



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE
(An Autonomous Institution)

Puducherry - 605 107



ACADEMIC AND ADMINISTRATIVE AUDIT

(Internal and External)

Policy

Version 2. 0



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE
(An Autonomous Institution)

Puducherry - 605 107

NOTIFICATION

Ref: **SMVEC / IQAC / ACAD / JAN 2023**

Date: **10-01-2023**

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the Management of SMVEC

It is hereby notified for information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the Academic and Administrative Audit (AAA) Policy – Internal and External. This will come into force with immediate effect.

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Dr. AA. Arivalagar
IQAC coordinator

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Dean Academics (Core)

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ACADEMIC AND ADMINISTRATIVE AUDIT POLICY OF SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY

INTRODUCTION

The institution has evolved its own guidelines, methodology and the successful practices and adapted them to suit context and requirement of the institution. The audit is to check the effectiveness and efficiency of a process, its controlling mechanism and the risk associated to ensure enhanced Governance and achieve organizational objectives. This policy describes about audit process which covers both academic and finance conducted internally and externally. The academic audit is conducted internally with the support of senior professors through Administrative and Academic Audit and external academic audit is conducted through a peer committee from reputed Institutions or professors of high reputation who have associated in NAAC and Accreditation processes to ensure the scope for the continuous improvement of the process, its delivery capability and the deviations if any. The audit on finance is discussed in detail in finance policy.

PERIOD OF AUDIT

The institution undertakes the Academic Audit on a bi-annual basis: An internal Audit is conducted twice a year and an external Audit conducted by peers once in a year. Since peer review is backbone of Academic Audit, the senior faculty members from the Department are selected as auditors for internal Academic Audit. The external Audit Committee is constituted by the Head of the Institution in consultation with the Coordinator, IQAC that includes faculty members in the cadre of Professor/ Associate professor of high reputation from other Institutions.

AUDIT PROCESS

The institution has devised its own process and formats for audit purpose. The focus of the audit process include:

- Teaching-Learning and evaluation process

- Use of ICT Tools in Teaching Learning
- Structured Feedback
- Research, Innovation and Publications
- Collaborations and Linkages
- Student Progression
- Activity Conducted / Organized by the Department
- Achievements

CRITERIA FOR AAA

Internal Audit

The institution evolves strategies and procedures for conducting the audit, based on their requirements and in line with the criteria fixed by the Internal Quality Assurance Cell. After the audit is completed, the auditors will submit their findings and observations to the IQAC coordinator.

List of Audit Attributes and the conduct mechanism is available in **Annexure - I** for internal Audit.

External Audit

- The External Audit team, in the beginning, will meet and interact with the Head of the Department to collect the details of the programmes and activities being conducted/undertaken during the period of audit.
- Auditors will then visit the department and facilities and generally verify the Internal Audit Report along with supporting documents. They will interact with the Head of the Department and the faculty in charge of Academic Audit and will seek for doubts and clarifications if any.
- After conducting the audit, the audit team will sit with the Head of the Department to obtain further details, documents and clarifications. Both parties (Head of the Department and the Audit Team) can express their views and analysis on the observations and findings of the audit.
- Finally, the External Audit team meets the faculties and the external expert of the Audit team will present a brief summary of the observations and findings of the audit.

CONCLUSION

The IQAC Coordinator after receiving findings and observations from auditors in Internal Audit in turn discusses with Head of Institution to provide suggestions and recommendations through Action Taken report and ensure that the deviations are met in required time frame. In the end of external audit, the Head of the Department after careful check and review will pass it to the IQAC coordinator who in turn will discuss with the Head of Institution for implementation of the suggestions and recommendations through Action Taken Report.

