



ST. JOSEPH'S
COLLEGE OF ENGINEERING
AND TECHNOLOGY,
- PALAI -
AUTONOMOUS

SJCET

**Academic and Administrative
Audit Manual 2025**

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1. Introduction

Academic audit is a quality assurance mechanism aimed at evaluating and enhancing the academic and administrative processes of the institution. As an autonomous institution, SJ CET Palai is committed to uphold the highest standards of academic excellence, transparency, and accountability.

This manual outlines the procedures and practices for conducting academic and administrative audits in alignment with UGC and affiliated university guidelines and includes the review of the following key bodies:

- Administrative and Academic Sections
- Academic Departments
- Office of the Controller of Examinations (CoE)
- Internal Quality Assurance Cell (IQAC)
- Statutory and Non-statutory bodies for autonomous colleges

2. Objectives of the Academic Audit

- To evaluate and enhance academic quality and governance.
- To ensure proper functioning of all statutory and academic bodies.
- To assess compliance with UGC autonomy guidelines.
- To initiate practices and documents to comply with various accreditation and ranking agencies.
- To improve transparency in financial, examination, and quality assurance processes.

3. Scope of Audit

The audit covers the following areas during both Internal and External Audits

- Institution Governance
- Financial Planning and Utilization
- Academic Departments and Teaching Learning processes
- Examination Reforms and Management
- Training and Placement
- Library and Information
- Quality Assurance Mechanisms
- Alumni Connect
- Research Activities
- Industrial Consultancy Activities
- Academic Affairs
- Website and Public information
- Constitution and functionality of Statutory and Non-statutory bodies

4. Key Areas and Audit Criteria

4.1 Institution Governance

4.1.1 Institutional Profile

- Affiliation, Extension of Approval by AICTE and affiliated university, Accreditation Documents, Autonomous certificate
- Availability of the institution's Vision and Mission statements on official platforms (website, prospectus, notice boards, etc.).
- Evidence of dissemination of Vision and Mission to stakeholders (orientation programs, handbooks, meetings etc.).
- Availability of College Handbook, Newsletter, Magazine and Journal.
- Availability of Syllabus and Curriculum

4.1.2 Recruitment and Service Policies

- Availability and transparency of recruitment policies and procedures (teaching and non-teaching staff).
- Adherence to staff policy of the institution
- Promotions and periodic performance evaluations.
- Maintenance of staff service records
- Staff empowerment strategies
- Staff induction and development programs.

4.1.3 Faculty Strength and Quality Indicators

- Average student to faculty ratio
- Faculty Retention
- Faculty Qualification Index
- Adequacy of qualified technical staff

4.1.4 Student Admission

- Approvals and regulatory compliance
- Admission Information
- Admission records and category-wise details

4.1.5 Hostel and Transportation

- Hostels, functions, rules and regulations
- Warden and staff details
- Waste disposal mechanism, medical support
- Attendance and fee payment monitoring systems
- Hostel disciplinary management
- Details of buses, routes, log book etc.

4.2 Financial Planning and Utilization

- Institutional Budget Preparation

- Monitoring of utilizations
- Finance audit compliance
- Funds received from Government, UGC, AICTE, NGOs, and other bodies and its utilization
- Delegation of the financial powers and utilization
- Documentation of Tax Returns

4.3 Academic Departments and Teaching Learning processes

4.3.1 Department Profile

- Department Vision and Mission, Program Educational Objectives (PEOs), Program Specific Outcomes (PSOs)
- Faculty list with qualifications and designations
- Department achievements and recognitions (Student/Faculty)
- SFR, Retention ratio, Cadre ratio
- Newsletter and Dept. Magazines
- Visiting/Adjunct/Emeritus /PoP Faculty
- Laboratory maintenance and safety measures
- Student data (as per various accreditation and ranking needs)
 - Semester wise, Gender, Students with backlog, Students without backlog, Reservation, Scholarship details
- Department Budget details

4.3.2 Curriculum Design and Development

- Curriculum Development Process
- Curriculum Structure and Content
- Curriculum gap identification process
- Bridge Courses/Add-on courses/Certificate courses

4.3.3. Teaching-Learning Process

- Academic calendar and timetable
- Syllabus coverage as per course plan
- Conduct of laboratory classes with relevant details
- Conduct of minor/honours classes
- Course files for each course
- ICT usage (LMS, online tools used)
- Innovative teaching methodologies
- Remedial and tutorial details
- Student feedbacks on teaching learning process and action taken

4.3.4 Assessment, Evaluation and Analysis

- Assessment schedules and question papers
- Quality of question papers and question bank
- CIE mark lists with analysis
- End-Semester lab evaluation

