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**“ Accreditation and Academic, Administrative Audit – A Continuous improvement process”**

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**Abstract :-**Accreditation specified by NAAC is a benchmark of an institution. For that it requires the auditing of all academic and non-academic supporting units for efficiency and for standards.

The few things to be audited include: Academic Strength of the Faculty, the proficiency of teaching is influenced by the strength of the faculty. Also need to take into consideration the following aspects-

- i) No teacher is overburdened with work
- ii) Professionalism
- iii) Quality in this competitive world
- iv) Moral principles
- v) Ethical behaviour
- vi) Cooperative venture
- vii) Facilities to the students

Improvement of the quality of teaching, research, and administration, curricular and extra-curricular activities is required.

All the departments and administrative sections should keep all the data.

In this age of globalization and liberalization new technologies are helpful for teachers and learners to ensure better learning which is normally not possible through any other means.

Using the e-learning terminology we can develop the approach, it also includes computers, Information Technology, Video Conferencing, networks, internet and multimedia in the field of education and communication.

**Key words:** - Accreditation, quality, improvement, e-learning, auditing, academic and administrative audit

**Introduction:-**Accreditation is necessary to an institution, the answer to this question is as follows:-

- 1) To get knowledge of the institution strengths, weaknesses, and opportunities and Challenges.(SWOC)
- 2) Identification of the planning and resource allocation among the available resources
- 3) Collegiality on the campus
- 4) Funding agencies look for objective data for performance funding
- 5) Initiate towards innovative and modern methods of pedagogy
- 6) New, modern and technological based teaching methods
- 7) Society look for reliable information on quality education offered
- 8) Employers look for reliable information on the quality of education offered to the prospective recruits.
- 9) intra and inter-institutional interactions.

These are some important points which are benefitted to the institute.

The existence of educational institute is due to its activities achievements, infrastructure, location and professional prospects. Accreditation is a benchmark of an institution.

Along with that, it requires auditing of all academic and non-academic supporting units for efficiency and for standards. The few things to be audited include:

- 1) Academic Strength of the Faculty,
- 2) The proficiency of teaching is influenced by the strength of the faculty.

Following are the some more aspects -

**Maintain Proficiency:-**

Also if the teacher is overburdened with work, it adversely affects his proficiency. The outcome of team of sincere workers is needed to create a conducive and congenial atmosphere in the institution.

**Skills and ability:-**

The performance of faculty in any institution and particularly in Higher Educational Institutions is greatly associated with their great skills and ability. Professionalism demands high standard that we expect from a person who is well trained in a particular job. He should be a man of special skill and high level of education.

**Quality:-**

In this global scenario educational environment is seized by increased competition. Academic and Administrative audit must worry about the quality of HEIs in this competitive world.

**Moral Principles:-**

Moral principles control and influence our behavior. The behavior of the Administration should not be hypercritical; they should act as friend, philosopher and guide. Ethical behavior is connected with beliefs and principles about what is right and wrong. These principles will establish cordial relations to make a right move to justify the work of Academic Audit.

**Cooperation:-**

Administration is a cooperative venture, because it involves activities that are done in order to plan, organize and run an institution. Apart from academic expertise we need supporting staff to facilitate the execution of the planned activities and for smooth functioning of the institution.

**Research work:-**

Good teaching emanates/produced from research. Teacher's love for research and their experience in research are vital for the growth of an institution. Most advanced or modern techniques are used for carrying out research work. Well equipped laboratories and state of the art infrastructure is a must. The academic and administrative audit will provide guidance, for further improvement in the existing system of any institution.

**Facilitates the students:-**

Higher Educational Institutions (HEIs) must provide facilities to the students. For example, library facilities, internet, incentives, scholarships, guidance etc. are the most wanted needs of the students. Research work can't be carried out if such facilities are not provided to them at the door steps.

**Objectives of the Academic and Administrative Audit:-**

One of the important objectives is that they evaluate the performance of the various departments, make note down their achievements and provide them some valuable suggestions.

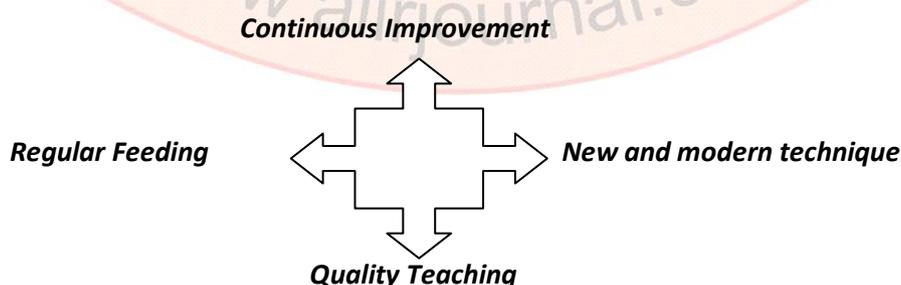
The results of it will be improvement of the quality of teaching, research, administration, and curricular and extra-curricular activities. In this regards following points are also important,

