

Academic and Administrative Audit

About Academic and Administrative Audit (AAA)

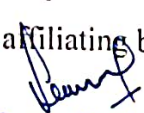
The aim of an academic and administrative audit is to evaluate and assess the effectiveness of an institution's academic processes, policies, and practices to ensure they align with educational standards, institutional vision, mission, goals, and regulatory requirements. The report provides a comprehensive review of various academic aspects, offering insights into areas of strength and identifying opportunities for improvement.

NAAC suggests to all accredited institutions to undertake regular Academic and Administrative audits. Audit process helps in quality enhancement in the existing process by assessment of policies and functioning of various constituted functional bodies. These audits are one of the main objectives of IQAC for the maintenance and enhancement of quality. Academic and Administrative Audit (AAA) are essential for excellence in Higher Education. These are interrelated concepts. Thus, in order to have a quality oriented academic system, there should be a strong administrative background. Academic audit can be understood as a scientific and systematic method of reviewing the quality of academic process in the institution. It is related to quality assurance and enhancing the quality of academic activities in HEIs. Administrative Audit can be defined as a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies and functions of the various administrative departments, control of the overall administrative system etc.

Objective of AAA

1. To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.
2. To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms, and examination reforms etc.
3. To evaluate the optimum utilization of financial and other resources.
4. To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other affiliating bodies.


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Methodology of Audit in Gateway Education

The IQAC of the institute continuously works towards quality enhancement in the Academic and Administrative processes. The IQAC meetings must be organized for quality improvement. In each meeting, a quality aspect is identified for evaluation. The suggestions of all stakeholders are analyzed for implementation and action taken towards further quality enhancement. These quality aspects are further put forward to the Academic Council and/or Governing Council for approval and implementation.

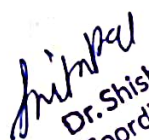
Academic Audit: IQAC has introduced the concept to conduct two academic audits in each semester i.e., Academic Planning Audit (at the beginning of each semester) and End-Semester Academic Audit (at the end of each semester)

i. Academic Planning Audit

The first visit to be planned after 15 days of the semester commencement. In this visit following documents are evaluated:

Course file (*The course files of subjects taught by faculty members from other departments are checked in the department they are allotted the subject)

1. Lesson Plan - Theory Subject (on GE ERP).
2. Lesson Plan - Lab Subject as per university format.
3. Practical file/continuous evaluation of practical file.
4. Stock Register (updated) and Soft Copy.
5. Action taken on low attendance cases (Documents Proof) mails or other communication with parents.
6. Action taken on the gradual slow learner (Documents Proof).
7. Evidence of Actions on Identified Gradual Learners.
 - a) Doubt Clearing/Remedial Class-Time Table, Notices, etc.
 - b) Attendance Record on ERP
8. Evidence of Subject Allotment, Timetable.
9. Course Outcome (CO), Program Outcomes (PO) Formation as per guidelines and understanding to faculty members.
10. Department Website


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ii. End Semester Academic Audit

This visit is planned at the end of each semester as per guidelines and schedule issued by the Office of Dean Academics. In this audit, a 360-degree quality check is done to ensure implementation of various policies at the department level like:

1. Implementations of Academic Plans

- a) Subject Taught
- b) Extra classes taken
- c) Timely sallybus completion
- d) Required evaluations
- e) Submission of results analysis record
- f) Submission of all required records
- g) Other Responsibility
- h) Self-Academic growth
- i) Innovative teaching practices adopted

2. Implementations of OBE Policy

3. Implementations of Research Policy

4. Implementations of other Institutional Policies

The detailed procedure for conducting end-semester Academic Audit is attached as **Annexure 2** In this perspective a committee has been constituted to conduct the audits under the supervision of the IQAC coordinator.

Academic Audit Committee

For Gateway Institute Engineering and Technology

Sr. No	Name	Designation
1.	Dr. (Col.) Amik Garg Director- General, Gateway Education	Chairman
2.	Dr, Vinay Kr. Singhal Principal, GIET	Member
3.	HOD, Department Management Studies	Member
4.	HOD, Department of Computer Sciences	Member
5.	HOD, Department of Computer Applications	Member
6.	Mr. Sunny Dean Academics	Member
7.	Dr. Shish Pal Coordinator, IQAC	Member

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For Gateway College of Architecture and Design

Sr. No	Name	Designation
1.	Dr. (Col.) Amik Garg Director- General, Gateway Education	Chairman
2.	Dr, Mona Chandra Principal, GCAD	Member
3.	Ms. Tanushree Das	Member
4.	Mr. Sunny Dean Academics	Member
5.	Dr. Shish Pal Coordinator, IQAC	Member

For Gateway College of Pharmacy

Sr. No	Name	Designation
1.	Dr. (Col.) Amik Garg Director- General, Gateway Education	Chairman
2.	Dr. Rahul Sharma Principal, GCP	Member
3.	Mr. Reena Assistant Professor	Member
4.	Mr. Sunny Dean Academics	Member
5.	Dr. Shish Pal Coordinator, IQAC	Member

Administrative Audit

An administrative audit typically involves a comprehensive evaluation of an organization's administrative processes, policies, and systems. This audit helps ensure that internal controls are working effectively, procedures are being followed, and resources are being used efficiently.

