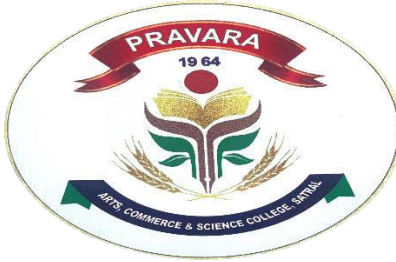


*Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee)*  
*Pravara Rural Education Society's*  
**ARTS, COMMERCE & SCIENCE COLLEGE, SATRAL**  
At. Satral, Post. Songoan, Tal.Rahuri, Dist- Ahmednagar (MS)



**INTERNAL ACADEMIC AND ADMINISTRATIVE  
AUDIT (AAA) REPORT**

**Academic Year 2019-20**

Prepared by  
**Academic Audit committee and Internal Quality  
Assurance Cell (IQAC)**

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## **Internal Quality Assurance Cell (IQAC)**

### **Internal Academic and Administrative Audit (AAA)**

**Academic Year: 2019-20**

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## **Introduction**

### **About the Institution**

The Pravara Rural Education Society, Pravaranagar, is among the most esteemed educational institutions in Maharashtra. It was founded in 1964 by the late Padmashri Dr. Vitthalrao Vikhe Patil, a pioneer of the sugar cooperative movement in India, with the objective of addressing the higher education needs of rural populations. Currently, Hon'ble Namdar Shri. Radhakrishna Vikhe Patil, Chairman of the Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society, Pravaranagar, oversees the institution's commitment to providing exemplary facilities for the comprehensive development of students from rural backgrounds.

Established on August 18th, 1998, the college spans 12.47 acres of serene, eco-friendly surroundings, providing an ideal learning environment. The campus boasts a modern G+3 administrative and academic building, well-equipped laboratories, a comprehensive library, a versatile multi-purpose hall, parking sheds, a botanical garden, a gymnasium, and a spacious playground. These facilities support a wide range of curricular, co-curricular, and extracurricular activities, fostering holistic student development.

Permanently affiliated with Savitribai Phule Pune University and approved under UGC sections 2(f) and 12(B), the college offers a variety of undergraduate and postgraduate programs in Arts, Commerce, and Science. The college also provides certificate, remedial, bridge courses, and coaching for competitive examinations, ensuring students are well-prepared for diverse career paths. The institution is dedicated to empowering youth and fostering responsible citizenship through quality education that addresses contemporary societal needs and values.

The college's curriculum is designed to promote overall personality and career development, emphasizing practical relevance. Various cells within the institution, guided by the Student Council, oversee and coordinate diverse activities. The faculty, comprising well-qualified and experienced staff, actively engages in research, contributing regularly to national and international journals. This dedication to academic excellence is further supported by regular academic and administrative audits conducted by the management and staff.

The college boasts advanced facilities, a digital language lab, smart classrooms, and a robust ICT infrastructure with 50 Mbps leased line internet. Emphasizing good governance and management, the college offers extensive placement opportunities via its Career Guidance and Placement Cell. Comprehensive student support services, quality audits on sustainability practices, an active alumni association, versatile facilities, skill-oriented courses, and unique support schemes like the Earn and Learn program ensure a holistic educational experience. The NSS unit, with 250 volunteers, promotes social responsibility.

The college has received DST-FIST (2013) and BSR grants (2015) and earned a 'B++ ' grade accreditation by NAAC in 2018 with a CGPA of 2.87. The college is situated away from residential and industrial areas, offering a tranquil environment free from disturbances and noise pollution, which enhances its focus on providing a conducive learning atmosphere.

### **Academic and Administrative Audit: An Overview**

Academic and administrative audits are crucial in maintaining and enhancing excellence in higher education institutions (HEIs). These interconnected concepts require robust administrative support to sustain quality-oriented academic environments. An academic audit is a systematic and scientific method of reviewing the quality of academic processes within an institution. It focuses on quality assurance and the enhancement of academic activities in HEIs. Equally, an administrative audit evaluates the efficiency and effectiveness of administrative procedures. This includes the assessment of policies, strategies, and functions of various academic and administrative departments, as well as the overall control of the academic administrative system.

To ensure quality, the Internal Quality Assurance Cell (IQAC) has conducted internal academic and administrative audits of various academic departments and administrative sections. The IQAC established a committee to verify data and documentation. Specifically, the Internal Quality Assurance Cell (IQAC) of the college conducted an internal academic and administrative audit by forming a committee chaired by a senior professor. This audit took place on 19<sup>th</sup> and 20<sup>th</sup> June 2020.

### **Academic and Administrative Audit Committee**

<b>Sr. No.</b>	<b>Name of the Faculty</b>	<b>Designation</b>	<b>Department</b>
1.	Prin. Ms. J. R. Singar	Principal	Principal
2.	Dr. A. R. Kurhe	Chairman	Zoology
3.	Dr. R. S. Tambe	Member	Zoology
4.	Dr. S. N. Borude	Member	IQAC Coordinator English
5.	Dr. B. K. Wani	Member	Geography
6.	Dr. D. N. Ghane	Member	Commerce

### **Objectives**

The main objective of Academic and Administrative Audit (AAA) is to understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.

