

Best Practice 2

1. Title of the Practice

Internal Audit

2. Goal

Self evaluation assists in improving the quality and standard of teaching learning and its related procedures. Shasun conducts Internal Audit for a strategic overview of the entire work structure. It is a useful monitoring tool for the organization to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. It analyses risk control mechanisms and makes recommendations /suggestions to improve the effectiveness and efficiency of the activities and operating procedures.

Purpose

- The purpose of this procedure is to establish the measures taken to carry out Internal Quality Audit.
- It ensures that the Quality System remains effective and responsive.

Scope

- This procedure is applicable to all departments contributing towards Quality of the Teaching – Learning Processes.
e.g. HR, purchase, lab, CSC, economics etc.

3. The Context

Shasun assured and made the faculty members, its admin staff, supporting staff to understand the importance of Audit and to have a receptive attitude for the same. The role of internal audit is to determine whether the systems, procedures and controls that management operates are being complied with and are adequate. To achieve quality in education, every system in the college needs to be in place. Streamlining academic functions and standardizing the process can be done through internal academic audit. Apart from the academic audit all supporting services like purchase, accounts, library, canteen, security system, etc., were also audited periodically to check its functioning and to check the compliance regarding to the services. Streamlining all the processes will help the institution to eliminate risk at all levels and will help to have good ambience for the students.

4. The Practice

Internal Audit is conducted twice a year. All faculty members maintain a log book for each subject they handle. It includes subject plan, course details, assignment topics, guest lecture if any, the method used for teaching the subject and internal marks of the student. The log book is audited by the internal auditor appointed by the internal audit committee to ensure and check the syllabus coverage of an individual faculty. Other records like attendance register, internal mark registers and other students related files, department activities files and documents are verified by the auditors.

Administration staff documents are also verified by the internal auditors with a checklist. The report is submitted to the Internal Audit Committee. Any noncompliance will be rectified within one week and a report on it is also submitted to the committee. This kind of internal check system makes individuals accountable. Internal Audit plays a major role in accomplishing the goals of institution. Therefore, almost all the areas are audited internally during internal audit and the systems are verified. Adequate steps are taken to improve or rectify the standard of the procedures, if required.

For an educational institution to achieve its objective of providing quality teaching, learning and research environment, internal audit system plays a key role. This audit includes other areas like sports, environment, clubs, etc., to ensure its effectiveness. Internal audit helps to enhance efficiency, quality and also help in safeguarding resources against any loss, misuse and damage.

All the activities are monitored by a process owner appointed by the Principal. They are further audited by an external committee once in a year. All the process owners are trained periodically and their documents are also verified. All Heads of the Departments take care of their department documents and its updation.

5. Evidence of Success

Internal Audit helps to standardize all the activities inside the college. It helps in effective monitoring of the overall quality system. It helps in having internal check within the college. Apart from this, one external audit is conducted every academic year by an external committee. There is no major nonconformity pointed by the committee for the last two external audits. It is a proof of success of the system in operation that the internal audits play a major role. The audit committee identified a few minor non-confirmation for further improvement.

6. Problems Encountered and Resources Required

Identifying suitable auditors for every department is a difficult task. All records are kept in hard copy and storage of old records is also a big problem as it requires space.

Knowledge and training of the internal auditors is also an difficult task encountered in this practice.