



ACADEMIC AND ADMINISTRATIVE AUDIT

An academic audit is to ascertain whether departments have put in place adequate and effective quality assurance mechanisms in terms of strategies, procedures, their applicability, that ensures quality inputs and consequently quality outputs; their agility in ensuring continuous improvements along with review of available resources, their optimal utilization, additional resource requirements for providing quality education. Academic and Administrative Audit (AAA) endures as an essential element for maintaining the standard of excellence in Higher Education. The senior faculty members are the internal audit members and academicians from other institutions are the external audit members

Academic Audit: Academic audit is understood as a scientific periodic and systematic method of reviewing the quality of the academic process in the institution. It is related to quality assurance and enhancing the quality of academic activities in Higher Education Institutions.

Administrative Audit: It is considered as a process of evaluating the efficiency and effectiveness of the administrative procedure. This includes assessment of policies, strategies & functions of the various administrative departments that control the overall administrative system etc.

Academic and Administrative Audit enhances constant judgment, quality improvement and necessary nourishment, leading to best practices of the various academic programmes. It aims to document facts backed by empirical data which is a hallmark of excellence, and moreover a practice that is indispensable in academic programmes.

The audit aims to

- Monitor Curriculum, teaching and learning process.
- Examination and evaluation methods.
- Research, Innovation and Extension .
- Infrastructure and Learning Resources .
- Student Support and Progression
- Unique healthy Practices
- Documentation process

The audit process strictly adhered to a proforma structured by the IQAC for the evaluation based on

- i. Course content
- ii. Teaching-Learning Process
- iii. Results
- iv. Feedback system
- v. Research
- vi. Infrastructure
- vii. Department Administration,
- viii. Other academic-oriented activities

Since peer review is the backbone of AAA, the senior faculty members on the basis of their credentials such as academic distinctions, experience and professionalism are selected as internal auditors



for AAA. The audit team is assisted by the Dean of Academic to conduct the audit, and it briefed the audit members about the objective of the audit and the procedure involved.

The internal audit team has a formal meeting with the Principal before the audit. The team then divide themselves into a group and visit each department for audit. They verify all the necessary documents related to academics, department administration, documents related to labs and other academic oriented activities. Completing all stages of inspection, the AAA report covering the observation of each individual department is submitted to the dean of academic by the audit team.

The internal Audit team then visits the central facilities like the Examination section, NCC, NSS, training and Placement, library, College office, transport and other general facilities. The audit team after going through all stages of inspection, The AAA report covering the observation and recommendations are submitted to the dean of academics.

Based on the audit report submitted by the team of internal auditors an individual meeting is conducted to each department by the principal in the presence of the dean of academics. The ratification of non conformity is done and submitted to the dean of academics.

External Audit

Academicians from other institutions act as the external auditors. The external audit team have a formal meeting with the Principal where the principal briefed the team about the objective of the audit and the procedure involved in the audit.

The team then divide themselves into a group and visit each department for audit. They verify all the necessary documents related to academics, department administration, documents related to labs and other academic oriented activities. Completing all stages of inspection, the AAA report covering the observation of each individual department is submitted to the principal.

The external Audit team then visits the central facilities like the college office, examination section, NCC, NSS, training and placement, library, transport and other general facilities. The audit team after going through all stages of inspection, The AAA report covering the observation and recommendations are submitted to the principal.

Based on the audit report submitted by the team of external auditors an individual meeting is conducted to each department by the principal in the presence of the dean of academics and administrative officer. The ratification of non-conformity is done and submitted to the dean of academics and administrative officer



SHRI SAKTHIKAILASSH WOMEN'S COLLEGE

(Recognized under section 2(f) & 12(B) of UGC Act 1956) (Affiliated to Periyar University, Salem)

MEMBERS OF AAA

| S.NO | MEMBERS | DESIGNATION |
|-----------------------|--|-------------|
| Internal Audit | | |
| 1 | Dr.S.Jayanthi Principal | Chairman |
| 2 | Dr.A.Sharmila IQAC Director | Member |
| 3 | Mrs.S.Anuradha Dean of Academics | Member |
| External Audit | | |
| 1 | Dr S. Kumaran Assistant Professor, Pg& Research Dep of English Thiruvalluvar Government Arts College,Rasipuram | Member |
| 2 | Dr G. Gowri Assistant Professor,Pg& Research Dep of Tamil Government Arts & Science College, Salem | Member |
| 3 | Dr N. Vijakumar Assistant Professor, Dep of Bio | Member |



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| | Chemistry & Bio Technology, Annamalai University, Chithambaram | |
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