



Maratha Vidya Prasarak Samaj's Arts and Commerce College, Makhamalabad



Academic and Administrative Audit (Academic Year 2018 -2021)

Academic and Administrative Audit (AAA)

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I. LETTER OF INTENTION: AFFILIATED /CONSTITUENT COLLEGES

1	We would like to opt for	Academic and Administrative Audit (AAA)
2	Name of the Institution	MVP Samaj's Arts and Commerce College, Makhamalabad
3	Name of the Head of the Institution	Dr V S Kale
4	Designation of the Head of the Institution	Principal
5	<p>a. Contact Details of the college:</p> <p>Address: At Post Makhamalabad</p> <p>City: Nashik</p> <p>Pin : 422003</p> <p>Tel: 0253-2530352</p> <p>Mobile:</p> <p>Fax:</p> <p>Email: accmnashik@gmail.com</p> <p>Website: www.accmakhamalabad.ac.in</p> <p>b. Contact Details of the Principal:</p> <p>Address: MVP Samaj's Arts and Commerce College, Makhamalabad</p> <p>City: Nashik</p> <p>Pin : 422003</p> <p>Tel:</p> <p>Mobile: 9422946015</p> <p>Fax:</p> <p>Email: vijaykalesir@rediffmail.com</p> <p>c. Contact Details of the IQAC Director:</p> <p>Address: Mr Somnath V Kangane MVP Samaj's Arts and Commerce College, Makhamalabad</p> <p>City: Nashik</p> <p>Pin :</p> <p>Tel:</p> <p>Mobile: 8237853796</p> <p>Fax:</p> <p>Email: iqacaccm@gmail.com</p>	
6	Date of Establishment	25 July 2008
7	Date of Recognition by UGC under section 2(f)s	-
8	Date of Recognition by UGC under section 12(B)	-



9	University to which College is Affiliated	Savitribai Phule Pune University, Pune
10	Nature of Funding	Govt. Funded: <input type="checkbox"/> Grant in Aid: <input type="checkbox"/> Private/Self Financing: <input checked="" type="checkbox"/> Any other: <input type="checkbox"/>
11	Faculties	Arts: <input checked="" type="checkbox"/> Commerce: <input checked="" type="checkbox"/> Science: <input type="checkbox"/> Education: <input type="checkbox"/> Medical Science: <input type="checkbox"/> Management: <input type="checkbox"/> Distance Education: <input type="checkbox"/> Engineering and Tech: <input type="checkbox"/> Any other: _____ (Please specify)
12	Total Number of (Number only)	Teaching Staff: <u>18</u> Non-Teaching <u>08</u> Students: <u>584</u>
13	Programmes Offered (Numbers only)	UG: <u>05</u> PG: _____ Research: _____ Others: _____
14	Date of Accreditation/Re-Accreditation	
15	Date	



II. Criteria for Academic and Administrative Audit (AAA) in colleges

Sr. No	Criteria	Weightage (in %)	Marks
1	Academic Management	15	150
2.	Academic Practices	45	450
	2.1 Human Resource	10	45
	2.2 Teaching Learning Evaluation Processes	50	225
	2.3 Research Output	20	90
	2.4 Community Outreach/Extension	10	45
	2.5 Student Support	10	45
3	Infrastructure & Other Facilities	25	250
4	Initiatives and Supplementation	15	150
	Total	100	1000



III. Assessment Indicators

Under each criterion, there are several key aspects and the assessment indicators have been evolved to represent the marks obtained in the respective aspects. The institution will be marked for each aspect under four categories and the summation arrived at. The ranking of the score would be based on the following criteria.

Score	Rank	Performance Descriptor	Interpretation of the Descriptor
751- 1000	I	Very Good	High Level of academic accomplishment
501 – 750	II	Good	Level of academic accomplishment above the minimum level expected of an institution
301- 500	III	Satisfactory	Minimum level of accomplishment expected of an institution
≤300	IV	Unsatisfactory	Level of academic accomplishment below minimum level expected of an institution



IV. G-AAA SCORE

G-AAA score can be arrived at for an institution by merging the scores of the present AAA exercise with the NAAC grade of the Institution, if accredited during the same period.

NAAC Grade G - AAA Rank	D	C	B	A
I	DI	CI	BI	AI
II	DII	CII	BII	AII
III	DIII	CIII	BIII	AIII
IV	DIV	CIV	BIV	AIV

V. AAA TOOL KIT

a. Information about Principal

b. Staff Information

c. Key Aspects

1. Academic Management
2. Academic Practices
3. Infrastructure and other Facilities
4. Initiatives and Supplementation

A INFORMATION ABOUT PRINCIPALS

(Provide information on separate sheet wherever necessary.)

