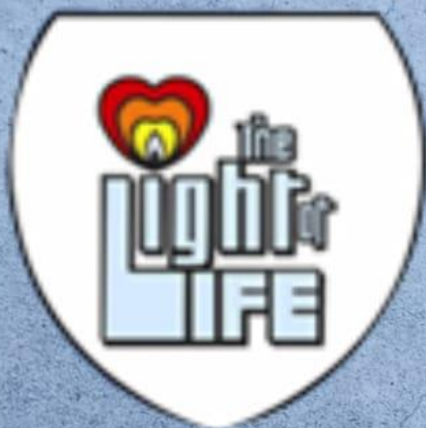


St. Ann's College for Women

(Autonomous), Affiliated to Osmania University
Accredited by NAAC with A+ Grade (3rd cycle), CPE by UGC
Mehdipatnam, Hyderabad



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Academic and Administrative Audit





Academic & Administrative Audit Policy

1. Preamble

Academic Excellence, Efficient Administration and Justifiable Finance Planning are the posts on which an educational institution stands tall. To achieve these, Academic and Administrative Audit (AAA) are to be carried out in any higher educational institution (HEI). Periodic Academic Audit and Administrative Audit. AAA aids in bringing out new academic reforms and keep track of the progress, Hence, the implementation of academic and administrative audits of colleges has become an important aspect. This helps to ensure the quality of the standards in comparison with the benchmarks set for global standards.

This policy shall govern

- Academic matters
- Administration

2.0 Academic Audit: Academic audit is a systematic process, in which curricular and co- , extra- curricular are checked to determine the level of compliance with regulatory and accreditation requirements. It suggests recommendations for improvement and enhancement of academic and administrative functions, promotes institutional transparency, accountability, and continuous improvement in the areas of academics, administration and finance.

3. Scope: This policy applies to all academic and administrative functions, including curriculum development, teaching and learning processes, extra-curricular activities, research and innovation, student services, human resource management, financial management, and governance in St. Ann's College for Women.

4. Roles and Responsibilities:

4.1 Internal Quality Assurance Cell (IQAC) of the college shall be responsible to plan and conduct Academic Audit & Administrative Audit.

4.2 Principal is the Chair person and IQAC Coordinator Co-chairs the audit teams.

4.3 IQAC Coordinator and IQAC Additional Coordinator shall take the responsibility of planning and preparation of audit activities.



5. AAA Process: The periodicity of audits is once in a year. Two fold approach – Internal and External shall be followed for AAA. The audit process shall follow four steps:

5.1 Pre-audit activities:

5.1.1 Forming Audit Teams: Audit teams shall be formed as prescribed below

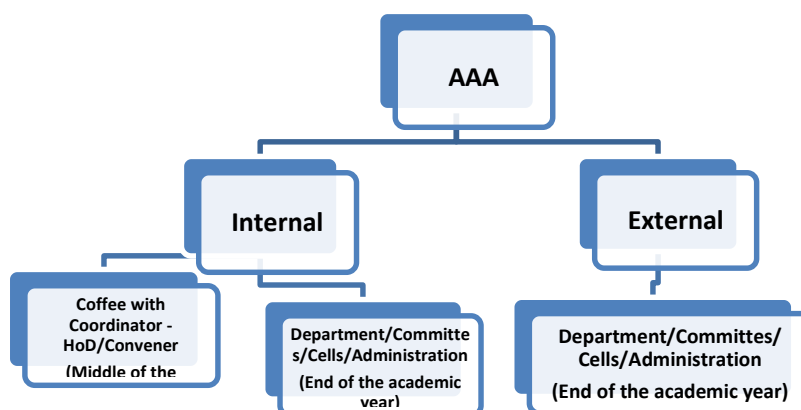
5.1.1.1 Internal Approach: Two level internal academic audits shall be conducted

a) **Meeting with unit heads :** IQAC coordinator interacts with **Heads of the department , convenors of Committee, clubs and cells** to monitor progress of work

b) **Internal Audit Team:** Internal academic audit teams shall comprise of 2 members - 1 from IQAC and one senior faculty member of the institution. A senior administration personnel has to be included for administrative audit.

