

Prof. Sambhajirao Kadam College, Deur (Satara)

Internal Quality Assurance System

Academic and Administrative Audit (AAA)

2020-21

Internal Quality Assurance System

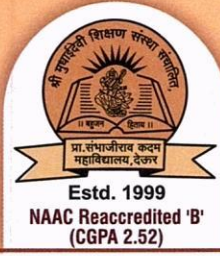
Academic and Administrative Audit (AAA)

University conducts the overall inspection/assessment/evaluation of the affiliated college by sending the Local Inquiry Committees while granting the continuation, extension of affiliation and/or granting permission to introduce new faculty, programmes. Besides, it is contemplated in Section 5(85) of the Maharashtra Public Universities Act, 2016 that the University shall conduct the Academic audit of the affiliated college at regular intervals. However, no academic audit as contemplated has been conducted so far.

In the absence of which, and/or otherwise, with an objective to ascertain continuous improvement of quality and excellence, IQAC has evolved an internal mechanism to conduct periodically Academic and Administrative Audit of the Institution as an integral part of the Internal Quality Assurance System among other measures. An instrument of conducting AAA has been devised on par with the formats being used in affiliation process incorporating other quality aspects.

The *modus operandi*:

1. AAA shall be conducted biennially;
2. A subcommittee comprising of HoDs shall prepare the proposal for AAA preferably in the month of March the respective year, and submit it to IQAC for further procedural compliance;
3. An external committee (AAA Committee) comprising of Principal/Ex Principal, HoD/Ex HoD and a Associate Professor/Ex Professor not associated with the institute shall be appointed by the College Development Committee;
4. The IQAC shall make presentation before the Committee based on AAA Proformas;
5. AAA committee shall visit the institution in the month of April of the respective year for spot inspection, verify the documents, and submit its report to CDC.
6. CDC shall deliberate on the AAA report and IQAC shall prepare the Action Plan to implement the recommendations and monitor the progression.



|| Bahujan Hitay ||

Shri Mudhaidevi Shikshan Sanstha's,

PROF. SAMHAJIRAO KADAM COLLEGE, DEUR

Affiliated to Shivaji University, Kolhapur

Address : A/p. Deur, Tal. Koregaon, Dist. Satara - 415524, Maharashtra (India)

■ Tel./Fax.: (02371) 254368, 254227 ■ Web : www.pskcollegedeur.ac.in ■ Email : principalpskcd@gmail.com

Out. No. / PSKCD / IQAC-AAA / / 2020-21

25th March, 2021

To,

Prof. (Dr.) Satish R Ghatage

Principal,

Shikshan Maharshi Bapuji Salunkhe Mahavidyalaya,

Karad, Dist. Satara 415110

Subject: Inviting as an Assessor for the AAA Committee...

Sir,

Warm Greetings...!!!

It is my pleasure to invite you to Chair the Academic and Administrative Audit Committee (AAA) for my institute, the other invited members are Dr. Dnyandeo S Kale, Head, Deptt of English, Amdar Shashikant Shinde Mahavidyalaya, Medha (Satara) and Dr. Bharat B Jadhav, Head, Deptt of Marathi, Arts and Commerce College, Satara.

Please find enclosed the self-assessed Proformas and documents for the AAA purpose of this institute for the AY 2020-21. I request you to go through Part A: General Information, Part B: Infrastructure and Other Facilities, Part C: Administrative Office Facilities and Part D: Academic Data, verify the self-claimed score, grade this Institute on the given parameters and give recommendations for the overall development of the institute.

Please accept.

Regards,

Yours faithfully,

Encl: As above

Copy to:

28/03/2021
Dr. Dnyandeo S Kale

Head, Deptt of English, Amdar S.S. Mahavidyalaya, Medha (Satara) - 415012

Dr. Bharat B Jadhav

Head, Deptt of Marathi, Arts and Commerce College, Satara - 416202

The Coordinator, IQAC,

Prof. Sambhajirao Kadam College, Deur (Satara) - 415524

Dr. B. N. Bhosale
Principal,
Prof. Sambhajirao Kadam College,
Deur, Tal. Koregaon, Dist. Satara.

