

ACADEMIC & ADMINISTRATIVE AUDIT (AAA) MANUAL

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INTRODUCTION

Academic and Administrative Audit (AAA) is a systematic evaluation process aimed at assessing the efficiency, effectiveness, and overall performance of educational institutions. It serves as a vital tool to enhance institutional excellence by identifying strengths, weaknesses, opportunities, and threats in both academic and administrative domains.

In the academic sphere, the audit evaluates teaching methodologies, curriculum relevance, student performance, faculty competence, and research contributions. It ensures adherence to quality standards and alignment with educational objectives. Additionally, administrative audit focuses on evaluating administrative processes, resource management, infrastructure, financial management, and compliance with regulatory guidelines.

The internal audit is conducted out by the internal AAA committee laid down by the IQAC of the University based on the seven criteria of NAAC within a structured AAA format.

AIM

The aim of the audit is to review and appraise the documents of academic and administrative processes pertaining to teaching-learning-evaluation, research, consultancy, infrastructure, students' support system etc. of various Schools and sections of the University to maintain high standards in field of education and research.

OBJECTIVES OF AAA

The major objectives of AAA are:

- To understand the existing system and their strengths & weaknesses to suggest the improvement for meeting the institution's development goals.

- To encourage the evidence-based decision-making in all the academic and administrative processes.
- To evaluate the optimum utilization of all available academic and administrative resources along with financial aspects.
- To set the benchmarking by identifying the best practices properly aligned with seven criteria of NAAC.

AAA COMMITTEE

Internal AAA committee will be composed with a group of 4-5 faculty members of all cadres having representation from each School of the University. The members of the Internal AAA shall be nominated by the Vice Chancellor.

External AAA committee will be constituted with 3-4 external experts of different A and A+ University and have the vast knowledge of academic and administrative processes of Higher Education and 2-3 internal senior faculty members (Professor) including Director IQAC.

Internal members of the committee will submit the compiled report of AAA incorporating the recommendation of experts for the further action IQAC.

AAA PHASEWISE PROCESS:

The AAA conduct at two levels i.e. Internal AAA (Every Year) and External AAA (once in 3 Years). AAA will be completed in 3 phases:

1. Preparation Phase:

a. Constitution of Internal/External Audit Committee: The University appoints a dedicated Internal/External Audit committee comprising qualified and experienced members to oversee the whole AAA process effectively.

b. Designing Audit Format: An audit format prepared by IQAC which covers all the seven Criteria of NAAC is filled by the AAA committee members based on their observations.

c. Develop Audit Initiation Plan: A comprehensive audit conduction plan prepares including audit scope, methodologies, timelines, and responsibilities of the audit team prepared before initiation of audit.

d. Resource Allocation: All the necessary resources allocation to the audit team members required for the audit.

2. Execution Phase:

a. Data Collection: All the relevant data and documents related to academic programs, administrative processes, financial records, human resources, infrastructure, and other areas are collected.

b. Conduct face to face interaction: Interaction with the stakeholders i.e. faculty, staff, alumni, parents and students to gather insights and feedback regarding academic and administrative operations.

c. Review of Policies and Procedures: Evaluation of the existing policies and procedures to ensure their proper implementation with regulations and standards.

d. Assessment of Academic Programs: Evaluate the curriculum, teaching methods, assessment processes, library resources and student outcomes to ensure alignment with stated learning objectives and quality standards.

e. Assessment of Administrative Processes: Appraise the administrative processes, including admissions, student support services, human resources, finance, and facility management, to identify areas for improvement and ensure efficiency and effectiveness.

3. Analysis and Reporting Phase:

- a. **Data Analysis:** IQAC analyzes the collected data, identify trends of improvements and gaps, weaknesses, and strengths by comparing with the benchmarks and best practices.
- b. **Prepare Audit Report:** IQAC prepares a detailed audit report highlighting findings, observations, and incorporating the recommendations of experts on various academic and administrative aspects.
- c. **Recommendations and Corrective Actions:** IQAC suggests the possible action plan on the basis of expert's recommendations on identified deficiencies.
- d. **Present Audit Report:** IQAC presents the compiled AAA report to the Academic Council highlighting critical areas of concern, proposed improvements, and necessary corrective actions for further approval.

4. Follow-up Phase:

- a. **Monitoring Implementation:** IQAC monitor the implementation of recommendations and corrective actions as per the defined timelines through quarterly performance analysis process.
- b. **Periodic Reviews:** Conduct Six months audit to assess the progress of implementation and provide further guidance and adjustments if needed.

Note: The scope of the Audits may be modified as per the decisions of the Competent Authorities.