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NAAC Sponsored
NATIONAL SEMINAR

On
NEW HORIZONS IN ACADEMIC AUDITING
FOR COMPETENCY BUILDING
OF STAKEHOLDERS

Organized By
Internal Quality Assurance Cell (IQAC)
Shri. A. D. S. P. Mandal's
Mahavir Mahavidyalaya,
Kolhapur, (MS) India

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**NAAC Sponsored Two Day National Seminar on
New Horizons In Academic Auditing For Competency Building Of Stakeholders**

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Convener
Dr. R.P. Lokhande
Principal & Chairperson IQAC,

Co-Convener
Dr. R.B. Mirajkar
IQAC Member

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Quality Assurance Through Academic Audit: A Case Study Of Vvm's Shree
Damodar College Of Commerce & Economics

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Abstract:

The purpose of an Academic Audit is to monitor and enhance the teaching-learning process through a process of review by external experts. The audit report that is generated at the end of the audit process, serves as a guide for faculty and the institution, by highlighting the strengths and weaknesses of the teaching, learning and evaluation that takes place in the academic programmes.

The academic audit provides an opportunity for a regular strategic overview of the academic performance of a College and also helps to mould the students as per industry requirements, so that they are gainfully absorbed on completion of their degree programme

1. Introduction

The Academic Audit is a peer review process including a self-study and a site visit by peers from outside the institution. The review involves assessing a program in detail and generating a report which will enhance the quality of programme. This process emphasizes self-reflection and self-improvement. The purpose of an academic audit is to encourage the institution to regularly and continuously evaluate the quality of education and to enable the faculty to improve the quality of teaching and learning on an ongoing basis.

Academic audit gives an opportunity for continuous improvement on the part of faculty, thereby ensuring transparency in teaching-learning, evaluation and administration process of the institution and thus promoting holistic growth of students. An audit of this nature brings transparency, openness and accountability in the manner in which internal evaluation is conducted and has a noticeable impact the quality of teaching.

2. Objectives Of The Study

- To study the academic audit process followed by the College.
- To determine the impact of the academic audit upon the quality of the teaching-learning process.

3. Methodology

The present work is conceptual in nature and based on secondary data or information which are made available on college and University website, academic audit committee reports and formats available.

4. Background

Academic audit is a tool used to measure the adequacy of academic inputs. An academic audit reviews the processes and procedures used by an institution to enhance the quality of their programmes. Institutions are required to have processes that guarantee quality in teaching and learning they provide to students.

Academic audits focus on strategies that an institution uses to assure quality education, how these are organized and how well they perform.

The audit assesses the program on several parameters such as the performance of students in exams, evaluation methods, student achievements, etc. It provides an opportunity for regular strategic overview of a college teaching learning process.

Vidya Vikas Mandal's Shree Damodar College of Commerce & Economics was established in 1973. The flagship institution of Vidya Vikas Mandal, is recognized all over Goa as a premier institution of higher education. The College has U.G.C. recognition and is permanently affiliated to Goa University. The College is a Commerce College in South Goa running three undergraduate programmes namely Bachelor of Commerce, Bachelor of Computer Application, Bachelor of Business Administration (Financial Services) and a post-graduation programme Master of Commerce.

Goa University ordinances mandate academic audits for all four programmes. However, these provisions of the ordinances are systematically followed only for the BBA (Financial Services) and BCA programmes. Having seen the benefits of the audit for these two programmes, the IQAC proposed that the audit be introduced for the remaining programs as well.

Accordingly in 2015-16, the College constituted an Academic Audit Committee for the B.Com programme and conducted the first audit in December 2015. Since it was being done for the first time, the audit was held at the end of the first Semester rather than at the end of the year.

5. Objectives Of Academic Audit

The main objectives in conducting academic audit are:

- To ascertain the quality of teaching and availability of infrastructure to conduct the programme.
- To ascertain that all in-semester and end-semester evaluation is done in a fair and transparent manner.
- To bring transparency, openness and accountability in the manner in which internal evaluation is conducted by interacting with the students and the faculty members of the programme.
- To ascertain the conformity to the existing ordinances prescribed by the University from time to time for the programme.
- To obtain feedback to assist in ensuring continuous overall improvement of the programme.

6. Relevance Of Academic Audit

It helps in clarifying the roles and responsibilities of the teachers and thus avoids conflicts.

Ensures effective use of available institutional resources.

Facilitates educational quality improvement practices.

