



## **B. P. PODDAR INSTITUTE OF MANAGEMENT & TECHNOLOGY**

Approved by AICTE, New Delhi & Affiliated to MAKAUT, W. B.  
137, V. I. P. Road, Poddar Vihar, Kolkata-700052, West Bengal, India



## **ACADEMIC AUDIT PROCESS HANDBOOK**



## About the Institute

Established in 1999, B. P. Poddar Institute of Management & Technology (BPPIMT) stands as a tribute to Late B. P. Poddar, a visionary philanthropist, educationist, and the founding father of the B. P. Poddar Group. The institute was founded with the mission to uphold his legacy of promoting excellence in education and social development.

Supported by the B. P. Poddar Foundation for Education, a trust devoted to enhancing the quality of technical education in India, BPPIMT is affiliated to the Maulana Abul Kalam Azad University of Technology (MAKAUT), West Bengal, and approved by the All India Council for Technical Education (AICTE).

The institute strives to elevate society through transformative education, guided by a unique learning culture that emphasizes collaboration, communication, and innovation. Its dedicated and experienced faculty, drawn from diverse academic and professional backgrounds, nurture students to become competent professionals and responsible citizens.

## Vision of the Institute

To emerge as a progressive and premier Institute for Engineering and Technology education with ethical values for creative engineering solutions commensurate with global changes.

## Mission of the Institute

- Offer quality education through modern accessible, comprehensive and research oriented teaching-learning process.
- Create opportunities for students and faculty members in acquiring knowledge through research and development.
- Providing effective interface with industry by strengthening Industry-Institute interaction and developing entrepreneurial skills.
- Meet ever-changing needs for the nation through rational evolution towards sustainable and environment friendly technologies.

# ACADEMIC AUDIT PROCESS HANDBOOK

## Introduction

The purpose of an academic audit is to encourage programs and the Institution to evaluate their quality processes and standards based on predetermined benchmarks. It also focuses on activities required to produce, assure, and regularly improve the quality of the whole system in place including curricular and co-curricular activities. At the same time activities related to infrastructure and support services that are important/contribute to academics are taken into consideration.

The Objective of academic auditing includes the assessment of course delivery as per the curriculum and syllabus prescribed by the university, the co-curricular and extra-curricular activities of students, monitoring of the academic activities referring to the academic calendar, internal assessments, attainment of the course outcomes, students' welfare and grievances etc. The Management of the Institution will receive full disclosure of each department's performance.

## The Departmental Academic Audit Process

**Step 1:** The Internal Quality Assurance Cell (IQAC) initiates the Academic Audit Process.

**Step 2:** The Academic Audit Committee is constituted by the Principal and all Heads of the Department (HODs) are notified.

**Step 3:** The audit is conducted at the department level once in a semester.

**Step 4:** The Committee Experts visit the department and verify various documents such as course files, question papers, curricular and co-curricular activities, stakeholders' feedback analysis, assessment and attainment etc.

**Step 5:** The Committee Experts record their observations and findings. Reports are submitted to the Principal.

**Step 6:** If no Non-conformity is found, the Principal advises HOD to submit the report to the Department Advisory Committee (DAC).

**Step 7:** If any Non-conformity item is found, the Principal advises the HOD to take necessary corrective actions for the said parameter. Upon receiving the Action Taken Report, the Principal further advises the HOD to submit the Academic Audit Report along with the Action Taken Report to the DAC.

