

**ACADEMIC AUDIT**  
**POLICY**

## 1. Purpose and Objectives

The primary objective of this policy is to establish a formal, systematic, and periodic Academic Audit System to ensure quality assurance and continuous improvement in academic processes in alignment with KTU regulations and NBA GPAC 4.0 guidelines. The objectives are to:

- Ensure quality and effectiveness in teaching, learning, assessment, and evaluation processes.
  - Verify attainment of Course Outcomes (COs), Program Outcomes (POs), and Graduate Attributes (GAs) as per Outcome-Based Education (OBE) principles.
  - Promote transparency, accountability, and consistency in academic practices.
  - Identify strengths, gaps, and areas for improvement in curriculum delivery and assessment.
  - Support continuous academic improvement and preparedness for accreditation and ranking processes.
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## 2. Scope

This policy shall apply to:

- All Undergraduate and Postgraduate academic programs offered by the institution.
  - All academic departments and academic support units.
  - Faculty members, course coordinators, mentors, Heads of Departments, and academic administrators.
  - All academic activities including curriculum delivery, assessment, mentoring, feedback, and academic documentation.
  - Internal and external academic audits conducted under the supervision of IQAC.
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## 3. Guidelines

### A. Academic Audit Framework

- Academic audits shall be conducted under the coordination of IQAC.
- The audits shall be:
  - o **Internal Academic Audit** – conducted once every semester.
  - o **External Academic Audit** – conducted once every academic year.
  - o **Special Academic Audit** – conducted on demand for NBA preparation or quality concerns.

Audit teams shall comprise:

- o **Internal Audit** – Senior faculty members from other departments and IQAC members.

o **External Audit** – Academicians from reputed institutions, industry experts, or NBA resource persons.

The audit process shall be constructive and developmental in nature.

### **B. Key Audit Areas (NBA GPAC 4.0 Aligned)**

The academic audit shall focus on the following areas:

- Curriculum delivery and syllabus coverage.
- Lesson planning and use of appropriate pedagogy and ICT tools.
- Course files and academic documentation.
- Assessment practices and alignment with Bloom's Taxonomy.
- CO–PO mapping and evidence of PO attainment.
- Graduate Attributes such as ethics, teamwork, communication, and lifelong learning.
- Student mentoring, feedback mechanisms, and academic support systems.

### **C. Documents to be Verified**

The following documents shall be verified during the audit, as applicable:

#### **Department-Level Academic Documents**

- Academic calendar and semester academic plans.
- Time tables and workload allocation.
- Course files
- Lesson plans and teaching schedules.
- CO definition and CO–PO/PSO mapping.
- Internal assessment records and result analysis.
- Sample question papers and evaluated answer scripts.
- Laboratory manuals and practical records.
- Project allocation, review, and evaluation records.
- Internship and industrial training records.
- Student attendance records.
- Mentoring, counseling, and remedial action records.
- Feedback analysis and action taken reports.
- Minutes of Department Academic Committee meetings.

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#### **4. Penalties and Non-Compliance**

##### **A. Academic Non-Compliance**

- Non-maintenance or improper maintenance of academic records shall attract adverse remarks in the audit report.
- Failure to address observations and recommendations from previous audits may lead to escalation to IQAC and the Principal.

##### **B. Documentation and Process Lapses**

- Incomplete, inconsistent, or outdated academic documentation may result in mandatory corrective action plans and follow-up audits.

##### **C. Accountability**

- Heads of Departments shall be responsible for ensuring departmental compliance.
  - Faculty members shall ensure timely and accurate maintenance of academic records.
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