Shri Tilok Jain Dnyan Prasarak Mandal's

Shri Anand College, Pathardi

District: Ahmednagar (MS), 414102.

Academic and Administrative Audit (AAA)
Policy and Procedures

Prepared by

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Introduction:

The Academic Administrative Audit for HEI serves as a comprehensive framework designed to evaluate and strengthen the academic and administrative dimensions of an institution. This audit is not merely a compliance exercise but a strategic initiative aimed at fostering a culture of continuous improvement, accountability, and innovation within the academic administrative processes.

This audit is a collaborative endeavor involving all stakeholders – faculty, administrators, students, and external experts. Through a systematic and transparent assessment process, the audit aims to identify areas of strength, opportunities for improvement, and potential challenges. By leveraging the insights gained from the audit, senior colleges can refine their academic and administrative strategies, align them with best practices, and ensure the delivery of a world-class educational experience.

In essence, the Academic Administrative Audit for Senior College is a proactive measure that empowers institutions to adapt to the changing educational landscape, enhance institutional effectiveness, and maintain their commitment to academic excellence. This introduction sets the stage

for a thorough examination of the academic and administrative fabric of senior colleges, with the ultimate goal of fostering a vibrant and responsive learning environment.

The primary goal of the Academic Administrative Audit (AAA) is to scrutinize, evaluate, and assess the performance across various domains, including the teaching-learning process, research, extra-curricular activities, and administrative aspects related to the institution's departments. This process is instrumental in enhancing the overall quality of the institution by ensuring the optimal utilization and effectiveness of systems, infrastructure, practices, human resources, and facilities. The AAA provides valuable insights into the strengths, weaknesses, opportunities, and challenges of the institution. Subsequently, based on the findings in AAA reports, the institution adopts corrective and proactive measures in a forward-looking manner to continuously improve its functioning.

Procedure to be followed for AAA:

Conducting an academic and administrative audit involves a systematic and thorough process to assess various facets of an institution. Below is a

generalized procedure that can be adapted for an academic and administrative audit:

1. Preparation and Planning:

- **Define the Scope**: Clearly outline the scope of the audit, specifying the areas and departments to be evaluated.

- **Establish Audit Team**: Form a multidisciplinary team comprising internal and external experts with diverse skills and knowledge.

- **Develop Audit Criteria**: Create specific criteria and benchmarks against which the institution will be evaluated.

2. Information Gathering:

- **Collect Documents**: Gather relevant documents such as academic policies, administrative procedures, faculty profiles, curriculum documents, financial records, etc.

3. On-site Inspection:

- **Evaluate Infrastructure**: Assess the physical facilities, classrooms, laboratories, libraries, and other infrastructure elements.

- **Classroom Observations**: Observe teaching methods, student engagement, and classroom dynamics.

- **Administrative Processes**: Review administrative workflows, financial management, human resources practices, and other operational procedures.

4. Data Analysis:

- **Analyze Academic Data**: Examine student performance data, graduation rates, and other academic metrics.

- **Assess Administrative Data**: Evaluate financial reports, budget allocation, and utilization of resources.

5. SWOT Analysis:

- **Identify Strengths**: Highlight areas where the institution excels, including successful programs, faculty expertise, and effective administrative practices.

- **Identify Weaknesses**: Pinpoint areas that need improvement, such as outdated infrastructure, curriculum gaps, or inefficient administrative processes.

- **Explore Opportunities**: Identify potential areas for growth, collaboration, or enhancement.

- **Recognize Threats**: Anticipate challenges or external factors that may impact the institution negatively.

6. Report Preparation:

- **Summarize Findings**: Provide a concise summary of audit findings, including strengths, weaknesses, opportunities, and threats.

- **Recommendations**: Propose specific recommendations for improvement in both academic and administrative domains.

- **Prioritize Actions**: Prioritize recommendations based on urgency and potential impact.

7. Feedback and Validation:

- **Share Findings**: Present the audit report to key stakeholders, including the institution's leadership, faculty, and staff.

- **Gather Feedback**: Collect feedback on the findings and recommendations from stakeholders.

8. Implementation of Recommendations:

- **Develop Action Plan**: Create a detailed action plan for implementing the recommended changes.

- **Monitor Progress**: Regularly monitor and assess the progress of the institution in implementing the suggested improvements.

9. Documentation and Reporting:

- **Maintain Records**: Document all stages of the audit process, including data collected, analysis, and reports.

- **Publish Reports**: Disseminate the audit reports to relevant stakeholders, ensuring transparency and accountability.

By following this comprehensive procedure, institutions can conduct academic and administrative audits effectively, leading to continuous improvement and excellence.
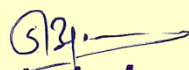
Internal Academic administrative Audit committee:

Sr. No	Name of the committee member	Designation
1	Dr. Sheshrao B. Pawar	Principal, Shri Anand College
2	Dr. Pratik A. Nagwade	IQAC Coordinator (NAAC Cycle 4)
3	Dr. Dhiraj V. Bhavsar	NAAC steering committee in charge

4	Dr. Bhausaheb R. Ghorpade	Internal Academic audit expert (NAAC Cycle 3, IQAC Coordinator)
5	Mrs. Anita B. Pawase	Internal Academic audit expert
6	Prof. Anil B. Gambhire	Research Coordinator
7	Mr. Umesh A. Kulkarni	Head Clerk (Non teaching member)

Co-Ordinator
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Shri Anand College, Pathardi

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Principal
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