



Rajiv Gandhi Government Degree College

Chaura Maidan, Shimla-4

(NAAC Accredited Co-Educational Institution Affiliated to HP University, Shimla-5)

Phone No: +91 177 2653291 Mail ID: principal.kotshera@gmail.com Website: <https://www.gccm.ac.in>

ACADEMIC AND ADMINISTRATIVE AUDITING (AAA) POLICY

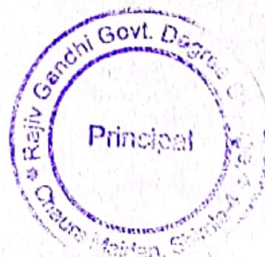
Introduction

An Academic and Administrative Audit (AAA) is a structured evaluation process to evaluate the efficiency and effectiveness of an academic institution. It is a process in which a peer team composed of members from inside and outside the institution will visit the academic institution and review the existing academic and administrative practices. The Academic And Administrative Audit (AAA) is crucial for institutions accredited by the National Assessment and Accreditation Council (NAAC) for maintaining and enhancing their accreditation status. The Internal Quality Assurance Cell (IQAC) of the Institution holds the responsibility to conduct Academic And Administrative Audit (AAA) of the institution to monitor and evaluate the institutional process through systematic reviews.

The academic audit is a scientific and systematic method of reviewing the quality of academic processes in the institution. It is associated with the quality assurance and enhancement of the quality of academic activities in the institution. Similarly, the administrative audit involves the process of evaluating the efficiency and effectiveness of the administrative procedures followed by the institution.

Objectives

The Academic and Administrative Audit (AAA) plays a critical role in achieving excellence in higher education. The Academic and Administrative Audit encompasses a structured evaluation process aimed at assessing the academic and administrative facets of the institution. Such audits are carried out to promote continuous improvement, ensure adherence to accreditation standards and enhance the overall quality of education.





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The objectives of the Academic and Administrative Audit (AAA) are:

- 1) **Evaluation:** To evaluate, understand and assess the existing academic and administrative system for strengths and challenges and suggest measures for overcoming these challenges.
- 2) **Academic and Administrative Reforms:** Identification of bottlenecks in existing academic and administrative system and suggest measures and reforms to overcome bottlenecks.
- 3) **Quality Assurance:** To ensure that the institution maintains high standards in teaching, learning and research.
- 4) **Continuous Improvement:** To identify areas for improvement and recommend actionable steps.
- 5) **Compliance:** To ensure that the academic and administrative functions of the institution adheres to the regulatory and accreditation requirements.
- 6) **Transparency:** To promote accountability and transparency in academic and administrative processes.
- 7) **Programme Outcomes and Course Outcomes:** To devise and suggest a mechanism to assess the outcomes of programmes and courses offered by the institution.
- 8) **Feedback:** To gather feedback from various stakeholders.

Procedure

The Academic and Administrative Audit (AAA) will be carried out once in every three years by the team of internal and external experts as peers. However, at institution level the process of self-evaluation by departments and administrative units will be an annual practice. The Internal Quality Assurance Cell (IQAC) of the institution will develop a self-evaluation proforma in alignment with the guidelines and standards established by the NAAC and Government of Himachal Pradesh from time to time.





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The audit process will start with the selection of good experts as peers for Academic and Administrative Audit (AAA). The selection of peers will be on the basis of credentials such as academic distinction, experience as reviewer or should be someone who is able to command respect on the basis of his/her areas of expertise. The schedule of onsite visit, format of the report and outcomes etc will be in alignment with the NAAC process and formats with some changes.

Academic Audit:

The process of academic audit will start with the distribution of self-assessment documents to each academic and administrative departments of the institution. Through this document, various aspects of a department's academic and extracurricular activities will be examined and audited. The relevance and effectiveness of elective courses offered by the departments will be reviewed. The adherence to the institutional academic calendar, quality of lesson plans and other aspects of academic excellence, the teaching learning process, continuous and comprehensive assessment (CCA) methods and its outcomes will also be reviewed. Academic results, student achievements and remedial classes mechanism followed by the departments will be assessed. The department's involvement in research and consultancy and efforts of the teachers and support staff to upskill their knowledge base will also be assessed. The infrastructure facilities will be appraised for adequacy and the efficiency of departmental administration will be closely examined.

The Academic Audit part of the Academic and Administrative Audit (AAA) submitted by the departments will be verified by the audit team. The auditors will verify the information with the help of accompanying documents and may also request for additional information and clarification where necessary.

Administrative Audit

The administrative audit component of the Academic and Administrative Audit (AAA) involves comprehensive evaluation of the efficiency and effectiveness of administrative





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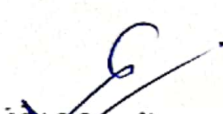
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procedures in the institution. It includes assessment of the formulation and implementation of policies and the strategic approaches adopted and the day to day function of various administrative departments.

After successful verification of documents received from the academic and administrative departments of the institution, the peer team will prepare the Academic and Administrative Audit (AAA). The report reviews the quality of academic and administrative processes within the institute, provides consolidated findings of the audit process and offers suggestions for further improvement. The Academic and Administrative Audit (AAA) will then be placed before the Internal Quality Assurance Cell (IQAC) of the institution. The Internal Quality Assurance Cell (IQAC) will then prepare a Plan of Action to implement the suggestions given in the Academic and Administrative Audit (AAA).


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