

REPORT
ON
ACADEMIC AND ADMINISTRATIVE AUDIT
2013-14 TO 2015-16
SETH NARSINGDAS MOR COLLEGE OF ARTS AND
COMMERCE AND SMT G. D. SARAF SCIENCE
COLLEGE, TUMSAR, DIST BHANDARA (M.S.)



(Accredited with B grade, 2.79 CGPA by NAAC second cycle)

Email: principalsnmorcollege@rediffmail.com

College website: www.snmorcollege.org.in

1. ABOUT THE COLLEGE

Late Shri Manoharbai Patel, great visionary, philanthropist and educationalist who established the Gondia Education society, way back in the year 1958 in extreme west region of Vidharbha in the state of Maharashtra. SethNarsingdas Mor College of Arts, Commerce,Tumsar Dist Bhandara, is a part of this society, which was established in the year 1965 at Tumsar. In 1985 the science section was introduced and the college later was renamed as Seth Narsingdas Mor College of Arts, Commerce and Smt G D Saraf Science college. The college has completed 50 years of its noble service to the society by catering to the higher educational needs of rural and backward communities & recently celebrated Golden Jubilee of its inception in the year 2015. The college is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur and reaccredited by NACC in 2012 with CGPA of 2.79 on four-point scale at B Grade valid up to January 2018.

Internal Quality Assurance Cell (IQAC) is constituted in our college since back in 2004 and working to ensure the quality of institution at different levels of higher education. The IQAC is playing an important role in improving the quality of academic and administrative activities of the college. The monitoring and evaluation of the institutional process require a carefully structured independent system of review mechanism and therefore the IQAC of the college has decided to carry out the uncompromising quality assessment with the help of an **Internal Assessment committee** as the beginning of the process. The Academic and Administrative Audit Committee (AAAC) was constituted in **April 2015** and assigned the task of assessing the performance of academic and administrative units of the college. It is supposed to examine according to the methodology developed by AAAC giving certain scores to different academic and administrative unit key parameters. The advisory note of NAAC, Bengaluru was taken into account while finalizing the AAA system. It was also advised to give valuable suggestions required to achieve the remarkable academic standards in the college. It is expected from the committee to assess the academic, administrative, curricular, co-curricular and extra –curricular activities being carried out by all the faculties of the college.

2. PURPOSE & PROCESS OF THE AUDIT

The purpose of the Academic and Administrative Audit is to evaluate the performance of the college departments/cells and appreciate their achievements and give suggestions for further improvement of the quality of teaching and learning, research, administration, sports, curricular and co-curricular activities in the college. This committee will collect the information from the HODs/Directors/Coordinators, teaching and non-teaching faculties, Student representatives, Alumni association in-charge, Parent Teacher Association, NSS, NCC etc. Its appreciation and valuable suggestions boost the confidence of the faculties to enhance the quality of education.After validating the data, the committee will prepare a score card on the following points.

1. Availability of teaching and non-teaching faculty and Principal.
2. Infrastructural facilities available for carrying out academic and administrative activities.
3. Efforts taken for curricular development.
4. Research carried out by teacher. Research facilities and research output in the form of publications and patents.
5. Teaching methods adopted and use of ICT in teaching, learning process.
6. Feedback mechanisms
7. Faculty development, programs and outcomes of the department.
8. Strengths, Weaknesses. Opportunities and Challenges of the department.

9. Computer, internet, Wi-Fi and library facilities available.
10. Mentoring system, Introduction of Remedial classes, Bridge courses, Guidance for NET/SET and other competitive examinations.
11. Soft skill development and personality development activities.
12. Achievements of sports department.
13. Generation of funds and utilization.
14. Evaluation methods adopted for internal examinations.
15. Extension activities.
16. Awards and achievements of faculties.
17. Future plans of the department.
18. Future plans of college.

3. PLANNING KEY STEPS

Sr No	Particular of work	Probable month
1	Formation of AAAC	April 2015
2	Meeting of the AAA committee a. To discuss mechanism and working of AAAC b. To work out & develop format to collect information for AAA	August 2015
3	Collection of information from different departments and cells	August –December 2015
4	Visit of AAAC to departments and cells	Feb 2016
5	Evaluation of departments and cells performance in terms of score	Feb 2016
6	Completion of report on the basis of scores	Feb 2016
7	Preparation of Report	March 2016
8	Submission of report to IQAC	April 2016
9	Suggestions for further improvements to face NAAC	April 2016

4. METHODOLOGY

The Departments are expected to submit the necessary information in the Formats provided by the AAAC of the college. The information forms include all the aspects as per decided criteria in the meeting of AAAC. The information forms also includes the Faculty with Ph D and without Ph D in each department and their achievements, Ph D awarded in last 3 years, invitee teachers on clock hour basis, Departmental time table, Participation in extension activities/ member on different committees, Academic calendar, Record of orientation and Refresher course attended, MOU's, Publication of research paper and books, Departmental activities, Organized and attended of conferences, seminar and workshop etc, activities carried out, (National & International), participation of students in various activities (subject seminars, quiz, Swachh Bharat, Gender issue etc) and their achievements, the funds

generated by the faculty and the department, the purpose and the names of the funding agencies and duration of the project, recognized Ph D supervisors, no of teachers using ICT in the departments, research centres, student position of last 3 year (2013-14 to 2015-16), Individual faculty profile indicating their contribution in teaching, research and extension activities and their achievements, awards and prizes, the Industry and research centre visits, study tours, etc along with supporting data in the departments with minute book of departments, attendance and daily lesson plan books .

