

## SOP for Academic & Administrative Audit

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 & Administrative Audit will allow an Institution to assess the strengths 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. Every year Internal Academic & Administrative Audit to be carried out in between August – December.
  - b. The members of the audit team will consist of members of Quality Cell and nominated faculty members as decided from time to time.
  - c. The audit will be carried out across all departments.
  - d. A final copy of audit report will be shared to all departments for improvements to be incorporated.
  - e. In the month of June (every year) audit by an external expert will be carried out.
  - f. Auditing of all departments will be on the basis of academic audit format and administrative audit format shared by Quality Cell.



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**Director - SMIT**

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Format for Department Academic Audit

Name of the Department:

Date:

Name & Designation of Academic Audit Experts:

Members of Staff Present:

Remarks of Committee:

Comments of Head of the Department:



| Criterion                     | Items   | Scores | Comments | Recommendations for improvement with responsibilities and timelines |
|-------------------------------|---|--------|----------|---|
| I. Curriculum                 | Percentage of syllabus upgrades (2)   |        |          |   |
|                               | New subjects introduced (1)   |        |          |   |
|                               | New programmes proposed (2)   |        |          |   |
| <b>TOTAL (I)</b>              |   |        |          |   |
| II. Teaching Learning Process | Teaching methods & teaching aids (teaching Diary, course file, Course Articulation Matrix, ICT usage, formative assessment, etc.) (1) |        |          |   |
|                               | Support for coaching of competitive exams (1)   |        |          |   |
|                               | Publication from Project work UG / PG (1)   |        |          |   |
|                               | Feedback from students (Satisfaction, DAC, Course Exit, Program exit) (1)   |        |          |   |
|                               | Percentage change in students opting for NPTEL courses (1)  |        |          |   |
| <b>TOTAL (II)</b>             |   |        |          |   |
| III. Student Support System   | Extra classes with records, conducted for the benefit of all students (1)   |        |          |   |
|                               | Remedial classes for slow learners (1)  |        |          |   |
|                               | Special Interest groups and their activities (1)  |        |          |   |
|                               | Continuous Improvement in terms of student placement and opting for further higher education (2)                                      |        |          |   |
| <b>TOTAL (III)</b>            |   |        |          |   |



|                                     |  |  |  |  |
|-------------------------------------|--|--|--|--|
| IV. Faculty Profile                 | Personal File of Faculty members(1)  |  |  |  |
|                                     | Seminars / conference / webinars attended/<br>/Invited speaker/ Resource person/ FDP /<br>RC / OC / Training Program / Workshop<br>(1) |  |  |  |
|                                     | Projects/Papers / articles / books<br>published/Ph.D supervising /Ph.D<br>awarded(1)   |  |  |  |
|                                     | Preparation of E-learning materials /<br>content (1)   |  |  |  |
|                                     | Outcome of project works (Product,<br>Patent, Publication) (1)   |  |  |  |
| <b>TOTAL (IV)</b>                   |  |  |  |  |
| V. Profile of Students              | Hackathon (Regional /State /National/<br>International) (1)  |  |  |  |
|                                     | Student Publication (1)  |  |  |  |
|                                     | Online coding / project competitions (1)   |  |  |  |
|                                     | Student Innovations (1)  |  |  |  |
|                                     | Student Diversity Gender, State (1)  |  |  |  |
| <b>TOTAL (V)</b>                    |  |  |  |  |
| VI. Activities of the<br>Department | Interaction with Industry / Research<br>Centres / Educations Institutions/ Guest<br>lectures (1)                                       |  |  |  |
|                                     | Conference / Seminar / Workshop<br>conducted (2)   |  |  |  |
|                                     | Extension & Academic outreach<br>Activities(2)   |  |  |  |
| <b>TOTAL (VI)</b>                   |  |  |  |  |



\***Moderation:** To check QP format, syllabus coverage, Mapping with CO, PO &BL & All COs addressed

\*\***Continuous Improvement:** Comparison of result analysis of previous year with this year, pass-fail ratio, and action taken for improvement.

Best Practices:

Future Plans of the Department:

Signature of the HOD with Seal

Signature of the Academic Audit Experts



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Members of Staff Present:

Remarks of Committee:

Comments of Head of the Department:



| Criterion                      | Items  | Scores | Comments | Recommendations for improvement with responsibilities and timelines |
|--------------------------------|--|--------|----------|---|
| I. Foundation                  | Vision (1)   |        |          |   |
|                                | Mission (1)  |        |          |   |
|                                | PEO, Actions to achieve PEO (1)  |        |          |   |
|                                | % age change in admission (+/-) (1)  |        |          |   |
|                                | SWOC analysis (1)  |        |          |   |
| <b>TOTAL (I)</b>               |  |        |          |   |
| II. Curriculum                 | Steps followed in the designing/revision of syllabus & curriculum as per recent trends. (BOS activities) (1)                       |        |          |   |
|                                | SoPs formed/ revised (1)   |        |          |   |
|                                | Any audit/ MooC courses/Value Added/add on programs (1)  |        |          |   |
|                                | DAC activities (monitoring, action taken based on feedback, coordination meeting, etc.) (2)  |        |          |   |
| <b>TOTAL (II)</b>              |  |        |          |   |
| III. Teaching Learning Process | Feedback Action Taken (1)  |        |          |   |
|                                | Operation of internal committees, list of committees & Activities done (1)   |        |          |   |
|                                | Project work UG / PG (Well defined Rubrics for Quality, Plagiarism check below 20%) (1)  |        |          |   |
|                                | Functioning & Activities of student professional bodies (1)  |        |          |   |
|                                | Interim Communication with Parents and wards (TG file, fortnightly TG reports, half yearly TG reports communicated to Parents) (1) |        |          |   |



|                          |   |  |  |  |
|--------------------------|---|--|--|--|
|                          | <b>TOTAL (III)</b>  |  |  |  |
| IV. Evaluation & Results | Conduction and records of Examinations (Internal/External) QP (mapping with CO, PO, BL, moderation*, Answer schema) (2) |  |  |  |
|                          | Departmental meeting regarding tracking of Slow/Medium/ Fast learners. (1)  |  |  |  |
|                          | Documentation of action taken (Result Analysis & CO-PO attainment) Trend analysis (1)                                   |  |  |  |
|                          | Continuous Improvement on the basis of batch/subject ** (1)   |  |  |  |
|                          | <b>TOTAL (IV)</b>   |  |  |  |
| V. Miscellaneous         | Departmental meetings and its documentation (1)   |  |  |  |
|                          | Seminars / conference / FDP / RC / OC / Training Program / Workshop organized (1)                                       |  |  |  |
|                          | Happiness activities organized (1)  |  |  |  |
|                          | Student Co-Curricular activities conducted & documented (1)   |  |  |  |
|                          | New/Old MoU signed and outcomes (2)   |  |  |  |
|                          | <b>TOTAL (V)</b>  |  |  |  |

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