



Night College of Arts and Commerce Kolhapur

Academic and Administrative Audit (AAA) Report

(ACADEMIC YEAR: 2019-2020)

Section I General Information

Name and address of the institution	Night College of Arts and Commerce Kolhapur Azad Chowk, Kolhapur 416002
Year of Establishment	1971
Departments	06
Programme offered	BA BCOM MA(English) MA (Marathi)
Permanent Teaching Staff	09
Permanent NonTeaching Staff	09
Total no. of students	703
Major distinctive features of the institutions	1) College provides the education to deprived section of the society who are not able to take education in traditional manner 2) College is covered under 2(F) and 12 (B) of UGC Act and affiliated to Shivaji University, Kolhapur.
Composition of AAA Team	1) DR. P V Mohite 2) DR. M V Suryawanshi

Section II Criterion-wise Observations, Comments and Suggestions

CRITERION I - CURRICULAR ASPECTS		
Sr. No.	Name of the criteria	Remark
1.1	Curriculum Planning and Implementation	Planning to complete the curriculum is being implemented effectively.
1.2	Academic Flexibility	The fact that you have adopted the CBSC syllabus offered by the university is welcome.
1.3	Curriculum Enrichment	Student participation is adequate.
1.4	Feedback System	Satisfied positioning
Criterion II -Teaching-Learning and Evaluation		
2.1	Student Enrolment and Profile	72.62 percent of student's enrolment is gratifying.
2.2	Catering to Student Diversity	Teacher posts seem inadequate compared to admitted students.



2.3	Teaching - Learning Process	Adequate ICT Facilities and communication mode. Mentor-Mentee programme is appreciable work.
2.4	Teacher Profile and Quality	Teacher should be given priority to fill the vacancies, otherwise there may be academic loss.
2.5	Evaluation Process and Reforms	Is properly evaluated.
2.6	Student Performance and Learning Outcomes	Good Handled academic level.
2.7	Student Satisfaction Survey	No link provided here.
CRITERION III -RESEARCH, INNOVATIONS AND EXTENSION		
3.1	Resource Mobilization for Research	It need to work
3.2	Innovation Ecosystem	It's okay
3.3	Research Publications and Awards	At least should be published in the UGC-CARE listed journals.
3.4	Extension Activities	Connect to industry and national institutes / Universities.
3.5	Collaborations	
CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES		
4.1	Physical Facilities	Adequate facilities
4.2	Library as a Learning Resource	Satisfactory
4.3	IT Infrastructure	That's enough
4.4	Maintenance of Campus Infrastructure	Good Performance
CRITERION V - STUDENT SUPPORT AND PROGRESSION		
5.1	Student Support	There must be continuity in this.
5.2	Student Progression	Need to be improved (5.2.1)
5.3	Student Participation and Activities	Student participation is encouraging.
5.4	Alumni Engagement	Good work has been organized on behalf of alumni association.
CRITERION VI- GOVERNANCE, LEADERSHIP AND MANAGEMENT		
6.1	Institutional Vision and Leadership	Definitely work is done.
6.2	Strategy Development and Deployment	Effectively implementation of e-governance.
6.3	Faculty Empowerment Strategies	There is a need to increase work nationally and internationally.
6.4	Financial Management and Resource Mobilization	-----
6.5	Internal Quality Assurance System	All the departments and professors seem to have worked together.
CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES		
	Institutional Values	There is fabulous work.



	and Social Responsibilities	
7.2	Best Practices	The work is going on effectively.
7.3	Institutional Distinctiveness	At the best performance.

Section 3 SWOC Analysis

Strengths	Indeed, the college has a long tradition of strong success. Some section is strength(Curriculum implementation, students responses, big successes in physical departments students, Best Practices, Institutional Distinctiveness)
Weakness	We are falling short in giving private/business or government jobs to students. Teachers are expected to publish their writings nationally as well as internationally. The institute should implement incentive programs for an international work of the professor.
Opportunities	Being an urban college can train students for small business ad jobs.
Challenges	It will be a challenge to implement the curriculum with awareness of increasing urbanization and technology. Teachers to develop their skills in view of the new national education policy.



Suggestions for improvement

Teachers should publish their research papers in UGC CARE journals

Wi-Fi facility is essential in college.

AAA Member 1

P. V. Mohite

Name - Dr P. V Mohite

Designation - Head , dept. Of Commerce,
Arts and commerce college ,Ashta.

AAA Member 2

Dr. Madanlal Vinayakrao Suryawanshi

Dr. Madanlal Vinayakrao Suryawanshi

Head, Department of Geography,

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I agree with the observations of the AAA Team as mentioned in this report.

