

(2022)

VINAYAK VIDNYAN MAHAVIDYALAYA
NANDGAON KH.

Academic and
Administrative Audit
(AAA)

PERIOD OF ASSESSMENT-2020-2021 & 2021-2022

Date: 10/06/2022

ACADEMIC AND ADMINISTRATIVE AUDIT

PERIOD OF ASSESSMENT-2020-2021 & 2021-2022

DATE OF AUDIT:10/06/2022

✚ The Audit Committee:

- Dr. R. M. Patil**, Professor and Head Department of English, VidyaBharati Mahavidyalaya, Amravati

External Expert

- Dr. S. A. Waghuley**, Professor, Department of Physics, Sant Gadge baba Amravati University, Amravati

External Expert

- Dr. Alka Bhise**

Principal, Vinayak Vidnyan Mahavidyalaya, Nandgaon Kh. Dist: Amravati

- Dr. Suchita Khodke**

IQAC Coordinator, Vinayak Vidnyan Mahavidyalaya, Nandgaon Kh. Dist: Amravati

✚ AUDIT SCHEDULE

Time	Activity /Department
9.30 - 9.40 am	Reception
9.40-10.00 am	Discussion with Principal
10.00 - 10.20 am	Department of Botany
10.20 - 10.40 am	Department of Zoology
10.40 - 11.00 am	Department of Physics
11:00 - 11:20 am	Department of Chemistry
11:20 - 11.40 am	Department of Mathematics
11.40-12:10 pm	Language Departments (English & Marathi)
12:10 - 12:30 pm	Department of Physical Education
12:30 - 12.50 pm	Library
1:00 -2:00 pm	Lunch Break
2: 10 - 2:50 pm	NSS, NCC, Student Council, Clubs & Cells
2.50 - 3.00 pm	Tea
3.00 – 3.30 pm	Discussion with IQAC

 **General Observations:**

1. The Institution is an undergraduate Science and Commerce College.
2. Affiliated to Sant Gadge baba Amravati University, Amravati.
3. The college facing 1st cycle accreditation by NAAC.
4. Progressive vision of the Management & Principal with a definite plan of action following a decentralized administrative network.
5. Qualified and committed faculty members.
6. The Institution is ISO certified.
7. Departments function in alignment with the institutional quality policies.
8. Faculty members - 22; Administrative staff- 11.
9. Total faculty members with PhD – 15.
10. The percentage of enrolment is good.
11. Has a total of 500+ enrolled students.
12. An active IQAC exists.
13. Preparing for the 1st cycle of NAAC accreditation.
14. Total MoU's – 13.
15. Adequate facilities are provided in the library.
16. Sufficient land has been purchased for infrastructure augmentation.

Specific area-wise suggestions

 **College Office**

1. Periodic surveillance audits may be performed for keeping records updated.
2. Spatial rearrangement and sectional informative boards may be provided.
3. A full-fledge digital enquiry facility is suggested.
4. Most of the registers are up to date.

5. The display board may be installed at the entrance of the campus and in front of every department.

Programmes, Curriculum, and Supportive Courses

1. More programmes, especially at the undergraduate level may be started in accordance with NEP and stakeholder requirements.
2. Specific documents may be kept in all departments regarding curriculum transaction, including Remedial, Tutorials, Bridge classes, Industrial visits, educational tours etc.
3. Relevance of cross cutting issues should be categorized separately with specific mention.
4. All departments have to resort to more student centric approach.
5. Feedback mechanism has to be performed and completed with proper directions from IQAC.
6. There should be a mechanism to monitor the quality of supportive courses such as certificate courses, skill training, spoken English classes, value education etc started by the departments.

Teaching Learning and Evaluation

1. Systematic planned training should be given to all teachers on all areas of academic and extra-academic requirements.
2. All remaining teachers should be insisted to complete Ph.D. in a stipulated time.
3. National and International exposure of teachers is highly suggested.
4. Tutorial system has to be strengthened to enhance the learning process.
5. Overall Results of the institution has to be improved.
6. Online evaluation systems can be introduced.
7. The present method of Feedback on curriculum should be made more effective. All departments may be guided by IQAC for a Curriculum Audit.

Research and Extension.

1. Research activities can be promoted effectively through Research centers.
2. A research culture should prevail in the campus.

3. College policy may be more effectively implemented on Research projects and Publications by the faculty members.
4. Quite a good number of extension activities are undertaken by all departments. Sensitization programmes involving students in identified communities could be systematically organized.
5. Considering the legacy of the institution, a committee may be formed to assess the quality of extension activities promoted from the campus.

Administrative Staff

1. Trainings may be extended to segments of the administrative staff, such as Office, Security, and other supportive personal.
2. Training should be given in strengthening e-governance.
3. Administrative staff is well trained in IT skills.

