

MIT | **Arts, Commerce & Science College**

**Maharashtra Academy of Engineering and
Educational Research's**

MIT Arts, Commerce and Science College,

Alandi (D) – 412 105.

< Academic and Administrative Audit >

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**Maharashtra Academy of Engineering and
Educational Research's**

MIT Arts, Commerce and Science College,

Alandi (D) – 412 105.

< Academic and Administrative Audit - External >

Date: 18/12/2017

To:

CEDA,

Pune.

Sub: Submission of Academic and Administrative Audit report for the Academic year
2015-16 And 2016-17.

It is our privilege to submit the report for Academic and administrative Audit for the year 2015-16 And 2016-17. As per your guidelines, we are providing the information in three stages. Please accept the same and oblige us with your guidance, for enhancement in quality education.

Committee's recommendations and suggestions are welcome for compliance and progress.

Thanking you,


IQAC Co-Ordinator


Principal



CEDA

Centre For Educational Development Administration

46/A, Saraswati Niwas, Paud Road, Near MIT School, Pune 411 038

Date : 07-02-2018
E-mail : cedaedu2011@gmail.com / Website : www.ceda.co.in

Date : 07-22-2018

To
The Principal
M.I.T.College of Arts, Commerce and Science, Alandi (D)

Subject : Report of Academic Audit 2015-2016 and 2016-2017

Dear Sir,

We congratulate you for taking the initiative for conducting Academic Audit of your college for the years 2015 -2016 and 2016-2017. Indeed , it is an effort and an important step proving your concern for the quality improvement process in the functioning of your college.

We are happy to communicate that the process of Academic Audit is completed and the report for the same is enclosed herewith.

The report contains (a) Note explaining the framework and other necessary details of the process of the Academic Audit, (b) College Profile, (c) Details in the prescribed proforma having three parts (i) Observations on Key Aspects (ii) Overall Analysis – SWOT analysis and Recommendations (iii) Roles and Duties.

We are thankful to Respected Members of your Management, you and your entire team of members of the staff, students and stakeholders for their valuable inputs and co-operation for the process of Academic Audit.

This entire process has been a learning process for us and we wish you all the very best in your chosen endeavour.

Thank you once again and we look forward to a continued association.

Yours sincerely,

(Prof.A.G.Gosavi)


(Beena Inamdar)

Enclosures : As above

NOTE : ACADEMIC AUDIT - Framework and Process

1. College issued appointment letter to assign the task of Academic Audit to us.
(No. _____ Date : _____)

2. Meeting of the Heads of the Departments, IQAC and RAR – NAAC Co-ordinators, Vice Principal and Principal was held on 20/12/2017 in which the concept of Academic Audit was explained and expectations from the staff were clarified.

3. Instruments seeking relevant information from (a) College (b) Individual Teacher (c) Departments were distributed on 20/12/2017

4. The duly completed forms for relevant information were submitted on 30-12-2017

5. The entire compiled information was studied by us and Departmental visits and interactions with staff and interactive meetings with stakeholders were conducted on 15-01-2018.

6. Subsequently the report is prepared.

7. In this process it was confirmed that :

(a) The Academic governance and management systems and processes are fit for the purpose.

(b) The programmes meet the University threshold standards.

(c) The quality of students' learning opportunities provided by the college meets the university expectations.

(d) Academic Audit process was conducted with the objectives as follows:

(i) Areas of good practices

(ii) Recommendations for improvement

(iii) Recognition and appreciation of innovations

(iv) Contribution of the college in the field of Higher Education

The effort and entire exercise depended upon the information provided. Documentary validation was not insisted.

Indeed it has been a kind of peer review process and the approach was absolutely positive.

We hope and trust that our observations will reinforce the enthusiasm in all the aspects of the functioning of the college.



(Prof.A.G.Gosavi)



(Beena Inamdar)

Academic Audit Report - Year 2015 – 2016 & 2016 - 2017

COLLEGE PROFILE

1. Name and address of the College :MIT Arts, Commerce and Science College, Dehuphata, Alandi(D),Pune-412105.
2. Status of the College : (Affiliation) : Active.
3. Financial Category :Unaided .
4. Type of the college : Co-education.
5. Location of the College : Rural.
6. Year of Establishment : 2007.
7. UGC Recognition : (2 (f) and 12 (B) : Dates) :NO
8. Accreditation / Reaccreditation by NAAC with Month and Year and Grade and CGPA Score: NA
- 9 Area of Campus : Total available Area: 4.087 acres
Built up Area : 8918 Sq.mt
- 10 Number of Full Time Teachers :

	2015-16	2016-17
Number of Full Time Teachers	55	57

- 11 Number of Part Time and Visiting teachers

	2015-16	2016-17
Number of Part Time and Visiting Teachers	03	06

- 12 Number of Full Time Teachers with Ph.D.

	2015-16	2016-17
Number of Full Time Teachers with Ph.D	05	06

13. Number of Non Teaching Staff:

Staff	Academic Year	
	2015-16	2016-17
Administrative Staff	19	30
Technical Staff	04	05
Supporting Staff	13	15
Total	36	50

14 Number of Courses Taught : Faculty wise : (Arts, Commerce ,Science)

Faculty	Courses Taught
Science	B.Sc(Comp.Sc) M.Sc(Comp.Sc)
Commerce	B.Com BBA(CA) BBA BBA(IB)
Arts	B.A

15 Number of students :

Total student Strength:	2015-16	2016-17
		1542

16 Results of Students in various Examinations:

Year: 2014 - 2015

Course Name	Distinction	First Class	Higher Second Class	Second Class	Pass Class	Overall %
B.Sc(Comp. Sc)	11	42	9	3	0	54.16%
BCA(BBA(CA))	1	12	5	6	2	66.66%
BBA	2	8	7	1	0	90.00%
B.Com	1	6	6	3	0	43.24%
M.Sc(Comp.Sc)	16	36	3	2	0	98.27%
MCA(Commerce)	5	8	4	1	0	90.24%

Year: 2015 -2016

Course Name	Distinction	First Class	Higher Second Class	Second Class	Pass Class	Overall %
B.Sc.(Comp. Sc)	19	50	15	5	0	53.61%
BCA(BBA(CA))	2	10	5	10	-	76.19%
BBA	3	10	11	12	01	68.52%
B.Com	4	15	19	12	02	67.53%
B.A	-	01	-	01	-	66.66%
M.Sc.(Comp.Sc)	12	21	12	3	0	90.56%
MCA(Commerce)						100%

