Academic and Administrative Audit

(2022-23)

Academic and Administrative Audit (AAA)

Academic and Administrative Audit (AAA), endures as an essential element for maintaining the standard of excellence in Higher Education. A strong administrative setup and periodical auditing serves as a foundation for a quality oriented academic system.

Academic Audit: Academic audit is understood as a scientific periodic and systematic method of reviewing the quality of the academic process in the institution. It is related to quality assurance and enhancing the quality of academic activities in HEIs.

Administrative Audit: It is considered as a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments' control of the overall administrative system etc.

Academic and Administrative Audit enhances constant judgment, quality improvement and necessary nourishment, leading to best practices of the various academic programmes. It aims to document facts backed by empirical data which is a hallmark of excellence, and moreover a practice indispensable in academic programmes.

The audit aims to

- Present a faculty-driven process for an unending progression.
- Encourage integration across programs and disciplines.
- Subject every department to external analysis.
- Give self-evaluation based on quality standards.

The main objective of the audit is to update

- Curriculum, teaching and learning.
- Examination and evaluation methods.
- Research, Innovation and Extension
- Infrastructure and Learning Resources

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- Student Support and Progression
- Unique healthy Practices

The audit process strictly adhered to a Performa structured by the IQAC for the evaluation based on Course content

- Teaching-Learning Process
- Results
- Feedback system
- Research
- Infrastructure
- Department Administration, and
- Other academic-oriented activities

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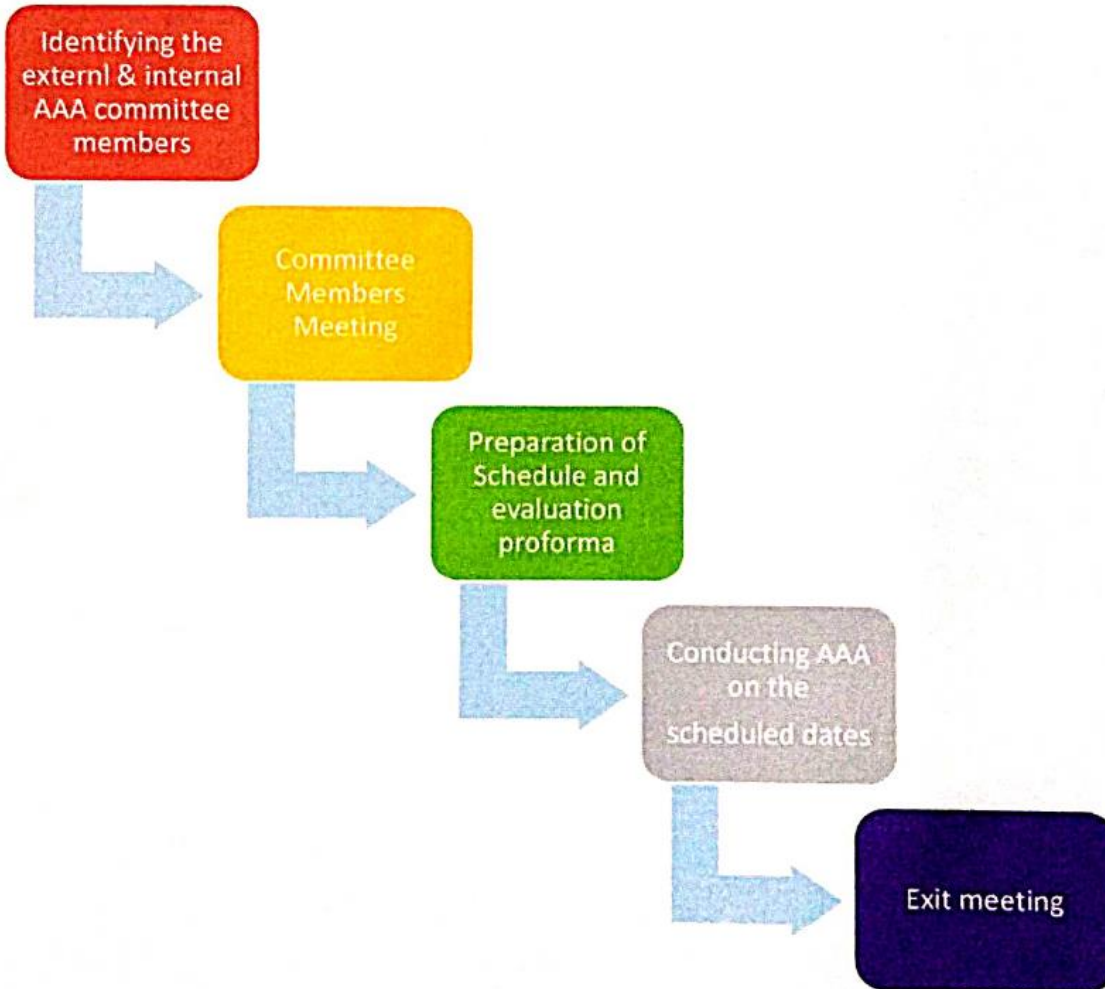Education (B.Ed.) Pingli Road, Parbhani

Process Involved: The process involved for the AAA by the members is given below. The review process for the year 2022-2023 is carried out by internal committee members.

