



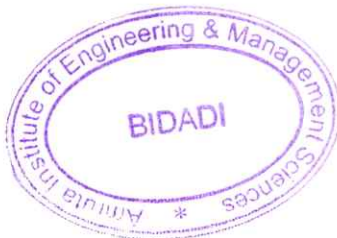
## Academic Audit

An academic audit report is a comprehensive assessment of an educational institution's academic processes, procedures, and outcomes. It typically involves a systematic review of various aspects of the institution's academic affairs, including Lesson plan, teaching methodologies, assessment practices, faculty qualifications and development, student performance and compliance with regulatory standards.

The purpose of an academic audit report is to evaluate the effectiveness and efficiency of academic operations, identify areas for improvement, ensure adherence to institutional policies and external accreditation requirements, and enhance the overall quality of education provided by the institution.

The academic audit committee, assisted by IQAC members, to conducts the audit. There is a formal meeting with the Principal and heads of departments to discuss objectives, procedures, and set audit dates. All relevant documents are presented to the committee members. Inspection and interactions occur within department's head and faculty. A comprehensive audit report is prepared, covering observations and findings. This report is submitted to the Principal for necessary actions.

Below is the prescribed format for the academic audit:



PRINCIPAL

Amruta Institute of Engineering & Management Sciences  
Bidadi Industrial Area Near Toyota Kirloskar Motors  
Bidadi, Bangalore-562 109



## Academic File Index

Sl No.	Particulars	Remark
	<b>Department files</b>	
1.	Scheme and Syllabus copies of allotted courses with reference books and delivery methods	
2.	Dept. Calendar of Events	
3.	Faculty list with qualification and expertise	
4.	Faculty workload - Teaching and other responsibilities	
5.	Class Timetables	
6.	Program outcomes, course outcomes and their mapping	
7.	Evaluation type and their rubrics (Theory and laboratory)	
8.	Semester-wise CO-PO mapping and attainment	
9.	List of registered students – Semester wise	
10.	Mentors and mentee details	
11.	Result analysis of previous semester (with and without backlogs)	
12.	Mini/Field projects/ Internships offered by the department during the year	
13.	Projects applied for funding (KSCST/any other state or central Govt. schemes)	
14.	Linkage of Academic projects or any other activities with industry or other organizations	
15.	Certificate/ Diploma Courses introduced during the academic year and <u>no.of</u> students enrolled	
16.	Value-added courses imparting transferable and life skills offered	
17.	Quality improvement strategies adopted by the department for the following (with in 100 words each) Curriculum Development, Teaching and Learning, Examination and Evaluation	
17.	Feedback collected from students on teaching and learning process	
18.	Compliance to previous academic audit report	

### Individual Faculty Level audit format followed by AIEMS



PRINCIPAL

Amruta Institute of Engineering & Management Sciences  
Bidadi Industrial Area Near Toyota Kirloskar Motors  
Bidadi, Bangalore-562 109





S.No	Individual Faculty files	Remark
1	Index Page: Designation, Qualification, Experience, Specialization, subjects allotted, and other responsibility assigned during Semester	
2	Individual Timetable/ Work load	
3	Lesson plan and Class Attendance Register	
4	Details of conduct of Tutorial classes	
5	ICT tools used in teaching learning process	
6	Innovative techniques adopted in teaching learning if any <i>Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</i>	
7	CIE Test Question Papers and Scheme of Evaluation	
8	CIE booklet and laboratory records for verification with marks list	
9	List of projects guiding – UG/PG, PhD Association with any other projects: Funded, mini projects, consultancy etc.	
10	University Question paper/Question Bank	
11	Notes/Reference materials/web links for the course(s) handled	
12	Development of any courses, Instruction material etc. if any	
13	Course Outcomes and CO-PO Mapping and attainment	
14	Faculty publications/other achievements in the semester	
15	Workshops/training programs/certification courses (MOOC) conducted or attended	
16	E-content developed by teachers such as: Patashala, SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc.	
17	PTM details (for Mentors/Class teachers only)	
18	Identification of fast and slow learners and action taken	
19	Course end survey report/ Analysis	
20	Any other contribution made in academic and administrative activities	

Upon completion of the audit, the report typically provides recommendations for improvement based on the findings. These recommendations may address curriculum enhancements, faculty development programs, infrastructure upgrades, assessment reforms, and other areas identified for enhancement. The ultimate goal of an academic audit report is to contribute to the continuous improvement and excellence of academic programs and services offered by the institution.



