

# **ROLE OF ACADEMIC AND ADMINISTRATIVE AUDIT IN QUALITY ENHANCEMENT IN HIGHER EDUCATION**

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## **ABSTRACT**

Performance of Indian Higher Education Institutions is evident from the results of QS World University Ranking where not even a single university of India is amongst top 100 Universities. To accomplish the vision of Government of India to enable India to develop trillion plus economy, national talent base of India needs to be enhanced. Academic & Administrative Audit is the most effective tool recommended by NAAC to review processes, practices, resources and procedures adopted at higher education institutions to train the youth of the nation. This paper not only presents the types of AAA and procedures to conduct them but also present the Internal Audit format and practices at Sanatan Dharma College, Ambala Cantt for quality enhancement and sustenance.

## **INTRODUCTION:**

Higher education is the tool for local, national and global development. To accomplish the vision of Government of India to enable India to develop trillion plus economy, national talent base of India needs to be enhanced. Although Government of India is opening up large number of higher education institutions and taking huge number of measures to enhance the quality of education through various agencies viz. UGC, NAAC, NBA etc but still the higher education system has not been developed fully as per global standards. Performance of Indian Higher Education Institutions is evident from the results of QS World University Ranking where not even a single university of India is amongst top 100 Universities. Apart from the government initiatives, higher education institutions needs to take aggressive and innovative initiatives to enhance the quality of Education as quality enhancement and sustenance is amongst the foremost challenges being faced in India today.

Curriculum, Skill development, Infrastructure, Research, Support Services, Extra Curricular activities, Administration & Governance, Community development through extensions and outreach programs, Examination system, Student Grievance system, Teaching-Learning practices are few of the parameters defined by NAAC which needs regular review and up-gradation to develop a civilized, skilled and employable human resource at par with global standards.

Academic & Administrative Audit is the most effective tool recommended by NAAC to review processes, practices, resources and procedures adopted at higher education institutions to train the youth of the nation. Audit reports further becomes the basis for setting up the quality benchmarks for the institution to improve the performance. Although it is not mandatory to conduct AAA but it is recommended and considered to be one of the quality initiative by NAAC. This paper not only presents the types of AAA and procedures to conduct them but also present the Audit format and practices at Sanatan Dharma College, Ambala Cantt for quality enhancement and sustenance.

### **ACADEMIC & ADMINISTRATIVE AUDIT:**

As defined by NAAC Academic audit is a tool for evaluating the competence of the teaching & learning , curriculum academic process within the institution that is scientific and methodical. It has to do with ensuring quality and raising the bar of HEIs' academic activity whereas an administrative audit is a method that assesses the efficacy and efficiency of the administrative processes. It comprises evaluation of the many administrative departments' policies, strategies, and operations as well as control over the entire administrative system.

### **OBJECTIVES OF AAA:**

1. To comprehend the current system, evaluate the departments and administrative units' strengths and shortcomings, and provide ways to strengthen the strong points and weak ones.
2. To spot the gaps in the current administrative systems and to spot the chances for academic, administrative, and test improvements, among other things.
3. To assess how well financial and other resources are being used.
4. To make recommendations for ways of quality improvement that take into account NAAC and other organisations' standards and reports.

Academic & Administrative Audits can be conducted internally by the Internal

Quality Assurance Cell of the HEI and external audit can be conducted by a team constituted of the Principals from the adjoining colleges or experts from the University. Technically, there are not any particular eligibility requirements for selecting the external team for conducting the audit. But the important thing to remember is that the team members should be able to gain the respect of the college teachers due to their academic accomplishments, professionalism, and industrial experience.

### **INTERNAL AUDIT PRACTICES AT SANATAN DHARMA COLLEGE**

Internal Quality Assurance Cell at Sanatan Dharma College conducts internal audit every year to evaluate the departments' and administrative units' strengths and shortcomings and to make suggestions for strengthening and overcoming the flaws. At SD College, AAA is an ongoing process that serves as the cornerstone for improvements in the areas of education, administration, and examination. Every three years, a committee made up of the principals of nearby institutions conducts an external audit and recommends the areas for improvements. For internal academic and administrative audits, the college has created its own structure, while for external audits it uses a self-study report format.

