



IARE

**INSTITUTE OF
AERONAUTICAL ENGINEERING**

**STANDARD OPERATING PROCEDURE
FOR
INTERNAL ACADEMIC AUDIT**

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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	1st week of June
2	Depute faculty members to ensure academic accountability and safeguard functionalities of technical education.	All HODs	1st week of June
3	Prepare the list as per norms of NBA of files to be maintained	Dean & All HODs	2nd 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	2nd week of June
5	Mock preparation by department	All the teaching and non-teaching staff members of the department	3rd week of June
6	Conduct internal audit department wise	Deputed internal auditor, Dean and HODs	4th week of June
7	Approval of audited reports.	Deputed internal auditor	1st week of July
8	Grievances can be rectified and updated.	HODs and all faculty members	2nd week of July