

Academic and Administrative
Audit
By
Rayat Shikshan Sanstha Satara

April 12
2018

Action Taken Report on Suggestions given by AAA Pear Team

AAA

**Academic and Administrative Audit
Academic Year 2017-2018**

1. Details of College

Name of the College	Arts, Science and Commerce College, Mokhada
Address and city with Pin	A/P Mokhada, Taluka Mokhada -401604, District Palghar
Website	www.asccmokhada.in

2. Date of Audit

Date	12/04/2018
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3. Criteria wise marks

Sr. No.	Criteria	Marks Assigned	Self Assessment	Assessment by AAA committee
Part A – NAAC Criteria				
1	Curricular Aspects	100	39	39
2	Teaching –Learning and Evaluation	350	201	161
3	Research Innovation and Extension	120	33	34
4	Infrastructure and Learning Resources	100	52	63
5	Student Support and progression	130	51	50
6	Governance, Leadership and	100	32	46

	Management			
7	Institutional Values and Best Practices	100	64	56
Total A		1000	472	449
Part-B-OAFA				
8	office Administration and Financial Audit	200	167	139
Part-C-NIRF				
9	National Institutional Ranking Framework	100	26	22
Part -D- Department Profile				
10	Departmental Profile (Average of All Departments)	150	41	26
Part -E- Faculty Profile				
11	Faculty Profile (Average of All Faculty)	50	50	40
Grand Total		1500	756	676

4. AAA Peer Team Details

AAA Peer Team Members	Name & Signature
Chairman	Dr. V. S. Shivankar
Peer Team	Dr. Manjushri Bobade
Co-ordinator	Dr. Shubhada Nayak

Rayat Shikhsan Sanstha's
Arts Science and Commerce College, Mokhada, Dist. Palghar
Academic and Administrative Audit(2017-18)
Action Taken Report on Suggestion of Peer team

A. NAAC		Observations /Suggestions	Action Taken
1.	Curricular Aspects	1. More number of certificate programmes need to be started.	In the academic year 2018-19, the institute is starting following new certificate courses 1. Varli Paintings 2. Food Processing 3. Basic Entomology 4. Agricultural Marketing
		2. Activities related to cross - cutting issues need to be strengthened.	Following activities are being carried out to strengthen cross - cutting issues in the academic year 2018-19. 1. Environmental and Sustainability a) Seed sowing: under the activity on importance and conservation of indigenous plants. b) Wildlife and Protection of Animals Celebration of Wild life week during 2 nd to 7 th Oct., 2018. c) Green Audit Green Audit of institute/College d) Development of Botanical garden

			<p>2. Gender/ Human rights</p> <p>a. Publication of wall magazines on the 15th August independence day. Wall magazines includes articles, paintings, sketches, cartoons giving messages and creating awareness gender equity, peace, education to sects of society etc.</p> <p>b. Established Women Development Cell</p> <p>c. Facilities for Divyang Students/ Faculty</p>
		<p>3. Value based/ Life skill courses should be introduced</p>	<p>Following Value based/ Life skill courses are being introduced during this year</p> <ol style="list-style-type: none"> 1. Varli Paintings 2. Food Processing 3. Basic Entomology 4. Tailoring course for ST category girl students. (This course is supported and funded by MCED, Palghar, Govt. of Maharashtra) 5. Agricultural Marketing
		<p>4. Feedback analysis should be uploaded on website</p>	<p>It is under process. Feedbacks on the curriculum and teachers were taken. Feedback on the employees and alumni are under process. Soon they will be collected and uploaded on the website.</p>

2.	Teaching Learning & Evaluation	1. Knowledge assessment tests should be conducted.	All departments are conducting tests, seminars, home assignments after teaching of particular unit to assess the basic knowledge and current updates incorporated in the syllabus. The test record is maintained in the respective department. The test results are displayed on the board. On the basis of results advanced and slow learners are instructed accordingly how to improve in their studies.
		2. Innovative Teaching learning technique should be employed	Following innovative teaching learning methods are being employed 1. Effective use of smart phones to get the easy study material, online lectures, demonstrations etc. 2. Lecture cum demonstration sessions for students 3. Field Training by experts
		3. Variety of continuous internal evaluation methods should be employed	Following continuous internal evaluation methods are employed 1. Home Assignments 2. Unit Tests 3. Oral Tests 4. Seminars 5. Field observations and reporting

		4. PO, PSO, CO should be identified and communicated to stakeholders	The uploading of PO, PSO and CO on the website/communication to the stakeholders is under process.
3.	Research Innovations and Extension	1. Minor research projects should be undertaken by faculty members	Programmes are being conducted to promote and create awareness about research amongst faculty.
		2. Efforts should be taken to involve more number of students in extension activities	<p>Following efforts are being made to involve more number of students in extension activities</p> <p>1.Hon'ble Principals address to students: During Welcome Function Hon'ble Principal addressed students about what is the role of students and importance of involvement in the extension activities.</p> <p>2.Teacher – student discussion on various extension activities and role of students in the extension activities.</p> <p>3. College conducts Cleanliness campaigns</p> <p>4. NSS – Activities</p> <p>a) Street play on save girl child</p> <p>b) Cleanliness Drive</p> <p>c) Plantation</p> <p>d) Awareness about sanitary toilets</p> <p>e) Gender equity</p> <p>f) Eradication of superstitions</p>