17. Date of Visit for the Academic Visit : 15 - 01 -2018.

ACADEMIC AUDIT REPORT

Sr. No.	Aspect	Observations
1	Academic Management	<p>Teaching Learning Process is regular, sincere and student - centric.</p> <p>The Principal, the teachers and the staff have rapport and good team spirit.</p> <p>Students and teachers enthusiastically participate in co-curricular and extra-curricular activities</p> <p>Feedback from students is systematically used for improvements in teaching learning process. Feedback mechanism is well organized.</p> <p>Motivation provided by the teachers is appreciated by the students.</p> <p>Teachers make use of ICT based teaching methods.</p> <p>Expert Guest speakers' lectures are organized for many subjects to supplement the regular teaching.</p> <p>Efforts are made to bridge the gap between the employers' expectations / requirements and the content of the syllabus</p>
2	Administration and Management (Supporting Academics)	<p>All the UG and PG courses are self financed.</p> <p>Bridge courses and remedial teaching are organized in the interest of the students.</p> <p>Rule governed functioning of the college.</p> <p>Employees are governed by the prescribed HR manual of the the Management.</p> <p>Teachers participate in seminars, conferences and research activities.</p> <p>Socially relevant activities and performance of NSS are appreciated.</p>

3 Academic Practices

Good number of ongoing Minor Research Projects with the funding from BCUD,SPPU. Scope for Major Research Projects Projects.

Management has seed money policy. Teachers are encouraged encouraged to undertake research through financial assistance.

Some teachers' research articles are published in national and international journals.

Strong Rapport between Teachers and students
Student are encouraged to participate in research activities such as Avishkar

4 Infrastructure, and Support Facilities for Academic Activities

Adequate infrastructure , well maintained College premises

Adequate equipments and instruments are made available available.

Well developed and updated computer laboratories are available.

Class rooms, Seminar Hall, Canteen and administrative blocks and other related facilities are available.

Good library facilities and services are provided.
Efforts need to be made to promote the use of the said facilities.

Adequate financial support is available for teachers and students to conduct co curricular and extra curricular activities.

5 Institutional Social Responsibility

Good number of socially relevant activities are organized. Efforts to generate social awareness amongst the students are appreciated. Computer literacy programme for Anganwadi teachers is a unique practice.

Placement record is good. More systematic approach is needed. needed.

6 Functioning of IQAC

Acceleration of IQAC is desirable
Regular meetings, expert advice, students' representation will will reinforce the functioning and activities of the college which would take the college to the next level.

OVERALL ANALYSIS

Sr. No.	Aspects	Observations
1	Institutional Strengths	<p>Strong and supportive Management</p> <p>Head of the institution exemplifies sincerity of purpose</p> <p>Sound financial position</p> <p>Sound and adequate Infrastructure facilities</p> <p>Young and enthusiastic Teaching staff</p> <p>Students' Profile - a good mix of students from other states and from various socio-economic background.</p> <p>Variety of co-curricular and extra-curricular activities organized in the interest of the students' development.</p>
2	Institutional Weaknesses	<p>Need to strengthen the Faculty of Arts and Faculty Commerce</p> <p>Need to supplement the regular university courses with short term value addition courses</p> <p>Courses for skill development need to be initiated</p> <p>More exposure to students through participation in state, state , national and international events is desirable</p> <p>Exposure and training for teachers is desirable</p> <p>Limited linkages and collaborations.</p>
3	Institutional Opportunities	<p>Scope for inter-disciplinary activities</p> <p>Linkages and collaborations to be initiated.</p> <p>Scope for value addition courses and skill development courses</p> <p>Potential to provide educational and socio-cultural leadership to the local population</p>

Scope for creativity, Innovation and professionalism in all aspects of functioning of the college

4 Institutional Challenges

Innovation and creativity in teaching learning process

Initiate partnership with academic institutes, Industries and NGOs

Scope for consultancy services

Enrichment and professionalism in co curricular and extra curricular activities

Strengthen the Departments of various subjects in Faculty of Arts and Commerce

5 Recommendations

Faculty Development programmes be initiated

Activities like Staff Academy may be initiated

Value Addition Courses and skill Development Courses be initiated.

Mentoring system be reinforced in the interest of the students.

More activities be organized for placements , career guidance and consultancy services

Potential of the local ethos be explored with a view to the college becoming a centre of social change.

ROLES AND DUTIES

Sr. No.	Stakeholders	Suggestions
1	Management	<p>Encourage activities and programmes which will provide newer exposure to the staff with a view to capacity building.</p> <p>Organize frequent training programmes for the staff</p> <p>Promote counselling at all levels.</p> <p>Encourage research activities , linkages and collaborations</p>
2	Academia	<p>Promote interdisciplinary activities which will provide newer exposure to students</p> <p>Reinforce research related activities</p> <p>Reinforce mentoring , Career Guidance and activities which would enhance employability amongst the students</p>
3	Students	<p>Use facilities provided and activities organized to the fullest extent for own advantage</p> <p>Make efforts to imbibe skills for personality development and exploring newer avenues for career opportunities</p> <p>Take advantage of excellent learning resources</p>
4	Other Stakeholders	<p>Give feedback on all aspects of the functioning of the college with a view to improve the quality of the performance of the college.</p> <p>Participate in activities ,contribute expertise and experience through guest lectures, facilitating field visits ,extension activities and so on.</p>

MIT | Arts, Commerce & Science College

Affiliated to Savitribai Phule Pune University & Recognized by Government of Maharashtra
(ID No. PU/PN/ASC/289/2007)

To,

Centre for Educational Development Administration (CEDA),

Pune.

Sub: Submission of compliance report for Academic and Administrative Audit (AAA) for the year AY 2015-16 and 2016-17.

Resp. Sir/Mam,

Upon review of your Academic and Administrative Audit report given by CEDA expertise, we have fulfilled all the recommendations. The detailed report is attached here with.

Please acknowledge the same and oblige us with your guidance, for enhancement in quality education.

Thanking you,

10/11
IQAC Co-Ordinator
IQAC Coordinator
MIT Arts, Commerce & Science College
Alandi(D), Pune - 412 105.

[Signature]
Principal
Principal
MIT Arts, Commerce & Science College
Alandi(D), Pune - 412 105.

