

**Academic and Administrative Audit (AAA) Academic Year: 2017-18 General Observation of
AAA Committee 21/04/2018 and also NAAC suggestions of 3rd Cycle**

Key Aspects	Criteria wise Analysis	NAAC III cycle observations	AAA observations	Action Taken
1.1	Curriculum Aspects			
1.1.2	Academic Flexibility	Academic flexibility in terms of combining courses from conventional to distance mode need to provided		Distance mode programme/courses are made available through YCMOU center. External students option also available in SPPU.
1.1.3	Curriculum Enrichment	Formal mechanism for feedback from students & different stakeholders needs to be developed .	To collect formal feedback from different stakeholders &take corrective action for quality	Established Feedback committee. Feedback collected from Students, Alumni, Parents and Employer on syllabus, teacher performance, administrative facilities, infrastructural facilities, Library and academic programmes etc.
1.1.4	Feed back System	Follow up action on the feedback needs to be strengthened .		Feed back data was analyzed and correctives measures are taken accordingly

		To start more PG programmes	To start more PG programmes	Initiation has been taken to start PG in Physics,Botany,Zoology,Geography & Analytical chemistry and UG Mathematics
2.2	Teaching- Learning & Evaluation			
2.2.3		<ul style="list-style-type: none"> • Traditional methods of learning is supplemented by ICT method of learning. • ICT based teaching to be encouraged further (Section IV) 	<ul style="list-style-type: none"> • To strengthen ICT enabled Teaching – Learning process. 	Focused towards the use of ICT teaching learning method. Individuals teachers have planed to use ICT & other methods in their teaching plans & implemented accordingly.
2.2.4		<ul style="list-style-type: none"> • More faculties need to be encouraged to attend orientation / refresher course • Apply for minor /Major research projects 		<ul style="list-style-type: none"> • Faculties are promoted to participate in OC/RC programme • MRP total 11 nos. of proposal submitted to BOD,SPPU,Pune
		More Permanent faculty to be recruited (Section IV)		Recruitment of faculty is controlled & Monitored by Mother Institute.

Systematic mentoring scheme to needs betterment (Section IV)

- Started Mentor Mentee scheme & profiles of students are maintained by mentors.
- Remedial teaching activity is implemented for the last year failure student, and separate time table is prepared & lectures are conducted as per time table.
- Implemented Slow and Advance Learner scheme, for the betterment of the student Performance continuous evaluation process is implemented.
- Learning Methods used like Assignment, reading groups, field visits, review of books and articles, class seminars, paper presentation, news paper cutting and display activities.

			<ul style="list-style-type: none"> • To improve academic performance of students at UG & PG level. 	<ul style="list-style-type: none"> • Planned to take initiation towards student seminars, G.D., Field /Industrial Visits, Brain storming etc. • Started Mentor Mentee scheme. • Adopted to Use ICT teaching Method and other teaching method. • Slow and Advance Learner scheme started for the betterment of the student Performance which includes to conduct Two Unit Test per term and Mid-Term Examination for all classes. • Use of ICT, Class seminars, Workshop for students, Group Discussions, Educational Tours, Annual lesson Plan, Home Assignments, Providing question banks to the students. Completion of syllabus.
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			To undertake Learner Centric Innovative teaching – learning methods.	<ul style="list-style-type: none"> • Initiation has been taken initiation towards students seminars, G.D., Field /Industrial Visits, Brain storming etc. • Mentor Mentee scheme strengthened • Use of ICT in teaching is implemented. • Remedial coaching activity have been implemented. • Proper implementation of Slow and Advance Learner scheme, for the betterment of the student Performance.
3.0	Research Consultancy & Extension			
3.3.1		Research committee need to be more functional		Research committee is restructured to promote research. To provide infrastructure/analytical facilities to researcher. To promote researchers to apply for minor/major research project, To inculcate research environment to the students through research projects. To enhance research presentation/publications. To encourage researchers by appreciation of their work. Promotion & Motivation of students for BOD, SPPU, Avishkar, Inspire Project and Rayat Avishkar research project