The objectives of the Academic and Administrative Audit (AAA) are as follows:

1. **Quality Assurance:** To ensure the highest standards in academic and administrative processes within the institution.
2. **Continuous Improvement:** To identify areas of improvement and provide recommendations for enhancing the quality of academic and administrative functions.

3. **Compliance and Accountability:** To verify compliance with regulatory requirements and institutional policies, ensuring accountability in academic and administrative operations.
4. **Resource Optimization:** To assess the efficient and effective use of resources, including human, financial, and physical resources, in academic and administrative activities.
5. **Performance Evaluation:** To evaluate the performance of academic departments and administrative sections, ensuring they meet the institution's goals and objectives.
6. **Strategic Planning:** To provide data and insights that support strategic planning and decision-making processes within the institution.
7. **Stakeholder Satisfaction:** To assess the satisfaction levels of various stakeholders, including students, faculty, and staff, with the academic and administrative services provided.
8. **Innovation and Best Practices:** To identify and promote innovative practices and successful strategies that can be adopted across the institution.
9. **Accreditation and Ranking:** To prepare for external accreditation and ranking processes by ensuring all academic and administrative processes meet the required standards.
10. **Transparency and Communication:** To enhance transparency in the institution's operations and improve communication among different departments and stakeholders.

### **Method of Academic and Administrative Audit (AAA)**

The Internal Quality Assurance Cell (IQAC) has developed a self-evaluation format for the Academic and Administrative Audit, which is disseminated to the respective departments. IQAC collects data and information from all academic and administrative departments. The chairman of IQAC appoints a committee comprising senior faculty as the chairperson, a representative from each faculty, and the IQAC coordinator as members. The internal academic and administrative audit is conducted annually. The committee scrutinizes the documents according to the data provided in the prescribed format, evaluates them using a standardized marking system, and grades each department. The audit is scheduled at the end of each academic year. The chairman of the audit committee submits cumulative reports to the Principal. The audited report is then presented to the IQAC and the College Development Committee for further action.

## Academic Audit Data Analysis 2019-20

Sr. No.	Title / Metric.	Total Max Marks (100)	Marathi	Hindi	English	Geography	Economics	Political Science	History	Commerce	Chemistry	Botany	Zoology	Physics	Mathematics
1.	Number of Faculty filled against sanctioned posts	01	1	1	1	1	1	1	1	1	1	1	1	1	1
2.	Number of qualified staff	02	2	2	2	2	2	1	1	2	2	2	2	1	0
3.	Initiatives for Improvement in Faculty qualification (Consideration of Highest Score for Existing Higher Qualification)	02	0	1	0	0	0	0	0	0	0	0	0	0	0
4.	Number of Add-on/ Certificate Courses(Minimum 01Course	02	2	0	2	0	0	0	0	0	2	0	0	2	0
5.	Average Percentage of Students Attendance (More than 80%-02, 60 to 79%-01)	02	2	2	2	2	2	2	2	2	2	2	2	2	2
6.	Faculty Research Projects (Major/Minor) Completed- 05, Ongoing -3	05	0	0	0	0	0	0	0	5	0	0	0	5	0
7.	No. of Research Paper Published in journals (Above 2 - 05,One paper-03)	05	5	5	0	5	0	0	0	5	5	3	3	0	0
8.	No. of books Published 02 Single author-03, Co-Authored-02, Edited-01)	06	2	1	0	1	0	2	1	0	0	2	0	0	0
9.	No. of Conference attended(Per conference -01, Maximum Marks-03)	03	0	3	1	1	1	1	1	3	1	1	1	1	1
10.	No. of papers presented in Seminar/Conferences/Workshop	03	3	3	3	2	2	2	2	3	1	3	1	1	1

	(Per Paper -01, Maximum Marks-03)														
11.	No. of Conference /seminar / workshop organized by Department	<b>05</b>	0	0	0	0	0	0	0	1	0	0	0	0	0
12.	No. of faculty acted as Resource Person/ Keynote Speakers/ Expert/Chairpersons/ Session organizers	<b>02</b>	1	2	1	2	1	2	1	2	3	2	1	1	1
13.	Amount of external funding received	<b>01</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
14.	No. of Research awards/ recognition & fellowships of faculty	<b>02</b>	0	0	0	1	0	0	0	0	2	2	0	0	0
15.	No. of Research Guides	<b>02</b>	1	1	0	0	0	0	0	0	1	1	0	0	0
16.	No. of students registered/ degrees awarded(M.Phil. /Ph.D.)	<b>02</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
17.	Number of MOU/linkages(M.Phil. /Ph.D.)	<b>02</b>	0	0	0	1	0	0	0	3	2	2	1	0	0
18.	Number of faculty with Google Scholar citation	<b>02</b>	0	2	0	0	0	0	0	2	2	0	0	2	0
19.	Number of Student's awards/FellowshipPh.DM.Phil	<b>02</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
20.	Projects undertaken by students	<b>03</b>	0	0	0	0	0	0	0	2	2	0	0	0	0
21.	Participation of students in seminar/conference/workshop/training programme	<b>02</b>	2	2	2	2	2	2	2	2	2	2	2	2	2
22.	Number of student placed through campus drive	<b>02</b>	0	1	1	1	0	0	0	2	2	0	0	0	0
23.	Any other activity carried out for students	<b>02</b>	2	2	2	2	2	2	2	2	2	2	2	2	2
24.	Average Percentage of Result (Above 80%- 05, 60 to 79 %-03, 50 to 59%- 02, 40 to 49%-01)	<b>05</b>	3	3	3	3	3	3	3	3	3	3	3	3	3
25.	No. of excursions/ field visits/ industrial visits organized	<b>02</b>	2	2	2	2	2	2	2	2	2	2	2	2	2

