



VIDYA JYOTHI INSTITUTE OF TECHNOLOGY (AUTONOMOUS)

ACADEMIC AUDIT-THEORY

Program : B.Tech/ M.Tech/ MBA
Branch :
Year & Semester :

Academic Year : 2019-20
Date of Audit :
Section :

B

ASSESSMENT

1. Maintenance of Attendance Registers

Parameter	Course Name	1	2	3	4	5	6	7	8	Remarks
		Allotted Faculty								
Posting of Attendance in Attendance Register										
Day-to-Day work execution with HoD and Principal review-weekly (HOD Signature Weekly)										
Posting of Internal Marks in Attendance Register										

Note: Verify the each parameter and indicate with Y:-Yes or N:-No or NA:-Not Applicable.

2. Syllabus Coverage as per the Course Plan

Parameter	Course Name	1	2	3	4	5	6	7	8	Remarks
		Allotted Faculty								
No of Periods Allotted As per the Lesson Plan										
No of Periods Engaged as per Attendance Register										
Percentage of the syllabus Covered as per Lesson Dairy										

Note: Verify the each parameter and indicate with Y:-Yes or N:-No or NA:-Not Applicable.

3. Maintenance of Course File

Parameter		1	2	3	4	5	6	7	8	Remarks
	Course Name									
	Allotted Faculty-1									
	Allotted Faculty-2									
	Allotted Faculty-3									
	Allotted Faculty-4									
Student Roll List										
Schedule of Classes (Time Table)										
Syllabus Copy										
Course Objectives & outcomes (As per Blooms Taxonomy Verbs)										
Academic Calendar										
Lesson Plan and Dairy										
Topics covered under Content beyond Syllabus (Gap Analysis)										
Tutorials Conducted as per Regulation										
No. of Topics covered using ICT										
Innovations in Teachings										
MID Question papers										
Sample Copies (Best/Average/Worst) of Internal Exams										
Assessment Sheet – CO wise (Direct Attainment)										
Calculation of Indirect attainment										
CO – PO Mapping (Justification if Required)										
Course end Survey form										

Note: Verify the each parameter and indicate with Y:-Yes or N:-No or NA:-Not Applicable.

4. Internal Marks and Result Analysis

Parameter		1	2	3	4	5	6	7	8	Remarks
	Course Name									
	Allotted Faculty									
Quality of I/II-Mid question papers-(As per Blooms taxonomy or not) submitted to the Exam Section										
Whether valuated answer scripts are shown to the Students										
End exam Result Analysis (Pass Percentage > 90 %)										
End exam Result Analysis (Pass Percentage - 80 to 90 %)										
End exam Result Analysis (Pass Percentage – 70 to 80 %)										
End exam Result Analysis (Pass Percentage - 60 to 70 %)										

Note: Verify the each parameter and indicate with Y:-Yes or N:-No or NA:-Not Applicable.

5. Remedial classes

Parameter		1	2	3	4	5	6	7	8	Remarks
	Course Name									
	Allotted Faculty									
Whether remedial classes conducted for backlog subjects? (Mention only subjects taken as remedial)										

Comments of the auditor:

Name and Signatures of Auditors

- 1.
- 2.

HoD