

Principal GCAD
Principal GIET
Principal GCP

Release of Academic and Administrative Audit Policy – Gateway Education

Dear Leaders,

1. It is with great satisfaction that I hereby attach the Academic and Administrative Audit Policy for Gateway Education. This Policy offers a comprehensive and structured evaluation of the institution's academic and administrative mechanisms, undertaken with the objective of measuring institutional effectiveness and ensuring alignment with national educational standards and the strategic goals of the institution: -

- (a) **Objective of the Audit** - The primary purpose of this policy is to assess the operational efficiency and academic rigor of the institution. It aims to identify strengths, highlight areas for improvement and recommend strategic enhancements. Particular focus is placed on the optimal utilisation of resources and adherence to quality benchmarks as outlined by accreditation bodies such as NAAC/ NBA etc.
- (b) **Methodology** - The audit process encompasses both academic and administrative domains, incorporating systematic evaluations such as Academic Planning Audits, End-Semester Reviews and Departmental Assessments. It includes documentation analysis, compliance checks and structured feedback from relevant stakeholders. The administrative audit covers multiple departments including Human Resources, Research & Development, Placement, Library and Information Technology.
- (c) **Academic Audit Highlights** - The academic audit evaluates instructional planning, subject allocation, faculty performance, student attendance records and course outcome assessments. It ensures that academic departments conform to institutional policies and that quality assurance mechanisms are effectively implemented and monitored on a regular basis.
- (d) **Administrative Audit Highlights** - This component assesses institutional governance and operational efficiency across 26 departments. It reviews policy implementation, regulatory compliance, inter-departmental coordination and resource management practices. The audit serves as a mechanism for enhancing administrative accountability and performance.
- (e) **ISO Certification and Environmental Sustainability** - The report also outlines progress made toward obtaining ISO certifications (ISO 14001 and ISO 21001), alongside comprehensive environmental audits including Green, Energy and Environmental Impact Assessments. These initiatives reflect Gateway Education's commitment to continuous quality enhancement and sustainable institutional practices.



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2. This report is a critical tool for driving continuous improvement in both academic delivery and institutional management. It provides a foundation for informed decision-making, strategic planning and quality assurance. Detailed findings, eligibility parameters and procedural guidelines are provided in the attached document.

3. All leaders are encouraged requested to peruse the report in detail and ensure implementation of all processes in letter and spirit and engage with the proposed guidelines to support Gateway Education's mission of academic excellence and institutional integrity. Following is the timeline for the audit report submission by respective colleges: -

- (a) Academic Planning Audit report an (Annexure 1) to be submitted on 15th day from the start of the odd/ even semester.
- (b) Academic Audit End Semester (Annexure 2) to be submitted on 15th day of the end of the semester.
- (c) Administrative Audit report to be submitted on 15th day of end of each financial year (Annexure 3.1 to 3.26).

4. It is emphasised that meticulous execution of this audit and its timely report submission will lay a strong foundation for NBA/ NAAC accreditations that Gateway Education is aspiring to achieve in near future.

5. All stakeholders under your colleges may be disseminated these guidelines immediately.

Thanking you,

Best regards



11 Jun 25

Dr. (Col) A Garg
Director General

Encl: As above

Distribution: Principal GCAD, Principal GIET, Principal GCP

Copy to: Chairman, Executive Chairman, Executive Directors