

## Mid-semester Academic Audit Report

The mid semester academic audit report at ITM Gwalior is a comprehensive evaluation tool designed to assess the progress of academic activities during the academic sessions, with a particular focus on faculty performance. It serves as a critical part of the institution's continuous efforts to monitor and enhance the quality of education provided to students. The report tracks various aspects of faculty performance on a monthly basis, providing an in-depth analysis of their teaching methodologies, student engagement, academic contributions, and overall effectiveness in delivering the curriculum.

---

The major components of the mid-academic audit report include:

- 1. Faculty Teaching Performance:** Assessing the quality of lectures, clarity of concepts, and the use of innovative teaching methods and tools. This includes evaluating faculty's ability to engage students and create an interactive learning environment.
- 2. Student Feedback:** Collecting student evaluations of faculty performance, focusing on the effectiveness of teaching, communication skills, and approachability. Feedback also includes the understanding of course content and faculty responsiveness to student queries.
- 3. Attendance and Punctuality:** Monitoring faculty adherence to scheduled class times and their regularity in conducting classes. Consistency in delivering lectures is an essential part of maintaining academic discipline.
- 4. Academic Contributions:** Recognizing faculty involvement in academic research, publication of papers, participation in conferences, and contributions to academic development. This also includes their role in curriculum design, content creation, and overall academic planning.
- 5. Evaluation Methods and Assessment:** Reviewing the faculty's approach to student assessments, including the fairness, transparency, and timeliness of grading. This also involves looking at the types of assessments used to measure student learning outcomes effectively.

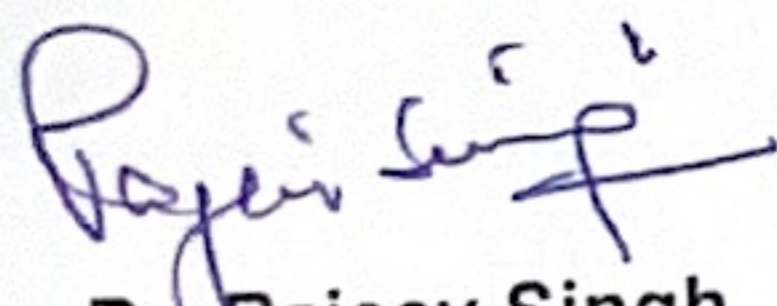
6. **Professional Development:** Evaluating faculty engagement in professional development activities, including workshops, seminars, and training programs aimed at enhancing their teaching skills and knowledge base.

**Process for conducting mid-academic audit:**

Each individual faculty member submits a monthly report detailing all activities undertaken during the month by filling out the format provided in a Google Excel sheet. The departmental LMS coordinator distributes this sheet. Once completed, the report is sent to the Head of Department (HoD), who reviews it and provides oversight and recommendations. The Head of Department then sends the report to the Dean Academics with his comments. After review by the Dean, the report is sent to the office of the Director; the Director adds his comments and sends it back to the Dean Academics for necessary action. The concerned faculty member is then informed of the action to be taken, and the Head of Department is informed so that any deficiencies identified can be addressed and rectified.

**Conclusion:**

The Mid semester academic Audit Report not only provides valuable insights into faculty performance but also highlights areas where improvements can be made. By regularly monitoring faculty activities and performance, the report plays an essential role in maintaining academic quality, supporting faculty development, and ensuring that ITM Gwalior delivers a high standard of education to its students.



**Dr. Rajeev Singh**  
Dean IQAC

**Dean, IQAC**  
Institute of Technology & Management  
Gwalior (M.P.)