- End-semester result analysis of all courses
- CO attainment, CO-PO-PSO attainment of courses
- Quality loop closure and follow-up
- PO attainment and action taken
- Conduct of seminar and projects
- Quality of the student projects
- Student placement and higher studies
- Student activity points

4.3.5 Faculty Development and Research Initiatives

- FDPs/Workshops/Seminars/MOOC/Conferences attended and organized
- Quality publications refereed /SCI Journals, citation, books/ book chapters
- PhD guided/ awarded
- Involvement in the developmental activities
- Faculty patents, consultancy, and funded projects
- Participation in professional bodies
- Interaction with the outside world
- Faculty performance appraisal and development system

4.3.6 Student Support and Progression

- Student mentoring system
- Student achievements
- Alumni interaction and support
- Extracurricular /Co-curricular activities
- Student clubs, professional bodies, associations

4.3.7 Academic Planning and Monitoring

- Conduct of BoS Meeting and its documentation
- Regular conduct and documentation of department staff meetings
- Frequency and documentation of DAC and DQAC meetings
- Regular conduct and documentation of and course committee meetings

4.3.8 Quality Initiatives

- Departmental quality improvements driven by DQAC
- Quality improvement through accreditations.
- Best practices and innovations

4.3.9 Extension and Outreach

- Community engagement project/activities (eg.: socially relevant projects, case studies etc.)
- MOUs, collaborations and follow-up activities
- Industrial visits, internships, and guest lectures

4.3.10 Website updates

- Faculty list and profile updation
- Activities and achievements
- Alumni details

4.4 Examination Reforms and Management

- Promptness of circulars and notifications
- Examination manual
- Question paper setting
- Conduct of examinations
- Malpractice prevention and handling mechanism
- Valuation and revaluation procedures
- Result publication and grievance redressal mechanisms
- Transcript and Marksheet issuance
- Academic Bank of Credits (ABC) updation status
- Toppers/rank holders and grading
- Remuneration policy for all examination-related duties
- Disbursement of payments and maintenance of remuneration records.

4.5 Support for Placements and Higher Studies

- Placement cell infrastructure and functioning
- Training programs for employability skill development
- Placement statistics and documentation
- Support for higher studies
- Interaction with the companies

4.6 Library and Information

- Library Infrastructure and resources
- Discipline-wise adequacy of books and journals
- Availability of learning resources
- Library management system
- Utilization and impact

4.7 Quality Assurance Measures

- Formation and adequacy of meetings
- Quality planning and implementation
- Data collection, analysis and action taken
- Stakeholder feedback mechanism and action taken
- Accreditation and compliance
- Initiatives for professional development of teaching and non-teaching staff
- Innovations and best practices across departments

- Compliance to the mandatory frameworks and mandatory timelines

4.8 Alumni Connect

- Alumni Association registration and governance
- Alumni database and communication
- Alumni interactions and events
- Alumni contribution and support

4.9 Research Activities

- Institutional research policy
- Research committee
- Research plan
- Research publications
- Funded projects
- Patents
- Research Seed Money
- Support systems available for PhD scholars.
- MoUs and collaborations
- Plagiarism check
- Research-focused workshops, seminars, and FDPs.

4.10 Industrial Consultancy

- Consultancy policy
- Consultancy proposals
- Executive committee Constitution and meetings
- Revenue sharing policy
- Status of Consultancy projects

4.11 Academic Affairs

- Academic Regulations
- Board of Studies
- Curriculum Framework
- Curriculum implementation monitoring
- Academic Council
- Academic Calendar

- Minor Course
- Interdisciplinary Courses
- Result analysis and action taken
- Bridge courses

4.12 College Website and Public Information Compliance

- College website homepage updation.
- mandatory disclosures as per AICTE and UGC requirements.
- AICTE Extension of Approval
- NBA, NAAC accreditation certificates
- updated UG/PG regulations
- UG/PG syllabus
- Institutional events
- Institutional, Departmental, and Alumni achievements
- College-level clubs and societies.
- Department-wise faculty list and profiles.