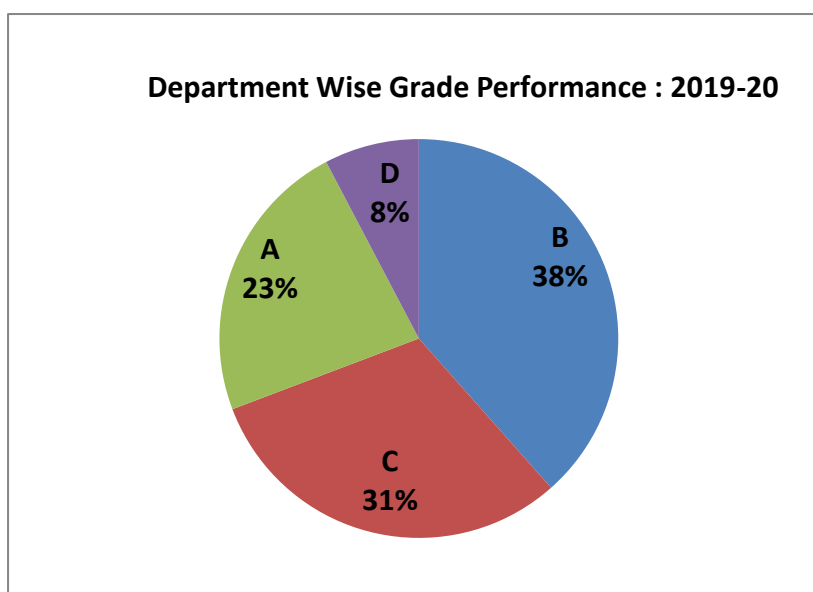
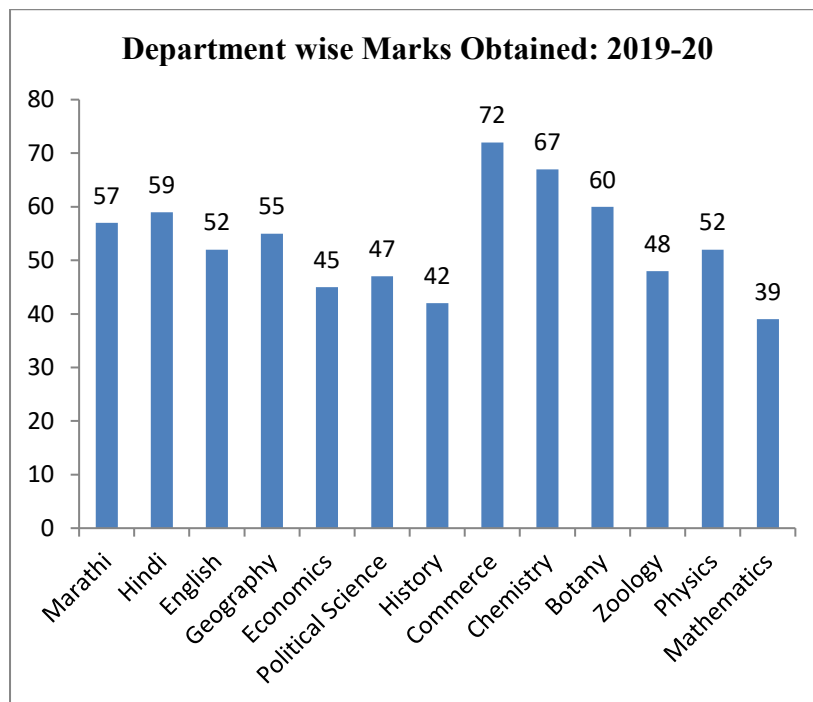


