



## BALAJI INSTITUTE OF PHARMACEUTICAL SCIENCES

( Approved by AICTE & PCI, Under Section 12, New Delhi and Affiliated to kakathiya University, Wgl )

Laknepally (V) Narsampet (M) Warangal Rural (Dist) Telangana State 506331

Contact : +91 9866050044 (Office), +91 9866652412 (Principal), +91 8718-230521(Fax)

### 6.5.2 Academic and Administrative Audit Report

S.No	Report	Year
1	AAA Report	2018-19
2	AAA Report	2019-20
3	AAA Report	2020-21
4	AAA Report	2021-22
5	AAA Report	2022-23



  
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Balaji Institute of Pharmaceutical Sciences  
Laknepally (V), Narsampet (M)  
Warangal (Dt) - 506 331 (T.S).



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## INTRODUCTION

Internal audit would support the institute in enhancing financial administration in particular as well as economy, efficiency, effectiveness, and transparency. Additionally, it will support the maintenance of a reliable record-keeping system with sufficient checks and balances to guarantee a reliable information system for executive decision-making. Academic audit and administrative audit are both types of internal audit.

Reflection and advancement are prioritized during the academic audit process rather than adherence to prescribed norms. A department or program's "education quality processes"—the essential faculty and program activities needed to develop, ensure, and continuously enhance the quality of teaching and learning—should be evaluated as part of an academic audit. It places emphasis on how academic departments and programs structure their work, make use of their resources, and collaborate with one another to deliver high-quality education.

An evaluation of the efficacy and efficiency of the administrative procedure is done through the administrative audit process. It comprises evaluation of the various administrative units' policies, plans, and functions. Internal Quality Assurance Centre (IQAC) and Development and Internal Audit Office jointly conduct the internal academic and administrative audit at departments and units once a year. The audit office regularly produces, maintains, and submits academic audit reports in accordance with the guidelines.

## OBJECTIVES

1. To guarantee academic integrity
2. To comprehend the current system, evaluate the departments and administrative units' strengths and weaknesses, and offer ways to strengthen the areas that need improvement.
3. To spot potential areas for academic, administrative, and test improvements, as well as bottlenecks in the current administrative systems.
4. To offer ideas for techniques of quality improvement that are ongoing

## 2. AUDIT PROCESS

The auditing procedure entails the coordinator of the institute's IQAC is responsible for conducting internal audits. Each department should have a team created by IQAC that is appropriate. The department heads explore the many divisions and center amenities like the exam room, the computer lab, the library, and the auditorium. The team produces audit reports



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and submits them to the IQAC after completing all rounds of inspection and interactions with department- and college-specific documentation.

### 3. AUDIT CATEGORIES

In order to examine expenditures and utilizations across the many focal areas for optimum performance, the internal audit process is divided into three categories: academic, faculty research, and administrative audit.

#### 3.1 ACADEMIC AUDIT

Academic audit can be thought of as a methodical and scientific way to evaluate the caliber of the institution's academic process. It has to do with improving academic activities at the institute level and quality assurance.

**The academic audit mainly focuses on**

- ❖ Learning assessments, planning, outcome assessments, and student engagement; all of them are centered on the student.
  - Academic schedule
  - Course file
  - The practice of evaluating students' learning levels
  - Student engagement and student-centered TLP techniques
- ❖ Promotion of research
- ❖ Student Achievement

#### **Academic Calendar:**

The academic calendar improves course content and sequencing, as well as curriculum design and development for program results.

#### **Teaching, Learning and Evaluation:**

The audit process will verify that courses are delivered in compliance with the curriculum and syllabus, faculty member duties and responsibilities, class monitoring, course progress, internal assessment, student guidance and counseling, grievances, and the efficient use of instructional materials and teaching tools for achieving student learning objectives.

#### **Feedback mechanism:**

The efficiency of the feedback process, which consists of data collection, analysis, and remedial actions, is confirmed. The audit term creates and delivers the reports to the principal for further action in accordance with the program's benefits and drawbacks and a prioritized list of initiatives.

#### **Student Learning Assessment:**



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Teams of auditors confirm the best practices and evaluation techniques used to gauge how well students are attaining program learning objectives.

### 3.2 ADMINISTRATIVE AUDIT

An evaluation of the efficacy and efficiency of administrative procedures is called an administrative audit. It involves evaluations of the various administrative units' policies, plans, and operations.

The administrative audit is primarily concerned with

#### **Establishment:**

Administrative audit components include details of induction activities held for the teaching and non-teaching staff, which is to be verified at the time of audit, as well as policies and procedures of recruitment, service, and leave rules that have been pre-defined by the institute.

#### **Student services:**

The student activities audit includes the verification of information about admissions, student diversity, government/institute scholarships, minutes, and action taken reports of student grievances.

