

Academic and Administrative Audit 2021-22



Rajasthan Education Society
R. A. Arts, Shri M. K. Commerce & Shri S. R. Rath
Science Mahavidyalaya, Washim (M.S.)



ACADEMIC AND ADMINISTRATIVE AUDIT
2021-22



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

R. A. Arts, Shri M. K. Commerce & Shri S. R. Rathi Science Mahavidyalaya, Washim (M.S)
(2021-22)






The Academic and Administrative Audit Committee visited R. A. Arts, Shri M. K. Commerce & Shri S. R. Rathi Science Mahavidyalaya, Washim (M.S) on:

Day - Thursday	Date: 21-04-2022	Time: 12:00pm
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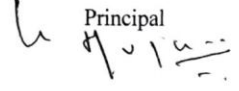
The External Peer committee members for AAA appointed by

No	Name	Designation	Address	Signature
1.	Dr. Adinath D. Badar (Principal)	Chairman	Late. Pushpadevi Patil Arts & Science College Risod	
2.	Dr. Sachin Nathuji Tayade	Member	Late.P.G. Gawali Arts & Science Mahavidyalaya Shirpur (Jain)	

Authorities of the organization who interacted with the AAA team are:

No	Name	Designation	Address	Signature
1.	Dr. R. F. Pagariya	Principal	R. A. College Washim	
2.	Dr. D. B. Ingale	CDC member	R. A. College Washim	
3.	Dr. R.G. Maske	IQAC In-charge	R. A. College Washim	
4.	Mr. Nishant Tayade	Registrar or equivalent	R. A. College Washim	
5.	Dr. S. D. Rathod	Teacher representative	R. A. College Washim	


Committee Chairman


Principal
R.A.Arts Shri. M.K.Commerce
Shri S.R.Rathi Sci.College,Was...

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01) Programs Offered: UG, PG., Ph. D.

Sr. No.	UG/PG/Ph.D.	Year
01	B. A.	1944
02	B. Com.	1961
03	B. Sc.	1983
04	BCA.	2007
05	M.Sc. (Chemistry)	1994
06	M.Sc. (Zoology)	1994
07	M.Sc. (Botany)	2016
08	M.Sc. (Micro)	2007
09	M.Sc. (Physics)	2016
10	M.Sc. (Computer Science)	2022
11	M.Sc. (Math)	1994
12	M.A. (Marathi)	1993
13	M.A. (English)	2016
14	M.Com	1993
15	Ph.D. Microbiology	2008
16	Ph.D. Zoology	2000
17	Ph.D. Chemistry	2021
18	Ph.D. Mathematics	2019
19	Ph.D. Marathi	2018
20	Ph.D. History	2018
21	Ph.D. M.Com.	2018

CHECKLIST for Part I, II, III
(Document / physical verification list)

Administrative :

S.N.	Documents	Remark	Available / Not Available
1.	Sanctions/Approvals/Affiliation/Accreditation		
	a) Registration certificate of Society / Trust		yes
	b) Govt. of Maharashtra sanction Letter		yes
	c) Latest University approval letter		yes
	d) University Permanent affiliation letter		
	e) Certificate of recognition by UGC under 2 f and 12 (B)		yes
	f) Accreditation Letter : NAAC/NIRF/AISHE		yes
2.	Proof of college belonging to Rural / Urban/Tribal/Metro area		yes
3.	Proof of recognition as Minority Institution/Women College, if any.		-
4.	College Development Committee a) List of Members b) Minutes of Meeting held during academic audit period		yes
5.	College Staff council a) List of Members b) Minutes of Meeting held during academic audit period		yes
6.	Students' council a) List of Members b) Minutes of Meeting held during academic audit period		yes
7.	Anti-Ragging Committee a) List of Members b) Complaints received and action taken		yes
8.	Grievance redressal Cell a) List of Members b) Grievances received and action taken		yes

