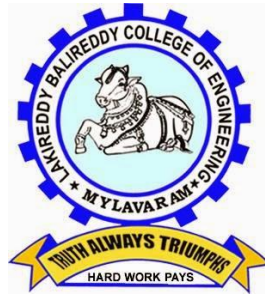


Audit Policy

(Academic, Administrative, ISO and Financial Audit)



Lakireddy Bali Reddy College of Engineering
(Autonomous)
Mylavaram – 521230

1. Preamble

Lakireddy Bali Reddy College of Engineering is committed to maintaining excellence, accountability, transparency, and continuous improvement in all academic, administrative, financial, and quality management processes. To ensure systematic monitoring and evaluation of institutional performance, the institution adopts a comprehensive audit mechanism integrating Academic Audit, Administrative Audit, ISO-based Quality Audit, and Financial Audit systems.

The policy aims to strengthen institutional governance, ensure regulatory compliance, promote quality enhancement, and support accreditation and ranking processes.

2. Purpose of The Policy

The purpose of this policy is to:

- Establish a structured audit mechanism for academic, administrative, quality, and financial systems.
- Ensure transparency, accountability, and compliance with institutional and statutory requirements.
- Promote continuous quality improvement through periodic audits and corrective actions.
- Strengthen institutional effectiveness and stakeholder confidence.
- Support institutional accreditation, ranking, and quality certification processes.

3. Objectives

The objectives of the Audit Policy are to:

- Ensure quality in teaching-learning, evaluation, and outcome-based education processes.
- Strengthen governance and administrative efficiency.
- Ensure compliance with ISO Quality Management Systems and institutional procedures.
- Maintain financial transparency, accountability, and statutory compliance.
- Identify gaps and recommend corrective and preventive actions.
- Enhance institutional effectiveness through evidence-based quality improvement.
- Facilitate preparedness for accreditation, ranking, and regulatory assessments.

4. Scope

This policy applies to all academic and administrative units of the institution including:

- Academic Departments and Programmes
- Administrative Offices and Support Services
- Research, Innovation, Consultancy, and Extension Activities
- Finance and Accounts Sections
- Examination and Evaluation Systems
- Library and Learning Resources
- Infrastructure and Maintenance Systems
- ISO Quality Management Systems
- Student Support and Welfare Systems

5. Guiding Principles

The audit system of the institution shall be guided by the following principles:

- Transparency
- Accountability
- Continuous Improvement
- Compliance with Regulatory Norms
- Evidence-Based Evaluation
- Participative Governance
- Quality Enhancement
- Ethical and Financial Integrity

6. TYPES OF AUDITS

6.1 Academic and Administrative Audit (AAA)

a) Internal Academic Audit

Internal Academic Audit shall be conducted by the institution through IQAC and Dean (Academics) to assess the effectiveness of teaching-learning processes and academic administration.

b) External Academic and Administrative Audit

External AAA shall be conducted by external academic experts and peer reviewers to evaluate institutional quality benchmarks and best practices.

6.2 ISO Audit (Quality Management Audit)

ISO Audit shall be conducted as per applicable ISO standards including:

- ISO 21001:2018 – Educational Organizations Management System
- ISO 14001:2015 – Environmental Management System
- ISO 50001:2018 – Energy Management System

The audit includes:

- Internal ISO Audit
- External Certification/Surveillance Audit

6.3 Financial Audit

a) Internal Financial Audit

Periodic internal financial audits shall be conducted to verify financial discipline, budgeting, expenditure, and compliance.

b) External Financial Audit

External statutory audits shall be conducted by qualified Chartered Accountants to ensure legal and statutory compliance.