#### **Faculty Research Audit**

The academic and funded research is the focus of the audit of research and development. Academic research consists of faculty publications in journals that have been reviewed and indexed by reputable organizations (SCI/SCIE/Scopus), financed programs, sponsored research initiatives, publications, and collaborative activities. An audit of sponsored research verifies all financed projects and schemes' sanction letters, utilization certifications, and submitted, ongoing, and completed research programs and proposals.



  
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# ACADEMIC AUDIT

2018-2019





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## Academic Audit Summary Sheet

Assessment Year: 2018-19

Date: 08-06-2019

S. No	Audit Aspects	Audit Observations	Remarks
1	Curriculum development and Revision process.	Stake holder's survey acquired for vision, mission, PSOs and Gap analysis.	Yes/No
2		Conduct of academic meetings & action taken.	Yes/No
3		Curriculum Gap Identification	Yes/No
4		Environment sustainability, Human values and Professional ethics content like NSS events	Yes/No
5	Student Centric Teaching Learning assessment plans, outcome assessment and student engagement	Availability of Academic calendar	Yes/No
6		Availability of Course files and its content	Yes/No
7		Modern Pedagogical methods adopted	Yes/No
8		Remedial Classes	Yes/No
9		Mentoring System	Yes/No
10		Guest lectures, workshops and industrial/ hospital visits to meet the course & curriculum gaps	Yes/No
11		Motivating the participation of students in many events	Yes/No
12		Student Internship	Yes/No
13		Dissemination of PSOs, POs and COs	Yes/No
14		CO PO attainment	Yes/No
15		MoUs availability	Yes/No
16	Research Promotion	Pass percentage monitoring	Yes/No
17		Availability of research promotion policy	Yes/No
18		Availability of sponsored research projects	Yes/No
19		Research Publications	Yes/No
20		Books & Books chapter	Yes/No
21	Placement and Higher studies	FDP participation	Yes/No
22		Revenue generated from consultancy	Yes/No
23		Does the institution provide career guidance for placements?	Yes/No
24	Internal Quality	Students pursuing higher education?	Yes/No
25		IQAC contributes significantly for institutionalizing QA strategies and process.	Yes/No
26		IQAC reviews teaching learning process at regular intervals.	Yes/No

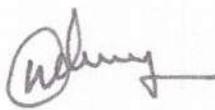
### Auditor specific observations:

- | S. No | Observation   |
|-------|---|
| 1.    | Faculty must be encouraged for Sponsored Projects           |
| 2.    | Faculty must be improved on publishing book & book chapters |
| 3.    |   |
| 4.    |   |

  
Auditor's Signature



  
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# ACADEMIC AUDIT

2019-2020





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## Academic Audit Summary Sheet

Assessment Year: 2019-20

Date: 06-06-2020

S. No	Audit Aspects	Audit Observations	Remarks
1	Curriculum development and Revision process.	Stake holder's survey acquired for vision, mission, PSOs and Gap analysis.	✓
2		Conduct of academic meetings & action taken.	Yes/No
3		Curriculum Gap Identification	Yes/No
4		Environment sustainability, Human values and Professional ethics content like NSS events	Yes/No
5	Student Centric Teaching Learning assessment plans, outcome assessment and student engagement	Availability of Academic calendar	Yes/No
6		Availability of Course files and its content	Yes/No
7		Modern Pedagogical methods adopted	Yes/No
8		Remedial Classes	Yes/No
9		Mentoring System	Yes/No
10		Guest lectures, workshops and industrial/ hospital visits to meet the course & curriculum gaps	✓
11		Motivating the participation of students in many events	Yes/No
12		Student Internship	Yes/No
13		Dissemination of PSOs, POs and COs	Yes/No
14		CO PO attainment	Yes/No
15		MoUs availability	Yes/No
16		Pass percentage monitoring	Yes/No
17		Research Promotion	Availability of research promotion policy
18	Availability of sponsored research projects		Yes/No
19	Research Publications		Yes/No
20	Books & Books chapter		Yes/No
21	FDP participation		Yes/No
22	Revenue generated from consultancy	Yes/No	
23	Placement and Higher studies	Does the institution provide career guidance for placements?	Yes/No
24		Students pursuing higher education?	Yes/No
25	Internal Quality	IQAC contributes significantly for institutionalizing QA strategies and process.	Yes/No
26		IQAC reviews teaching learning process at regular intervals.	✓

### Auditor specific observations:

S. No Observation

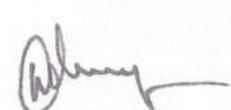
1. T & P Cell must improve number of Placements
2. Number of functional rows with other institutions must be increased.
- 3.
- 4.



