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# AA & GG AUDITS AND OTHER QUALITY MEASURES IN HIGHER EDUCATION INSTITUTIONS

18-12

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## ACADEMIC AND ADMINISTRATIVE AUDIT: TOOLS FOR QUALITY IMPROVEMENT

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**Abstract:** Today's age is known as the age of competition in every walks of life. Education is one of the field where the changes are taking place day by day. Academic and Administrative audits are to update and enhance the quality of educational institute. These are the tools by which an institute come up with their strength and weaknesses. These audits helps the institute to make improvement in their academic and administrative process. IQAC is an internal quality instrument established according to the guidelines of NAAC in the institute to plan and monitor the whole system. IQAC plays vital role in academic and administrative Audit.

**Keywords:** IQAC, Academic and Administrative audit

### Academic and Administrative Audit: Tools for Quality improvement

**Introduction** -Education plays a vital role in the developments of any nation. It provides skilled professionals who leads their country on the top. Education is a growing sector where changes are taking place after every minutes. To compete with this change and to be update we need to revise the education system as per its need. Academic and administrative audit are the tools by which we can update and sustain our educational quality. Academic and administrative audit can be done internally and externally. Internal audit done by IQAC of the institution while external audit is done by university or by private agencies. In some state it is conducted by state agencies. In Gujarat knowledge construction of Gujrat has developed a very good model of academic and administrative audit.

**Academic Audit** - B.L. Gupta defines 'Academic audit is a systematic and scientific process of designing, implementing, monitoring and reviewing the quality of academic systems' It is related to quality assurance and enhancing the quality of academic activities in HPE

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**Administrative Audit** -M. Rajendra defines administrative audit ' A method of assessing the efficiency and effectiveness of the operating system of administrative procedures, policies, decision making authorities and functionaries , strategies, process, feedback, control mechanism and so on' The AA would certainly make the functionaries to ascertain the strength and weakness of the operating system in general and pin out the areas in particular, and to ascertain where the function is stagnated and affected, and where special attention is required along with man and material resources" (P. 54)

**Objectives of Academic and administrative audit**

- It makes awareness to the institution of its strengths and weaknesses and suggests the mechanism for improvement.
- It helps to identify the problems in the present administrative process and find out the opportunities of improvement in the system.
- It helps to continuous improvement and sustain the quality.
- To setup the academic and administrative standards.
- To encourage the faculty to revise their educational quality methods.

**Purpose of academic and administrative audit** - The purpose of the academic and administrative audit is to evaluate and examine the educational institution and suggests the institute their achievements and pitfalls for further improvement. After the assessment of the institution the committee gives suggestion on the following points.

1. Availability of teaching and non-teaching faculty.
2. Infrastructural facilities available for carrying out academic and administrative activities.
3. Efforts taken for curricular development.
4. Teacher quality.
5. Teaching methods adopted and use of ICT in teaching, learning process.
6. Feedback mechanism used for assessing the performance of teachers by students and for curricular development.
7. Faculty development programs implemented by the department.
8. Strengths, Weaknesses. Opportunities and Challenges of the department.
9. Research facilities and research output in the form of publications and patents.

  
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10. Computer, internet and library facilities available.
11. Mentoring system, introduction of Remedial classes, Bridge courses, guidance for NET/SET and competitive examinations.
12. Skill development and personality development programmes.
13. Generation of funds and optimum utilization.
14. Evaluation methods adopted for internal and external examinations.
15. Future plans of the department.

**METHODOLOGY** - NAAC has not given any specific methodology or guidelines for conducting Academic and Administrative audit but its general process is that IQAC committee of the institution prepares the plan to conduct academic and administrative audit. IQAC asks the departments to provide the data given or prepared by IQAC committee. The data should be related to all the aspects as per NAAC criteria. The data include the academic, curricular, co-curricular and extra-curricular activities conducted by the departments, achievements of the faculty and students in seminar, conferences and workshop at different level. The departments should provide and keep all the related information which are given in the format in NAAC under departmental evaluation section. After the preparation and collection of all the necessary documents IQAC should make the documentation properly and asks the academic and administrative committee for assessment. The periodicity is not fix some of the HIE's done it on regular basis and other are done it once in three years or five years. But the internal audit yearly and external audit once in three years or five years is good activity. The peer team or accessing agencies evaluate the institute as per its preparation and gives the outcome of the assessment to the institute.

**CONCLUSION** - Thus academic and administrative audit plays a vital role in the evaluation process of the institution. These aspects are very important as per NAAC has given the different gradation on which the institute's status are calculated and, on the gradation, further things are dependent. All the UGC and RUSA's funding system are depend on the gradation of institutions status. For that academic and administrative audit is very important to achieve certain desired aims.

In this way academic and administrative audit evaluate the institute and give their suggestions for further improvement. These are the scientific and systematic process by which the quality of academic process in the institution are reviewed. These parameters ensure



quality assurance and helps to enhance the the quality of academic and overall the procedures in HEI's.

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