

Academic and Administrative Audit 2022-23



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



**ACADEMIC AND ADMINISTRATIVE AUDIT
2022-23**



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

R. A. Arts, Shri M. K. Commerce & Shri S. R. Rathi Science , Mahavidyalaya, Washim (M.S)
(2022-23)

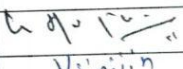
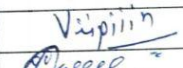
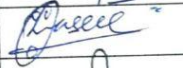
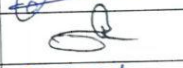
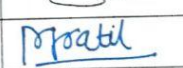
The Academic and Administrative Audit Committee visited R. A. Arts, Shri M. K. Commerce & Shri S. R. Rathi Science , Mahavidyalaya, Washim (M.S) College on:

Day - Saturday	Date: 13/05/2023	Time: 12:00pm
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The External Peer committee members for AAA appointed by

No	Name	Designation	Address	Signature
1.	Dr. Sushant Dhanraj Chimne (Principal)	Chairman	Adv. Ramkrishnaji Rathi Law College, Washim	
2.	Dr. Vijay Baburao Pande	Member	Sarasvati Phule Mahila Mahavidyalaya, Washim	

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. Vipin Rathod	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. P. S. Patil	Teacher representative	R. A. College Washim	


Committee Chairman


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

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.A. (History)	2022
15	M.A. (Economics)	2022
16	M.A. (Political Science)	2022
17	M.Com	1993
18	Ph.D. Microbiology	2008
19	Ph.D. Zoology	2000
20	Ph.D. Chemistry	2021
21	Ph.D. Physics	2022
22	Ph.D. Mathematics	2019
23	Ph.D. Marathi	2018
24	Ph.D. History	2018
25	Ph.D. Economics	2022
26	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	Documents available	✓
	b) Govt. of Maharashtra sanction Letter	Documents available	✓
	c) Latest University approval letter	Documents available	✓
	d) University Permanent affiliation letter		
	e) Certificate of recognition by UGC under 2 f and 12 (B)	Documents available	✓
	f) Accreditation Letter : NAAC/NIRF/AISHE	Documents available	✓
2.	Proof of college belonging to Rural / Urban/Tribal/Metro area	Documents available	✓
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	Record is available	✓
5.	College Staff council a) List of Members b) Minutes of Meeting held during academic audit period	Record is available	✓
6.	Students' council a) List of Members b) Minutes of Meeting held during academic audit period		✓
7.	Anti-Ragging Committee a) List of Members b) Complaints received and action taken	Record is available	✓
8.	Grievance redressal Cell a) List of Members b) Grievances received and action taken	Record is available	✓

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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	Record is available	✓
10.	Approved updated Roasters for teaching and non-teaching staff	Record is available	✓
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.	All Record is Available	✓
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. ✓	Record is available	✓
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	Record is available	✓
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 of Sexual Harassment ✓ i) List of scholarships and welfare schemes & Important websites ✓		✓

	j) Prohibition and redressal of Sexual Harassment of women at work place ✓ k) RTI act information officer and grievance ✓ l) Students' Council ✓		
15.	Equity Initiatives (Physical verification and documents as applicable) ✓ 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 ✓		✓

Physical Assets

1.	Land	7/12,N.A.,6/2 or government/competent authority registered document in the name of the Society	Remark	Available /Not Available
	217800		163350	✓
	Built up Area			
2.	A) Instructional <input type="checkbox"/>	Approved plan document by the competent authority & Architects certificate, occupancy certificate/valid structural stability Certificate from competent authority and physical verification	33	✓
	Class Room		17	✓
	Laboratories			
	Other as per applicable		00	
	Tutorial Rooms		02	✓
	Seminar Hall		00	
	Computer center		01	✓
	Library		01	✓
	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.	01	✓
	Principal office		01	✓
	Administrative office			
	Other (As per Applicable)		15	✓
	Departmental office			
	HOD & teachers seating Area		00	
	Faculty (staff) room		01	✓
	Examination office		01	✓
	NSS Room		01	✓
	NAAC or IQAC office		01	✓
	Record Room		01	✓
	Central Stores		01	✓
	Training Placement office		01	
	Maintenance Room / Store Room			
4.	C) Amenities			
	a) Boys Common Room		01	✓
	b) Girls Common Room		01	✓
	c) Hostel			
	For Boys		00	
	For Girls		01	✓