7. Academic Audit procedure

1. The academic audit is normally conducted once a year at the end of the academic year.
2. The Academic Audit Committee (AAC) comprises subject experts from other educational institutions and industry practitioners.
3. The functions of the AAC include:

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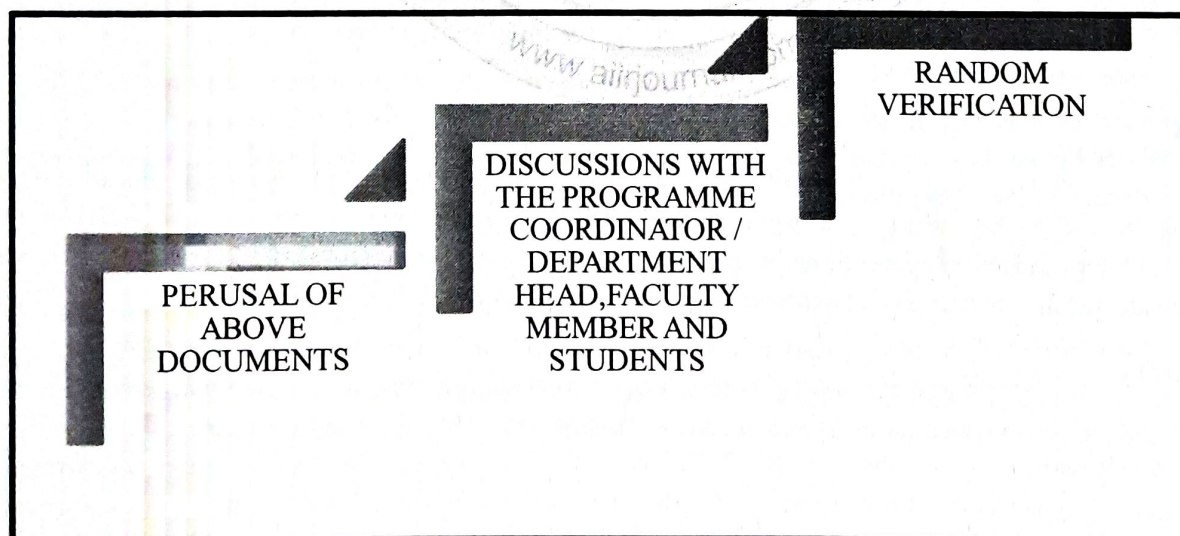
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- a) To review the course plan and implementation for each course, to determine adherence to the plan announced at the start of the semester
- b) To review question papers of the assessments held during the academic year.
- c) To determine the adequacy of coverage of the syllabus.
- d) To determine the standard of questions in relation to the syllabus.
- e) To review sample answer scripts to check for objectivity and uniformity of assessment.
- f) To scrutinize the records of in-semester and end-semester assessment maintained by the Department, in order to determine the suitability and adequacy of the methods of assessment.
- g) Evaluation and suggest of remedial measures on the basis of feedback obtained from the students.
- h) To examine the co-curricular activities conducted by the department.
- i) To prepare a report based on the inputs gathered during the semester and the visit to the college, which is then submitted to the appropriate authorities

8. Documents Required For Conduct Of Academic Audit

- Syllabus.
- Course Outline and compliance.
- Evaluation Scheme.
- Hard / Soft copies of Materials discussed other than Text Books prescribed.
- Attendance Sheet with Number of Hours Engaged with percentage attendance for each Student.
- Grade/Mark Sheet with Item wise and Overall Grades/Marks.
- Question Papers for Assignments and Tests.
- Selected Answer Sheets of Assignments (Soft / Hard) / Tests.
- Summary of student Feedback and Qualitative Comments.

Figure 1: Academic Audit Procedure



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9. Implementation Of Academic Audit

There are three phases to the Academic audit:

1. **Pre-Audit Phase:** The preparation for the audit starts at the commencement of the academic year by maintaining various documents on conducting of college activities. Each faculty member is given a file to maintain the documents mentioned above. The programme Coordinator / Department Head maintains a file containing the list of teachers and support staff, list of library books, semester-wise subject distribution list, guest faculty, co-curricular activities, etc.
2. **Audit Process:** In the case of the BBA(FS) and BCA programmes the AAC is constituted by the University, whereas the College has constituted the AAC for the B.Com programme. On arrival of the audit team, a meeting is scheduled with the Principal and the Programme Coordinator followed by interaction with individual faculty members and students. The audit peer team verifies the documents produced by the college.
3. **Post Audit Phase:** The Audit Committee chairperson prepares the audit report incorporating all the observations made during the audit process and suggestions for improvement. Where the audit is mandatory, a copy of the Audit report is sent to the Administrative section and to the Controller of Examinations of the University.

10. Benefits

- The Academic audit has helped the College implement and standardize useful practices such as creation of course plans, course implementation, student feedback, etc.
- It has ensured effective and proper maintenance of all documents and other essential records.
- The College has improved its industry-academic interface, based on the recommendations of the AAC.
- The standard of question papers is now noticeably better; teachers are also more objective and careful in assessment.
- Teaching methodologies have improved, with more teachers adopting innovative techniques.
- The quality of project reports and assignments has improved, with students now submitting more original and professional work.
- Some programmes have introduced new elective papers based on recommendations from the industry representative on the AAC.

11. Conclusion

In today's competitive and education driven world ensuring effective quality of education is a need of hour. One of the best ways for achieving effectiveness in the academic and co-curricular activities of any institution is by conducting Academic audit. The Academic audit assures the college activities and programmes are being conducted in a manner geared to accomplish the objectives intended by the authorities.

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