9.	Internal Complaint Committee as per section 4 of sexual harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013 a) List of Members b) Complaints received and action taken		yes
10.	Approved updated Roasters for teaching and non-teaching staff		yes
11.	Financial Compliances a) Proof of payment of university fees collected from students. b) Proof of payment of students' insurance fees collected from students and deposited with University c) Proof of reserve fund deposited with University d) Proof of building fund deposited with University e) Proof of submission of accounts for the advances obtained from University to conduct Theory or practical examinations or NSS camp or for all other events or activities. f) Proof of no balance unspent amount remaining out of the advances received from University with the college g) Proof of separate accounts for salary transactions and non salary transactions.		yes
12.	Publications a) Copy of college prospectus/admission brochure b) Copy of college Annual magazine published c) Proof of participation in University competition d) Copy of college annual report and its proof for submission to university.		yes
13.	Proof of teaching and non-teaching staffs participation in university activities a) In authorities / bodies / committees / BOS / any other b) University examination and valuation work c) Organization of cultural activities d) Organization of sports		yes
14.	Physical Verification of Mandatory displays a) Anti-ragging committee b) College Development Committee c) Constitution preamble d) Courses with approved intake in each course. e) Executive committee of trust/society f) Grievance redressal cell for students g) Grievance redressal committee (OMBUDSMAN) h) Internal Complaint Committee for prevention, i) List of scholarships and welfare schemes & Important websites		yes

	<ul style="list-style-type: none"> j) Prohibition and redressal of Sexual Harassment of women at work place k) RTI act information officer and grievance l) Students' Council 		Yes
15.	<p>Equity Initiatives (Physical verification and documents as applicable)</p> <ul style="list-style-type: none"> a) First aid b) List of Members of equal opportunity cells in the college. c) Physical verification of facilities for physically challenged persons in the departments. d) Proof of schemes for special needs of tribal and disadvantaged groups. e) Proof of schemes for special needs of transgender. f) Potable drinking water facility g) Sanitary napkin vending machine and disposal h) Security measures / CCTV i) Health Center 		Yes

Physical Assets

1.	Land 217800	7/12,N.A.,6/2 or government/ competent authority registered document in the name of the Society	Remark	Available /Not Available
	Built <input type="checkbox"/> up Area		163350	yes
2.	A) Instructional <input type="checkbox"/>			
	Class Room		33	yes
	Laboratories		17	yes
	Other as per applicable	Approved plan document by the competent authority & Architects certificate, occupancy certificate/valid structural stability Certificate from competent authority and physical verification	00	no
	Tutorial Rooms		02	yes
	Seminar Hall		00	-
	Computer center		01	yes
	Library		01	yes
	Language laboratory			
3.	B) Administrative	For colleges under Statutory Body of AICTE, NCTE, Council of Pharmacy, Council of Architecture etc., the copy of application for extension of approval and copy of deficiency report generated there in.		
	Principal office		01	yes
	Administrative office		01	yes
	Other (As per Applicable)			
	Departmental office		15	yes
	HOD & teachers seating Area		00	-
	Faculty (staff) room		01	yes
	Examination office		01	yes
	NSS Room		01	yes
	NAAC or IQAC office		01	yes
	Record Room	01	yes	
	Central Stores	01	yes	
	Training Placement office	01	yes	
	Maintenance Room / Store Room	01		
4.	C) Amenities			
	a) Boys Common Room		01	yes
	b) Girls Common Room		01	yes
	c) Hostel			
	For Boys		00	-
	For Girls		01	yes

	d) Toilets / Wash Rooms		02	Yes
	For Boys		02	Yes
	For Girls		02	Yes
	For Gents Faculty / Staff		02	Yes
	For Ladies Faculty / Staff		01	Yes
	e. Cafeteria / canteen			
	Any other (if applicable)		01	Yes
	Pantry		00	
	Housekeeping room		01	Yes
	Stationary / Reprography			
5.	D) Circulation Area		10	Yes
	Varanda, Lobbies		01	Yes
	Vehicle Parking		01	Yes
	Garden			
6.	E) Sports / Games		01	Yes
	Playgrounds		01	Yes
	Indoor Facility		01	Yes
	Gymnasium		00	-
	Any other			
7.	F) Library Building		01	Yes
	Librarian Office		01	Yes
	Stack Room		01	Yes
	Reading Room		01	Yes
	Reference Section		00	-
	Committee Room		01	Yes
	Digital library		00	
	Any other			
8.	Furniture Fixture and Office Equipment's	Physical verification and Stock Book Register.		
	Telephone, mobile, Cell Phone		01	Yes
	Xerox , Photo copier, Printer		12	Yes
	Computer		16	Yes
	Internet		300 Mbps	Yes
	Any Other		--	

