



Einstein Academy of Technology and Management

(Managed by Udayanath Educational & Charitable Trust, Bhubaneswar)
Approved by AICTE, Govt. of India, New Delhi & Affiliated to BPUT, Govt. of Odisha
An ISO:2015 Certified Degree Engineering College

Academic Audit and Feedback Committee





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Academic Audit and Feed Back Committee

Objectives:

- To Inspection & Vigilance of all the departmental activities of academic & non-academic activities other than the accounts and administration and report to higher authority.
- To monitor the progress of the syllabus, quality of teaching, regular class work and to take the feedback from students in a definite interval of time for the proper implementation of teaching learning process.
- To keep track of students' attendance and to find out the reason behind if any shortage or lapses in their academic curriculum and assignments.

The Committee consists of following members

Sl. No.	Names	Status
1	Prof. (Dr.) Suwendu Prasad Sahu	Principal
2	Prof. (Dr.) Arobinda Dash	Convener
3	Prof. Deepti Ranjan Sabat	Co-convener
4	Prof. Jharana Paikray	Member
5	Prof. Ashisha Kumar Mohanty	Member
6	Prof. Banahansi Mohanty	Member
7	Prof. Jagannath Mallick	Member

Faculty Role:

1. Attendance must be taken for each lecture/practical/tutorial classes preferably at the beginning of each lecture/practical/tutorial hour.
2. Faculty may grant attendance to a student up to 10 minutes late for the first instructional hour of the day. However, faculty may also exercise their own



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- discretion for permitting any late comer to enter the class by giving/withholding attendance. In case of laboratory classes, attendance shall be given at the end of the laboratory class.
3. The present and absent of a student should be marked in a cumulative manner in the attendance register.
 4. Students shall be allowed to get attendance if they are involved in extracurricular activities with prior permission from the office of the principal. To get the total attendance, the extracurricular attendance shall be added to the regular attendance to calculate percentage of attendance.
 5. To encourage participation from students in College activities like IRIS, MOSAIC and Annual day, 15% attendance shall be given for event coordinators and 10% to others, who participate, provided they submit necessary permissions granted by the concerned authorities for the same and fulfil 75% attendance criteria at the end of the semester in the concerned subject.
 6. To announce defaulters' names in the classroom and collect their signatures.

Roles and Responsibilities:

1. The committee should make the academic audit in equal intervals. i.e. two times per semester regarding the understanding, coverage of syllabus and the effectiveness of teaching.
2. The audit should make just before the two class tests prescribed by the university.
3. The committee should pass the information gathered to the respective HODs and Accademic council for further action.
4. They must be quite honest in collecting the feedback and doing audit for effective implementation of teaching learning process.



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5. Committee is responsible to maintain all the documentations regarding their work and free to submit when and where the higher authority will ask.
6. The committee has duly appointed by the competent authority in order to inspect, monitor & Vigilance various academic and non-academic activities within the institution premises.
7. This committee should have check & inspect the departmental works of anomalies, corruption, file movement, cause of delay, purchase of things, such allegation against any purchase of things or complain against any employee of the college.
8. The committee is otherwise known as “fact finding team”. Because it’s major role is findings the real fact or cause and reported to the higher authority immediately. In order to initiate departmental & legal action against the related victim.
9. This committee audited all departmental files at least once in an academic year that from 31st March to 30th June of every year and submit its report by the convener by maintain of secrecy and confidential.
10. If any other assignment given at any time by the Principal & higher authority, then the committee must take the responsibility to audit & inspect in such cases.
11. To monitor, check and report the discrepancies in attendance (if any) with respect to the assigned time table for the measure to be implemented.
12. The subject teachers shall be intimated as to when and to whom the attendance sheets are to be submitted. Absentees’ attendance list shall be displayed in the notice board within two days of receiving the attendance record.

NB: It is the high responsibility of the committee members to provide utmost support to both convener and co-convener for the complete execution of decided and finalized works within the time limit. Hence, for any deviation, Convener, co-convener and all the members will hold the responsibility and the higher authority will have every right to take necessary action as deemed fit.