Governance

1. Vision and Mission of the Institution is followed all through the planning.
2. An inclusive system of management was observed.
3. A Development plan and a policy document exists, with timely implementation.
4. Sufficient welfare measures are provided to the staff.

Infrastructure

1. Amidst space constraints, it was noted that sufficient care is being taken to accommodate all required facilities.
2. Staff rooms/ work environment of certain departments have to be augmented.
3. Museums of Botany and Zoology departments need further uplift.
4. Good and adequate facilities are given for the Physically challenged.
5. There is further scope in developing ICT facilities.
6. Space constraints can also be seen in providing extracurricular facilities. The available facilities are properly utilized.

Student Support and Progression

1. It is suggested that a monitoring committee may be formed to assess the quality and need of Add-On / Certificate courses offered from the institution.
2. Through career assistance cell more students should be supported or guided for national exams like JAM.
3. Career counseling must be intensified to improve the attainment in competitive exams.
4. A set of teachers can be trained for dedicated counseling.
5. Skill development has to be promoted further.

Library

1. The overall ambience of the college library is good.
2. Digital remote access with digital repositories may be introduced to cater to the needs of online references.
3. A library committee exists. The implementation of library policy may be monitored.
4. Usage of library by the faculty members is good.
5. An information display system can be set up in front of the library.

Green initiatives and inclusiveness

1. The College is resorting to a green campus concept.
2. Green/Waste/Energy audits were performed sufficiently.
3. Sufficient information has been conveyed to students and staff regarding important days observed, national obligations, human rights, values etc. through the general display system of the campus.

MoU's and Collaborations

1. Placement Cell of the college should be encouraged to have agreements with Industrial establishments for training and placements.
2. Student exchange with other institutions should not be confined to project experiments alone.

3. Every MoU is active and performed activities as per the agreement.
4. College should investigate possibilities of collaborations with institutions for new areas of study as per the NEP.

Documentation

1. Teachers are maintaining a work diary.
2. Although the departments maintain documents, effective updating is monitored by IQAC.
3. There is a common institutional format for documentation regarding student participation and attendance list, Geo-tagging, and report of various events.

Departmental Observations

1) Chemistry:

- a) Work environment within the staff room is good
- b) Stocks registers are authenticated by HoD
- c) Results are satisfactory
- d) The chemical waste management system is good and functional

2) Botany:

- a) Results can be improved
- b) A Green Calendar shall be prepared
- c) Museum needs an uplift.
- d) Herbal Garden and Botanical Garden should be developing.
- e) The Green Army Club shall organize a Nature Camp for the students.

3) Zoology:

- a) Museum needs an uplift.
- b) Results, though acceptable, must be improved
- c) The percentage of cross cutting issues integrated in the curriculum has to be documented.

4) Physics:

- a) Results should be improved.
- b) Add-on courses can be more specific and supportive.
- c) Revamp the staff room and the laboratory.
- d) Documentation has to be improved.

5) Mathematics:

- a) Proposal shall be sent to the Board of Studies requesting for a syllabus change
- b) Work environment in the staff room is fairly good.
- c) More extension activities shall be initiated.

6) English/ Marathi:

- a) Results need improvement.
- b) Technical facilities available are under utilized.
- c) Quality enhancement programmes for staff in the area of communication and language stabilization can be initiated by the department.
- d) Should devise future plans for the department.

7) Commerce

- a) Results have to be improved.
- b) Tutorial and Remedial classes are not proper.
- c) ICT usage is low
- d) Separate Record has to be kept for CIE

8) Physical education:

- a) Initiate Physical fitness class of three days duration for all faculty and staff
- b) Yoga course shall be commenced at the earliest
- c) The number of students participation should be increase in interstate and national level

9) NSS. NCC. Clubs. Committees:

- a) Sensitization programmes shall be initiated for the students
- b) Community collaborations and student-community rapport shall be established to undertake socially relevant projects

10) Website:

- a) Website should be refurbished in terms of content and presentation
- b) A committee shall be constituted to refine the website to national standard

11) IQAC

The following initiatives are suggested

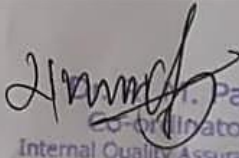
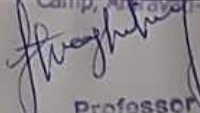
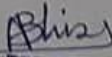
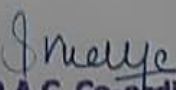
1. Awareness on NEP to the staff
2. Training on data/proof compilation based on new NAAC format
3. Training on a Unified Documentation System
4. Use of Moodle in all departments have to be promoted
5. NAAC awareness among students and ensure their participation
6. A systemized framework for PBAS, Feedback consolidation, etc.
7. Quality Initiatives and Future Plans of IQAC shall be well charted
8. IQAC has to develop a separate webpage with all mandatory links
9. IQAC should ensure that all the departments, Cells, Clubs, NSS, NCC, College Union etc maintain an activity register to document each and every activity carried out in the college with the student's signature.

