



ADITYA COLLEGE OF ENGINEERING & TECHNOLOGY
Aditya Nagar, ADB Road, Surampalem 533437

INTERNAL QUALITY MANAGEMENT COMMITTEE

STANDARD OPERATING PROCEDURE (SOP)

By following the circular issued from IQAC to plan an Internal Quality Management Committee, the accompanying method is being prepared for implementation.

- 1) A Circular will be issued regarding the audit process to the heads of the departments 15 days in advance
- 2) As per the instructions given by the principal, IQMC will form an audit committee which consists of senior members representing all the departments. The IQMC coordinator will explain the roles and responsibilities of the committee.
- 3) The Audit will be done once in an Academic year in every department.
- 4) The committee will review the below mentioned files during audit.
 - (i) Course files
 - (ii) Lab File audit
 - (iii) Personal file
 - (iv) Project file
 - (v) Department audit
- 4) At the authoritative level the accompanying reports are to be evaluated by the advisory group

The committee will hand over the audit report to the head of the department for action taken and explanation to IQAC chairman.




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