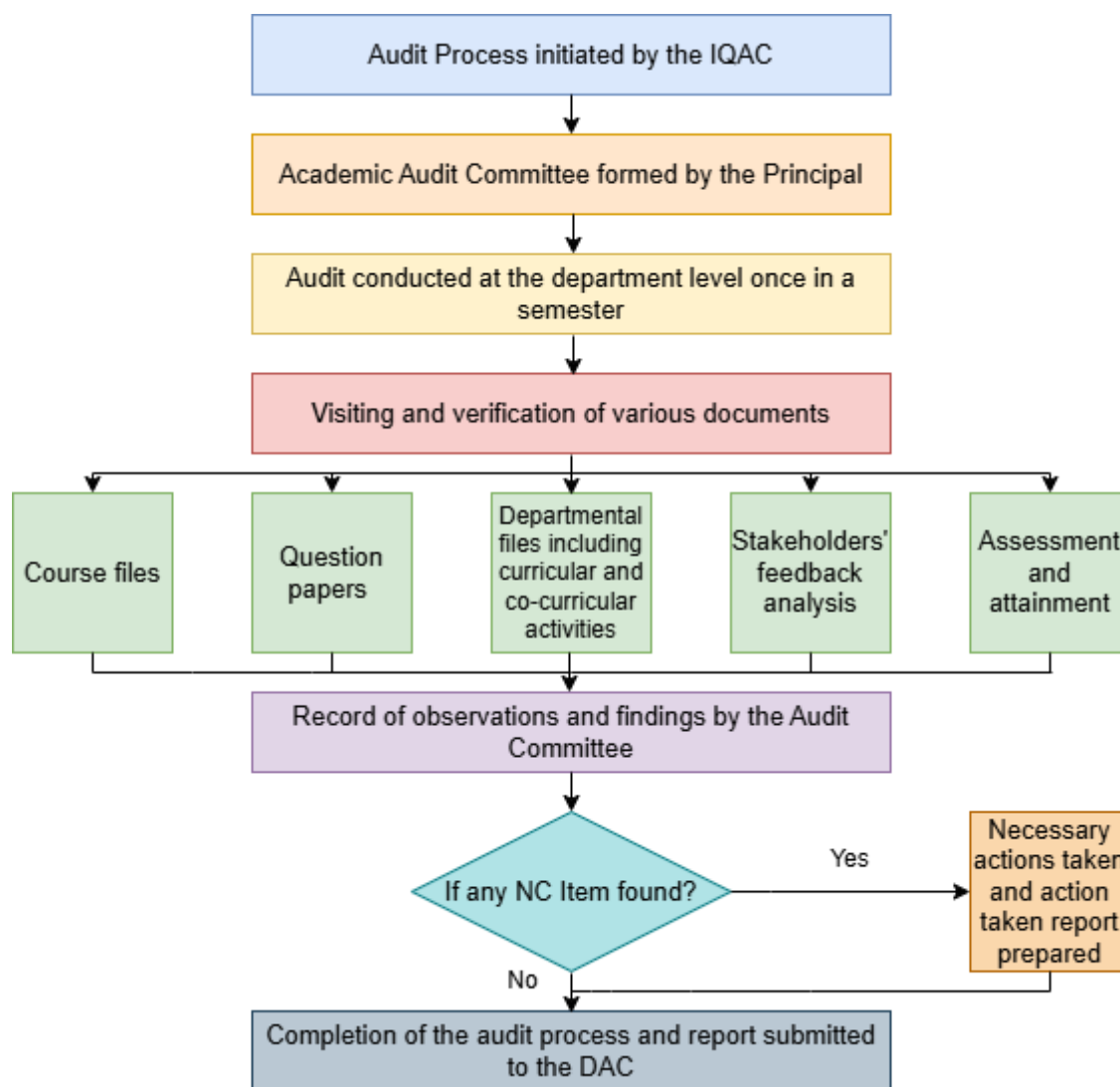


Fig. 1: Flowchart for the Academic Audit Process

## Guideline for the Departmental Academic Audit Process

- The Departmental Academic Audit is to be carried out once at the end of each semester.
- The constitution of the Departmental Academic Audit Committee is as follows:
  - a. One External Auditor from a reputed institute (not below the rank of Associate Professor)
  - b. Three Internal Auditors from other departments of the Institute (preferably having a doctoral degree/senior faculty member)
- The Guideline for the Departmental Academic Audit Process is shown in the following table:



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### Guideline for Departmental Academic Audit Process

