



MAKING A DIFFERENCE

# **HOLY GRACE**

## **ACADEMY OF MANAGEMENT STUDIES**



**Academic Audit Manual**

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**Affiliated to University of Calicut & Approved by AICTE, New Delhi**  
**Kuruvilassery P.O., Mala, Thirssur Dist., Kerala - 680 732**  
**Email: [office@holygracebschool.org](mailto:office@holygracebschool.org)**



## **Academic Audit**

Peer review is a component of the Academic which includes both a self-study and a site visit by peers from inside and outside the institution. In order to produce, ensure, and continuously improve the quality of the entire system in place, including curricular and co-curricular activities, the infrastructure and support services, an academic audit is essential. Academic Audit is intended to encourage programmes, departments, and the institution to evaluate their quality processes and standards based on predetermined benchmarks.

## **Significance of Academic Audit**

An academic audit has many benefits, including but not limited to:

**For students:** It aids in removing unnecessary workload and focuses primarily on those essential for a student's career success.

**For Faculty Members:** It helps faculty members to avoid conflicts by defining their roles and responsibilities.

**For Employers:** Employers benefit because it guarantees the availability of students who are seasoned and ready to contribute right away.

**For management:** It provides information on the institution's overall quality, including its strengths, weaknesses, opportunities, and threats. It makes sure that the institution's procedures, systems, infrastructure, practises, human resources, and facilities are used appropriately and effectively.

## **Objectives of Academic auditing**

The purpose of Academic Audit includes:

1. Focus on the teaching-learning and evaluation processes, including how instructors instruct (both conventionally and innovatively) and how students learn (both formally and informally) (both for life and career).
2. Define quality in terms of learning outcomes, including alignment with learning objectives and the mapping of PO, PSO, and CO.
3. Create a culture of research as a means of producing new knowledge.
4. Enhances teamwork through shared accountability, collective responsibility, and sharing.
5. Documentation based on evidence for all programmes, endeavours, and successes.



6. Consistency and continuity based on the institution's vision and mission.
7. Application of best practises suitable for the department and the institution.
8. Connectivity and interaction with industry and community among students.
9. Enrichment of placement and alumni activities
10. Continuous improvement is the conscious, ongoing pursuit of excellence for the institution, its faculty, and its students.
11. Clear organisational hierarchy, systems, HR and other policies, transparency in financial management, complaint resolution mechanisms, etc. are all examples of good governance.
12. The satisfaction of the requirements of the various stakeholders, including students, parents, teachers, staff, governmental agencies, society, and the community.

### **Process of Academic Audit**

With the approval of the authorities, the IQAC develops the strategies and procedures for conducting the audit. The Internal Audit is done by IQAC to review the programmes and activities at the department level and the institution as a whole.

### **Composition of Internal Audit team**

The Internal Audit team usually consists of 3-5 senior faculty members of the institution along with the Director and the IQAC coordinator. The members of the committee include:

- Director
- MBA Coordinator
- Representative from Management
- IQAC Coordinator and Senior Faculty members
- Industry Expert
- Alumni Representative



### **Process of Academic Audit**

Academic audit process involves the following stages:

1. Preparing the "Self-study Report" with evidence-based documentation
2. Internal peer review and evaluation of the self-study report
3. Modifying the Self-study Report based on the internal peer review
4. Collection of Feedback Report from industry expert and Alumni Representative.
5. Implementing the suggestions and review report

### **Preparation of Self-study Report**

Self-study report shall include all the programmes and activities of the department with supporting documents / evidence, giving emphasis to the following points:

1. The Course plan and Teaching plan along with the programme architecture and logic prepared in the Annual Academic Planning meeting is to be given with due importance
2. Innovations implemented for the teaching, learning and evaluation
3. Work Diary, Class Diary and Monthly Faculty Report along with its analysis of the teachers
4. Strategies put into practice for the implementation of Outcome-Based Learning (OBE) and PO, PSO and CO mapping
5. Remedial coaching, Mentoring and counselling, programmes and activities
6. Research (including Major and Minor Research), Publication, Consultancy, Project, Tie-ups and collaboration, Joint programmes, etc.
7. Seminar / Conference / Workshops conducted by the department as well as attended by the faculty members and students outside the college including paper presentation and chairing the sessions, 'Start-up's by students and alumni, etc
8. Teacher Performance Appraisal, Feedback Analysis of teachers along with Action Taken Report, Department Growth Plan and Personal Growth Plan, Satisfaction Survey and Need-analysis of students



9. Placement activities/initiatives including Soft-skills, Life-skills, Career Skills, Time Management, Image Building, Personal Grooming, etc
10. Best / exemplary industry Practices, Green initiatives, Waste management, Gender sensitivity, Swatch Bharat, 'Interdepartmental competition' etc
11. Department Icon activities and Celebration of Great Indian Personalities, Minutes of the department meetings, Staff and students' welfare activities
12. Institutional Extension Activities and Campus Community Initiatives, Campus Industry interactions, etc
13. Alumni Association programmes, activities and interaction and the Resource mobilization through the Alumni.
14. Strengths, weaknesses, Opportunities and Threats / Challenges of the department describing initiatives to address practices that need improvement
15. Future plans, and its implementation strategies and priority-wise plans for improvement

#### **Review by Internal Teams/Peers**

Once the yearly / periodic Self-study Report with evidence-based documentation is ready, the internal audit team will review it. On the basis of their observations, the internal audit team will prepare a report and submit it to the Director. The Director after careful evaluation and review will pass it on to the IQAC for implementation of the suggestions and recommendations, with a note to the Management.

#### **Modify the self-study report**

The IQAC team will carefully study the suggestions and recommendations of the internal audit team and implement and modify the Self Study Report. The policy issues that emerged during the discussions were taken up with the academic committee and thereafter with the Board of Management. By incorporating the decisions of the Board, IQAC prepares the plan of action for intervention aiming towards quality improvement.



### **Outcome**

Based on the suggestions, IQAC may initiate appropriate remedial measures to bridge the curriculum gaps and also in addressing matters that requires further improvement on a continuous basis. The remedial measures include organizing faculty development programmes, external seminars, add-on courses for students, placement & 'industry ready' trainings, soft skill training, industry interactions, mini projects and presentations, to list a few.

IQAC arranges training programmes for faculty members and students with a view to create improvements in the pedagogy. The out puts of the trainings are applied in class room situations and the feedback collected by IQAC through systematic procedures. The feedback thus collected is discussed with various stake holders for authentication. This process of discussion, deliberation and addressing policy concerns have been diligently implemented, wherein IQAC plays a very crucial and significant role.



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