26.	Use of ICT Tools in Teaching	<b>03</b>	3	3	3	3	3	3	3	3	3	3	3	3	3
27.	Departmental Annual Calendar	<b>02</b>	2	2	2	2	2	2	2	2	2	2	2	2	2
28.	Students Attendance Record	<b>02</b>	2	2	2	2	2	2	2	2	2	2	2	2	2
29.	Teaching Plan	<b>03</b>	2	2	2	2	2	2	2	2	2	2	2	2	2
30.	Teacher's Dairy	<b>05</b>	5	5	5	5	5	5	5	5	5	5	5	5	5
31.	Learning resources of Department(Books/Journals Web-resources CDs, e-Books/e-Journals)	<b>02</b>	2	2	2	2	2	2	2	2	2	2	2	2	2
32.	Training programme completed Orientation/Refresher/Summer/Short term course/ any other	<b>03</b>	3	3	3	3	0	3	0	3	3	3	3	3	0
33.	Students' Progression to Higher Education	<b>03</b>	0	0	3	0	3	0	0	3	3	3	0	0	0
34.	Students qualifying (Competitive Exams /SET/NET/GATE etc.	<b>02</b>	2	0	0	0	0	0	0	0	0	0	0	0	0
35.	Quality initiatives adopted by department for improvement of teaching, learning & research	<b>03</b>	3	3	3	3	3	3	3	3	3	3	3	3	3
36.	Contribution to the Best Practices of the institution (Minimum one-02 marks)	<b>02</b>	2	2	2	2	2	2	2	2	2	2	2	2	2
37.	Attainment of COs, POs	<b>03</b>	3	3	3	3	3	3	3	3	3	3	3	3	3
	<b>Total Marks obtained</b>		57	59	52	55	45	47	42	72	67	60	48	52	39
	<b>Grade</b>		<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>C</b>	<b>C</b>	<b>C</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>C</b>	<b>B</b>	<b>D</b>

/

- **Grading**

Marks	Grade
<75	O
60 TO 74	A
50 TO 59	B
40 O 49	C
>39	D



## Administrative Department Audit Data Analysis

Sr.No.	Title/ Metric	Marks Allotted (50)	Marks Obtained
<b>Establishment Section</b>			
1.	Number of Non-teaching staff filled against Government sanctioned posts	05	03
2.	Number of Non-teaching staff filled against Management sanctioned posts	03	02
3.	Staff Profile (Teaching & Non-Teaching)	05	04
4.	Record of Teaching and Non-Teaching Staff (Personal File)	05	04
5.	Record of Service Book maintained  Leave record	05	04
6.	Inward Outward Registers Rules and regulations of UGC/State	04	02
7.	Government/University/PRES etc	02	01
8.	Meeting Register (CDC/Management etc.)	05	04
9.	Participation of Non-Teaching Staff in Training Program	03	02
10.	Annual Report submitted to University/PRES	05	03
11.	Notice File	03	02
12.	Use of E-governance	05	03
<b>Total marks obtained</b>		<b>50</b>	<b>34</b>
<b>Grade</b>			<b>A</b>

Sr.No.	Title/ Metric	Marks Allotted (50)	Marks Obtained
<b>Account Section</b>			
1.	Budget Allocation excluding salary	<b>05</b>	03
2.	Budget Allocation for Infrastructural Augmentation	05	03
3.	Budget Allocation for maintenance of Infrastructural and Academic Facilities	10	05
4.	Record of Internal Audit	05	03
5.	Record of External Audit	05	03
6.	Record of Income - Expenditure (Balance Sheet) maintained	08	04
7.	Record of Donation (Trust/Person)	02	1
8.	Utilization of Funds	05	3
9.	Use of E-governance	05	2
<b>Total marks obtained</b>		<b>50</b>	<b>27</b>
<b>Grade</b>			<b>B</b>

Sr.No.	Title/ Metric	Marks Allotted(50)	Marks Obtained
<b>Pay Section</b>			
1.	Month wise Salary Pay Bills of Teaching and Non-teaching Staff	10	05
2.	Pay Slip Record	05	02
3.	Pay Fixation record	10	05
4.	Income Tax related record	10	04
5.	GPF/DCPS/NPS/Staff Insurance maintained	10	02
6.	Use of E-governance	05	02
<b>Total marks obtained</b>			<b>20</b>
<b>Grade</b>			<b>D</b>

Sr.No.	Title/ Metric	Marks Allotted(50)	Marks Obtained
<b>Students Section</b>			
1.	Students profile (Category Wise & Gender wise list)	10	08
2.	Admission Record	10	07
3.	University Eligibility Record	10	08
4.	Record of Fees	10	08
5.	Notice File	05	03
6.	Use of E-governance	05	03
<b>Total marks obtained</b>			<b>37</b>
<b>Grade</b>			<b>A</b>