PRINCIPAL

Amruta Institute of Engineering & Management Sciences  
Bidadi Industrial Area Near Toyota Kirloskar Motors  
Bidadi, Bangalore-562 109

**Compliance Report on Academic Audit**

To,  
 The Principal/IQAC Chairman  
 Amruta Institute of Engineering and Management Sciences  
 Bidadi, Bengaluru

**Subject:** - Submission of Compliance Report on Academic Audit Even Sem 2022-23/ Odd Sem 2023-2024 of Dept. \_\_\_\_\_

Dear Sir,  
 Please find the Compliance Report on Academic Audit conducted on \_\_\_\_\_

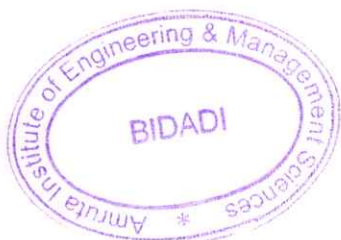
Sl.No	Particulars	Observation made by the Audit Team	Compliance made
1	Department Files		
2	Individual files		

Head of the Department

Remarks by Dean Academic:-	Dean Academic
Remarks by Principal: -	Principal

**Administrative Audit**

The main objective of the audit is to review, assess, and evaluate the performance in administrative aspects pertaining to departments of the institution. The review process



  
**PRINCIPAL**  
 Amruta Institute of Engineering & Management Sciences  
 Bidadi Industrial Area Near Toyota Kirloskar Motors  
 Bidadi, Bangalore-562 109

is usually carried out by internal committee members and the external academicians and administrators.

The administrative audit committee was assisted by the IQAC members for conducting the audit. The Committee had a formal meeting with the Principal, and the respective heads of the administrative sections to discuss objectives, procedures, and set audit dates. All relevant documents are presented to the committee members. Inspection and interactions occur within departments and administrative sections. A comprehensive audit report is prepared, covering observations and findings. This report is submitted to the Principal for necessary actions.

External Audit for both academic and administrative audit (AAA) will be conducted once in a year. The AAA committee was assisted by the IQAC members for conducting the audit. The Committee had a formal meeting with the Principal, and the respective heads of the administrative sections during which Principal presented the overview of the institute, developments and the achievements made. Members of the Committee were briefed about the objective of the audit and the procedure involved. The members visited the departments, the infrastructural facilities to know the administrative performance. All the related documents were presented to the members. After completing all stages of inspection and interactions in the department/section, AAA Report covering the observations was prepared. Also, the members visited the central facilities and had interactions with the staff. The Committee after completing all stages of inspection and interactions prepared the AA report for the college covering the summarized observations and recommendations.

Assessment Based on institutional information as per the format given below



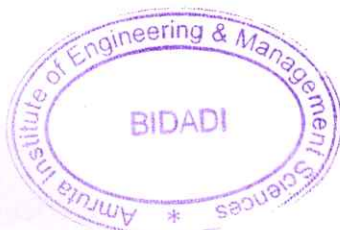
  
PRINCIPAL  
Amruta Institute of Engineering & Management Sciences  
Bidadi Industrial Area Near Toyota Kirloskar Motors  
Bidadi, Bangalore-562 109





