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**KMCT INSTITUTE OF
TECHNOLOGY AND MANAGEMENT**

INTERNAL ACADEMIC AUDIT REPORT

Internal Quality Assurance Cell (IQAC)

Academic Audit Report – Academic Year: 2024–25

1. Introduction

The Internal Quality Assurance Cell (IQAC) conducted an Internal Academic Audit to evaluate the academic preparedness and quality assurance practices of the newly established departments offering **MBA, MCA, BBA, and BCA programmes** during the academic year **2024–25**. As this was the **first year of programme implementation**, the audit primarily focused on assessing institutional readiness, compliance with statutory requirements, curriculum implementation, teaching-learning processes, student support mechanisms, infrastructure, documentation, and governance.

The audit was carried out through verification of departmental records, classroom observations, laboratory inspections, faculty interactions, and review of academic documentation. The committee assessed the departments' efforts in establishing effective academic systems aligned with university regulations, AICTE guidelines and IQAC quality initiatives while identifying strengths and areas requiring further development.

2. Audit Observations

Academic Planning and Curriculum Delivery

The departments successfully prepared and implemented the academic calendar in accordance with the university schedule. Course allocation, workload distribution, timetable preparation, and lesson planning were completed before the commencement of classes. Faculty members maintained course files containing lesson plans, attendance records, assignments, internal assessment records, question papers, and course delivery documentation.

ICT-enabled teaching methods, smart classrooms, seminars, presentations, group discussions, and practical sessions were effectively utilized to facilitate student learning. Faculty members demonstrated commitment towards establishing an effective academic environment during the inaugural year of the programmes.

Student Performance and Evaluation

Internal assessments were conducted transparently in accordance with university regulations. Assignments, internal examinations, attendance, seminars, presentations, and practical performance were considered for continuous assessment.

Faculty members continuously monitored students' academic progress through mentoring, tutorial support, and counselling. As the programmes commenced during this academic year, the departments have initiated mechanisms for academic monitoring and continuous improvement.

Laboratory and Learning Resources

The laboratories and computer facilities required for the programmes were established with appropriate hardware, software, networking facilities, and internet connectivity. Laboratory manuals, stock registers, maintenance records, and safety procedures were maintained satisfactorily.

The departments encouraged students to utilize digital learning platforms, online resources, and practical sessions to strengthen their technical and managerial competencies.

Student Support and Extension Activities

A mentoring system has been established to monitor students' academic progress and personal development. Orientation programmes, career guidance sessions, placement awareness programmes, soft skill training, technical workshops, and student development activities were organized during the academic year.

The departments encouraged student participation in seminars, workshops, professional activities, community engagement programmes, and extracurricular activities to support holistic development.

3. Areas Needing Improvement

Research and Innovation

Since the departments are newly established, research activities are at an initial stage. Faculty members should be encouraged to undertake research publications, interdisciplinary projects, innovation activities, and funded research proposals to develop a strong research culture.

Faculty Development Programmes

More Faculty Development Programmes (FDPs), workshops, certification courses, and training programmes should be organized to enhance faculty competency in emerging technologies, management practices, and outcome-based education.

Academic Monitoring

The departments should continue strengthening academic monitoring through regular tutorial sessions, mentoring, remedial support, and periodic review meetings to ensure improved student performance in future university examinations.

Faculty Qualification Enhancement

Eligible faculty members should be encouraged to pursue doctoral programmes and advanced professional certifications to strengthen academic excellence and research capability.

Industry Interaction

The departments should establish collaborations with industries, organizations, and professional bodies for internships, guest lectures, industrial visits, consultancy opportunities, and skill development programmes.

Professional Associations

Student chapters and departmental associations should be strengthened through technical talks, management conclaves, coding competitions, workshops, innovation activities, alumni interactions, entrepreneurship programmes, and participation in professional bodies such as IEEE, CSI, ISTE, ACM, CII, and management associations.

4. Recommendations and Conclusion

The Audit Committee appreciates the sincere efforts made by the institution in successfully launching the **MBA, MCA, BBA, and BCA programmes** during the academic year **2024–25**. The departments have established the essential academic infrastructure, faculty resources, teaching-learning processes, student support systems, and documentation required for effective programme implementation.

As these programmes are in their initial phase, the departments should focus on strengthening research activities, faculty development, industry collaboration, professional association

activities, placement initiatives, and continuous quality improvement mechanisms. IQAC should continue to monitor academic processes and support the departments in implementing best practices.

Overall, the committee concludes that the departments have established a **strong foundation for quality higher education** and demonstrate satisfactory preparedness for academic growth. With sustained efforts in academic planning, faculty development, student support, research, and industry engagement, the departments are well positioned to achieve excellence in the coming years.

Audit Team

Reviewed by

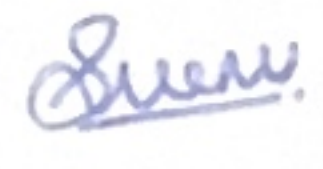
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IQAC AUDIT TEAM

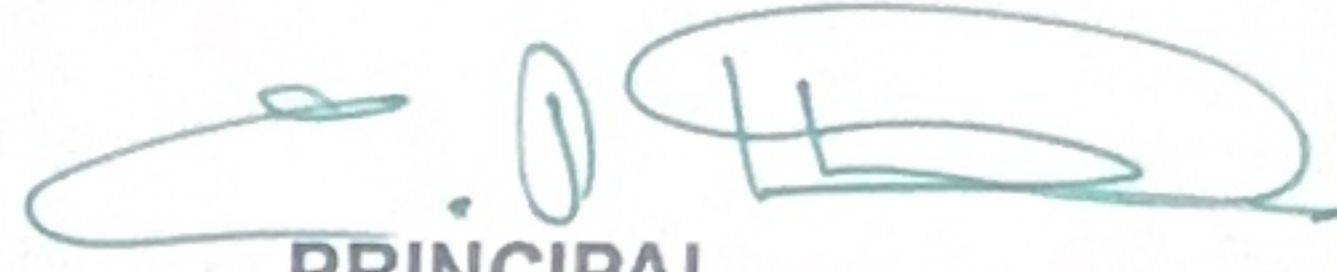
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