Kopargaon Taluka Education Society's

K. J. Somaiya College of Arts, Commerce and Science, Kopargaon

CRITERION- 6

GOVERNANCE, LEADERSHIP & MANAGEMENT

Key Indicator-6.5 Internal Quality Assurance Cell

6.5.2 QnM: Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements

2. Collaborative quality initiatives with other institution(s)/ membership of international networks

3. Participation in NIRF

4. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.

AAA Report and Follow up Actions

2018-23

K. J. Somaiya College of Arts, Commerce and Science, Kopargaon,

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Academic and Administrative Audit: An Overview

The Academic and Administrative Audit play a vital role to maintain standards in higher educations. Both academic and Administration are interrelated concepts to maintain quality in higher education. Academic audit is related to review the quality of academic process and to enhance the qualities of academic process. Administrative audit is a process to evaluate the efficiency and effectiveness of the administrative process. Administrative audit includes assessment of policies, strategies and functions of administrative departments.

To maintain standard and quality in higher education our college K. J. Somaiya College of Arts, Commerce and Science has conducted Academic and Administrative Audit every year through IQAC. IQAC has formed the committee to verify the data and documents of various departments of academic and administrative section.

Academic and Administrative Audit Committee

Sr. No.	Name of Faculty	Designation	Department
1	Dr. B. S. Yadav	Chairman	Principal
2	Dr. V. C. Thange	Member	IQAC Coordinator
3.	Dr. S. B. Kale	Member	Head, Department of Chemistry
4.	Dr. B. B. Bhosale	Member	Head, Department of Physics
5.	Dr. N. T. Dhokale	Member	Department of Chemistry
6.	Dr. R. A. Jadhav	Member	Department of Commerce

Objective of Academic and Administrative Audit:

The main objective of Academic and Administrative Audit is to understand the existing system and to asses strengths and weakness of the departments. By studying strength and weakness of the academic and administrative departments AAA committee made some observations and recommendation for improvement to overcoming weaknesses. Some of the objectives are as follows.

- ➢ To identify the existing administrative mechanism and to identify the opportunities for academic reforms, administrative reforms and examination reforms.
- ➢ To identify weakness of the academic departments and to improve the strength, activities, learning process and student centric activities.
- ➢ To evaluate the optimum utilization of financial and other resources.

> To suggest the method for continuous improvement of quality of students and faculties.

Method of Academic and Administrative Audit:

Internal Quality Assurance Cell has prepared self-evaluation format for Academic and Administrative Audit which is circulated to respective departments. IQAC collects data and information from all academic and administrative departments. The chairman forms committee consisting of chairman and other members. The AAA committee visited to all departments, Library, Sports complex, Computer Laboratories, Administrative office of the college and other offices. The AAA Committee interacted with all faculty members of respective department to assess the academic and administrative performance of the college. The following metric are used to give final observations and recommendations to the concern departments.

1. Faculty filled against sanctioned posts.
2. Number of qualified staff.
3. Improvement in faculty qualification.
4. Number of CHB/Temporary faculty.
5. Certificate courses run by department.
6. Student attendance.
7. Faculty research projects.
8. Research paper published in journals.
9. Books published.
10. Conference/seminar/workshop attended.
11. Paper presented in conference/seminar/workshop.
12. Conference/seminar/workshop organized.
13. Faculty worked as resource person in conference/seminar/workshop.
14. Guest lecture organized.
15. Amount of·funding received by external agencies.
16. Training programme completed by faculty.
17. Research awards, recognition, fellowship, medals received by faculty.
18. Number of research guide.
19. Student registered/awarded (Ph.D.)
20. Student completed research projects.