Principal

(Dr. S J Farakate)

S. J. Farakate
PRINCIPAL,
COLLEGE OF ARTS & COMMERCE
KOLHAPUR



Night College of arts and commerce, kolhapur
Report of Academic and Administrative Audit
(AAA Report 2019-20)

CRITERION I - CURRICULAR ASPECTS

Sr. No.	Name of the criteria	Remark
1.1	Curriculum Planning and Implementation	The college adopts effective mechanism of the implementation of well planned curriculum through : Semester-wise teaching plans, (six monthly), department-wise Academic Calendar that consolidated in the college uniformed yearly academic calendar, arranging departmental meetings and yearly constructed Time-table, furnishing plan of 'Syllabus completion Reports', organizing seminars, workshops related to revised curriculum, and deputation of faculties to participate in other college organized workshops and seminars for acquiring better techniques and skills of teaching.
1.2	Academic Flexibility	The college is affiliated institution, therefore very less academic flexibility is available in the form of short term certificate courses.
1.3	Curriculum Enrichment	Two faculties of the college have secured the BOS membership. They actively participated in syllabus framing by University. Two certificate courses and Five value added courses introduced by the college.
1.4	Feedback System	Feedback is obtained online & offline procedures from students and teachers and from employers, parents and alumni stakeholders. The collected offline feedbacks scrutinize from the committee members and send it to the concerned authority bodies to take appropriate steps to bring improvisations regarding to reduce lacunas.

Criterion II -Teaching-Learning and Evaluation

2.1	Student Enrolment and Profile	College provides the education to deprived section of the society who is not able to take education in traditional manner and considering this goal student enrolment is satisfactory. It justifies the need of Night Colleges.
2.2	Catering to Student Diversity	?
2.3	Teaching - Learning	Teaching – Learning Process is student-centric. The



	Process	<p>faculties teach students in both ways online and offline. Teachers use PPT, Audio Videos, Inffibnet, N- List Data Base, Shodhdanga, National digital library, Online Resources, e-journals, e-books, Social Media-Whatsapp, Teligram, YouTube Chanel, Blog etc., Educational Apps, Zoom, Google Meet, Google Classroom etc. e- notes, etc in Teaching – Learning Process.</p>
2.4	Teacher Profile and Quality	<p>Teachers profile and quality is good. Out of 9 full time teachers 5 teachers acquired Ph. D. degree. More than 50% of full time faculty have highest academic qualification. One faculty member Dr. Arun Shinde achieved various prizes, awards and honours.</p>
2.5	Evaluation Process and Reforms	<p>The institution examination department declare the tentative schedule of examination at the start of the college. The schedule includes the total examination pattern and type of examination for the different disciplines in the college.</p> <p>The unit tests were organized by the department at their own timetable of their period.</p> <p>The university examination were organized by the examination department as per scheduled declared by the university in October/November and march/April every year.</p> <p>Assessment methods like orals, Seminars, Home Assignments, Research Projects, Research Papers, Report writing, Book/ Movie, Drama Review, surprise tests etc. are also conducted as a part of continuous evaluation process.</p> <p>As the university has decentralized the assessment system and assessment of first year of degree program is handed over to the college, the college is conducting semester wise Central Assessment Program (CAP) for both B. Com. I and BA I in an academic year.</p> <p>The College had also conducted Universities Central Assessment Program (CAP) for B. Com. II and B.Voc. II in this year.</p> <p>Photocopy of Answer books were provided to students by demand.</p> <p>The examination and assessment process is transparent and robust with different mechanism employed.</p>
2.6	Student Performance and Learning Outcomes	<p>Student's performance and learning outcomes are very good. The passing percentage of B. A. III, B. Com. III, M. A. II (Marathi) and M. A. II (English) is 100%.</p>
2.7	Student Satisfaction	?



	Survey	
CRITERION III -RESEARCH, INNOVATIONS AND EXTENSION		
3.1	Resource Mobilization for Research	Fund mobilized Rs. 185000 by faculty for Minor Research Project from UGC
3.2	Innovation Ecosystem	Two one day workshops organized by the college on copy rights and patent rights Training Programme on Beauty Parlour was organized by the college as start-up initiative
3.3	Research Publications and Awards	5 International level and 4 National level Research Papers published by faculty members in Journals 5 International level and 5 National level Research Papers published by faculty members in Conference Proceedings Faculty members achieved h-index and citation index for his publication Faculty participated in 54 Seminars/Conferences/ Workshops at different level Faculty received various awards for research papers
3.4	Extension Activities	A good number of extension activities are carried out by the college.
3.5	Collaborations	Few collaborative activities carried out during the year Linkages with other institutions are established Five MoUs are signed
CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES		
4.1	Physical Facilities	No budget for infrastructure augmentation during the year
4.2	Library as a Learning Resource	Library is fully automated 670 Text Books, 18 Reference Books added during the year
4.3	IT Infrastructure	Office is computerized One computer lab having 20 computers with internet connectivity 100 MBPS Broadband availability
4.4	Maintenance of Campus Infrastructure	Budget arrangement made for maintenance of physical facilities and academic support facilities Maintenance and repairs are outsourced to external agencies through AMCs
CRITERION V - STUDENT SUPPORT AND PROGRESSION		
5.1	Student Support	Financial support by college in the form of Student Aid Fund, Flood Relief Fund, Cash Prize on Annual Prize Distribution Financial support by Shivaji University Merit Scholarship, Government of India Scholarship Mentoring, Soft Skill Development (Modi lipi), Yoga Meditation, Human Rights, Stock Market programs organized