VINAYAK VIDNYAN MAHAVIDYALAYA, NANDGAON KH.

📌 **General Suggestions**

1. There should be an overall enhancement of quality in personal, professional, Infrastructure, student outcome and administration.
2. The development plan can be amended to meet the requirements of NEP.
3. IQAC should ensure and take initiatives to enhance the interactive capacity of teachers.
4. Formative Assessment shall be institutionalized through monthly test papers so as to cater to CIE.
5. It should be noted that the IQAC is the quality command centre of the campus and therefore should give appropriate functional directives.
6. The approach to Remedial/tutorial/bridge classes should be well defined.
7. Participation certificate should be given to the faculty for their involvement in administrative activities.
8. Women empowerment activities should be confined to accreditation requirements.

Audit Team Signature:

<p>Dr. R. M. Patil, Professor and Head Department of English, VidyaBharati Mahavidyalaya, Amravati External Expert</p>	 Dr. R. M. Patil Co-ordinator Internal Quality Assurance Cell Vidya Bharati Mahavidyalaya Camp, Amravati-447 602 (M.S.)
<p>Dr. S. A. Waghuley Professor, Department of Physics, Sant Gadge baba Amravati University, Amravati External Expert</p>	 Professor Department of Physics Sant Gadge baba Amravati University Amravati
<p>Dr. Alka Bhise Principal, Vinayak Vidnyan Mahavidyalaya, Nandgaon Kh. Dist: Amravati</p>	 PRINCIPAL Vinayak Vidnyan Mahavidyalaya, Nandgaon Khan. Dist. Amravati
<p>Dr. Suchita Khodke IQAC Coordinator, Vinayak Vidnyan Mahavidyalaya, Nandgaon Kh. Dist: Amravati</p>	 I.Q.A.C. Co-ordinator Vinayak Vidnyan Mahavidyalaya Nandgaon Kh.



VINAYAK VIDNYAN MAHAVIDYALAYA

Nandgaon Khandeshwar, Dist. Amravati

(An Institute run by Pravin Khodke Memorial Trust, Amravati.)

Sau. Sulabha Sanjay Khodke
(MLA, Amravati)
President, P.K.M. Trust, Amt

College Code : 197 | Ph. No. 07221-222245 |
Email : vvm197@sgbau.ac.in

Dr. Alka Anant Bhise
Principal
Mob. 9823526341

Ref. No.

Date :

OUTWARD No. PLMT/VVM/2206/3195A

DATE : 10.06.2022

To,

Dr. R. M. Patil

Professor and Head

Department of English

VidyaBharti Mahavidyalaya, Amravati.

Respected sir,

This is to acknowledge our thanks for your keen observation and evaluation of different departments and administration while working as a member of external expert committee of academic and administrative audit which was scheduled on dated **10 June 2022** for session 2020-21 and 2021-22 of science and commerce faculty. The suggestions you gave for the improvement of the quality of teaching, research, administration, and curricular and extra-curricular activities shall be considered to improve the standard of our institute.

I look forward for your support in future also.

Thanking You

Recd
Alka

Bhise
Dr. Alka A. Bhise
PRINCIPAL
Vinayak Vidnyan Mahavidyalaya,
Nandgaon Khan, Dist. Amravati



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Dr. Alka Anant Bhise
Principal
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Ref. No.

Date :

OUTWARD No. PLMT/VVM/2206/3172A

DATE : 04.06.2022

To

Dr. R. M. Patil

Professor and Head

Department of English

VidyaBharti Mahavidyalaya, Amravati.

Respected sir,

Our institute is going to face Assessment and Accreditation by NAAC for cycle first. To ensure the Quality of the Institution on the basis of Academic and Administrative performance of the various departments and Institution and to give suggestions for further improvement of the quality of teaching, research, administration, and curricular and extra-curricular activities we want audit by third party. For this with immense pleasure we are inviting you as a member of external expert committee of academic and administrative audit which is scheduled on dated **10 June 2022** for session 2020-21 and 2021-22 of science and commerce faculty

Please kindly accept the invitation and do correspondence in this regard positively.

Thanking You

Recd.
Amr

Alka Bhise
Dr. Alka A. Bhise
PRINCIPAL

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Date :

OUTWARD No. PLMT/VVM/2206/3172A

DATE : 04.06.2022

To

Dr. S. A. Waghuley

Professor,

Department of Physics,

Sant Gadge Baba Amravati University, Amravati

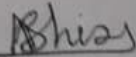
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Received
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