*original copy
Received
A. Shami
13/12/18*

Compliance Report

Academic and Administrative Audit for 2015 - 2017

Sr.No	Recommendations By the Auditor	Compliance Status
1	Faculty Development Programmes be Initiated.	<ul style="list-style-type: none"> ➤ Faculty Development Committee is already in existence. ➤ 6 Programmes were arranged in 2017-18 and 2018-19(sem –I) for both teaching and Non -teaching staff. ➤ Encouraged the staff to complete the online FDPs organized by different IITs through the portal NPTEL and 30 faculties have successfully completed the online FDP. ➤ Promoted the faculties to attend the FDPs organized by other colleges by providing the financial assistance and duty leaves. ➤ 22 Faculties have attended different FDPs.
2	Activities like Staff Academy may be initiated	<ul style="list-style-type: none"> ➤ Staff Academy is already started in Academic Year 2017-18. ➤ Till date 12 Lectures were conducted under this heading.
3	Value Addition Courses and Skill Development Courses be initiated	<p>Along with the existing certificate courses like,</p> <ul style="list-style-type: none"> ➤ Advanced Excel ➤ ADD on course on CA: CPT & Foundation ➤ Tally ERP 9.0 ➤ Certificate course in Share Market Trading and Investment <p>We have started following new certificate courses in 2017 – 18 and 2018 – 19(Sem – I)</p> <ul style="list-style-type: none"> ➤ Foundation Course in Human Rights. ➤ Tally GST.(Modified version of Tally ERP 9.0) ➤ Certificate course on Soft Skill. ➤ Python Programming. ➤ Certificate course in Digital Marketing. ➤ Matlab. ➤ German language A1 LEVEL. ➤ Creative writing in English. ➤ Technical skill development Programme in C and CPP

		<ul style="list-style-type: none"> ➤ Technical skill development Programme: HTML and CSS. <p>Following Certificate courses are planned in 2018 -19 semester –II:</p> <ul style="list-style-type: none"> ➤ MS Office and Internet. ➤ Certificate course in Japanese. ➤ Programming in 'C': Learn with fun. <p>Apart from these courses 276 students have completed Online certification course on "Cyber Security Awareness" in association with Quick heal Foundation, Pune.</p>
4	Mentoring system be reinforced in the interest of the students	<ul style="list-style-type: none"> ➤ To strengthen the existing Mentor – Mentee system, Some new formats are designed by IQAC which helps the mentor (counselor) to understand the background of the particular student and can keep the proper record of the performance of that student. <p>The format is attached here with.(Annexure – A)</p>
5	More activities be organized for placements, career guidance and consultancy services	<ul style="list-style-type: none"> ➤ Initiated the "Employment Enhancement Scheme" in addition with regular placement activities. ➤ "Student Development Programme" is conducted by TPO for Final Year students of all the stream.
6	Potential of the local ethos be explored with a view to the college becoming a center of social change	<p>The mission of the college ultimately leads to the prosperity and welfare of the society. It believes in establishing relationship with society through mutual interactions. The college frequently organizes various activities to create social awareness among students at the same time contributing to the social development, which is appreciated by you. But to become a center of social change , we have accelerated our work in this direction The result of which, our college has been selected for "Unnat Bharat Abhiyan" ,under this we have adapted 5 villages.(Annexure – B).</p> <p>The college supports to use the potentials of various departments for the social development. The departments take initiative to give their best. The programs initiated in the academic year 2017-18 and 2018-19 are as follows:</p>

		<ul style="list-style-type: none"> ➤ Spoken English and Personality Development Program for Aganwadi Teachers. ➤ Training on “Advance Computer Application” for Dnyaneshwar Mhavidhalaya Junior college teachers. ➤ Conducted 14 days “Computer Awareness Programme” for the people in the vicinity of the college. <p>NSS unit of the college is actively works by effectively and innovatively implementing programs in the form of camp, expert guidance, field work, awareness drives in the vicinity areas. The objectives of these programs are to create and inculcate awareness about cleanliness, hygiene, conservation and utilization of natural resources, environment protection, giving respects to the helpers of the society, donating for the needy and strongly binding relations with deprived sections in the society. NSS unit constantly takes initiative to run the government schemes for the rural development.</p> <p>NSS Volunteers under the guidance of NSS Officer worked tremendously in all the activities conducted. These were proud moments for the college to watch the large number of NSS Volunteers working to bring positive change in all individuals. In the academic year 2017-18 NSS Unit conducted following activities:</p> <ul style="list-style-type: none"> ➤ University Level Camp on Watershed Development ➤ SwacchaVaSwastha Bharat AbhiyanPandhrawada ➤ NSS volunteers as Police Mitra ➤ Cleanliness Campagin on AnantChaturdashi On Indrayani River Ghat ➤ SwacchataPandharwada ➤ NSS Day – Blood Donation Camp ➤ Diwali Pharal / Sweets Collection and Distribution Programme at Dhyas Foundation, Alandi
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		<ul style="list-style-type: none"> ➤ Diwali Phasal / Sweets Collection and Distribution Programme at Dhyas Foundation, Alandi ➤ Special Winter Camp held at Vadgaon Ghenand Tal. Khed Dist. Pune <p>We have a “Cyber Awareness Literacy Cell” through which, our volunteers have sensitized more than 2590 school students by giving presentations on “Cyber Security Awareness”.</p> <p>The college is always willing to contribute to bring positive change in society. It not only conducts programs with the in-house faculties but also provides infrastructure to conduct programs such as Skill development Program for Anganwadi teachers.</p> <p><i>Upbringing of the people staying in the vicinity of the college has been the part of the mission of the college. It has been adopted as the practice of the college which will be continued in future as well.</i></p>
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 IQAC Co ordinator


 Principal

MIT Arts, Commerce & Science College, Alandi (D), Pune

Student Details

Name:

Address:

Phone Number:

E-Mail Id:

DOB:

Name of the previous exam passed:

Marks scored(%):

Hobby:

Aim:

Father's occupation:

Father's Phone Number:

Mother's occupation:

Mother's Phone Number:

Annual Income:

Number of siblings:

Details of Siblings:

1. **Name:**

Age:

Occupation:

Phone Number:

2. **Name:**

Age:

Occupation:

Phone Number:

Any Achievements:

MIT Arts, Commerce & Science College, Alandi (D),Pune

Student Performance Record

Sr.No	Roll No	Remark on performance in CT / TE	Any Other Remark

Name of the Counselor:

Sign:

SAMPLE

MIT Arts, Commerce & Science College, Alandi (D), Pune

Class & Div :
Academic Year :

Batch:
Counselor Name :

	Counseling Date ->				
Roll No	Name of Student	Sign	Sign	Sign	Sign

Counselor Sign

HOD Sign

MIT Arts, Commerce & Science College, Alandi (D),Pune

Problem Discussed	
Solution Given by Counselor	

Sign:

MIT Arts, Commerce & Science College, Alandi (D),Pune

Problem Discussed	
Solution Given by Counselor	

Sign:

IQAC Co ordinator

Principal



CEDA

Centre For Educational Development Administration

46/A, Saraswati Niwas, Paud Road, Near MIT School, Pune 411 038
E-mail : cedaedu2011@gmail.com / Website : www.ceda.co.in

Date : 20 February, 2019.

To

The Principal,

M.I.T. Arts Science and Commerce College,

Alandi (D),

PUNE 412105.

Subject : Certificate of Compliance of the Recommendations of Academic and Administrative Audit Report

Dear Sir,

This has a reference to the Academic and Administrative Audit of your college for the years 2015 - 2016 and 2016 – 2017.

We are in receipt of the detailed Compliance Report of the Recommendations of the said Academic and Administrative Audit Report.