4.13 Professional Societies and Collegiate Clubs

- Institute of Electrical and Electronics Engineers (IEEE)
- Computer Society of India (CSI)
- American Society of Mechanical Engineers (ASME)
- Society of Automotive Engineers (SAE)
- Indian Society for Heat and Mass Transfer (ISHMT)
- Indian Society of New Era Engineers (ISNEE)
- Indian Society for Technical Education (ISTE)
- Indian Concrete Institute (ICI)
- Women in Development Cell (WDC)
- National Service Scheme (NSS)
- National Cadet Corps (NCC)
- Red Ribbon Club (RRC)
- Industry Institute Interaction Cell (III)
- Innovation and Entrepreneurship Development (IEDC)

4.14 Student Affairs

- Student Affairs Policy
- Student Council
- Students' Arts Festival
- Sports facilities and Sports Fest
- Technical Festival
- Induction Program
- Student Counselling
- Merit Day
- College Day
- Other student affairs activities.

4.15 Statutory and non-statutory bodies

- Governing Body
- Academic Council
- Finance Committee
- Examination Cell
- Grievance Redressal Cell
- Library Committee
- College Council
- Internal Complaints Committee
- Students Welfare Committee
- Anti-Ragging Committee
- Admission Committee
- SC/ST Committee
- Alumni Association
- Sports Council
- PTA Executive
- Internal Audit Cell
- Disciplinary Action Committee

5. Audit Process

1. Pre-Audit Phase

- a. Notification by IQAC
- b. Formation of audit team and dissemination of information
- c. Collection of required documents

2. Onsite Verification

- a. Interaction with CoE, Finance Officer, IQAC Coordinator, HoDs and other stakeholders
- b. Review of facilities, records, and digital systems
- c. Submission of Audit reports

3. Post Audit Activities

- a. Evaluation of reports
- b. Proposing corrective actions
- c. Follow-up of action plan

4. Frequency of Audit

- **Internal Audit:** Once in every semester
- **External Audit:** Once in every academic year



Conclusion

The Academic Audit Manual envisions the sustenance of the academic excellence, autonomy, and accountability of *St. Joseph's College of Engineering and Technology, Palai*. This manual aligns closely with the regulatory frameworks established by the **University Grants Commission (UGC)**, **National Assessment and Accreditation Council (NAAC)**, and the **National Board of Accreditation (NBA)**.

Through systematic evaluation of key components such as the Controller of Examinations Office, Finance Committee, IQAC, and other statutory bodies, the academic audit process enables the institution to:

- Identify strengths and best practices,
- Address gaps and areas for improvement,
- Ensure transparency in academic and financial operations, and
- Foster a culture of continuous quality enhancement.

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ANNEXURE

Academic and Administrative Audit Manual

Annexure 1: Institution Governance

1.1 Institutional Profile

Sl. No.	Criteria	Verified (Yes/No)	Remarks
1	AICTE Approval and Extension of Approval, University Affiliation documents		
2	Accreditation Documents (NAAC, NBA, etc.)		
3	Autonomous Certificate		
4	Vision and Mission statements available on the website, prospectus, and notice boards		
5	Evidence of dissemination of Vision and Mission (orientation programs, meetings, handbooks)		
6	College Handbook		
7	College Newsletter (Check last issue date)		
8	College Magazine (Check last issue date)		
9	College Journal (Check last issue date)		

1.2 Recruitment and Service Policies

Sl. No.	Criteria	Verified (Yes/No)	Remarks
10	Transparent recruitment policies for teaching and non-teaching staff		
11	Adherence to the approved staff policy of the institution		

12	Evidence of promotions and periodic performance evaluations		
13	Maintenance of staff service records (service books, appointment and relieving orders, qualification details)		
14	Evidence for staff welfare measures (PF, Gratuity, Group Insurance, etc.)		
15	Evidence for financial support to attend conferences / workshops and towards membership fees of professional bodies.		
16	Documentation of staff induction programs		

1.3 Faculty Strength and Quality Indicators

Sl. No.	Criteria	Verified (Yes/No)	Remarks
17	<p>Average student-to-faculty ratio</p> <p>[The average student-to-faculty ratio index is to be calculated as $\frac{20 \times \text{Total number of faculty}}{\text{Total sanctioned strength for all programmes}}$. The rating is to be given according to the value obtained. Rating is EXCELLENT if the value is 1 or more, GOOD if it is more than 0.9, FAIR if it is between 0.75 and 0.89, POOR if it is between 0.6 and 0.74 and VERY POOR if it is less than 0.6.]</p>		
18	<p>Faculty Retention Ratio</p> <ul style="list-style-type: none"> ● $\geq 90\%$ of required Faculty members retained during the period of assessment, keeping CAYm2 as base year rating is EXCELLENT ● $\geq 75\%$ of required Faculty members retained during the period of assessment, keeping CAYm2 as base year rating is VERY GOOD ● $\geq 60\%$ of required Faculty members retained during the period of assessment, keeping CAYm2 as base year rating is GOOD 		

