

Dayanand Arya Kanya Mahavidyalaya

Academic-Administrative Audit Report

(EXTERNAL)

Year 2020-2021

Date of Audit: 07-03-2020

Audit Team:

Chairman : Dr Jitendra Aherkar

IQAC Coordinator : Dr Monali Masih

Administrative Officer : Shri Harish Chanchlani

Alumni Member : Miss Divya Parekar

Principal : Dr Shraddha Anilkumar

[Handwritten signatures and initials for each member of the audit team]

- Planning to get seminar and conference grants from UGC, ICSSR etc.
- To establish smart classrooms to make teaching-learning process to new heights.
- Planning to adopt nearby village for providing social activities.
- To implement a new best practice every year.
- To take new Crash Courses in Music, Home-Economics & Fashion Designing.

OVERALL OBSERVATIONS AND RECOMMENDATIONS FOR THE COLLEGE

INSTITUTE STRENGTH

- All faculty members are active.
- Supportive Management
- All documents are updated properly.
- Basic amenities and infrastructure in the college campus is very good.
- More student centric events are conducted to enhance the development.
- Societal activities done by the college is excellent.
- Spacious and well-designed classrooms.
- Alumni support system is effective.
- The Principal takes the syllabus completion report every month in each semester from all faculties to ensure completion of entire syllabus on time.
- College is registered under Intershala Scheme.

WEAKNESS

- More efforts are required into consultancy services.
- The placement Cell of the college may be strengthened further.
- Activities under MOU may be further enhanced.
- External funded research projects to be taken up by the faculty members.

SUGGESTIONS

- Research papers should be published in Quality publication.
- External funded research projects to be taken up by the faculty members.
- Students counseling can be improved.
- The teaching-learning process needs to incorporate outcome Based Education (OBE).

RECOMMENDATIONS

- Students should motivate to do small project based on what they learned in theory.
- Alumni should be strengthened and involved for the development of the college.
- Skill development programmes should be organized.
- Record of student's progression in higher education is to be maintained properly.

FUTURE PLANS FOR 2021-2022

2.7 GRIEVANCE REDRESSAL COMMITTEES

Sr. No	Particulars	Observation
01	Anti-Ragging cell	Yes
02	SC/St Cell	No
03	Women Development Cell	Yes
04	Internal Complaint Cell	Yes

2.8 OTHER ESSENTIAL FACILITY

Sr. No	Particulars	Observations
01	Fire Fighting System	Yes
02	Canteen	Yes
03	Drainage Facility	Yes
04	CCTV	Yes
05	Server Room	No
06	Overall Maintenance	Yes(Well Maintained)

PART 3: R & D, EXTENSION ACTIVITIES

Sr. No	Particulars	Observations
01	Research funds sanctioned and received from various agencies	No
02	Workshops/ Seminars conducted on Intellectual Property Rights (IPR)	01
03	Faculty participation in seminars/conferences during the year	400
04	MOUs signed with industry and academia	06
05	Number of extension and outreach activities	05
06	Research publications in the journals notified on UGC website	10

C) Admission Process:-

As per the norms prescribed by University of Mumbai

2.3 Computational Facilities

Sr. No	Particulars	Observation
01	Number of computers	74
02	Internet bandwidth	Yes – 10/100
03	Campus Wi-Fi	Yes

2.4 LIBRARY

Sr.No	Particulars	Observations
01	Area of Library	20 Sq.ft.x 38Sq.ft
02	Book Bank Facility	Yes
03	Issue/Return Register	Yes
04	Is the Librarian Approved	Yes on Lean
05	Library Hours	8.30 to 5.00 (Changes during examination period)

2.5 Training and Placement Cell

Sr.No	Particulars	Observations
01	Placement	Yes
02	Placement Percentage	15%
03	Percentage of Higher Studies	10%

2.6 STUDENTS SUPPORT SCHEME

Sr.No	Particulars	Observations
01	Parent Teacher Association	Yes
02	Counselor	Yes
03	Special scheme for students	Yes
04	Alumni Association	Yes

PART 2: ADMINISTRATIVE AUDIT

The following criteria were used to review the infrastructural facilities of the college.

2.1 INFRASTRUCTURE

Sr. No	Particulars	Observations
01	Total area of the campus	0.67 acre
02	Campus ownership	Owner
03	Washroom facility for staff	Yes
04	Washroom facility for students	Yes
05	Ladies Common Room	Yes
06	Staff Room	Yes
07	Auditorium	Yes
08	Administrative office	Yes
09	Parking space	Two & Four wheeler

2.2 HUMAN RESOURCE

A) Details of Human Resource available

Sr. NO	Particulars	Observations
01	Total Teaching Staff (Including Principal , Librarian and Visiting Staff)	15
02	Total Technical Staff	01
03	Clerks and other Office Staff	13

B) Efforts for Human Resource Development

Sr.No	Particulars	Observations
01	Mode of Salary	Credited to Bank account
02	Feed Back and appraisal system	Yes on website
03	Employee Welfare scheme	Yes

Part 1: INSTITUTE PROFILE

1.1 Establishment Information

1	Name and Address of College	Dayanand Arya Kanya Mahavidyalaya
2	Telephone Number	0712-2631353
3	E-mail & Website	Aryawanl.ngp@gmail.com & www.dakmnagpur.in
4	Year of Establishment	1983
5	Status of College	Womens College
6	Name of the Principal	Dr. Shraddha Anilkumar
7	Affiliation	✓
8	Whether 2(f) and 12(B) status?	✓
9	Name of the Trust	Arya Vidya Sabha
10	College Development Committee	✓
11	Registration number of the trust	F-40-(N)
12	IQAC	30 June 2004
13	Type of College	Govt. Affiliated

1.2 Courses, Intake and student strength (2020-2021)

Sr No	Courses	Intake Capacity (First Year)	Strength of Student (First, second And Third Year)
01	B.A	120 + 100	263
02	B.Com (Hindi Medium)	120	488(Hindi &English Medium)
03	B.com (English Medium)	120	
04	M.A.(Hindi) (1 st & 2 nd)		20
05			
06			
07			
08			
09			
10			

FRAMEWORK AND METHODOLOGY ADOPTED FOR AAA

- The external Academic and Administrative Audit (AAA) for the academic for the academic year 2020-2021 Dayanand Arya Kanya Mahavidyalaya is carried out by the external members as per the request received from the College.
- The purpose of the audit is to ensure that the practices followed in the campus are in accordance with the Administrative Policies adopted by the institution and the departments.
- The observations of the committee are based on the data available and/or provided by the college authorities and subsequent interactions with respective personnel and authorities. Review of the relevant documents is carried out wherever required.
- The audit is conducted in an unbiased way.
- After the audit, the recommendations are suggested to the college unanimously by the external AAA audit members.

To,

The Principal,

Dayanand Arya Kanya Mahavidyalaya,

Subject: - Report of Academic & Administrative Audit.

We are glad to inform you for the initiative taken by the college for conducting Academic and Administrative Audit (AAA) for the Academic Year 2020-2021. We are thankful to the management and College development Cell as well as principal for inviting us for conducting AAA.

The report is based on observations of committee members on three aspects.

Institute Information, Administrative audit and Department academic audit.

We are thankful to management, Principal, HODs, Teaching and Supporting Staff, Students and stakeholders for their valuable inputs and co-operation during the assessment of AAA.

We are hopeful that the observation /Suggestions of the AAA committee will be helpful in further planning and growth of the college.

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