ANNEXURE – I



**SRI MANAKULA VINAYAGAR
ENGINEERING COLLEGE**
An Autonomous Institution, Accredited by NAAC with 'A' grade
Puducherry - 605 107



INTERNAL QUALITY ASSURANCE CELL

ACADEMIC AND ADMINISTRATIVE AUDIT

(Academic Year _____)

SECTION - 1: BASIC INFORMATION

Audit Date				
Name of the Department				
Year of Establishment				
Programs Offered	Name of the Program	Approved Intake		
	B.Tech (Branch)			
	M.Tech (Branch)			
Head of the Department				
Number of full time Teachers	Professor			
	Associate Professor			
	Assistant Professor			
Number of Technical Staff				
Number of Students	For B.Tech		For M.Tech	
	Year	Strength	Year	Strength
	First Year		First Year	
	Second Year		Second Year	
	Third Year		Total	
	Fourth Year			
Total				
Faculty Student Ratio				

SECTION - 2: CURRICULAR ASPECTS

2.1 Academic Plan

S.No	Particular	Available (Yes / No)	Remarks
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1	Department Academic Calendar		
2	Faculty Subject Preferences		
3	Elective choices from the Students		
4	Course allotment to the Faculty		
5	Time Table (UG and PG)		
6	Lesson plan for each Course		

2.2 Participation of the Faculty in the Curriculum development for courses offered in UG and PG programs

S.No	Name of the Faculty	Participated as	Course	Year / Sem
1				
2				

2.3 List of Professional Elective Courses offered by the department

S.No	Year / Sem	Name of the Elective Course	Course Code	Number of Students Registered
1.				
2.				

2.4 List of Open Elective Courses offered by Other department

S.No	Year / Sem	Offering Department	Name of the Elective Course	Course Code	Number of Students Registered

2.5 List of Skill Development Courses offered by the department

S.No	Year / Sem	Name of the Skill Development Course	Course Code	Number of Students Registered

2.6 List of Certification Courses offered by the department

S.No	Year / Sem	Name of the Certification Course	Course Code	Number of Students Registered
1.				
2.				

2.7 List of Mandatory Courses offered by the department

S.No	Year / Sem	Name of the Mandatory Course	Course Code	Number of Students Registered

SECTION -3: TEACHING, LEARNING AND EVALUATION

3.1 Course Delivery

Semester:

S.No	Name of the Course / Code	Name of the Faculty	No. of Lectures / Practical hours as per syllabus	No. of Lectures / Practical hours as per Lesson Plan	No. of Lectures / Practical hours conducted
1.					
2.					

3.2 Use of ICT Tools in Teaching Learning

Semester:

S.No	Name of the Faculty	Name of the Course for which ICT used	ICT Tool / Technique Used
1.			
2.			

3.3 List of Expert Lectures / Workshop Conducted

S.No	Topic of Lecture / Workshop	Expert Speaker / Resource Person	Date of Conduction	Target Audience
1.				

2.				
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3.4 Activities for Slow and Advanced Learners

Semester:

S.No	Name of the Course	Name of the Faculty	Slow / Advanced Learners are Identified (Yes / No)	No. of Sessions conducted for slow learner	Activities / Task Assigned for Advanced Learners (Yes / No)
1.					
2.					

3.5 Counseling and Mentoring

S.No	Particular	Yes / No	Remarks (if any)
1			
2			
No. of Students in Department		Number of Full Time Teachers in the Department	Mentor : Mentee Ratio

3.6 Internal Evaluation Systems

S.No	Particular	Yes / No	Remarks (if any)
1			
2			

3.7 Learning Outcomes

S.No	Particular	Yes / No	Remarks (if any)
1			
2			

3.8 Student Performance in End Semester Examination

Semester

Sr. No	Particular	B.Tech	M. Tech
1			
2			

SECTION – IV: STRUCTURED FEEDBACK

S.No	Particular	Yes / No	Number of Feedback Collected	Remarks (if any)
1				
2				

SECTION – V: RESEARCH, INNOVATION AND PUBLICATIONS

5.1 Research Grants, Projects completed and ongoing from various Funding Agencies

S.No	Principle Investigator	Title of Project / Grants	Funding Agency	Amount (Rs. in Lakhs)	Duration of the project
1					
2					

5.2 Consultancy Works

S.No	Name of the Faculty	Nature of Consultancy	Funding Agency	Fund Generated	Duration of the Consultancy
1					
2					

