

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society's
Arts, Commerce and Science College, Satral
A/P Satral, Tal. Rahuri, Dist. Ahmednagar, Maharashtra-413 711



NAAC Accredited with B⁺⁺ Grade
Affiliated to
Savitribai Phule Pune University, Pune

A Report on
Academic and Administrative Audit
2020-21

Prepared by
Internal Quality Assurance Cell (IQAC)

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1. Introduction:

Academic audit is an activity to determine the degree of teaching-learning process at college level. It is based on subject knowledge, planning and delivery, class control, communication, accountability and concerned for students. Academic audit gives assurance in terms of strategies, procedure and their applicability and also offers the continuous improvement in academic quality. It also ensures the optimal utilization of available resources to improve the quality of education. Higher education institutions now a days are always eager to introduce systems and practices in their work environment and establish high standards and benchmarks to guide their performance in keeping with the vision and mission of the institution. Higher education institutions in the country willing to subject their activities and performances to be critically studied and audited by national and international agencies. National Assessment and Accreditation Council (NAAC) contributes greatly in improvement of quality of education sector. It offers an opportunity to the higher education institutions to participate, learn and benefit from the expertise and readiness of NAAC to foster such participatory learning.

The functioning of the internal quality assurance mechanism which is helpful in upholding the work ethics in day-to-day life is useful in quality assurance of the institution. The Internal Quality Assurance Cell (IQAC) supported by NAAC assures the quality in the institutional activities. IQAC is meant for planning, guiding and monitoring quality assurance and quality enhancement activities of the higher education institution. It may channelize and systematize the efforts and measures of an institution towards academic excellence. The Arts, Commerce and Science college has completed second cycle of accreditation by NAAC and received the certificate of accreditation securing 'Grade B++' in 2018.

The academic audit conducted in the institution helps in maintaining the academic standard of the institution. It improves the teaching quality of the faculty members. Students are directly and indirectly get benefited of the Academic and Administrative Audit in improving their academic performance. It helps students in securing higher ranks and enhances their personality. The work efficiency of the academic and administrative departments increases and they continue their functioning in the direction of excellence. With this background, the department wise Annual Academic and Administrative Audit of the institution was conducted at the end of academic year 2020-21.

2. Members of the Audit Committee:

i. Dr. R. D. Borse	Chairman
ii. Mr. D. N. Gholap	Member
iii. Dr. B. N. Navale	Member
iv. Mr. S. N. Borude	Member
v. Dr. V. M. Pulate	Member

3. Schedule of the Audit: Date – July, 12 and 13, 2021

Following departments were visited by the external members as per the timings mentioned in the schedule:

12 th July 2021		13 th July 2021	
Time	Department	Time	Department
9.00 AM – 9.45 AM	Chemistry	9.00 AM – 9.45 AM	English
9.45 AM- 10.30 AM	Physics	9.45 AM- 10.30 AM	Geography
10.30 AM – 11.15 AM	Mathematics	10.30 AM – 11.15 AM	Marathi
11.15 AM – 12.30 PM	Botany	11.15 AM – 12.30 PM	Hindi
12.30 PM – 1.15 PM	Zoology	12.30 PM – 1.15 PM	Economics
1.15 PM – 2.00 PM	Commerce	1.15 PM – 2.00 PM	Politics
2.00 PM – 2.45 PM	Library	2.00 PM – 2.45 PM	History
2.45 PM – 3.30 PM	Gymnasium	2.45 PM – 3.30 PM	Examination
3.30 PM – 4.15 PM	Store	3.30 PM – 4.15 PM	Accounts and Establishment

4. Profile of the Institution:

A. Curriculum

- In the year 2019, Savitribai Phule Pune University, Pune has introduced CBCS system
- The Second Revision was done in the year 2020 for second year degree course.
- The third Revision will be done in the year 2021 for third year degree course.
- The students are encouraged to earn credits for the completion of degree course.
- Courses like Chemistry, Physics and English are helpful to the students while securing the jobs.
- Students are encouraged to go for self-learning.
- Students are provided with the study material in online mode

