



Estd. 2009

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ਖਾਲਸਾ ਕਾਲਜ ਆਫ ਫਾਰਮੇਸੀ
Khalsa College of Pharmacy

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Ph: 0183-2450215

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Approved by AICTE, PCI, New Delhi & Punjab Govt. Affiliated to PTU, Kapurthala, PSBTE & IT, Chandigarh

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

ABOUT IIQAC

The significant initiative of Internal Quality Assurance Cell includes collection of data from stakeholders and preparation of Annual Quality Assurance Reports to NAAC.

Some of these include

- Participation in NAAC, NBA
- Adherence and Approval of ISO benchmarks and similar certifying bodies.
- Conduct of Academic and Administrative Audit (AAA) and its follow up action.
- Conducting induction programmes for newly recruited staff members.
- Conducting Programmes on quality aspects and its documentation.
- .Collection of self-appraisal forms from staff and their analysis.
- Conduct of survey related to quality parameters amongst relevant groups like students, alumni, parents, employers and teachers etc.

INTRODUCTION

Academic and Administrative Audit is conducted annually to understand the existing system and assess the strengths, weaknesses opportunities and challenges faced by the departments along with their achievements of the Departments. The college has been conducting the Academic Audit of colleges since many years but the Academic and Administrative Audit for the college departments was started from 2019 onwards. The objectives of the whole exercise are to bring in quality improvements and efficiency in their functioning to serve the stakeholders in a prompt and effective manner. It also helps to assess the level of fulfilment of the expectations of stakeholders. This requires systematic efforts on the part of the top management to analyse and implement the recommendations of the audit committee. The IIQAC approved the Performa to be used for the purpose so that it is more objective in its analysis. In addition, the document so prepared will be serving as a kind of annual performance report of the departmental working and its staff and finally addressing the issues faced by them. The proforma is uploaded on the IIQAC link on the college website at <https://www.khalsacollegepharmacy.org/>.





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The academic audit proforma was designed in line with the quality assessment format of NAAC. It was aimed at capturing the data on annual basis on key parameters of department, faculty, infrastructure, teaching-learning process, research guidance, consultancy, trainings and projects, motivational initiatives, social connect, challenges and deficiencies, future plans, best practices, etc. The administrative audit attempts to understand the department culture, motivation, performance requirements, infrastructure available and required, etc improve the performance and delivery of services. Evaluation parameters were based on the functions of individual administrative sections namely: General Administration, University Works Department, Library, security and sanitation, Coordination, Admission, Examination section, finance and others. Some of the parameters on which data is collected are: key activities, personnel involved and clarity of their roles and responsibilities, process flow and the interacting departments, challenges faced, charter if any and its adherence, new initiatives, preparation of reports and the focus towards key indicators of performance, infrastructure requirements, deficiencies identified, staff motivation, etc.

PROCESS

1. Every year the Academic Schools and Administrative sections are required to fill the details in the proforma as a part of self-appraisal.
2. The IIQAC constitute audit teams for various sections and Schools with the approval of the competent authority. The academic audit teams have -A Chairman, Two experts, One Expert from other School and the School NAAC Coordinator as the Convenor. The experts may be from either the University or external experts to be selected from an approved list. They are paid honorarium as per university norms. The same process is adopted for constitution of Administrative Audit team. The members from one department may be assigned for other departments as expert members.
3. The Schedule for Audit is announced in advance and the audit team visit the School/Administrative Sections.
4. The report is prepared by the team and shared with the concerned sections/Schools on the spot after the visit is completed with a copy to them and one copy in the IIQAC Cell.





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Action Taken

The IIQAC collects all reports and after discussions with the team members take suitable measures based on observations and recommendations. The summary of the same is presented in the meeting to all members for information. It also takes up specific common issues as an agenda in IIQAC for deliberations.

Action Taken Report Year Wise

Year 2022-2023

- Policy of Code of ethics and its sensitisation among students and faculty.
- Grammarly tool for better documents E-access to library resources.
- E-access to library resources.
- Setting up Coaching classes for students from SC/ST/Minorities and general students
- Signing of MOUs with industry
- Resume building and mock interviews
- Signing of MOU with Hospital
- Workshop Conducted by the College
- New course launched

Year 2021-22

- Recommending the faculty for attending FDPs/workshops.
- Organising career guidance sessions.
- Conducting personality development sessions/workshop for students.
- Department of promotion for staff.
- Career advancement scheme for teachers
- Strengthening of college with more faculty
- Policy of code ethics
- Promotion of staff





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- Conducting of Staff development programmes word both for academic.
- Conducting staff development program for admin staff.
- Digital infrastructure improvements and augmentation.

Year 2020-2021

- Conducting staff development program for admin staff.
- Departmental promotion for staff
- Discount for staff for diagnostic tests.
- Enhancement of medical allowance
- Career advancement scheme for teachers.
- Organising career guidance session
- E-access to library resources

Year 2019-2020

- Grammarly tool for better documents E-access to library resources.
- Organising career guidance session
- Career advancement scheme for teachers.
- Departmental promotion for staff
- Conducting of Staff development programmes word both for academic.
- Conducting staff development program for admin staff.
- Strengthening of college with more faculty