Received
[Signature]

**PROFORMA FOR
ACADEMIC AND ADMINISTRATIVE AUDIT (2020-21)**

Part A: General Information

Sr. No.	Academic Facilities Available	Details	
1.	Name of the Institute	Prof. Sambhajirao Kadam College, Deur	
2.	Year of establishment	July, 1999	
3.	Name of the Principal	Dr. Bharat Namdeo Bhosale	
4.	Contact Number	9561005082	
5.	Name of the IQAC Coordinator	Dr. Manoj Dasharath Gujar	
6.	Contact Number	9881752008	
7.	Institutional Website	www.pskcollegedeur.ac.in	
8.	Institutional Email ID	principalpsked@gmail.com	
9.	Year of Permanent Affiliation	2010	
10.	Recognition under 2(f) and 12 (b)	2011	
11.	No. of Programmes Offered	05	
12.	Total Number of Departments	a. Arts	05
		b. Commerce	01
		c. Science (New)	00
		d. Community College	02
		e. B.Voc. (New)	02
13.	NAAC Accreditation Status	1 st Cycle-2008, 2 nd Cycle-2015	
14.	NIRF Status	Yes	
15.	AISHE Status	Yes	
16.	ISO Status	Yes	
17.	MIS in Place	Yes	
18.	AAA	Yes	

1. Actual Student Strength: (Grant-in-Aid and Non-Grant Divisions: 2020-21)

Programme	Part I		Part II		Part III	
	*G	*NG	*G	*NG	*G	*NG
B.A.	120	120	120	120	120	--
B.Com.	--	120	--	120	--	120
B.Sc.	--	120	--	120	--	--
Community College	--	--	--	--	--	--
B.Voc. (UGC Sanctioned)	--	50	--	--	--	--

*G= Grantable & NG= Non Grant


2. Details of Teaching Staff: 2020-21

Details	Prof.	Asso. Prof.	Asst. Prof	CHB	Clerks	Peons	Lab. Att.
Sanctioned	1	5	28	3	3	3	2
Recruited	1	5	9	1	3	2	2
Permanent	1	5	9	0	3	2	2
Temporary	--	--	18	1	--	--	--
TOTAL	1	5	27	1	3	2	2

3. Staff Qualification: 2020-21

Details	Prof.	Asso. Prof.	Asst. Prof	CHB	Clerks	Peons	Lab. Att.
Ph.D.	1	5	5	--	--	--	--
M.Phil.	--	1	4	--	--	--	1
NET/SLET	--	4	4	--	--	--	--
Any other	--	--	17	1	3	2	1


Convener
IQAC
 Prof. Sambhajirao Kadam College, Deur.


Dr. B. N. Bhosale
Principal,
 Prof. Sambhajirao Kadam College,
 Deur, Tal. Koregaon, Dist. Satara.

PROFORMA FOR

ACADEMIC AND ADMINISTRATIVE AUDIT (2020-21)

Part B: Infrastructure and Other Facilities Available (200 - Marks)

Sr. No.	Academic Facilities Available	Allotted Max. Score	Self-Claimed Score	Verified Score	Remark
1.	Principal a. Regular 10 Score b. In charge 05 Score	10	10	10	
2.	Librarian (University Selected) a. Regular 05 Score b. In charge 02 Score	05	5	05	
3.	DPE (University Selected) a. Regular 05 Score b. In charge 02 Score	05	5	04	
4.	Teaching Staff (as per the Workload) a. More than 75% 10 Score b. Less than 75% 05 Score c. Less than 50% 03 Score d. Less than 25 % 02 Score	10	10	10	
5.	NAAC a. If periodically assessed 05 b. AQAR Submitted Regularly 03 c. Functional IQAC 02	10	10	10	
6.	Sufficient Enrolment of Students for each Programme (Max.05)	05	5	05	
7.	Automated Office	05	5	05	
8.	Principal's Office / Cabin	05	5	05	
9.	Principal's Retiring Room	05	4	04	
10.	Boys Common Room with Facilities	05	4	04	
11.	Girls Common Room with Facilities	05	4	04	
12.	Separate Staff Room	05	4	04	

13.	IQAC with required facilities	05	5	05
14.	Sufficient College Building a. Owned 10 Score b. Rented 05 Score	10	10	08
15.	No. of Classrooms a. Sufficient 10 Score b. Insufficient 05 Score	10	10	08
16.	Benches and other Classroom Fixtures a. Sufficient 05 Score b. Insufficient 02 Score	05	5	05
17.	Library Infrastructure a. Sufficient 05 Score b. Insufficient 02 Score	05	4	04
18.	Library Resources a. Books b. References c. Journals / Periodicals d. News Papers e. Library Services	05	5	05
19.	Reading Room with facilities a. For Students (02) b. For Staff (02) c. For Stakeholders (02)	05	4	04
20.	Separate Wash Room Facilities a. For Boys b. For Girls c. For Teaching Staff d. For Lady Staff e. For PWD Students	05	4	04
21.	N.S.S. / N.C.C. Room	05	4	03
22.	Gymkhana a. Separate Space b. Multi-Gym c. Indoor Facilities d. Outdoor Facilities e. Sports Ground	05	4	04