S. No.	Audit Checklist	Frequency
1.	Course Files are maintained.	End of each Semester
2.	Academic Calendar, departmental level and individual faculty Time Table are available.	End of each Semester
3.	Students' Attendance Registers are available.	End of each Semester
4.	Teaching plans along with the related pedagogical innovations are properly documented.	End of each Semester
5.	Course-wise Lesson Plans are maintained.	End of each Semester
6.	Instructional Materials for all the theory and practical courses are available.	End of each Semester
7.	Actions taken to mitigate the gaps (if any) in the syllabus are properly documented.	End of each Semester
8.	Question Banks including University Questions for the previous years are available and shared with the students.	End of each Semester
9.	Assessment questions are mapped to CO and BL.	End of each Semester
10.	Assignment and Internal Question Papers are scrutinized by QIP members.	End of each Semester
11.	Evaluation of assessment documents is done as per the norms of the Institution.	End of each Semester
12.	Sample Assessment Documents (reports, assignment copies, answer scripts, lab etc.) are available.	End of each Semester
13.	Action Plans for weak students are implemented.	End of each Semester
14.	CO and PO/PSO attainments are documented and the attainment gaps are analyzed.	CO: End of each Semester PO/PSO: End of Academic Year
15.	Project work related process documents and project reports are available.	End of each Semester
16.	Interdisciplinary projects/projects with societal impact are assigned.	End of Odd Semester
17.	Students' Feedback on teachers and End Semester Students' Survey on course are collected and analyzed.	End of each Semester

18.	Documentation of industry visits, talks/content delivery by industry experts, internship is available.	End of each Semester
19.	Documentation of development of faculty competency vis-à-vis program curriculum is maintained.	End of each Semester
20.	Documentation of Lectures, Seminars, Workshops, Conferences, and Symposiums is available.	End of each Semester
21.	Documentation of MoU signed with the industries is available.	End of each Semester
22.	Documentation of Online Courses/MOOCs completed by the students is available.	End of each Semester
23.	Mandatory Additional Requirement (MAR) activity records of the students are maintained.	End of each Semester
24.	Documentation of Lab Manual submitted by lab course handling faculty is available.	End of each Semester
25.	Laboratory Maintenance, Damage Records and Stock Records are available.	End of each Semester
26.	Outreach activities/activities done by Professional Society and NSS are recorded.	End of each Semester
27.	Alumni Meet is conducted regularly.	End of Odd Semester
28.	Stakeholders' Feedback analysis and record of documentation are available.	Faculty, Student, Alumni, Parent, Management, Employer, Professional Society Member, and Industry Person Feedback: End of Odd Semester
29.	Departmental Library Register is maintained.	End of each Semester
30.	DAC/DC, PAC Meetings are conducted and Minutes of Meeting are recorded.	End of each Semester
31.	Faculty Publication details and Patent details are available.	End of each Semester
32.	Departmental Newsletters and Magazine are available.	Newsletter: End of each Semester Magazine: End of Academic Year
33.	Student Internship Reports are available.	End of each Semester
34.	Student Portfolios are maintained.	End of each Semester

**Table 1: Guideline for the Departmental Academic Audit Process**

## Template for the Departmental Academic Audit



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**Departmental Academic Audit for AY: \_\_\_\_\_ Sem: \_\_\_\_\_**

**Name of the Department:**

**No. of Program(s) running:**

**Name of the Program(s) running:**

**Date of Audit:**

S. No.	Audit Checklist	C/NC	Auditor's Remarks/Suggested Action to be Taken
1.	Course Files are maintained.		
2.	Academic Calendar, departmental level and individual faculty Time Table are available.		
3.	Students' Attendance Registers are available.		
4.	Teaching plans along with the related pedagogical innovations are properly documented.		
5.	Course-wise Lesson Plans are maintained.		
6.	Instructional Materials for all the theory and practical courses are available.		
7.	Actions taken to mitigate the gaps (if any) in the syllabus are properly documented.		
8.	Question Banks including University Questions for the previous years are available and shared with the students.		
9.	Assessment questions are mapped to CO and BL.		