Faculty profile

Faculty Strength	Teaching Staff -
Qualification	M. Phil: 14 Ph. D: 04
NET/SET Qualified	NET: 01 SET:06

B. Infrastructural Facilities

- Virtual Learning Center (VLC)
- ICT enabled Seminar halls
- ICT enabled Class Rooms
- Wi-Fi enabled class rooms in all the Blocks
- Campus under Cc-TV surveillance
- Reverse Osmosis (RO) Water Facility
- Library with computers having internet facility
- Gymnasium and sports facility
- Play ground
- Solar panels
- Botanical Garden

C. Library Books

Following E-Resource has been subscribed to;

- E-books
- E Journals
- INFLIBNET Facility

Total No. of Books 2020-21	Text: 18,273
	Reference: 4,935

5. Summary of Report:

- Book circulations in the library is good
- Online teaching is highly encouraged in the institution
- The evaluation process followed in the academics is good
- Text and reference books are properly maintained in the library.
- Departments are also having libraries at departmental level
- Admission process is followed rigorously.
- The co-curricular activities are also given weightage for the overall development of the students.
- Reservation policy is followed in the admission process
- IQAC conducts faculty enrichment activities
- IQAC conducts Orientation Program for students.
- Management of academics is good
- Departmental activities like field visit, study tour, industrial visits etc. are being conducted as per the syllabus.
- Departments have maintained dead stock register properly.
- Files containing academic documents like syllabus, result analysis, time-table, attendance record, MoUs, research projects sanctioned and completed, recurring and non-recurring content records etc. are maintained properly.

6. General Assessment:

- A transparent Academic and Administrative Audit is conducted.
- Circulation of books in the library is good.
- On campus Wi-Fi facility is provided to the students, staff and faculty members.
- Participation of faculty members in OC, RC, STC, FDP, seminars, conferences, symposia and workshops is good.
- Students are encouraged to wear uniform and identity card is a good practice

➤ Student Support Services:

- National Service Scheme (NSS):** NSS of Government of India, Ministry of Youth Affairs and Sports provide opportunity to the youth student in the higher education institutions. Student of the college participate in tree plantation, blood donation camp, immunization camp, cleanliness drive, seven days camp organized in adopted village, awareness campaigning related to HIV AIDS, dowry system, female feticide etc. It has inculcated the importance of social work among the students.
- Alumni Association:** The alumni association of the college supports for smooth running of different activities in the college. It organizes experts' lectures, helps in recruitment of

the students and provides financial support.

7. Suggestions:

- i. Statistical tools should be used by the faculty members for analysis in their respective subjects.
- ii. Various formats should be uniform at the institution level

8. Conclusion:

- Academic and administrative departments have responded positively while facing the Academic and Administrative Audit committee
- Records in the academic and administrative departments are maintained properly
- Environmental Science course, compulsory at degree level is of great help in creating awareness among the students on various environmental issues.
- Saplings of medicinal and ornamental plants supplied to the local people is one of the best practices of the institution
- Infrastructure of the college is copious
- Students' teacher ratio is maintained properly
- Faculty members are well qualified and experienced
- Student community is well disciplined
- Behavior of the faculty members is harmonious
- Academic calendar is implemented properly
- Various welfare schemes are implemented by the management for teaching and non-teaching staff
- Interactions with the profession through industrial visits, guest lectures and field visits.
- The campus of the college is centrally located and well connected to villages located in the vicinity of the college.
- Various student support schemes and facilities are made available in the institute
- Innovative teaching-learning methods are adopted in the institute.

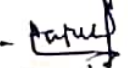
1. Dr. R. D. Borse



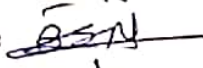
2. Mr. D. N. Gholap



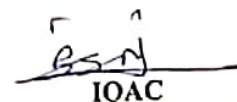
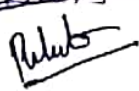
3. Dr. B. N. Navale



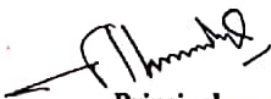
4. Mr. S. N. Borude



5. Dr. V. M. Pulate


IQAC

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Principal
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