### **COMPOSITION OF INTERNAL ACADEMIC & ADMINISTRATIVE AUDIT TEAM**

1. Chairman IQAC
2. Convenor IQAC
3. Two Members from the IQAC team
4. Office Superintendent
5. Two Senior Teachers from the College

# Internal Academic Audit Template developed by IQAC, SD College

<b>SANATAN DHARMA COLLEGE, AMBALA CANTT</b> Session:												
Department : <Name> Date of Establishment: <Date> Number of Programs run by the Department UG:                      PG:                      Diploma:												
<b>Teacher's Profile :</b>												
<b>No. of Teachers</b>	<b>Male:</b>			<b>Female:</b>			<b>Total</b>					
	<b>Permanent:</b>			<b>Permanent:</b>			<b>Permanent:</b>					
	<b>Adhoc:</b>			<b>Adhoc:</b>			<b>Adhoc:</b>					
<b>No. Of Teachers as per Qualification</b>	Only Ph.D			Only M.Phil			Ph.D+ NET			M.Phil+ NET		
	Only Ph.D			Only NET			Only NET			M.Phil+ NET		
<b>Teachers Performance Analysis</b>												
<b>Name</b>	Teaching Experience at SD College	No of Conferences/Seminar/Workshops attended	No of PDD, Orientation / Induction Programmes, Refresher Course, Short Term Course)	Paper Publications in UGC Care listed Journals	No of books edited	No of papers published in proceedings	No. of Minor/ Major Projects	Member of Academic council/BOS If yes specify name	No of question papers set for UG/PG	Name/s of certificate /Diploma courses designed	Performed Any assessment/unit/proc ess of	No of Awards for innovation in teaching/re
<b>Teaching Methodologies &amp; Tools Usage</b>												
<b>Name</b>	Specify Teaching Methodologies used								ICT Tools used for teaching			
									Assessment mechanism used			

<b>Non Teaching Staff</b>										
<b>Lab Attendant</b>		<b>No</b>		<b>Qualification</b>						
<b>Lab Assistant</b>		<b>No</b>		<b>Qualification</b>						
<b>Technical</b>		<b>No</b>		<b>Qualification</b>						
<b>Student's Profile:</b>										
<b>Male</b>				<b>Female</b>				<b>Total</b>		
<b>No. of Students category wise</b>										
<b>SC</b>		<b>ST</b>		<b>OBC</b>		<b>Minority</b>		<b>General</b>		<b>Total</b>
UG										
PG										
										<b>Total</b>
<b>No. of Students State Wise</b>										
<b>Haryana</b>				<b>Outside Haryana</b>				<b>Total</b>		
UG										
PG										
<b>Students Professional Growth</b>										
<b>Class</b>		<b>No of Students Appeared in Final Year Exam</b>			<b>No of Students placed</b>			<b>No of Students joined higher education</b>		<b>No of Students cleared any competitive exam</b>

### Student's Skill Enhancement Activities

**No of Add on/Certificate/Value added Courses run during the Audit period:**

1. Hard skills:
2. Soft/Life Skills:
3. Professional Ethics:
4. Human Values/Rights:

**No of Student's Capacity Enhancement Programs conducted during the audit period:**

Type	Hard Skills	Soft/Life Skills	Professional Ethics	Human Values/Rights	Entrepreneurial Skills	Research Methodologies	Gender Sensitization	Environment & Sustainability
Workshops								
Guest Lectures/Invited Talks								

### Class Wise Experiential Learning Practices adopted by the Department

Type	Class/Number of students involved
Industrial Visits	
Project Work	
Internship	
On the Job Trainings	
Case Studies	
Field Work	
Student Research Projects	
Any Other	

**Does Department conduct Remedial Coaching? Yes/No**

**If Yes specify class wise:**

Sr.No	Class	Subject for remedial coaching	Teacher	Date From /To

**Did Department run Bridge Courses? Yes/No**

**If yes specify class wise:**

Sr. No	Class	Subject	Teacher	Date From/To

**Did Department identify Advanced Learners and Slow Learners? If Yes Mention the activities organised for advanced and slow learners**

