



KOTTAKKAL FAROOK **ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

STANDARD OPERATING PROCEDURE FOR INTERNAL ACADEMIC AUDIT

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1. Objective

The process of academic auditing intends to monitor and enhance the quality of education through proper guidelines for both teaching faculty and students, ensuring qualified graduates from the institution.

2. Scope

This SOP applies to all teaching and non-teaching staff members, heads of respective departments (HoDs), Kottakkal Farook Arts and Science College.

3. Responsibilities

- All Teaching and Non-Teaching Staff Members
- Heads of Respective Departments (HoDs)
- Internal audit committee
- IQAC

4. 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 NAAC , files to be maintained	Dean & All HoDs	2nd week of June
4	Present 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

S. No.	Activities	Responsibility	Target Dates/Days
5	Mock preparation by department	All teaching and non-teaching staff members of the department	3rd week of June
6	Conduct internal audit department-wise	Deputed internal auditor, 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

5. Detailed Procedure

1. Depute Faculty for File Maintenance:

- HoDs will assign faculty members to maintain and consolidate the required files in the 1st week of June.

2. Ensure Academic Accountability:

- HoDs will assign faculty members to ensure academic accountability and safeguard the functionalities of technical education in the 1st week of June.

3. Prepare File List:

- The Dean and all HoDs will prepare a list of files to be maintained as per the norms of NBA in the 2nd week of June.

4. Present Academic Auditing Objectives:

- HoDs and faculty members will present the objectives of academic auditing, internal and external evaluation processes, major/mini projects, seminars, overall discipline, academic functioning, faculty duties, research, consultancy, and class/course committees in the 2nd week of June.

5. Mock Preparation:

- All teaching and non-teaching staff members will conduct a mock preparation within the department in the 3rd week of June.

6. Conduct Internal Audit:

- The deputed internal auditor, along with HoDs, will conduct an internal audit department-wise in the 4th week of June.

7. Approval of Audited Reports:

- The deputed internal auditor will review and approve the audited reports in the 1st week of July.

8. Rectify and Update Grievances:

- HoDs and faculty members will address and rectify any grievances, updating necessary records in the 2nd week of July.

6. Documentation and Records

- All auditing documents, reports, and related records will be documented and maintained by the respective departments. These records should be stored securely and be easily accessible for audits and reviews.

7. Review and Compliance

- The Principal will review this SOP annually.
- Any updates or changes to the procedure will be communicated to all relevant staff members.

8. Approval

This SOP is approved by the Principal and the Dean and is effective from [Date].

Principal's Signature:

Date:

9. Distribution

This SOP will be distributed to all faculty members, HoDs, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.