	<ul style="list-style-type: none"> • $\geq 50\%$ of required Faculty members retained during the period of assessment, keeping CAYm2 as base year rating is FAIR • $< 50\%$ of required Faculty members retained during the period of assessment, keeping CAYm2 as base year rating is POOR 		
19	Faculty qualification index $FQ = (10X + 4Y)/F$ where X is number of regular faculty with Ph.D, Y is number of regular faculty with PG, F is number of regular faculty required to comply with 1:20 faculty student ratio. The rating is to be given according to the value obtained. Rating is EXCELLENT if the value is 7 or more, GOOD if it is more than 5.5, FAIR if it is more than 5.0, POOR if it is more than 4.5 and VERY POOR if it is less than 4.5		
20	Number of qualified technical staff		

1.4 Student Admission

Sl. No	Criteria	Verified (Yes/No)	Remark
21	Availability of Admission Supervisory Committee Approval Letter (Student List- Check for MTech, MBA, MCA, PhD)		
22	CEE Final Admission Details		
23	Availability of Admission Brochure		
24	Availability of Approved Fee Structure		
25	Complete Admission List (Branch, Gender, Reservation Category, Admission Category)		
26	Availability of Scholarship Details (Central Govt./State Govt./Others)		

27	Availability of Institutional Scholarship policy and student details		
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1.5 Hostel and Transportation

Sl. No	Criteria	Verified (Yes/No)	Remarks
28	Hostels and their functioning (Capacity, Occupancy details, formulation and conduct of mess committee)		
29	Hostel rules and regulations, anti-ragging affidavit collection, food safety certificate		
30	Warden and staff details (including health card of mess staff)		
31	Availability of Waste Disposal Mechanism		
32	Availability of Medical Support Mechanism		
33	Availability of Attendance Monitoring System and In/Out Register		
34	Demand Collection Balance statement for fees/dues		
35	Records of hostel disciplinary management		
36	Availability of transportation facilities (No of Buses, Route Details, Updated Bus Log book, etc.)		

Annexure 2: Financial Planning and Utilization

2.1 Preparation of Institutional budget

Sl. No.	Criteria	Verified (Yes/No)	Remarks
1	Existence of a formal process for budget preparation		
2	Recommendations of the Budget proposals by the Finance Committee		
3	Budget approval by the Governing Body		
4	Existence of a department-wise budget allocation process		
5	Separate provisions for recurring and non-recurring expenses		
6	Documented process for budget revision and re-appropriation (if applicable)		

2.2 Monitoring of Utilization

Sl. No.	Criteria	Verified (Yes/No)	Remarks
7	Dissemination of the approved budget to the beneficiaries		
8	Excess utilization, if any, and justification		
9	Department-wise utilization reports and review status		

2.3 Financial Audit Compliance

Sl. No.	Criteria	Verified (Yes/No)	Remarks
10	Annual external financial audit status and report publication		

11	Conduct of quarterly internal financial audit and documentation/monitoring		
12	Observations on the previous audit and documented corrective actions, if any		

2.4 Funds received from Government, UGC, NGOs, and other bodies and its utilization

Sl. No.	Criteria	Verified (Yes/No)	Remarks
13	Details of grants/funds received from external agencies and its accounting		
14	Fund utilization reports are submitted to funding agencies on time		

2.5 Delegation of Financial Powers and Utilisation

Sl. No.	Criteria	Verified (Yes/No)	Remarks
15	Existence of documented delegation of financial powers		
16	Availability of evidence of exercising financial powers		

2.6 Documentation of Tax Returns

Sl. No.	Criteria	Verified (Yes/No)	Remarks
17	Filing of Tax returns on time		
18	Distribution of Form 16 to employees on time		
19	Records of Other Tax Collection /Remittance		

Annexure 3: Academic Departments and Teaching Learning Processes

3.1 Department Profile

Sl. No	Criteria	Verified (Yes/No)	Remarks
1	Department Vision and Mission (Defined and disseminated)		
2	Program Educational Objectives (PEOs) and Program Specific Outcomes (PSOs) (Defined and disseminated)		
3	Faculty list with qualifications and designations		
4	Department achievements and recognitions (Student/Faculty)		
5	Student-to-Faculty Ratio (SFR)		
6	<p>Faculty Retention Ratio</p> <ul style="list-style-type: none"> ● $\geq 90\%$ of required Faculty members retained during the period of assessment, keeping CAYm2 as base year rating is EXCELLENT ● $\geq 75\%$ of required Faculty members retained during the period of assessment, keeping CAYm2 as base year rating is VERY GOOD ● $\geq 60\%$ of required Faculty members retained during the period of assessment, keeping CAYm2 as base year rating is GOOD ● $\geq 50\%$ of required Faculty members retained during the period of assessment, keeping CAYm2 as base year rating is FAIR <p>$< 50\%$ of required Faculty members retained during the period of assessment, keeping CAYm2 as base year rating is POOR</p>		
7	Faculty Cadre Ratio		