	d) Toilets / Wash Rooms			
	For Boys		02	✓
	For Girls		02	✓
	For Gents Faculty / Staff		02	✓
	For Ladies Faculty / Staff		02	✓
	e. Cafeteria / canteen		01	✓
	Any other (if applicable)			
	Pantry		01	✓
	Housekeeping room		00	
	Stationary / Reprography		01	✓
5.	D) Circulation Area			
	Varanda, Lobbies		10	✓
	Vehicle Parking		01	✓
	Garden		01	✓
6.	E) Sports / Games			
	Playgrounds		01	✓
	Indoor Facility		01	✓
	Gymnasium		01	✓
	Any other		00	-
7.	F) Library Building			
	Librarian Office		01	✓
	Stack Room		01	✓
	Reading Room		01	✓
	Reference Section		01	✓
	Committee Room		00	
	Digital library		01	✓
	Any other		00	-
8.	Furniture Fixture and Office Equipment's	Physical verification and Stock Book Register.		
	Telephone, mobile, Cell Phone		01	✓
	Xerox , Photo copier, Printer		12	✓
	Computer		16	✓
	Internet		300 Mbps	✓
	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 Adhoc
2	Teaching staff approved by the university & the management	Physical verification of approval letters of claimed teaching staff.	76
3	Faculty Cadre Ratio	Professor : Associate : Assistant	6 : 5 : 65
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)	33
8	Library Assets (Books per subject of program / course, Periodicals, E-resources etc.)	Accession Register, Documents verification	14539, 13
9	ICT Facilities	Physical and documents verification (Stock Book)	115
	Computers		07
	Laptops		13
	Printers		14
	LCD Projectors		--
	Software's (Learning Management Systems)		02
	Interactive Board		300 Mbps
	Internet, Wi-Fi		--
	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.		✓						
	Year				U G			P G		
					Sanctioned Intake	Total Admi ssion	% Admi ssion	Sanction ed Intake	Total Admi ssion	% Admi ssion
	AY-I				1300	967	74.00%	PG-I 500	360	72.00 %
	AY-II				1300	540	41.53%	PG-II 500	284	56.80 %
AY-III	1300	538	41.38%							
2	Adherence and compliance of University-College Academic Calendar and University Teaching scheme	Verification of 1. Faculty Record (Academic Diary) 1. College Academic Calendar		✓						
	Curriculum covered as per Apex body/University norms : Number of lectures/practical covered as per norms till date of monitoring only									
	Curriculum covered as per Apex body/University norms : Theory subject lesson plan prepared & followed till date of monitoring only									
	Curriculum covered as per Apex body/University norms : Practical plan prepared & followed till date of monitoring only.									
	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 nstrument log record		✓						

3.	Attendance of Faculty during instructional days In Classrooms/laboratories (Teaching□learning process)		Above 75%	✓
	a. Whether biometric attendance facilities available.	Physical Verification		✓
	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		✓
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.,		✓
	b) Power Point Presentations on LCD Projector		13	✓
	c) Virtual Class Rooms, NPTEL videos, other e□ resources, virtual laboratories		01	✓
	d) Use of participatory innovative teaching□ learningmethodologies updating of subject contents /courses, mentoring ,Flipped Learning, Use of ICT etc.			✓
	e) Preparation of fresh reading material, Laboratory manual, any other Preparation of resource material			✓
	f) Development of e□learning delivery process / material			✓
	g) Facility for MOOC like NPTEL, SWAYAM & Learning Management System			✓
5	Skill based Courses/ Entrepreneurship programs	Physical verification of documents, records, photographs		✓

		,students list, certificates etc.,		
	a) Skill based courses and students enrollment Entrepreneurship programs and students enrollment		24	✓
6	Self-Learning initiative	Physical Verification of facilities, documents, records, photographs , students list, certificates etc.,		
	a) Facilities like Webinars, Podcast, Virtual Classroom, Virtual laboratory, Virtual study center, etc.			✓
	b) MOOC courses offered for students and students enrollment		22	✓
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.		✓
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.		✓

	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.		✓
10	Health , Fitness and Sports Facilities	Physical verification of facilities and document verification (stock book, purchase order and utilization reports)		✓

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.	Record is Available	✓
2.	Performance of students in various Entrance Eligibility Test after graduation during audit / inspection period	Documentary proofs like marksheets, gazette notification, etc.		✓
3.	Recruitment of pass out students during audit / inspection period		19	✓
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.,	183 09	✓
5.	Part V –(B) Quality Improvement Outcomes UG + PG			
	Program / course wise teaching work performed For UG and PG each	Academic diary, attendance record		✓
	Program / course wise Result analysis (Based on university declared final/degree examinationsduring audit / inspection period) For UG and PG each	University result of the college and analysis and attainment.		✓

	Faculty Qualification Improve mentor 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)	03	✓
6	Research, Publications and Academic Contributions			
	a) Key Research Areas –Identified	Records, Documentary evidences.		
	b) Research Papers Published in referred journals/other reputed Journals as notified by UGC during audit / inspection period.		60	✓
	c) Publications of books	Records, Documentary evidences.	14	✓
	d) Publication of technical magazines, newsletters, etc.		01	✓
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.	02 02 08 05 08	✓
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.	02 14	✓
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	✓

