IQAC co ordinator	PRINCIPAL Unnamalai Institute of Technology Suba Nagar, KOVILPATTI-628 502 Thoothukudi (TN)

Academic
Co-ordinator



UNNAMALAI INSTITUTE OF TECHNOLOGY

Suba Nagar, Kovilpatti-628502

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

ACADEMIC AUDIT POLICY

Introduction:

Academic Audit is an integral component of ensuring the robustness and efficacy of academic operations within Unnamalai Institute of Technology. It encompasses the evaluation of various facets, including curriculum adherence, faculty performance, co-curricular and extracurricular activities, discipline, and overall academic atmosphere. This policy outlines the objectives, scope, and procedures involved in the Academic Audit process.

The goal of the Academic Audit process is to ensure that competent engineers and researchers graduate from engineering institutions connected to Anna University, Chennai by monitoring and improving the quality of technical education through appropriate guidelines for teaching faculty and students.

OBJECTIVES

- To guarantee academic integrity.
- To oversee and improve technical education standards by establishing appropriate rules for instructors and students, to guarantee the graduation of skilled engineers and researchers from Unnamalai Institute of Technology.
- To protect technical education's operational components.
- To determine the efficacy of the teaching-learning process and to develop a methodology that will ensure that both students and professors produce their best work.
- To confirm that OBE is being followed by the colleges in the correct sense.

SCOPE

The institute-appointed external academic auditors and the college's Internal Quality Assurance Cell (IQAC) or Internal Auditor will work together to undertake the academic auditing. Every college's internal quality assurance cell is responsible for supervising and keeping an eye on all academic activities, including assessments and exams conducted internally. The external academic auditor or auditors will receive these reports and utilize them as a guide for independent auditing. The final audit report from the external auditors must be delivered to the institution in the format required.



UNNAMALAI INSTITUTE OF TECHNOLOGY

Suba Nagar, Kovilpatti–628502

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

THE ACADEMIC AUDITING SHALL COVER:

- The delivery of the course and compliance with the syllabus, the coverage of the course material, the standard of the question papers used for internal assessments and examinations, the experimental setups and equipment in the laboratories, the completion of practical assignments and mini-projects and the administration of practical classes and their assessment.
- Co-curricular and extracurricular activities accessible to students, together with a system for tracking the activity points they must accrue.
- The academic functioning of the college includes the following areas: discipline, attendance, punctuality, academic atmosphere, learning ecology, academic achievements, and benchmarking. It also involves students, staff, and college administration.

PROCEDURE

The Internal Quality Assurance Cell (IQAC) at the institution level and the External Auditor at the university/industry level make up the Academic Auditing system. The IQAC will support the External Auditor in its capacity as an entity. An established academician, ideally a professor or associate professor from a government-aided or industry expert will be the external auditor, chosen by the institution. One time a year, as and when the institute notifies them, the external auditor is required to visit the designated educational institution or institution. The external auditor is required to create a report and send it to the Head of the institution.

COLLEGE-SPECIFIC DOCUMENTS

- Academic calendar with days earmarked with working days, holidays, other activities, etc.
- Minutes and action taken reports of student grievances and appeal committee meetings
- Minutes and action taken reports of discipline and welfare committee meetings
- Detailed reports of co-curricular and extracurricular activities
- Teaching and technical staff details with acquaintance role.
- Arrangements made in case of faculty left in between, taking long leave, etc.



UNNAMALAI INSTITUTE OF TECHNOLOGY

Suba Nagar, Kovilpatti–628502

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

- Central library register showing volume and title of books, journals, etc.
- IQAC meeting minutes, internal audit reports, etc.

DEPARTMENT SPECIFIC DOCUMENTS

- Minutes and action taken reports of course/class committees of UG
- Minutes and action taken reports of advisory meetings of the Academic calendar with days earmarked with working days, holidays, other activities, etc.
- Course Diary for all the courses
- Tutorial Logbook
- Internal test question paper and sample answer scripts
- Equipment log registers used in Laboratories
- Laboratory manual, records, and course files for all practical courses
- Practical test question paper and sample answer scripts
- Project (Mini project/Design project/Final semester project) progress review reports
- Result Analysis (UG)
- Details of faculty evaluation and action taken on it
- Department library register showing volume and title of books, journals, etc.
- Register showing activity points
- Details of value-added courses / skill programs/Extra circular activities(Sports and Cultural) taken by UG students