8	Availability of department newsletter/magazine (Mention the details of last issue)		
9	Visiting / Adjunct / Emeritus/PoP Faculty Details		
10	Laboratory maintenance records		
11	Laboratory safety measures and protocols		
12	Availability of semester-wise approved student registration details		
13	Semester wise admitted students' details (Gender, Reservation category, Admission category, Students with backlog, Students without backlog, Scholarship)		
14	Department Budget details (Request for allocation, allocation details and utilization details)		

3.2 Curriculum Design and Development

15	Curriculum development process in practice		
16	Curriculum structure and content are well defined		
17	Curriculum gap identification and analysis process exists		
18	Bridge Courses/Add-on/Certificate courses offered		

3.3 Teaching-Learning Process

19	Department Academic calendar availability		
20	Availability of semester-wise timetable		

21	Syllabus coverage as per the course plan		
22	Laboratory class conduct records		
23	Minor/Honors class records		
24	Course files (CO-PO mapping, justification, lesson plan, notes, assignments, question papers, assignments etc.)		
25	Use of ICT tools (LMS, digital tools, etc.)		
26	Documentation of innovative teaching methods		
27	Remedial and tutorial class details		
28	Student feedback on the teaching-learning process		
29	Action Taken for encouraging fast learners and assisting slow learners (procedures, proofs)		

3.4 Assessment, Evaluation and Analysis

30	Assessment schedules and question papers		
31	Quality of question papers and a scrutiny process		
32	Availability of Internal Test mark details and result analysis report		
33	Continuous Internal Evaluation (CIE) marks computation and finalization process		
34	Conduct of End Semester Lab Evaluation as per regulations		

35	End-semester Examination result analysis of all courses		
36	CO Attainment records		
37	Quality loop closure process		
38	CO-PO mapping, PO attainment computations and gap identifications performed		
39	Action plans on PO Attainment gap proposed and implemented.		
40	Conduct of student seminars and projects as per the regulation		
41	Initiatives to improve the quality of student projects		
42	Quality of Project Report/Thesis format		
43	Student placements, higher studies and entrepreneurship statistics		
44	Student Activity Points data maintained		

3.5 Faculty Development and Research

45	FDPs / Workshops / Seminars attended		
46	FDPs / Workshops / Seminars organized		
47	MOOC / Online courses completed by faculty		
48	Conferences attended/Publications by faculty		

49	Quality publications in refereed / Indexed Journals (SCI, SCOPUS, UGC Care List, etc.)		
50	Citations, book publications, book chapters		
51	PhDs guided / awarded by faculty		
52	Involvement in developmental / institutional activities		
53	Faculty patents filed / published		
54	Consultancy / Funded research projects, status and progress		
55	Participation in professional body activities		
56	Industry / Academic / Research interaction with the outside world		
57	Faculty performance appraisal and development system		

3.6 Student Support and Progression

58	Availability and effectiveness of the student mentoring system		
59	Student achievements documented		
60	Evidence of active alumni interaction and support		
61	Participation in extracurricular activities by students and cocurricular activities		

62	Functioning of student clubs, professional bodies, and associations (Membership details, activity reports etc)		
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3.7 Academic Planning and Monitoring

63	Conduct of BoS meeting and its documentation		
64	Regular conduct and documentation of department staff meetings		
65	Frequency and documentation of DAC (Department Advisory Committee) and DQAC (Department Quality Assurance Cell) meetings		
66	Regular conduct and documentation of Class and Course Committee meetings, Department Level Advisory Committee (DLAC), College Level Advisory Committee (CLAC) – for M Tech Program(s)		

3.8 Quality Initiatives

67	Departmental quality initiatives		
68	NBA accreditation status		
69	Documentation of best practices and innovative processes		

3.9 Extension and Outreach

70	Community engagement activities (e.g.: socially relevant projects, case studies etc.)		
71	Functional MoUs and academic/industry collaborations		

72	Conduct of industrial visits, internships, guest lectures		
3.10	Website updates		
73	Department-level faculty list and profiles updated		
74	Department-level activities and achievements updated		
75	Distinguished Alumni details		

