

	Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel		No.	AIKTC/SOP/CAAA/01
			Rev.	00
	STANDARD OPERATING PROCEDURE FOR CENTRE FOR ADMINISTRATIVE, ACADEMIC AFFAIRS AND AUDIT (CAAA)		Date	18/04/2023
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1. PURPOSE: To exercise general direction, control, supervision and guidance over the Administrative and Academic Audit.

2. SCOPE: All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.

3. RESPONSIBILITY: All concerned members of constituted CAAA.

4. DEFINITION: The purpose is to streamline all schools, departments and sections in terms of administration and academics.

5. ABBREVIATIONS: AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus, CAAA-Centre for Administrative, Academic Audit and Affairs.

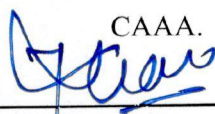
6. PROCEDURE

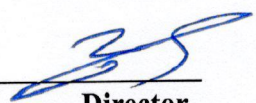
6.1. ADMINISTRATIVE AUDIT

- 6.1.1. The CAAA shall prepare and release the format for Administrative Audit to all the concerned schools, departments and sections.
- 6.1.2. The audit of the departments shall be interdepartmental and shall be conducted in the last week of June of every year.
- 6.1.3. The audit of the sections shall be done by the core committee (Director, Deans, HoDs, IQAC Co-ordinator and/or appointed committee).
- 6.1.4. The audited school/department/section shall be appreciated/reprimanded based on the audit score.

6.2. ACADEMIC AUDIT

- 6.2.1. To streamline the academic audit and to make it qualitative, the CAAA has prepared an Academic Audit Format, applicable course-wise.
- 6.2.2. The academic audit format and reports shall be prepared as per the guidelines of NAAC, NBA and concerned statutory authorities, etc.
- 6.2.3. The entire academic audit parameters are categorised into four, viz., Preterm, Midterm, Postterm and Postresult audit.
- 6.2.4. The audit frequency shall be three per term, Preterm audit before the commencement of term, Midterm audit (and Postresult audit of last term courses) during the term and Postterm audit within 15 days after the term end.
- 6.2.5. The audit shall be interdepartmental and the Auditors team shall be constituted by the CAAA.


Center Controller


Director

Mission: Creating Exuberant Technical Professionals

Vision: To be the most sought after technical campus that others would wish to emulate.



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- 6.2.6. The department/school convenor (CAAA member) shall prepare the audit report as per the given format and submit the same to the respective department/school, CAAA and the respective Dean within 5 days after the audit.
- 6.2.7. All departments and schools shall comply with the audit report by appreciating and/or reprimanding the course owners as applicable. The out of score shall be appreciated and 0 score in critical parameter(s) shall be reprimanded.
- 6.2.8. All departments and schools shall maintain required records in terms of meetings conducted and follow-ups undertaken for the academic audit process.
- 6.2.9. All departments and schools shall submit the final report after the Postterm Audit to the CAAA, respective Dean and Director as per the given format.
- 6.2.10. It is the responsibility of the concerned school/department to ensure smooth conduction of all the audits as per the defined formats and schedules.
- 6.2.11. The external audit of the audit process and conducted audits shall be done bi-annually at least.
- 6.2.12. The Audit formats and reports shall be revised annually or as required.

7. TARGET

7.1. ADMINISTRATIVE AUDIT

- 7.1.1. Each School/Department/Section shall submit the audit report to the undersigned within 07 working days of the audit.

7.2. ACADEMIC AUDIT

- 7.2.1. Term end reports must be submitted by the schools/departments.
- 7.2.2. External Audit reports must be submitted by CAAA every 2 years.

8. REFERENCES:

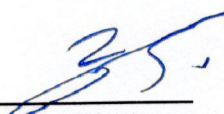
- 8.1. Academic Audit Format
- 8.2. Academic Audit Reports
- 8.3. Administrative Audit Format and Report

9. RECORDS

- 9.1. Academic Audit Format
- 9.2. Academic Audit Reports
- 9.3. Administrative Audit Format and Report


Center Controller




Director