The Feedback systems in the college for different stakeholders on curricular developments, infrastructural facilities and performance of teachers. The information about consultancy services, collaborations with other reputed universities and institutions, placement records, students admitted (intake students) and their result analysis, mentoring system and financial support provided to students etc. should also be kept ready in departments for verification during the visit of AAA committee visit. Learning and program outcomes prepared by departments, number of certificate and diploma program introduced, number of teacher on various bodies of university, number of value added activities, action taken report of feedback by compliance committee, workshop /seminar on Intellectual property right (IPR), Industry –Academia innovative practices, no of classrooms, laboratories, purchase in last 3 years, computing equipment in departments, facilities in sports departments, no of seminar halls with ICT enabled facilities, Wi-Fi, infrastructural facilities, number of books purchased in library per year, e-sources of library, no. of scholarships, competitive exam and career counselling with placement guidance by college, mechanism of redressal of student grievances and anti-sexual harassment committee in the college, record of student progression and NET/SET qualifying, award in outstanding performance in sports, record of active student council- minute book, record of Alumni association, record of anti-ragging cell, record of each committee/cell with minutes of meeting, record of financial audits of college, availability of rain harvesting system, solar power plans, waste management and green practices structure, resources like physical facilities, ramps, rest rooms for teachers and students and facilities for differently allied students, organizations of national festivals and birth/death anniversaries of national leaders, best practices in college, transparency in academic/administrative activities, whether having LMC/CDC in college- with regular meetings. The tables for evaluation of the departmental activities and other parameters given above are prepared and are supposed to supply to departments and cells by AAAC. The AAAC will worked out the score from the information collected and assessment is made on the basis of given scores and accordingly the report will be submitted to IQAC. **The AAAC will undertake this exercise of doing the AAA once in three years.**

5. VISIT OF AAA COMMITTEE

The AAA committee will visit the academic and administrative units of the college as per the visit schedule (Feb 2016). The detailed visit schedule will be informed well in time to all the departments and administrative sections. During the visit to the departments, the HODs will make a brief presentation about the department on all aspects to the AAA committee. The committee then will interact with teaching and non-teaching staff. The faculties can interact with the committee and brief them about the innovative methods adopted in teaching and research and efforts taken for improving the quality. AAA committee will take the review of the data submitted by departments.

6. SUMMARY OF MARKS DISTRIBUTION FOR INSPECTION

Sr No	Criteria	Allotted Marks	Marks obtained
1	Governance and policy making	20	
2	Infrastructure and student Amenities	60	
3	Management of finance	20	
4	Administrative criteria	30	
5	Academic criteria	150	
	1. Accreditation	05	
	2. Human resource	25	
	3. Learning resources	10	
	4. Curriculum coverage	15	
	5. Faculty and student development	60	
	6. Results and placements	25	
	7. Extracurricular activities	10	
6	Socio-economic criteria	20	
	Total marks	300	

7. RECOMMENDATION OF THE ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE:

The academic and administrative status of the college will be decided as excellent/good/satisfactory/ poor/very poor as mentioned in the of following table,

Gradation of the college will be based on the marks obtained in the AAAC inspection			
Grade	Percentage of the marks obtained	Marks	Remarks
A	More than 70%	210	Excellent
B	Between 60 and 70%	180-210	Good
C	Between 50 and 60%	150-180	Satisfactory
D	Between 40 and 50%	120-150	Poor
E	Less than 40%	< 120	Very poor

The academic status of the college is recorded on the basis of score given above as Report Part A-Quantitative and Report Part B-Qualitative in words and the recommendations are made in this parts.

8. SUGGESTIONS OF THE ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE:

The suggestions for further improvement will be given in the light of the above observations and reports duly signed by members of AAA will be submitted to College administration and IQAC.

**SETH NARSINGDAS MOR COLLEGE OF ARTS, COMMERCE& SMT G D SARAF SCIENCE
COLLEGE, TUMSAR-441912, DIST BHANDARA (M S)
Academic and Administrative Audit
2013-14 to 2015-16
Report Part A**

1. Name of the college :

Seth Narsingdas Mor College of Arts & Commerce & Smt G D Saraf Science college, Tumsar, Dist Bhandara, Maharashtra

Year of establishment: 1965

Telephone: Office – 07183-233300, Principal: 07183-233301

E-mail ID principalsnmorcollege@rediffmail.com,

Website address: www.snmorcollege.org.in

Type of Institute/college: Co-Education, Location: Urban,

Status of University affiliation: Permanent, UGC 2f/12B approval: F No 1-1/2004 (CPP-I/C), 21 Feb 2011

Government aid/approval: Grant-in-Aid

Courses taught in college: 1. Arts 2. Commerce 3. Science

2. Name of the Trusty/Society: Gondia Education Society, Gondia, Maharashtra

Year of establishment: 1958, Telephone: 07182-252699

3. Academic and administrative Audit Committee

Sr No	Name	
1	Dr S P Pawar, Associate Prof	Convener
2	Dr P PDehliwal, Associate Prof	Member
3	Dr R K Dipte, Asst Prof	Member
4	Dr G G Baghmar, Asst Prof	Member
5	Mr V V Warhate, Asst Prof	Member

4. Members Interacted with:

Sr No	Member	Name
1	Principal	Dr C. B. Masram
2	Coordinator IQAC	Dr K. N. Sathwane
3	In charge Science Faculty	Dr B. R. Tembhone
4	In charge Arts faculty	Dr L. S. Agale
5	In charge Commerce Faculty	Dr M. T. Lambat
6	L M C member	Shri R. D. Ramteke