				participation, presentaion by poster, oral presentation, organization of orientation ,Science Exhibiton, Science model preparation quizt competition, Rayat Vidnayan parishad programmes for students skilled student needed by society and in industry,development of innovative ideas, creativity, problem solving, exhibit dyanamic talent, build up confidance etc.
3.3.2		More neighboring industry be tapped for funding research		Initiation has been taken through MOU's and Association with different industries & firms in vicinity of College
3.3.3		Access to e-journals need to be more strengthened		More provision made available for to access e-journals facility
		ICT facilities/ Scientific equipments made available		Computers & other accessories, Projectors, Smart boards are Purchased
3.3.5		More Consultancy need to be developed		Research committee motivated towards research & planned to strengthen the consultancy.
		To encourage non Ph.D. faculties to carry out Ph.D.		All non Ph.D. faculty motivated towards research, provide seed money & promote faculty for FDP under U.G.C. scheme

		Enhance publications & Major research projects		MRP total 11 nos. of proposal submitted to BOD,SPPU,Pune
			To receive research grants from non-govt. sources.	Effort will be taken to tie-up with nearby different industries to generate funds.
			To enhance extension activities other than NSS & NCC.	Each dept. has been chock out to conduct at least one extension activity.
			To make all MOU's as functional & sign few MOU's.	Five nos. of MOU'S signed with the different firm in the regards of BVOC courses granted to college. Also planned to prepare few departmental MOU;s with industries. Research committee motivate towards research & planned to strengthen the consultancy.
4.0	Infrastructure & Learning Resources			

4.4.2	Library as a learning resources	Library need to be automated with more e-sources		Library is fully atomized and provided sufficient computer with broad band internet facility
		Better sport infrastructure to be provided		Initiation will be taken to start 400 meter. Running track, Multi-Gym facilities, Kho-kho etc. games.
		Hostel facilities for boys to be provided		Management has agreed to construct Boy's Hostel.
5.0	Student support & Progression			
		Communication & personality development course to be strengthened		Necessary programme and short term courses will be started for enrichment of communication skill and personality development.
		Add more locally relevant skill oriented courses		Planned to start more number of professional skill oriented courses like fashion designing, Professional Tally, Communication Skill etc. NSQF has been granted two B.Voc. Courses.
			To strengthen student support & placement	Planned to arrange in campus and off campus placement drive of different nearby industries.

			activities.	
			To ensure students participation in extracurricular activities.	Planned to organize Cultural programmes, ,strengthen competitive examination centre, Sports activity,Provide seed money for poor and needy students,Field visits, Science Association, Short term courses, Skill based courses,NSS activity, Personality development, tree plantation, Science exhibition, Avishkar Competitions, Inspire programmes, Research paper presentation in Rayat Vidnyan parishad etc.
			To ensure alumni contribution in the development of the college.	Prompt alumni are shortlisted and meeting will be arranged to initiate alumni contribution.
6.0	Governance ,Leadership & Management			
6.2		Feedback from all stake holders need to be taken for taking strategic decisions		Feedback from all stake holders will be taken for overall development of the college

		Academic performance appraisal of teachers & institutional data based need to be maintained		Academic performance of teacher timely evaluated with their examination result , co curricular & extension activity carried out by them. Institutional/organizational behavior of the faculty should be maintained by providing facilities. PBAS forms are of individuals filled annually, assessed by IQAC & corrective suggestions given by head of institute.
			To organize professional training programmes for teaching & non- teaching staff.	Planned to organize workshops, conferences. Guest lecturers for faculty and students. <ul style="list-style-type: none"> • Promote participation in Refresher Courses, Orientation Programmes • To arrange advance soft skill training programmes for teaching faculty • Laboratory safety, basic computer training for nonteaching Academic Development Programmes includes: <ul style="list-style-type: none"> • Faculty participation in Refresher Courses, Orientation Programmes, Staff training conducted by other institutions, Summer/Winter school, workshops etc.
			To take initiative to collect funds	<ul style="list-style-type: none"> • Seek to obtain funds from non Gov. bodies like rotary club, and some industries.