1. Availability of teaching and non-teaching faculty.
2. Infrastructural facilities available for carrying out academic and administrative activities.
3. Efforts taken for curricular development.
4. Teacher quality.
5. Teaching methods adopted and use of ICT in teaching, learning process.
6. Feedback mechanism used for assessing the performance of teachers by students and for curricular development.
7. Faculty development programmes implemented by the department.
8. Strengths, Weaknesses. Opportunities and Challenges of the department.
9. Research facilities and research output in the form of publications and patents.
10. Computer, internet and library facilities to students.
11. Mentoring system, introduction of remedial classes, bridge courses, guidance for NET/SET and competitive examinations.
12. Skill development and personality development programmes.
13. Generation of funds and optimum utilization.
14. Evaluation methods adopted for internal and external examinations.
15. Future plans of the department.

**Methodology adopted for application and improvements:-**

All the departments and administrative sections are expected to submit the necessary information in the Format provided by the IQAC of the university. The information provided should include all the aspects as per NAAC criteria. The information should also include the achievements, curricular, co-curricular activities and extra-curricular activities carried out, participation of students in various activities and their achievements and participation of teachers in national and international conferences, seminars and workshops. The funds generated by the faculty and the department, the purpose and the names of the funding agencies and duration of the project should be indicated. Individual faculty profile indicating their contribution in teaching, research and extension activities and their achievements, awards and prizes received along with supporting data should also be kept ready in the departments, schools and centers.

All the departments and administrative sections should keep all the data such as Feedback forms collected from students and other stakeholders on curricular developments, infrastructural facilities and performance of teachers for validation of the committee. The information about consultancy services, collaborations with other reputed universities and institutions, placement records, students admitted and their results in final examinations, mentoring system and financial support provided to students etc. should also be kept ready during the visit of AAA committee visit.



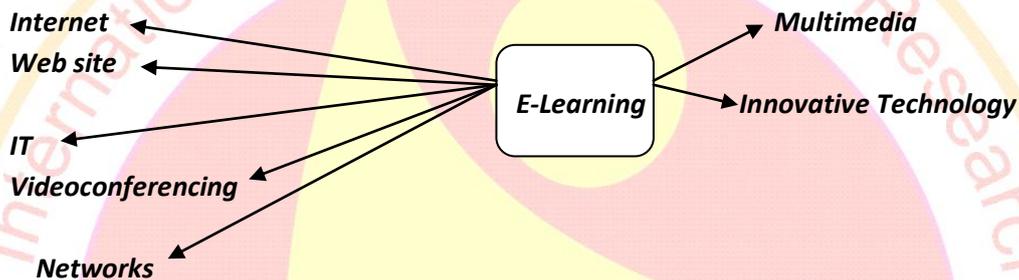
**Fig 1:- System Development**

Continuous improvement is the basics of every system. Once any system established, it requires regular feeding. In this age of globalization and liberalization new technologies are helpful for teachers and learners to ensure better learning which is normally not possible through any other means. It is necessary to required quality teaching.

Multimedia technology promotes communication and interaction and employed to promote efficiency and effectiveness of education.

**E-learning:-**

Using the e-learning terminology we can develop the approach. Using new innovative web-based technologies include computers, Information Technology, Video Conferencing, networks, internet and multimedia in the field of education and communication.



**Fig 2:- E-Learning**



**Pic1 :- Showing Online circulation of information**

The new technological learning approaches to facilitate and ensure better learning which are used are as follows :-

- a) Internet,
- b) Video Conferencing
- c) Computer-supported collaborated learning
- d) Web-based learning
- e) E-mails
- f) Digital libraries
- g) Channels.

**Conclusions:-**

It concludes that accreditation is necessary to an institution, because to know the knowledge of the institution strengths, weaknesses, and opportunities and Challenges (SWOC), identification of the planning and resource allocation among the available resources, etc.

Accreditation is a benchmark of an institution. The academic and administrative audit (AAA) is necessary. The academic and administrative audit is expected to provide an objective insight to the institution on the level of holistic quality improvements that have been implemented during the post accreditation period on all aspects of the seven criteria of assessment adopted by NAAC. Its purpose is to evaluate the performance of the various units and appreciate their achievements and give suggestions for further improvements. Academic and administrative audit is a beneficial tool in determining the actions to be taken to go one step ahead in improving quality in all aspects of the institution.

Institution is required to improvement of the quality of teaching, research, administration, and curricular and extra-curricular activities is required in addition with availability of teaching and non-teaching faculty, infrastructural facilities available for carrying out academic and administrative activities, efforts taken for curricular development, teacher quality, etc.

Institution also required to us multimedia technology; e-learning promotes communication and interaction and employed to promote efficiency and effectiveness of education.

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