5. Details of Student Enrolled:

Level	Faculty	Year	Class	Male	Female	Total	Su b Total	Intake Capacity		
UG	Arts	2013-14	B A I	173	128	301	1042	420		
			B A II	41	55	96		320		
			B A III	22	34	56		320		
	Commerce		B Com I	105	102	207		240		
			B Com II	36	86	122		240		
			B ComIII	17	37	54		240		
	Science		B Sc I	23	97	120		120		
			B ScII	06	53	59		120		
			B Sc III	01	26	27		120		
		Total		424	618		2140			
		%		40.69%	59.31%		48.69%			
PG	Arts (Pol Sc)		M A I	04	17	21	125	120		
			M A II	02	09	11		120		
	Arts (Eco)		M A I	03	12	15		120		
			M A II	01	03	04		120		
	Com(Prof)		M Com I	17	34	51		120		
			M Com II	15	08	23		120		
	Total				42	83		125	125	720
				%		33.6%		66.4%		17.36%
			Total admitted students							1167
UG	Arts	2014-15	B A I	213	229	442	648	420		
			B A II	54	100	154		320		
			B A III	27	25	52		320		
	Commerce		B Com I	99	165	264	503	240		
			B Com II	63	92	155		240		
			B ComIII	25	59	84		240		
	Science		B Sc I	23	126	149	287	120		
			B ScII	14	89	103		120		
			B Sc III	3	32	35		120		
		Total		521	917		1438	2140		
				36.26%	63.74%		67.19%			
PG	Arts (Pol Sc)		M A I	01	15	16	27	120		
			M A II	-	11	11		120		
	Arts (Eco)		M A I	5	21	26	33	120		
			M A II	01	06	07		120		
	Com(Prof)		M Com I	26	24	50	85	120		
			M Com II	13	22	35		120		
		Total		46	99		145	720		
				31.72%	68.28%		20.13%			
	Total admitted students			567	1016		1583	2860		
UG	Arts	2015-16	B A I	239	210	449	740	420		
			B A II	73	119	192		320		
			B A III	32	67	99		320		

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	Commerce		B Com I	89	142	231	497	240
			B Com II	43	127	170		240
			B Com III	35	61	96		240
	Science		B Sc I	19	124	143	348	120
			B Sc II	15	121	136		120
			B Sc III	7	62	69		120
		Total		552	1033		1585	2140
		%		34.82%	65.18%		74.06%	
PG	Arts (Pol Sc)		M A I	9	23	32	48	120
			M A II	2	14	16		120
	Arts (Eco)		M A I	1	11	12	18	120
			M A II	1	5	6		120
	Com(Prof)		M Com I	16	26	42	48	120
			M Com II	2	4	6		120
				31	83		114	720
Total				27.19%	72.81%		15.83%	
	Total admitted students			583	1116		1699	2860

Year wise admitted students in UG and PG with Capacity

Year/session	Male	Female	Total	% to total capacity	Capacity
UG 2013-14	424	618	1042	48.69	2140
2014-15	521	917	1438	67.19	2140
2015-16	552	1033	1585	74.06	2140
PG 2013-14	42	83	125	17.36	720
2014-15	46	99	145	20.13	720
2015-16	31	83	114	15.83	720

6. CRITERIA I: GOVERNANCE & POLICY MAKING (Total Marks 20)

Sr No	Particular	Observation Yes/No	Mark Allotted	Marks obtained
1	LMC in place	Yes	2	2
		No	0	-
2	LMC - with two meeting every year	Yes	2	2
		No	0	-
3	Officers addressing RTI issue	Yes	1	1
		No	0	-
4	Anti-ragging committee	Yes	1	1
		No	0	-
5	Sexual harassment prevention committee	Yes	1	1
		No	-	-
6	IQAC	Yes	1	1
		No	-	-
7	Whether AQAR send regularly	Yes	1	1
		No	-	-
8	AAAC	Yes	2	2
		No	-	-
9	Grievance Reddressal Committee	Yes	1	1

		No	-	-
10	Purchase committee	Yes	1	1
		No	-	-
11	Student Representative Council (SRC)	Yes	1	1
		No	-	-
12	Minutes of SRC	Yes	1	1
		No	-	-
13	Library committee	Yes	1	1
		No	-	-
14	Teachers council(staff Council)	Yes	1	1
		No	0	0
15	Vision,Mission & Goals	Yes	3	3
		No	0	-
	Total		20	20

7. CRITERIA II: INFRASTRUCTURE & STUDENT AMENITIES (Total Marks 60)

Sr No	Particular	Observation Yes/No	Mark Allotted	Marks obtained
1	Built up area as per University/Govt norms	As per norms	3	3
		75% of norms	2	-
		Less than 75%	1	-
2	Adequate furnished class rooms As per strength Available --20	Above 75%	2	2
		Below 75%	1	-
3	No and size of laboratories as per Required of size Available no. 09	Above 75%	3	3
		50-75%	2	-
		Below 50%	1	-
4	Adequacy of laboratory Equipment as per curriculum	Above 80%	3	3
		60-80%	2	-
		Below 60%	1	-
5	Number of books added in Library during last 3 years	Above 1000	3	3
		500-1000	2	-
		Less than 500	1	-
6	International Journals subscribed (hard copy)	1-5	1	-
		Below 5	0	0
7	National journals subscribed (hard copy)	5-10	1	1
		Below 5	0	-
8	Daily Library usage (% of students + teachers book transaction & reading room entry) out of total students + teachers	More than 20%	2	-
		15-20 %	1	1
		Less than 15%	0	-
9	Open access facility for student	Yes	1	1
		No	0	-
10	Reading room	Yes	1	1
		No	0	-
11	Study tours/visits organized during last 3 years	5-8	2	2
		1-4	1	-

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		Nil	0	-
12	Principal cabin	Yes	2	2
		No	0	-
13	Girls common room	Yes	1	1
		No	0	0
14	Boys common room	Yes	1	-
		No	0	0
15	Well-furnished staff room	Yes	1	1
		No	0	0
16	Strong room	Yes	1	1
		No	0	-
17	Store room/ chemical store room	Yes	1	1
		No	0	-
18	Gymkhana	Yes	1	1
		No	0	-
19	Auditorium	Yes	1	-
		No	0	0
20	Girls hostel	Yes	1	-
		No	0	0
21	Boys Hostel	Yes	1	-
		No	0	0
22	Principal Quarter within campus/Nearby college	Yes	1	-
		No	0	0
23	Adequacy of toilets for girls	Yes	1	1
		No	0	-
24	Adequacy of toilets for boys	Yes	1	1
		No	0	0
25	Adequacy of toilets for staff	Yes	1	1
		No	0	-
26	Playground(own)	Yes	1	1
		No	0	-
27	Reprographic facility	Yes	1	1
		No	0	-
28	Digital library facility	Yes	1	-
		No	0	0
29	Interne facility for staff	Yes	1	1
		No	0	0
30	Interne facility for student	Yes	1	-
		No	0	0
31	Departmental library	Yes	1	1
		No	0	-
32	Computer facility as per syllabus	Yes	1	1
		No	0	0
33	Cafeteria	Yes	1	1
		No	0	-
34	Guest house	Yes	1	1
		No	0	-
35	Virtual class room	Yes	1	-
		No	0	0
36	Health facility with first aid	Yes	1	1