Identifying the external & internal AAA committee members, Committee Members Meeting, Preparation of Schedule and evaluation Performa, Conducting AAA on the scheduled dates, and Exit meeting

The report will have the following components

- Strength
- Weakness
- Opportunities
- Challenges
- Recommendations

Internal Audit Committee

As per the names suggested and their consent, Academic and Administrative Audit Committee for the year 2022-23 consisting of the following members were constituted by the Principal:

SR.NO.	NAME	DESIGNATION
1	Mrs. GIRI M.A.	CHAIRMAN
2	DR.GIRI A.D.	MEMBER
3	MRS.CHAVAN P.A.	MEMBER
4	MR.GALDHAR N.N.	MEMBER
5	MR.RODGE S. H.	MEMBER
6	MRS.PAITHANE K.N.	MEMBER

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Academic and Administrative Audit schedule

02 February 2023

Academic and Administrative Audit was conducted from 2 February 2023. Since peer review is the backbone of AAA, the senior faculty members on the basis of their credentials such as academic distinctions, experience and professionalism were selected as internal auditors for AAA & an expert from other college. The committee was assisted by the Academic Policies & Administration in conducting the audit, and it briefed the committee members about the objective of the audit and the procedure involved.

The AAA Committee had a formal meeting with the Principal who serves as the Chairman of the committee. The Chairman presented the overview of the college, developments and the achievements made during the assessment year.

The members visited the departments and audited the infrastructural facilities such as classrooms, laboratories and interacted with the teaching staff to know the academic and administrative performance. All the related documents were presented to the members. After completing all stages of inspection and interactions in the department, AAA Report covering the observations was prepared for the respective departments by the members. Individual department reports are enclosed with this report.

The committee further visited the central facilities such as the Examination section, Computer centre, NSS, Placement cell, Library and other general facilities. The Committee, after going through all stages of inspection and interactions, prepared the AAA report for the college covering the summarized observations and recommendations.

Overall Report of Academic and Administrative Audit Committee

Academic Audit was conducted to review the mechanisms of the college for monitoring and strengthening the academic quality and standards. Maxim um three internal experts from various

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disciplines reviewed the departments and suggested their views. The commendable work of the department is highly appreciated by the Principal and Secretary. Head of the department, coordinators and Staff were requested to implement the suggestions of the experts in their departments. This academic exercise was an immense help and fruitful Endeavour to frame the best curriculum, teaching, learning and evaluation methodologies.

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Observation

The curriculum of all programmes has been designed to provide a holistic education. The curricula include academic knowledge, fundamental skills, and personality development, social and ethical values. Programme outcomes, programme specific outcomes and course outcomes have been framed to satisfy the national and global needs. They are aimed at equipping the students with critical and scholastic thinking.

All the classrooms, seminar halls and laboratories have ICT facilities. Science laboratories are equipped with state-of-the-art facilities. College has facilities for differently- abled students such as wheelchairs, battery car, ramps, and disabled-friendly toilets. The Library has textbooks and reference books, journals, videos, access to e-resources, Library Management Software and E-content resources. Archives have a collection of rare books, and manuscripts. Infrastructure for sports includes a field for various games

The college promotes various extra-curricular activities through organized service units, which help students to get trained in Leadership Skills and imbibe social responsibilities. It is mandatory for the first and second-year students to register for programme (Extension) in the curriculum.

 NSS students helped the district administration during the pandemic period. The college facilitated the general public with a Siddha medical centre in association with Government and also conducted vaccination camps.

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Recommendations

- Remedial classes to be improved.
- Mentor-mentee system to be streamlined.
- Collaboration and MoU should be encouraged.
- Incubation centre should be established.
- Multidisciplinary Research should be enhanced.
- Placement and student progression details should be maintained.
- Alumni meetings and contributions should be recorded properly.

Plan of Action on Academic and Administrative Audit

The Academic and Administrative Audit for 2022- 2023 indicated the strength and weaknesses and also the opportunities and challenges before the college with the SWOC analysis. It also made recommendations for further improvements/developments and the college worked on the same. The following plan of action is formalized.

S.No.	Area to be Focused	Plan of Action 1
1	Remedial Classes	• After continuous internal assessment the respective course teacher should identify the slow learners and give up the listing to the Head of the Department. • Remedial classes will be conducted weekly twice after the regular classes. • Periodical follow up to enhance students learning capacity.
2	Mentor-Mentee System	• Handbook may be updated as per the requirements of the accreditation agencies.
3	Collaboration and MOU	• Identifying the potential of the collaborators to promote the internship. • Department should have MOU with Industry to provide placements. • Reports of events held as part of MOU should be kept.
4	Research and Innovation	• SWOC analysis will be done to overcome the research barriers among faculty and scholars. • Challenges faced by faculty involved in research will be sought from the departments every three months. • Gaps identified will be rectified with an expert team of scientists from funding agencies/ internal

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		research mentors regarding writing, finding proposals, publications etc. • Research publications in SCOPUS/Web of Science and UGC listed journals should be increased.
5	Placement	• The placement cell should create a calendar for the academic year in collaboration with the Career Guidance committee.
6	Alumni	• Department wise meetings have to be conducted once in a semester (preferably August and March) and should be documented. • Establish a close linkage with alumni to support student placement, infrastructure and motivation. • Set up a close association with Alumni chapter.

External Auditor:

1 Dr.Sandhya

2 Dr Srinivas

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