Administrative Departments are responsible for the maintenance and supervision of the institutional activities for smooth implementation of academic activities. IQAC conducts Administrative Audit for all administrative departments/cells, once in a session. The IQAC of the Institute visits the 26 administrative departments/cells for audit. The detailed format for

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administrative audit is attached in Annexures from 3.1 to 3.26. Here are the key areas typically examined during an administrative audit

ISO Audit

Objective: Gateway Education will apply ISO 14001 and ISO 21001 certifications to address quality assurance and enhancement in technical education. A team of senior experienced faculty members ensures that the best practices to be implemented in all academics' domains while considering administrative needs. The team also monitors the implementation and continuous improvements of both academic and non-academic processes and procedures.

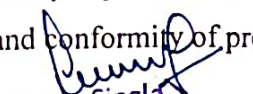
Processes: A team of senior experienced faculty members at institute level is formulated through the Registrar-MR (Management Representative).

- The institute level team of ISO conducts the internal audit of the different departments and interacts through the internal ISO team of the intended department.
- During the visit, the team goes through the processes conducted by the department and validates the documentation together with the effectiveness of the process.
- The observation of the institute level ISO team is communicated to the Registrar-MR
- The same observation is also shared with the corresponding department, in case of any non- conformity found.
- After the successful conduct of internal visit, the external team initiates external audit for validating the process finally.
- On the successful completion of the ISO visit, the institute will be awarded with an ISO Certificate.

Management review inputs

- a) The management review shall be planned and carried out taking into consideration:
- b) The status of actions from previous management reviews
- c) Changes in external and internal issues that are relevant to the quality management system
- d) Information on the performance and effectiveness of the quality management system, including trends in:
- e) Stakeholder satisfaction and feedback from relevant interested parties
- f) The extent to which quality objectives have been met
- g) Process performance and conformity of products and services


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- h) Nonconformities and corrective actions
- i) Monitoring and measurement results
- j) Audit results
- k) The performance of external providers
- l) The adequacy of resources
- m) The effectiveness of actions taken to address risks and opportunities
- n) Opportunities for improvement.

Green Audit

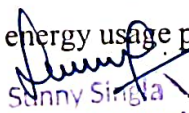
A Green Audit is a methodical process for identifying, quantifying, reporting, and analyzing various environmental components. It strives to examine environmental policies both within and outside the concerned places, as these policies would affect the environment-friendly ambiance.

A green audit can be a helpful tool for the Institute to identify where and how they are using the most resources, such as water and electricity. In order to better waste minimization plans or start recycling projects, it can also be used to determine the type and volume of garbage. It can create health consciousness and promote environmental awareness, values and ethics. It provides staff and students better understanding of green impact on campus. If self-enquiry is a natural and necessary outgrowth of a quality education, it could also be stated that institutional self-enquiry is a natural and necessary outgrowth of a quality educational institution. In the Institute, EEM Cell is responsible for all environment related activities. A Green Audit certification may be obtained from ISO under ISO 210001 standard.

Energy Audit

An energy audit is typically carried out to look for ways to minimize the amount of energy used by the building without impairing its comfort. In order to improve comfort, indoor air quality, durability and dependability, energy efficiency, as well as the health and safety of the inhabitants, it is necessary to identify the systems and areas of opportunity. The energy audit would provide a helpful direction for programmes that are essential for production and utility activities, such as reducing energy costs, preventative maintenance, and quality control. Such an audit programme will assist in maintaining focus on variations in energy costs, the availability and dependability of the energy supply, choosing the right energy mix, identifying energy-saving technology, retrofitting for energy-saving equipment, etc. Finding solutions to cut operational expenses or energy usage per unit of output is the main goal of an energy audit.


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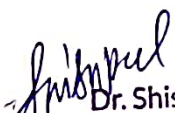

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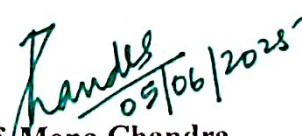
In Gateway Education, EEM Cell is established for continuous evaluation of Energy Utilization resources. An Energy Audit certification may be obtained from ISO under ISO 14001 or ISO 210001 standards for energy management systems which promote green practices.


Environment Audit


An Institute environmental responsibility is evaluated systematically through an environmental audit. Its objectives are to determine environmental compliance, assess whether environmental responsibility implementation gaps match stated goals, and provide any necessary corrective measures.


The audit examines the potential hazards or risks posed by the institute. Areas examined may include institute environmental policies and procedures, energy use practices, recycling, waste, conservation, and pollution. Then, the institute can use the results to determine what changes need to be made for compliance. An environmental audit is a systematic examination to assess an institute's environmental responsibility. It aims to identify environmental compliance, verify environmental responsibility implementation gaps whether they meet stated objectives, along with related corrective actions. The EEM cell in Gateway Education continuously works towards maintaining the quality of the environment.



