



## **Academic and Administrative Audit Report (2019-20)**

### **Executive Summary:**

This report presents the findings of the Academic and Administrative Audit conducted at NSHM Knowledge Campus, Kolkata, for the academic year 2019-20. The audit aimed to evaluate the effectiveness of academic and administrative processes, identify areas of improvement, and ensure compliance with relevant standards.

### **I. Introduction:**

*Background:* NSHM Knowledge Campus, Kolkata, is a renowned group of institutions offering courses in Pharmacy and Management. The audit covered academic programs, faculty performance, infrastructure, administrative procedures, and compliance with regulatory requirements.

#### *Audit Objectives:*

1. Evaluate the quality of academic programs.
2. Assess the effectiveness of administrative processes.
3. Ensure compliance with regulatory standards.
4. Identify areas for improvement.

### **II. Academic Audit:**

#### **1. Curriculum Design and Delivery:**

- Review of curriculum relevance and industry alignment.
- Assessment of course structure and pedagogical methods.
- Feedback analysis from students and faculty.

#### **2. Faculty Performance:**

- Evaluation of faculty qualifications and expertise.
- Analysis of teaching methodologies and innovation.

- Assessment of faculty-student engagement.

**3. Student Performance:**

- Examination results analysis.
- Identification of academic strengths and weaknesses.
- Graduation and placement statistics.

**4. Infrastructure and Learning Resources:**

- Inspection of classrooms, laboratories, and libraries.
- Assessment of technology integration for learning.
- Feedback on the availability of learning resources.

**III. Administrative Audit:**

**1. Admission Process:**

- Evaluation of admission criteria and transparency.
- Examination of documentation processes.
- Assessment of diversity and inclusivity.

**2. Financial Management:**

- Review of budget allocation and expenditure.
- Audit of financial controls and transparency.
- Compliance with financial reporting standards.

**3. Human Resources Management:**

- Evaluation of staff recruitment and retention.
- Analysis of professional development initiatives.
- Assessment of employee satisfaction.

**4. Infrastructure and Facilities Management:**

- Inspection of maintenance procedures.
- Analysis of safety and security measures.
- Identification of infrastructure enhancement needs.

**IV. Compliance and Accreditation:**

**1. Regulatory Compliance:**

- Review of adherence to university and statutory regulations.
- Evaluation of compliance with accreditation standards.
- Assessment of internal quality assurance mechanisms.

**2. Accreditations and Recognitions:**

- Verification of accreditations received.
- Examination of processes for seeking and maintaining accreditations.
- Assessment of recognition from industry bodies.

**V. Recommendations:**

Based on the findings, the following recommendations are proposed to enhance the overall quality of academic and administrative processes at NSHM Knowledge Campus:

1. Strengthen industry-academia collaborations to ensure curriculum relevance.
2. Implement faculty development programs for continuous skill enhancement.
3. Enhance infrastructure facilities and technology integration for effective learning.
4. Streamline admission processes for greater transparency and efficiency.
5. Establish a robust financial management system to optimize resource utilization.
6. Focus on diversity and inclusivity initiatives to create a more inclusive campus environment.
7. Regularly update and review internal quality assurance mechanisms for continual improvement.

**VI. Conclusion:**

The Academic and Administrative Audit for the year 2019-20 provides valuable insights into the functioning of NSHM Knowledge Campus. The recommendations aim to foster continuous improvement and uphold the institution's commitment to academic excellence and administrative efficiency.

**VII. Acknowledgments:**

We express our gratitude to the faculty, staff, and students of NSHM Knowledge Campus for their cooperation and participation during the audit process.