



**VIVEKANANDHA**  
**COLLEGE OF ENGINEERING FOR WOMEN (AUTONOMOUS)**  
Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai.  
Elayampalayam, Tiruchengode – 637205.

---

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

### **1. Purpose:**

The purpose of this policy is to establish a **systematic mechanism for evaluating and improving the academic and administrative performance** of all departments and functional units. The audit ensures **accountability, transparency, and continuous improvement** in alignment with the **Vision and Mission** of the institution and the **quality benchmarks of NAAC and NBA**.

### **2. Policy Statement:**

The institution is committed to maintaining high standards of academic excellence and effective governance. Through periodic Academic and Administrative Audits, the college shall:

- Assess the **effectiveness of academic planning, delivery, and outcomes**, and
- Review the **efficiency of administrative operations, support systems, and resource management**.

The audit will help identify **strengths, weaknesses, and areas of improvement**, thereby promoting a **culture of quality assurance and continual enhancement**.

### **3. Objectives:**

- To evaluate the **academic processes** and ensure they align with institutional objectives.
- To assess the **administrative efficiency** and decision-making mechanisms.
- To verify **compliance with regulatory and accreditation standards**.
- To ensure **optimal utilization of human, financial, and physical resources**.

- To promote a **culture of self-evaluation, accountability, and continual improvement.**

#### 4. Scope:

The policy applies to all:

- Academic departments
- Administrative and support sections
- Research and innovation cells
- Student support services
- Examination and evaluation systems
- Extension and outreach units

#### 5. Frequency of Audit:

- **Internal Academic and Administrative Audit** – Conducted **yearly twice** by the Internal Quality Assurance Cell (IQAC).
- **External Academic and Administrative Audit** – Conducted **annually** by external experts nominated by the **Hoi/IQAC**.

#### 6. Audit Committee Composition:

##### Internal Audit Committee:

Member	Role
Principal	Chairperson
IQAC Coordinator	Convener
Senior Faculty Members	Members
Administrative Officer	Member
External Academic Expert (if required)	Member

##### External Audit Committee:

Member	Role
Senior Academic Expert from Reputed institute/Autonomous College	Chairperson
Industry Representative (Optional)	Member
Senior Faculty from another Institution	Member
IQAC Coordinator	Convener

## **7. Parameters of Audit:**

### **A. Academic Audit:**

- Curriculum planning, design, and implementation
- Teaching-learning processes and pedagogy
- Faculty qualifications, workload, and development programs
- Student performance and mentoring system
- Research, consultancy, and publication activities
- Industry-Institute Interaction (MoUs, internships, FDPs)
- Feedback mechanisms from stakeholders
- Innovation and best practices

### **B. Administrative Audit:**

- Institutional governance and leadership practices
- Office procedures and record management
- Finance and budget utilization
- Recruitment and staff welfare measures
- Infrastructure maintenance and safety compliance
- ICT usage and digital record keeping
- Support services (Library, Hostel, Transport, Canteen)
- Grievance redressal, feedback, and communication mechanisms

## **8. Audit Process:**

### **1. Preparation Phase:**

- IQAC notifies the audit schedule and forms committees.
- Departments submit **Self-Appraisal Reports (SAR)** with supporting documents.

### **2. Audit Visit:**

- Auditors review documents, interact with faculty, staff, and students.
- Infrastructure and laboratory inspections are carried out.

### **3. Reporting:**

- Auditors prepare a **comprehensive report** highlighting strengths, weaknesses, and actionable suggestions.

### **4. Action Taken Report (ATR):**

- Departments prepare ATR based on audit findings within a **stipulated time frame**.
- IQAC reviews and monitors the implementation of recommendations.

## **9. Outcome Utilization:**

- Findings will guide **strategic planning** and **policy reforms**.

- Audit outcomes will serve as inputs for **NAAC/NBA accreditation** and **annual quality assurance reports (AQAR)**.
- Best practices identified will be **documented and disseminated** across departments.

#### **10. Review and Continuous Improvement:**

- The policy shall be reviewed **once every three years** or as needed by the IQAC.
- Recommendations from previous audits shall be evaluated for **effectiveness of corrective actions**.

#### **11. Conclusion:**

This policy ensures that the institution upholds a **sustainable culture of quality**, strengthens **academic and administrative accountability**, and fosters **continuous improvement** in line with its mission of providing value-based education and empowering students with global competence.



**Director /IQAC**

DIRECTOR IQAC  
VIVEKANANDHA COLLEGE OF ENGINEERING  
FOR WOMEN (AUTONOMOUS)  
TIRUCHENGODE, NAMAKKAL - 637 205.