

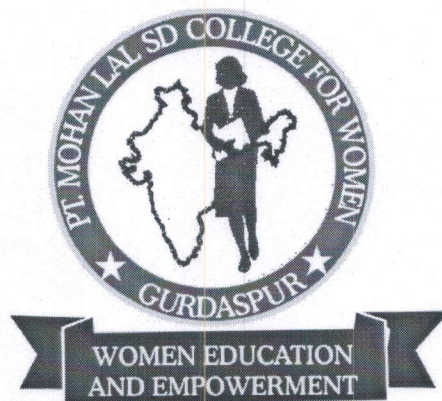
**Pt. Mohan Lal S.D. College for Women**

**Gurdaspur**

**ACADEMIC AND ADMINISTRATIVE AUDIT**

**(AAA)**

**2021-22**



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

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

## **ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)**

### **2021-22**

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.

#### **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: Nov 8, 2022)

### Curricular Aspects

- **Observations:**

- The academic calendar is consistently prepared and being followed properly.
- Elective courses allow students to explore different streams.
- Various orientation programs, webinars, and field trips were organized.
- Slow learners and advanced learners were identified and provided with extra classes.
- Guest lectures, workshops, and seminars were regularly conducted.
- Career guidance was provided through regular visits to DBEE office.
- Incorporation of ethical, gender, and environmental topics into the curriculum and extracurricular activities are being carried out properly.
- Feedback from stakeholders on the curriculum was frequently collected.

- **Suggestions:**

- More skill development and certificate courses should be introduced.
- Introduce new courses in alignment with the National Education Policy (NEP).

### Teaching-Learning and Evaluation

- **Observations:**

- Classrooms are well-equipped with smartboards and audio-visual aids.
- Laboratories and ICT tools are effectively utilized for teaching.
- Regular parent-teacher meetings (PTM) were held to review student progress.
- Students were provided with ample opportunities for skill development and career guidance.

- **Suggestions:**

- Enhance collaboration between academia and industry to create job-ready graduates.
- Organize internships, industry visits, and guest lectures by industry professionals to expose students to real-world business environments.
- Conduct more Personality Development Programs (PDPs) and Faculty Development Programs (FDPs) for students and faculty.



## **Research, Innovations, and Extension**

- **Observations:**

- Faculty is actively engaged in research, with some pursuing Ph.D. degrees.
- Extension activities are frequently organized by various student clubs and associations.
- Active participation of students in social outreach and NSS programs.

- **Suggestions:**

- Faculty should be encouraged to publish more research papers in UGC CARE-listed journals.
- Strengthen formal linkages with national and international universities for research and academic collaboration.

## **Infrastructure and Learning Resources**

- **Observations:**

- Spacious classrooms with ICT facilities, well-equipped laboratories, and an automated library.
- Renewable energy systems, such as a 20kW solar power system, were installed on campus.

- **Suggestions:**

- Upgrade technological equipment across the college.
- Add more reference books and journals to the library.

## **Student Support and Progression**

- **Observations:**

- Financial support through scholarships and fee concessions.
- Active student participation in sports and extra-curricular activities.
- A well-structured Alumni Association contributes to institutional growth.

- **Suggestions:**

- Dire need to strengthen industry-academia interactions to increase placements.
- Conduct more training sessions on research methodology, Intellectual Property Rights (IPR), and start-ups.

## **Governance, Leadership, and Management**

- **Observations:**

- A well-structured administrative and academic hierarchy.

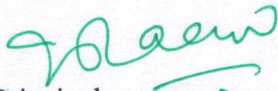


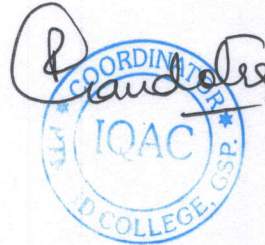
- Clear mission and vision guiding institutional development.
- Welfare schemes for both teaching and non-teaching staff.
- **Suggestions:**
  - Encourage more teachers to pursue Ph.D.s.
  - Increase the number of permanent faculty positions.


**Institutional Values and Best Practices**

- **Observations:**
  - Various awareness campaigns and social projects were conducted, focusing on gender equality, environmental sustainability, and community outreach.
  - Central Association, Youth Club, Rotaract club, Eco club, NSS and NSS Club arranged events to promote leadership, patriotism and social values.
  - The college has adopted green campus initiatives.
- **Suggestions:**
  - Enhance formal collaborations with external research centres and universities.
  - Motivate students to contribute to the department and college level activities and engage in community-based surveys.

**Audit Team Signature & Seal**

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



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