7. Key Audit Areas

7.1 Academic

- Curriculum Planning and Delivery
- OBE Implementation and CO-PO Attainment
- Teaching-Learning Processes
- Student Assessment and Evaluation
- Faculty Workload and Development
- Remedial Measures and Slow Learner Support
- Innovative Teaching Practices
- Internship, Project, and Seminar Monitoring

7.2 Administrative

- Governance and Leadership
- Policy Implementation
- Human Resource Management
- Student Support Services

- Grievance Redressal Mechanism
- E-Governance and Documentation
- Institutional Best Practices

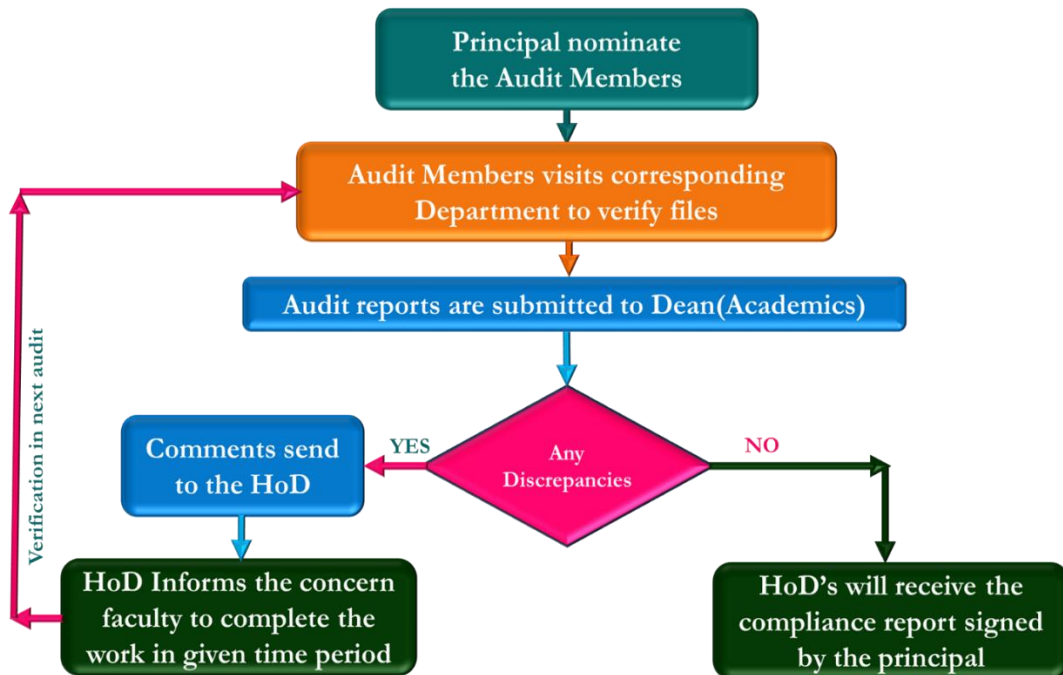
7.3 ISO Quality Audit Areas

- Process Documentation
- Standard Operating Procedures (SOPs)
- Risk Management and Compliance
- Corrective and Preventive Actions (CAPA)
- Quality Monitoring Systems
- Continuous Improvement Practices

7.4 Financial Audit Areas

- Budget Planning and Utilization
- Procurement Procedures
- Grants and Fund Utilization
- Statutory Compliance
- Financial Record Maintenance
- Asset and Infrastructure Maintenance
- Transparency in Expenditure

8. AUDIT PROCESS



8.1 Internal Academic Audit Process

The Internal Academic Audit shall be conducted twice in each semester under the coordination of Dean (Academics).

Process:

- IQAC formulates academic audit guidelines and parameters.
- Dean (Academics) constitutes audit teams.
- Audit teams review departmental academic records and practices.
- Audit observations and findings are documented.
- Departments submit Action Taken Reports (ATR).
- Corrective measures are monitored by IQAC and Dean (Academics).

Major Audit Components

i). Theory Courses

- Attendance Registers
- Syllabus Availability
- COs and Course Delivery
- ICT-Based Teaching
- Tutorials and Remedial Classes
- Mid/End Examination Analysis
- CO Attainment and ATR

ii). Laboratory Courses

- Conduct of Experiments
- Lab Records and Observation Books
- Internal Assessment
- Additional Experiments
- CO Attainment

iii). Projects/Internships/Seminars

- Project Allocation and Reviews
- Continuous Evaluation
- Technical Report Assessment
- Internal Marks Analysis
- CO Attainment

8.2 External Academic and Administrative Audit

The External AAA shall be conducted annually by IQAC through external experts.