We have studied the said report and noted the steps taken for compliance of the recommendations of the Academic and Administrative Report which are as follows :

1. Faculty Development Programmes be initiated : 06 Faculty Development Programmes were conducted during the year 2017-2018. 30 teachers successfully completed online FDPs by different IITs through the portal NPTEL. 22 teachers attended different FDPs.
2. Activities like Staff Academy be initiated : Staff Academy has been initiated and 12 lectures have been organized under its banner.
3. Value Addition Courses and Skill Development Courses be initiated : 09 such courses have been introduced and 03 more are proposed to be started in the second semester of the year 2018-2019.

4. Mentoring System be reinforced in the interest of the students : 04 formats have been newly designed by IQAC to strengthen the Mentoring System.

5. More Activities be organized for Placements, Career guidance and Consultancy Services : Employment Enhancement Scheme has been introduced and Student Development Programme has been organized for Final Year Students of all the Streams.

6. Potential of Local Ethos be Explored with a view to the College becoming a Centre of Social Change : The relentless efforts of the college have been conferred with an appropriate recognition ; the college has been selected for the Unnat Bharat Abhiyan under which scheme 05 villages have been adopted by the college. English Language Skills, Computer Literacy, Watershed Development, Swachha Bharat Abhiyan are some of the areas in which the contribution of the college is acknowledged.


A detailed report of all the compliances above is available in the college records.

We believe that Academic and Administrative Audit is a process of self evaluation for a Higher Education Institution. The compliance mentioned above indicates that the college, its Leadership and entire team of members of the staff have a positive attitude and sincerity of purpose in their efforts to comprehend the Academic and Administrative Audit Report and to comply with the recommendations therein. All these efforts are appreciated and we believe that they will certainly take the functioning of the college to the next level.

Therefore, we hereby certify that M.I.T. Arts, Science and Commerce College, Alandi (D),Pune has satisfactorily complied with the Recommendations of the Academic and Administrative Audit Report for the years 2015 -2016 and 2016 – 2017.

With best wishes

Yours sincerely,


(A.G.Gosavi)

Member,Executive Committee , CEDA


(Beena Inamdar)

Member,Executive Committee, CEDA

MIT | Arts, Commerce & Science College

**Maharashtra Academy of Engineering and
Educational Research's**

MIT Arts, Commerce and Science College,

Alandi (D) – 412 105.

< Academic and Administrative Audit - Internal >

Administrative Audit Report (2017-18)

Internal Quality Assurance Cell (IQAC) of MIT Arts, Commerce and Science college, Alandi(D), conducted an administrative audit of different committees to monitor overall functioning and channelizing smooth functioning at administrative level. **Mrs. Vijayalaxmi Kothiwale, NAAC Coordinator** and **Mr. Bhalchandra Pawar, IQAC Coordinator** worked as internal auditor for the same. Objective of Administrative audit was to evaluate the performance of all administrative committees and to verify the evidences of claimed activities by committees in collaboration with academic departments.

Findings / Suggestions of the same are as below:

Sr. No	Name of Committee	Observations / Recommendations
01	Academic Planning Committee	1. Academic Planner cum calendar, Master academic planner cum calendar also prepared for reference as a extract. 2. Time-Table for SEM I & II was prepared well in advance and communicated to staff & students within stipulated time.
02	Time Table & Academic Calendar Committee	3. Master Time Table which includes all aspects as abstract for Class as well as Laboratories. 4. Committee should look after effective implementation through out the year.
03	Examination Committee	1. Examination planner prepared and communicated to heads for effective implementation. 2. Continuous internal evaluation carried out by various means
04	Graduation Ceremony Committee	1. 186 certificate out of 220 has been awarded at the ceremony at College.
05	R & D Committee	1. 31 Students at zonal and 3 at university level participated in Avishkar. 2. Two minor research project from BCUD,with grant of Rs. 300000/-. 3. 57 paper published in International journal, 15 n conferences and 3 books has been published. 4. Research scholar count should increase in both Teacher as well as students.
06	Placement Committee	1. 215 students have been placed in 23 companies like ADP, Amazon Concentrics etc.

		<ol style="list-style-type: none"> Placement count should increase and must be for all streams and domains. Internship should be provided to students for getting familiar with work culture.
07	Library Committee	<ol style="list-style-type: none"> 582 titles with 880 volumes of books and 69 Journal purchased. FTP server developed for digital data access to students. Library week and other activities conducted to increase reading habits and social awareness. Need to increase footfall at book stack and reading hall.
08	NSS Advisory Committee	<ol style="list-style-type: none"> University level Watershed development camp at Vadgaon (G). 13 activities including birth anniversaries and a special winter camp has been organized.
09	NSS Committee	<ol style="list-style-type: none"> 18+ students participated in 5 different level activities. Social outreach should increase to create social awareness among students.
10	Discipline Committee	<ol style="list-style-type: none"> One meeting conducted and students made aware about rules, regulations and also communicated Code of Conduct to students. Active involvement of committee is required for inculcating discipline among students.
11	Anti Ragging Committee	<ol style="list-style-type: none"> As per UGC norms online undertakings of 773 students has been submitted per semester.
12	Anti Ragging Squad Committee	<ol style="list-style-type: none"> Anti ragging squad visit carried out. Need to conduct awareness activities.
13	Grievance Redressal Committee	<ol style="list-style-type: none"> Well defined policy & procedure is in place. No grievance has been registered. Grievance awareness should be carried out among staff.
14	Internal Complaints Committee	<ol style="list-style-type: none"> One Guest lecture has been conducted on Love & Sexual Harassment by Dr. Vivek Kashikar Need to conduct more activities and also regular meetings to be organized.
15	Alumni Committee	<ol style="list-style-type: none"> 04 alumni interactions conducted. Alumni meet conducted on 06th Jan 2018 in which 180+ alumni participated. Alumni registration and interactions need to increased.
16	Student Council	<ol style="list-style-type: none"> Election based student council has been formed and report has been submitted to SPPU, Pune. Student council have actively conducted KSHITIJ-ASG successfully. Need to conduct more activities other than ASG through student council.
17	Student Grievance Committee	<ol style="list-style-type: none"> One meeting conducted and students made aware about grievances and its redressal mechanism. Awareness among students about committee and its functioning is necessary for its. Effective functioning.
18	Sports & Gymkhana Committee	<ol style="list-style-type: none"> Students participated in 09+ events at Pune district sports zone. Annual sports day celebrated during ASG-18 with 14+ sports events for boys and girls. Need to increase student participation at state and/or national level events.

