ACADEMIC AUDIT POLICY

srivenkateshwaraa
College of Engineering & Technology
ASPIRE TO EXCEL
Ariyur, Puducherry-605102.

ISO
21001

Academic Audit Policy Documents

Name of the Policy	Academic Audit Policy	Policy Number	SVCET2023/01
Prepared by	Mr.R. Venkedesh AP/EEE Department, SVCET.	Date of Submission	16.02.2023
Reviewed by	Dr.V. Nagaraj, IQAC- Coordinator, SVCET	Revised Date (if any)	Nil
Approved by	Dr.S. PradeepDevaneyan Principal, SVCET.	Date Approval	17.02.2023
To whom the policy is applicable	Staffs of SVCET.	Version Number/Frequency no	2/5

S. No	Name of Authority	Designation	Signature
1.	Mr.R. Venkedesh	AP/EEE Department, SVCET.	
2.	Dr.S. PradeepDevaneyan	Principal, SVCET	
3.	Dr.V. Nagaraj,	IQAC- Coordinator, SVCET	

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ISO 21001

Academic Audit Policy

Academic Audit uses methodical internal assessments to keep an eye on and improve technical education quality. An Academic Audit's objectives are to assist Departments in assessing their quality standards and procedures in relation to established benchmarks and to recommend necessary actions to raise the overall system's quality.

Main Objectives

The main objectives of Academic Audit Committee are listed below.

- To maintain the high standards in the process of teaching and learning.
- To assess the curricular, co-curricular, extracurricular, research and extension activities of all the Departments of the College.
- To make recommendations for ways to improve quality continuously while taking in mind NAAC and other agencies' reports and requirements.
- To recognize the inadequacies and enhance the standard of instruction provided via the College's numerous procedures and systems.

Whom to Audit

Every Academic year, all UG and PG departments at Sri Venkateshwaraa College of Engineering & Technology are audited about their performance.

Frequency of Audit

The Internal Audit committee gathers Department performance reports at the conclusion of each academic year and performs internal audits in each Department at the conclusion of each semester.

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Audit Elements

Some of the Audit Elements are listed below,

- Course file Documents
- Result Analysis (Internal & External)
- Usage of effective pedagogical teaching methods
- Students Data base

Audit Process

- IQAC of SVCET initiates the audit process in the College.
- Before two to three days of the audit, the Heads of the Departments and the auditors assigned for this purpose will get a list of the auditors assigned to each Department by circular.
- Audit process will be conducted in the concerned Department by the Auditors on the stipulated date.
- The auditor gathers data, documents all the information needed on the audit form, and creates an audit report that includes comments.
- If the auditee finds any non-conformity remarks, they must address the non-conformity and provide the auditor with the record.
- Auditor submits the audit report to the concerned within a weeks' time period.

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