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Annexure I

GATEWAY EDUCATION
DELHI-NCR, HARYANA-131001

Academic Planning Audit
Odd/Even Semester -2024-25

Faculty Name:

Designation:

Department:

Institution Name:

Sr. No.	Parameters of Assessment	Status	Observations	Suggestions
1.	Lesson Plan - Theory Subject (on GE ERP).			
2.	Lesson Plan - Lab Subject as per university format.			
3.	Practical file, lab manual/studio manual/continuous evaluation of practical file.			
4.	Stock Register (updated) and Soft Copy.			
5.	Action taken on low attendance cases (Documents Proof).			
6.	Action taken on the gradual slow learner (Documents Proof).			
7.	Evidence of Actions on Identified Gradual Learners. a) Doubt Clearing/Remedial Class-Time Table, Notices, etc. b) ii. Attendance Record on ERP			
8.	Evidence of Subject Allotment, Timetable.			
9.	Course Outcome (CO), Program Outcomes (PO) Formation as per guidelines and understanding to faculty members.			
10.	Action taken on identified gaps(Cos-POs) after internal sessional examination.			
11.	Planning of action on the gaps identified in the previous session.			
12.	Department Updated Website.			

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Annexure 2

GATEWAY EDUCATION DELHI-NCR, HARYANA-131001

End Semester Academic Audit

Odd/Even Semester -2024-25

Faculty Name:

Designation:

Department:

Institution Name:

A. Subjects Taught (Current Session)

Sr. No.	Program	Sem.	Lecture/Tute/Practical	Weekly Workload
1	BBA			
2				
3				
4				
5				
6				

B. Extra Classes:

Sr. No.	Program	Sem.	Theory/Practical	No. of Classes
1				
2				
3				

C. Teaching:

- Whether you have completed the teaching work for this semester and completed the syllabus. Yes / No
- Whether you have conducted the required evaluation components for all the subjects. Yes / No
- Whether all the result records were handed over to HOD. Yes / No

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4. Whether the lecture notes/handouts/other records were maintained and shared with students. Yes / No

D. Other Responsibilities:

Participation in:

Sr. No.	Activities	Role / Responsibility
1		
2		
3		
4		

E. Submission Records:

- | | |
|--|----------|
| 1. Attendance Register: | Yes / No |
| 2. Internal marks with supportive documents: | Yes / No |
| 3. Lesson plan: | Yes / No |

F. Course Outcomes (CO) and Program Outcome (PO)

Sr. No.	Assessments	Completed/ Pending
1	CO-PO mapping and approval from BOS of the Department	
2	Uploading of POs & PSOs and CO and CO-PO mapping on the NBA module of GE ERP	
3	CO,PO & PSO Statement formation approved by BoS and update on GE Website	

G. Result Record (Previous Semester)

Program and Sem.	Theory	No. of Students			Total Pass %
		Appeared	Fail	Pass	

H. Innovative practices adopted in teaching (if Any):

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I. Any special contribution to the department:

Signature of the Faculty with date

J. Opinion of the HOD:

Signature of the HOD with date

K. Opinion of the committee:

L. Grade of the faculty by Committee:

Excellent	Very Good	Fair	Poor
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Members – Academic Audit Committee

Member 1 Name & Sign.....

Member 2 Name & Sign.....

Member 3 Name & Sign.....

Member 4 Name & Sign.....

Member 5 Name & Sign.....

Member 6 Name & Sign.....

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Principal

Director-General

Annexure 3

GATEWAY EDUCATION DELHI-NCR, HARYANA-131001

Administrative Audit

3.1 Administrative Audit (Accountant)

Sr. No.	Key Indicator	Observation	Results
1	Audited Statement		
2	Audited Statement for Institutional Scholarship and Alumni contribution		
3	Audited Statements for Infrastructure Augmentation, Maintenance of Academic Facilities, Physical Facilities, Total Expenditure		
4	Budget Allocated for Infrastructure Augmentation		
5	Annual expenditure of purchase of books/e-books and subscription to journals/e- journals		
6	Support to faculty for FDP, Research, Patent etc.		
7	Records of Scholarships, Research Projects		
8	Any Other		

Summary Report

3.2 Administrative Audit (Placement Cell): As applicable

Sr. No.	Key Indicator	Observation	Results
1	Placement Policy		
2	Placement Process		
3	Placement Schedule		
4	List of students placed (Package)		
5	Offer letter of students		

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6	Placement Summary		
7	Employer Survey		
8	Document related to Placement Preparation		
9	List of Company Visited		
10	Any Other		