Administrative Audit Report (2018-19)

Internal Quality Assurance Cell (IQAC) of MIT Arts, Commerce and Science College, Alandi (D) conducted an administrative audit of different committees and Non-Academic sections. **Mrs. Vijayalaxmi Kothiwale** and **Mr. Pawar B. B.** worked as internal auditors for the same. Administrative audit has been carried out to evaluate the performance of all administrative committees and to verify the evidences of claimed activities by committees and department. Findings and/or suggestions of the same are as below

Sr. No.	Committee	Observations & Recommendation
01	Alumni Committee	<ul style="list-style-type: none">• All records of Notices and MoM are maintained.• TWO meetings are conducted and reports uploaded.• Summary report of activity organized is prepared and uploaded.• Recommendation• Alumni contribution and interactions needs to be increased.
02	Placement Cell	<ul style="list-style-type: none">• All records of Notices and MoM are maintained.• TWO meetings are conducted and reports uploaded.• Placement report is uploaded on the drive.• Recommendation• Upload offer letters of student company and year wise
03	Library Committee	<ul style="list-style-type: none">• All records of Notices and MoM are maintained.• Evidences of Books & Journal purchased during AY 2018-19 is well maintained in Google Drive.• Library Automation software details with usage record are maintained.• Activity report for AY 2018-19 is prepared and its required evidences have been uploaded.• E-resources purchase and usage records are also maintained in proper manner.
04	Competitive Cell	<ul style="list-style-type: none">• All records of Notices and MoM are maintained.• Activity report for AY 2018-19 is prepared and its required evidences have been uploaded.• Academic Planner is prepared and followed accordingly.• Recommendations:• Short term coaching courses should run at an affordable fees.
05	Cultural	<ul style="list-style-type: none">• All records of Notices and MoM are maintained.

	Committee	<ul style="list-style-type: none"> • Activity report for AY 2018-19 is prepared and its required evidences have been uploaded. • Recommendation: • Promote students to participate at State/National/International level.
06	Sports Committee	<ul style="list-style-type: none"> • All records of Notices and MoM are maintained. • Activity report for M-Pulse and ASG AY 2018-19 is prepared and its required evidences have been uploaded. • Recommendations: • Upload certificates of State/National/International level student participation. • Promote students to participate at State/National/International level
07	Store_Purchase Committee	<ul style="list-style-type: none"> • Committee notice has been uploaded. • Purchase Order for TWO products has been uploaded starting from Quotation, comparative chart, committee recommendations to till work order. • Well defined and transparent process has been observed. • Recommendations: • Nil
08	Accounts_Registrar	<ul style="list-style-type: none"> • Budget for Financial Year 2018-19 is uploaded. • Recommendations: • Audited statement of the same needs to be uploaded.
09	Admission Committee	<ul style="list-style-type: none"> • Committee notice has been uploaded. • Recommendations: • Admission procedure needs to be prepared.
10	Student Section	<ul style="list-style-type: none"> • Student Section uploaded student data list All student Data. List of OMS. Seat Allocation chart category wise. MS & OMS student strength gender wise. • Recommendations: • Upload evidences of OMS students.
11	ICC	<ul style="list-style-type: none"> • All records of Notices and MoM are maintained. • Activity summary report for AY 2018-19 is prepared and its required evidences have been uploaded. • Recommendations: • Create awareness among girl students to speak about problems and if any ask them to open up.
12	Student Grievance Committee	<ul style="list-style-type: none"> • Committee notice has been uploaded. • Mechanism for redresses has been uploaded. • Recommendations: • Grievance report needs to be prepared.
13	Anti-Ragging & Student Council	<ul style="list-style-type: none"> • Committee and squad notice has been uploaded. • Proforma uploaded and submitted to SPPU, Pune. • Recommendations: • Grievance report needs to be prepared.
14	HRE & Grievance Redressal	<ul style="list-style-type: none"> • Committee notice has been uploaded. • Recommendations:

		<ul style="list-style-type: none"> Grievance report needs to be prepared.
15	Time Table and Academic Planning Committee	<p>1. Planning for next Academic Year is done well before the commencement of the academics.</p> <p>2. Master Academic Calendar as well as Departmental calendar is prepared which highlights all the major events.</p> <p>3. All the necessary steps were followed during the planning.</p> <p>4. Requirement of Add on / Certificate course is considered and allotted required infrastructure accordingly.</p> <p>5. Master Time Table is prepared.</p> <p>6. Time table Has</p> <p>SEM - I</p> <ul style="list-style-type: none"> Total no of faculties: 47 +27 =74 Total classes: 31 Total Classrooms:18 Comp Lab: 11 Elect Lab: 2 Phy Lab: 1 Chem Lab: 1 <p>SEM - II</p> <ul style="list-style-type: none"> Total no of faculties: 45 + 27 = 72 Total classes: 30 Total Classrooms:18 Comp Lab: 11 Elect Lab: 2 Phy Lab: 1 Chem Lab: 1
16	Student Development Cell	<p>1. Meetings were conducted at appropriate intervals.</p> <p>2. MOMs clearly mentions the planning and effective implementation of all events.</p> <p>3. Consolidated yearly report which shows 17 events being conducted, is prepared with description and photographs of each event and paper outs of major events.</p> <p>The cell meets it's objectives.</p> <ul style="list-style-type: none"> Some of the events are in association with NSS.
17	National Service Scheme (NSS) Cell	<p>1. Total 4 meetings were conducted at appropriate intervals.</p> <p>2. MOMs clearly mention the planning and effective implementation of all events.</p> <p>3. Along with the regular event, this year Special Winter Camp is Being conducted.</p> <p>4. Major work is going on under "Unnat Bharat Abhiyan".</p> <p>The cell is doing extremely well .</p> <ul style="list-style-type: none"> Some of the events are in association with SDC
18	Research and Development Committee	<p>1. Two meetings were conducted, One regarding Avishkar and other regarding collection of publication.</p> <p>2. Avishkar orientation report is prepared.</p> <p>3. Collected all the evidences of publications.(Either certificates or Abstract).</p> <p>4. Segregation of publication is done.</p> <p>Rec: 1.Keep the track of CARE list.(Down load it with date, as and</p>

		<p>when it is being updated by UGC)</p> <p>2. AQAR report for the AY 2018-19 is not prepared.</p> <p>3. Research aspirants list is not with committee.</p> <p>4. Student publication details need to be maintained. (Other than Avishkar).</p> <p>4. Some more activities need to be conducted to enhance the research work in campus.</p>
19	Magazine Committee	<p>1. Meetings were conducted twice in a year.</p> <p>2. Planning and proper implementation can be observed through work delegation.</p> <p>Rec: soft copy of magazine should be uploaded.</p>
20	Exam Committee	Need to combine SPPU and college level exam.
21	Faculty Development Committee	<p>1. Committee is taking efforts in arranging programmes for faculties.</p> <p>2. Events are properly carried out under "Staff Academy" .</p> <p>Rec: Some programmes can be arranged for Non Teaching staff also.</p>
22	Discipline committee	<p>1. Notices are uploaded.</p> <p>Rec: Working procedure need to define. Annual report should be prepared.</p>
23	Stock Audit	Scanned all reports in word format, convert it to pdf and upload it on drive.

