

**Key steps for the implementation Academic And Administrative Audit (AAA) process**

**1. Distribution of the Format**

The new Academic and Administrative format will be distributed through official university communication email. Please review the document thoroughly and familiarize yourself with its contents.

**2. Training and Orientation**

We will be conducting training sessions and orientation programs to assist all members in understanding and effectively applying the new format. Attendance at these sessions is highly encouraged to ensure a smooth transition.

**3. Adherence to Manual**

It is imperative that all departments and administrative units adhere to the manual and procedures outlined in the new format. This will help maintain uniformity and coherence across the university's operations..



**4. Feedback and Suggestions**

We value your input and encourage you to provide feedback and suggestions regarding the new format. Your insights will be invaluable in making any necessary adjustments and improvements. Please direct your feedback to the IQAC office

**5. Monitoring and Evaluation**

The IQAC will regularly monitor the implementation process and evaluate its effectiveness. Departments and units are requested to maintain records of their compliance and report any challenges encountered to the IQAC for timely resolution

**6. Continuous Improvement**

The implementation of the new format is a dynamic process. We will continuously seek ways to enhance and refine our academic and administrative practices to better serve our students and stakeholders.