Summary Report**3.3 Administrative Audit (ITS)**

Sr. No.	Key Indicator	Observation	Results
1	IT Infrastructure Projector, Smart Boards, Network Facilities, Desktop, Laptop, UPS, CCTV etc. (Purchase and Maintenance Records)		
2	Bills for purchase of ICT Facilities mentioned in point 1 Stock Register for ICT Facilities		
3	Maintenance records of IT Infrastructure		
4	Document for Internet Connection, Agreement		
5	GE ERP		
6	Any Other		

Summary Report**3.4 Administrative Audit (R&D Cell)**

Sr. No.	Key Indicator	Observation	Results
1	Document related to Research and Book Chapter etc.		
2	e-copies of the grant award letters for sponsored research projects / endowments and the details		
3	Ph.D. Guidance Letters with list		
4	Research projects and activities		
5	Research areas and expertise		

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6	Detail of seed money to the faculty for research, Incentive Conf./ Seminar, research labs		
7	MOM of research & development cell		
8	Research facilities made available in the campus and outside campus		
9	Research Center		
10	Research committee		
11	Ongoing and Completed Projects and grants received		
12	Implementations of research schemes/ projects		
14	Research Faculty Policy & implementation		
15	Activity proof organized by R&D Cell		
16	Any Other		

Summary Report**3.5 Administrative Audit (Dean SW)**

Sr. No.	Key Indicator	Observation	Results
1	Office Order-Student Participation & Reimbursement		
2	Annual report of the celebrations and commemorative events		
3	Proofs of Awards and recognitions received for extension activities		
4	Attendance Policy of Students for Medical Cases		
5	Student Manual		
6	Life skills (Yoga, physical fitness, health and hygiene) (1. Geo tagged Photographs with date and caption for each scheme or event. 2) List of programs conducted and the number of students enrolled for each of the events.)		
7	Anti-Ragging MOM and List of cases if any , Students Grievances Record		
8	List of students along with their certificates for participation in activities		

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9	Students extra-curricular Club List, events organized documents		
10	Number of sports and cultural events/competitions organized (Copy of circular/brochure/report of program with photographs) and captions of such programs along with Year-wise list of students attending each of these Program		
11	Details of activities that inculcate values; necessary to render students in to responsible citizens, like independence day, Republic Day etc. along with Report, Student Attendance, Geo-tagged photos etc.		
12	Activities of Unnat Bharat Bhavan		
13	Activities of NSS, NCC		
14	Extension Activity proof		
15	Any other types of Activities Organized		

Summary Report**3.6 Administrative Audit (EEM Cell)**

Sr. No.	Key Indicator	Observation	Results
1	Green Audit Certificate etc		
2	Energy Audit Certificate etc		
3	Environment Audit Certificate etc		
4	Clean and green campus recognition Certificate etc.		
5	Beyond the campus environmental promotion Activities		
6	Any Other		

Summary Report**3.7 Administrative Audit (Alumni Engagement Cell)**

Sr. No.	Key Indicator	Observation	Results
1	Year wise List of students along with their admission letter (Alumni going for Higher Education)		

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2	Document related to Registered Alumni Association		
3	Alumni contribution		
4	Alumni feedback		
5	Alumni Engagement Cell Records like Alumni Meet Reports with Geo- Tagged Photographs, Alumni Interaction report with Geo-tagged Photographs, any other activity organized		
6	Activities Organized for Alumni		
7	Alumni Interaction in the Institute i.e. Guest Lectures, Project Guidance etc.		
8	Any Other		

Summary Report**3.8 Administrative Audit (Head HR)**

Sr. No.	Key Indicator	Observation	Results
1	Professional development /administrative training programs organized by the institution for teaching and non-teaching staff Attendance Sheet, Reports, Geo-tagged Photos etc.		
2	Performance appraisal Performa		
3	Code of Conduct for Employees		
4	Sanction letters indicating number of posts		
5	List of faculties having PhD. & their certificates		
6	Faculty rewards and recognition		
7	Faculty training, motivation, details of performance appraisal system, welfare schemes (%ge of staff avail this scheme), Retaining Procedures		
8	Faculty Details & Recruitment procedure		
9	Policy(TA/DA/OD/fee reimbursement for FDP/SD and study leave)		
10	Faculty List with their service books, salary details, Appointment letters, promotion and award letters/ certificates, Department Affiliation		

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11	Non-Teaching staff list with their appointment letters		
12	Any Other		

Summary Report**3.9 Administrative Audit (Training and Placement Cell)**

Sr. No.	Key Indicator	Observation	Results
1	Internship Policy		
2	Department wise list and certificate of Internship		
3	Documents related to Interaction with Industry like report, Geo-tagged Photographs etc.		
4	Special Grants from industry or any Beneficiary		
5	Any Other		

Summary Report**3.10 Administrative Audit (IRO)**

Sr. No.	Key Indicator	Observation	Results
1	Events organized for career guidance along with attendance sheet of students, reports, Geo-Tagged Photographs etc.		
2	International Internships, MoUs.		
3	Activities organized and participated for Institute Visibility along with details and Geo-tagged Photographs		

Summary Report**3.11 Administrative Audit (Library)**

Sr. No.	Key Indicator	Observation	Results
1	List of Library Infrastructure i.e. Central Library, School of Management, SOP along with Area, Books, Titles, periodicals etc.		
2	Reading Section Details along with Rules		
3	Library Policies for Issue/ Return, Timings, Reading Section etc.		