**Report of Administrative Audit Committee**  
**Assessment Based on institutional information**

Category/Department	Description	Status of availability Yes/No	Remarks
Institution Approvals and Accreditation Documents	Government Permission /AICTE Continuation /Extension approval letters		
	VTU Continuation / Extension approval letters / Permanent Affiliation		
	2 (f) OR 12 B /OR both Certificates		
	NBA Status / proof if applied		
	NAAC Status / proof if applied		
	Autonomous Status By UGC		
	NRIF Ranking		
	Land records		
Administrative Office	Building plan and occupancy certificate		
	Fire safety equipment's ,Prevention and Safety Certificate		
	Appointment and Approval Documents of all Staff (teaching , non-teaching & administration )		
	Service Record of Staff		
	Biometric Attendance System		
	General Record of Students		
	Scholarship Documents		
	Admission Process		
Account and Fees Section	Record of Student Related Documents		
	Admission/Enrolment /Eligibility/TC/LC /Migration LOR/ Transcription		
	Standard Software for information Management		
	Fee registers		
	Accounts maintenance ledgers		
	Purchase committee & Proceedings of purchase committee		
	Budget and Budget approval process		
	Balance sheet		
Library	SC/ST/Other scholarships dispersal register		
	Library Automated Using Standard Software Koha/ILMS		
	Remote Access Facility Provided to Access Subscribed Learning Resources		
	Accession Register Updated		
	Library Documents Classified and Arranged		
	Library Manual		
	Is Sufficient books available for students?		
	Is student's gets books for home?		
Examination Cell	Is reference books available for students?		
	Is log book / register available?		
	CCTV's installed		
	Strong room facility		
Computer Labs	Separate chamber for collection of booklets		
	Software Developed to Maintain Records		
	Standard Photocopy and Printing Machines		
	Computer Systems Updated		
	Scheduled Updating of Systems		



  
 PRINCIPAL

Amruta Institute of Engineering & Management Sciences  
 Bidadi Industrial Area Near Toyota Kirloskar Motors  
 Bidadi, Bangalore-562 109

	Required Software Available		
	Stock Record Maintained		
	Log Book Maintained		
Training & Placement Dept.	Separate dept. & Head		
	Computing facilities for placement test conduction		
	Students training activities		
	Students' placement activities		
	MOUs		
Solid Other Facilities	Grievance Redressal Facility		
	CCTV Security System		
	Auditorium		
	Fire Extinguisher		
	Medical Facility		
	Canteen Facility		
	Drinking Water Facility		
	Facilities for Differently Abled Persons		
	Electricity Backup Facility		
	Parking Facility		
	Gymkhana Facility		
	Bank /ATM Facility		
	Xerox or Photocopy Facility		
	Reception Counter		
	Hostel facility for boys		
	Hostel facility for girls		
	Staff quarters		
	Sports facilities		
	First aid facilities		
	Gymnasium facility boys		
	Gymnasium facility girls		
	CCTV in Hostels		
	Transportation facility for Boys & Girls		
	Transportation facility for staff		
	Required number of buses		
	Rain water harvesting		
	Waste water treatment plant		
	Solid waste management		
	Green campus initiatives		
	Energy audit		
Green audit			

We, the members of the Administrative Audit Committee have conducted the Administrative Audit for the Academic Year 2022-2023 of AIEMS Bidadi.

Observations of the Auditors:

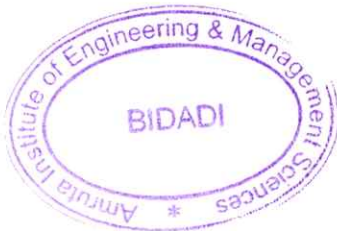
- 1.
- 2.
- 3.

Signature of the Auditors (Internal /External)

Sl. No	Name of Committee Member	Role in AA Committee	Signature with Date
1		Chairman	
2		Member	

IQAC Co-ordinator

Principal



PRINCIPAL

Amruta Institute of Engineering & Management Sciences  
Bidadi Industrial Area Near Toyota Kirloskar Motors  
Bidadi, Bangalore-562 109