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# ACADEMIC AUDIT

2020-21





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## Academic Audit Summary Sheet

Assessment Year: 2020-21

Date: 12-06-2021

S. No	Audit Aspects	Audit Observations	Remarks
1	Curriculum development and Revision process.	Stake holder's survey acquired for vision, mission, PSOs and Gap analysis.	Yes/No ✓
2		Conduct of academic meetings & action taken.	Yes/No ✓
3		Curriculum Gap Identification	Yes/No ✓
4		Environment sustainability, Human values and Professional ethics content likeNSS events	Yes/No ✓
5	Student Centric Teaching Learning assessment plans, outcomeassessment and student engagement	Availability of Academic calendar	Yes/No ✓
6		Availability of Course files and its content	Yes/No ✓
		Modern Pedagogical methods adopted	Yes/No ✓
8		Remedial Classes	Yes/No ✓
9		Mentoring System	Yes/No ✓
10		Guest lectures, workshops and industrial/ hospital visits to meet the course & curriculum gaps	Yes/No ✓
11		Motivating the participation of students in many events	Yes/No ✓
12		Student Internship	Yes/No ✓
13		Dissemination of PSOs, POs and COs	Yes/No ✓
14		CO PO attainment	Yes/No ✓
15		MoUs availability	Yes/No ✓
16		Pass percentage monitoring	Yes/No ✓
17		Research Promotion	Availability of research promotion policy
18	Availability of sponsored research projects		Yes/No ✓
19	Research Publications		Yes/No ✓
20	Books & Books chapter		Yes/No ✓
21	FDP participation		Yes/No ✓
22	Revenue generated from consultancy	Yes/No ✓	
23	Placement and Higher studies	Does the institution provide career guidance for placements?	Yes/No ✓
24		Students pursuing higher education?	Yes/No ✓
25	Internal Quality	IQAC contributes significantly for institutionalizing QA strategies and process.	Yes/No ✓
26		IQAC reviews teaching learning process at regular intervals.	Yes/No ✓

### Auditor specific observations:

S. No Observation

1. Faculty must be encouraged to publish research work in Scopus Indexed Journals.
2. More extending activities must be conducted.
- 3.
- 4.

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# ACADEMIC AUDIT

2021-22





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## Academic Audit Summary Sheet

Assessment Year: 2021-22

Date: 11-06-2022

S. No	Audit Aspects	Audit Observations	Remarks
1	Curriculum development and Revision process.	Stake holder's survey acquired for vision, mission, PSOs and Gap analysis.	Yes/No
2		Conduct of academic meetings & action taken.	Yes/No
3		Curriculum Gap Identification	Yes/No
4		Environment sustainability, Human values and Professional ethics content like NSS events	Yes/No
5	Student Centric Teaching Learning assessment plans, outcome assessment and student engagement	Availability of Academic calendar	Yes/No
6		Availability of Course files and its content	Yes/No
7		Modern Pedagogical methods adopted	Yes/No
8		Remedial Classes	Yes/No
9		Mentoring System	Yes/No
10		Guest lectures, workshops and industrial/ hospital visits to meet the course & curriculum gaps	Yes/No
11		Motivating the participation of students in many events	Yes/No
12		Student Internship	Yes/No
13		Dissemination of PSOs, POs and COs	Yes/No
14		CO PO attainment	Yes/No
15		MoUs availability	Yes/No
16		Pass percentage monitoring	Yes/No
17		Research Promotion	Availability of research promotion policy
18	Availability of sponsored research projects		Yes/No
19	Research Publications		Yes/No
20	Books & Books chapter		Yes/No
21	FDP participation		Yes/No
22	Revenue generated from consultancy	Yes/No	
23	Placement and Higher studies	Does the institution provide career guidance for placements?	Yes/No
24		Students pursuing higher education?	Yes/No
25	Internal Quality	IQAC contributes significantly for institutionalizing QA strategies and process.	Yes/No
26		IQAC reviews teaching learning process at regular intervals.	Yes/No

### Auditor specific observations:

#### S. No Observation

1. Faculty must encourage the students to participate in
2. extra curricular Activities.
- 3.
- 4.

Auditor's Signature



*[Signature]*  
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# **ACADEMIC AUDIT**

**2022-2023**





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**BIPS**  
NARSAMPET  
Estd: 2005

## Academic Audit Summary Sheet

Assessment Year: 2022-23

Date: 08-06-2023

No	Audit Aspects	Audit Observations	Remarks	
1	Curriculum development and Revision process.	Stake holder's survey acquired for vision, mission, PSOs and Gap analysis.	Yes/No	
2		Conduct of academic meetings & action taken.	Yes/No	
3		Curriculum Gap Identification	Yes/No	
4		Environment sustainability, Human values and Professional ethics content like NSS events	Yes/No	
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21	FDP participation		Yes/No	
22	Revenue generated from consultancy		Yes/No	
23	Placement and Higher studies	Does the institution provide career guidance for placements?	Yes/No	
24		Students pursuing higher education?	Yes/No	
25	Internal Quality	IQAC contributes significantly for institutionalizing QA strategies and process.	Yes/No	
26		IQAC reviews teaching learning process at regular intervals.	Yes/No	

### Director specific observations:

No Observation

Faculty should make more focus on Research and also mentor mentee systems.

*Signature*

Director's Signature



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