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4	Integrated Library Management System (ILMS) version and renewal Proof		
5	Details of library usage by teachers and students		
6	Initiatives taken for library usage increase		
7	Bills of all purchases books, e-journals, bounded journals, e-books, databases etc.		
8	Subscription proof for e-journals, e- Shodhsindhu, Shodhganga, e-books, Databases and any other resource		
9	Library Web Page		
10	Any Other		

Summary Report**3.12 Administrative Audit (Head Admin & EEM Cell)**

Sr. No.	Key Indicator	Observation	Results
1.	Documents for alternate sources of energy and energy conservation measures like agreements/MoUs with Government and other approved agencies/Geo-tagged photographs of the facilities		
2.	Electricity supplied through Solar Panel to Grid (Related Documents)		
3.	Established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc		
4.	Related Documents for Solid waste management, Liquid waste management, Biomedical waste management, E waste management, Waste recycling system, Hazardous chemicals and radioactive waste management		
5.	Related documents to Waste water recycling, Maintenance of water bodies and distribution system in the campus, Rain water harvesting, Borewell /Open well recharge, Construction of tanks and bunds		
6.	Initiative taken for Restricted entry of automobiles, Use of Bicycles/ Battery powered vehicles, Pedestrian Friendly		

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	pathways, Ban on use of Plastic, landscaping with trees and plants		
7.	Initiative taken for Disable-Friendly Like Built environment with ramps/lifts for easy access to classrooms, Divyangjan friendly washrooms, Signage including tactile path, lights, display boards and signposts, Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment, Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading		
8.	Documents related to Medical Assistance (MoU, Residential Medical Facilities etc.)		
9.	Documents related to Campus Facilities (Generator, Ro etc.)		

Summary Report

3.13 Administrative Audit (Registrar)

Sr. No.	Key Indicator	Observation	Results
1	Communication with University regarding Evaluation & Paper Setting		
2	CBCS Documents		
3	AICTE/COA/PCI letters related to sanction of intake		
4	Student enrollment list year wise & Program wise		
5	CUET, JEE (National Testing Agency) Brochure		
6	Copy of letter issued by Haryana Govt. indicating the reserved categories		
7	Admission list indicating the category		
8	Percentage analysis before commencement of classes		
9	Prospectus/ handbook		
10	Admission Rank Documents		
11	Final Year Student result summary- year wise & Program wise		

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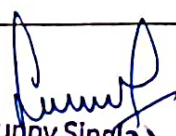
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12	Result analysis (Programme wise pass percentage)		
13	Revaluation forms (scrutiny Details, Evaluation Challenge etc.)		
14	Policy Document of the HEI for award of scholarships (Institute + outside) and freeships		
15	Branch Change related documents (Policy, Student Applied, Merit List etc.)		
16	ISO Audit Detail		
17	Any Other		

Summary Report**3.14 Administrative Audit (Head Purchase)**

Sr. No.	Key Indicator	Observation	Results
1	Year-wise List of Purchase Orders and Supplier Details		
2	Purchase Records Documentation		
3	Compliance with Budgeting and Financial Approval		
4	Vendor Performance and Evaluation		
5	Purchase Approval and Sign-off Process		
6	Record Keeping for Returns, Exchanges, and Damages		
7	Ethical Procurement and Vendor Selection		
8	Inventory Management and Reconciliation		
9	Contract Compliance and Vendor Agreements		
10	Sustainability and Green Procurement Practices		
11	Purchase Reporting and Analysis		
12	Staff Training and Development in Procurement		
13	Compliance with Legal and Regulatory Requirements		
14	Any Other Relevant Observations		

Summary Report:


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3.15 Administrative Audit (Head Maintenance & Stores)

Sr. No.	Key Indicator	Observation	Results
1	Year-wise Maintenance Records (including work orders and requests)		
2	Maintenance Equipment Inventory		
3	Document related to Stores Management (Inventory Logs, Stock Reconciliation)		
4	Storehouse Condition & Cleanliness		
5	Maintenance Team Performance Records		
6	Stores Inventory Management (Stock levels, Replenishment Process)		
7	Scheduled Maintenance Logs		
8	Spare Parts and Tools Management		
9	Emergency Maintenance and Stores Handling		
10	Record of Major Repairs and Costs Involved		
11	Safety and Compliance in Maintenance and Stores Operations		
12	Preventive Maintenance Program		
13	Any Other Relevant Record or Activity		

Summary Report:**3.16 Administrative Audit (Controller of Examination)**

Sr. No.	Key Indicator	Observation	Results
1	Year-wise List of Students along with their Examination Records (for all academic years)		
2	Document related to Examination Policies and Guidelines		
3	Accuracy of Examination Results and Marksheets (Cross-checking data entry and printing)		
4	Examination Schedule and Notification (Clear communication of exam dates and timings)		

