



INTERNAL ACADEMIC AUDIT REPORT

According to the EOMS Internal Academic plan for the year 2023-24, the Internal Academic Audit was planned between 02.06.2024 to 06.06.2024 to assess the various process including the Curriculum design Process, Teaching- Learning process, Examination Process, Research Process and Activities etc., for the academic year 2023-24. Inline with the same the Internal academic Audit's opening meeting was conducted on 04.06.2024 and the closing meeting was conducted on 19.06.2024.

The following Faculty members were deputed as Internal Academic Auditors for the Internal Academic Audit 2023 – 24

Internal Academic Audit for 2023-2024

Department	Auditor
Architecture	Dr. Arumugam R, Asst.Prof. (SG), Department of Mathematics
Aerospace Engineering	Ar.Mullai J, Associate Professor, Department of Architecture
Bio Technology	Dr. Janani S, Associate Professor, Department of ECE
Computer Science and Engineering	Dr. Immaculate Mercy A, Programme coordinator. Department of CSA
Commerce	Dr. Jayanthi J, Asst.Prof. (SG), Department of Mathematics
Chemistry	Ar. Suganthi S, Asst.Professor (SG), Department of Architecture
Computer Science and Applications	Dr. Subendiran S, Programme coordinator, Department of Commerce
Civil Engineering	Dr.C.Arun, Asst.Prof (SG), Department of Bio Technology
Electronics and Communication Engineering	Dr. Sasikala A, Associate Professor, Department of Mathematics

Electrical and Electronics Engineering	Dr.Anupriya , Associate Professor, Department of Civil Engineering
English	Dr.Preethi G, Programme Coordinator Department of CSA
Education	Ms. Bhuvaneswari J, Asst. Professor, Department of Management Studies
Mathematics	Mr. Karthick M, Asst. Professor, Department of Education
Mechanical Engineering	Dr.C.Vimala, associate Professor, Department of Mathematics
Management Studies	Dr.Maruliya Begam K, Asst. Professor (SG) Department of EEE
Social Work	Mr. Hari kumar M, Asst. Professor (SG), Department of Physics
Software Engineering	Ms. Saranya P, Programme coordinator, Department of Commerce
Physics	Dr.Arunganesh K, Asst. Professor (SS), Department of EEE
Political Science	Mr.Shivakumar N, Asst. Prof (SS), Department of Mechanical Engineering



**Director, EOMS
PMIST**



EDUCATIONAL ORGANISATIONS MANAGEMENT SYSTEM

Periyar Nagar, VallamThanjavur - 613 403, Tamil Nadu, India
Phone: +91 - 4362 - 264600 Fax: +91- 4362 – 264660
Email: uqms@pmu.edu Web: www. pmu.edu

INTERNAL ACADEMIC AUDIT 2023-24 – REPORT:

Observation made during the Introductory Meet:

The Meeting was convened by Director, EOMS

The following points were discussed during meeting regarding the Internal Academic Audit for the Academic year 2023-24

1. First internal auditors should get prior permission from concerned heads for doing audit.
2. Appreciate the process which are aligned with PMIST norms.
3. Every activity we should see INPUT – PROCESS and OUTPUT. For example, Value added course, input is request from the students, process is to conduct 30 hours' classes. Output is impact of the course.
4. Department best; practice is verified along with evidence.
5. It is to inform all the internal auditors to adhere the checklist and are asked to verify all the files rather than sampling.
6. To verify updated faculty profile and also faculty profile files of newly joined faculty members.
7. List of students to be verified hard copy.
8. Latest Time table updated in the file to be verified. With mention of the date of implementation.
9. Competency matrix with respective training programs to be verified.
10. Course plan, Course committee meeting, Department Meeting minutes, CO – PO attainment, CQI, Result Analysis, VAC to be verified.
11. List of Equipment (Department applicable) has to be in concurrence with that in the brain portal.
12. Lab Manual to be verified.
13. Department objectives, objective tracking, risk management, measurement of Efficacy of feedback analysis to be checked.
14. The reason for non-utilisation of the proposed budget to be verified.

15. Department activities as per action plan need to be verified. Any deviation to be justified.
16. Counselling record, mini project, major project, main project, training and placement files to be verified.
17. Extension activities, consultancy works, MoU with related activities, FDP attended by faculty members, staff attendance, best practices of the department files to be verified.
18. Student support and progression files to be verified.
19. While verifying the course file, course teacher's leave details to be compared. If it is completed what is the alternative measures to be adopted.
20. Activities report should be compared with action plan. If it is not executed what is the remedial measures.

Observation made during the Closure meet

Following are the observations and non-conformances given by the auditors.

- Department Procedure file to be updated
- No circular file
- Student Progression file to be updated
- Association activity file to be updated
- Internship file – process between input and output to be verified
- Competency matrix – evidence to be verified
- CQI file to be updated
- FDP attended outside the campus - documents file to be updated
- Course file and Work load should be compared and the file to be verified
- Document process for Course committee meeting file to be updated
- Course plan to be verified
- CQI file to be updated
- Outcome for the Value-added course, internship, FDPs, etc should be included
- Budget file to be updated
- Tracking of SLOW, MEDIUM and ADVANCED learners to be done and the improvement to be recorded
- Result analysis file to be updated
- Objectives and risk assessment file to be updated

- Faculty profile to be updated
- Efficacy of feedback analysis to be updated
- Competency matrix – evidence to be verified
- Training feedback to be collected

Follow up action

All the non-conformances raised by the auditors are closed by the respective heads on 11.06.2024.

A handwritten signature in red ink, appearing to read 'D. M. S.', is positioned above the printed name.

**Director, EOMS
PMIST**