



ACADEMIC AND ADMINISTRATIVE AUDIT

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ABSTRACT Higher Education, in India, is one among the top areas of development undergoing a tremendous change. The country is becoming a global hub for educational activities and a feeder for all kinds of international man-power requirement. There is a growing demand to provide quality education with standard curriculum and globally acceptable system of education. Academic and Administrative Audit (AAA) is a system to control and maintain high standards in the field of higher education. In the present competitive educational environment, it is necessary to achieve remarkable academic standards. The National Assessment and Accreditation Council (NAAC) have evolved certain benchmarks for assuring the quality at different levels of higher education. The advantages of academic and administrative audit are manifold and it is helpful for the students, teachers, society as well as employers. This paper has been designed to explain the concept and process of Academic and Administrative Audit.

KEYWORDS : Audit, Academic, Administrative, Academic and Administrative Audit

Introduction:

Audit is an independent and systematic external evaluation. It assesses whether the quality system of a Higher Educational Institutions (HEI) is fit for purpose of functioning and whether it complies with the agreed criteria. Some institutions may record a grade of "audit" to those who have elected not to receive a letter grade for a course in which they are typically awarded. In this case, 'audit' indicates that the individual merely has received teaching, rather than being evaluated as having achieved a given standard of knowledge of the subject. The term 'audit' is Latin, translating as, 'he heard'. In other words, the student has experienced the course, but has not been assessed. An audit focuses the procedures that the institution uses to maintain and develop the quality of its operations. The purpose of the audit visit is to verify and supplement the observations made of the Higher Educational Institutions (HEI) quality system based on the audit material. The goal is to make the visit an interactive event that supports the development of the institution's operations. In addition to conducting interviews during the visit, the audit team examines any other material it may have from the institution. Administrative Audit is the process of checking analytically and continuously aspects of financial and administrative activities, and evaluation of goals and plans, policies procedures, organizational structure and methods of measurement and evaluation of performance and methods of financial control and management and the results achieved in the light of the potential physical and human resources. The audit needs to focus on the strategic management process, evaluating how the quality management of the University plays its role in improving the quality of higher education. In this context, the committee needs to review the institutional mission, institutional policies, strategies and operational procedures as well as institutional resources and organization. The quality culture of the institution has to be the focus and its role in management of teaching and learning, research and provision of extension services. The emphasis on the exercise of institutional leadership in quality enhancement programs and improving professional activities are other aspects of consideration. Audits focus on the quality system that Higher Educational Institutions (HEI) develops for them based on their own needs and goals.

Academic Audit:

Academic Audit is a mechanism to examine and enhance the quality of academic aspects of institutes of Higher Education. Defining Academic Audit **B. L. Gupta** states that, "it is a systematic and scientific process of designing, implementing, monitoring and reviewing the quality of academic systems, i. e. inputs, processes and outputs. ... It emphasizes on reviewing the performance of the academic inputs with respect to quality assurance (P.1)."

Administrative Audit:

M. Rajendera defines Administrative Audit as "A method of assessing the efficiency and effectiveness of the operating system of the Administrative Procedures, policies, decision making authorities and functionaries, strategies, process, feedback, control mechanism and so on. The administrative audit would certainly make the functionaries to ascertain the strength and weakness of the operating system in general

and pin out the areas in particular, and to ascertain where the function is stagnated and affected and where special attention is required along with man and material resources (P.54)."

Aims and Objectives of Academic and Administrative Audit (AAA):

The aims and objectives of AAA can be stated as follows:

- The setting and maintenance of academic standards
- The quality of students' learning opportunities.
- Developments in quality enhancement.
- The need for greater integration between academic planning, research assessment and quality assurance.
- The recognition and use of the outcomes from professional association activities.
- The recognition of the importance of quality enhancement.

Purpose of the Academic and Administrative Audit:

The purpose of the Academic and Administrative Audit is to evaluate the performance of the university departments, schools and the centers and appreciate their achievements and give suggestions for further Improvement of the quality of teaching, research, administration, and curricular and extra-curricular activities. After visiting the departments, schools and centers, and interacting with the HODs/Directors/Coordinators, teaching and non-teaching faculties, students, alumni and parents and validating the data the committee would give valuable suggestions on the following points:

- Availability of teaching and non-teaching faculty.
- Infrastructural facilities available for carrying out academic and administrative activities.
- Efforts taken for curricular development.
- Teacher quality.
- Teaching methods adopted and use of ICT in teaching, learning process.
- Feedback mechanism used for assessing the performance of teachers by students and for curricular development.
- Faculty development programmes implemented by the department.
- Strengths, Weaknesses. Opportunities and Challenges of the department.
- Research facilities and research output in the form of publications and patents.
- Computer, internet and library facilities available.
- Mentoring system, introduction of Remedial Classes, Bridge Courses, guidance for NET/SET and competitive examinations.
- Skill development and personality development programmes.
- Generation of funds and optimum utilization.
- Evaluation methods adopted for internal and external examinations.
- Future plans of the department.

Principles of the Academic Audit:

- **Define quality in terms of outcomes:**

Learning outcomes should pertain to what is or will become important for the students of the department. Student's learning, not teaching per

se, is what ultimately matters.

- **Focus on Process:**

Departments should analyze how teachers teach, how students learn, and how to best approach learning assessment. Departments should study their discipline's literature and collect data on what works well and what does not. Experimentation with active learning should be encouraged. Faculty should be encouraged to share and adopt their colleague's successful teaching techniques innovations.

- **Work Collaboratively:**

Teamwork and consensus lead to total faculty ownership of and responsibility for all aspects of the curriculum and make everyone accountable for the success of students. Dialogue and collaboration should be encouraged over territoriality and the "lone wolf" approach.

- **Base decision on evidence:**

Departments should collect data to find out what students need. Data should be analyzed and findings incorporated in the design of curricula, learning processes, and assessment methods.

- **Strive for coherence:**

Courses should build upon one another to provide necessary breadth and depth. Assessment should be aligned with learning objectives.

- **Learn from best practice:**

Faculty should seek out good practices in comparable departments and institutions and adapt the best to their own circumstances faculty should share best practices and help "raise the bar" for their department.

- **Make continuous improvement a priority:**

Departments should continually and consciously strive to improve teaching and learning.

Conclusion:

Academic and Administrative Audit gives a standard system based on parameters of quality education. Quality enhancement is defined in terms of institutional policies, procedures and activities that are designed to promote the learning process, learning experiences and learning outcomes of learners and also contribute to the enrichment of the curriculum. Since the quality of education is a big issue, the main objective is to ascertain the presence and adequacy of quality assurance procedures, their applicability and effectiveness in guaranteeing quality of inputs, processes and outputs. Hence it is concluded that there is a dire need to pay proper attention to institutional strategies and policies keeping in view the global standards and also extending the experience and aspirations of students to participate in an increasing global community.

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