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	(In sports dept.)	No	0	-
37	Career guidance cell	Yes	1	1
		No	0	-
38	Facility of competition exam cell	Yes	1	1
		No	0	-
39	Placement cell	Yes	1	1
		No	0	-
40	Teacher Parent association	Yes	1	1
		No	0	-
41	Group Insurance facility for student	Yes	1	1
		No	0	0
42	NSS facility	Yes	1	1
		No	0	-
43	NCC facility	Yes	1	1
		No	0	-
44	Indoor outdoor games facility	Yes	1	1
		No	0	-
45	Wi-Fi facility	Yes	1	-
		No	0	0
Total			60	46

8. CRITERIA III: MANAGEMENT OF FINANCE(Total Marks 20)

Sr No	Particular	Observation Yes/No	Mark Allotted	Marks obtained
1	Annual budget	Yes	1	1
		No	0	-
2	Execution of budget	Expenses as per budget	2	2
		Less than budget	1	-
3	Receipt & payment account	Yes	1	1
		No	0	-
4	Income and expenditure	Yes	1	1
		No	0	-
5	Balance sheet	Yes	1	1
		No	0	-
6	Cash book	Yes	1	1
		No	0	-
7	Ledger	Yes	1	1
		No	0	-
8	Backward class scholarship record	Yes	1	1
		No	0	-
9	Student fees register	Yes	1	1
		No	0	0
10	Dead stock register	Yes	1	1
		No	0	-
11	Accession register	Yes	1	1
		No	0	-
12	Audit report	Yes	1	1
		No	0	-

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13	Compliance of audit report	Yes	1	1
		No	0	-
14	Scholarship distributed to the student in time	Yes	1	1
		No	0	-
15	Whether the receipt of Gymkhana fees is fully utilized for the same (charge no fee)	Yes	2	2
		No	0	-
16	Whether receipt of student aid fund fees is fully utilized for the same	Yes	2	2
		No	0	-
Total			20	19

9. CRITERIA IV: ADMINISTRATION (Total Marks 30)

Sr No	Particular	Observation Yes/No	Mark Allotted	Marks obtained
1	Academic calendar	Yes	1	1
		No	0	-
2	Administrative meetings	Yes	1	1
		No	0	-
3	Division of work	Yes	1	1
		No	0	-
4	Teaching plan	Yes	1	1
		No	0	-
5	Office atomization	Yes	2	2
		No	0	-
6	Appointment letters given to all teaching and non- teaching staff	Yes	2	2
		No	0	-
7	Service book record of all staff is updated and maintained in duplicate (Duplicate copy issued on demand)	Yes	2	2
		No	0	-
8	Amount toward GPF/CPF of staff is deposited with concerned office	Yes	2	2
		No	0	-
9	Provision for gratuity of all staff is made by Govt	Yes	2	2
		No	0	-
10	Amount of income tax and professional tax deposited regularly to concern office	Yes	2	2
		No	0	-
11	Whether the fees charged as per university and Govt norms	Yes	2	2
		No	0	-
12	Education facility in the college	UG,PG and research	3	-
		UG,PG	2	2
		UG	1	-
13	Education stream available in the college	Multi faculty	3	3
		Two faculty	2	-
		Single faculty	1	-
14	Total strength of the college	Above 2000	3	-
		500-2000	2	2

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		Below 500	1	-
15	Whether student general register is maintained	Yes	1	1
		No	0	-
16	Whether seniority list of the teaching staff is maintained and updated	Yes	1	1
		No	0	-
17	Whether seniority list of the non-teaching staff is maintained and updated	Yes	1	1
		No	0	-
	Total		30	28

10. CRITERIA V: ACADEMIC ACTIVITIES (Total marks 150)

Sr No	Particular	Observation	Mark Allotted	Marks obtained
A	ACCREDITATION (5 Marks)			
1	Accreditation by NAAC	Reaccreditation	5	5
		Accreditation	3	-
		Fresh applied	1	-
		Not applied	0	-
	Total	5	5	
B	HUMAN RESOURCE (25 Marks)			
1	Principal	Regular	4	4
		In-charge (Approved)	2	-
		In-charge (Unapproved)	0	-
2	Physical Director	Regular	1	1
		In-charge (Unapproved)	0	-
3	Number of regular faculty as per university approved workload Required – 54 Available – 38 2015-16 (position) Vacant-16	100%	6	-
		80-100%	4	-
		60-80%	2	2
		40-60%	1	-
		Below 40%	0	-
4	Whether the post of registrar/office superintendent is approved/and filled	Yes	2	-
		No	0	0
5	Number of approved Non-teaching staff Post – 31 Available -18 2015-16 (position)	100%	4	-
		80-100%	3	-
		60-80%	2	-
		40-60%	1	1
		Below 40%	0	-
6	Percentage of teachers with Ph D qualification Ph D = 18	Above 40%	4	4
		31-40%	3	-
		21-30%	2	-

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	(Total-38	Up to 20%	1	-	
		Nil	0	-	
7	Percentage of teachers with M Phil/SET/NET qualification (Excluding Ph D) Number-- 11	Above 40%	4	-	
		31-40 %	3	-	
		21-30%	2	2	
		Up to 20%	1	-	
		Nil	0	-	
	Total		25	19	
C	LEARNING RESOURCES (10 Marks)				
1	No of LCD projectors	>5	5	-	
		4	4	-	
		3	3	-	
		2	2	2	
		1	1	-	
		Nil	0	-	
2	Faculties self-developed/readymade PPT/Flash presentation as a teaching aid	More than 50%	5	5	
		25-49%	3	-	
		Less than 25%	1	-	
		Nil	0	-	
	Total		10	7	
D	CURRICULUM COVERAGE (15 Marks)				
1	Curriculum covered 1.No of lectures covered (Max 5M) 2. Theory subject lesson plan prepared & followed (Max 5 M) 3. Industry study tour /practical plan prepared and followed (Max 5M) 4. Student feedback about satisfactory coverage of curriculum (Max 5M)	100%	10	10	
		75-100%	8	-	
		60-75%	5	-	
		Less than 60%	0	-	
2	Attendance: Average attendance of theory, practical, and all periodic tests theory and practical	Above 90%	3	-	
		75-90%	2	2	
		Below 75%	0	-	
3	Assessment of students before university examination	Conducted	2	2	
		Few items conducted	1	-	
		No conducted	0	-	
	Total		15	14	
E	FACULTY AND STUDENT DEVELOPMENT (60 Marks)				
1	Major research project completed in last 3 years	3 or more	3	-	
		2	2	-	
		1	1	-	
		Nil	0	0	

