



OFFICE OF THE DEAN (ACADEMIC)

GUIDELINES / ACADEMIC AUDIT

The purpose of an academic audit is to encourage departments or programs to evaluate their “**education quality processes**” – the key faculty activities required to produce, assure, and regularly improve the quality of teaching and learning.

GUIDELINES

1. One subject expert (**ACADEMIC**) nominated by the Director on the recommendation of the Head of concerned Department.
 - a. Experts should be from (i) IISc / IITs / NITs / other reputed academic Institutions
2. Cycle test and end semester question papers, and end semester answer scripts will be audited. Two copies of the academic audit report (in the format provided) have to be submitted to Dean (Academic) office by HoDs.
3. Twelve courses (both question paper and answer scripts) for B.Tech., MCA, MBA programmes and ten courses for M.Tech. programme will be audited on random basis for each programme.
4. Each expert will audit ten / twelve subjects; five / six in the morning and five / six in the afternoon. Minimum of three answer scripts (one high score, one average score and one low score) will be audited for each subject.
5. Each expert will be paid Rs 6,000/- (2 × Rs 3,000/-) as sitting fee for two sittings (morning and evening).
6. HoDs will be requested to take care of hospitality (guest room, pick up and drop, food, etc.).
7. TA/DA and remuneration will be paid from TEQIP fund as per the norms.

**Associate Dean
(Academic)**

**Dean
(Academic)**