23.	Internet Facility a. For Office b. For Students c. Classrooms d. For Teaching Staff e. For Visitors / Stakeholders	05	5	05	
24.	Student / Staff Notice Boards in place	05	5	05	
25.	Parking Space: (Cycle, 2/4 Wheeler) a. For Students b. For Staff c. For Principal d. For Guests e. For PWD Students	05	4	04	
26.	Strong Room for Examination Purposes	05	5	05	
27.	CCTV Surveillance	05	5	05	
28.	Plantation / Green and Clean Campus	05	5	05	
29.	Pure Drinking Water Facilities	05	5	05	
30.	Fire Extinguishers	05	5	05	
31.	Girl's / Boy's Hostel	05	--	-	
32.	College Canteen	05	5	05	
33.	Special Facilities for PWD Students a. Ramps b. Railings c. Braille Material d. Wheel Chair e. Scribes	05	5	04	
34.	Electricity Back-up System	05	5	05	
35.	Virtual Studio	05	5	05	
Score		200	185	178	


Convener
IQAC
 Prof Sambhajirao Kadam College, Deur.


Dr. B. N. Rhosale
 Signature with Date.
Principal,
 Prof. Sambhajirao Kadam College,
 Deur, Tal. Koregaon, Dist. Satara.

**PROFORMA FOR
ACADEMIC AND ADMINISTRATIVE AUDIT (2020-21)**

Part C: Administrative Office Facilities (200 - Marks)

Sr. No.	Academic Facilities Available	Allotted Max. Score	Self-Claimed Score	Verified Score	Remark
1.	Time-Table a. Master Time-Table b. Departmental Time-Table c. Individual Time-Table	03	3	03	
2.	Well Planned Academic Calendar	03	3	03	
3.	Institutional Update Website	05	5	05	
4.	Updated Roster	05	5	05	
5.	Maintained Service Books (teaching and non-teaching Staff)	05	5	05	
6.	Personal Files Maintained (for Teaching Staff)	03	3	03	
7.	Periodic Placement of Teaching and Non-teaching Staff	03	3	03	
8.	Cleanliness of the Rooms / Offices	05	5	05	
9.	Issuance of Letter of Confirmation	02	2	02	
10.	CDC	05	5	05	
11.	Salary Register	02	2	02	
12.	Biometric Attendance / Register	02	2	02	
13.	General Register Entries	02	2	02	
14.	Following University Fee Structure	02	2	02	
15.	Purchase Committee	02	2	02	
16.	Special Cell	02	2	02	
17.	Registered Alumni Association	02	2	02	
18.	Vivek Vahini	02	--	—	

Signature with Date
DR. B. N. Bhosale
 Principal,
 Prof. Sambhajirao Kadam College,
 Deur, Tal. Koregaon, Dist. Satara.

(7)

Prof. Sambhajirao Kadam College, Deur

Governor
 IQAC

Score	100	95	93
41. Store Room / Record Room	01	1	—
40. Reserve Funds	02	2	01
39. Complaint Box/es Maintained	02	2	02
38. Muster Roll, CL / DL / OD Folders Maintained	02	2	02
37. Rest Room / Changing Room for Peons	02	2	02
36. Electric Classroom Bell	02	2	02
35. Feedback Mechanism in Place	02	2	02
34. Photocopying Facility	02	2	02
33. Cheque Book Issue Register	02	2	02
32. Accession Register	02	2	02
31. Dead Stock Register	02	2	02
30. Scholarship Utilization Register	02	2	02
29. Fee Register	02	2	02
28. Cash Book and Ledgers	02	2	02
27. Budget Copies Maintained	02	2	02
26. Audit Reports Maintained	02	2	02
25. Student Council	02	00	—
24. Student's Development Cell	02	2	02
23. Anti-Ragging Cell	02	2	02
22. SGRC	02	2	02
21. ICC	02	2	02
20. Gymkhana Committee	02	2	02
19. Library Advisory Committee	02	2	02

**PROFORMA FOR
ACADEMIC AND ADMINISTRATIVE AUDIT (2020-21)**

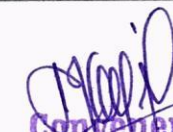
Part D: Academic Data (300 - Marks)

