

**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE****SOP FOR INTERNAL ACADEMIC AUDIT**

Issue No : 01

Revision No: 00

Doc. No: EOMS-MITS/SOP/09

Issue Date: 01/06/2023

Revision Date: 00/00/0000

Page 1 of 2

Objective:

The process of Academic Auditing intends to monitor and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure qualified engineers/researchers are passing out from Engineering Institutions.

Responsibility:

- All the teaching and non-teaching staff members.
- Heads of the respective Departments
- Principal

Procedure:

Sl.	Activities	Responsibilities	Target dates
1	Depute faculty members to maintain and consolidate the required files	All HODs	1st week of June
2	Depute faculty members to ensure academic accountability and safeguard functionalities of technical education.	All HODs	1st week of June
3	Prepare the list of files to be maintained per norms of NBA	Principal & All HODs	2 nd week of June
4	Present the objectives of academic auditing, the process of internal and external evaluation of courses, major/mini projects, seminars, delivery of P/F courses, overall discipline and academic functioning of the institution, duties and responsibilities of faculty members, Research and consultancy and class/course committees	All HODs and all faculty members	2 nd week of June
5	Mock preparation by Dept.	All the teaching and non-teaching staff members of the department	3 rd week of June
6	Conduct internal audit department wise.	Deputed internal auditor, Principal and HODs	4th week of June
7	Approval of audited reports.	Deputed internal auditor	1 st week of July

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
EOMS Team member	EOMS Team Leader	PRINCIPAL

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8	Grievances can be rectified & updated.	HODs and all faculty members	2 nd week of July

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