5.1.1.2 External Audit Peer Team: The experts to conduct external audits shall be selected from Universities or peer institutions based on their academic distinctions and experience in the industry. External peer team shall comprise of 2-3 members.

5.2 Preparing the audit plan/schedule : IQAC shall prepare a schedule for auditing in consultation with the heads of the department, committee conveners and administration team. The prepared schedule shall get approved by the Principal/Head of the institution and circulated to the respective departments, committees and office administration at least a week prior.



5.3 Identifying the audit criteria as per the quality parameters :

5.3.1 Following aspects shall be reviewed in academic audit



- Implementation of strategies to implement Outcome Based Education (OBE)
- Effective use of ICT/LMS
- Student seminars/assignments/projects/Bridge Course
- End semester and CIA results
- Remedial Classes & Student mentoring - Proper guidance & counselling for competitive examinations(coaching, if any)
- Activities for advanced learners
- Other student centric activities planned by the department
- Placements
- Students' feedback on faculty, curriculum and facilities provided by the department
- National/international seminars/Workshops/Guest lectures organised by the department & attended by the faculty
- Alumni contributions and resource mobilisation
- Research and extension activities
- Efforts towards Environment protection and sustainability
- Innovations, Startups & entrepreneurial activities – students & faculty
- Publications and paper presentations - students & faculty

5.3.2 Following aspects shall be reviewed in administrative audit

- Student enrolment & demand ratio
- Acquisition register & Acquaintance register
- Fee structure, Scholarships & Correspondence letters with UGC, NAAC, AICTE, OU
- Financial statements
- TC, Memos,

6. Guidelines for the implementation of AAA procedure:

6.1 IQAC Coordinator: The IQAC Coordinator shall discuss the progress of the plans and to elicit their feedback and perspectives on the implementation of the institutional plans. This will help the IQAC Coordinator to monitor the quality initiatives.



AAA will be an annual feature conducted by members of IQAC and external peer team members.

The following guidelines should be followed by audit teams in conducting audits and making reports.

6.2 Internal Academic and Administrative Audit

6.2.1 Audit teams should follow a systematic and rigorous approach to evaluate the institution's performance and effectiveness.

6.2.2 Audit teams shall examine the records of each department/committee/cell/administration on the on parameters on the predetermined parameters and benchmarks.. Auditors shall verify supporting documents, may ask for further documents and clarifications.

6.2.3 The internal auditing shall be completed within 2-3 days.

6.3 External Academic and Administrative audit:

6.3.1 The external peer team for AAA will visit the institute with a planned schedule and conduct the audit.

6.3.2 External audit commences with institute presentation by IQAC team followed by visit to all departments, **library , convenors of Committee, clubs and cells and all other facilities**

6.3.3 IQAC members shall accompany the external audit team to facilitate the audit visit.

6.3.4 The external auditing shall be completed in a day.

7.1 Internal Academic and Administrative Audit Report

7.1.1 After the verification of the documents and thorough scrutiny, the internal auditors will prepare a detailed audit report including observations and suggestions for each department/committee/cell/administration.

7.1.2 The report should be objective, factual, and evidence-based

7.1.3 Reports shall be submitted to the Principal through IQAC Coordinator for review.



7.2 External Academic and Administrative Audit Report

7.2.1 After a thorough evaluation of the records, documents and talking with the principal, department heads, committee convenors, Administrative office staff and IQAC team, the external team submits a report to the principal in the exit meeting.

7.2.2 The report should be objective, factual, and evidence-based. Special attention should be paid to deficiencies and suggestions.

8. Action taken

8.1 Academic and Administrative Audit

8.1.1 The IQAC team will go through the suggestions of the internal audit reports and then implement them in the following year, and reasons if not implemented.

8.1.2 Departments and administration wing shall be informed about the observations made in the report.

8.1.3 Departments in coordination with IQAC develop a detailed plan in which the suggestions of internal and external audit teams are implemented in various stages across the departments. Based on the AAA reports, corrective and enhanceive measures are adopted in a futuristic manner.

Confidentiality: The audit team should maintain the confidentiality of the audit process and the information collected during the audit. The audit report should be shared only with the institution's management and governing board or any regulatory body, or accreditation agency.

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