

K.E. Society's

Rajarambapu Institute of Technology

Sakhrale, Islampur.

Academic Audit Process

1. Purpose of Academic Audit:-

Academic audit is an activity to ascertain the degree of teaching –learning process occurring at institute level, which is carried out based on 10 point scale pertaining to teaching dimensions like subject knowledge, Planning and Delivery, Class control, Communication, Accountability and Concerned for Students . The outcome of audit can be summarized as given below.

- a) Identifies the teaching event which occurs poorly
- b) Each faculty is rated with teaching index based on his performance
- c) Positive and Negative observations of each faculty will be identified

2. Procedure for Academic Audit

- a) Dean of academics in consultation with Director, finalize the approved auditors list and decides the academic audit date
- b) Academic co-coordinator in consultation with Dean of Academics devise the methodology to carry out the academic audit
- c) A meeting will be conducted with auditors under the presence of Dean of academics and the guidelines for carrying the audit and past experience of auditors are discussed
- d) Academic co-coordinator after receiving the report prepares the brief report which comprise following points
 - I) Average Teaching Index of the Institute
 - II) Average Teaching Index of each Teaching Dimensions
 - III) Percentage of faculty distribution in the range of teaching index (
 - IV) Department wise faculty distribution in the various range of teaching index
 - V) Percentage of Faculty above average teaching Index
 - VI) Department wise Number of faculty lying between 0-50 % in teaching dimensions
- e) Academic coordinator after seeking approval of the academic audit report from Dean of academics and Director, the reports are sent to H.O.D and finally to each faculty through department
- f) Dean of Academics, Director ,carry out counseling for the faculty whose teaching index is poor.

3. Guidelines for Auditors

a) Auditors Instruction Sheet

- i) Auditors are requested to conduct academic audit within the class room preferably last lecture of the day
- ii) Criteria for students to participate in auditing process
 - Minimum Average attendance is 60%
 - Students whose parents/relatives are working in RIT are not eligible to participate in audit process
- iii) Kindly fill all the details in academic audit report especially three positive and negative observations pertaining to concerned staff
- iv) Deadline for submitting academic audit report is / / 2011
- v) Only auditors are required to interact with students and no other members are allowed in auditing process
- vi) Discuss questionnaires sheet consisting 1-10 questions and explain significance of each.

b) Computation of Teaching Dimensions

- i) Subject Knowledge – Avg. responses to question (8)
- ii) Planning and Delivery- Avg. of responses to question (1 to 5)
- iii) Class Management – Avg. of responses to question (9)
- iv) Communication and English – Avg, of responses to question (6)
- v) Accountability and concerned for student learning – Avg. responses to question (7)

c) Computation of teaching index

Dimension	Score (Xi) out of 10	Weights	Weighted Score
01	X1	W1=0.3	0.3X1
02	X2	W2=0.2	0.2X2
03	X3	W3=0.1	0.1X3
04	X4	W4=0.25	0.25X4
05	X5	W5=0.15	0.15X5
Teaching Index			$\sum(W_i * X_i)$ i ranges from 1 to 5

d) Positive observation /Negative observation

List only three positive /negative observations based on your interaction with students about the teacher

- i) Teacher is strict disciplinarian
- ii) Teachers shares Knowledge other than subject currently
- iii) Teachers presents himself in attractive way
- iv) Negative observations may be negativity in directions for I,II,III

e) Suggestions for Improvement

Dimension Score	Interpretation
Less than 5	Poor & calls for immediate action to improve on this dimension
Between 5-6	Satisfactory but still improvement is expected
Between 6-8	Good and try to excel in your teaching
More than 8	Excellent and maintain it through innovative

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