



St. Xavier's Institute of Education (Autonomous)

The Academic Audit Process 2023-24

The Academic Audit Process at St. Xavier's Institute of Education (SXIE) is usually a comprehensive assessment of the academic and managerial practices of the institution with the aim of maintaining quality and relevance to the goals of the institute. Presented below is a generalized structure of the process along with the diagrammatic representation of the same.

1. Planning Phase

- **Objective Setting:** The objective for the Audit is identified as followed
 - i. Work done in policy making in the institution
 - ii. Development on the Learning outcomes
 - iii. Curricular and CO-Curricular activities
 - iv. Teaching-learning process
 - v. Student learning assessment
 - vi. Work in Research
 - vii. Support for quality education
 - viii. The Academic Audit process

- **Formation of Committees:** A committee is constituted regarding the purpose of academic audit . the committee consists of faculty members, administrative personnel and external panels where necessary.
- **Data Collection Framework:** Identification of the data required under each head (e.g. course outcomes, feedback reports, lesson plans, student results etc.).

2. Implementation Phase

- **Data Collection procedure :** The data is collected in the form of information through various tools and techniques like surveys, feedback forms, lesson observations, students' performance reports and infrastructure assessment.
- **Self-Evaluation :** The departments assess their own performance, their successes and the areas that need improvement.
- **Stakeholder Involvement:** In the lieu of involving stakeholders come students, alumni and employers, parents and community for the purpose of assessing the performance of the institution.
- **Audit Visit:** A group of internal/external auditors will assess the procedures, records and conducts focus group discussions with faculty and admin and whoever in the institution is involved at the discretion of the auditors.

3. Analysis and Reporting Phase

- **Evaluation of Findings:** The internal and external auditors compare the data collected with the institute's objectives benchmarks and standards.
- **Strengths and Gaps Identification:** The focus group discussions lead to understanding the strengths and weaknesses and the future educational leadership.
- **Feedback Reports:** Specific report is created with constructive feedback for each criterion and necessary recommendations are provided for the improvement.

4. Action Plan

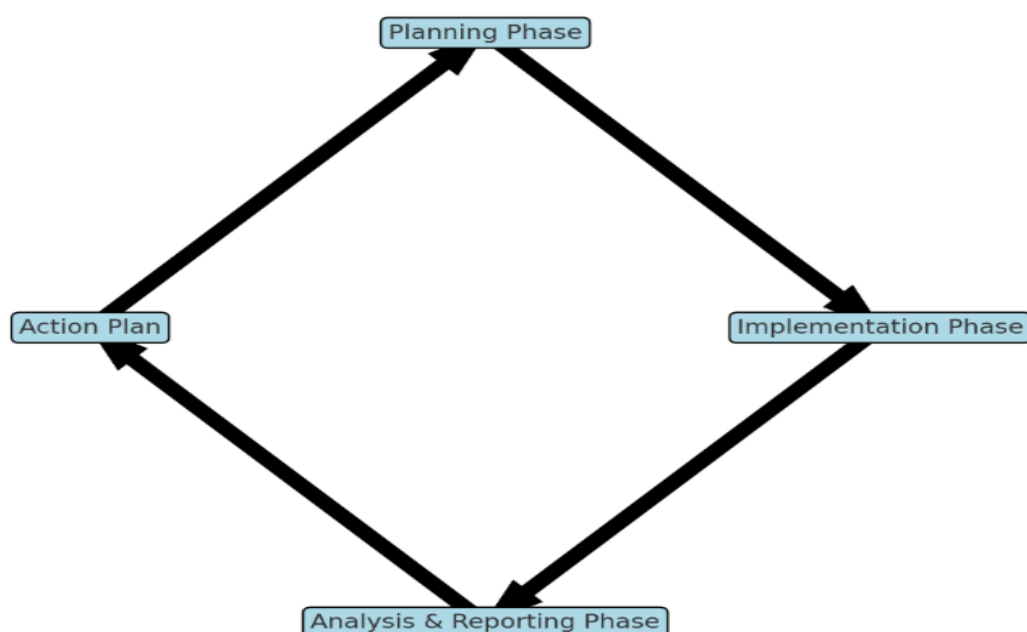
- **Improvement Strategies:** The faculty after the audit takes a review of the recommendations and suggestions and brainstorm on the strategic planning to fill the gaps and build on the strengths.
- **Workshops/Seminars:** There are programmes like Faculty Development programmes or Training Sessions on topics related to the gaps identified and other workshops and seminars based on the audit results are organized by the institution.
- **Monitoring Mechanism:** To monitor the mechanism of Quality control and maintenance structures and committees are set up that would enable tracking of the implementation of the recommendations.

