



## DESIGN AND IMPLEMENTATION OF ACADEMIC AND ADMINISTRATIVE AUDIT IN HIGHER EDUCATIONAL INSTITUTIONS

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### ABSTRACT :

*The higher education scenario is undergoing a drastic change in India and globally. The perception towards higher education has a paradigm shift from producers of graduates to socially responsible citizens, these institutions in India are regulated by University Grants Commission (UGC) at Central but the federal method of working has given the right to the State Government to run the University under its Act. The increase in the Gross Enrolment Ratio (GER) year by year and growing potential for higher education in the country has raised questions on the quality of the Educational Institutions. The education in India was regarded as the right only to few segments of the society, the redrafted Constitution gives education a prioritized status to every citizen born in the country, the quality of the institutions has to be assessed as the numbers backed with quality is the need of the hour. The paper focuses on the role of academic and administration planning and its evaluation in the functioning of the Higher Education Institutions.*

**KEYWORDS :** Academic audit, Performing Committees, Responsibility Accounting, Gross Enrolment Ratio.

### INTRODUCTION:

India is second largest populated country in the world with the share of 18% being seventh largest in terms of size with 2.41% of world's share. India demography indicates 65% of people below age group of 35 years, with 45% of people in age group of 18-23 years. The projected population of 2% increases in youth population by 2020 with gender ratio of 944 females for every 1,000 males.

India ranks third in Higher education in the world, with institutions doubling from past 68 years. The increasing Gross Enrolment Ratio(GER) and substantial allocation of budget by the central government has contributed to cater the needs of Higher education in the country, these institutions are regulated by universities set up under state legislature but governed by Universities Grant Commission (UGC) at central level to substantiate Federal system of constitution.

With global scenario of Higher education undergoing paradigm shift, India is striving hard to upgrade its educational institutions to meet with global standards, agencies like National Assessment and Accreditation Council (NAAC) setup in the year 1992 has taken responsibility of grading Higher Education Institutions. Grading from NAAC is made compulsory to all institutions stage wise, to acclimatize to the ever changing scenario the redefining of administrative and ever changing activity/ assessment is required in Higher Educational institutions.



### STATEMENT OF PROBLEM

The normal process through which the operations has to be carried out is defined in all the sector, but in educational sector well defined operation framework is missing, various methodologies are designed to ensure

quality in Higher Education Institutions and this study penetrates in to the concept of designing such methodology for better accountability in Higher Education Institutions. The area of operations is divided in to academic and administration in designing strategy for better implementation and assessment through audit. The study tries to find the gateway though some suggestions to higher educational institutions in their normal day to day operations.

### OBJECTIVES OF STUDY

- 1) To design and implement Academic planning with regard to higher educational institutions.
- 2) To design and implement Administrative planning with regard to higher educational institution.
- 3) To design audit mechanism for both Academic and Administration activities.

### SCOPE OF STUDY

This study concentrates on academic and administrative audit in the area of Higher Education Institutions, study prescribes certain practices based on assumptions and does not focus on any stakeholders. The study is based on the observations and visualization of certain areas the field of Higher Education which needs fine tuning to bring in operational efficiency.

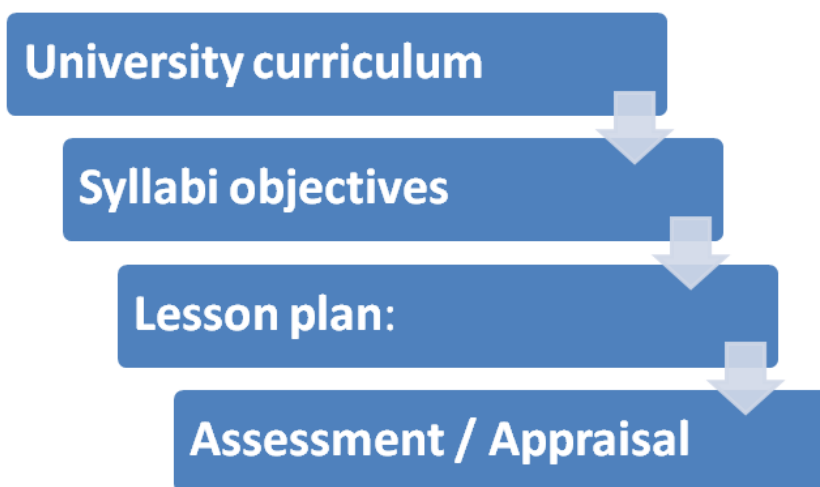
### RESEARCH METHODOLOGY

Paper is descriptive study. The information is collected from published sources on Websites and Journals. Primary information is extracted from interviews with various College Conveners of Internal Quality Assurance Cell (IQAC) and also from the members who have been a part of State Quality Assurance Cell.

### Inferences and Interpretation

An inference to the Conceptual paper is taken up in the order of objectives.

- 1) To design and implement Academic planning with regard to higher educational institutions.