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5	Examination Registration Process (Student registration for exams and issue of admit cards)		
6	Examination Conducting Procedures (Invigilation, seating arrangements, security measures)		
7	Storage and Security of Examination Papers (Handling and safekeeping of question papers)		
8	Handling of Examination Results (Submission, validation, and approval of results)		
9	Grievance Redressal Mechanism for Examination Issues (Handling of student complaints or queries)		
10	Communication with External Examination Bodies (Collaboration with external examination agencies or accreditation bodies)		
11	Documentation of Evaluation and Paper Checking Procedures (Review of internal examination grading process)		
12	Faculty and Staff Training for Examination-related Activities (Training sessions for examiners and staff)		
13	Any Other		

Summary Report:**3.17 Administrative Audit (Head of Vocational Skills Cell)**

Sr. No.	Key Indicator	Observation	Results
1.	List of Vocational Skills Programs		
2.	Curriculum and Training Materials		
3.	Trainers and Certification		
4.	Student Performance and Feedback		
5.	Industry Linkages and Partnerships		
6.	Placement Records		

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7.	Vocational Skills Cell Engagement with Stakeholders		
8.	Funding and Resource Utilization		
9.	Feedback from Industry Partners		
10.	Other relevant observations related to the administration and functioning of the Vocational Skills Cell		

Summary Report:

3.18 Administrative Audit (Head IIC&E)

Sr. No.	Key Indicator	Observation	Results
1	Year-wise list of IIC activities conducted		
2	Minutes of IIC meetings with action taken reports		
3	Infrastructure Details		
4	Number of Startups Incubated / Supported		
5	Details of Mentorship support (Internal/External mentors engaged)		
6	Entrepreneurship Development Programs (EDPs), Bootcamps, Ideathons organized		
7	Number of Patents/Trademarks filed and granted		
8	Pre-incubation Activities conducted and their documentation		
9	MoUs/Collaborations with Incubators, Industry, or Funding Agencies		
10	Student & Faculty participation data in innovation/startup activities		
11	Innovation/Startup Awareness Campaigns conducted		

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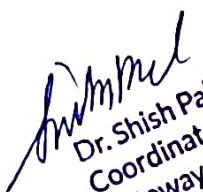
12	Evidence of IPR Awareness Workshops and IP Policy implementation		
13	Geo-tagged photos & reports of events/activities conducted		
14	Feedback Mechanism and continuous improvement (students/faculty/industry feedback)		
15	Any Other Relevant Document/Practice		

Summary Report:**3.19 Administrative Audit (Director Admissions & Placements)**

Sr. No.	Key Indicator	Observation	Results
1	Year-wise List of Admitted Students with Admission Letters (Including Students Placed)		
2	Documents Related to Registered Alumni Association		
3	Placement Records (Including Employer Details, Salary Packages, etc.)		
4	Student Feedback on Admissions and Placement Process		
5	Records Related to Placement Drives (Reports, Employer Interaction, Student Participation, etc.)		
6	Activities Organized for Admissions (Counseling, Seminars, Workshops, etc.)		
7	Employer Interaction in Institute (Recruitment Drives, Guest Lectures, etc.)		
8	Any Other Relevant Activity or Record		

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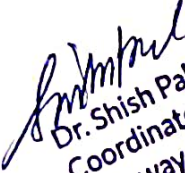

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3.20 Administrative Audit (Head Digital Marketing & Branding)

Sr. No.	Key Indicator	Observation	Results
1	Year-wise list of digital marketing campaigns run; including performance metrics (reach, engagement, conversions, etc.)		
2	Documents related to digital marketing strategy, including annual marketing plans and content calendars		
3	Brand awareness and recognition reports (e.g., surveys, social media sentiment analysis)		
4	Performance of paid advertising campaigns (PPC, Social Media Ads, Display Ads)		
5	Records of social media engagement, including growth statistics and engagement metrics (likes, shares, comments, etc.)		
6	Reports on search engine optimization (SEO) performance (traffic, keyword rankings, backlink reports)		
7	Website analytics and performance reports (conversion rates, bounce rates, time spent on site, etc.)		
8	Email marketing campaign performance (open rates, click-through rates, conversions, etc.)		
9	Influencer marketing reports, if applicable (engagement metrics, conversion tracking, etc.)		
10	Customer feedback on branding and digital marketing activities (surveys, reviews, etc.)		
11	Branding consistency across all digital platforms (website, social media, emails, etc.)		
12	Digital marketing budget allocation and spending report		
13	Any other relevant digital marketing or branding activities conducted during the period		

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3.21 Administrative Audit (Hostel)

Sr. No.	Key Indicator	Observation	Results
1	List of Hostel Residents (Year-wise) with Admission Letters		
2	Hostel Registration Documents		
3	Hostel Fees and Contributions		
4	Hostel Feedback Mechanism		
5	Hostel Engagement Records (Meetings, Reports, Events, etc.)		
6	Activities Organized for Hostel Residents		
7	Interaction and Engagement in Hostel (Guest Speakers, Workshops, etc.)		
8	Other Hostel-related Matters.		