Annexure 4 Examination Reforms and Management

4.1 Promptness of Circulars and Notifications

S. No.	Criteria	Verified (Yes/No)	Remarks
1	Availability and communication of examination-related circulars and notifications (including updates on college website)		
2	Adherence to timelines in issuing examination circulars, notifications, and schedules		

4.2 Examination Manual

3	Existence and accessibility of an Examination Manual		
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4.3 Question paper setting

4	Procedure for question paper settings		
5	Procedure for Question paper Vetting		

4.4 Conduct of Examinations

6	Scheduling and management of exam conduct		
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4.5 Malpractice Prevention and Handling Mechanism

7	Mechanism for malpractice prevention and handling		
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4.6 Valuation and Revaluation procedures

8	Procedure for valuation		
9	Procedure for revaluation		

4.7 Result publication and grievance redressal mechanisms

10	Timeliness and accuracy of result publication		
11	Grievance redressal mechanism related to examinations.		

4.8 Transcript and Mark list issuance

12	Issuance process for transcripts and mark lists		
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4.9 Academic Bank of Credits (ABC) updation status

13	Regularity in uploading generated credits in ABC		
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4.10 Toppers/Rank Holders and Grading

14	Process for declaring toppers/rank holders		
15	Availability and accessibility of published result documents		
16	Maintenance of mandatory documents		

4.11 Remuneration policy for all examination-related duties

17	Adequacy of remuneration for examination-related activities		
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4.12 Disbursement and maintenance of remuneration records

18	Record-keeping of remuneration computation and dispersal of remunerations on exam related activities.		
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Annexure 5: Support for Placements and Higher Studies

5.1 Placement cell infrastructure and functioning

S. No.	Criteria	Verified (Yes/No)	Remarks
1	Existence of a placement and career guidance cell		
2	Appointment of a dedicated placement officer		
3	Availability of placement coordinators (faculty/student) in each department		

5.2 Training programs for employability skill development

4	Records of training programs (soft skills, aptitude, guidance/coaching for competitive exams, career counselling etc.)		
5	Seminars/workshops conducted for higher studies		

5.3 Placement statistics and documentation

6	Number of campus recruitment drives provided, on-campus and off-campus (year wise)		
7	List of companies visited, roles offered and applicable disciplines (year wise)		
8	Year wise student placement statistics (Name of student, Reg. No., branch, gender, contact, Name of the company, on/off campus, role, salary, offer letter)		
9	Salary statistics (maximum, minimum, median, student wise average) branch wise as well as institute wise		

5.4 Support for higher studies

10	Seminars/workshops conducted for higher studies		
11	Records of student achievements in competitive exams (GATE, CAT, MAT, IELTS, TOEFL, UGC NET etc.)		

12	Student higher studies statistics with proof (Name of student, Reg. No, University/College, Course/Program, Branch, Year of admission)		
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5.5 Interaction with the companies

13	Feedback from stakeholders and action taken		
14	Review mechanism for improving placement and higher education support and related documents		

Annexure 6: Library and Information

6.1 Library Infrastructure and Resources

Sl. No.	Audit Criteria	Verified (Yes/No)	Remarks
1	Library infrastructure (Total seating capacity, physical space availability)		
2	Working hours and accessibility to students and faculty		
3	Availability of physical books, journals, newspapers, and magazines		
4	Subscription to e-journals, digital libraries (e.g., IEEE, ASCE, DELNET, NDLI), and e-books		
5	Availability of computers and internet/Wi-Fi facilities for research and learning		
6	Budget allocation and utilization		
7	Availability of syllabus, reference books, project reports, and previous year question papers of end semester examinations		

6.2 Discipline-wise Adequacy of Books and Journals

Sl. No.	Audit Criteria	Verified (Yes/No)	Remarks
8	Discipline-wise adequacy of the number of volumes and titles of books as per norms		
9	Availability of norms and adequacy of the number of journals as per norms		

6.3 Availability of learning resources

Sl. No.	Criteria	Verified (Yes/No)	Remarks
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10	Policies and procedures for acquisition of books, journals, and digital resources		
11	Dissemination of Library Resources and Services – Information on New Arrivals		
12	Records of New Arrivals		
13	Digital repository of faculty and institutional publications		

6.4 Library management system

Sl. No.	Criteria	Verified (Yes/No)	Remarks
14	Use of Integrated Library Management System or ERP integration		
15	Automated cataloguing and online access (OPAC)		
16	Barcode/Rfid tagging and stock verification practices		

6.5 Utilization and impact

Sl. No.	Criteria	Verified (Yes/No)	Remarks
17	Year-wise data on footfall and book circulation		
18	Usage statistics of e-resources and digital platforms		
19	Records of library usage by faculty and students		
20	User satisfaction feedback, analysis, and action taken reports		
21	Initiatives like library hours, book exhibitions, reading clubs, or awareness campaigns		
22	Support for research through access to plagiarism detection tools		

Annexure 7: IQAC

7.1 Formulation and adequacy of meetings

Sl. No.	Criteria	Verified (Yes/No)	Remarks
1	Formation of Internal Quality Assurance Cell (IQAC) with designated coordinator		
2	Minutes and attendance of IQAC meetings		
3	Department-level quality committee formation and meeting records		
4	Agenda and action taken reports of the meeting.		