		Students are benefited by guidance for competitive examinations and career counselling offered by the institution during the year
5.2	Student Progression	Student progression to higher education is less Inter Zonal Basketball Competition organized, Cultural competition organized at local level
5.3	Student Participation and Activities	One Gold Medal, One Bronze Medal and Two students achieved certificates at National level
5.4	Alumni Engagement	The institution has registered Alumni Association Alumni contribution is Rs. 6160 .During the year 2019-20 two alumni association meeting were held
CRITERION VI- GOVERNANCE, LEADERSHIP AND MANAGEMENT		
6.1	Institutional Vision and Leadership	Faculty members, Administrative staff, Students representatives take part in management through committees Management Information System (MIS) is partially implemented
6.2	Strategy Development and Deployment	Strategy is developed and implemented for each department and activity Partial implementation of e-governance in areas of operations
6.3	Faculty Empowerment Strategies	Professional development programmes and administrative training programmes organized by the College for teaching and non teaching staff during the year Teachers are motivated to attend Refresher Course, Short Term Course, Faculty Development Programmes during the year Some welfare schemes are implemented for teaching and non teaching staff as well as students.
6.4	Financial Management and Resource Mobilization	College conducts internal and external financial audits regularly Funds generated from Alumni
6.5	Internal Quality Assurance System	Academic and Administrative Audit (AAA) has been done by the college during the year Internal Quality Assurance System is developed and various Quality Initiatives are undertaken during the year
CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES		
7.1	Institutional Values and Social Responsibilities	Various programmes organized to create Gender Equity and Environmental Consciousness and Sustainability Human Rights Certificate Course is organized by the college Activities conducted for promotion of universal values



		and ethics Initiatives taken by the institution to make the campus eco-friendly
7.2	Best Practices	Various workshops and seminars are organized by the college. Various short term certificate courses organized during the year.
7.3	Institutional Distinctiveness	College performed best for overall development of students through sports

Administrative Audit:

- The college maintain all the accounts and documents as per rules and regulations.
- Admissions are given as per the Government policy and University rules.
- All types of scholarships made available to the students.
- Accounts are audited by chartered accountant at the end of the year and submitted to the parent institution.
- Accounts are audited by the Joint Director at frequent intervals.
- The audited accounts and reports of schemes and projects sanctioned by UGC are submitted to the UGC well in time.

Section 3 SWOC Analysis

Strengths	<ul style="list-style-type: none"> • College provides the education to deprived section of the society who are not able to take education in traditional manner • More than 50% of full time faculty have Ph. D. qualification. • Out of five, two faculties of the college have secured the BOS membership • Faculty members achieved h-index and citation index for his publication • Good student strength
Weakness	<ul style="list-style-type: none"> • Inadequate full time teaching staff • No budget allocation for infrastructure augmentation
Opportunities	<ul style="list-style-type: none"> • Opportunity to introduce skill development courses • Introduce P. G. Programmes under Commerce Faculty
Challenges	<ul style="list-style-type: none"> • To face the challenges of New Education Policy • Introduce new courses as per the requirements of the students • Faculty development is necessary • Challenge of resource mobilization



Suggestions for improvement

- Skill development courses should be introduced
- The faculty members should be motivated to complete online courses
- The faculty members should develop e-resources
- Career guidance workshops should be conducted
- The accounts should be internally audited by the parent institution at quarterly

AAA Member 1

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Arts and Commerce College, Ashta, Dist. Sangli

Ex-member, Academic Council, Shivaji University, Kolhapur

Ex-member, Finance and Accounts Committee, Shivaji University, Kolhapur

Ex-Chairman, BOS in Accountancy, Shivaji University, Kolhapur

AAA Member 2

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Designation Head, Department of Geography,

Dr. Babasaheb Ambedkar Marathwada University Aurangabad

I agree with the observations of the AAA Team as mentioned in this report.

I/C Principal

(Dr. S J Farakate)


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