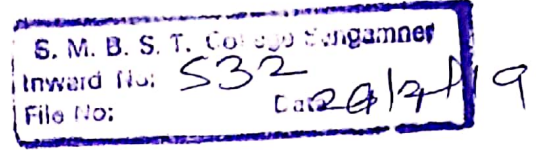


CEDA

Centre For Educational Development Administration

46/A, Saraswati Niwas, Paud Road, Near MIT School, Pune 411 038
E-mail : cedaedu2011@gmail.com / Website : www.ceda.co.in

Date : 06-02-2019



To
The Principal
Sahakar Maharshi Bhausaheb Santuji Thorat College
Of Arts, Science and Commerce,
Sangamner .

Subject : Report of Academic and Administrative Audit 2016 – 2017 and 2017-2018

Dear Sir,

We congratulate you for taking the initiative for conducting Academic and Administrative Audit of your college for the years 2016-2017 and 2017-2018 . Indeed , it is an effort and an important step proving your concern for the quality improvement process in the functioning of your college.

We are happy to communicate that the process of Academic and Administrative Audit is completed and the report for the same is enclosed herewith.


The report contains (a) Note explaining the framework and other necessary details of the process of the Academic and Administrative Audit, (b) College Profile and (c) Details in the prescribed proforma having three parts (i) Observations on Key Aspects (ii) Overall Analysis – SWOT analysis and Recommendations (iii) Roles and Duties .

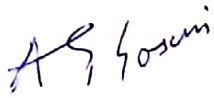
We are thankful to Respected Members of your Management, you and your entire team of members of the staff, students and stakeholders for their valuable inputs and co-operation for the process of Academic and Administrative Audit.

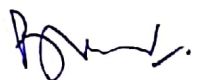
This entire process has been a learning process for us and we wish you all the very best in your chosen endeavour.

Thank you once again and we look forward to a continued association.

Yours sincerely

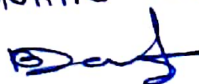

PW (Pri. A. B. Deshpande)


(Prof. A. G. Gosavi)


(Beena Inamdar)

Enclosures : As above

Seen
Dr. Kolhe - NAAC Coordinator.



25-02-2019

**CENTRE FOR EDUCATIONAL DEVELOPMENT ADMINISTRATION
PUNE**

NOTE ; ACADEMIC AND ADMINISTRATIVE AUDIT - Framework and Process

1. College issued appointment letter to assign the task of Academic Audit to us.

(No. NIL

Date : 28-2-18)

2. Meeting of the Heads of the Departments, IQAC and RAR – NAAC Co-ordinator, Vice Principals and Principal was held on 20-3-18 in which the concept of Academic Audit was explained and expectations from the staff were clarified.

3. Instruments seeking relevant information from (a) College (b) Individual Teacher (c) Departments were distributed on 20-03-2018

4. The duly completed forms for relevant information were submitted on 30-05-2018

5. The entire compiled information was studied by us and Departmental visits and interactions with staff and interactive meetings with stakeholders were conducted on 23 January 2019.

6. Subsequently the report is prepared.

7. In this process it was confirmed that :

- (a) The Academic governance and management systems and processes are fit for the purpose.
- (b) The programmes meet the University threshold standards.
- (c) The quality of students' learning opportunities provided by the college meets the university expectations.
- (d) Academic Audit process was conducted with the objectives as follows:
 - (i) Areas of good practices
 - (ii) Recommendations for improvement
 - (iii) Recognition and appreciation of innovations
 - (iv) Contribution of the college in the field of Higher Education

The effort and entire exercise depended upon the information provided. Documentary validation was not insisted.

Indeed it has been a kind of peer review process and the approach was absolutely positive.

We hope and trust that our observations will reinforce the enthusiasm in all the aspects of the functioning of the college

AS Hosani

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ACADEMIC AUDIT REPORT

Sr. No.	Aspect	Observations
1	Academic Management	<p>Teaching Learning Process is well organized , regular and Student-centric.</p> <p>27 Add On courses, alongwith the regular UG and PG courses are initiated by the college.</p> <p>Several Co-curricular and Extra-curricular activities are organized for the students.</p> <p>Feedback Mechanism from various stake holders is in place</p> <p>All the teaching posts have been filled in. 19 Teachers are with with Ph.D. qualification.</p> <p>Teachers participate in seminars, conferences and workshops .College has organized 38 seminars and conferences during last 2 years.</p> <p>The college has received Rs.1771655/- as research grant from UGC,DST,DBT and so on. Some teachers are involved in research and their efforts are appreciated.</p>
2	Administration and Management (Supporting Academics)	<p>The functioning of the college is rule governed</p> <p>Remedial Teaching is provided in some subjects.</p> <p>Financial support is provided to the needy and deserving students by scholarships, payment of fees in installments and so on.</p> <p>Many students are assisted by Earn and Learn Scheme.</p> <p>Performance of NCC and Activities of NSS are appreciated.</p> <p>Use of ICT in office procedures is to the maximum extent. Office records are systematically updated .</p>
3	Academic Practices	<p>Teachers' feedback on curriculum is considered.Some teachers participate in curriculum design.</p> <p>Teachers are encouraged to publish research papers / books . books. 123 research papers and 09 books have been published during last two years.</p> <p>Power Point Presentations are used for effective teaching.Training for a variety of teaching methods and</p>

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AG Joshi

10/11/20

use of ICT will reinforce the quality of teaching learning process.