Academic and Administrative Audit 2013-14 to 2015-16

2	Major research project undertaken in last 3 years	3 or more	3	-	
		2	2	-	
		1	1	-	
		Nil	0	0	
3	Minor research project completed in last 3 years	4 or more	2	2	
		Between 1-3	1	-	
		Nil	0	-	
4	Minor research project undertaken in last 3 years	4 or more	2	-	
		Between 1-3	1	1	
		Nil	0	-	
5	No of research publications in National/International journals with ISSN number during last 3 years	15 & more	10	10	
		10-14	5	-	
		Less than 10	2	-	
		Nil	0	-	
6	No of faculty presented papers in symposium/workshop/conference/seminar in last 3 years	15 or more	5	5	
		Between 10-14	3	-	
		Less than 10	1	-	
		Nil	0	-	
7	Books published with/without ISBN/in last 3 years	6 or more	3	3	-
		Between 1-5	2	-	
		Nil	0	-	
8	No. of consultancy undertaken during last 3 years	6 or more	3	-	
		Between 1-6	2	-	
		Nil	0	0	
9	No of faculties contributed as resource persons at QIP/symposium/workshop/conf/seminar in last 3 years	10 or more	3	-	
		Between 5-9	2	2	
		Less than 5	0	0	
10	No of faculties participated in QIP/symposium/workshop/conf/seminar in last 3 years	15 or more	3	3	
		Between 10-14	2	-	
		Below 10	0	-	
11	No of faculties deputed for improvement of academic qualification during last 3 years	10% or more	3	-	
		Less than 10%	2	-	
		Nil	0	0	
12	No. of QIP/symposium/workshop/conf//sem.organized at Int/national/state/regional/university level in last 3 years	9 or more	5	-	
		Between 6-9	3	-	
		Between 1-6	2	2	
		Nil	0	-	
13	Experts lectures organized in the college during last 3 years	12 or more	5	5	
		Between 10-12	4	-	
		Between 7-9	3	-	
		Between 4-6	2	-	
		Between 1-3	1	-	
		Nil	0	-	
14	No of faculties received International/national/state/university level/research awards	3 or more	5	-	
		2	3	3	
		1	2	-	

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	in last 3 years	Nil	0	-	
15	No of personality development programmes organized for student in last 3 years	9 or more	5	5	
		Between 6 -9	3	-	
		Between 1-3	2	-	
		Nil	0	-	
	Total		60	41	
F	RESULT AND PLACEMENTS (25 Marks)				
1	No of students in university merit list in final year in last 3 years	3 or more	3	3	
		2	2	-	
		1	1	-	
		Nil	0		
2	No of student passed in first class and above in final year	Above 60%	2	-	
		Between 30-60%	1	-	
		Below 30%	0	0	
3	Average result of final year of last 3 year	Above 90%	3	-	
		Between 75-90%	2	-	
		Between 60-75%	1	-	
		Less than 60%	0	0	
4	Campus placement of final year of last 3 years	Above 30%	3	-	
		Between 20-30%	2	-	
		Below 20%	1	-	
		Nil	0	0	
5	Student going for higher education during last 3 years	Above 70%	3	-	
		Between 50-70%	2	-	
		Below 50%	1	1	
		Nil	0	-	
6	Faculty recognition for guiding research (M Phil/Ph D)	5 or more	3	3	
		Between 3-5	2	-	
		Between 1-2	1	-	
		Nil	0	-	
7	Awards and recognition received for extension activities during last 3 years by the college	Yes	2	-	
		No	0	0	
8	Awards and recognition for extension activities during last 3 years by the faculty	Yes	2	-	
		No	0	0	
9	Awards and recognition for extension activities during last 3 years by the students	Yes	2	2	
		No	0	-	
	Total		25	09	
G	EXTRACURRICULAR ACTIVITIES (10 Marks)				
1	Sports competition organized at National /statelevel in last 3 years	Yes	1	-	
		No	0	0	
2	Sports competition organized at college level in last 3 years	Yes	1	1	
		No	0	-	
3	Organization of	Yes	2	2	

	state/university/district level quiz/elocution competition in last 3 years	No	0	-	
4	Organization of youth festival at university level events during last 3 years	Yes	2	-	
		No	0	0	
5	Organization of district level NCC/NSS camps in last 3 year	Yes	1	-	
		No	0	0	
6	Organization of yearly outreach NCC/NSS camps in last 3 year	Yes	1	1	
		No	0	-	
5	Organization of inter zonal /zonal sports competition during last 3 years	Yes	2	2	
		No	0	-	
	Total		10	6	
	All Total		150	81	

11. CRITERIA VI: SOCIO-ECONOMIC ACTIVITIES (20 Marks)

Sr No	Particular	Observation Yes/No	Mark Allotted	Marks obtained
1	Whether Alumni association exist or not ?	Registered	4	-
		Unregistered	2	2
		Not existing	0	-
2	Alumni meet organized once in a year	Yes	2	2
		No	0	-
3	Contribution of Alumni in development of college (Expert lectures/placements/funding /sponsorship etc)	Multiple activities	4	4
		Single activity	2	-
		No activity	0	-
4	No. of MOU with industry, govt., NGO, any other organization	3 or more	5	-
		Between 1-2	2	2
		Nil	0	-
5	College organized blood donation camp during last 3 years	2 or more	2	2
		1	1	-
		Nil	0	-
6	No programmes organized for environmental awareness	3	3	3
		2	2	-
		1	1	-
		Nil	0	-
7	Total		20	15

