



MAHATMA GANDHI INSTITUTE OF TECHNOLOGY

(Autonomous)

Gandipet, Hyderabad – 500 075

GUIDELINES TO CONDUCT COURSE LEVEL ACADEMIC AUDIT

MGIT/Academic Audit Committee/2023

19th January, 2023

With reference to the Academic Audit Committee meeting held on 13th October, 2022 and subsequent discussion on the subject with Vice Principal, Director, AES and Coordinator IQAC, the following guidelines are being issued to Heads of Departments for effective implementation of Academic Audit as per NAAC/IQAC guidelines.

1. It is proposed to conduct External Academic Audits at the end of every academic year from AY 2022-23. The audit for the courses of UG and PG programmes for AY 2022-23 will be conducted during the academic year 2023-24, within 4-6 weeks from the date of declaration of the results for the even semester of AY 2022-23.
2. As communicated earlier, Faculty should submit Audit I (after CIE - I) and Audit II (within 2-3 weeks from date of declaration of SEE results) forms to the concerned HoD (to be evaluated by 2 senior faculty members of the Department) for a given course (Theory & Lab) per semester for both Affiliation (R18), Autonomous mode (MR 21 & MR 22) curriculum. After CIE - I, the faculty should focus on the slow learners and take appropriate measures and record them to improve their performance in CIE - II & SEE. The Audit II (Theory & Lab) form should be submitted after the declaration of the University examination results with CO attainments.
3. The concerned HoDs are requested to maintain a report and record the remedial measures taken soon after Audit I and Audit II.
4. The concerned HoDs are requested to be ready with Audit I and Audit II reports for External Audit to be conducted after each Academic Year within 4-6 weeks from the date of declaration of the results for the even semester.
5. The Evaluated Audit I and Audit II forms (Odd & Even Semesters) should be kept in the respective course files and one copy should be submitted in the office of the Head of the Department.


Principal

Copy to:

1. Vice Principal for kind information.
2. Director, AES.
3. Coordinator, IQAC.
4. All HoDs.
5. Members of AAC.
6. PA to Principal.
7. college website.