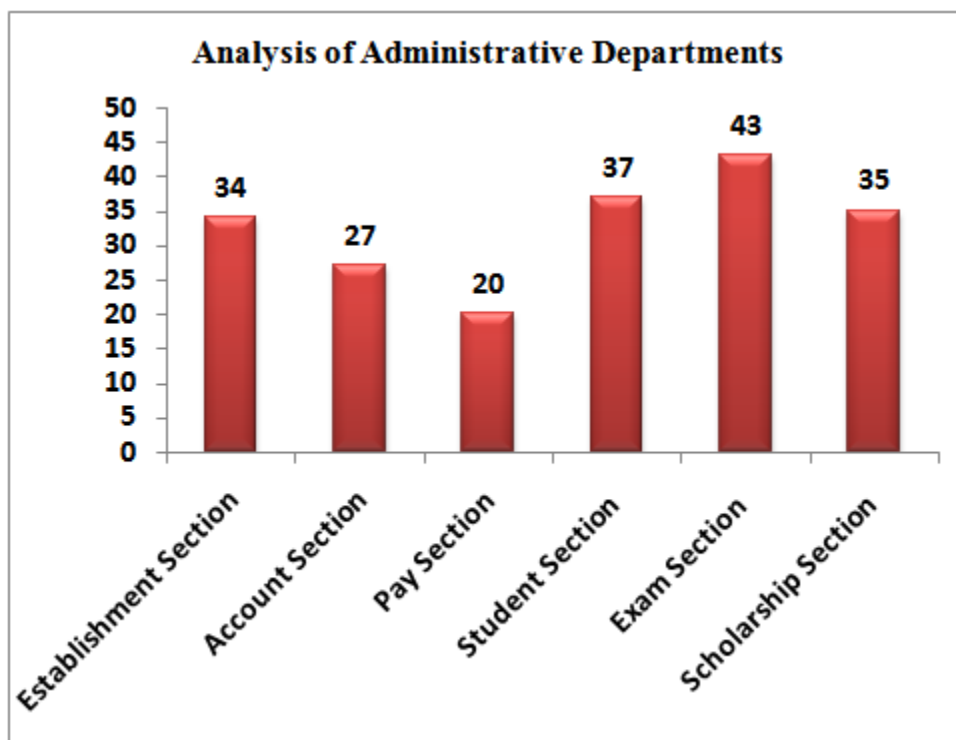
Sr.No.	Title/ Metric	Marks Allotted(50)	Marks Obtained
<b>Exam Section</b>			
1.	Exam ordinance of SPPU	03	03
2.	Record of Examination form	05	05
3.	Result analysis (Class, faculty wise)	05	04
4.	Exam Ledgers	05	05
5.	List of Topers (Class, faculty wise)	02	01
6.	Record of internal Examination (appointment orders etc.)	08	06
7.	Record of University Examination (appointment orders etc.)	08	07
8.	Exam related notices	02	02
9.	Exam Remuneration/ Bill Record	05	03
10.	Convocation Record	02	02
11.	Use of E-governance	05	05
<b>Total marks obtained</b>			<b>43</b>
<b>Grade</b>			<b>O</b>

Sr.No.	Title/ Metric	Marks	Marks
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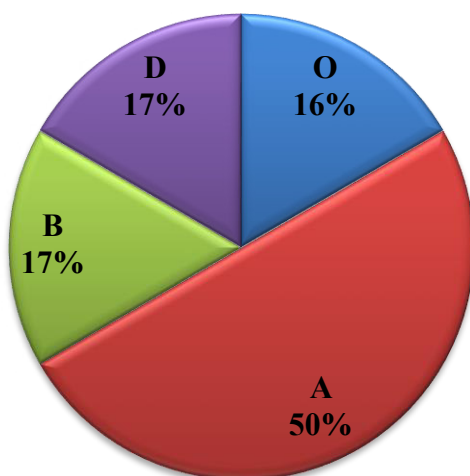
		Allotted(50)	Obtained
<b>Scholarship Section</b>			
1.	Record of Scholarship and freeship provided by the government	10	07
2.	Record of Sccholarship and freeship provided by institute	05	04
3.	Summary of Scholarship with amount	10	08
4.	Scholarship wise list of Student benifited	10	08
5.	Account Statment of Scholarship/Freeship	05	01
6.	Notice File	05	03
7.	Use of E-governance	05	04
<b>Total marks obtained</b>			<b>35</b>
<b>Grade</b>			<b>A</b>

### Grading

Marks	Grade
<39	O
30 TO 38	A
25 TO 29	B
20 To 24	C
>20	D



### Administration Grade Analysis



### Conclusion

#### Observation and recommendation by Committee Academic Departments

Sr No.	Department	Observation	Recommendation	Grade
1.	Marathi	<ul style="list-style-type: none"> <li>The faculty of dept are well qualified and experienced</li> <li>remarkable research guide</li> <li>Organized students activities</li> </ul>	<ul style="list-style-type: none"> <li>Dept. should organize seminar conference</li> <li>Should arrange study tour</li> </ul>	A
2.	Hindi	<ul style="list-style-type: none"> <li>Record of dept is maintained</li> <li>Qualified staff have been appointed</li> <li>Certificate course is offered during the year</li> <li>ICT based teaching learning</li> </ul>	<ul style="list-style-type: none"> <li>Should arrange study tour</li> </ul>	A
3.	English	<ul style="list-style-type: none"> <li>Qualified staff have been appointed</li> <li>Record of dept. is maintained properly</li> </ul>	<ul style="list-style-type: none"> <li>Research should be increased</li> </ul>	A