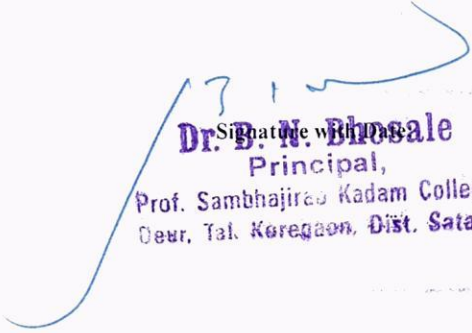
Sr. No.	Particulars	Allotted Max. Score	Self-Claimed Score	Verified Score	Remark
1.	Well Equipped Language Laboratory	05	5	05	
2.	Wall Papers by (Arts, Commerce Science) (One Score Each)	05	3	03	
3.	Use of ICT in TLE	10	10	10	
4.	Literary / Social Science Forum	05	5	04	
5.	Commerce Forum	05	5	05	
6.	Science Forum	05	5	05	
7.	Active MOUs (One Score Each)	10	10	10	
8.	Programme-Wise / Department-wise Books / Journals / Periodicals	05	5	05	
9.	Inter Library Loan / Library Linkages	05	5	05	
10.	Best Practices of the College (Two Score for Each Practice, Max 5)	10	10	10	
11.	Educational Tours	05	5	05	
12.	Industrial Visits	10	10	10	
13.	Student Participation in Research	05	5	05	
14.	Teacher Participation in Research	10	10	10	
15.	Research Publications by Staff	10	10	10	
16.	Guest Lectures (One Score Per Programme Per Lecture)	10	10	10	

17.	Parents Meetings	05	5	03	
18.	Alumni Meetings	05	5	05	
19.	Alumni Engagement	05	5	05	
20.	Organization of Seminars / Conferences	05	5	05	
21.	In Campus Placement Drives	05	5	03	
22.	Off Campus Placement Drives	05	5	03	
23.	Awards (Teachers, Students)	05	5	05	
24.	Well Equipped ICT Centre	05	5	03	
25.	On the Job Training	05	5	05	
26.	Organization of Seminars / Group Discussions / Projects	05	5	05	
27.	Virtual Class Rooms	05	5	03	
28.	Availability of LCD Projectors / Educational Gazettes	10	10	10	
29.	Well Equipped Science Laboratories	05	5	03	
30.	Common Facility Centre	05	5	03	
31.	Video Conferencing Facility/ Studio	05	5	03	
32.	Innovations / Innovative Projects: a. Bio-Gas Plant b. Water Management System c. Sewage Water Management d. Environmental Consciousness e. Safe Assembly Point	05	5	05	
33.	Project/s Under ISR	10	5	05	
34.	Observing No Vehicle Days	05	5	03	
35.	Functional Competitive Exam Centre	05	5	03	

36.	Availability of Vocational Courses	05	5	05	
37.	Active AMCs	10	10	07	
38.	Quality of the Exam Results	05	5	05	
39.	Participation in Cultural Activities	05	5	05	
40.	Participation in Sports Activities	05	5	05	
41.	Participation in Research Activities	05	5	03	
42.	Organization of Cultural Activities	05	5	03	
43.	Organization of Sports Activities	05	5	03	
44.	Organization of Research Activities	05	3	03	
45.	Annual Release of College Miscellany	05	5	05	
46.	Teacher Participation in RC/OC/STC	05	5	05	
47.	E-Content Development by Teachers	05	5	05	
48.	Observing Minimum Working Days	05	5	05	
49.	Teacher Participation in Evaluation / Assessment / CAP / Examination Work	05	5	05	
50.	Documentation	05	5	05	
Score		300	291	283	

Particulars	Part B	Part C	Part D	Total	%
		200	100	300	600
Claimed Score	185	95	291	571	95.16%
Verified Score	178	93	283	554	92.33%


Convener
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Dr. D. N. Bhosale
 Principal,
 Prof. Sambhajirao Kadam College,
 Deur, Tal. Koregaon, Dist. Satara.

ACADEMIC AND ADMINISTRATIVE AUDIT (2020-21)

Part E: Summary

S.N.	Name of the Assessor	Part B	Part C	Part D	Total
		200	100	300	600
1.	Prof. (Dr.) S. N. Ghatage	178	93	281	552
2.	Dr. D. S. Kale	176	94	285	555
3.	Dr. B. B. Jadhav	180	95	283	558

Average Score of the AAA	555
%	92.5 %

The AAA Committee, unanimously/by majority of opinion, states that the Academic Status of Shri Mudhaidevi Shikshan Sanstha's **Prof. Sambhajirao Kadam College, Deur (Dist. Satara)** affiliated to Shivaji University, Kolhapur appears to be:

Excellent

Gradation Chart:

Grade	% of Marks	Remarks
A	More than 80	Excellent
B	70 to 79	Good
C	60 to 69	Satisfactory
D	50 to 59	Poor
E	36 to 49	Very Poor
F	Less than 35	Not Assessed

Remark:

After interacting with all possible stake holders of the college and verifying the physical facilities and documents, the said AAA committee, in light of the above observations, states that the following efforts needs to be taken for the academic and administrative development.