

International Institute of Information Technology, Hyderabad
IQAC internal meeting held on 25.6.2021

Members Present: Prof P Krishna Reddy, Dr Marimuthu Krishnan, Dr Priyanka Srivastava and Dr Kasturi S Vijaya Sekhar

Agenda: Conducting Academic Audit (Internal & External) for the previous academic year 2020-21

Dr Marimuthu Krishnan has prepared a tentative plan and gave a powerpoint presentation on how to conduct the Academic Audit for the recently completed academic year on campus.

He has shared that a standard academic audit document (AAD) must be circulated to all the faculty members. Later, the course instructors will have to submit the filled-in documents to the academic office. These submitted documents will be scrutinized by an internal academic audit committee consisting of senior faculty members of IIIT-H. The final audit report duly-signed by the committee will be submitted to IQAC for further review by an external committee during the external audit.

Dr Krishnan has also shared that a single Academic Audit Document (AAD) must accomplish nearly 20 criterions viz., Infrastructure facilities for teaching, lab equipment, A/V facilities, research project reports of the students, expert lectures organized as part of the course offerings, outreach programmes and a Course File etc., A Course File, which is a sub-set of the Academic Audit document, consists of the important academic elements such as course syllabus, schedule, Question paper along with the scheme of evaluation, Marks list and Grades etc.,

Dr Krishnan also emphasized on providing the training program for the audit committee members on Do's and Don'ts for the conduct of audit and, on how to prepare the final audit report document.

Later, he has highlighted the responsibilities of each department during this process such as academic, administration and Stats Cell for accomplishing the task within the stipulated timelines.

Finally, the tentative timelines proposed for each task are listed below.

- i. Approval from the Director, Dean (A), and Registrar for conducting the internal audit by 3rd July
- ii. Collecting the Course files and centre-related files by 25th July
- iii. Final Academic Audit Documents must be ready by 30th July
- iv. Internal audit can be completed by 15th August 2021

The members approved the above proposal for conduct of the Internal Academic Audit at IIIT Hyderabad for the previous academic year 2020-21.
