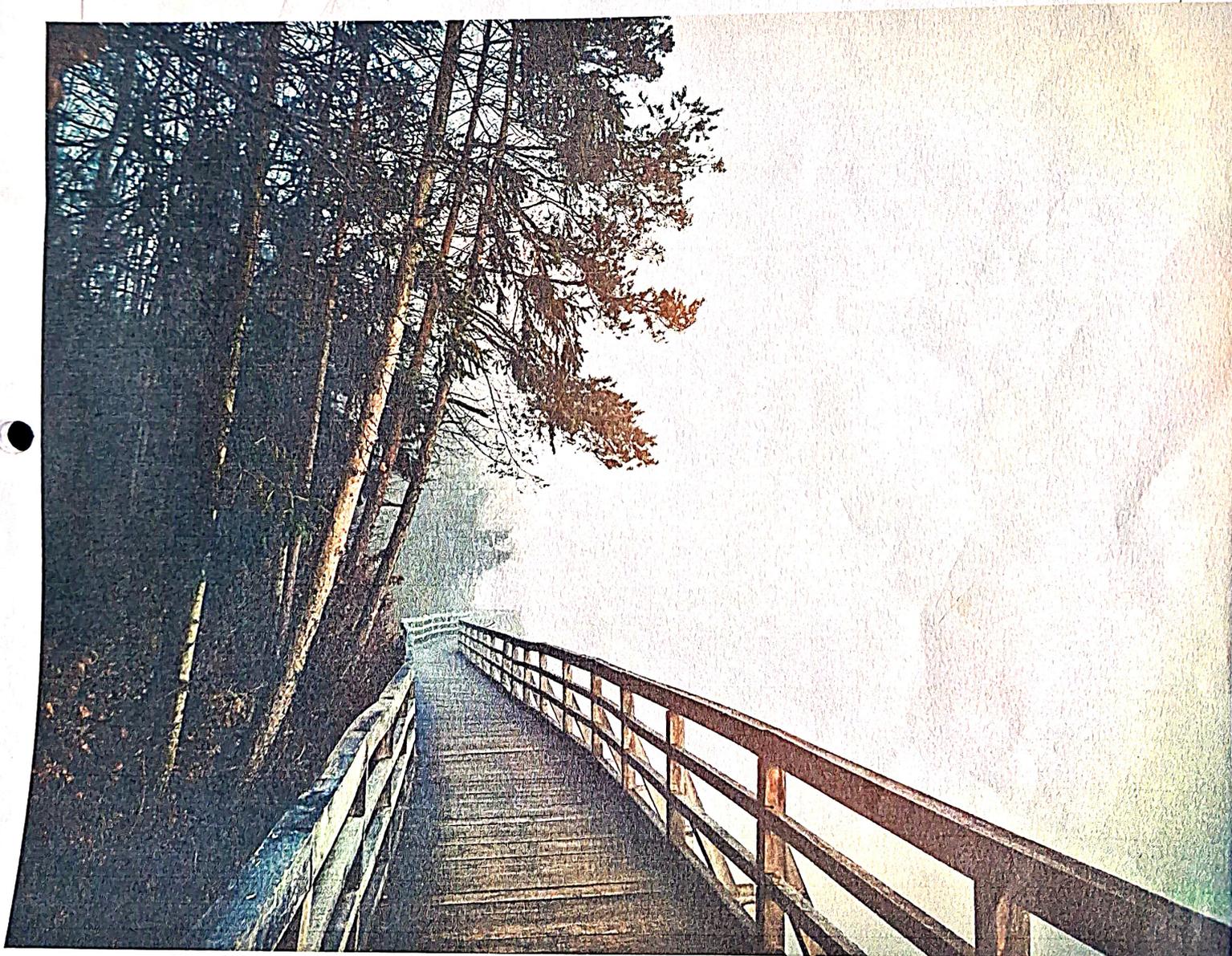


ASUFII CHRISTIAN INSTITUTE



ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

AYs - 2021-2024





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(Affiliated to Manipur University)

Recognised Under Section 2(f) & 12(B) of the UGC Act, 1956

Punanamei, P.O Mao Gate, Senapati District, Manipur

Email: acimao2010@gmail.com/ +919612463882- Website: <https://acimao.in/>

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1. PREFACE AND PURPOSE

A constant Self evaluation and assessment of the academic and administrative process is intrinsic to institution's efficacy and efficiency. The purpose of Academic and Administrative Audit (AAA) is to examine and assess the administrative and academic procedure of the institution. It gives the institute the chance to raise the level of the organisation as a whole.

AAA shall promote organizational and academic rigour. It will serve as a vehicle for academic programme goal-setting, monitoring and evaluation as well as for the administrative operation of the institution. It is crucial to the progress of the institute towards its Vision and Mission.

2. METHODOLOGY

External Audit

The Academic-Dean in consultation with the Principal and the IQAC shall recommend suitable eminent academicians for the conduct of the external academic audit. The Principal shall make the final decisions on the choice of the Peer Team to conduct the Academic Audit.

The External Academic Audit must be conducted at least once in Three Academic Years.

The Peer Team in consultation with the IQAC and the Academic-Dean Prepare the scope of work for the academic audit. The details of the external academic audit and the corresponding schedules shall be finalised with the Principal. The same shall be communicated to the Heads of Specializations.