Summary Report:**3.22 Administrative Audit (Security)**

Sr. No.	Key Indicator	Observation	Results
1.	Staff Training on Security Protocols	Evaluate the training records and knowledge of security staff regarding safety protocols.	
2.	Cybersecurity Measures (Network and Data Protection)	Assess the cybersecurity protocols in place for protecting sensitive data and networks.	
3.	Visitor Management System	Check the efficiency and compliance of visitor management systems (sign-in/sign-out records, ID checks).	
4.	Incident Follow-Up and Resolution	Review how quickly and effectively security incidents are addressed and resolved.	
5.	Security Equipment Maintenance and Inspections	Inspect whether security equipment (CCTV, alarms, etc.) is regularly maintained and inspected.	
6.	Security Policy Compliance (National and International Standards)	Evaluate if the security policies align with legal and organizational standards.	
7.	Security Awareness Programs for Employees	Check if security awareness programs are conducted for all employees (physical and cyber threats).	

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8.	Disaster Recovery and Business Continuity Plans	Evaluate the existence and testing of disaster recovery plans for critical systems.	
9.	Any Other Security Concerns or Areas for Improvement	Additional observations regarding overlooked security issues.	
10.	Staff Training on Security Protocols	Evaluate the training records and knowledge of security staff regarding safety protocols.	
11.	Cybersecurity Measures (Network and Data Protection)	Assess the cybersecurity protocols in place for protecting sensitive data and networks.	
12.	Visitor Management System	Check the efficiency and compliance of visitor management systems (sign-in/sign-out records, ID checks).	
13.	Incident Follow-Up and Resolution	Review how quickly and effectively security incidents are addressed and resolved.	
14.	Security Equipment Maintenance and Inspections	Inspect whether security equipment (CCTV, alarms, etc.) is regularly maintained and inspected.	
15.	Security Policy Compliance (National and International Standards)	Evaluate if the security policies align with legal and organizational standards.	

Summary Report:

3.23 Administrative Audit (Transport)

Sr. No.	Key Indicator	Observation	Results
1.	Year-wise Record of Vehicles and Documentation	Verify the records of all vehicles, including registration documents, insurance, and maintenance history.	
2.	Vehicle Maintenance and Inspection Reports	Check if routine inspections and maintenance schedules are adhered to.	
3.	Fuel Consumption and Efficiency	Review fuel consumption reports and assess the efficiency of vehicles in use.	
4.	Driver Training and Certification	Check if drivers have up-to-date certifications and have received training on safety and traffic regulations.	
5.	Vehicle Safety Features (Seatbelts, Emergency Exits, etc.)	Verify the availability and condition of safety equipment in all vehicles.	

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6.	Accident and Incident Reports	Review records of accidents or incidents involving the vehicles, including investigation and resolution.	
7.	Vehicle Utilization and Routing	Assess the efficiency of vehicle routing and utilization based on routes taken, travel time, and purpose.	
8.	Compliance with Regulatory and Safety Standards	Ensure vehicles and operations comply with local traffic regulations, safety standards, and legal requirements.	
9.	Vehicle Registration and Insurance Status	Verify the current status of vehicle registration and insurance for each vehicle in the fleet.	
10.	Transport System Documentation (Logs, Schedules, etc.)	Review the completeness and accuracy of transport system documentation, including logs, schedules, and records of service.	
11.	Fleet Management Software (If Applicable)	Assess the use and functionality of any fleet management software, including tracking and reporting capabilities.	
12.	Environmental Impact (Emissions, Fuel Type, etc.)	Evaluate the environmental impact of the fleet, including emission levels and fuel types used.	
13.	Transport-Related Feedback from Employees/Users	Collect feedback from employees or users of the transport system on its reliability and comfort.	
14.	Transport Costs and Budget Adherence	Compare actual transport expenditures to the budget and assess cost efficiency.	
15.	Any Other Transport-Related Issues or Concerns	Additional observations related to transport efficiency, safety, or user satisfaction.	

Summary Report:

3.24 Administrative Audit (Discipline)

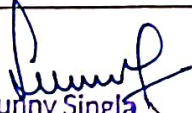
Sr. No.	Key Indicator	Observation	Results
1.	Student Code of Conduct and Compliance	Review of the institution's student code of conduct and adherence.	

