



ACADEMIC AUDIT POLICY

Prepared By

Academic Monitoring Committee (AMC)

Ganga Institute of Technology and Management, Kablana (Jhajjar)

**Approved by AICTE, Affiliated to M D University Rohtak, recognized under section 2(f) of
UGC Act, 1956**

GANGA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Academic audit grading policy

S. No	Items	Grade	Criteria for Grading of Award
1	Implementation of Academic Calendar	A	More than 90% adherence of academic calendar.
		B	75-90% adherence of academic calendar.
		C	Less than 75% adherence of academic
2	Implementation of Departmental Comprehensive Plan	A	100% implementation of departmental comprehensive plan.
		B	75- 90% implementation of departmental comprehensive plan.
		C	Less than 75%implementation of departmental comprehensive plan.
3	Course Files	A	100% Faculty prepared the course file.
		B	75-90% Faculty prepared the course file.
		C	Less than 75% Faculty prepared the course file.
4	Lesson Plan Execution	A	More than 90% faculty maintained lesson plan record
		B	75-90% faculty maintained lesson plan record.
		C	Less than 75% faculty maintained lesson plan record.
5	Syllabus Coverage Report	A	More than 90% syllabus coverage as per schedule.
		B	75-90% syllabus coverage as per schedule.
		C	Less than 75% syllabus coverage as per schedule.
6	Sessional Examinations Record	A	More than 90% students appeared in both sessional exams.
		B	75-90% students appeared in both sessional exams.
		C	Less than 75% students appeared in both sessional exams.
7	Implementation of Process of feedback forms collection & analysis	A	Feedback collected, analyzed and action taken.
		B	Feedback collected and analyzed.
		C	Feedback not collected / collected but not analyzed.
8	Result Analysis	A	More than 70% final year students passed.
		B	Less than 70% but more than 60% percentage final year students passed.
		C	Less than 60% final year students passed.
9	Attainments	A	More than 90% target meet.
		B	75-90% target meet.
		C	Less than 75% target meet.

10	Implementation of Process of Students Categorization & Initiatives	A	Process of Students Categorization was performed, analyzed and action taken.
		B	Process of Students Categorization was performed and analyzed.
		C	Process of Students Categorization not performed / performed but not analyzed.
11	Use of ICT Facilities	A	More than 90% teachers used ICT facilities effectively.
		B	Less than 90% but more than 75% teachers used ICT facilities effectively.
		C	Less than 75% teachers used ICT facilities effectively.
12	Experimental / Participative Learning Initiatives	A	More than 90% students participated.
		B	75- 90% students participated.
		C	Less than 75% students participated.
13	Seminars / Workshops / Industrial Training attended in Academic Year	A	More than 90% students participated in seminars/ workshops / industrial training programs organized by the department.
		B	75-90% students participated in seminars/ workshops / industrial training programs organized by the department.
		C	Less than 75% students participated in seminars/ workshops / industrial training programs organized by the department.
14	Extension Activities	A	3 or more activities organized in an academic year.
		B	1 or 2 activities organized in an academic year.
		C	No activities performed.
15	Activities Organized by Departmental Club/Society	A	3 or more activities organized in an academic year.
		B	1 or 2 activities organized in an academic year.
		C	No activities performed.

Grading: - A= Good, B = Satisfactory, C = Poor

Prepared by:
Coordinator -AMC