**University curriculum:** Curriculum defines university calendar of events it provides framework of working days; schedule of examination and valuation. The semester working days ranges from 90 days to 120 days within which the operations have to be planned at colleges/institutions affiliating to university. The release of the Curriculum is the first step in Academic planning.

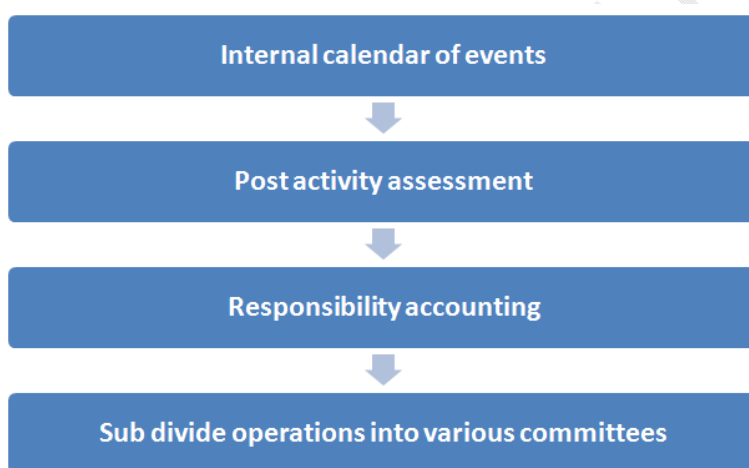
**Syllabi objectives:** University prescribed syllabus subject wise is adopted by affiliating institutions. The objectives of each module under each subject have to be discussed and framed with constant meetings of

Head of Department and Principal. Teaching pedagogy to be used for delivery of content needs to be exchanged by all the faculty members.

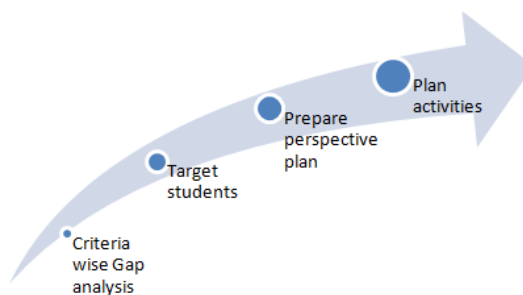
**Lesson plan:** Institution/college has to design mandatory requirements from all the staff handling various subjects to prepare lesson plan with learning objective and prospective date of completion of stage wise prescribed modules. This is a framework with which the faculty plans the academic schedule on par with curriculum.

**Assessment / appraisal:** Higher education scenario concentrates on students. The approach of assessment should be designed with an aim to bring in holistic testing. The content delivery of the staff requires constant up gradation, designing level based appraisal to ensure quality is desired currently.

2) To design and implement Administrative planning with regard to higher educational institution.



**Internal calendar of events:**

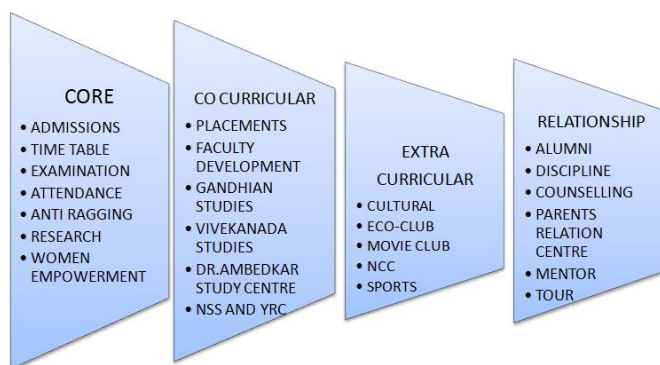


Institution is required to study the gap between considering the criteria's of National Assessment and Accreditation Council (NAAC), the Internal Quality Assurance Cell (IQAC) through its meetings communicate the Gap to various operating committees in the institution. Institutions has to identify background of students and design activities to suit them, every institution has to prepare perspective plan for short term and long term. Based on Gap analysis the institution has to plan activities spreading it across the calendar of semester.

**Sub divide operations into various committees:** Institutional operations are divided into various committees; roles of every committee should be given the responsibility of conducting at least 2 events

every semester. The committee can be framed as under for the smooth conduct of the institution, following subdivision of activities

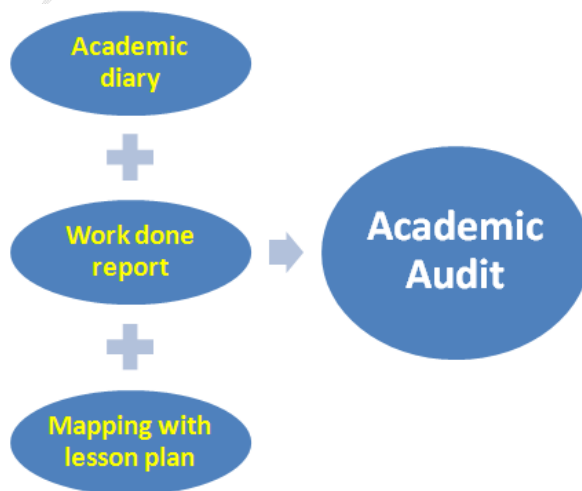
- Core: The Core committee includes such operations with out which the college cannot sustain and conduct its activities.
- Co curricular: Part of academic study forms a Co Curricular, as per the Preamble of regulating laws the operational committees are designed at the Institution level.
- Extracurricular: With a view of overall development of student, extracurricular is designed. It constitutes such committee which will bring hidden talents to be nurtured and catered.
- Relationship: Relationship is establishing a long standing Contact with the stakeholders, the institution has to delegate committees to organise student advantage relationships.