The peer team shall prepare a detailed audit report and submit the same to the Principal within three weeks of completion of external audit.

3. Audit Committee

The Committee consists of:

Sl. No	Name	Designation	Capacity
1	Dr. L. Pungding	Asst. Prof., Dept. Of PESS, Manipur University	Chairman
2	Dr. Komuni Athikho	Asst. Prof., Dept. of English, Hill College, Tadubi, Manipur	Member
3	Dr. S. Manikho Kohusii	Asst. Prof., Dept. of, Sociology, Don Bosco College, (Autonomous), Maram, Manipur	Member



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4. AUDIT OBSERVATIONS

Annexure – 1

PROFORMA

4.1. Academic Audit Observations

Following are the observations in academic operations of the institution:

Sl. No.	Parameter	Observation	Remarks
1.	Number of Programs	2	Verified Records of University Approvals
2.	Number of Subject Specializations	10	Verified Syllabus and Examination Records
3.	Number of Enrolled/active students in last three Academic years	366+382+ 381= 1129	Verified Admission and Examination Records
4.	Number of Teachers	30	Verified Department Records
5.	Number of Outgoing Students in last three Academic years	70+64+137= 271	Verified Examination Records
6.	Sanctioned intake for Admission as of May 2024	350	Verified from Academic Council
7.	First Year Admission in last three Academic years	165+80+136=381	Verified Admission records
8.	Curricula Delivery feedback analysis report	Yes	Verified IQAC, Academic Council records
9.	Reserved category seats Earmarked	ST - 31%, SC- 2%, OBC- 17%	Verified Admission Records (DUHE: No.3/123/92-EDC/1157)
10.	Reserved category admission in last three Academic years	164+80+133=377	Verified Admission Records
11.	Academic Calendar Notified and Followed?	Yes	Verified academic council records
12.	Syllabus Completed in time as per Academic Calendar	Yes	Verified Department record (Online Classes were not so effective)
13.	Average number of Days in Examination declaration	12	Verified examination notification records
14.	Number of complains about Evaluation in examination	6	Verified examination records
15.	Students offered with and enrolled in VAC?	Yes	Verified department records

Auditors:

Dr. L. Pungding

L. Pungding
Assistant Professor

Deptt. Phy. Edn. & Sports Science
Manipur University

Dr. Komuni Athikho

Assistant Professor
Hill College, Tadubi
Govt. of Manipur

Dr. S. Manikho Kohusii

Dr. S. Manikho Kohusii
Assistant Professor
Department of Sociology
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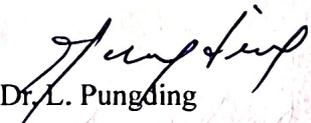
Annexure -2 PROFORMA

4.2. Administrative Audit Observations

Following are the observations in administrative operations of the institution:

Sl. No.	Parameter	Observation	Remarks
1.	Facilities are available for adequate academic performance	Yes	Verified Stoke Registers
2.	Adequate number of classrooms is available as per need?	Yes	Verified on ground-condition and records
3.	Books in library are available as per need?	More curriculum books for NEP 2020 required.	Verified on ground-condition and records
4.	Laboratory Stock register maintained and verified?	Yes	Verified stoke registers
5.	IT Stock register maintained and verified	Yes	Verified stoke register
6.	Scholarship Records Maintained and verified	Yes	Verified Scholarship record from College NSP Nodal Officer.
7.	Budgets have been approved and monitored	Yes	Verified Financial Records
8.	Internal and External audits for finances have been completed as per planned Frequency?	Yes	Verified Financial records

Auditors:


Dr. L. Pungding

L. Pungding
Assistant Professor
Deptt. Phy. Edn. & Sports Science
Manipur University


Dr. Komuni Athikho

Assistant Professor
Hill College, Tadubi
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Annexure -3

PROFORMA

4.3. Other Audit Observations

Following are the observations in common procedures of the institution:

Sl. No.	Parameter	Observation	Remarks
1.	Any Case of Ragging reported	No	Verified records and sample affirmations
2.	Any Case of sexual Harassment	No	Verified records and sample affirmations
3.	Any cases of violation of Code of conduct by Teaching-Staff reported that required investigation and action up to the suspension of duties of the staff member?	No	Verified records and sample affirmations
4.	Any cases of violation of Code of conduct by Non-Teaching-Staff reported that required investigation and action up to the suspension of duties of the staff member?	No	Verified records and sample affirmations
5.	Any cases of violation of Code of conduct Students reported that required investigation and action up to the suspension of student?	4	Verified records of Disciplinary Committee and sample affirmations
6.	Any Service malpractices reported in finance and accounts	No	Verified records and sample affirmations
7.	Any services malpractices reported in administration and maintenance	No	Verified records and sample affirmations

Auditors:

Dr. L. Pungding

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Assistant Professor
Deptt. Phy. Edn. & Sports Science
Manipur University

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5. Conclusion

The external academic administrative audit has been conducted as per the defined process and reported to the head of the institution with the following conclusion:

- Current state of Academic Process: Healthy
- Current state of Administrative Process: Healthy
- Current state of other Critical process: Healthy

Audit Date: 7th August 2024

Auditors:

Dr. L. Pungding

L. Pungding
Assistant Professor
Deptt. Phy. Edn. & Sports Science
Manipur University

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