Additional Remarks If any :

Swoc Analysis :

Strength-

- Status, “ College With Potential For Excellence”.
- Student centric approaches for mentoring and effective academic monitoring
- Safe and secured Environment for girl Students.
- Academically motivated students with good results in examinations.
- Internal personal relationship -There is good relation among the staff and between students and staff.
- College is one of the “Lead College” in washim district
- College Campus : well-maintained with external facilities and infrastructure. Environment-friendly measures undertaken. Infrastructure.
- Spacious ad highly ventilated classrooms. Well-furnished Digital Classrooms equipped with LCD projectors, Screen and Computers to facilitate ICT in Teaching.
- Educational programmes : High quality academic programmes at both graduate and post graduate levels supported by dynamic intellectual environment. Research facilities i all three streams of ARTS, COMMERCE And SCIENCE. A holistic Educational Experience.
- Community Services : Strong commitment to community, service, social justice, empowerment of women, gender equality.
- Staff Quality : Highly qualified faculty with NET/SET ad Ph.D., committed to student welfare. The quality staff expertise specialization that supports interdisciplinary studies.
- Students Support : Sup, port in students progression up to research. MPSC/UPSC guidance & organization of various programmes on competitive exams.
- Scholarships: A large number of scholarships disbursed to students from marginalized and economically deprived section
- Teacher-Student Mentor Scheme: Mentoring system well structured.
- College a distinctive for all stakeholders due to its excellent reputation at both national and international levels.
- A focus on high quality, student-centered teaching-learning processes committed and dedicated faculty.
- Positive and Sustained approach to research and related academic activities.
- Several oppotunities for Students to develop and enhance their creative potential and individual talent.
- Laboratories : Well-equipped lab Additional central instrumentation laboratory for researchers and consultancy, Sophisticated instruments with safety gadgets.
- Placement and Career Guidance : Excellent placement opportunities offered through college career and Counseling cell.
- Sophisticated Auditorium hall to conduct cultural programmes such as Annual Gathering to provide scope for Extracurricular activities to achieve overall development of the student.
- Water Harvesting : Roof top water harvested in fish ponds. Water is used for the

nurturing campus garden.

- Strong supportive quality staff.

Weakness :

- To make more industry-institute linkages-for job opportunities for the students.
- Smaller number of industrial collaborations and field-based learning opportunities.
- Insufficient grants from UGC.
- Vocational or Skill based programmes are also non-granted.
- In spite of many efforts by Career and Counseling cell of the college. Companies are not ignore colleges in rural areas.
- Placement drives must be arranged.
- Very few departments of the college are having collaborations.
- To increase the number of collaboration & MOUs with GOS, NGOS & institution.

Opportunities :

- More opportunities for Structural bridge and Remedial Course be offered to the academically weaker students in a more focused way.
- Emerging Priority to research and innovation.
- Young faculties with research experience.
- Skill based Educational Programmes, Certificate course, Vocational courses, Expanding opportunities be added to avail opportunities to rural students of this area.
- Academic Extension , 'taking Lab to Land ' and vice versa may be strengthened. Increased opportunities to develop and establish new programmes to meet the new and growing demands of society increasing interest from foreign institution for collaborations.
- Expertise of faculty to tap the corporate sector for consultancy and funding for research projects.
- More courses and Distant Education should be made available to the students.
- Programmes like MCA / MBA programmes.
- High Level of interest in agencies/corporate sector to tap student potential for internships, projects and research-related activities potential for leadership role in the country through innovative curricula, consultancy, networking and knowledge exchange.
- Need more participation by students achievement by sports.
- To start certificate courses.
- To invite more industries, companies for placement drives.


Challenges :

- Delay in government approval for filling up vacancies.
- Institution-industry collaboration/linkages-although it is very necessary but it is absent due to its location . This is major challenge of the college.
- Lack of enough industries in the surroundings for placement and internship.
- College location is rural and accessibility to the institution is limited.
- Focus on vocationalisation of higher education | future policy strategy.
- Perception that all educational processes should be directed towards preparing students for jobs through skill based programmes.
- Focus on marks rather than holistic development.

Recommendations :

1. Try to improve the number of publications published by faculty
2. Number of faculty attending FIP may be improved
3. Though college results are satisfactory, more efforts are to be taken to increase the number of students to come in university merit ranks.
4. The number of students enrolment in skilled based certificate courses be increased.
5. Career oriented workshops and programmes be increased.
6. Computers with suitable configuration be increased in computer department and BCA
7. PG Labs for Physics be arranged.
8. Suitable furniture in Commerce lab be arranged


Committee Chairman


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