



Shri Gajanan Shikshan Sanstha's  
**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING  
SHEGAON – 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA**

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### **Academic and Administrative Audit (AAA) Policy**

The pursuit of excellence in higher education necessitates the implementation of Academic and Administrative Audit (AAA). These audits encompass various elements within an educational institution, effectively bridging the academic and administrative realms. Hence, a resilient administrative support system assumes a critical role in upholding and maintaining academic standards of the highest quality.

The Internal Quality Assurance Cell (IQAC) assumes the responsibility of conducting the AAA, aiming to monitor and assess the institutional processes through systematic internal and external evaluations. The AAA involves a peer review process that includes a self-assessment and on-site visits by peers from both within and outside the institution.

#### **Academic Audit**

Academic Audit is a formal and systematic process that evaluates the quality and effectiveness of academic activities within educational institutions, typically in the context of higher education. It aims to ensure that the institution is meeting its educational objectives and delivering a high standard of education.

#### **Administrative Audit**

An Administrative Audit for an educational institution is a structured and comprehensive evaluation of the administrative functions, processes, and policies within the institution. It aims to assess how well the administrative operations are managed and whether they align with the institution's goals, regulatory requirements, and best practices in education.

#### **Objectives**

**Assessing Departmental Strengths and Weaknesses:** Gain insight into the existing system and evaluate the strengths and weaknesses of various departments and administrative units. Provide recommendations for improvement and addressing weaknesses

**Recognizing Administrative Challenges:** Identify obstacles constraints present in the current administrative processes and highlight opportunities for improvements in academic, administrative, and examination practices.

**Optimizing Resource Utilization:** Evaluate the efficient utilization of financial and other resources, ensuring optimal use and resource allocation.

**Enhancement of Educational Quality:** Propose strategies to continually elevate the quality of education, with a specific emphasis on aligning with the standards and assessments established by accrediting bodies such as NBA, NAAC, and other pertinent organizations.

**Improving Teaching and Learning Methods:** Create more efficient teaching and learning approaches to enrich the educational experience for both students and faculty.



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Evaluating Course and Program Outcomes: Assess the outcomes of courses and programs to ensure they align with educational objectives and student learning outcomes

Enhancing Student Evaluation: Design and optimize methods for evaluating student progress and performance

Promoting Quality Education: Assure the delivery of quality education by implementing co-curricular and extracurricular activities that enrich the overall educational experience and contribute to holistic development.

### **Procedure**

The audit process comprises both internal and external audits. IQAC members are responsible for conducting an internal audit within the institution, which involves an inter-departmental evaluation. A group of two IQAC members, as determined by the Principal, will verify the details of each department. External audits are carried out by external academicians.

As part of the audit process, the IQAC has developed an evaluation proforma in alignment with the criteria established by NAAC and NBA. The department's comprehensive evaluation process is based on several criteria, each serving as a pillar for assessing its performance. These criteria encompass various aspects of departmental functioning. They include the thorough review of course content to ensure its relevance and effectiveness. The assessment extends to the teaching and learning processes, evaluating their methods and outcomes. Academic results, such as student achievements and success rates, are a critical part of the evaluation. Additionally, the department's involvement in research and consultancy activities is assessed, as well as its efforts in knowledge up gradation. The infrastructure, including facilities and resources, is appraised for adequacy, and the efficiency of departmental administration is also closely examined.

Auditors will examine the AAA forms submitted by the Heads of the respective departments, verify the accompanying documentation, and may request additional documents or seek clarifications where necessary. Once the document verification is finalized, the internal auditors will compile the AAA reports for each department. The internal auditing process is anticipated to conclude within a period of 4-6 days. The audit report is then sent to the IQAC. After due verification, IQAC sends the reports to the Principal for review. Departments are expected to prepare an action taken report to address any shortcomings identified based on their performance, and subsequently, submit it to both the Principal and the IQAC.

To review the quality of academic and administrative processes within the institute and to seek recommendations for enhancing quality, the task of conducting an academic audit is delegated to an external expert. The external academician visits each department, facilitating and assessing the self-evaluation documents presented by the department. Subsequently, the



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expert compiles a comprehensive report, consolidating findings and offering suggestions for further improvement.

### **Administrative Audit**

An administrative audit serves as a comprehensive evaluation of the efficiency and effectiveness of administrative procedures within an organization. It encompasses a thorough assessment of the formulation and implementation of policies, the strategic approaches adopted, and the day-to-day functions of various administrative departments.

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