

LITTLE FLOWER DEGREE COLLEGE
(Affiliated to Osmania University)
Uppal, Hyderabad
Managed by Brothers of St. Gabriel Society



ACADEMIC AND ADMINISTRATIVE AUDIT POLICY (AAA)

Preface:

Academic and administrative Audit serves as a comprehensive evaluation of the educational and administrative functions within an institution, to ensure compliance, efficiency and effectiveness. In an ever-evolving landscape of education, LFDC constantly strives to uphold the highest standards of academic excellence while efficiently managing the administrative processes. Annual academic and administrative help in bringing an improvement, and enhancing the quality of education. Therefore, implementation of academic and administrative audits is an important aspect of LFDC.

This policy shall govern

- Academics
- Administration.

1. Academic Audit:

Academic audit is a systematic evaluation of various aspects related to academic programs, curricular and co-curricular activities within an educational institution. It involves assessing the quality relevance and effectiveness and compliance with regulatory and accreditation requirements. It ensures that the institution maintains high academic standards and continuously improves its educational and administrative prospects.

2. Scope:

This policy applies to academic and administrative functions which includes teaching and learning methods, curricular and co-curricular activities, student support services, faculty performances, financial management, human resources, facilities and infrastructure, governance and decision making and risk management and compliance in LFDC.

3. Roles, Responsibilities and functions:

- AAA Coordinator is responsible for organizing the internal and external Academic and Administrative Audit every year in coordination with Internal Quality Assurance Cell (IQAC) for development and implementation to maintain high standards of academic and administration.
- Principal and Vice Principal are the chairpersons and IQAC coordinator co-chairs the audit teams.
- AAA coordinator, IQAC Coordinator and Co-Coordinator shall take the responsibility of planning and scheduling the audits.

4. AAA Process:

Academic and administrative processes are essential ensuring effectiveness and sustainability of educational institutions and are held annually, both internally and externally in LFDC.

4.1 Pre-audit undertaking:

4.1.1 Internal Audit Team: Internal academic audit teams shall comprise 3 members, one governing body, one IQAC and one senior faculty member of the institution. A senior administration personnel has to be included for administrative audit.

4.1.2 External Audit Peer Team: 2 steps of internal audit shall be conducted and an audit team shall be formed. The experts to conduct external audits shall be selected from universities or peer institutions based on their academic distinctions and experience in the industry.

4.2 Preparing the audit plan/schedule: AAA coordinator with IQAC develops a comprehensive audit plan in consultation with the heads of the department, Cells, committee, Clubs coordinators and administration team. The prepared audit plan gets approved by the Principal and IQAC coordinator.

4.3 Analyzing the audit criteria for the quality parameters:

Departments/Cells/Committees/Clubs/Administration internal audit are scheduled at the end of the first and second semesters and external audit after two internal audits.

❖ Criteria:

- Teaching and Learning Methodology- Use of ICT/LMS
- Student Support Mechanism - Bridge Course, identifying slow and fast learners, Remedial Classes and activities for fast learners
- Result analysis - End semester
- Academic extension activities/Experiential learning: seminars/Workshops/Field Trips/assignments/projects/ internships/ value added courses/certificate courses/ add on courses/ skill development courses
- Student Progression: guidance and counselling for higher education and competitive exams.
- Other student centric activities planned by the department
- Placements.

- FDP and certificate courses conducted and attended by faculty
- Alumni Engagement for building professional network
- Departmental achievements - Success stories
- Innovations programs and extension activities - MOUs
- Environment and Outreach programs
- Research and paper presentations in UGC journals- students & faculty
- Staff Upgradation-FDPs, PDPs, Certificate Courses
- Budget - Lab and general
- Plan of action - accommodate new opportunities and challenges

4.4 Points to be reviewed in administrative audit:

- Student services - evaluating effectiveness of student support services such as admissions, registrations, counselling and academic advice
- Acquisition register, Acquaintance register, staff attendance register, Inward outward register, staff leave letters, guest inward /outward register
- Fee structure, Scholarships, reservations and concessions
- Correspondence letters with OU, AICTE
- Financial statements
- TC, Memos and certificates, LORs, Bonafides

5. Guidelines for AAA procedure:

5.1 AAA Coordinator: The AAA Coordinator oversees and discusses with IQAC Coordinator for the progress and implementation of Quality assurance policies, guidelines and procedures established by the regulatory bodies and the institution to obtain their feedback.

The following guidelines should be followed by audit teams in conducting audits and making reports.

5.2 Internal Academic and Administrative Audit:

- The Audit teams conduct a thorough, effective and systematic approach to evaluate performance of the college.
- Audit teams shall examine the records of each department/Cell/committee/club/administration comprehensively on the parameters, auditors shall verify supporting documents, may ask for further documents and clarifications.
- The internal audit shall be completed within the stipulated time.

5.3 External Academic and Administrative audit:

- A planned schedule for the external peer team to visit the college to conduct the audit.
- The IQAC team will commence with the presentation of the college for external audit followed by visits to evaluate all departments, coordinators of Committee, Cells, clubs and check the infrastructure system.
- The external audit team will be accompanied by IQAC members to facilitate the visit.
- The external auditing shall be completed in a day.
- Presentation of Audit Report

6. Internal Academic and Administrative Audit Report:

- After thorough scrutiny and assessment of the documents, the internal auditors will prepare a report which includes findings and recommendations related to each department/committee/cell/club/administration.
- The report aims to identify strengths and areas for improvements to enhance the institutions operation and quality of education which is based on facts and objective in its outcome
- The AAA coordinator along with the IQAC coordinator submits the reports for review to the principal.

7. External Academic and Administrative Audit Report:

- After an assessment of the records, documents and conversing with the principals, department heads, coordinators of cells, committee, clubs and administrative office staff, AAA coordinator and the IQAC team the external audit presents the report to the principal in the final meeting.

8. Action Taken:

- The IQAC, after going through the suggestions of the internal and external audit reports, recommendations will be implemented in the following year and furnish reasons if not implemented.
- The departments/Cells/Committees/clubs will be intimated about the observations mentioned in the report.
- The departments/cells/committees/clubs will work together with IQAC to evolve a comprehensive plan in which the recommendations of internal and external audit are implemented in various stages.
- Based on the AAA report corrective actions and measures will be adopted.