4.	Geography	<ul style="list-style-type: none"> <li>• Dept offers degree program at UG Level</li> <li>• Both faculty are doctorate</li> </ul>	<ul style="list-style-type: none"> <li>• Dept should offer at least one certificate course</li> <li>• Students' research project should be carried out</li> <li>• ICT based teaching learning</li> </ul>	A
5.	Economics	<ul style="list-style-type: none"> <li>• Qualified staff has been appointed</li> <li>• Economics is offered as general subject for B.A. &amp; B.Com.</li> </ul>	<ul style="list-style-type: none"> <li>• Activities are conducted for students enrichment</li> </ul>	A
6.	Political Science	<ul style="list-style-type: none"> <li>• Qualified staff has been appointed</li> <li>• Dept offers political science as general subject for B.A</li> </ul>	<ul style="list-style-type: none"> <li>• Students activities should be increased</li> </ul>	B
7.		<ul style="list-style-type: none"> <li>• Faculty should complete Ph.D. Use of ICT should be strengthened</li> <li>• Political Science</li> </ul>	<ul style="list-style-type: none"> <li>• Dept. should organize seminar, conference</li> </ul>	C
8.	History	<ul style="list-style-type: none"> <li>• Qualified staff is appointed</li> </ul>	<ul style="list-style-type: none"> <li>• Students' activities should be carried out</li> <li>• Research should be increased</li> <li>• Dept. should arrange field visits</li> </ul>	B
9.	Commerce	<ul style="list-style-type: none"> <li>• Dept. offers certificate course</li> <li>• Students projects for PG students</li> <li>• Research students registered for Ph.D</li> <li>• MoUs signed</li> </ul>	<ul style="list-style-type: none"> <li>• Students research should be promoted</li> <li>• Placement drive should be arranged</li> <li>• Should organize seminar /conference</li> </ul>	A
10.	Chemistry	<ul style="list-style-type: none"> <li>• Students field visits are arranged</li> <li>• MoUs are signed for students activity</li> <li>• PG program is offered in analytical Chemistry</li> <li>• Certificate course is offered</li> <li>• Dept. record is maintained properly</li> </ul>	<ul style="list-style-type: none"> <li>• PG students should be promoted for research project</li> <li>• Industry interaction should be arranged</li> <li>• Placement drive should be arranged</li> <li>• .Extension activities should be strengthen</li> <li>• .Study tours should be Arranged</li> </ul>	A
11.	Botany	<ul style="list-style-type: none"> <li>• Dept. offers special courses at UG level</li> </ul>	<ul style="list-style-type: none"> <li>• Extension activities should be strengthen</li> </ul>	A

		<ul style="list-style-type: none"> <li>• Research publication is satisfactory</li> <li>• Dept. record is maintained</li> </ul>	<ul style="list-style-type: none"> <li>• Study tours should be arranged</li> </ul>	
12.	Zoology	<ul style="list-style-type: none"> <li>• Well qualified staff</li> <li>• Dept has signed MoU</li> <li>• Dept. record is maintained properly</li> </ul>	<ul style="list-style-type: none"> <li>• Extension activities should be strengthen</li> <li>• Dept should conducts seminar Study tours should be arranged</li> </ul>	A
13.	Physics	<ul style="list-style-type: none"> <li>• Dept. record is maintained properly</li> <li>• Dept offers Physics as a subsidiary subject at UG level strengthen</li> </ul>	<ul style="list-style-type: none"> <li>• Dept should conducts seminar, conference</li> <li>• Study tours should be arranged</li> <li>• Extension activities should be arranged</li> </ul>	A
14.	Mathematics	<ul style="list-style-type: none"> <li>• Dept offers Math as a subsidiary subject at UG level only strengthen</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty should improve qualification</li> <li>• Extension activities should be Strengthen</li> <li>• Faculty should improve qualification</li> </ul>	B

### Observation and recommendation by Committee Administrative Departments

Sr No.	Department	Observation	• Recommendation	Grade
1.	Establishment Section	<ul style="list-style-type: none"> <li>• Personal files of Staff are maintained</li> <li>• Service books are maintained but leave records are not filled</li> <li>• Meeting record is maintained</li> <li>• Staff record is not maintained in MIS</li> </ul>	<ul style="list-style-type: none"> <li>• Staff profile should be prepared</li> <li>• MIS should be used for maintaining data</li> <li>• Rules regulation of UGC, Govt., University should be kept in a file</li> </ul>	A

