



IQAC

**Shri Kumarswami Mahavidyalaya,
Ausa, Dist. Latur-413 520, MS**

**ACADEMIC and
Administrative Audit
2014-15
&
2015-16**





Academic and Administrative Audit (AAA)

This Academic and Administrative Audit (AAA) was conducted for Shri Kumarswami Mahavidyalaya, Ausa,

A method of assessing the efficiency and effectiveness of the operating system of the administrative procedures, policies, decision-making authorities and functionaries, strategies, process, feedback, control mechanism and so on.

Academic and Administrative Audit (AAA) is a system to control and maintain high standards in the field of Higher Education. It is playing vital role in providing quality education to the learners. It is a continuous process of self-introspection for the better growth of the institution. The present paper proposes to focus on the role and significance of AAA in the present day globalized Indian academia.

Executive Summary:

In accordance with the Risk-Based Audit and Evaluation Plan of College for 2014-15 and 2015-16, the AAA Committee conducted Administrative audit of the college in April, 2016. The purpose of the audit was to ensure that the practices followed in the campus are in accordance with the Administrative Policy adopted by the institution. With this in mind, the specific objectives of the audit were to evaluate the adequacy of the management control framework as well as the degree to which the Departments are in compliance with the applicable regulations, policies and standards. During the initial planning of the audit, an analysis was conducted on the methodologies of the administrative policies. The analysis was based upon an examination of the policies, manuals and standards on data analysis, and on the results of preliminary interviews with personnel considered key in the Administrative management in the campus. The criteria and methods used in the audit were based on the identified risks. The methodology used included physical inspection of the campus, review of the relevant documentation, and interviews.



Summary of Findings :

The main findings of the audit show that, all the departments are aware about the need for Administrative policies at a general level. However, on detailed review, it was observed that, though the college is implementing the Administrative Policies. In addition, certain processes could benefit from further review in order to improve their efficiency, fairness and consistency.

About the college :

Shri Mahantswami Shikshan Prasarak Mandal, Ausa, the society was established in 1970 by a visionary, Late Honourable, Shri Mahantswamiji Charmurti with the purpose of spreading higher education in the rural and backward area. Shri Mahantswamini was the founder president of the society. Late, Shri Kumarswamiji was the spiritual teacher 'Guru' of Shri Mahantswamiji Charmurti. So, he established and named this college by the name of his 'Guru' as Shri Kumarswami College. The College was started in 1971. The Founder president of the educational institute believed that transformation in the society can be brought only through dynamic education. He also believed in the social justice for all. Education and justice for all was his dream.

Ausa taluka is the rural and backward area. Students in the area needed higher education institute to fulfill their educational aspirations. Their educational aspirations are fulfilled by the college. Ausa taluka is the rural and backward area. It is also earthquake affected area in Latur district. Most of the students enrolled in the institution are from scheduled castes, Scheduled Tribes, Nomadic Tribes and other backward castes. Presently Honourable Krushibhushan Madiwalappa Utge is the President and Shri Pandharinath Kamble is the Secretary of the Institution. The institution has the goal of promoting higher education in the rural, backward and earthquake affected area.

Shri Kumarswami College is the multifaculty faculty college (Arts, Commerce & Science). It caters educational needs of the students in this area. The College has near about 800 students. The college has well-qualified teaching staff (05 NET/SET holders, 16 Ph.D. holders & 04 M.Phil holders) and 16 Non-teaching staff. The college has 17 Departments.



Academic and Administrative Audit gives a standard system based on parameters for Quality education. Quality enhancement is defined in terms of institutional policies, procedures and activities that are designed to promote the learning experience and learning outcomes of students and also contribute to the enrichment of the curriculum. The approach to enhancement will involve an institutional assessment of the strengths and weaknesses of current academic practice and the identification of potential areas for improvement. It may also reflect the particular mission and strategic priorities of institutions, where enhancement is seen in terms of a strategy for driving change and promoting student achievement and capabilities. Hence it is concluded that there is a direct need to pay proper attention to institutional strategies and policies for global engagements, extending the experience and aspirations of students to participate in an increasingly global community.

Need of AAA:

The Academic and Administrative Audit is needed for following:

- 1 To confirm that the arrangements for quality assurance are fit for purpose and conform to the institution's role and mission.
- 2 To provide assurance that the standards of higher education align with expectations.
- 3 To ensure that students have access to appropriate learning opportunities through taught provision and supported learning.
- 4 To promote and enhance high quality teaching and learning.
- 5 To confirm that students are fully supported in their academic and personal development.
- 6 To advance the highest possible levels of student achievement.
- 7 To encourage strategic developments that enriches the curriculum and enhances students' opportunities for employment and career development

PURPOSE OF THE AUIDT:

The objective of AAAC is to evaluate the performance of the institution and to identify the issues that are to be attended to in order to improve the quality of Teaching and Research.