21. MOU/Linkages.

22. Student's awards/fellowship, Medals.

23. Student participation in conference/seminar/workshop.

24. Students participated in Avishkar competition.

25. Students placed through campus drive.

26. Students placed through off campus drive.

27. Average percentage of result.

28. Study tour/field visit organized.

29. Use if ICT tools in teaching.

30. Departmental teaching plan.

31. Annual Calendar.

32. Student attendance record.

33. Teacher's diary.

34. Learning resources in department.

35. Student progression to higher education.

36. Quality initiative adopted by department for improvement of teaching, learning and research.

37. Student qualifying NET/SET/GATE/other exams.

38. Extension activities of department.

39. Best practices.

40. COs and POs attainment

The committee visits the department, scrutinized the documents and verified the data given by the departments. The observations and recommendations are gives to the respective departments. Internal audit is conducted every year. The audit is schedule at the end of academic year. Cumulative audit report is prepared by the committee and placed before IQAC and college development committee for further action.

Observation and Recommendation by Committee

Academic Departments

Department	Observation	Recommendation
Marathi	• Organization of *"B. G. Rohamare Gramin Sahitya Puraskar"* every year. • Faculties are Research Guide and engaged in research. • Students awarded with Ph.D. • Organization of *"Marathi Bhasha Gaurav Din and Marathi Pandharwada"* every year. • Faculties are actively participated in Social activities like helping hands.	• To improve student enrollment at special level. • To start Post graduate course. • To start certificate course in writing skill.
Hindi	• Highly qualified and experienced faculties. • Faculties are Member of BOS and Research Guide. • Research Centre. • Students awarded with M.Phil and Ph.D. • Faculty Involved in state level *"Gandhi Vichar Sanskar Pariksha."* • Faculty involved in K. B. Rohamare state level Elocution Competetion. • Received awards from Universities and other agencies. • Department runs certificate course. • Organized course work for Ph.D. Students. • Published research papers and books.	• To improve student enrollment at special level. • To start certificate course in translation.
English	• Experienced and qualified faculties. • Department runs certificate course in communication skills in English. • Enriched English Language laboratory. • Department runs film screening activities which is unique feature of department. • Organized guest lecture of eminent personalities. • Subscription for online membership of British Council Laboratory.	• To establish research Centre. • To publish books and reference books. • To make collaborations.

	• Faculties are involved in IQAC, NSS, NCC and *Unnat Bharat Abiyan*. • Patent and awards received by faculties.	
Geography	• Highly qualified and experienced faculties. • Faculties are Research guide and engaged in research. • Research Centre. • Well-equipped laboratories. • Faculty worked as coordinator of ISRO off Campus out rich programme. • National and International awards received by faculties. • Good collection and exhibition of rocks in rock museum. • Good academic result. • Faculty worked as BOS member. • Research Publication, books and patents. • Course work for Ph.D. students. • Galaxy observation system in campus. • Weather station. • Diploma in Geoinformatics. • Organized study tour and field visit every year.	• Increase student strength at special level. • Establish collaboration with National and international NGOs. • Undertake research project. • Organize seminar, conferences and guest lectures.
History	• Qualified and experienced faculty. • Faculties are Research guide and engaged in research. • Worked as BOS and Senate member. • President of SPPUCTO, Vice President of MFUCTO and AIFUCTO. • Faculty engaged in syllabus framing and designing. • Good publications. • Resource person in seminar, conferences and guest lectures. • Short term course in *Modi script* and Travel and Tourism. • Good collection of antique coins and notes in Museum.	• To start research Centre. • To encourage student in further studies in auxiliary field. • To increase research in local history.