12. SUMMARY OF MARKS OBTAINED

Sr No	Criteria	Allotted Marks	Marks obtained
1	Governance and policy making	20	20
2	Infrastructure and student Amenities	60	46
3	Management of finance	20	19
4	Administrative criteria	30	28
5	Academic criteria	150	
	8. Accreditation	05	05
	9. Human resource	25	19
	10. Learning resources	10	07
	11. Curriculum coverage	15	14
	12. Faculty and student development	60	41
	13. Results and placements	25	09
	14. Extracurricular activities	10	06
6	Socio-economic criteria	20	15
	Total marks	300	229

**SETH NARSINGDAS MOR COLLEGE OF ARTS, COMMERCE & SMT G D SARAF SCIENCE
COLLEGE, TUMSAR-441912, DIST BHANDARA (M S)
Academic and Administrative Audit
Report Part B
2013-14 to 2015-16**

The AAAC visited various departments, committees and cells of the college during 10th to 20th Feb 2016 on the basis of formats supplied and information was collected from 2013 to 2016. The AAAC interacted with HOD's, faculty in charges, and other supporting staff. In performing AAA, committee stick to the parameters in the process to identify the strength and weakness of the college. The AAAC of the college comprising of following members

1. Dr S P Pawar, Convenor
2. Dr P PDehliwal Member
3. Dr R K Dipte, „
4. Dr G P Baghmar „
5. Mr V VWarhate „

The aim of the committee was to perform the academic and administrative audit of the college; it was also informed to consider itself as a pre-NAAC preparation to identify the strength and weakness of the college.

The Gondia Education society, Gondia , Maharashtra was established in 1958 and the Seth Narsingdas Mor College of Arts, Commerce and Smt G D Saraf Science College, Tumsar is a part of this Education Society established in 1965. In 1985, the science section was introduced and the college latter was renamed as above. In 2016, college completed 50 years of its service in the field of higher education & celebrated Golden jubilee of its establishment. The college is covered under 2(f) and 12 (B) of UGC act and it is affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur, Maharashtra.

The college is situated in semi-urban area surrounded by many villages. Most of the students of the college are from these villages. They reach to the college by state govt transport bus or by their own bicycles. The area of the college 4.38 acres and the built up area is 2595.7-meter square. The college is functioning with 38 (> 70% of total post 54)) permanent faculty members and 28 invitee teachers. Among the permanent faculties, 18 are Ph D holders. These are supported by other 20 qualified teaching faculties. The college has been catering the higher education to the students of Tumsar town and neighbouring about 50 villages and students in the outskirt area of Tumsar taluka. The college conducts 03 programme at undergraduate and 03 are at post graduate level. The college has been reaccredited (2nd cycle) with B grade in 2012 by NAAC with 2.79 CGPA. The college is preparing to face 3rd cycle of accreditation which is due in Jan 2018.

The AAAC considered the issues involved in conducting the AAA and agreed to adopt the following six criteria framework for carrying out their work. Accordingly, the observations, bindings and analysis were grouped under following heads,

1. Governance and policy making
2. Infrastructure and student Amenities
3. Management and finance
4. Administration
5. Academic criteria

- I. Accreditation
- II. Human resource
- III. Learning resources
- IV. Curriculum coverage
- V. Faculty and student development
- VI. Result and placements
- VII. Extracurricular activities

6. Socio-economic criteria

1. Governance and policy making

The college has a defined vision, mission and goal that is clearly spelled out to the students on the website and premises of the college. The college has an LMC and it calls on regular meeting to discuss different issues like admission, infrastructure, IQAC, new purchases, budgets, etc. The college organizes two meetings in a year for the purpose. The college officer addressing RTI issues has maintained the record of such issues in the college and names are displayed in front of the office. The college has constituted the Anti-ragging Committee and students are informed regularly to adhere by college rules and monitored the academic activities by vigilance committee. There is a Grievance Redressal Committee which is entrusted with the authority to mediate any type of grievances raised by students. The sexual harassment prevention committee is in place and accept the grievances of girl students and employee and make sure that there is no such case is recorded. The S R C is regularly formed under the notifications of affiliated university and takes care of student representations in different activities of the college. The college has sent the AQAR from 2012-13 to 2015-16 to NAAC. Every year college conducts two meetings of Teachers (staff) council and maintains the minute book of approved decisions. The new purchases in the college are monitored by purchase committee duly sanction by LMC. Following the spirit of NAAC methodology, the college has late constituted on IQAC with Principal, Coordinator and some teachers. IQAC has been meeting periodically to review the academic and other support activities taking place and offering suggestions in its meetings. There suggestions and plans are informed and incorporated practically and regularly. The Library committee looks after the matter related with distribution of books, purchase of books, management of library, reading facilities for students, online availability of books etc.

2. Infrastructure and student Amenities

The college is growing in a systematic manner over the years keeping in view the educational need of the area and added the courses time to time. The college ensures the best infrastructure facilities for all type of students. The ramps are provided for differently abled students. The college has campus of 4.38 acres with required build up facilities of 2595.7 square meters. The college has 20 class rooms and 09 laboratories with adequacy of equipment as per curriculum. The central library has about 50,000 of books and it has purchased more than 1000 books during 2012-13 to 2015-16. Library becomes a member of INFIBNET having access to many books and e-journals. It has subscribed more than 10 national journals for teaching staff. The daily usage of the library is about 15% and provides previous question papers to students with books. Two separate nodes for NET facility as an open

access for the students and teachers are available with a reading room. The college has separate Principal cabin, Girls common room, common staff room with separate departments for some subjects, strong room for office document and chemical store room, Gymkhana, conference hall, adequacy of toilets for girls, boys and staff members, own playground with outdoor games, Reprographic facility, computer facility for students, canteen, Guest house, health facility for student and staff as first aid are available at sports department. The career guidance & placement cell is in place and guidance for competitive examinations & information about off institute placements are provided by it. The group insurance for students, NCC and NSS facilities are available in college and NSS has been organizing continuous and different campus and outreach activities. Internet facility is available in the college campus. The college publishes prospectus every year which provides information about courses, admission procedure and fees, rules and regulations, scholarships, faculty details etc.

