

Velammal College of Engineering and Technology, Madurai
(Autonomous)
Internal Academic Audit

Standard operating procedure for Academic Audit

Aim:

To audit the content of course files, log books, complete verification of IAT/ Assignment test papers and web portal entry for at least 10% of total students.

Functions:

- To conduct the audit to all the department by the academic audit members 3 times in a semester.
- During audit committee members monitor all the course files and log books of all the faculty members in the department assigned to them.
- Committee members are asked to submit to the audit report to the coordinator within the due date after the audit is over.
- Co-ordinator consolidates the reports of all the department given by the members of the committee and get the signature from the principal.
- The copy of the consolidated report is given to all the Heads of the department for the comments pointed out by the committee members.
- Follow up and the corrective actions report shall be submitted to the principal within 7 working days from the receipt of the report.

The following are the **Members of the Committee**

- ❖ **Principal –Dr.P.Alli**
- ❖ **Dean Academics- Dr.A. Shunmugalatha**
- ❖ **Academic Audit Co-ordinator- Dr.A.P. Pushpalatha**

S.No	Department	Assessor
1.	AI&DS	Dr. M. Tharani
2.	Civil	Dr.M.Rajachandra Sekar
3.	CSE	Mrs.C. Manjuladevi
4.	CSE (CS)	Dr.M. Raghini
5.	ECE	Dr.J.Shanthalakshmi Revathy
6.	EE(VLSI)	Ms.V. Praveena
7.	EEE	Mr.M.Sathishkumar
8.	IT	Dr.S. Murugan
9.	MECH	Dr.T. Deepika Vinothini
10.	MBA	Dr.M.Sornavalli
11.	MATHS	Mr.K.Azarudeen
12.	ENGLISH	Dr.S. Rajkumar
13.	PHYSICS	Mrs.S. Lavanya
14.	CHEMISTRY	Dr.R. Jothilakshmi

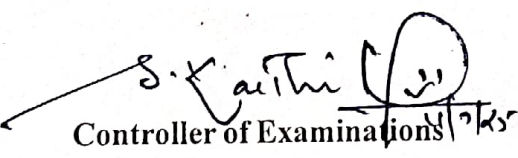
External Academic Audit

<http://www.vcet.ac.in/vcetit/pdfs/Regulation/VCET%20UG%20Regulation%20R21.pdf>

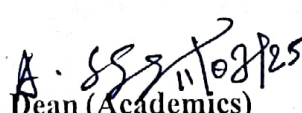
12.10 Conduct of Academic Audit

Our Institution shall strive for a better performance of the students by conducting the internal academic audit as mentioned in Clause 12. In order to ensure the above, Academic Audit is to be done for every course taught during the semester. For the internal assessments conducted for each course as per details provided in Clause 12, the academic records shall be maintained in the form of documentation for the individual assignments / case study report / report of mini project submitted by each student and assessment test question paper and answer script. Report of industrial training / internship shall also be maintained, if applicable. For laboratory courses students' record shall be maintained. Furthermore, the attendance of all students shall be maintained as a record. The Head of the Institution shall arrange to conduct the Academic Audit for every course in a semester by forming the respective committees with internal members drawn from various departments of the Institution. **In addition at least one External Audit has to be conducted once in a semester.** The External audit members are invited among the various members visiting our institution with designation not lesser than Associate Professor.

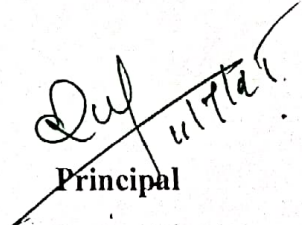
The University or any inspection team appointed by the University may verify the records of Academic Audit report of the courses of both current and previous semesters, as and when required.


Controller of Examinations

Dr.S. Karthikeyan
Controller of Examinations
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.


Dean (Academics)

Dr.A. Shunmugalatha
Dr.A.SHUNMUGALATHA
Professor and Head
Department of Electrical and Electronics Engineering
Velammal College of Engineering and Technology
Madurai - 625 009.


Principal

Dr.P. Alli