	• Member of various committees at college and university level. • Historical survey in Kopergaon Tahesil. • Organized study tour.	
Political Science	• Experienced and qualified faculty. • Good academic results. • Member of BOS. • Gold medal every year for meritorious students. • Good book and research publication. • Research Centre with good strength. • Department runs certificate course. • Two intercollege MOU. • Organization of K.B. Rohamare lecture series. • Student qualified NET /SET exam. • Carried out Voters awareness program. • Member and president of Maharashtra state political association.	• To undertake Research Project. • To start NET /SET guidance effectively.
Economics	• Experience and qualified faculty members. • Recognized Research guide. • Good research and publication. • Worked as resource person. • Conducts Bank visit for PG & UG students every year. • Motivates and guide student for banking competitive Exam. • Motivates and Guide Students for Research Project Activity. • Participation in syllabus framing. • Runs certificate Course. • MOU with TSBSS. • Organized Seminar's and Webinar.	• To Established research Centre. • To Increase strength of Department. • To apply for major and minor Research Project.

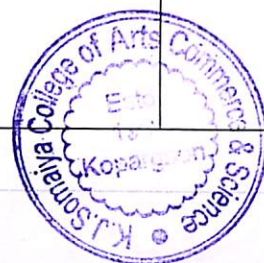|		
	• Good Academic result. • Interdisciplinary program is carried out.	
Commerce	• Experienced and Qualified faculties. • Recognized Research Guide. • Research Centre is established. • Good academic result. • Faculty works as NAAC Coordinator. • Faculty involved in MOU with Foreign Universities. • BOS member. • Faculty received Awards and registered Patents. • Good research publication and Books. • Student participate and won prizes in state level competition. • Commerce Festival is organized every year. • Student Project and Internship. • Department runs Certificate Course. • Good Student strength. • Designed MOOC Swayam course. • Guest lectures and workshop are organized for student.	• To undertake Major and Minor Research Project. • To promote consultancy. • Extension of Commerce lab.
Chemistry	• Qualified experience faculty and Research Guide's. • Research Centre is established. • Enriched Laboratories. • Consultancy Services for U.V and I.R. • Ph.D. Course work is conducted. • MOU with Industry. • MOU with C-MET (Centre for Materials for Electronic technology). • Faculty Received research excellence award, best research award. • Faculty's work as Resource person in seminar and conference. • Good research publication and Patent is registered.	• Laboratory extension is to be done. • Solid, Liquid and Gas waste management is to be carried more effectively. • Organized Seminar and Guest Lecture. • To undertake major and minor research project. • Enrichment of research lab.

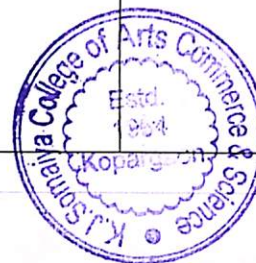|		
	• Faculty works as Reviewer of reputed journals. • Works as Editorial Board of journal. • Off campus placement and campus placement. • Project are allowed to students. • Internship in Industry is organized. • CHEMIAD Exam is arranged every year. • DST and DBT sponsored department.	
Physics	• Qualified experience faculty recognized as Research Guide. • Research Centre is established. • Faculty works as Resource person. • Project at UG and PG level are carried out. • Member of various committee at college and University level. • Organized workshop, seminar and guest lecture for student. • Enriched laboratory. • Use of ICT is being done. • Good Research Publication. • Short term course is run by department. • Faculty involved in Energy Audit of Campus. • MOU with MASMA.	• To Guide students for career government sector. • To enrich Department library. • To undertake Research project.
Mathematics	• One permanent, experienced and qualified faculty. • Good Research Publication. • Participated and presented paper in National & International seminar. • Organized guest lecture and Seminars for student. • Student participated and received awards in national and international level math's competition. • Faculty involved in other college and school activity as examiner. • Good departmental library with adequate study material. • Good result.	• To Start certificate course • To Improve strength of students • Collaboration to be started • To Establish math's laboratory • To arrange workshop and conference