7.2 Quality planning and implementation

5	Availability of Institutional Quality Policy or Plan		
6	Department-wise quality improvement plans and progress tracking		
7	Records of quality improvement initiatives (academic and administrative)		

7.3 Data collection and analysis

8	Institutional data repository		
9	Annual quality assurance reports (AQAR) and submission		

7.4 Stakeholder feedback mechanism & ERP

10	Structured and regular feedback collection from stakeholders		
11	Analysis of feedback and action taken/proposed reports		
12	Availability and usage of ERP system (HR, Accounts, Academics, Hostel, transportation)		

7.5 Accreditation and compliance

13	NAAC/NBA/Other ranking reports and communications		
14	Preparation and compliance with SSR/SAR formats		

7.6 Initiatives for professional development of teaching and non-teaching staff

15	FDPs, workshops, and training need analysis		
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7.7 Innovations and best practices

16	Identification and documentation of best practices in academics and administration		
17	Cross-department initiatives for innovation and quality enhancement		

7.8 Compliance to mandatory frameworks and timelines

18	Timely submission of AQAR, SSR, NBA-SAR, academic data, etc.		
19	Compliance with National Education Policy (NEP), AICTE norms, UGC guidelines, State Govt. (DTE), University		

Annexure 8: Alumni Connect

8.1 Alumni association registration and governance

Sl. No.	Criteria	Verified (Yes/No)	Remarks
1	Registration of Alumni Association under appropriate legal framework		
2	Constitution, by-laws, and governance structure of the Alumni Association		
3	Alumni representation in institutional governance bodies (e.g., BoG, IQAC, Academic Council)		

8.2 Alumni database and communication

4	Maintenance and periodic updation of the Alumni Database (contact details, batch, occupation, location, etc.)		
5	Availability and functionality of an Alumni Engagement Portal or digital communication platform		

8.3 Alumni interaction and events

6	Regular organization of Alumni Meets, Reunions, and Networking Events		
7	Existence of a structured mechanism for collecting and utilizing alumni feedback		

8.4 Alumni contributions and support

Sl. No.	Criteria	Verified (Yes/No)	Remarks
8	Records of alumni contributions (financial and non-financial) toward institutional development		
9	Evidence of alumni support in placements, internships, and mentoring activities		
10	Alumni representation in institutional governance bodies (e.g., BoG, IQAC, Academic Council)		
11	Documentation and recognition of alumni achievements and tracking of career progress		

Annexure 9: Research Activities

Sl. No	Criteria	Verified (Yes/No)	Remarks
1	Availability and dissemination of the institutional research policy		
2	Functionality and meeting records of the research committee		
3	Annual research plan and its implementation status		
4	List of research publications (SCI/SCIE, SSCI, Scopus, UGC-CARE, Listed Journals, Other Indexed/Peer-Reviewed Journals, National Journals, International Journals, National Conference Publications, International Conference Publications, Books/Book Chapters (with ISBN)		
5	Records of funded projects – ongoing and completed.		
6	Patents - filed, published, granted and incentive policies		
7	Allocation and utilization of seed money for research from various Govt (Central/State) agencies/other sources		
8	Allocation and utilization of seed money for research from the institute		
9	Support systems available for PhD scholars.		
10	Research MoUs and collaborations		
11	Usage logs of the plagiarism checking system.		