3. Management and finance

The section handling the financial matter is in place in the college. This section works under the supervision of the Principal and account department of the office. They are entrusted with the task of planning and execution of decisions approved in the LMC/CDC of the college regarding financial and administrative matter. The LMC/CDC of the college keeps vigil and takes care of the proper spending of the grants and earnings & allocations to various heads under which money is deposited in college account from student, university and govt. These heads are related to salary disbursement of teaching and nonteaching staff, expenses on different needs in the college, purchases of stationary and other goods in the college, expenses on books, laboratory expenses, sports equipment, maintenance of building, grounds and college premises, TA/DA to teaching and nonteaching staff, allocation of grants received from state and central govt, grants received from UGC and other agencies for academic projects and activities like conferences, seminar and workshops, grants received for University examinations, etc.

It is observed by the AAAC that annual budget prepared in LMC /CDC yearly and executed systematically by college account section under the supervision of the Principal. The account section has prepared the receipt and payment account, Income and expenditure, balance sheet, cash book, ledger every year from 2012-13 to 2015-16. The scholarships of backward class students are separately handled by the concerned clerk of the administrative office. Office has maintained the year wise record and all the scholarships are disbursed according to govt rules and regulations. The student fees register, dead stock register, accession register, are in place and maintained year wise under the supervision of Principal. The college gives the compliance report of audit and the record is maintained. It is seen that the receipts of student aid fund are used for the same purpose.

4. Administration

An academic calendar of the college is prepared by following the academic calendar of the affiliated University before the commencement of the academic session and departments also follow the same to prepare their departmental calendars with little freedom. The work diary is maintained by every faculty member of the college. The different types of college works are distributed among the teachers in the staff council meeting in the beginning of academic session and in charges are deputed for the activities like NSS, NSS, etc. The different issues like admission procedure, results, regular classes,

sanitation problems, etc have been discussed. The minute book has been maintained and kept with staff council secretary. The different committees are also formed in same meeting for different support activities. All the teachers have followed the departmental academic calendar for preparing regular teaching plans and academic activities. The office is atomized and most off the works are done by computer help. The attendance of staff is taken by using biometric machine. The appointment letters are issued to all teaching and nonteaching staff and their service books are updated regularly and seniority list is in place. The principal distributes the office work among nonteaching staff by taking separate meeting and regular vigil was kept on routine work. The duplicate copy issues to the staff members on their demand. The appointment letters are issued to all teaching and non-teaching staff members. The office has deposited the GPF/CPF of staff towards concerning office of higher education and provision of gratuity of all staff is made by govt. The amount of income tax of each staff is calculated and found that it is deposited in concerning office regularly. The fees of the students have been charged as per the university and govt rules. The multi faculty streams are available in the college and offer higher education at undergraduate (B. A., B. Com. and B. Sc.) and post graduate (M. A. Pol sci, M. A. Eco, and M. Com. Prof) education facilities & college is only institute in area offering post graduation courses. The total strength of college is about 1700 (2015-16) and student general admission register is maintained and is in place. The HODs of various departments look after their departmental activities. The college is under CCTV surveillance for 24 hours. The vigilance committee of the college is in place and works for the purpose and gives feedback to principal of the college. The feedback committee of the college is in place and every year feedback is taken from the stakeholders like students, alumni, parents, employers on curriculum, college infrastructure, teaching learning, library issues, etc. The feedback has been analysed and put for the discussion in IQAC and accordingly informed to head of the institution.

5. Academic criterion

I. Accreditation

The college has been reaccredited (2nd cycle) with B grade in 2012 by NAAC with 2.79 CGPA and the college is prepared for 3rd cycle of reaccreditation which is due in Jan 2018.

II. Human resource

The college has regular Principal with 38 regular approved faculty members by affiliated university including director of physical education. While 16 posts are vacant as per position of 2016 and 18 supporting staff with 13 vacant posts. There are 18 teachers with Ph D qualification out of 38 and the percentage is more than 40 and teachers with M Phil/SET/NET excluding Ph D & percentage is 30. There are 28 invitee teachers are working in different departments.

III. Learning resources

The college is aiming to focus on improving teaching learning quality continuously. The faculty members are using different means in their teaching process like OHP, LCD projectors, charts, tables etc. Few departments are showing documentary to achieve the goals in their teaching. Most of teachers are also using self developed or readymade PPT as a teaching aid. There are 2 LCD projectors fixed in different rooms. Teachers often use these LCD's as per their requirements. The Well-equipped laboratories are available for practical works.

IV Curriculum coverage

Being the affiliated college, the institute implements the curriculum prescribed by R T M Nagpur University. For effective implementation of the curriculum, the following process is developed and employed. At the outset, the Principal of the college conducts meeting of staff council with all the teachers of the various departments to develop strategies for effective implementation of the curriculum.

The time table committee prepares faculty wise time table and displays it on the notice board in the beginning of session. The heads of various departments distribute the work load and prepare the departmental time table in the meeting of department accordingly. The teachers prepare the teaching plan and cover allotted periods in total. Teachers are encouraged to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars and industrial visits besides the regular/traditional chalk and talk methods.

The departments arrange study tours regularly. The average attendance of the students in theory and practical periods is more than 75% & the internal assessment is conducted by unit tests, projects, home assignments and viva- voce on projects before university examinations.