Auditors:

1. Mrs. Vijayalaxmi M K
(NAAC Coordinator)

2. Mr. B B Pawar
(IQAC Coordinator)

Arushi
12/06/19

4911

Dr. B B Waphare
25/06/2019.

Dr. B B Waphare
Principal

Administrative Audit Report (2019-20)

Internal Quality Assurance Cell (IQAC) of MIT Arts, Commerce and Science college, Alandi(D), conducted an administrative audit of different committees to monitor overall functioning and channelizing smooth functioning at administrative level. **Mrs. Vijayalaxmi Kothiwale, NAAC Coordinator** and **Mr. Bhalchandra Pawar, IQAC Coordinator** worked as internal auditor for the same. Objective of Administrative audit was to evaluate the performance of all administrative committees and to verify the evidences of claimed activities by committees in collaboration with academic departments.

Findings / Suggestions of the same are as below:

Sr. No	Name of Committee	Findings / Suggestions
01	Academic Planning Committee	<ol style="list-style-type: none"> 1. Academic Planner cum calendar is prepared well in advance. 2. Master academic planner cum calendar also prepared for reference as a extract.
02	Time Table & Academic Calendar Committee	<ol style="list-style-type: none"> 1. Time-Table for SEM I & II was prepared well in advance and communicated to staff & students within stipulated time. 2. Master Time Table which includes all aspects as a abstract for Class as well as Laboratories.
03	Examination Committee	<ol style="list-style-type: none"> 1. Online examination was conducted for semester 2, all subjects. 2. As per pre defined schedule CT / IT / TE conducted smoothly within stipulated time. 3. Grievances of students resolved well within time.
04	Graduation Ceremony Committee	<ol style="list-style-type: none"> 1. 266 students awarded degree certificate by the hands of guest Prof. Nandkumar Nikam.
05	R & D Committee	<ol style="list-style-type: none"> 1. Research Awareness program carried out for UG & PG students.

		<ol style="list-style-type: none"> 2. 18 UGC referred paper, 10 Non UGC referred paper, 05 scopus, 3 research awards and 12 books has been published. 3. 01 minor research project is going on and 23 research proposals submitted to different funding agencies. 4. 04 Faculty has been awarded PhD. During AY 2019-20. 5. Activities for research aspirators both student and staff should increase and training should be provided on how to write research proposals.
06	Placement Committee	<ol style="list-style-type: none"> 1. 490 students have been placed in 20 companies like Amdocs, Infosys, Mphasis etc. 2. Soft skill session cum training conducted for final year students. 3. Internship should be provided to students for getting familiar with work culture.
07	Library Committee	<ol style="list-style-type: none"> 1. 731 Books has been purchased. 2. Developed Web OPAC and Library website. 3. DELNET, N-LIST and NDL made available to students during pandemic. 4. 727 students enrolled for SWAYAM-NPTEL. 5. Orientation program, Library week and guest lecturers conducted for students and one workshop for faculties. 6. Efforts should be taken to increase footfall of online access.
08	NSS Advisory Committee	<ol style="list-style-type: none"> 1. 02 NSS orientation program conducted. 2. Conducted 08 environmental awareness activities.
09	NSS Committee	<ol style="list-style-type: none"> 3. One Blood donation camp and three health awareness activities, one special winter camp, 05 Youth sensitization activities and 02 personality development activities has been organized. 4. 06 social activities before pandemic and 35 during pandemic has been conducted. 5. Student participation should increase in activities at different level.
10	Discipline Committee	<ol style="list-style-type: none"> 1. One meeting conducted and students made aware about rules, regulations and also communicated Code of Conduct to students. 2. Activities related to awareness about discipline among students need to be conducted.
11	Anti Ragging Committee	<ol style="list-style-type: none"> 1. As per UGC norms online undertakings of 1838 students has been submitted per semester.
12	Anti Ragging Squad Committee	<ol style="list-style-type: none"> 2. Anti ragging squad visit carried out. 3. Need to conduct awareness activities.

13	Grievance Redressal Committee	<ol style="list-style-type: none"> 1. Well defined policy & procedure is in place. 2. No grievance has been registered. 3. Grievance awareness should be carried out among staff.
14	Women Grievance Committee / Internal Complaints Committee	<ol style="list-style-type: none"> 1. Essay competition on AIDS awareness. 2. Guest lecture on Today's Youth. 3. Need to create awareness about Vishakha guidelines.
15	Alumni Committee	<ol style="list-style-type: none"> 1. 07 Guest lectures of alumni students on career opportunities and recent trends in IT for current students. 2. Two alumni meet conducted with 310+ alumni participation. 3. Need to provide portal for global alumni interaction.
16	Student Council	<ol style="list-style-type: none"> 1. Interview based student council has been formed and report has been submitted to SPPU, Pune. 2. Student council have actively conducted KSHITIJ-ASG successfully. 3. Need to conduct more activities other than ASG through student council.
17	Student Grievance Committee	<ol style="list-style-type: none"> 1. Two meetings conducted and students made aware about grievances and its redressal mechanism.
18	Sports & Gymkhana Committee	<ol style="list-style-type: none"> 1. Participation in 12+ games at University level and won Gold, Silver and Bronze each medal at University level. 2. Intercollegiate M-Pulse event conducted on 24th & 25th Jan 2020 with 19+ events. 3. 15 events separate for Boys & Girls in Kshitij-ASG 20 organized. 4. Increase participation of students both at College as well as University level.
19	Magazine Committee	<ol style="list-style-type: none"> 1. Art and Craft exhibition was carried out with 23 student's participation. 2. Well designed and organized Magazine has been prepared with approval from Principal and inauguration of the same was done. 3. Student involvement in magazine should increase.
20	FDP Committee	<ol style="list-style-type: none"> 1. 04 In-house activities conducted for Faculties, out of which one is national level online FDP with 155+ participants. 2. 08 Staff academy lectures were conducted. 3. Committee promoted and also maintained out-house records of orientation, refresher, STTP, workshops etc. 4. Activities based on NEP should start to promote blended learning.

