



Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
NEW ARTS, COMMERCE AND SCIENCE COLLEGE
PARNER – 414 302
Dist.-Ahmednagar (MS), India

Academic and Administrative Audit (AAA)

Policy and Procedures



Academic and Administrative Audit (AAA) Report

Introduction:

Academic and Administrative Audit (AAA) is a practice of HEI to monitor and assess the performance and growth of HEI in the post accreditation scenario.

The main objective of the AAA is to review, assess and evaluate the performance in domains of teaching-learning process, research, extra-curricular and administrative aspects pertaining to departments of the institution. It enables the institute to improve the quality of the institution as a whole. It ensures the proper use and effectiveness of the systems, infrastructure, practices, HR and facilities in the practice of the institution. AAA gives an insight into the strengths, weaknesses, opportunities and challenges of the institution. Based on the AAA reports, corrective and enhance measures are adopted in a futuristic manner.

The process is usually carried out by internal committee members and the external academic peers. AAA is conducted periodically for academic departments and administrative office.

As a part of the audit process, the IQAC has structured a proforma for the evaluation based on the Criteria specified by NAAC. The proforma of evaluation along with necessary list of required documents is communicated to each department. The criteria-wise evaluation of the department includes:

1. Course content
2. Teaching- Learning Process
3. Examination and Evaluation system
4. Results
5. Other activities
6. Infrastructure
7. Department Administration



Procedure:

The Committee made by IQAC visit each department and verifies documents physically. After completing all stages of verification and interactions AAA Report covering the observations is prepared for the respective departments by the committee.

IQAC follow the procedure towards AAA as below:

1. Meeting with HODs to finalize the date
2. Identifying the external peers for evaluation of AAA
3. Schedule of the visit for Audit
4. Proforma for evaluation
5. Visit of IC to Academic Departments
6. Presentations by Academic Departments
7. Consolidation of Evaluation Reports.

After completing all stages of verification, AAA report comprising of observations and recommendations is prepared and finalized. The report is handed over to IQAC.

Committee:

- **Committee Chairman**
 - Dr. R. K. Aher
- **Committee Member**
 - Dr. D. R. Thube
 - Dr. S. L. Kadam
 - Dr. V. S. Raut
 - Prof. V. S. Dhanashetti
 - Prof. M. S. Aher.
 - Prof. B. S. Narsale
 - Shri. B. G. Giri

We strive to follow a scheme of continuous improvement and upgradation in our procedures, practices and review the policy on a regular basis to evaluate continued relevance and to monitor compliance.

Date: 30.12.2018

Place: Parner