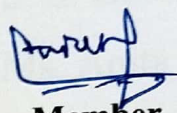


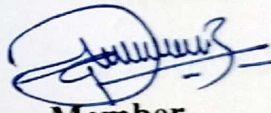
2.	Account Section	<ul style="list-style-type: none"> <li>• Internal &amp; External audit records are maintained properly</li> <li>• Section use Tally for e governance</li> <li>• Budget allocation for infrastructural augmentation is not adequate</li> </ul>	<ul style="list-style-type: none"> <li>• Record of grant received from funding agencies is not maintained</li> <li>• Budget file is not maintained in hard copy with signature of sanctioning authority</li> </ul>	B
3.	Pay Section	<ul style="list-style-type: none"> <li>• Well maintained record of pay bills of staff Sevarth Pranali is used for e-Governance</li> <li>• Income tax record is maintained</li> </ul>	<ul style="list-style-type: none"> <li>• Deduction record is not maintained properly</li> <li>• Pay slips should be provided to all staff soon after salary credited</li> </ul>	C
4.	Students Section	<ul style="list-style-type: none"> <li>• All record of students section is maintained properly</li> <li>• MIS is use for e governance</li> </ul>	<ul style="list-style-type: none"> <li>• Record of students' notices should be preserved</li> <li>• Students Enrollment record needs to be maintained</li> </ul>	A
5.	Exam section	<ul style="list-style-type: none"> <li>• Exam form record is maintained</li> <li>• Result analysis and ledgers are maintained</li> <li>• Exam related orders &amp; appointments are not maintained by the department</li> <li>• Bill Record of exam is maintained</li> </ul>	<ul style="list-style-type: none"> <li>• Exam ordinance of affiliating University is not maintained</li> <li>• Notice file needs to be maintained</li> <li>• Data should be maintained in MIS/E-governance</li> </ul>	A

6.	Scholarship Section	<ul style="list-style-type: none"> <li>Record of scholarship of govt. is maintained.</li> <li>Scholarship record is also maintained on govt. website</li> <li>Excel is used for preserving data</li> </ul>	<ul style="list-style-type: none"> <li>Record of scholarship/free ship provided by institute should be maintained.</li> </ul>	A
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 Chairman, Dr. P.D. Boose  
 Internal Academic & Administrative Audit


  
 Member

  
 Member  
 Dr. Navale B.N.

  
 Member  
 (Mr. D.N. Chame)

  
 IQAC Coordinator  
 IQAC COORDINATOR  
 Art's, Commerce & Science College  
 Satral, Tal. Rahuri, Dist. Ahmednagar.



  
 Principal  
 Principal  
 Arts, Commerce and Science College, Satral  
 Tal- Rahuri, Dist- Ahmednagar- 413711

**External  
Academic and Administrative Audit Report  
(AAA)**

**Academic Year: 2019-20**

**External Peer Team**

1. Dr. Temkar Rajdhar Jaiwantrao : Chairman
2. Dr. B. K. Salalkar : Member
3. Dr. Ms. Anita Vetal : Coordinator

**Submitted to**

**The Principal  
Arts, Commerce and Science College, Satral,  
Tal. Rahuri, Dist. Ahmednagar 413711 Maharashtra.**

**Report of the Committee**  
**Academic and Administrative Audit Report (AAA)**  
**(2019-20)**

Name of the Institute: Pravara Rural Education Society's

Arts, Commerce and Science College, Satral, Tal Rahuri Dist.  
Ahmednagar, 413711

Name of the Principal: Dr.Ms. J.R.Singar.

Date of the Visit: 20<sup>th</sup> June 2020

The Arts, Commerce, and Science College in Satral conducted an Academic and Administrative Audit for the academic year 2019-2020. The primary objective of this audit was to evaluate the institution's performance, recognize its achievements, and provide recommendations for further development. A critical component of this audit was the analysis of the college's strengths, weaknesses, opportunities, and threats/challenges, with the aim of establishing quality benchmarks and enhancing the standard of higher education. Additionally, the audit sought to improve the quality of teaching, learning, research, and administration.

The audit committee visited the college on 20<sup>th</sup> June 2020, engaging with the Heads of Departments (HODs), teaching staff, and non-teaching staff to validate the collected data. The committee's significant observations, remarks, and suggestions are summarized as follows:

<b>Sr. No.</b>	<b>Particulars</b>	<b>• Remarks/Suggestions</b>
1.	Availability of teaching and non-teaching faculty	<ul style="list-style-type: none"><li>• Arts, Commerce and Science UG programs are aided, UG of all faculty is grantable and, M.Com. and M.Sc. are self-financed programs.</li><li>• Apart from degree program, college has also introduced few certificate courses.</li><li>• Teaching and non-teaching staff is recruited as per the government guidelines.</li></ul>
2.	Infrastructural facilities.	<ul style="list-style-type: none"><li>• The college has adequate infrastructural</li></ul>

