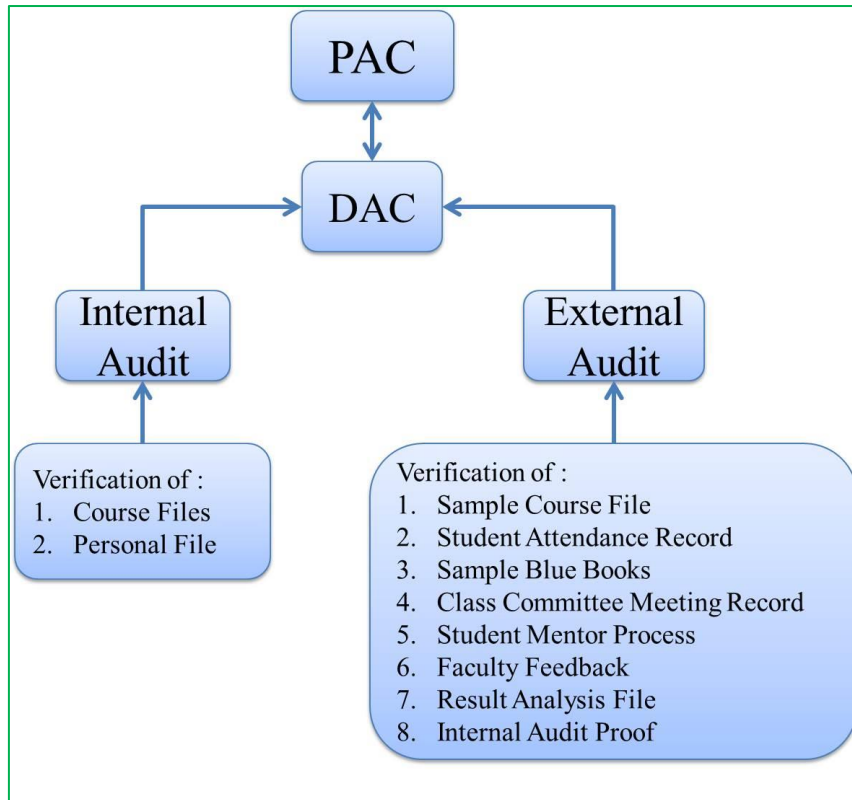


Department of Mechanical Engineering

Academic Audit Conduct Mechanism:



Academic Audit process

The Department of Mechanical Engineering undergoes internal audit once in a semester by two senior faculties from other department. The department also undergoes external audit once in a year by academicians from sister institutions.

Audit observations from the internal audit and external audit are placed before the Department Advisory Committee (DAC) for its implementation. The DAC discusses about the observations and if found necessary, then it is placed before the Program Assessment Committee (PAC) for its approval. Further, the PAC discusses on the observations and if found necessary, then it gives approval for DAC for its implementation.

Department of Mechanical Engineering

Internal Audit

After completion of the semester, there shall be verification of course files and personal file of all the staffs. The department invites two senior faculties from other department to get the internal audit done. The following are the particulars to be verified under the course file and personal file.

Course File Contents

Sl. No.	Particulars
1	Front Page
2	Vision, Mission of Institute and Department
3	PEO's, PSO's and PO's
4	CO PO PSO Mapping
5	Calendar of Events of Department & College
6	Student Details
7	Individual and Class Time Table
8	Syllabus
9	Lesson Plan
10	Assignment Questions with Scheme
11	IA question Paper with Scheme
12	All IA marks and final AVG marks
13	Slow Learners: Tutorial classes conducted proof
14	Advance Learners: Challenging questions, Question papers from other regional universities, IIT, NIT, Competitive Exam Question Papers - GATE/IES, Mini projects etc.
15	Pedagogy Report and Proofs (Proof of usage of ICT Tools)
16	Content beyond syllabus Material (if any)
17	Question Bank for each Module
18	Previous year VTU Question papers, Scheme for evaluation
19	Course end Survey
20	CO PO attainment

Department of Mechanical Engineering

Personal File Contents

Sl. No.	Particulars
1	Academic related marks cards (SSLC, PUC, UG, PG, If available Ph.D.)
2	Experience Certificate
3	Appointment Letter
4	Ph.D. Registered copy (Till date status details - progress reports, Comprehensive reports etc.)
5	Publication details
6	Salary slips (Last one year)
7	Aadhar Card, Pan Card, PF No. Details
8	VTU Examination order copy / Attended details
9	Valuation details
10	Other university work details
11	Promotion letter
12	Awards
13	Workshop attended / conducted
14	Membership details (IEI/ ISTE / SAE etc.)

Department of Mechanical Engineering

External Audit

We invite Academicians from sister institution to verify the academic process which is being carried out in our department. The following are the particulars to be verified by the expert.

Check list for audit

Sl. No.	Particulars
1	Sample Course File
2	Student Attendance Record
3	Sample Blue Books
4	Class Committee Meeting Record
5	Student Mentor Process
6	Faculty Feedback
7	Result Analysis File
8	Internal Audit Proof

❖ **Course File:**

Every faculty has to maintain a course file for each subject they teach. Course file shall include all the particulars which is mentioned in the course file content table

❖ **Student Attendance Record:**

There shall be an attendance register for each subject maintained by the respective subject faculty. All the three internal assessment marks and average marks will be entered in attendance register.

❖ **Sample Blue Books:**

Each student will write all the three internal assessments in a single book. There will be one blue book for each subject.

❖ **Class Committee Meeting Details:**

After the internal assessment, Class committee meeting will be conducted. Meeting will be conducted twice in a semester, once after 1st Internal and one more after 2nd Internal. Class committee shall include HOD, class teacher and some students. Discussion will happen on syllabus coverage, level of internal question paper and feedback on faculty. The outcome of the meeting is conveyed to subject teachers.

Department of Mechanical Engineering

❖ **Student Mentor Process:**

For every group of student one mentor is assigned. After each internal assessment students will be mentored based on their IA performance, also the students are advised by their respective mentor to improve their academic performance. Also the students are advised based on their performance in external examination. Also parents-teachers meeting is conducted every semester.

❖ **Faculty Feedback:**

After 1st and 2nd internal assessment test, feedback from students will be taken on each faculty through web portal. The printout of the feedback will be taken by the head of the institution and evaluates the same. Then feedback will be handed over to the department HODs. HODs intern hands over it to respective staffs. If the feedback is less than 80%, then the respective faculty shall write an explanation and submit it to the principal.

❖ **Result Analysis**

After completion of university exams, the department shall maintain pass percentage of each subject, section wise pass percentage, number of FCD's, number of FC's, number of SC's and number of failed students.

❖ **About Internal Audit**

Department shall maintain internal audit reports of every semester