

ANNUAL ACADEMIC AND ADMINISTRATIVE AUDIT POLICY

PREFACE

In the pursuit of academic excellence and institutional effectiveness, it is imperative for educational institutions to establish a structured mechanism for continuous assessment and improvement. The Academic and Administrative Audit (AAA) serves as a strategic initiative to evaluate and enhance the overall performance of the college in alignment with its vision, mission, and objectives.

This policy is designed to systematically review the academic and administrative functions of the institution, ensuring accountability, quality enhancement, and compliance with regulatory frameworks. By assessing key areas such as curriculum delivery, faculty performance, student support services, governance, and infrastructural facilities, the AAA aims to identify strengths, address gaps, and promote best practices for sustainable growth. Through a comprehensive and transparent audit process, the college aspires to foster a culture of quality, innovation, and excellence. The implementation of AAA will facilitate informed decision-making, resource optimization, and institutional development, ultimately contributing to the holistic growth of students and stakeholders.

This policy document outlines the objectives, framework, methodology, and guidelines for conducting the Academic and Administrative Audit, reinforcing our commitment to continuous improvement and excellence in higher education.



1. ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

Academic and Administrative Audit (AAA), are very essential for the excellence in Higher Education. These are interrelated concepts. Thus, in order to have a quality oriented academic, there should be a strong administrative background.

Academic Audit

Academic audit can be understood as a scientific and systematic method of reviewing the quality of academic process in the institution. It is related with the quality assurance and enhancing the quality of academic activities in HEIs.

Administrative Audit

It can be defined 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.

2. MAJOR OBJECTIVES OF AAA

- To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.
- To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
- To evaluate the optimum utilization of financial and other resources.
- To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.

3. APPROACH TOWARDS AAA

The Academic and Administrative Audit (AAA) is a structured evaluation process aimed at assessing the institutional performance in key academic and administrative areas.



The approach adopted for AAA is systematic, participatory, and outcome-oriented, ensuring a comprehensive review of the college's functions.

The following steps outline the approach:

- i. Planning and Preparation
- ii. Data Collection
- iii. On-Site Audit and Interaction
- iv. Evaluation and Report Preparation
- v. Feedback and Action Plan
- vi. Follow-up and Continuous Improvement

4. METHODOLOGY

The college has developed its own guidelines and methodology by learning from best practices followed by leading institutions in India. These successful practices can be adapted to suit the specific context and requirements of the college in various aspects.

- **Criteria**

IQAC of college can decide set of criteria to be used for AAA. Naipunnaya college will follow NAAC criteria as it compliments periodic assessment and accreditation by NAAC. It is also learnt that some HEIs have taken NAAC departmental evaluation format and have done department-wise also.

The Academic and Administrative Audit (AAA) is conducted based on well-defined NAAC criteria to assess the overall performance of the institution. IQAC of college can decide set of criteria to be used for AAA. These criteria ensure a systematic evaluation of academic and administrative functions, leading to continuous improvement and quality enhancement.

- **Periodicity**

The college conducts the Academic and Administrative Audit (AAA) annually to ensure objectivity and maintain quality standards. An internal AAA is conducted every year, while an external peer review is carried out once every three years.



- **Selection of peers/experts**

Since peer review is the backbone of the Academic and Administrative Audit (AAA), it is crucial to select highly qualified experts as peer reviewers. The Internal Quality Assurance Cell (IQAC) is responsible for the selection and appointment of peer team members for both internal and external AAA audits. The audit team should consist of at least three experts to ensure a comprehensive and objective evaluation.

- **Process**

The Internal Quality Assurance Cell (IQAC) is responsible for determining the process of the Academic and Administrative Audit (AAA), including the appointment of peer team members, scheduling of the onsite visit, report format, and expected outcomes. The process is structured as follows:

- Appointment of Peer Team Members** – IQAC selects and appoints a team of at least three experts for both internal and external audits.
- Scheduling of Onsite Visit** – A timeline is planned for the audit, ensuring smooth coordination with academic and administrative units.
- Format of the Report** – A standardized reporting structure is defined, covering observations, strengths, weaknesses, and recommendations.
- Outcome and Follow-up** – The audit findings are reviewed, and an action plan is formulated for continuous improvement based on recommendations.

- **Outcome**

The outcome of AAA may be placed before Internal Quality Assurance Cell (IQAC) and Governing Bodies (GB) of the HEIs. Plan of action can be prepared to implement the suggestions accepted by IQAC and GB.

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Dr. BIJI P. THOMAS
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