5.3 Faculty Publications

Publication Details (Last Four Years)

Sr. No	Academic Year	Papers Published in peer reviewed Journals	Scopus, Web of Science Indexing Papers	Total Number of Citations	h-index	Impact Factor range / Average Impact Factors
1						
2						

Publication Details for Academic Year consider for Auditing

Number of Publication in National Journals	
Number of Publication in International Journals	
Number of Publication in National Conferences	
Number of Publication in International Conferences	
Number of Books / Book Chapters	
Number of Patent (Filed)	
Number of Patents Granted	
Number of Design Patent (Filed)	
Number of Design Patent Granted	

SECTION – VI: COLLABORATIONS AND LINKAGES

6.1 Student Internships

S.No	Name of the Student	Name of the Sponsored Industry / Research Institute / Partnering Institution	About Internship		
			Duration	From date	To date

6.2 Sponsored / Industry Projects

S.No	Project Title	Name of the Student/s	Name of the Sponsored Industry / Research Institute / Partnering Institution	Duration of the Project (Months)
1.				
2.				

6.3 Industrial Visits

S.No	Name of the Industry / Company / Research Institute	Date of Visit	Target Audience	Number of Students Participated
1.				
2.				

6.4 Functional Memorandum of Understanding (MoU)

S.No	Name of the Industry / Company / Research Institute	Date of Commencement	Purpose	Duration
1.				
2.				

SECTION – VII: STUDENT PROGRESSION

Number of Students Placed	
Number of Students opted Higher Studies	
Number of Entrepreneur	

7.1 Placements

S.No	Name of the Student	Name of the Company	Salary Package (per annum)
1.			
2.			

7.2 Higher Studies

S.No	Name of the Student	Name of the Institution	Name of Program admitted to
1.			

7.3 Entrepreneur

S.No	Name of the Student	Name of the Company	Nature of Company	Location / Address
1				

SECTION – VIII: ACTIVITY CONDUCTED / ORGANIZED BY THE DEPARTMENT

8.1 Technical Event / Workshop for Student

S.No	Name of the Event / Workshop	Organized under (Department / Student Association / Profession Chapter)	Date of Event	Level (State / National / International)	No. of Participants
1.					
2.					

8.2 FDP / Workshop / STTP / Conference for Faculty

S.No	Name of the Event / Workshop	Organized under (Department / Student Association / Profession Chapter / Student Club)	Date of Event	Level (State / National / International)	No. of Participants
1					

SECTION – IX: ACHIEVEMENTS

9.1 Awards and Prizes Received by Students

S.No	Name of the Student	Event Name / Details	Organized by	Achievement / Position / Prizes
1.				
2.				

9.2 Participation of teachers in various activities as a Members of Committees at University Level / State Level / National Level / International Level bodies

S.No	Name of the Faculty	Members of Committees at University Level / State Level / National Level / International Level as
1.		
2.		

9.3 Details of Faculty Appointed / Nominated on Editorial Boards / Reviewers

S.No	Name of the Faculty	Name of Editorial Boards / Conferences
1.		
2.		

9.4 Awards / Prizes and Recognitions received by teachers at University, State, National and International Level

S.No	Name of the Faculty	Name of Awards / Recognition
1.		
2.		

9.5 Details of Faculty participated in Refresher Courses, Orientation Courses, Seminars, Workshops, Conferences at National and International Level

S.No	Name of the Faculty	FDP / STTP / Workshop / Conference Title	Organized by	Duration (Days)
1.				
2.				

Declaration by HoD

I am aware that the above information provided by the department will be validated by the Academic and Administrative Audit (AAA) committee during the visit

Head of the Department

Recommendations:

Student Progression	Student Progression
Curricular Aspects	
Teaching, Learning and Evaluation	
Structured Feedback	
Research, Innovation and Publications	
Collaborations and Linkages	
Student Progression	
Activity Conducted / Organized by the Department	
Achievements	
General Remarks	

Name and Signature

Name and Signature