

**Sipna Shikshan Prasarak Mandal, Amravati's**  
**Arts, Science and Commerce College, Chikhaldara**  
**Academic and Administrative Audit Report**  
**(2021-2022)**

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**Preface:**

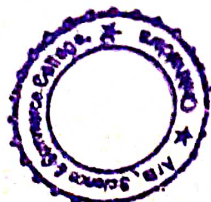
Arts, Science and Commerce College, Chikhaldara established the Internal Quality Assurance Cell (IQAC) in the year 2004 to assess the performance of the various departments and provide suggestions for necessary improvements of the quality of teaching, learning, and evaluation as well as research, administration curricular and extra-curricular activities.

The monitoring and assessment of the institutional process require a keen and transparent system of internal and external review. The Institution conducts regular/semester wise Academic and Administrative Audits (AAA) and undergoing External Quality Assurance process to continuously strive for excellence.

The IQAC conducts Academic and Administrative Audits (AAA) to monitor, assess, and evaluate the institutional process through systematic internal and external reviews. The Academic and Administrative Audits (AAA) is a peer review process including a self-study and department wise visit by committee members as per the directions of IQAC. The purpose of an academic audit is to encourage departments, programmes, and the institution to evaluate and assess their quality processes and standards based on predetermined benchmarks and to suggest activities required to produce, assure, and regularly improve the quality of the whole system in place including curricular and co-curricular programmes and activities and the infrastructure and support services.

**Academic Audit:** - Academic Audit is a transparent and systematic method of reviewing the quality of academic process in the institution. It is related with the quality assurance and enrich the quality of academic activities in HEIs.

**Administrative Audit:** -Administrative audit is called 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.



**Objectives of Academic and Administrative Audits (AAA): -**

- To know and understand the existing policy and procedure to assess the strengths and weaknesses of the departments and administrative units and provide suggestive measures to bring an expected improvement.
- To identify the barriers in the existing administrative mechanisms and to identify the scope for academic reforms, administrative reforms, and examination reforms etc.
- To assess the optimum utilization of financial resources.
- To suggest the measures for unremitting improvement of quality keeping in mind criteria and reports by NBA, NAAC, and other bodies.
- To design effective teaching, learning and evolution processes
- To assess and evaluate course and programme outcomes (COs & POs).
- To develop assessment of students.
- To assure quality education by implementation of co- curricular and extracurricular activities.

**Methodology: -**

As per the direction given by IQAC and learning from good practices implemented by leading institutions within and outside India. The successful practices are adapted to suit specific context and requirement of the institution on various aspects such as given below:

**Duration:-**

The institute conducts Academic and Administrative Audits(AAA) once in a year as per the direction given by IQAC of the college.

**Formation of Committee: -**

IQAC of the college constitute the committee for Academic and Administrative Audits(AAA).



**Process: -**

Academic and Administrative Audits(AAA) is carried out as per direction of IQAC. It comprises following aspects;

- Teaching-Learning and evaluation.
- Learning outcomes.
- Research culture
- Continuity and consistency based on the vision and mission of the institution.
- Application of best practices suited to the institution and the departments.
- Community orientation and public perception
- Alumni and placement
- Continuous improvement towards total quality development of the students, teachers, and the institution.
- Good Governance

**Composition of Academic and Administrative Committee: -**

- Principal
- IQAC Coordinator
- Six Members from the Faculties

**Criteria for Academic and Administrative Audit: -**

With the kind approval of the authorities, IQAC of the college strategizes the procedures for conducting the audit as per predefined schedule. It nearly takes 10 to 15 days to complete the Internal Audit of the college.

**Domain determined by the Audit Panel:**

- Institutional Mission, aims and Objectives.
- Institutional Approach to Quality Assurance.



- Administrative and Management Issues.
  - A) Governance
  - B) Management of funds.
  - C) Management of academic activities,
  - D) Admissions.
  - E) Students Council.
  - F) Students' welfare.
  - G) Staff council.
  - H) Staff welfare.
  - I) Staff appointments, appraisal, and promotion.
  - J) Staff development.
  - K) The teaching and learning environment.
  - L) Learning Resources.
  - M) Programme organization delivery.
  - N) Teaching and learning.
  - O) Student Support.
  - P) Monitoring and assessment.
  - Q) Output, Outcomes and Quality Control.
  - R) Industrial Links/fieldwork-based Experience.

**Implementation of suggestions given by AAA committee members: -**

Internal Audit Committee conducted Academic and Administrative Audits (AAA) during 3<sup>rd</sup> and 4<sup>th</sup> week of July 2022 as per the direction of IQAC. The committee members visited the departments/cells/administrative sections as per the given schedule and verified related testimonials. The committee members prepared a report of short term and long-term suggestions and recommendations to comply with. The Principal and IQAC coordinator of the college finalized suggestions and recommendations of the Internal Audit Committee members and directed the concerned to make implementation of those suggestions given by Internal Audit Committee within given time.



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