



NATIONAL INSTITUTE OF TECHNOLOGY ARUNACHAL PRADESH

(Established by Ministry of Education, Govt. of India)

An Institute of National Importance

Jote, District Papum Pare, Arunachal Pradesh – 791113

Email: deanacad@nitap.ac.in

ACADEMIC AUDIT

“The highest education is that which does not merely give us information but that makes our life in harmony with all existence”

GUIDELINES

1. Academic Audit must be done once in a academic year by the Department individually.
2. Minimum two subject experts (**one from ACADEMIC & another from INDUSTRY**) nominated by the Director on the recommendation of the Head of concerned Department duly endorsed by Dean (Acad). Moreover, Director may nominate any expert apart from the recommendation of HoD.
 - a. Experts should be from (i) IISc / IITs / NITs / other reputed academic Institutions within NIRF Ranking 100
 - b. Industry experts preferably from PSU/MNCs
3. Student’s attendance report, Students Feedback, Quiz, Mid-Semester question papers & answer scripts, and End semester question papers & answer scripts will be audited for each programme.
4. Laboratories along with Laboratory manuals will be audited.
5. Departmental Meeting Minutes Book, DRC Meeting Minutes Book and Department research publications will be audited.
6. Each expert will audit ten / twelve subjects; five / six in the morning session and five / six in the afternoon session. Minimum of three answer scripts (one high score, one average score and one low score) will be audited for each subject.
7. Two copies of the academic audit report (in the format provided) have to be submitted to Dean (Academic) office by HoDs.
8. HoDs will be requested to take care of hospitality of the concerned experts.

(Dr. Swarnendu Kumar Chakraborty)
Dean (Academic)
NIT-Arunachal Pradesh



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No: _____

Date: _____

To
The Dean (Academic)
National Institute of Technology,
Jote, Papum Pare
Arunachal Pradesh - 791113

Sir,

Sub: Requisition for approval of members (Academic Audit) – Reg

It is proposed to conduct the Academic Audit for UG / PG programme for _____ on _____ in the Department of _____. The following list of experts for the academic audit may kindly be approved.

1. Academic Expert (at least 4)

Sl. No.	Name / Designation / Organization / Address
1	
2	
3	
4	

Head of the Department

Dean(Acad)

**Approved/Not Approve
DIRECTOR**



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ACADEMIC AUDIT REPORT (20 to 20)

Programme	:	B.Tech. / M.Tech.
Branch	:	
Semester	:	
Course Code	:	
Course Name		
Name and Address of the Auditor:		

S. No.	Description	Remarks
Question Paper		
1.	Question paper conforms to syllabus	Yes / No
2.	Marks allotted to each question and sub division are correct	Yes / No
3.	Appropriate questions are asked in each part	Yes / No
4.	Any repetition of questions indentified	Yes / No
5.	Question paper is free from spelling / grammatical errors	Yes / No
6.	Question paper is answerable by an average student	Yes / No
7.	Case study / application / understanding questions are properly framed	Yes / No
8.	Question paper confirms to the objectives and outcomes of the syllabus (CO/PO)	Yes / No
9.	Overall standard of the question paper after scrutiny:	Low / Medium / High
Answer Script		
10.	All the answered questions are evaluated by the examiner	Yes / No
11.	Discrepancy found in the evaluation	Yes / No
12.	Fairly evaluated by the examiner	Yes / No
13.	All the details are filled in the cover page by the examiner & student	Yes / No
14.	The marks are correctly entered in the mark sheet by the examiner	Yes / No
Laboratory		
15.	Laboratories Set-up as per syllabus	Yes / No
16.	Laboratories Manuals available	Yes / No
17.	Laboratories instruments are working conditions	Yes / No
18.	Technician / Technical Assistant are technically sound with the concern laboratory	Yes / No
Departmental		
19.	Student's attendance report properly maintained	Yes / No
20.	Departmental Meeting Minutes Book are available	Yes / No

Audit Report will be Confidentially submitted to Dean(Acad) by the Auditors



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21.	DRC Meeting Minutes Book are available	Yes / No
22.	Number of Department research publications/Patents/Projects for the last Semester	
23.	Number of Departmental Meeting held in the last academic year	
24.	Number of DRC Meeting held in the last academic year	
25.	Number of BoS Meeting held in the last academic year	
26.	Students Feedback for all subject	Yes / No

Comments about the question paper and suggestions for improvement:
(Additional sheet may be attached if needed)

Comments about the valuation and suggestions for improvement:
(Additional sheet may be attached if needed)

Date:

Signature of the Auditors