Botany	- Highly qualified and experienced faculties. - Research Guide. - Two short term courses are run by department. - Syllabus framing for short term course. - Botanical Study tour every year. - Good publications. - Faculty work as CEO, Green Club Coordinator and NSS Programme Officer. - Effective teaching model's are used. - Shade net Botanical garden and Cactus house had been developed. - Beautification of campus. - Floriculture and horticulture. - Green club activities in campus is organized.	- To increase strength at T.Y.B.Sc. - To Promote consultancy. - To Establish Collaboration. - To undertake Research project. - To organize of conference and seminar.
Zoology	- Experience and qualified faculty. - Work as Research Guide. - Research Centre is established. - Good research Publication. - Faculty works as NCC officer. - Faculty received Awards. - Project given to P.G. student. - Study Tours are arranged. - Good result UG/PG. - Well-equipped laboratory. - Department running a certificate course in "Vermicultute and Vermicomposting".	- To increase Student strength at T.Y.B.Sc. - Collaboration to be done. - To Improve Zoological Museum. - To compile local data base for local Faunal species.
Microbiology	- Good Publication. - Field visit are organized. - Organized blood group detection camp in local areas.	- To start certificate course. - To establish Collaboration with Pharmaceuticals organization.

	• Guest/Expert Lecture. • Well equipped laboratory. • Student project are conducted. • Good strength of students. • Good Result. • Organization of student centric activities. • Organized webinars and seminars. • Organized personal hygiene street play.	• To organize Conference and Seminar.
Computer Science	• Good strength. • Efficient computer literate faculty. • Runs short term course for UG students. • Organized Workshop and Guest lecturer. • Good infrastructure and well equipped laboratory. • Organized Study tour. • Student centric activities are organized. • Internship program is carried out for students. • Student project at UG and PG level.	• To establish Collaboration. • To organize campus drive. • To start guidance Centre for students to customize software.
BBA-CA	• Efficient expert faculty. • Good laboratory facility. • Started Short term course. • Involved in website updation. • Faculty involved in software technology related problem to other department. • Cyber security course conducted regularly. • Student project at UG and PG level. • Organized Techno Fest programme.	• To start PG Course. • New Collaboration to be done. • To organize Seminar. • To organize Guest lecture.

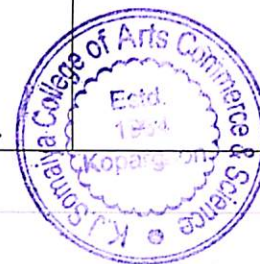|		
	• Study tour/Field Visit.	
BBA-SCI	• Faculty with good academic record. • Started C- programming. • Good strength of students. • Good infrastructure. • Good laboratory facility. • Student centric activities. • Student project at UG and PG level. • Organized Techno Fest programme. • Study tour/Field Visit.	• To start PG Course. • To organize guest lecture. • To arrange Seminar. • To improve qualification of faculty.
Library and Information Centre	• Department has one permanent, experienced and highly qualified faculty. • Good publication and written chapters in book. • Department is fully automated. • Internet facility for staff and students (E-zone). • Separate reading rooms for staff and students. • Created a library portal on Google site given a 105 educational links for use. • Created institutional repository using Dspce Software to upload faculty member E-content. • Online membership of National Digital library, Shodhganga, E-shodhsindhu, Epic Pathshela. • Subscription of E database ie. INFLIBNET, N-LIST for e books and e journals. • Created Vidwan ID for faculty members. • Top 10 in using INFLIBNET, N-LIST database in India. • Department has more number of competitive exam books. • Subscription of magazines for competitive exams. • Inter Library Loan • Newspapers Clipping	• To increase library space. • To enrich collection of library • To develop institutional repository. • To provide all the ICT based library service to the end users. • To enrich the digital resources in the Digital Information Centre.

