**Geethanjali College of Engineering and Technology**

**(UGC Autonomous, Accredited by NAAC and Affiliated to JNTUH)**

**Academic Audit system/process and its implementation in relation to Continuous Improvement**

Academic Audit was conducted in the institution once in a year across all departments. Based on the request of IQAC coordinator principal will constitute academic audit team of 3 members (coordinator and 2 senior professors/Deans). The main objective of an academic audit is to ensure both quality of academic practices and target achievement through its implementation.

The academic audit focuses on

1. Academic Governance
2. Teaching Learning Process
3. Student evaluation Mechanism
4. Laboratory Work (Conduct of lab sessions and its evaluation process)
5. Student counselling
6. Student attendance monitoring
7. Project work
8. Professional bodies of students
9. Adjunct/Value added/enrichment courses
10. Industry institute interaction
11. Soft skills and Personality Development
12. Seminars and Workshops
13. Library
14. R & D and consultancy
15. Entrepreneurship Development
16. Industrial Visits
17. Alumni Association
18. Extra-Curricular activities/ Sports / NCC / NSS

The academic audit is based on

* Annual Reports of the Departments
* Previous IQAC report of the institution
* Feedback from stakeholders
* Visits to Departments
* Presentation of Achievements by the Departments

The following documents are made available to the IQAC committee.

* Copy of the Time Table
* Course File
* Lab. Equipment Details
* Students Projects
* Internal evaluation marks
* Details of Remedial classes
* Result Analysis
* Various Grants received by the Institute/Department

The institution has Internal Quality Assurance Cell (IQAC) to monitor and maintain the quality of academic affairs of the institution. The cell is chaired by Principal of the college and the activities of the cell are being planned, executed and coordinated by a Deans and senior professors from various departments.

Committee will visit all departments to check files and prepare a report They submit report to principal and he will in turn write his comments and suggestions made by the committee to the Heads of the departments for further action. HODS will act accordingly and action taken report is to be submitted to IQAC cell. IQAC also conducts annual presentations that cover the activities and achievements of all departments. The discussions that ensue facilitate modifications, improvements and rectifications.

The annual Academic and Administrative Auditing helps in realizing the current status of the institution in these areas and helps in improving the same. The feedback system also ensures remedial measures and consequent improvements.

IQAC has co-ordinate a number of activities in the college including Digitalizing the feedback system, Academic and Administrative Auditing, Creation of e mail ids for faculty in the college domain .

Training programmes are annually conducted both for teaching and administrative staff. Several training and other sessions on different topics like Mentoring, New teaching techniques and tools like MOODLE, Stress Management etc. were given to the teaching staff.