Guidance and consultation for innovation, research and professionalism are desirable.

4 Infrastructure, Financial and Support Facilities for Academic

Over last two years the college has made systematic efforts to upgrade the infrastructure facilities.

41 class rooms, well equipped laboratories, office blocks, canteen, parking spaces, rooms for NSS, NCC, ladies' room auditorium and seminar hall are available.

Hostel for 100 girls. solar system. spaces for indoor and out door games, spacious library and reading hall, examination examination section are also available.

Facilities such as clean drinking water, WiFi connectivity, photo Photocopying and health centre are available.

Management has a supportive approach and financial assistance is provided for all activities.

5 Institutional Social Responsibility

Needy and deserving students get financial assistance.

Several awareness programmes are organized through NSS, such as Voters' rights, Aids awareness, Human Rights, Women empowerment and so on. College initiates a blood donation camp every year. Medical check up for Dental Health has also been organized.

Many students are assisted through Earn and Learn Scheme

6 Functioning of IQAC

IQAC is properly constituted and meetings of IQAC are held as per rule. All important decisions and activities are routed through IQAC

The functioning and performance of IQAC during last two years is specially appreciated. With the support of the Management and the Principal the IQAC Coordinator, Dr. Kolhe has taken relentless efforts to take each and every aspect of the college aspect of the functioning of the college to the next level.

It is to the credit of IQAC that several teachers have been encouraged to participate in seminars, in research and publications and to use ICT in their class rooms.

Attention to issues like students' performance in examinations, Faculty Development Programmes, Research,

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OVERALL ANALYSIS

Sr. No.	Aspects	Observations
1	Institutional Strengths	<p>Supportive and dedicated Management ; has an urge for quality enhancement of the college.</p> <p>Spacious , well maintained campus and adequate infrastructure facilities.</p> <p>Good support facilities for sports, fitness, co - curricular and extra curricular activities.</p> <p>Appointments on all the teachers' posts are made; Total teachers' strength is available.</p> <p>Sound Financial position.</p> <p>27 value additin courses and unique courses like Analysis of Medicinal Plants, Soil and Water Testing and Biological Pest Control Methods.</p>
2	Institutional Weakness	<p>Need to improve the performance of the students in the university examinations</p> <p>Motivation of the teachers needs to be reinforced with a view to innovation . creativtv and social responsibility</p> <p>Need to arrange faculty development programmes / teacher training programmes ; Use of ICT to be increased.</p> <p>Need to inculcate competitive spirit and enthusiasm amongst students.</p>
3	Institutional Opportunities	<p>Innovations in teaching learning process and co-curricular and extra curricular activities.</p> <p>Wider scope for linkages and collaboration.</p> <p>Strengthen the extension activities.</p> <p>Scope for better interaction with industry and NGOs with a view to practical exposure to students and placements.</p>

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Institutional Challenges

Value Addition Courses for various skills with a view to employability

With the advent of ICT newer teaching methods are to be used.

Teachers' motivation to be reinforced for effective contribution in college performance.

Ensure enrichment of existing curriculum with supplementary skill development courses and various students' activities.

Employability and effective placement activity

Reinforce activities for comprehensive development of the students.

5

Recommendations

Skill based programmes and activities be initiated

Guidance and consultations be arranged for teachers for better motivation

Research projects and interdisciplinary events be initiated.

Allumni participation in college development be promoted.

Potential of the college be explored with a view to becoming the centre of transformation of the place it belongs to.

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ROLES AND DUTIES

Sr. No.	Stakeholders	Suggestions
1	Management	<p>Promote activities and programmes which will provide newer exposure to staff with a view to building their capacities.</p> <p>Encourage training programmes for teachers</p> <p>Promote guidance and counselling at all levels.</p> <p>Motivate the staff and students with a view to making the college a centre of transformation in the relevant rural area.</p>
2	Academia	<p>Introduce newer methods of teaching and reinforce use of ICT in teaching.</p> <p>Promote effective use of library.</p> <p>Encourage students to participate in a variety of extra - curricular and extension activities.</p> <p>Imbibe positive mindset with a view to initiate self development and the development of the college.</p>
3	Students	<p>Use the physical facilities and learning resources to the fullest extent for self development.</p> <p>Improve skills with the help of value addition courses</p> <p>With the help of ICT make an effort to improve academic performance.</p> <p>Make use of every opportunity and facility to enhance personality development, employability skills and career</p>
4	Other Stakeholders	<p>Communicate expectations and suggestions towards the overall development of the college.</p> <p>Contribute by way of experience, expertise time and skills through activities of the college in the interest of the students , college and the regional development.</p>

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