	- Library Membership: senior citizens, Research scholars, externals, ex-students (public Library). - User Involvement in books selection - Best Library User Awards - Display of New arrivals - Literature Search Service to Researchers	
Sports and Physical Education	- Department has one permanent, experienced and highly qualified faculties. - Faculty actively engaged in research with good publication. - BOS member. - Faculty working as Joint secretary of Ahmednagar District Zonal Sport Committee. - Faculty worked as Team manager in All India Inter University Baseball competition. - Faculty worked as member of selection committee of various sports of S.P. Pune University. - Department organize Inter-Zonal volleyball (Men) competition. - Department organize Inter-Zonal Soft-Ball (Women) competition. - Students are selected for State, National and International level. - Students received awards/Medals from University and State. - Department runs certificate course in Yoga. - Indoor game hall with International PU badminton synthetic court with balcony. - Well equipped gym. - Open gym at ladies hostel and in front of Indoor game hall.	- To make Collaboration. - To organize Seminar. - To organize guest Lecture. - Rowing proposal in front of college Godavari River.

Observation and Recommendation by Committee

Administrative Departments

Department	Observation	Recommendation
Establishment section	• Establishment, Permission, affiliation, sanction letter, GR and other relevant documents related to college and UGC are well maintained. • Personal files of staff are maintained properly. • Service books and leave record are updated. • Meeting record of society, college and faculty are well maintained. • Staff record maintained in MIS. • Dead Stock record maintained separately and properly	• Staff profile for CHB and temporary faculty should be maintained in MIS. • Rules and regulation of UGC, University, society and college should be maintained Separately.
Account Section	• Internal and external Audit records are maintained properly. • Budget for infrastructure and department are maintained properly. • Record for grant received from agencies and project are maintained properly. • Budget allocation file are maintained separately. • Accounts are maintained through VRIDDHI Software. • Receipt and Payment is maintained properly. • College purchase record kept properly.	• Bills and voucher are maintain separately. • Online fees collection system should be improved.
Pay section	• Pay bill of staff record is kept properly. • Income tax record kept properly. • Staff fixation record maintained properly. • Salary arrears record maintain properly. • Computerized pay slip is available. • Pay slip is given on demand of staff. • Sevarth Pranali system is updated as per government requirement.	• Pay slip should provide to staff every month.

Student section	• Student admission record maintained properly. • Student admission record kept by using M.I.S. • Notices for student displayed regularly. • TC record kept properly. • Student bonafied record kept properly.	• Record of admission for active and inactive student must be separate. • Mobile alert massage system must be introduced.
Exam Section	• Exam record maintain properly. • Exam forms, orders, result and ledgers are maintained. • Hall ticket available on website. • Examination circulars rectified on board and record maintained. • Exam bills are maintained.	• Exam related ordinance must be available for students.
Scholarship	• Different types of circular and notice regarding scholarship are displayed and send on student Whats App group. • Scholarship information board displayed in Campus. • Record of student scholarship maintained. • Bank account record of students are maintained. • Information is given in classroom.	
Store	• Purchasing record kept properly. • All purchases of college are made through store. • Store Records are maintained properly. • Disbursements of student material are made through store. • Purchase requisition record kept properly. • Inadequate space for store.	• More space is to be made available.

Certificate of Accreditation

We, the members of the Academic and Administrative Audit Team have conducted the Academic and Administrative Audit of **K. J. Somaiya College of Arts, Commerce and Science, Kopargaon, Dist-Ahmednagar** for the academic year 2018-2019 to 2022-2023. The data of all departments is evaluated and verified by the committee and is found satisfactory. The observation and recommendations are given to concern departments on the basis of evaluation and verification of qualitative and quantitative data.

Names and the designations   signatures

1	Dr. B. S. Yadav	(Chairman)	
2	Dr. V. C. Thange	(Member)	
3.	Dr. S. B. Kale	(Member)	
4.	Dr. B. B. Bhosale	(Member)	
5.	Dr. N. T. Dhokale	(Member)	
6.	Dr. R. A. Jadhav	(Member)	

Registrar/O.S. (signature)
Registrar
K. J. Somaiya College of Arts
Commerce & Science, Kopargaon

Signature of the Head of the institution with his official designation and Seal.
Principal
K. J. Somaiya College of Arts
Commerce & Science, Kopargaon