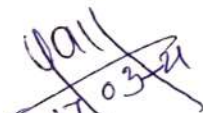
21	Competitive Examination Cell	<ol style="list-style-type: none"> 1. 04 Guest lecture on preparation of Competitive examination was conducted . 2. 2 Days district level workshop on SET/NET Examination. 3. More activities in collaboration with Placement cell need to be conducted.
22	Student Development Cell	<ol style="list-style-type: none"> 1. Full filled compliances such as student council formation, anti-raging squad, magazine etc.
23	Student Welfare Advisory Committee	<ol style="list-style-type: none"> 2. Implemented 04 schemes under different categories. 3. Organized 15 activities like yoga day, fit India movement, vigilance awareness week etc. 4. Implemented 06 workshops funded by student Development Board, SPP University, Pune. 5. Student participation ratio should increase with more activities.
24	Cultural Committee	<ol style="list-style-type: none"> 1. 49+ Students participated in 08 different activities.
25	ASG_KSHITIJ 2019	<ol style="list-style-type: none"> 2. One state level Kavi sammelan and One intercollegiate Swarsaaj – singing competition organized. 3. With active participation of Student council KSHITIJ-ASG with 12+ cultural activities conducted.
26	Canteen Food Inspection Committee	<ol style="list-style-type: none"> 1. Two visits carried out to Canteen and suggested for improvement in quality of food.
27	Entrepreneurship Development Cell	<ol style="list-style-type: none"> 1. Shark Tank competition conducted. 2. Student member and coordinator attended 03 start-up and innovation seminar. 3. Policy & procedure for EDC has been implemented. 4. MoU signed with MIT AOE Innovation and Incubation Foundation. 02 activities conducted under the same. 5. Business proposal presented in SPPU, Centre for Innovation and Incubation, Pune. 6. Workshop / Seminar on Entrepreneurship Development need to be organized.
28	Innovation Club	<ol style="list-style-type: none"> 1. 02 activities conducted for motivating students in innovative thinking. 2. 10 team participated in internal college Hackathon out of which 07 team promoted in Hackathon (SIH-2020). 3. Need to increase student participation through awareness and diversity in activities.
29	Unnat Bharat Abhiyan Committee	<ol style="list-style-type: none"> 1. Conducted household and village surveys at adopted Five villages. 2. Conducted two personality development activites for school children, one tree plantation drive and two street plays. 3. Awareness on NEP carried out among students through

		<p>guest lecture.</p> <p>4. Submitted seven UBA proposals for rural development.</p> <p>5. Take follow up of submitted proposals and increase student involvement towards activities.</p>
30	Center for Lifelong Learning and Extension	<p>1. Workshop on Adolescence education in two session with 179 students.</p> <p>2. One day Workshop on Employment and Employability with 93 students.</p> <p>3. CLLE should focus on psychological need of the students.</p>
31	Internal Committee for Persons with Disabilities	<p>1. Policy & Procedure has been prepared as per PWD act 2016 and submitted to IQAC.</p> <p>2. Committees observed the facilities available and required for PWD's in campus and made available.</p>
32	Equal Opportunity Cell	<p>3. Mandatory reports were submitted to University within stipulated time.</p> <p>4. Awareness of available facilities should be carried out among students.</p>

Recommendation by Auditor (If Any) :

Committees work as a backbone of quality assurance system and decentralization of roles and responsibilities. Here all the committees serve the objectives defined especially newly formed committees also in the race of quality work. Quality enhancement is continuous process and always it has a scope for improvement.


Auditors_01 :


Mr. B. B. Pawar
IQAC Coordinator

Auditors_02 :


Mrs. Vijayalaxmi M. K.
NAAC Coordinator

Approved By


Dr. B. B. Waphare
Principal

Academic Audit Form

Personal Details

Name of the Faculty	Dr. Sangita Shivanand Birajdar
Department	Statistics
Designation	Assistant Professor
Academic Year	2018-2019

Academic Details

Individual Time Table	yes					
Classes Taught	FYBSc(CS) D	FYBSc(CS) F	D3-Batch	D4-Batch	F1-Batch	F2-Batch
Classwise Attendance Record	Yes	Yes	Yes	Yes	Yes	Yes
Coursewise Teaching Plan	Yes	Yes	NA	NA	NA	NA
Coursewise Slow learner	Yes	Yes	NA	NA	NA	NA
Measures Taken	Yes	Yes	NA	NA	NA	NA
Coursewise Advanced learner	Yes	Yes	NA	NA	NA	NA
Measures Taken	Yes	Yes	NA	NA	NA	NA
Question Paper & Model Answer	Yes	Yes	NA	NA	NA	NA
Class Test	Yes	Yes	NA	NA	NA	NA
Internal Test	Yes	Yes	NA	NA	NA	NA
Term End	Yes	Yes	NA	NA	NA	NA
University	Yes	Yes	Yes	Yes	Yes	Yes
Other	Yes	Yes	NA	NA	NA	NA
Mark List	Yes	Yes	Yes	Yes	Yes	Yes
Class Test	Yes	Yes	NA	NA	NA	NA
Internal Test	Yes	Yes	Yes	Yes	Yes	Yes
Term End	Yes	Yes	NA	NA	NA	NA
Defaulter						
Measures Taken	Yes	Yes	Yes	Yes	Yes	Yes
Mentor Mentee						
Measures Taken	NA	NA	NA	Yes	NA	NA
Examination Duties						
Paper setting (CT/IT/TE)	Yes	Yes	Yes	Yes	Yes	Yes
Invigilation	Yes	Yes	Yes	Yes	Yes	Yes
Evaluation	Yes	Yes	Yes	Yes	Yes	Yes
Project Guided (Field / Internship)	NA	NA	Yes	Yes	Yes	Yes
Class Teacher						
Defaulter List	NA	NA	NA	NA	NA	NA
Mentor Mentee	NA	NA	NA	NA	NA	NA
Notice	NA	NA	NA	NA	NA	NA
Report	NA	NA	NA	NA	NA	NA
Class / Internal Test / Term End Mark (All Subject)	NA	NA	NA	NA	NA	NA

Co-Curricular & Extra Curricular

a) Student related co-curricular, extension and field based activities.

<p>(i) Discipline related co-curricular activities (e.g. remedial classes ,career counseling, study visit, student seminar and other events)</p>	<ol style="list-style-type: none"> 1. Remedial Classes for Backlog Students 2. Member for Poster Competition on "Great statisticians and their Biography" 3. Member for celebration of National Statistics Day 4. Coordinator of Science Week (2018-19) organized 10 competitions at Inter-Collegiate Level. 5. Coordinator of PUSA Quiz Competition-2019 for centre, conducted the quiz and guided students. 6. Coordinator of Poster Competition on, "Importance and Applications of Statistics in Various Fields." Conducted the activity. 7. Conducted students seminar and evaluated them. 8. Guided students for Statistics projects, Assigned field survey on, Survey on Industries, Survey on Water Quality of Alandi Area, Students Satisfaction Survey. 9. Counseling to Students of D4 batch on academic and non-academic issues.
<p>(ii) Other co-curricular activities (Cultural, sports, NSS,NCC etc.)</p>	<p>Coordinator of Debate Competition under M-Pulse - 2019 Member of ASG Face painting Competition Member of NSS advisory Committee Member of Disciplinary Committee under-2019</p>
<p>(iii) Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</p>	<ol style="list-style-type: none"> 1. Guided the students for group project for which Project method and Field visit method were mainly adopted which enhanced their participative learning. 2. At practical sessions and problem solving sessions in the classroom, co-operative and Think-pair -shair methods were preferred. 3. Conducted Seminars, guided for preparing PPT for Project competition, guided for preparing documentry for Science Week Competition, guided for preparing poster for Poster competition. 4. Review method was used for the slow learners and defaulters to clarify the ideas and to re- organize the knowledge already attained. 5. Use of ICT based methods like use of PPT for relatively complleated units, Use of Google Classroom for sharing Assignments, notes, syllabus etc., Use of Google Forms to collect information for survey, Use of WhatsApp for sharing of examples and questions

b) Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.