	available for carrying out academic and administrative activities.	<p>facilities Especially library, laboratories and classrooms are spacious and well equipped</p> <ul style="list-style-type: none"> <li>• The sports facilities are also up to the mark. The open Gym is available on the campus</li> </ul>
3.	Efforts taken for curricular development	<ul style="list-style-type: none"> <li>• Being an affiliated college, it follows the curriculum designed by university.</li> <li>• The faculty members participated syllabus restructuring workshops organized by the University and gave suggestions for the development of curriculum. Apart from this, syllabus of self funded certificate courses are designed by the college.</li> </ul>
4.	Teacher quality	<ul style="list-style-type: none"> <li>• The quality of the teachers is reflected through well qualified and experienced staff. There are 12-Ph.D, 04 M.Phil, 09 SET/NET qualified staff</li> </ul>
5.	use of ICT in teaching, learning process	<ul style="list-style-type: none"> <li>• There are 12 classrooms and 12 laboratories.</li> <li>• Five Classrooms and all labs are ICT enabled.</li> <li>• ICT tools in teaching and Learning. E-learning facility is also available in the library through INFLIBNET</li> </ul>
6.	Feedback mechanism used for assessing the performance of feedback for the assessment of the teacher and curricular development	<ul style="list-style-type: none"> <li>• There is structured mechanism for obtaining, analyzing teachers by students and for curriculum.</li> <li>• The action taken report is prepared timely. The concern teachers are made aware about their performance personally.</li> </ul>
7.	Faculty development programs implemented by the College	<ul style="list-style-type: none"> <li>• The college has organized 2 faculty development programs/ Training for teaching, non-teaching and supporting staff during the</li> </ul>

		academic year. 18 teachers participated in various RC/OC/FDPs/training
8.	Research facilities and research output in the publications and patents form of publication	<ul style="list-style-type: none"> <li>• Teaching staff is actively involved in research and.23 research papers were published in reputed journals during the year.</li> <li>• Research and publication need to be strengthened.</li> <li>• The Collaborative and multidisciplinary research should be initiated.</li> </ul>
9.	Computer, internet and library	<ul style="list-style-type: none"> <li>• There is central computer lab having 45 computers with facilities availableinternet facilities.</li> <li>• All departments are equipped with computer and internet facility. Wi-Fi facility has been provided to students and staff.</li> <li>• The central library is ICT enabled and fully computerized.</li> <li>• Web-OPAC facility is available for searching of books available in the library.21620 e- books and 6000 e-journals are available through INFLIBNET-NLIST and 19 printed. The library is strengthened with new arrival of books and Jouranals</li> <li>• The library should be strengthened with new arrivals, books and titles.</li> </ul>
10.	Mentoring system, introduction of Remedial classes, Bridge classes guidance for competitive examinations	<ul style="list-style-type: none"> <li>• The college has initiated mentor-Mentee system for all classes Bridge, Remedial and Skill development courses are available for slow and advance learners.</li> <li>• The competitive exam center should be more active</li> </ul>

11.	Skill development and personality development program	<ul style="list-style-type: none"> <li>• College has introduced skill-based certificate courses like Journalism, Business communication, House hold wiring and LED Decoration, Value added course spoken english, value added course Research Methodology etc. during the program year.</li> </ul>
12.	Evaluation methods adopted for internal and external examinations	<ul style="list-style-type: none"> <li>• Semester based credit system is introduced at UG and PG,</li> <li>• Where continuous evaluation process is adopted for the internal examination. CBSC pattern has been introduced for first year of B.A., B.Com. and B.Sc. by affiliating university.</li> <li>• The college strictly follows the rules and regulations laid down by the affiliating university. Internal squad has been setup to avoid malpractices in internal and external examination.</li> </ul>
13.	Future plans of the department	<ul style="list-style-type: none"> <li>• To increase Placement activities.</li> <li>• To sign MoUs with institutions and industries.</li> <li>• To submit Proposals to various funding agencies</li> <li>• To strengthen competitive examination training centre.</li> <li>• To increase student participation in sports and cultural activities at national levels.</li> <li>• To initiate Collaborative research activities with industry</li> </ul>
14.	Strengths, Weaknesses. Opportunities and Challenges. of the department	<p><b>Strengths:</b></p> <ul style="list-style-type: none"> <li>• Green and clean college campus</li> <li>• Green Audit and Energy Audit conducted.</li> <li>• Faculties with good academic qualification and experience.</li> </ul>

		<ul style="list-style-type: none"> <li>• Publication of research papers in UGC approved, peer reviewed and indexed research journals.</li> <li>• Organization of National level seminars.</li> <li>• Participation of faculty in national and international seminars, conferences, workshops.</li> <li>• Adequate infrastructure and sports facilities.</li> </ul> <p><b>Weaknesses:</b></p> <ul style="list-style-type: none"> <li>• Less funds for research purposes</li> <li>• Less Research projects funded by NGO's</li> </ul> <p><b>Opportunities:</b></p> <ul style="list-style-type: none"> <li>• Collaborative research activities</li> <li>• New value-added courses</li> <li>• Resource mobilization from various Government and NGOs</li> <li>• Student participation in sports and cultural activity at national and international levels</li> </ul> <p><b>Threats:</b></p> <ul style="list-style-type: none"> <li>• Diversification of students and to change their mindset</li> <li>• Need to strengthen research in Commerce , Arts, science faculty Need more space for library</li> </ul>
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**Date** : 22/06/2020

**Place** : Satral



I/O/Principal  
Art, Commerce & Science College  
Satral, Tal. Rahuri, Dist. Ahmednagar.



**Chairman**

Dr. Temkar Rajdhar Jaiwantrao



DR. B. K. Salalkar

**Member**

Dr. B. K. Salalkar



Coordinator  
Dr. Ms. Anita Vetal .  
Dr. Ms. Anita Vetal