Process:

- IQAC constitutes external audit teams.
- Audit teams interact with Principal, IQAC, and Departments.
- Verification of records, processes, and facilities is carried out.
- Audit findings and recommendations are documented.
- IQAC prepares implementation proposals based on audit observations.
- Corrective actions are monitored periodically.

Focus Areas

- Curricular Aspects
- Teaching-Learning and Evaluation
- Research and Innovation
- Infrastructure and Learning Resources
- Student Support and Progression
- Governance and Leadership
- Institutional Best Practices

8.3 ISO Audit Process

ISO audits shall be conducted annually by certified auditors.

Process:

- Maintenance of ISO documentation and SOPs.
- Internal ISO audits by Quality Cell.
- External surveillance/certification audit by accredited agencies.
- Identification of non-conformities.
- Implementation of CAPA measures.
- Continuous monitoring for quality compliance.

8.4 Financial Audit Process

i). Internal Financial Audit

- Conducted periodically by Finance Committee and Finance Manager.
- Verification of transactions, budget utilization, and expenditure records.
- Identification of discrepancies and implementation of corrective actions.

ii). External Financial Audit

- Conducted annually by statutory auditors/Chartered Accountants.
- Verification of financial statements and statutory compliance.
- Submission of audit reports to management for corrective measures.

9. FREQUENCY OF AUDITS

Audit Type	Frequency
Internal Academic Audit	Twice in a Semester
External Academic & Administrative Audit	Annually
External ISO Audit	Annually (Certification/Surveillance)
Internal Financial Audit	Quarterly
External Financial Audit	Annually

10. ROLES AND RESPONSIBILITIES

IQAC

- Plan and coordinate AAA activities
- Monitor implementation of audit recommendations
- Ensure quality compliance

Dean (Academics)

- Coordinate internal academic audits
- Monitor academic quality initiatives
- Review departmental compliance

ISO Coordinator / Quality Cell

- Maintain ISO documentation
- Conduct internal ISO audits
- Coordinate certification audits

Finance Committee

- Monitor budgeting and fund utilization
- Ensure financial compliance
- Review financial audit findings

Audit Committee

- Conduct internal audits
- Prepare and submit audit reports
- Recommend corrective measures

Departments and Units

- Maintain required records and evidence
- Cooperate during audits
- Implement corrective actions

11. DOCUMENTATION AND RECORDS

The following documents shall be maintained:

- Audit Schedules
- Audit Checklists and Formats
- Internal and External Audit Reports
- Non-Conformance Reports (NCR)
- Corrective and Preventive Action Reports
- Action Taken Reports (ATR)
- Financial Statements and Compliance Records
- ISO Documentation and SOPs

12. OUTCOMES OF AUDITS

The audit system is expected to result in:

- Improved Academic Quality
- Enhanced Administrative Efficiency
- Strengthened Quality Assurance Systems
- ISO Compliance and Certification
- Financial Transparency and Accountability
- Improved Accreditation and Ranking Performance
- Better Governance and Institutional Credibility

13. CONTINUOUS QUALITY IMPROVEMENT

The institution shall ensure continuous quality enhancement through:

- Integration of audit findings into strategic planning
- Faculty and staff capacity-building programs
- Adoption of best practices
- Periodic review and revision of policies
- Monitoring implementation of corrective actions

14. TRANSPARENCY AND COMPLIANCE

The institution shall ensure:

- Transparency in audit processes and reporting
- Availability of audit evidence for accreditation purposes
- Compliance with statutory and regulatory bodies
- Proper communication of audit outcomes to stakeholders

15. EXPECTED IMPACT

Implementation of this policy shall contribute to:

- Strengthened governance and accountability
- Enhanced teaching-learning effectiveness
- Sustainable quality assurance mechanisms
- Improved stakeholder satisfaction
- Better institutional performance and reputation

The Institute shall continuously review and update the approved policy and is committed to its implementation.

Policy History:

Version	Approved by	Implementation and Monitoring by
V1.0(Original)	20 th Meeting of GB held on 31-01-2026	IQAC and Dean (Academics)