



Prasanta Chandra Mahalanobis Mahavidyalaya

111/3, B.T. Road (Bon-Hooghly), Kolkata – 700108

ISO 9001:2015 Certified Institution

Website: www.pcomm.edu.in


Policy Document on Academic Audit

Context: Prasanta Chandra Mahalanobis Mahavidyalaya, a Govt.-aided institution affiliated to West Bengal State University has already itself as a premier institute offering multidisciplinary undergraduate courses in the region. The college has been committed in offering the best academic ambience to the young learners for their academic development as well as for their holistic development. With the establishment of the Internal Quality Assurance Cell (IQAC) our college has institutionalized the process of academic improvement in a well-structured way, and we believe that review of academic activity and endeavour will help us identify our grey areas and formulate policies and steps for betterment. Academic audit has emerged as one of the most effective methods of ensuring excellence, consistency in academic domain in higher education institutions. As our institution has been assessed and accredited by National Assessment and Accreditation Council (NAAC) for two times, we strive to scale higher in the domain of academic excellence by institutionalizing the mechanism of academic audit.

Academic Audit and Quality Assurance: The higher education institutions in India are now at the threshold of global challenges, and they must respond to the new and emergent challenges by remaining open to changes and possible transformation. No wonder our institution is very alert and sensitive to the global changes and challenges, and are taking necessary steps to confront such challenges. One of the fundamental aspects of higher education institutions is 'excellence' that may be achieved through a rigorous and consistent process of evaluation, review and transformation. Our college appreciates the need for review and evaluation of all institutional endeavours and initiatives, and an objective, structured mode of evaluation will help us mend our ways, and take appropriate steps for improvement. It is with this objective in mind, the initiative of Academic Audit is undertaken and put in practice. Since quality is the benchmark of any higher education institution, systematic and regular review and audit of academic endeavours will contribute significantly to the improved academic ambience of the institution.


Principal
Prasanta Chandra Mahalanobis Mahavidyalaya
111/3, B. T. Road, Kolkata-108




IQAC-Coordinator
Prasanta Chandra Mahalanobis
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Basic Structure of Academic Audit: The Academic Audit is undertaken by the Academic Subcommittee, duly constituted by the Governing Body on the recommendation of the IQAC of the college. The informal academic audit takes place at the level of intra-department, in-house academic audit conducted under the aegis of the IQAC. However the structured mode of Academic Audit consists of the audit/review to be undertaken by a three-member panel of Principal/Teacher-in-Charge, the Coordinator of IQAC and an invited academician, preferably the Principal/Teacher-in-Charge or an Associate Professor of any neighbouring college.

Format of the Academic Audit: The Internal Quality Assurance Cell(IQAC) will prepare a department-wise format and ask the departments to fill in the format and submit the filled-in copy along with the relevant documents. The format prepared by IQAC needs to be approved by the Governing Body.


Mode of Academic Audit: The filled-in format and the documents submitted by the departments will be scrutinized by the Convener of Academic Sub-Committee and the Coordinator of IQAC. The panel of auditors will scrutinize the documents and the faculty members of each department will be asked to meet the panel of auditors. The auditing or evaluation of the department will be done by the panel through a process of evaluating the format along with the documents as well as interaction with the faculty members of each department.

Preparation of Academic Audit Report: The Panel will submit a detailed report to the IQAC and the Principal along with suggestions/observations/recommendations.

Sharing the Report of the Academic Audit: The Coordinator of IQAC is entrusted with the task of communicating the observation/recommendation made by the panel in respect of the activity of the concerned department. The general recommendations/observations on overall academic ambience will be noted down by the Coordinator and the report will be tabled in the meeting of IQAC. The recommendations/observations made in the report may also be forwarded to the Principal for tabling the same in the meeting of the Governing Body for its endorsement and necessary action.


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Future Plan of the Academic Audit: In order to strengthen and institutionalize academic audit, it is hereby envisaged that an external agency to be appointed by the Governing Body on the recommendation of IQAC will undertake the academic audit to ensure greater acceptability, objectivity and reliance.

Conclusion: Our institution is committed to offering the best possible academic environment to our young learners, and therefore a structured, planned and consistent academic audit will help the departments flourish in days to come.


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