(i) Administrative responsibility (including as dean / Principal / chairperson / convenor / teacher -in charge / similar other duties that require regular office hours for its discharge)	<ol style="list-style-type: none"> 1. Member of Admission counselling committee 2. In-Charge of "Teaching Learning and Evaluation Committee of NAAC" 3. Coordinator for "Competitive Examination Guidance Cell" 4. Member of Internal Complaints Committee
(ii) Participation in board of studies, Academic and Administrative Committees.	<ol style="list-style-type: none"> 1. Coordinator of F.Y.B.Sc.(CS) Statistics Quiz Competition-2019 for PUSA at University Level. 2. Member of F.Y.B.Sc.(CS) Statistics Syllabus Restructuring committee.
<p>c) Professional Development Activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher/faculty development courses, dissemination and general articles and any other contribution)</p>	<ol style="list-style-type: none"> 1. Lecture on "NAAC Preparation" by Prin. Chaskar on 10 July 2018 2. How to use OPAC and Digital Library by Prof. Rahul Barathe under Staff Academy on 11 Sept 2018 3. Lecture on "Blogging in Teaching" by Prof. Vaishali Kherdekar, Prof. Shital Ghotekar, Prof Kavita Shinde under Staff Academy on 1 Aug 2018. 4. Lecture on "Gender Sensitization and India " by Prof. Diksha Kadam under Staff Academy on 27 Dec. 2018. 5. Duties and Responsibilities of citizen towards Police Department Stress Management by Mr. Chandrakant Alsatwar, ACP Chakan, Pune & Mr. Ram Pathare, Retired DYSP. on 28 Nov 2018 6. Two Days State Level Workshop on "Use of ICT Tools in Education" on 7-8 Dec. 2018. 7. Completed M. Ed. Sem-III and Sem-IV Course work

Innovative Teaching

d) Development of e-learning delivery process / material	Developed e-learning material for the topics Data Condensation, Measures of Central Tendency and Dispersion, Skewness and Kurtosis, Concepts and
e) Industrial Training	Nil
f) Courses/ Programs Organized for Faculty	Nil

Faculty Progression

g) Faculty Up-gradation	Pursuing Masters Degree in Education
h) UGC Approval/NET/SET	UGC Approved service, Approval Details: CCO/112 dated 10/01/2014 approved by Savitribai Phule Pune University, Pune

Books / Chapters Published

Number of books and chapters in edited volumes / books published, and papers in National / International conference-proceedings

Title of the book / chapter	Title of the paper	Title of the proceedings of the conference	Name of the conference	National / International	Year of publication	ISBN / ISSN number of the proceeding			Name of the publisher
Nil	Nil	Nil	Nil	Nil	Nil	Nil			Nil

Awards / Recognition

Year of award	Received awards from state level, national level, international level	PAN	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil	Nil

Srbirajd
Dr. Sangita Birajdar

Name of Faculty

[Signature]

HoD

Findings / Sggestions / Recommendations by Auditor

*All records have been maintained systematically in Google Classroom.
Evidences have been checked.*

HoD

[Signature]

IQAC Auditor

Academic Audit Form	
Personal Details	
Name of the Faculty	
Department	
Designation	
Academic Year	

Academic Details						
Individual Time Table						
Class / Batch Name						
Classwise Attendance Record						
Coursewise Teaching Plan						
Coursewise Slow learner						
Measures Taken						
Coursewise Advanced learner						
Measures Taken						
Question Paper & Model Answer						
Class Test						
Internal Test						
Term End						
University						
Other						
Mark List						
Class Test						
Internal Test						
Term End						
Defaulter						
Measures Taken						
Mentor Mentee						
Measures Taken						
Examination Duties						
Paper setting (CT/IT/TE)						
Invigilation						
Evaluation						
Project Guided (Field / Internship)						
Class Teacher						
Defaulter List						
Mentor Mentee						
Notice						
Report						
Class / Internal Test / Term End Mark (All Subject)						

Co-Curricular & Extra Curricular

Student related co-curricular, extension and field based activities.	
(i) Discipline related co-curricular activities (e.g. remedial classes ,career counseling, study visit, student seminar and other events)	
(ii) Other co-curricular activities (Cultural, sports, NSS,NCC etc.)	
(iii) Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	

Contribution to Corporate life and ma-gement of the department and institution through participation in academic and administrative committees and responsibilities.	
(i) Administrative responsibility (including as dean / Principal / chairperson / convenor / teacher -in charge / similar other duties that require regular office hours for its discharge)	
(ii) Participation in board of studies, Academic and Administrative Committees.	
Professional Development Activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher/faculty development courses, dissemination and general articles and any other contribution)	

Innovative Teaching	
Development of e-learning delivery process / material	
Industrial Training	
Courses/ Programs Organized for Faculty	

Faculty Progression	
Faculty Up-gradation	
UGC Approval/NET/SET	

Research Work						
Research Project						
Name of Principal Investigator	Duration of Project	Name of the Research Project	Amount / Fund Received	Name of funding Agency	Year of Sanction	Department of Recipient

Ph. D. Scholar					
Name of the PhD scholar	Name of the Department	Name of the guide/s	Title of the thesis	Year of registration of the scholar	Year of award of PhD

Research Paper					
Title of the Paper	Name of the Author/s	Department of Teacher	Name of the Journal	Year of Publication	ISBN / ISSN Number

Name of the Author/s	Department of the teacher	Name of Journal	Year of publication	ISBN / ISSN number

Conference / Workshop / Seminars				
Name of teacher	PAN	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

Books / Chapters Published								
Title of the paper	Title of the proceedings of the conference	Name of the conference	National / International	Year of publication	ISBN / ISSN number of the proceeding	Affiliating Institute at the time of publication		Name of the publisher

Awards / Recognition			
Received awards from state level, national level, inter-national level	PAN	Designation	Name of the award, fellowship, received from Government or recognized bodies

Mr. B. B. Pawar	HoD
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Remarks / Suggestions (If Any)

HoD	IQAC Auditor
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Sample Faculty Audit Form