Class	Activities for Advanced Learners	Activities for Slow Learner

**Do the Students of department organize/participate in Cultural/Sports activities? Yes /No**

**If Yes Provide Details:**

Class	Cultural Activities	Sport Activities

**Students Awards**

Name of Student/Class	—	Name of Award/Position	Level(State/National /International)

**Student Participation in Extension/outreach Activities**

Sr. No	Activity	No of Students participated	No of Beneficiaries from community

**Any Syllabus/curriculum revisions in the courses offered by the department?**

- 1.
- 2.

**Did Department take feedback on curriculum and academic processes from all the stakeholders**

1. Student
2. Alumni
3. Employer
4. Teacher
5. Parents

**Any suggestion sent to university for curriculum updation?**

**Has Department communicated the Program and Course Learning Outcome to the Students?**

Yes/No

**Did the department receive any funding from agencies like DST, FIST, ICSSR, UGC (special schemes, other than projects and development assistance), etc. during the Audit Period?**

**If Yes , specify Details**

Title	Amount Sanctioned	Duration	Funding Agency

**Did Department organized any seminar/Conference sponsored by any funding agency.**

**Furnish the details of collaborations if any :**

Partnering Institution	Purpose of Collaboration	Duration	Beneficiaries
Industry			
University			
College			
NGO			
Any Other			



**Does Department has Departmental Library? If yes furnish details**

<b>Library</b>	<b>No of Books of courses offered by Department</b>
Central Library	
Departmental Library	
<b>Details of Books Issued to students during audit period</b>	<b>No of Books issued to the students of department</b>
Central Library	
Departmental Library	

**Did Department conduct Mentorship program for students? If yes furnish class wise details of Mentor-Mentee Meetings.**

**Programs organized for Non Teaching Staff**

**Describe the Best Practice of the Department.**

**Any other details department wish to furnish.**

**SWOC Analysis of Department**

**Check List for Department**

<b>Sr. No</b>	<b>Item</b>	<b>Yes /No</b>	<b>Grading (Excellent/Good/Average/Poor)</b>
1	Workload Statement		
2	Academic Calendar		
3	Departmental Time Table /Teacher Wise/Class Wise		
4	Association Activity Calendar		
5	Teaching Plan		
6	PO's, PSO's & CO's		
7	Professional Development Plan for faculty		
8	Collaboration/MOU's File		

9	<b>Mentor-Mentee Register</b>		
10	<b>Alumni Records</b>		
11	<b>Grievances File</b>		
12	<b>Stock Register</b>		
13	<b>Bridge Courses File</b>		
14	<b>Remedial Courses File</b>		
15	<b>Advanced/Slow Learners Activity File</b>		
16	<b>Syllabus</b>		
17	<b>Question Bank</b>		
18	<b>Departmental Library Issue Register</b>		
19	<b>Student Attendance Record</b>		
20	<b>Student Internal Assessment Records</b>		
21	<b>Results</b> <b>University</b> <b>Add on Courses</b>		
22	<b>Teacher Profile</b>		
23	<b>Student Profile</b>		
24	<b>Non Teaching Staff Profile</b>		
25	<b>Departmental Meetings Record</b>		
26	<b>Stake holders Feedbacks , Analysis, ATRs</b>		
27	<b>University correspondence</b>		
28	<b>Publications Record</b>		
29	<b>Student Project Reports</b>		
30	<b>Faculty Projects Records</b>		

**Suggestions Remarks By Audit Team**

**Signature of Audit Team**

**REFERENCES :**

1. [www.naac.gov.in](http://www.naac.gov.in)
2. NAAC manual for Affiliated / Constituent UG & PG Colleges
3. Sharma. T.R., (2016) Academic and Administrative Audit, Raja Rajeswari Journal of Psychology and Education., Vol. (i) 8-11.
4. Inclusive and Qualitative Expansion of Higher Education, UGC Nov. 2011