



A. J. Institute of Engineering and Technology Mangaluru



Approved by AICTE New Delhi, Affiliated to VTU Belagavi & Recognised by Govt. of Karnataka
(A unit of Laxmi Memorial Education Trust (R))

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Objectives, Roles and Responsibilities of Academic and Administrative Audit (AAA)

Objectives

The Academic and Administrative Audit (AAA) is vital to the quality of higher education. The Academic audit is a methodical and scientific approach to evaluating the standard of the institution's educational curriculum. It enhances the standard of academic programs offered by the institution and ensuring quality assurance. The Administrative Audit involves the assessment, effectiveness and efficacy of an administrative operation. It involves controlling the whole administrative system as well as evaluating the plans, policies, and operations of the many administrative agencies. The committee serves as a network for the Principal to address grievances and department-related issues from HODs, teaching and non-teaching staff, and students.

Roles and Responsibilities

- To comprehend the current system, evaluate the departments and administrative strengths and weaknesses, and offer solutions for both improving quality and addressing the system's shortcomings.
- To determine and overcome the current administrative systems and the areas where administrative, academic, and improvements, among other reforms, may be implemented.
- Scrutiny and approval of course allotment, work load distribution and related academic matters.
- Scrutiny and approval of the time table.
- Assessment of the teachers about their preparedness for the course delivery by talking presentation/demos.
- Assistance in the professional development of the faculty.

Principal

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- Review of the class committee meetings and resolution of complaints.
- At least one member of the committee shall attend department/Class committee meetings.
- Scrutiny and recommendation of resource requirement such as staff, study materials, equipment etc.
- Scrutiny of placement and training related activities.
- Any other duties assigned by the management from time to time.



PRINCIPAL

Principal

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