5. Review and Re-Audit

- **Follow-Up:** implemented changes are regularly reviewed.
- **Continuous Improvement:** feedbacks are incorporated from successive audits for iterative enhancement.

Academic Audit Process - Cyclical Representation

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The cyclical diagram representing the Academic Audit Process at SXIE. Each phase flows into the next, emphasizing the iterative nature of quality improvement and review.

Academic Audit Tools that are used for the purpose-

1. Self-Assessment Tools - These tools are used by departments or individuals to evaluate their own performance and processes.

- **SWOC Analysis:** Strengths, Weaknesses, Opportunities, Challenges.
- Faculty feedback on the institutional working
- **Self-Assessment Reports (SAR):** Detailed reports prepared by institutions for accreditation bodies.
- **Rubrics:** Predefined criteria to assess learning outcomes or institutional practices.

2. Feedback Mechanisms

These gather opinions from various stakeholders.

- **Student Feedback Forms:** Surveys to assess teaching effectiveness, course content, and Student Satisfaction Survey
- **Alumni Feedback forms:** Gather input on curriculum relevance to career paths.
- **Employer Surveys:** Assess graduate performance and skill alignment with industry needs.

3. Accreditation Frameworks

Institutions align their processes with these frameworks to meet quality standards.

- **NAAC Self-Study Report (SSR):** National Assessment and Accreditation Council tool for institutional evaluation.

4. Data Management and Analytics Tools

These are used to collect, organize, and analyze data.

- **ERP Systems : QualSoft** for the purpose of Examinations and Assessment
- **Microsoft Excel/Google Sheets:** For academic, administrative and financial work, creating dashboards and reports, analysing data

5. Learning Management Systems (LMS)

Platforms for tracking and improving teaching-learning processes.

- **Moodle:** Open-source platform for course management and student performance tracking.

- **Google Classroom:** For managing assignments, feedback, and grading.
- **Canvas:** Provides data analytics for student engagement and outcomes.

7. Assessment and Evaluation Tools

These focus on learning outcomes and curriculum evaluation.

- **Bloom's Taxonomy Checklists:** To ensure objectives cover cognitive, affective, and psychomotor domains.
- **Program Outcome Assessment Tools (e.g., PLO matrices):** Evaluate how well programs meet predefined outcomes.

8. Digital Infrastructure Evaluation Tools

To assess and improve the use of technology in education.

- **ICT Usage Surveys:** Assess integration of technology in teaching.
- **Infrastructure Review Checklists:** For evaluating classroom technology, internet connectivity, and smart tools.

9. External Audit Tools

Used by third-party agencies or external auditors.

- **Academic Review Checklists:** Evaluate documentation, compliance, and curriculum alignment.
- **Audit Templates (e.g., Microsoft Word/Excel):** Predefined formats for academic process evaluation.
- **Accreditation Agency Tools:** Specific tools or guidelines provided by agencies like NAAC.

10. Benchmarking Tools

Compare institutional practices with peer institutions or standards, a thorough study to analyse the gaps and lacunae in the practices in SXIE is done.

These tools help institutions like SXIE maintain high academic and administrative standards while fostering continuous improvement.



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