



**Mahatma Gandhi Vidyamandir's**

**Mahilaratna Pushpatai Hiray Arts, Science and Commerce  
Mahila Mahavidyalaya, Malegaon Camp. Dist. Nashik (M.S.)**

**Affiliated to Savitribai Phule Pune University**

*Academic and  
Administrative Audit  
Policy and Procedures*

**Introduction:**

The strategy of Academic and Administrative Audit (AAA) is used by the institution to track and evaluate their development and performance in the post-accreditation environment.

The AAA's primary objective is to monitor, analyse, and evaluate departmental performance in the areas of research, extracurricular activities, the teaching-learning process, and administrative matters. It gives the institute the chance to raise the level of its institution as a whole. It assures the right application and efficiency of the institution's systems, infrastructure, practises, human resources, and facilities. The institution's positive and negative aspects, opportunities, and challenges are revealed through AAA.

The process is usually carried out by internal committee members and the external academic peers. AAA is conducted periodically for academic departments and administrative office.

The IQAC has developed a proforma for the assessment based on the NAAC-specified standards as part of the audit process. Each department is given access to the evaluation proforma and the list of required materials.

The department was evaluated using the following criteria:

1. Course content
2. Teaching- Learning Process
3. Examination and Evaluation system
4. Results
5. Other activities
6. Infrastructure
7. Department Administration

**Procedure:**

The IQAC committee examines each department and physically validates all documentation.

The committee prepares an AAA Report including the observations after completing all stages of validation and discussions for the appropriate departments.

The steps IQAC takes to obtain AAA are as follows:

1. Meeting with HODs to finalize the date
2. Identifying the external peers for evaluation of AAA
3. Schedule of the visit for Audit
4. Proforma for evaluation
5. Visit of IC to Academic Departments
6. Presentations by Academic Departments
7. Consolidation of Evaluation Reports.

The AAA report, which includes observations and suggestions, is created and completed when all steps of verification have been completed. The IQAC receives the report.

**Committee:-**

- **Committee Chairman:** Dr. Ujjwala S. Deore
- **Committee Member**
  - Dr. Deepanjali K. Borse
  - Dr. Tejaswini A. Sontakke
  - Dr. Veena M. Nare
  - Dr. Deepak Thakare
  - Dr. Pradnya A. Survase
  - Shri. Bhagwan K. Pawar

We make an effort to pursue a plan of constant improvement and upgrading in our practises and processes, and we regularly examine the policy to determine its on-going applicability and to track compliance.

Date: 25/07/2022

Place: Malegaon