Chaitanya Bharathi Institute of Technology (Autonomous)
Period to consider for Auditing Process: 1ˢᵗ July, 2021 - 30ᵗʰ June, 2022
Academic Audit Form (AEC and CoE)

1. **Name of the Department / Section :**

2. **Date of Visit   :**

3. **Members of the Audit Committee :**

   (i)   _____

   (ii)   _____

Criterion	Description	Verification Yes/No	Suggestions for improvement if any
Formulation of Governing Body	As per UGC norms		
	Minutes of GB Meeting Evidence		
	Frequency of meetings		
Formulation of Academic Council	As per UGC norms		
	Minutes of Academic meeting- Evidence		
	Frequency of meetings		
Formulation of BoS	As per UGC norms		
	Minutes of BoS Evidence		
	Frequency of meetings		
Curriculum for UG program(s)	Contact hours versus Credit(s)		
	Total no. credits		
	Scheme for all programmes		

Criterion	Description	Verification Yes/No	Suggestions for improvement if any
	Justification of credit distribution on the overall course structure		
Examination and assessment	Distribution of marks for CIE		
	Distribution of marks for SEE		
	Letter Grade and Grade points		
	Assessment procedure for awarding marks		
	Computation of SGPA		
	Computation of CGPA		
	Promotion rules		
Attendance	Rules and regulation for student attendance requirements		
Award	Award of division rules		
Revision	Revision of curriculum and syllabus		
Internships	Earning of credits through internship		
Admission of students	As per Govt. regulations		
Spot admissions	As per Govt. directions		
Data base of students	Maintaining of student data base, who on rolls		
	Maintain the data base of detained students.		
	Maintain the data base of discontinued students.		
	Updating of student attendance and academics of current students		
Supervising/updating/maintaining up-dated academic records of all categories of students.	Evidences		

Criterion	Description	Verification Yes/No	Suggestions for improvement if any
Re-admitted students regarding their equivalent subject and conducting of CIE process.	Procedure and Evidences		
Almanac/Academic calendar	Circulation within the college		
Printing and distribution of Academic, promotion rules book and syllabus books	Circulation at all levels		
Scheduling of Examination fee	Notifications		
Timetables for mid examinations and as per almanac	Preparations and circulation		
Conducting of all the examinations as per timetable	Evidences		
Distributing the answer scripts to the respective faculty of the mid examinations	Evidences		
Forwarding the SEE answer scripts to CoE from AEC	Evidences		
Meeting with all BoS for finalizing the practical examination schedules.	Evidences		
Arranging of physical verification of answer scripts of SEE to the students	Evidences		
Printing of question papers for mid examinations.	Evidences		
Pattern of the Mid examination question papers	Procedure and Evidences		
Consolidation statements of CIE statements, class wise	Procedure and Evidences		
Practical examination schedules	Preparations and Evidences		
Sending the appointment orders to the external examiners for conducting practical examinations	Preparations and Evidences		
Paying the remuneration through online to all the examiners/invigilators/staff	Procedure and Evidences		
Issuing of all academic certificates to the students.	Procedure and Evidences		
Collecting of Examination fee/condonation fee/any other fee other than tuition fee.	Procedure and Evidences		

Criterion	Description	Verification Yes/No	Suggestions for improvement if any
Issue of hall tickets for SEE to all the students.	Procedure and Evidences		
Issuing of bonafide/ TC/ Conduct/any other related certificate, on receipt of prescribed fee.	Procedure and Evidences		
Preparing the documentation for DTE/Govt. of TS NBA/NAAC/AICTE/UGC/OU/ any other agency	Evidences		
Preparing and submitting compliance reports(s) to the compliance authorities like DTE/Govt. of TS / AICTE/UGC/NBA/NAAC/OU	Evidences		
SMS to Parents/students for any required activity.	Evidences		
Remedial Classes for slow learners	Procedure and time tables		

Criterion	Description	Verification Yes/No	Suggestions for improvement if any
Pre examinations process	Procedure		
Post examinations process	Procedure		
Notifications for all SEE/suppl/advanced suppl along with prescribed fee details	Procedure and Evidences		
The panel of examiners from the respective BoS for paper setting, spot-valuation for theory subjects.	Evidences		
Contacting and communicating with examiners for obtaining the question papers for SEE.	Evidences		
Assessing the quality SEE question papers.	Procedure and evidences		
Decoding the SEE answer scripts.	Evidences		

Criterion	Description	Verification Yes/No	Suggestions for improvement if any
Scheme of evaluation and solution key for the respective SEE question paper.	Evidences		
Sending of decoded answer scripts to valuators for valuation.	Procedure and Evidences		
Arranging of scrutiny process of the valued answer scripts.	Evidences		
Computerizing the marks (marks awarded on the answer scripts), subject wise	Evidences		
Applying the rule(s) of moderation/ grace marks for normalization	Evidences		
Generation tabulation of results books	Evidences		
Declaring of results	Evidences		
Approved results on the web portal	Evidences		
Grade points and calculating of SGPA	Evidence and sample copy		
Calculation of CGPA	Evidence and sample copy		
grade sheets along with SGPA and CGPA	Evidence		
Notification for revaluation of answer scripts along the fee particulars	Procedure and Evidences		
Notification for physical verification of answer scripts	Procedure and Evidences		
Conducting a malpractice committee meeting	Malpractice rules and minutes of the meeting(s)		
Executing of 0.5% rule	Procedure and Evidences		
Coordinating with university authorities for issuing of PCs	Sample PC		

Signature of the Expert   **Signature of the Expert**