			from non-govt. bodies & individuals.	
			To improve record of minutes of meetings of various bodies / Departments	<ul style="list-style-type: none"> • Attention made towards improve record of minutes of meetings of various college committees and / Departmental activities. . Properly Meeting registered with agenda and Resolution of meeting passed if required though minutes of meeting is recorded in meeting register of each committee
7.0	Institutional Values & Best Practices			
			<ul style="list-style-type: none"> • To implement institutional Best practices in the purview of NAAC 	<ul style="list-style-type: none"> • Planning made for the academic best practices like Remedial coaching, Advanced and slow learner scheme, Mentor-Mentee scheme etc.
			To take initiative for e-waste& solid waste management.	<ul style="list-style-type: none"> • Other best practices: Poly-house, sericulture, fish farming, rain water harvesting etc. should be effectively implemented. Earn and Learn schemes for the needy and financially weaker students • Programme chalk out to run best practices, by various departments like Poly-house, vermiculture, fish farming, rain water harvesting, solar system, tree plantation,

			<p>Plastic free campus, vegetative index, phytoremediation Fish farming practices etc. should be effectively implemented. Yoga, Carrier counseling programmes will be strengthened</p> <ul style="list-style-type: none"> • Initiative taken for e-waste management. • Dead Stock of e-waste will be handed over to the private agency for disposal and reuse , recycling process • Initiative for solid waste management: • Plants manure through vermin-composting. Green audit certification. Phyto-remediation projects. Plants manure through vermin-composting. Green audit certificate. 	
			<ul style="list-style-type: none"> • To develop facilities for differently abled students. 	<ul style="list-style-type: none"> • College provides sufficient and adequate facilities for differently abled students.
	B- Office Administration & Financial Audit		<ul style="list-style-type: none"> • To take initiative for proper documentation of all accounts 	<p>The office administration is well planned and maintained under the control of head of the institution, & Office Superintendent. College is assessed and audited every year by the government and also by sanstha.</p>
			<ul style="list-style-type: none"> • To take strengthen 	<p>College planned to start the online examination form, other notices by mail</p>

			online processes related to office administration.	and what's-up bulk messages. College is having facility like Vruddhi Software, tally software for smooth conduct of office work.
	C- NIRF		To take to avail ranking in NIRF-2019.	Registered for NIRF 2018-19 & will fill up and update the all necessary information in NIRF-2019.
	D- Departmental Profile		To strengthen Teaching-Learning process, academic results, research & extension activities at departmental level	To strengthen Teaching- Learning process, academic, curricular, Co-curricular activities planned to proper implementation. Which includes academic results, research & extension activities at departmental level Preparation academic calendar, departmental inputs timetables, ,lesson notes, teaching plan , organization of Unit tests. Midterm examination and take extra coaching remedial teaching activity for academic weaker which is born for the last year failure student, This can be completed by Preparations of separate time table for their extra coaching.Focussed on the importance of to Run the Slow and Advance Learner scheme, and also Mentor Mentee scheme.

				<p>For the betterment of the students.</p> <ul style="list-style-type: none"> • Plan to find out dropout at PG Level • Planned to Promoting research culture among students and faculty
	E- Faculty Profile		<ul style="list-style-type: none"> • To adopt revised appraisal system &keep the documentary evidences in prescribed format. 	<p>To adopt revised appraisal system &keep the documentary evidences in prescribed format. Every regular individual teacher s self appraisal PBAS form are filled well and checked by IQAC and signed by principal</p>