

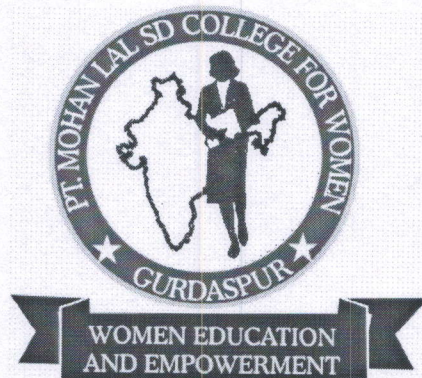
**Pt. Mohan Lal S.D. College for Women**

**Gurdaspur**

**ACADEMIC AND ADMINISTRATIVE AUDIT**

**(AAA)**

**2020-21**



**Principal**

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

# Pt. Mohan Lal S.D. College for Women

## ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

2020-21

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 helps ensure the continuous improvement of institutional quality in various areas including teaching, administration, infrastructure, and student support services. The audit consists of two primary components:

### **Academic Audit:**

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

### **Administrative Audit:**

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

The **objective** of the AAA is to provide a thorough analysis and evaluation of academic and administrative functions, ensuring the effective utilization of systems, infrastructure, and human resources. By identifying strengths, weaknesses, opportunities, and challenges, AAA serves as a basis for implementing corrective and improvement measures.



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### **Audit Team**

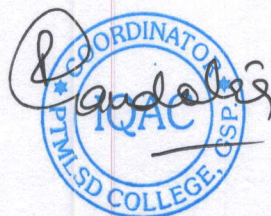
The AAA Committee for the year 2021-2022 consisted of the following members:

- Principal
- Vice Principal
- IQAC Coordinator
- Registrar
- Bursar
- AISHE Coordinator
- All Heads of Departments (HODs)

The committee visited 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 assess both academic and administrative performance.

### **Observations and Suggestions from the AAA Report (Dated:6-Dec-21)**

#### **1. Academic Audit**



The focus of the academic audit is to review the quality of teaching, learning, curriculum delivery, student performance, and research activities. Here are key elements that could be included in the audit:

#### **Curriculum Delivery and Planning:**

- The institution ensures curriculum delivery through a well-planned and documented process. The academic calendar follows the guidelines of Guru Nanak Dev University.
- Orientation programs are conducted for students to help them adjust to the curriculum and use online resources.
- The institution promotes INFLIBNET resources
- Faculty members are encouraged to publish research, participate in professional development programs, and deliver guest lectures.

#### **Student-Centric Learning:**

- Use of experiential learning, participatory methods, and problem-solving strategies. For instance, departments organize field trips, project work, and guest lectures to enhance learning.
- Special attention is provided to both advanced and slow learners. Remedial classes and bridge courses are organized to improve student outcomes.

#### **Student Evaluation and Feedback:**

- Continuous Internal Evaluation (CIE) is implemented as per the academic calendar with timely assessments and evaluations. The results are shared with students, and remedial measures are taken if necessary.



### **Research and Extension:**

- The institution supports research activities and has conducted various workshops and webinars to enhance research capabilities.
- Engagement in extension activities like NSS, tree plantation drives, and awareness campaigns to develop social responsibility in students.

### **2. Administrative Audit**

The administrative audit focuses on the effectiveness of governance, financial management, infrastructure, and institutional support services.

### **Governance and Leadership:**

- The IQAC plays a vital role in institutional planning, monitoring, and reviewing the quality of activities, including academics and administration.
- IQAC planned various events on 25<sup>th</sup> anniversary of the college..
- Various policies for curriculum development, co-curricular activities, and online resource management were effectively implemented during the pandemic.

### **Resource Management:**

- The institution has adequate infrastructure for teaching and learning, including classrooms, smart rooms, labs, a digital library, and internet access.
- Maintenance of infrastructure is ensured through proper channels, and upgradation of IT facilities is done regularly.

### **Student and Staff Welfare:**

- The institution took measures to promote the physical and mental well-being of both students and staff during the pandemic. Workshops and recreational activities were also conducted.



- A grievance redressal mechanism exists for addressing student concerns related to internal assessments and other grievances.

**Suggestions and recommendations:**

- Expand vocational, value-added, and skill development programs, including certificate courses, to equip students with practical skills needed in the evolving job market.
- Encourage faculty members to pursue Ph.D. programs, with a target to increase the number of Ph.D.-qualified teachers.
- Upgrade IT infrastructure to ensure compatibility with modern educational tools and technologies.
- Promote continuous professional development for faculty and staff by encouraging participation in workshops, training, and certification programs.
- Strengthen partnerships with local communities, government bodies, and NGOs to organize socially impactful extension activities.
- Incorporate more industry collaborations to provide students with real-world applications of their academic learning
- Expand mental health and wellness programs for students and staff by incorporating more counselling services and stress management workshops, especially in response to pandemic-related challenges.
- Increase the frequency and scope of experiential learning activities, such as field trips and hands-on projects, to enhance practical knowledge.



- Strengthen the role of the IQAC by incorporating more feedback from external stakeholders, including alumni, industry partners, and local communities, to improve institutional planning and initiatives.
- Organize internships, industry visits, and guest lectures by industry professionals to expose students to real-world business environments.
- Organize more workshops and training sessions on Intellectual Property Rights (IPR), research methodology, and entrepreneurship/startups.
- Enrich the library's collection by adding more reference books and journals.
- Focus on expanding resources related to current academic fields, research, and industry trends, ensuring that students and faculty have access to up-to-date knowledge.
- Guide and motivate students toward entrepreneurship and startups.
- Strengthen the connection between the college and the local community through outreach programs.

**Audit Team Signature & Seal**



Principal

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



Vice Principal  
Pt. Mohan Lal S.D. College  
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