

(A) Best Practice-I

1) Title: Academic and Administrative Audit (AAA)

2) Goals:

- i. To get the college assessed through the external panel of peers.
- ii. To enhance the quality of the college by seeking suggestions and recommendations from the panel.
- iii. To know the status of the college at academic and administrative level.

3) The Context:

The College gives prime importance to quality education by adopting quality measures. One of the ways to ensure quality is to evaluate the performance of the college through self-assessment and volunteer itself for assessment by the external Panel of peers. So the Academic and Administrative Audit of the college is carried out at the end of every academic year to evaluate the performance of the college in academic and administrative practices.

4) The Practice:

The Academic and Administrative Audit is carried out by the Panel of the peers at the end of every academic year. The panel consists of (1) the Senior Principal, (2) three senior teachers from the Arts, Commerce and Science faculties, and (3) one senior member from the administrative staff. All the members of the Panel are from other colleges. The audit is carried out as per the format prepared by the Panel taking into consideration the guidelines of the NAAC for accreditation of the institutions. The panel visits the college on the scheduled date as per the programme prepared well in advance. The panel interacts with the Principal, faculties and the administrative staff, as well as, visits the departments and support services. The panel verifies the documentary evidences available for validation. The panel also observes seriously whether the suggestions made by the previous panel have been rectified properly. The panel submits detailed report to the Principal in the Exit Meeting based on SWOC analysis.

5) Evidence of Success:

Due to the Academic and Administrative Audit (AAA), the overall profile of the college has enriched with more number of research activities, innovative teaching-learning activities, cultural, sports and extension activities. The profiles of the individual teachers have also been enriched due to their active participation in research, academic, extension and other activities. The number of MoUs/collaborations has been increased. The administrative work has become up- to-date. Due to the AAA practice, the teaching learning and administrative works have become disciplined.

6) Problems Encountered and Resources Required:

The main problem for implementation of the AAA is availability of the peers on a particular date.

The resources required are the experts from various faculties, and financial assistance.

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