



**Mahatma Gandhi Vidyamandir's  
Karmaveer Bhausaheb Hiray  
Arts, Science and Commerce College  
Nimgaon, Malegaon Nashik**

Affiliated to Savitribai Phule Pune University, Pune  
(Gov. of Maharashtra)  
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**Internal Quality Assurance Cell (IQAC)**

**Academic and Administrative Audit**

**Policy & Procedure**

**Introduction:**

Academic and Administrative Audit (AAA) is a practice of HEI to monitor and assess the performance and growth of HEI in the post accreditation scenario.

The main objective of the AAA is to review, assess and evaluate the performance in domains of teaching-learning process, research, extra-curricular and administrative aspects pertaining to departments of the institution. It enables the institute to improve the quality of the institution as a whole. It ensures the proper use and effectiveness of the systems, infrastructure, practices, Human Resource (HR) and facilities in the practice of the institution. AAA gives an insight into the strengths, weaknesses, opportunities and challenges of the institution. Based on the AAA reports, corrective and enhanceive measures are adopted in a futuristic manner.

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. As a part of the audit process, the IQAC has structured a proforma for the evaluation based on the Criteria specified by NAAC. The proforma of evaluation along with necessary list of required documents is communicated to each department.

The criteria- wise evaluation of the department includes:

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

**Procedure:**

For internal audit the IQAC prepares the list of files to be verified and issues notices to each department specifying schedule of the visit of each department and verifies documents physically. After completing all stages of verification and interactions AAA Report covering the observations is prepared for the respective departments by the committee.

IQAC follow the procedure towards AAA as below:

1. formation of internal AAA committee.
2. Meeting with HODs about doubts in the format

2. Notices to be circulated to various departments.
3. Schedule of the visit for Audit
4. Proforma for evaluation
5. Visit of Internal Committee to Academic Departments
6. Presentations by Academic Departments
7. Consolidation of Evaluation Reports.

After completing all stages of verification, AAA report comprising of observations and recommendations is prepared and finalized. The report is handed over to IQAC.

❖ **Committee:**

**Committee Chairman:** Dr. Subhash N. Nikam

❖ **Committee Member**

- Shri. Shubham Patil
- Dr. Kalyan S. Kokane
- Dr. Bharat Shewale
- Dr. B.U.Pawar
- Prof. Sharad Wagh

We strive to follow a scheme of continuous improvement and upgradation in our procedures, practices and review the policy on a regular basis to evaluate continued relevance and to monitor compliance.

Date: 04-03-2022

Place: Nimgaon



**Dr. Subhash N. Nikam**

**Principal**

K.B.H. Arts, Science & Commerce College  
Nimgaon, Tal. Malegaon Dist. Nashik