Academic Assets / Resources

1	Faculty wise / course wise / subject wise teaching staff (Regular/CHB/ adhoc /visiting)	Physical and documents verification (Muster, Salary Sheet, Bank Statement, Roaster / Service Book)	Regular ,CHB Fulltime, Adhoc
2	Teaching staff approved by the university & the management	Physical verification of approval letters of claimed teaching staff.	72
3	Faculty Cadre Ratio	Professor : Associate : Assistant	8:4:60
4	University approved Librarian	Physical verification of appointment letters, approval letters.	--
5	University approved Director of Sports (Physical Education)		--
6	Any other H.E.I. level arrangement made like Assistant librarian etc. to support academic activities for above.		01
7	Supporting Staff Library, administrative and laboratory staff etc. (As per G.R. No. SS/UC/Anu-3/99/3853 dt. 24-9-98) or norms of statutory bodies	Physical and documents verification (Muster, Salary Sheet, Bank Statement, Roster / Service Book)	34
8	Library Assets(Books per subject of program / course, Periodicals, E□resources etc.)	Accession Register, Documents verification	41047, 14
9	ICT Facilities	Physical and documents verification (Stock Book)	
	Computers		95
	Laptops		07
	Printers		13
	LCD Projectors		14
	Software's (Learning Management Systems)		--
	Interactive Board		02
	Internet, Wi-Fi		300 Mbps
Any other			

CHECKLIST Part – IV

Sr. No.	Parameter	Documents	Remark	Available /Not Available						
1	Average % of overall Students enrollment of college for Academic Audit / Inspection Period	University Affiliation / Sanction letter , Students Enrolment List.		yes						
	Year				U G			P G		
					Sanctioned Intake	Total Admission	% Admission	Sanctioned Intake	Total Admission	% Admission
	AY-I				1300	877	67.46 %	PG-I - 500	405	81.00%
	AY-II				1300	642	49.38 %	PG-II-500	464	92.00%
AY-III	1300	594	45.69 %							
2	Adherence and compliance of University-College Academic Calendar and University Teaching scheme			4						
	Curriculum covered as per Apex body/University norms : Number of lectures/practical covered as per norms till date of monitoring only	Verification of 1. Faculty Record (Academic Diary) 2. College Academic Calendar		yes						
	Curriculum covered as per Apex body/University norms : Theory subject lesson plan prepared & followed till date of monitoring only			yes						
	Curriculum covered as per Apex body/University norms : Practical plan prepared & followed till date of monitoring only.			yes						
Availability of equipment in working condition for conduct of experiments as per university / apex body norms.	Dead stock register , student feedback, physical verification, calibration certificate, Maintenance e-record and instrument log record		yes							

3.	Attendance of Faculty during instructional days In Classrooms/laboratories (Teaching□learning process)		Above 75%	yes
	a. Whether biometric attendance facilities available.	Physical Verification		yes
	b. Average attendance of theory subject, practical subject, average attendance of all progressive attendance for all theory and practical should be considered till date of monitoring.	Academic Dairy, Reports		yes
4	Teaching Methodology adopted and Innovative Teaching technique used			
	a) Conventional Lecturing e.g. Chalk – Duster – Board	Physical Verification of facilities, documents, records, photographs ,students list, certificates etc.,		yes
	b) Power Point Presentations on LCD Projector		13	yes
	c) Virtual Class Rooms, NPTEL videos, other e□ resources, virtual laboratories		01	yes
	d) Use of participatory innovative teaching□learning methodologies updating of subject contents /courses, mentoring ,Flipped Learning, Use of ICT etc.			yes
	e) Preparation of fresh reading material, Laboratory manual, any other Preparation of resource material			yes
	f) Development of e□learning delivery process / material			yes
	g) Facility for MOOC like NPTEL, SWAYAM & Learning Management System			yes
5	Skill based Courses/ Entrepreneurship programs	Physical verification of documents, records, photographs		

		,students list, certificates etc.,		yes
	a) Skill based courses and students enrollment Entrepreneurship programs and students enrollment ✓		18	yes
6	Self-Learning initiative	Physical Verification of facilities, documents, records, photographs, students list, certificates etc.,		yes
	a) Facilities like Webinars, Podcast, Virtual Classroom, Virtual laboratory, Virtual study center, etc. ✓			yes
	b) MOOC courses offered for students and students enrollment		11	yes
7	Students support, Feedback and survey 1. Registered Alumni association ✓ 2. Students Feedback / Survey ✓ Any parameter available to indicate student-teacher preparedness to become in-service teacher or placement employable ready.	Verification of document like registration certificate, students feedback form, feedback analysis report, survey, survey analysis etc.		yes
8	Student Related Extracurricular, Extension, Field based, outreach development Activities etc.			
	i) Students Club/groups setup for practice/promotion of local, liberal, fine and performing arts (example for Youth festival, Indradhanush etc.) ✓ ii) NSS ✓ iii) Students participation in Inter-collegiate competitions ✓ iv) Students participation in Inter-University competitions ✓ v) Students participation in National games/sport competitions ✓ vi) Students participation in Inter-collegiate cultural competition ✓ vii) Students participation in Inter-University cultural ✓	Document evidence like office orders for conduction, photographs, reports, certificates etc.		yes

