



# GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)

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Ref. GITAM/P/23-24/003(g)

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## STANDARD OPERATING PROCEDURE FOR INTERNAL ACADEMIC AUDITS

### 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 passing out from Engineering Institutions.

### Responsibility:

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

### Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Depute faculty members to maintain and consolidate the required files	All HODs	1 <sup>st</sup> week of June
2	Depute faculty members to ensure academic accountability and safeguard functionalities of technical education.	All HODs	1 <sup>st</sup> week of June
3	Prepare the list as per norms of NBA of files to be maintained	Dean & All HODs	2 <sup>nd</sup> week of June
4	Presents the objectives of academic auditing, the process of internal and external evaluation of courses, major/mini projects, seminars, 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 <sup>nd</sup> week of June
5	Mock preparation by department	All the teaching and non-teaching staff members of the department	3 <sup>rd</sup> week of June
6	Conduct internal audit department wise	Deputed internal auditor, Dean and HODs	4 <sup>th</sup> week of June
7	Approval of audited reports.	Deputed internal auditor	1 <sup>st</sup> week of July
8	Grievances can be rectified and updated.	HODs and all faculty members	2 <sup>nd</sup> week of July

  
12/07/2023  
Principal

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