Academic and Administrative Audit (AAA)
A brief advisory note

About 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. In MPCOE Velneshwar we have decided to perform 2 internal and 1 external Academic and Administrative Audits (AAA).

Academic Audit: -

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

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.

Major objectives of AAA:

1. 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.

2. To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reformsetc.

3. To evaluate the optimum utilization of financial and other resources.

4. To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.

Methodology:

IQAC of VPMs MPCOE has prescribed a specific methodology / guidelines for conducting AAA as below:-

- ➤ **Frequency of AAA**: - Two internal AAA by committee of faculty & staff from VPMs MPCOE constituted by principal and one external (at the end of academic year) by the team of experts from A & above NAAC grade College.
- ☐ **Criteria: -** Format of internal AAA is prepared by IQAC and it is circulated to audit teams.

- ➤ **Process:-**

  1) Timetable of internal AAA must be conveyed to all departments & sections well in advance.
  2) Department /section will be ready with the blank format of AAA for audit committee.
  3) During the visit to the departments /section heads will make a brief presentation about the department on all aspects to the AAA committee.
  4) Committee will visit and physically check all the items against checklist.
  5) The committee then will interact with teaching and non-teaching staff see the facilities available for teaching and research and also the computer and internet facilities and departmental library facility.
  6) Committee has to give their grades in the given format only.
  7) Committee will share the ATR with respective head or section coordinator before finalizing the report without disclosing the grade. Head can raise his/her objection on any point in the ATR if he/she will disagree with the comments.
  8) The purpose of the Academic and Administrative Audit is to evaluate the performance of the departments and appreciate their achievements and give suggestions for further improvement of the quality of teaching & learning, research, administration, curricular and extra- curricular activities.
  9) The faculty can also impress up on how their department is different than similar departments in Mumbai University.
  10) The committee will also interact with the students to have suggestions from them regarding infrastructural facilities available, performance of teachers, evaluation methods adopted and teaching learning process.
  11) Take geo tagged photos of internal AAA.
  12) All members in the audit committee must remain present during audit.
  13) Audit team members must read NAAC peer team report, IQAC initiatives undertaken during academic year, financial audit report by Mr.Kale from Thane, for their reference. It will help to write proper comments.
  14) **It will be the responsibility of the committee chairperson to submit audit report to principal within two days of audit done without disclosing final result to the department.**