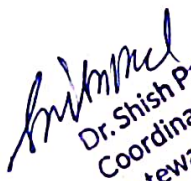
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2.	Disciplinary Policy and Procedures	Check if the disciplinary policies are documented, followed, and clear to all stakeholders.	
3.	Timeliness of Disciplinary Action	Evaluate the speed and efficiency of actions taken against violations.	
4.	Disciplinary Committee Composition	Assess the qualifications and diversity of the disciplinary committee members.	
5.	Record Keeping of Disciplinary Cases	Review the system used for documenting and maintaining disciplinary cases.	
6.	Punishment and Penalty System	Check the alignment of punishments with the severity of offenses.	
7.	Communication of Disciplinary Procedures to Students	Assess how well students are informed about disciplinary procedures and consequences.	
8.	Preventive Measures to Promote Discipline	Evaluate the initiatives in place to prevent violations (e.g., workshops, awareness programs).	
9.	Student Participation in Discipline-related Workshops and Events	Review participation rates and effectiveness of discipline workshops and events.	
10.	Feedback and Appeals Process	Evaluate the process in place for students to appeal disciplinary decisions.	
11.	Handling of Sensitive Cases (Bullying, Harassment, etc.)	Review the institution's approach to sensitive disciplinary cases.	
12.	Faculty and Staff Involvement in Promoting Discipline	Assess the involvement of faculty and staff in upholding and promoting discipline within the institution.	
13.	Disciplinary Trends and Patterns Over Time	Analyze trends in the frequency and nature of disciplinary violations.	
14.	Record of Repeat Offenders	Check for any patterns of repeat offenders and actions taken.	
15.	Any Other Disciplinary Concerns or Areas for Improvement	Additional observations regarding overlooked disciplinary issues.	

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3.25 Administrative Audit (Career Counseling Cell)

Sr. No.	Key Indicator	Observation	Results
1.	Year-wise list of students who have availed career counseling services	Evaluate the list of students who received counseling, along with their course/program details.	
2.	Documents related to registered career counseling programs and partnerships	Review the formal documentation of counseling programs and industry partnerships.	
3.	Career counseling feedback from students	Assess the feedback collected from students regarding their counseling sessions.	
4.	Tracking and monitoring of student placements	Verify the records of students placed through counseling services.	
5.	Career Counseling Cell Records (Reports, Geo-tagged Photos of Counseling Events, etc.)	Evaluate the activity logs and reports related to counseling sessions and events.	
6.	Career fairs and events organized by the Career Counseling Cell	Review the records of career fairs, guest lectures, and other events organized.	
7.	Employer Engagement and Internship Opportunities	Assess the number of employer partnerships and internship opportunities provided to students.	
8.	Workshops, Seminars, and Training Sessions	Review the workshops and seminars held for skill development, resume building, and interview preparation.	
9.	Career Counseling Staff Qualifications and Training	Check the qualifications and ongoing professional development of career counselors.	
10.	Student Satisfaction and Success Rates	Measure the success rate of students who have utilized career counseling services (placement rates, satisfaction levels).	
11.	Availability of Career Resources (Job Listings, CV Templates, etc.)	Review the availability and accessibility of resources provided by the Career Counseling Cell.	
12.	Collaboration with Alumni for Career Advice and Guidance	Evaluate if the Career Counseling Cell engages alumni for career mentorship and advice.	

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13.	Utilization of Career Counseling Services by Students in Various Disciplines	Assess the reach and usage of career counseling services across different academic disciplines.	
14.	Any Other	Additional observations regarding overlooked areas or suggestions for improvement.	

Summary Report:**3.26 Administrative Audit (Dean Accreditation)**


Sr. No.	Key Indicator	Observation	Results
1.	Accreditation documents for the institution	Review the institution's accreditation certificates and documentation.	
2.	Accreditation reports and feedback from accrediting bodies	Review the reports from accrediting agencies regarding past accreditations.	
3.	Compliance with accreditation standards and criteria	Evaluate whether the institution complies with the standards set by the accrediting bodies.	
4.	Faculty qualifications and ongoing development programs	Assess the qualifications of faculty and their professional development activities.	
5.	Student performance data (Graduation rates, Employment rates, etc.)	Review records on student performance, including graduation rates and employment statistics.	
6.	Dean's reports on academic performance, improvements, and strategic goals	Assess reports from the Dean on academic performance, strategic goals, and improvements.	
7.	Faculty and student feedback regarding academic programs	Evaluate the feedback collected from faculty and students regarding the academic programs.	
8.	Engagement with industry professionals and partnerships	Check records of industry partnerships, internships, and professional engagement activities.	

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9.	Research output and academic publications from faculty	Review faculty research publications, presentations, and grants received.	
10.	Resources available for academic and extracurricular activities	Assess the availability and quality of resources (libraries, laboratories, sports facilities, etc.) for students and faculty.	
11.	Alumni involvement in academic and professional development	Evaluate the involvement of alumni in the academic development and mentorship of current students.	
12.	Continuous improvement mechanisms and their outcomes	Check if there are systematic processes for continuous improvement of academic programs and their outcomes.	
13.	Self-assessment reports and improvement action plans	Review the self-assessment process and the action plans based on accreditation feedback.	
14.	Dean's involvement in policy-making and governance	Assess the Dean's role in decision-making and policy formulation.	
15.	Any Other	Additional observations regarding overlooked areas or suggestions for improvement.	

Summary Report:


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