12	Research-focused workshops, seminars, and FDPs.		
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Annexure 10: Industrial Consultancy

Sl. No	Criteria	Verified (Yes/No)	Remarks
1	Availability of approved consultancy policy		
2	Documentation of consultancy proposals		
3	Constitution and regularity of the meeting conducted by the executive committee		
4	Revenue sharing with faculty, department, and institution as per the approved policy		
5	Records of consultancy projects (ongoing, completed, and cancelled)		

Annexure 11: Academic affairs

Sl. No	Criteria	Verified (Yes/No)	Remarks
1	Preparation, approval and dissemination of academic regulations		
2	BoS constitution, conduct and Implementation of BoS recommendations		
3	Design of Curriculum framework		
4	Curriculum implementation monitoring (course committee)		
5	Academic council constitution, conduct and action taken on academic decisions		
6	Academic calendar preparation and dissemination		
7	Minor Course system implementation		
8	Interdisciplinary course offerings		
9	Consolidated result analysis and action taken		
10	Conduct of Bridge courses		

Annexure 12: College Website and Public Information Compliance

Sl. No	Criteria	Verified (Yes/No)	Remarks
1	Website homepage updated and functional		
2	Mandatory disclosures uploaded as per AICTE and UGC		
3	AICTE extension of approval uploaded		
4	NBA accreditation certificates displayed		
5	NAAC accreditation certificate and grade displayed		
6	Regulations (UG/PG) updated		
7	Syllabus updated for all programmes		
8	Events section updated		
9	Institutional /Departmental/Alumni Achievements updated		
10	College-level clubs and societies updated		
11	Department-level faculty list and profiles updated		
12	Department-level activities and achievements updated		

Annexure 13: Professional Societies and Collegiate Clubs

Sl. No	Criteria	Verified (Yes/No)	Remarks
1	Institute of Electrical and Electronics Engineers (IEEE)		
2	Computer Society of India (CSI)		
3	American Society of Mechanical Engineers (ASME)		
4	Society of Automotive Engineers (SAE)		
5	Indian Society for Heat and Mass Transfer (ISHMT)		
6	Indian Society of New Era Engineers (ISNEE)		
7	Indian Society for Technical Education (ISTE)		
8	Indian Concrete Institute (ICI)		
9	Women in Development Cell (WDC)		
10	National Service Scheme (NSS) (Student enrollment details, Certificates, Activity Reports)		
11	National Cadet Corps (NCC) (Student enrollment details, Certificates, Activity Reports)		
12	Red Ribbon Club (RRC)		
13	Industry Institute Interaction Cell (IIC)		
14	Innovation and Entrepreneurship Development (IEDC) (No. of IPRs secured, No. of startups and details of its life cycle, Availability of the activity reports)		

Annexure 14: Student Affairs

Respective functional heads may ensure presence and submission of documents for verification as and when required.

Sl. No	Criteria	Verified (Yes/No)	Remarks
1	Availability of a documented Student Affairs Policy of all major student activities		
2	Availability of Student Council formation process, approval documents (supported with records)		
3	Availability of Student Council meeting minutes, activity reports, and annual plans		
4	Availability of a documented plan, budget, committee structure, and report for the Students' Arts Festival.		
5	Availability of sports calendars, selection records, participation registers, and maintenance logs for sports facilities.		
6	Availability of documented evidence for planning, budgeting, committee formation, and reporting of the Technical Festival		
7	Induction Program conducted as per UGC guidelines with evidence of schedules, attendance, mentor allocation, and feedback reports		
8	Documented evidence of counselling policy, counsellor qualifications, counselling logs (confidentially handled), and summary reports (Semesterly Impact Analysis)		
9	Selection criteria, awardee lists, validation records, and the event report for Merit Day available and documented		
10	College Day planned and documented with committees, program schedule, chief guest approval, safety measures, and event report		

11	Records (reports, photos, videos, attendance, minutes, approvals) are systematically archived for all student affairs activities		
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Annexure 15: Statutory and Non-Statutory bodies

Please verify whether the committee has been formed as per the UGC/AICTE/APJAKTU norms, and whether the frequency of the meetings complies with the required regulations. Also, ensure that minutes are properly maintained and action taken reports are available. Respective functional heads may ensure presence and submission of documents for verification as and when required.

Sl. No	Committee	Verified (Yes/No)	Remarks
1	Governing Body		
2	Academic Council		
3	Finance Committee		
4	Grievance Redressal Cell (Faculty and Students)		
5	Library Committee		
6	College Council		
7	Internal Complaints Committee		
8	Students Welfare Committee		
9	Anti-Ragging Committee		
10	Admission Committee		
11	SC/ST Committee		
12	Alumni Association		
13	Sports Council		
14	PTA Executive		
15`	Internal Audit Cell		

Annexure 16: Template – Academic Audit Report

Section	Details
Date of Audit	
Departments/Sections Audited	
Key Observations	
Strengths Identified	
Areas for Improvement	
Specific Recommendations	
Overall Evaluation (Excellent/Very Good/Fair/Poor)	
Name (s) Signature(s) of Audit Committee Members	
Signature of IQAC Coordinator	