	competition viii) Students participation in National cultural competition xi) Students participation in any other cultural competition			
9	Library Working	Physical verification , Accession register, bills, purchase orders etc.		yes
10	Health , Fitness and Sports Facilities	Physical verification of facilities and document verification (stock book, purchase order and utilization reports)		yes

CHECKLIST Part V
(Document / Physical verification list)

SN	Particular	Verification	Remarks	Available / Not available
1.	Part V –(A) Learning Outcomes Students Performance in University Examination (Overall result of college as compared with University average result)	Faculty/ Program /Course /Subject wise University result of the college. <input type="checkbox"/> <input type="checkbox"/> Result analysis report.		yes
2.	Performance of students in various Entrance Eligibility Test after graduation during audit / inspection period	Documentary proofs like marksheets, gazette notification, etc.	03	yes
3.	Recruitment of pass out students during audit / inspection period		124	yes
4.	Students (UG / PG) placed i) Higher studies ii) Passed competitive examinations like MPSC,UPSC, Banking etc. iii) Employed in <input type="checkbox"/> Public sector <input type="checkbox"/> Private sector iv) Self employed	List of students, mark list, notification, appointment order, admission letters, etc.,	210	yes
5.	Part V –(B) Quality Improvement Outcomes UG + PG			
	Program / course wise teaching work performed For UG and PG each	Academic diary, attendance record		yes
	Program / course wise Result analysis (Based on university declared final/degree examinations during audit / inspection period) For UG and PG each	University result of the college and analysis and attainment .		yes

	Faculty Qualification Improvement or skills acquired during audit / inspection period a) Post Ph. D . b) Ph. D., M. Phil. c) Any skills certification d) Any other For UG and PG each	Award, P.G. Certificates/ Marksheets (Provisional or Final)	01	yes
6	Research, Publications and Academic Contributions			
	a) Key Research Areas –Identified	Records, Documentary evidences.		yes
	b) Research Papers Published in referred journals/other reputed Journals as notified by UGC during audit / inspection period.		45	yes
	c) Publications of books	Records, Documentary evidences.	15	yes
	d) Publication of technical magazines, newsletters, etc.		01	yes
7	Professional development activities during audit / inspection period i) Participation in Seminars ii) Participation in Conferences iii) Participation in Short term training courses iv) Participation in Industrial experience Participation in Talks, Lectures in refresher / faculty development courses,	Records, Documentary evidences like office orders, photographs, certificates, leave record.	04 15 12, 18	yes
8	Organization /Conduction of Q.I.P. by H.E.I.			
	a) Seminars b) Conferences c) S.T.T.P. d) Orientation/Refresher	Records, Documentary evidences like office orders, photographs, certificates.		-

	programs Any other F.D.P.			
9	Research Projects:			
	Sponsored /funded/seed money supported Projects : Cumulative during audit /Inspection period Amount > 20 lakh Amount >= 12 lakh but <=20 lakh Amount >= 4 lakh and <= 12 lakh Amount < 4 lakh	Records, Documentary evidences audit report, Project completion or under process certificates.		-
10	Research a) Research Center b) Research Scholars enrollment	Documentary evidences, sanction letter, students enrolment, List of Supervisors.	01 01	yes
11	Fellowships, awards and Invited Lectures in conference /seminar etc.			
	Fellowships / Awards from Academic Bodies	Documentary evidences, sanction letter, students enrolment		-
	International/ National / State / University level award/recognition/any other	Documentary evidences, sanction letter, Certificates etc.	02	yes

Additional Remark If any:

Recommendations by the AAA Committee:

- The number of skilled based certificate courses be increased
- Arrange activities for women empowerment
- Activities for environment sustainability be arranged
- To organize conferences and workshop for promotion of research activities
- Workshop on NEP-2020 be organized
- To arrange programs to promote social awareness among the students
- Extracurricular activities be enhanced.



Committee Chairman



Principal
Principal

R.A.Arts Shri. M.K.Commerce &
Shri S.R.Rathi Sci.College,Washim