10.	Assignment and Internal Question Papers are scrutinized by QIP members.		
11.	Evaluation of assessment documents is done as per the norms of the Institution.		
12.	Sample Assessment Documents (reports, assignment copies, answer scripts, lab etc.) are available.		
13.	Action Plans for weak students are implemented.		
14.	CO and PO/PSO attainments are documented and the attainment gaps are analyzed.		
15.	Project work related process documents and project reports are available.		
16.	Interdisciplinary projects/projects with societal impact are assigned.		
17.	Students' Feedback on teachers and End Semester Students' Survey on course are collected and analyzed.		
18.	Documentation of industry visits, talks/content delivery by industry experts, internship is available.		
19.	Documentation of development of faculty competency vis-à-vis program curriculum is maintained.		
20.	Documentation of Lectures, Seminars, Workshops, Conferences, and Symposiums is available.		
21.	Documentation of MoU signed with the industries is available.		
22.	Documentation of Online Courses/MOOCs completed by the students is available.		
23.	Mandatory Additional Requirement (MAR) activity records of the students are maintained.		

24.	Documentation of Lab Manual submitted by lab course handling faculty is available.		
25.	Laboratory Maintenance, Damage Records and Stock Records are available.		
26.	Outreach activities/activities done by Professional Society and NSS are recorded.		
27.	Alumni Meet is conducted regularly.		
28.	Stakeholders' Feedback analysis and record of documentation are available.		
29.	Departmental Library Register is maintained.		
30.	DAC, PAC Meetings are conducted and Minutes of Meeting are recorded.		
31.	Faculty Publication details and Patent details are available.		
32.	Departmental Newsletters and Magazine are available.		
33.	Student Internship Reports are available.		
34.	Student Portfolios are maintained.		

<b>Non-Conformity (NC) Items:</b>

\_\_\_\_\_  
**External Auditor      Internal Auditor1      Internal Auditor2      Internal Auditor3**

**Table 2: Template for the Departmental Academic Audit other than the First Year Faculty**



## B. P. Poddar Institute of Management & Technology

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Departmental Academic Audit for AY: \_\_\_\_\_ Sem: \_\_\_\_\_

Name of the Department: First Year Faculty

No. of Program(s) running:

Name of the Program(s) running:

Date of Audit:

S. No.	Audit Checklist	C/NC	Auditor's Remarks/Suggested Action to be Taken
1.	Course Files are maintained.		
2.	Academic Calendar, departmental level and individual faculty Time Table are available.		
3.	Students' Attendance Registers are available.		
4.	Teaching plans along with the related pedagogical innovations are properly documented.		
5.	Course-wise Lesson Plan is maintained.		
6.	Instructional Materials for all the theory and practical courses are available.		
7.	Actions taken to mitigate the gaps (if any) in the syllabus are properly documented.		
8.	Question Banks including University Questions for the previous years are available and shared with the students.		
9.	Assessment questions are mapped to CO and BL.		
10.	Assignment and Internal Question Papers are scrutinized by QIP members.		

11.	Evaluation of assessment documents is done as per the norms of the Institution.		
12.	Sample Assessment Documents (reports, assignment copies, answer scripts, lab etc.) are available.		
13.	Action Plans for weak students are implemented.		
14.	CO and PO/PSO attainments are documented and the attainment gaps are analyzed.		
15.	Students' Feedback on teachers and End Semester Students' Survey on course are collected and analyzed.		
16.	Documentation of development of faculty competency vis-à-vis program curriculum is maintained.		
17.	Documentation of Online Courses/MOOCs completed by the students is available.		
18.	Mandatory Additional Requirement (MAR) activity record of the students is maintained.		
19.	Documentation of Lab Manual submitted by lab course handling faculty is available.		
20.	Laboratory Maintenance, Damage Records and Stock Records are available.		
21.	Outreach activities/activities done by NSS are recorded.		
22.	Faculty Feedback on teaching-learning process is collected and analyzed.		
23.	Departmental Library Register is maintained.		
24.	DC Meetings are conducted and Minutes of Meeting are recorded.		

25.	Faculty Publication details and Patent details are available.		
26.	Student Portfolios are maintained.		

<b>Non-Conformity (NC) Items:</b>			

External Auditor

Internal Auditor1

Internal Auditor2

Internal Auditor3

**Table 3: Template for Academic Audit of the First Year Faculty**