

**Ajeenkya DY Patil School of Engineering, Lohegaon, Pune.**



# **Audit Course**

## **Standard Operating Procedure**

SoP No: SoP/ 2019 /2.2.1



## *Vision*

---

Empowerment through quality technical education

---

## *Mission*

---

M1: To achieve excellence in teaching, learning and research

M2: To impart skill based education to meet the needs of industry and Society

M3: To excel as a center of excellence in technical education

M4: To inculcate social & ethical values among the students

---

## *Quality Policy*

---

We strive to impart the quality technical education through academic excellence and provide best of facilities to satisfy the need & expectations of the students & stakeholders.

---

## Audit Course

### Standard Operating Processes (SoPs)

1. **Selection of Audit Course from SPPU Syllabus**
  - a. Head of Department (HoD) meeting with Dean of Student Development (DSD) to select the Audit course at the beginning of each semester.
  - b. Give preference to courses available on Swayam, NPTEL, and other virtual platforms such as Udemy, UpGrad, Jigsaw Academy, Udacity, Digital Vidya, Edureka, Eduonix, Skillshare, etc.
  - c. Emphasize skill development and personality development by arranging external faculty and assigning dedicated teaching slots to them.
  - d. Ensure the selected Audit course for the subsequent semester is linked with the previous one.
2. **Registration of NPTEL or Virtual Courses or Skill Development**
  - a. Promote awareness among students about the SPPU syllabus and grading system. Make the selected course compulsory for all students.
  - b. Create a list of students who have registered for the courses and submit it to the DSD
  - c. Encourage maximum student participation in the Audit course by highlighting its benefits and relevance to their academic and professional development.
3. **Review of Course Execution**
  - a. Faculty members should submit a review of the course execution to the Department Coordinator of Student Development (DCSD).
4. **Assessment of the Audit Course**
  - a. Request students to apply for exams through the Swayam/NPTEL portal and obtain a certificate upon successful completion.
  - b. If an external faculty is invited, issue a certificate from the department.
5. **Record of the Submission:** Submit the original records of the Audit course to the Dean of Student Development (DSD).

Sr.	Particular	Timeline	Due Date
1	Assign dedicated faculty members to the Audit course and allocate specific slots in the timetable for their teaching	1st week	
2	Select the Audit course from the SPPU Syllabus in consultation with the DSD and the HoD	1 <sup>st</sup> week	
3	Identify the course available on Swayam, NPTEL, and other virtual platforms.	1 <sup>st</sup> week	
4	Identify skill development and personality development course	1 <sup>st</sup> week	
5	Registration of the NPTEL or Virtual course or skill development	2 <sup>nd</sup> week	
6	Submit the list of registered students to the DSD	2 <sup>nd</sup> week	
7.	Conduct the first review of the course execution and submit the status report to the DSD	5 <sup>th</sup> week	
8.	Conduct the second review of the course execution and submit the status report to the DSD	8 <sup>th</sup> week	
9.	Conduct the assessment of the Audit Course	9 <sup>th</sup> week	
10	Submit the records of the Audit Course	10 <sup>th</sup> week	