The following are the major objectives of AAAC:



- 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 while teaching, learning and evaluation, student support and progression.
- 2 To ascertain whether the Departments/ centres are functioning efficiently and effectively with proven records of capacity building, research projects and publications and extension over a period of time or not.
- 3 To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms for a long term progression with excellence and to face the challenges of Internationalisation in Higher education.
- 4 To evaluate the optimum utilization of financial and other resources, issues concerning with leadership and organization, functional autonomy and financial management.
- 5 To suggest the methods of improvement for maintaining quality in higher education.

METHODOLOGY:

The profile of college , through a well structured format, collects the necessary primary data and information from all the Departments of Studies and other Sections of the on Programs Offered, Students Enrolment, Faculty Strength, Infrastructure and other Programmes conducted during the last five years. The system of evaluation and internal assessment and the results of students in details.

Phase-1

Self-Appraisal

A Self-Appraisal Form is prepared and distributed to all faculty members in order to collect the information from each Teacher regarding their Qualification, Experience, Research Publications during the last five years, number of Research Projects, and Funds Mobilized by the Teacher, Conferences Attended and Papers Presented, Foreign Academic Visits, Fellowships Obtained, Countries Visited, Organizations of Conferences, Membership of Academic Societies, etc. This forms another major input to evaluate the performances of Teachers and their capability matrix under the context of their Teaching, Learning, Research and Development, and Extension Activities.



Feedback

Students' feedback is an essential component of any assessment. It provides an opportunity to elicit the views of the students regarding the general facilities available in the Department, their opinion about the teaching and research commitment and capability of the Faculty, role of administrators and system of administration, delays and denials of justice, and for providing better amenities and care on campus with modern tools and techniques. Questions regarding teacher's regularity in conducting classes, providing upto-date information on the subject, their orientation to the assigned part of the curriculum, style and efficiency of teaching, clarity in imparting information, availability of the teacher before and after the class hours for consultation, general ability of the teachers, their capabilities in motivating students for progression, etc are normally included in such exercises. Students are also asked to give their feedback in an abstract manner. This is a good initiative for introspection from its stakeholders and beneficiaries. The AAAC evaluate these forms and suggests improvement possibilities. This will also help in carrying out reforms.

Spot Visit:

The AAAC with the help of the IQAC initiates the process of Academic and Administrative Audit by visiting all the Departments, Units and Facilities for the purpose of understanding the Department, Faculty and their activities. This exercise is carried out in all Departments/Units to offer valuable suggestions to improve their performances both individually and collectively. Sufficient time is also provided for the Departments and the Faculty to prepare them selves for this exercise. In each Department, the Faculty are allowed to present their Departmental Profile. The details of their programs, accomplishments, achievements of Faculty and the perspective plans as per the criterion-wise indicators given by the NAAC . During this visit, the Students shall be asked to comment on the on-going teaching methods and programs offered by the Departments. They are also asked to not only to give their opinion about the relevance of the existing Programs but also to give their feedback about the quality of Teaching, Learning, evaluation and placements. The Students are given freedom to express their views frankly and freely to the members of AAAC. In addition, the AAAC shall also meet the teaching faculty, non-teaching and technical staff to obtain their oral feedback and suggestions for improvement.



Visit to Physical Infrastructure:

The AAAC visited to all the laboratories, student amenities, staff room, facilities etc. During the time of visit, in addition to showing all publications and research findings, the Head of the Department or centre is expected to provide the social out rich of their subject.

The above reports are submitted to the IQAC for documentation are verified by the committee.

Sr No.	List of Documents	Remarks
1	Academic Calender Planning and Implementation	Satisfactory
2	PBS and CAS Promotation Documents	Good
3	Examination Shedule Documents	Good
4	Laboratory Records	Satisfactory
5	Library Services and records	Very good
6	Teacher's Daily Teaching and Annual Planning	Satisfactory
7	Feedback Reports and anylisis	Good
8	Co-Curricular and Extra Curricular Activities reports	Good
9	Campus Maintainance	Good

Sign of Committee:

1 Dr. M M Betkar

2 Dr. J A Kadam

3 Shri Mishra V N.

4 Shri Auti G S.

Date: 07th April, 2016

