



GENERAL INSTRUCTION NO 02 DATED 04 AUG 2020

ACADEMIC AUDIT IN SIKKIM MANIPAL INSTITUTE OF TECHNOLOGY

1. Academic audit is a mechanism to examine and enhance the quality of academic aspect of Higher Educational Institute. It is a systematic and scientific process of designing, implementing, monitoring and reviewing quality of academic systems and this process will facilitate an Institute to control and maintain high standards in Academics. It plays a vital role in providing quality education in all educational Institution.
2. Academic Audit will allow an Institution to assess the strength and weaknesses in the processes adopted and implemented. It will give directions for improvement of academics and in general will lead to effective and progressive academic delivery with continual improvement of outcomes. An efficient academic audit will lead to enhancement of the Institute's performance holistically.
3. Following process are adopted in SMIT for overall improvement of academics in the Institute:
 - (a) Departmental Academic Committee (DAC) will have the prime responsibility of ensuring the quality of academics at the department. DAC meeting will be held once in a month, specifically the 1st working day of the month. All issues pertaining to academics will be deliberated in length, actions taken for improving academic performance and follow-up of previous action plan will be documented. Tabular form of documentation comprising of previous month action plan proposed/action taken, quality initiatives etc. should be prepared and shared with Chairman/Coordinator, Internal Quality Assurance Cell (IQAC). Detailed role and responsibility of DAC has already been laid down in the IQAC documents.
 - (b) College Council Meeting/IQAC meeting with DAC members of the Department will be held every first week of the month to assess various parameters for improving the academics. Department will give a short presentation regarding the activities undertaken by the department. All issues pertaining to academics will be deliberated in length.
 - (c) IQAC will monitor the progress of every department and prepare a quarterly report summarizing the performance of the Department and suggest suitable guidelines for further improvement wherever deemed necessary.
 - (d) Annual report of academic performance of department will be prepared by IQAC in the 1st week of April every year. Best practices adopted will be highlighted and mandated to be followed by all the departments.
4. Yearly academic audit of departments will be carried out by DAC members of other departments. During the yearly academic audit, the following parameters will be checked by the DAC members and a detailed report thereof will be prepared and submitted:
 - (a) Action taken by the department on observation of the previous year academic audit.
 - (b) NAAC/NBA Documentation.
 - (c) Curriculum – Quality changes including inclusion of trending electives adaptation of online courses in blended mode etc. Parameters to be clearly explained. Assessment of lab with reference to theory subjects taught etc.



- (d) Curriculum mapping of dept courses Vs same course offered through SWAYAM/NPTEL.
- (e) Appropriateness of PSO's and PEO's
- (f) Lesson Plan – Implementation, Effectiveness and Progression. Appropriateness of PI and CO for every course taught in the current semester.
- (g) Faculty – workload, engagement, academic delivery and quality initiative.
- (h) Assessment of quality of Question Papers and pattern of Questions.
- (i) Result analysis - attainment of various outcomes, action plan and follow-up of improvement strategy undertaken.
- (j) Engagement of various category of Learners and documentary evidence on the effectiveness of engagement.
- (k) Remedial classes – Frequency and effectiveness.
- (l) Time Table – Level of optimization
- (m) Mini Projects and Major Projects – Appropriateness and Quality of the projects in last three years.
- (n) Students Feedback – Collection and analysis, action taken and follow-up.
- (o) Action taken on T & P feedback on academics/industry relevant courses.
- (p) Engagement of students - In various academic processes, framing of quality parameters.
- (q) Engagement of alumni - In various academic processes, framing of quality parameters.
- (r) Engagement of parents - In various academic processes, framing of quality parameters.
- (s) Engagement of employers/industries - In various academic processes, framing of quality parameters.

Place : Majitar-Rangpo

Dated : 04 Aug 2020



[Prof (Dr) Ashis Sharma]
Director

Distribution :-

1. All Associate Directors
2. Coordinator, IQAC
3. All HODs
4. Addl Registrar/All Asst. Registrar
5. Head, SMU IT

- You are requested to upload the above Gen Instrs in Suchana (Faculty) for information of all faculty.