**Responsibility accounting:** Activities designed at institution level should be assigned to one faculty, who is responsible from the stage of preparation of budget, channelizing resources and conduct of activity. The concerned faculty freedom should not be disturbed and should be completely accountable for the activity.

**Post activity assessment:** IQAC of the college should assess every activity conducted at institutional level, communicate same for future improvements. The objective of the activity should be center for analyzing success of the event. IQAC also should provide necessary steps to recognize the efforts of the faculty for arranging event or activity.

3)To design audit mechanism for both Academic and Administration activities.



- 1) **Academic diary:** The teaching faculty of the institution has to update academic diary every day. The diary should be reviewed by Head of Departments every week, every fortnight by principal. Head of Department should keep track of status of syllabus in line with objectives and lesson plan of each module and guide staff to provide practice exposure along with conceptual framework.
- 2) **Work done report:** At the end of semester, teaching staff has to prepare work done report indicating number of classes taken to complete a particular module or syllabus. This is a major document to conduct a review on number of classes mentioned in lesson and actual taken.
- 3) **Mapping with lesson plan:** Academic audit does not involve financial implications, its only quality driven. The aim of mapping with lesson plan is to allocate the syllabus chapters on par with university standards. The three level audit of syllabi can be made; check prescribed hours by particular staff through lesson plan and actuals.



- 1) **Reporting:** The division of activities into various committees and insisting minimum of 2 activities in a semester should be backed up with report of activities to be submitted. Report of activities should not only contain basic information, it should also contain opinions and feedbacks of the event.
- 2) **Mapping with internal calendar of events:** Institutions should publish calendar of events well in advance and commit to mentioned activities. The calendar of events should be compared with reports to ensure conduct of mentioned activities effectively. Necessary explanations can be sought for activities not conducted.
- 3) **Financial audit:** Responsibility Accounting is to be reviewed with strong financial audit, institutions internal and external audit should be designed to check the financial implications on the institutions.

### SUGGESTIONS AND RECOMMENDATIONS

Institutions have to strengthen the feedback mechanism and preferably receive feedbacks from all possible stakeholders, the analysis of the same is to be made and communicated to the concerned party.

To be acquainted with the changes in the practical world, the institution has to expose its staff and students to participate in development activities, seminars and lectures by competent people.

Institution to upgrade its faculties to the changes in the syllabus and Chapter objectives, workshops has to be organized at the institutional learning.

Institution has to give necessary opportunities to the staff to give suggestions on the syllabus and pattern of examination and consolidated report of the same should be communicated with the affiliating University.

Institution has to design strong internal evaluation system and before awarding grades the criteria for evaluation has to be discussed and the criteria should bring holistic development of student.

The students database is the source for centric activity, the institution have to invite the alumni achievers and share their experiences of outside world with the current batches, this adds on two benefits of strong relationship and students treat session more interactively as the session may be partially informal.

The institutions has to upgrade with latest Information Technology (IT) in its operations, the audit can be carried out by this technological up gradation more comfortably than manually. The institution has to customize technology as per their requirements.

Institutions has to compulsorily earmark students to attend library and access to books, the student books borrowed ratio ahs to analyzed based on which the additional books has to be purchased.

Institutions has to create experiential learning to the students to bridge the gap between employment and student life, the activities of the institutions should be arranged to practically expose students to the outside world.

Institution has to constantly to update its website and make it interactive with the stakeholders, receive all the suggestions received positively and take necessary actions.

## CONCLUSIONS

The working mechanism of any business organization is clearly defined and the measure through which the Organization has to be assessed is also defined, but in educational institution the accountability factor and the assessment factor is least prioritized. The constant researches are carried out in this regard, since India follows British system of Education, it is imperative that the mixed mechanism of functioning of higher educational institutions is conflicted by most of scholars. The advent of Multinational Corporations has ensured that the Recruitment and requirement of the Candidate for the jobs has undergone paradigm shift and educational institutions which are technically suppliers of prospective employees in the society also has to upgrade to the requirements.

The information and Communication Technology (ICT) up gradation is mandatory in all educational institutions, the change in attitude of learning from hearing to visual hearing has created a need for technological up gradation. The institution is also exposed to competition from various spheres; this requires developing core competence to sustain in the market through competitive strengths.

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