

Pre-semester Academic Audit Report

The pre-semester academic audit at ITM Gwalior aims to evaluate the academic preparedness across all departments to ensure the smooth functioning of the upcoming academic session. The audit focuses on various aspects such as curriculum delivery, faculty readiness, student engagement, infrastructure adequacy, and compliance with institutional and regulatory frameworks. This exercise is designed to identify areas for improvement and ensure adherence to academic quality standards.

Objectives:

1. To evaluate the academic planning and preparedness across all departments.
2. To ensure the alignment of curriculum with institutional goals, industry demands, and regulatory guidelines.
3. To assess the readiness of faculty members, including teaching plans and professional development.
4. To validate the adequacy and functionality of academic infrastructure.
5. To ensure the preparedness of assessment tools and student performance monitoring systems.
6. To provide actionable recommendations for enhancing the quality and effectiveness of academic activities.

Process for conducting pre-semester academic audit:

Before the commencement of each academic session, every Head of Department (HOD) organizes a meeting with all department members to conduct a pre-sem. academic audit. This meeting is a vital part of the departmental preparation process, ensuring that academic activities and operations are well-structured and aligned with institutional objectives. The primary goal of the audit is to review all departmental activities and set up effective systems for the upcoming session. The process typically covers the following key points:

1. Documentation Review:

The first step in the pre-semester academic audit is to review key departmental documentation. This ensures that the department is fully prepared for the upcoming academic session. The review includes:

- **Academic Calendar and Departmental Activity Schedules:**

The department carefully examines the institution's academic calendar and cross-checks it with the departmental activity schedule. This ensures that all academic events, such as exams, workshops, guest lectures, and other departmental activities, are planned in alignment with the institution's overall academic schedule. Any potential conflicts or gaps in the schedule are identified and addressed.

- **Course Files, Session Plans, and Assessment Criteria:**

Each course file, session plan, and assessment criteria are thoroughly reviewed. This includes ensuring that the course objectives, learning outcomes, CO-PO mapping, session plans, and assessment methods are up to date and in alignment with the curriculum and institutional standards. The department ensures that session plans are well-structured, with clear timelines for the completion of topics, assignments, and assessments. The assessment criteria, including grading rubrics, are also checked to ensure transparency and consistency in evaluating student performance.

2. Review of Faculty and Teaching Assignments

The next step is to assign faculty members to specific courses and responsibilities for the upcoming semester. This includes:

- a. **Departmental Workload and Resource Allocation:**

The department reviews faculty workloads to ensure an equitable distribution of teaching responsibilities. Faculty member's availability and any additional support they may need, such as teaching assistants, are discussed. This ensures that each faculty member has the resources and time needed to deliver their courses effectively.

b. Subject Allocation:

The HOD ensures that all subjects for the semester are assigned to qualified faculty members based on their expertise and experience. Faculty members are briefed on the course content, expectations, and any updates to the curriculum. This is an opportunity to address any concerns related to course delivery or teaching methods.

3. Curriculum and Syllabus Review

The curriculum and syllabus for each course are reviewed to ensure that they remain relevant, comprehensive, and in line with current trends in the field. The department assesses whether any updates or changes to the curriculum are needed to reflect new developments in the subject area, industry demands, or institutional strategic goals. Any modifications to course content, topics, or learning materials are discussed and finalized before the semester begins. The departments also discuss the integration of new teaching methods, technologies, or educational tools that could enhance the learning experience. This includes reviewing the use of digital learning platforms, online resources, and virtual classroom tools.

4. Review of Student Support Services

Another important area reviewed during the pre-sem audit is the availability and effectiveness of student support services. This ensures that students will have the necessary resources to succeed academically. The department reviews academic advising processes to ensure that students will receive appropriate guidance throughout the semester. Faculty members are assigned specific advising roles as Mentors, and strategies for supporting students, particularly those who may need extra help, are discussed.

5. Review of Assessment and Evaluation Methods

Assessment methods play a key role in evaluating student performance and learning outcomes. The department reviews its assessment strategies to ensure that they are effective, fair, and aligned with course objectives. The review also includes discussion on how feedback will be provided to students regarding their performance. Faculty members discuss the timely and constructive delivery of feedback to ensure that students have an opportunity to improve throughout the semester.

6. Faculty Development and Training Needs:

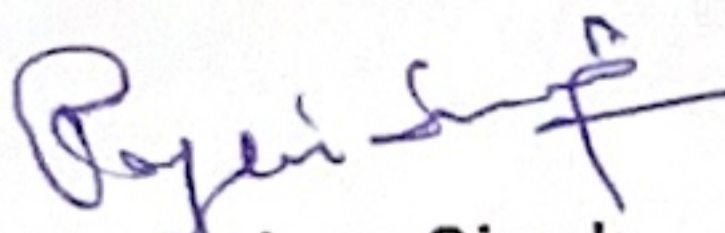
The pre-sem. academic audit includes a discussion on faculty development to ensure that teaching quality is maintained and enhanced. The department reviews any upcoming faculty development opportunities, such as workshops on new teaching methods, digital tools, or subject-specific training. Faculty members are encouraged to attend relevant training sessions to enhance their teaching effectiveness.

7. Planning for Departmental Activities

Finally, the department plans for any extracurricular or co-curricular activities that will be conducted during the semester. The department plans academic events such as seminars, workshops, and conferences that contribute to the academic development of both faculty and students. Scheduling and resource planning for these events are discussed. The department also discusses potential collaborations with industry partners for guest lectures, internships, and projects. These collaborations enhance the learning experience by connecting students with real-world applications of their studies.

Conclusion

The pre-sem. academic audit is a critical process for preparing departments for a successful academic session. By reviewing documentation, faculty assignments, curriculum, student support, resources, assessment methods, and faculty development needs; departments ensure they are well-prepared to meet the academic challenges of the upcoming semester. This thorough review ensures that the department remains aligned with institutional goals and provides students with the best possible learning environment.



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