		3. Linkages with NGOs/ institutes can be enhanced	<p>Presently we have linkages with</p> <ol style="list-style-type: none"> 1. Cornell Lab of Ornithology 2. State Biodiversity Board, Maharashtra 3. Dena Bank, Mokhada 4. MCED, Palghar <p>We are planning to establish linkages with</p> <ol style="list-style-type: none"> 1. Nagarpanchayat, Mokhada 2. CKT College Panvel 3. Varsa Sanskruticha (NGO, Vashi)
4.	Infrastructure & Learning Resources	1. Inadequate physical infrastrure.	We have planned to develop adequate infrastructure. This includes Constructions of new class rooms, laboratories, gymnasium hall, seminar hall.
		2. ICT facilities should be enhanced	<p>1. Up-gradation of IT facilities is under process.</p> <p>Dynamic College website</p> <p>The up-gradation of computer room is done. The WI-Fisoftwares are installed to each computer. New LCD projector is installed in existing seminar hall.</p>
		3. More number of Library holdings should be purchased	We have added number of text books, reference books, journals and magazines.
5.	Student Support and Progression	1. Efforts should be taken to initiate Non-Govt. Scholarships	All the students are receiving government scholarships. We are trying to pursue endowments for scholarships from individuals and industries.

		2. Sports and cultural activities should be undertaken	<p>1. On the occasion of Rayat Centenary Year We have planned to organize sport and cultural activities for students in Karmaveer Jayanti and Rayat Shatabdi Saptah during 5 to 11 october, 2018.</p> <p>2. Our students are participating in sports and cultural activities of Mumbai University, Mumbai.</p> <p>3. We are also conducting sport and cultural activities at annual price distribution function.</p>
		3. Alumni activities should be strengthened	<p>The following activities are being conducted</p> <p>1. Alumni meet: for the discussion on the future plan of college and its further strengthening.</p> <p>2. Participation of alumni as guest lecturers/ resource persons.</p> <p>3. Financial and academic Contribution of to the college</p>
6.	Governance, Leadership and Management	1. IQAC should function as NAAC guidelines	IQAC is functioning as per NAAC guidelines.
		2. Governance of the college is in tune with vision and mission.	The governance of the college is in tune with the mission.
		3. Faculty empowerment activities can be enhanced	<p>Following activities are planned to be conducted during this academic year.</p> <p>1. Staff academy lectures</p> <p>2. Lectures on e- teaching resources and their effective use</p>

			<p>3. New Teaching methodologies</p> <p>4. Yoga and meditation camp for teaching and non-teaching faculty to minimize the stress</p> <p>5. Organization of seminar/ workshops/ Conferences</p>
7.	Institutional Values and Best Practices	1. Gender Issue Cell can be established	<p>1. Women Development Cell is established.</p> <p>2. Internal Complaints Committee is established.</p>
		2. Appropriate thrust area should be selected and activities conducted to derive outcome	<p>Following appropriate thrust areas are selected</p> <p>1. To strengthen the knowledge base.</p> <p>2. To develop research culture.</p> <p>3. To enhance skills and employability.</p> <p>4. To inculcate social, cultural values among the stakeholders.</p> <p>5. To create awareness about environmental issues.</p>
		Green Initiatives can be considered as one of the best practices	<p>Seed Sowing & Plantation: As the Mokhada falls in the Western Ghats of India. Western Ghats is one of the Biodiversity hot spot of the world. Most of the area is under paddy and finger millet culture. The green vegetation cover is patchy. To overcome this problem, We are planning to conduct Seed Sowing activities of indigenous plants in every monsoon from this year. This activity will be carried by involving the students. It will help to reclaim the habitat. This activity will be the contribution in the improvement of regional</p>

environmental conditions

Activities conducted in this regard:

Workshop on 'Seed Pocket'

(For Science Students and Staff)

Date : 01/09/2018

President of the workshop :

Hon'ble Principal Dr. J. G. Jdhav

Resource Person : Sandip S. Mulik and his colleagues

Theme: Conservation of plants

Objectives:

- 1.To inculcate the importance of biodiversity.
2. Preparation of seed pockets and how to sow them.

Plantation.

- 3.Career guidance on self employment: Emphasis was made on Low Cost Farming with help of new innovative ideas.

Outcome:

Students learnt about preparation of seed pocket, plantation of saplings and became aware of new opportunities in nursery technology and farming

Total number of students benefitted : 114

B. Office Administration and Financial Audit	1. Activities should organized for the employees	Activities to be organized for employees are 1.Yoga and Meditation for Stress Management.
	2. Cash balance must be cleared on 30th of June /Sept/Dec./March regularly.	Cash balance on 30 th of June is cleared. Next cash balance will be cleared on 30 th of Sept./Dec./March.
	3. Government payments in the balance sheet must be cleared.	It will be cleared in time.
	4. Para of AG audit must be cleared.	It is under process.
	5. Item wised stalk register should be maintained	It is maintained.
C. NIRF	1. Sponsored scholarships / internships should be initiated	We are planning to send B.Com. Students For internships in Dena Bank, Mokhada. We are trying to pursue endowment scholarships from industries / individuals
	2. Allotted budget of the library should be utilized completely.	It will be utilized completely.
D. Departmental Profile	1. Laboratory facilities should be enhanced	It is under process.
	2. MRPs should be undertaken	Faculty members are motivated to submit MRPs. The work shop will be organized for the faculty on How apply to different funding agencies for MRPs.
	3. Seminars/ Workshops should be organized	The workshops / seminars will be organized.

	E- Faculty Profile	1. Inadequate teaching faculty	It is fulfilled now.
		2. Research Output should increased	Faculty members are motivated to submit MRPs. The work shop will be organized for the faculty on How apply to different funding agencies for MRPs.