

Pt. Mohan Lal S.D. College for Women

Gurdaspur

ACADEMIC AND ADMINISTRATIVE AUDIT

(AAA)

2019-20



Neeru Sharma

Principal

**Principal
Pt. Mohan Lal S.D. College
for Women, Gurdaspur**

Dr. (Mrs.) Neeru Sharma

Pt. Mohan Lal S.D. College for Women

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

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The **Academic and Administrative Audit (AAA)** plays a crucial role in maintaining the excellence of higher education institutions by systematically evaluating both academic and administrative processes. This auditing system ensures the continuous improvement of institutional quality in areas such as teaching, administration, infrastructure, and student support services. The audit is divided into two primary components:

1. Academic Audit:

A comprehensive evaluation that assesses the quality and effectiveness of the academic programs offered by the institution. The goal is to ensure continuous enhancement of academic standards.

2. Administrative Audit:

This audit evaluates the efficiency and effectiveness of administrative processes and management practices within the institution. It reviews policies, planning, and the overall functioning of different departments to ensure operational excellence.

Objective of the AAA:

The purpose of the AAA is to conduct a thorough analysis and evaluation of both academic and administrative functions. This ensures the effective utilization of systems, infrastructure,



and human resources. By identifying strengths, weaknesses, opportunities, and challenges, the AAA provides a foundation for implementing corrective and improvement measures.

Audit Team:

The **AAA Committee** for the year 2019-2020 included the following members:

1. Principal
2. Vice Principal
3. IQAC Coordinator
4. Registrar
5. Bursar
6. AISHE Coordinator
7. All Heads of Departments (HODs)

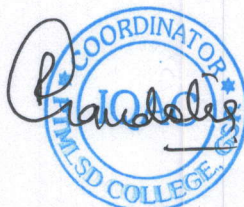
Audit Process:

The committee conducted visits to all departments, including the library, sports facilities, computer labs, administrative office, and other institutional areas. The members engaged in discussions with HODs and faculty to thoroughly assess the academic and administrative performance of the institution.

General observations in Academic and Administrative Audit on dated 3-11-2020 are as follows:

1. Academic Audit:

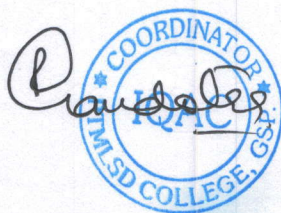
- **Curriculum Planning and Implementation:**



- The institution followed a well-structured academic calendar based on the university's schedule and departmental plans.
- Time Table committees ensured efficient distribution of academic hours, including theory, practical, and value-added classes.
- The institution provided orientation programs for new students and organized bridge courses to reduce knowledge gaps.
- Guest lectures, group discussions, and the use of ICT tools like PowerPoint presentations and e-resources were adopted for effective curriculum delivery.
- **Academic Flexibility:**
 - Several certificate and diploma courses in fields like apparel designing, cosmetology, and biotechnology were introduced, emphasizing employability and skill development.
- **Value-added Courses:**
 - Courses like yoga, personality development, and spoken English were introduced to impart transferable and life skills.
 - Awareness Campaigns on COVID-19 were undertaken.
- **Research Involvement:**
 - Students participated in field projects, including surveys on awareness about study behaviours and other social issues.
- **Feedback System:**
 - Feedback was collected from students, parents, teachers, alumni, and employers, which was analysed to enhance the institution's overall quality.

2. Administrative Audit:

- **Infrastructure and Learning Resources:**



- The institution invested in classroom and lab facilities with ICT-enabled infrastructure.
- Internet connectivity and smart classrooms were in place to enhance learning experiences.
- A maintenance committee was responsible for ensuring the upkeep of laboratories, classrooms, and sports facilities.
- **Student Support and Progression:**
 - Financial aid through scholarships, fee concessions, and government support was made available to students.
 - Capability enhancement schemes like soft skills development, remedial coaching, and personal counselling were actively promoted.
 - Career guidance and competitive exam preparation programs were organized, but on-campus placements needed lot of improvement and tie up with companies.
- **Governance and Leadership:**
 - The institution had a well-structured governance system in place with regular IQAC meetings and feedback mechanisms for improving academic and administrative processes.
 - Active participation through collaborations with government, non-government bodies, and other organizations ensured the overall development of the students.
- **Institutional Values and Best Practices:**
 - The institution upheld gender empowerment, community outreach, and environmental sustainability as its core values. Activities like legal literacy




campaigns, SVEEP activities, and awareness programs on social issues were organized frequently.

Recommendations:

- **Academic Expansion:**

- More vocational, value-added, and skill development courses were recommended.
- The faculty was encouraged to increase research publications in reputed journals, paper presentations and attending FDPs..

- **Research and Innovation:**

- Increased focus on research linkages with national and international universities and industries was suggested.
- Minimal initiatives for Intellectual Property Rights (IPR) awareness.

- **Infrastructure and Placements:**

- Purchasing more reference books and subscribing more journals in the library is suggested.
- Strengthening industry-academia linkages to improve on-campus placements was advised.

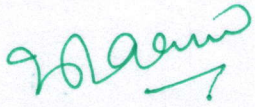
Suggestions & Recommendations:

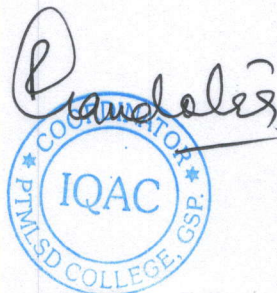
1. Organize and increase the participation of both teaching and non-teaching staff in training Programmes.
2. Staff members to start Ph.D. programmes.
3. Increase the funding from various sources for college development.




4. Industrial trips and field visits must be ensured to enhance learning.
5. Innovation ecosystem should be strengthened
6. Multidisciplinary Research should be enhanced.
7. Industry-Academia linkages for research and education should be promoted.
8. Encourage faculty to take up more of funded projects.
9. Students to be motivated to undergo courses offered under MOOC, Swayam, NPTEL
10. College Club and committees to arrange extracurricular activities.
11. More students to be motivated for Sports Youth related activities, leadership and training Programs need to be strengthened.
12. Counselling of the students and guidance during corona be regular exercise.
13. All departments should prioritize providing education to students with empathy and care during this pandemic.
14. Students to participate and avail opportunities of online competitions.

Audit Team Signature & Seal


Principal
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Vice Principal
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