V Faculty and student development

The college established a research promotion cell early in 2005. It was formerly called as research cell. This cell promotes the activities for student and teacher development. Teachers are taking the guidance and help provided by cell to prepare the minor and major research projects. The faculties have completed more than **four** minor research projects during last three years and **one** project is ongoing. Efforts are made to inculcate the research attitude in graduating the students through projects and seminars suggested by the cell. The cell is equipped with internet and computing facility which helps the teacher community in the college to search the activities like conferences, seminars and workshops for teachers. The cell provides information and assistance to faculty members to secure external funding to initiate project proposals for research projects and to organize seminars and conferences in the college. The faculty members regularly publish their research works in national and international journals and proceeding of the conferences. The text books with ISBN are also authored by some faculty members of arts, commerce and science faculty. Some faculty members also have participated as a resource person in national conferences and workshops. The teachers of the college are encouraged for updating their knowledge and professional skill by participating in national and international conferences, seminars, orientation and refresher courses, workshops and to get training of teaching skills. The research cell continuously guides and assists teachers for higher studies like Ph D. S P Pawar, Dept of Mathematics, Ku K Klende, commerce and Ku B D Katekhaye, Home economics achieved Ph D degree in last three years. Dr J V Gadpayle, Asst Prof, Dept of Botany have received Dr T R Sahu award from IAAT in 2013-14 for finding of new species in plant and Dr R J Bhagat, Dept of Sociology has received the best research paper award by Maharashtra Samajshattra Parishad, state level conference in 2013-14. The department of sociology runs the research methodology course and publish the UGC listed journal 'Social issues and problems' quarterly. The departments organize guest lectures on various topics as co-curricular activities for students & some department present wall posters. The seminars & study tours for students are also the part of student development activity in the college.

VI. Result and placements

The overall university result of final year of all faculties is less than 60% for 2013-2016 with three students of M Com stood in merit list of university. The college has no mechanism to get the detail information about students going to higher education but departments from their own sources collect it and it is found less than 50%. There are seven teachers in the college who are recognized Ph D supervisors of R T M Nagpur University. The students of the college regularly participate in extension activities organized by other college/govt organizations and some student has received the awards also. The college, through its guidance and placement cell, organizes guidance for different types of examinations like MPSC, UPSC in cooperation with NGOs working in the field and regularly display the placement information on notice boards and promotes for off institute placements. The cell has recorded such placements of students and departments also prepare such list at their level. The departments have prepared annual reports and included result analysis of their subjects. Some departments have very good results in final university examinations, Zoology 90%, Chemistry 75%, Home economics 68.5%, Sociology 77.5%, Geography 89.65%, Economics 87.09%, political Science 78.57%, Marathi 81.70 in academic session 2015-16.

VII. Extracurricular Activities

The college has a good sports department and regular practice of different indoor and outdoor games has been done. The sports department prepare calendar of its activities and events daily and weekly for smooth running of department. The department organizes sport competition at college level during 'college sports and cultural meet' and prizes and certificates are given to winners. The department organized inter zonal sports competitions. On the eve of Golden jubilee celebration of college in 2015, the college has organized university level **Inter Collegiate Cultural Activities**. This department has organized University zone sports and college students regularly participate in sports at different level. Some students of college have participated in all India University competitions for Taekwondo, Fencing, Boxing, Wrestling and cricket. This is a big achievement of the sports department of college. The faculties/departments of the college form their associations/societies & organize guest lectures, seminars, quiz, wall posters, etc as extracurricular activities. In 'college sports and cultural meet', college organizes quiz competition. The home economics department has organised badges, rakhi and washing powder making activities for girl students. The college uses the badges made by department in different activities of college. The NSS organizes outreach camps yearly & conducts various social activities, competitions, lectures of resource person, documentary films involving local youths in the activities.

6. Socio-economic criteria

The Alumni Association of the college has been working in the college since 2005. The association has pointed out the distinguished alumni of the college working in different field of society. Though association is not registered yet but it is active and organised regular meeting of office bearers to organize activities and increase the registrations. Alumni take part in activities of the college and provide all possible help. In the Golden Jubilee celebration of the college, association came forward and published the Alumni Directory which helps to interact with them. The college organizes alumni meet every year and involve in multiple activities of college. The college has organized blood donation camp every year and it is one of the best activities of college. The NCC department hosts the organization of this activity in

collaboration with local general hospital. NCC keeps the records of blood groups with donor and provides the help to needy. Two department of the college have established the formal MOU's with other institutes for faculty development and research in 2015 and started the work on this platform. The college organizes environmental awareness activities every year.

RECOMMENDATION OF THE ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE

The academic and administrative committee unanimously states that the academic status (2013-14 to 2015-16) of the Seth Narsingdas Mor College of Arts and Commerce & Smt G. D. Saraf Science College, Tumsar-441912 is *EXCELLENT* on the basis of observations and the score achieved.

RECOMMENDATIONS FOR FURTHER QUALITY ENHANCEMENT OF THE COLLEGE

- Academic facilities of the college are good enough to start PG courses in Science faculty.
- There are 18 Ph D supervisors hence college may take initiative to start research centers.
- To encourage teacher for Major research projects.
- To strengthen ICT interface for making teaching learning process effective.
- To encourage staff for consultancy work.
- To start effort for campus placement.
- It suggested for subscribing International journals in library & making additional efforts to increase daily usage rate of students.
- Number of LCD should be increased & initiate for virtual class rooms.
- To encourage staff to organize national and international conference/seminar/workshop & strategy need to be worked out to seek the financial aid from funding agencies.
- National level sports events should be organize & make the arrangements for indoor games and provisions for special coaching in some games be initiated.
- Focus to increase the strength of PG courses.
- To encourage the language teachers for visits to libraries and museums.
- To encourage Faculty to go for membership of different bodies.
- Computer student ratio should be increased.
- Student progression towards higher education must be recorded systematically.
- Faculty members are advice to publish at least one paper a year in a referred journal.
- Number of Short term courses should be increased.

Dr S P Pawar

Convener

Dr P P Dehliwal

Member

Dr R K Dipte

”

Dr G P Baghmar

”

Mr V V Warhate

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The image shows five handwritten signatures in blue ink, each on a dotted line. The signatures are: 1. S.P. Pawar (Convener), 2. P.P. Dehliwal (Member), 3. R.K. Dipte, 4. G.P. Baghmar, and 5. V.V. Warhate. The signatures are arranged vertically on the right side of the page.

Date: 25.04.2016

Tumsar