1. Name: Dr Vijay Sadashiv Kale
2. Subject: Electronic Science
3. Qualifications: MSc, Ph.D.
4. Teaching experience (in years): 32
5. Number of Teaching hours per week: _____
6. Research Projects/Publications/Study material developed during last 5 years (Provide in separate sheet): _____
7. Contribution to enrich quality of teaching - learning during last 5 years: (Seminars / Workshops / lectures / field visits organized): Lectures, Seminars, Workshops etc.
8. Contribution to the growth and development of the Institution during last 3 years through following:

Committees	Positions held	Work done
IQAC	Chairman	Guidance for SSR work
Examination	Chairman	Smooth conduct of examination
Library Advisory	Chairman	Development of college library
Scholarship	Chairman	Observe proper distribution of scholarship

9. Other responsibilities taken: (Please Specify)

1	Public Information officer in the College
2	Chairman of all the activities organized at college level
3	Successfully organized webinars, workshops etc.

10. Best Practices in teaching & Administration introduced in the college in last 3 years

1	Online Teaching Diary to staff
2	Infrastructural development for effective teaching learning



B STAFF INFORMATION

Department of English

1. Name: Mrs. Shinde Kalpana Laxman (2019-20 To 2020-21)
2. Designation: - Assistant Professor
3. Subject: - English
4. Qualifications: Ph.D. /M.Phil./ M.Sc. /M.A. /M. Com
Any other (please specify): - M.A. B.Ed. SET
5. Teaching experience (in years): 13 Years
6. Teaching methods used (Lectures, Field Trip, Projects etc): Lecture Method.
7. Technology used for teaching and frequency of use: Use of You Tube Channel and Zoom Meeting etc.
8. Study material developed during last 3 years: Prepare videos, PPT etc.
9. Contribution to enrich quality of teaching - learning/administration during last 3 years: (Seminars / Workshops / lectures / field visits organized): Attended Seminars, Workshops.
10. Contribution to the growth and development of the Institution during last 3 years through following:

Committees	Positions held	Work done
NAAC	Coordinator	NAAC Criteria distributed among the faculty members.
Library Association	Member	Inauguration of Library Association
Wallpaper & Magazine	Member	Yes
College Website	Coordinator	Yes
ARC	Member	Yes
Soft Skill Development Committee	Coordinator	Yes

11. Other responsibilities taken & information in any: (Please Specify)

1	Head of English Department
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1. Name: - Mr. Sonawane Vijay Ishwarlal (2018-19)
2. Designation: - Assistant Professor
3. Subject: - English
4. Qualifications: Ph.D. /M.Phil./ M.Sc. /M.A. /M. Com
Any other (please specify):- M.A. B.Ed. M.Phil. Ph.D.
5. Teaching experience (in years): 15 Years
6. Teaching methods used (Lectures, Field Trip, Projects etc): Lecture Method.
7. Technology used for teaching and frequency of use: Use of Direct Method.
8. Study material developed during last 3 years: PPT etc.
9. Contribution to enrich quality of teaching - learning/administration during last 3 years: (Seminars / Workshops / lectures / field visits organized): Attended Seminars /Workshops.
10. Contribution to the growth and development of the Institution during last 3 years through following:

Committees	Positions held	Work done
NAAC	Coordinator	Yes
Staff Secretary	Chairman	Yes
Admission Committee	Member	Yes
Literary Association	Member	Yes
Soft Skill Development Committee	Coordinator	Yes
Soft Skill Development Committee	Coordinator	Yes

11. Other responsibilities taken & information in any: (Please Specify)

1	Head of English Department
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1. Name: - Mr. Kangane Somnath Vishwnath (2018-19 to 2020-21)
2. Designation: - Assistant Professor
3. Subject: - English
4. Qualifications: Ph.D. /M.Phil./ M.Sc. /M.A. /M. Com
Any other (please specify): - M.A. SET
5. Teaching experience (in years): 6 Years
6. Teaching methods used (Lectures, Field Trip, Projects etc): Lecture Method.
7. Technology used for teaching and frequency of use: Use of You Tube Channel and Zoom Meeting etc.
8. Study material developed during last 3 years: Prepare videos, PPT etc.
9. Contribution to enrich quality of teaching - learning/administration during last 3 years: (Seminars / Workshops / lectures / field visits organized): Attended Seminars / Workshops.
10. Contribution to the growth and development of the Institution during last 3 years through following:

Committees	Positions held	Work done
IQAC	Coordinator	Yes
Planning Board	Member	Yes
Placement Support	Member	Yes
Gymkhana	Member	Yes
College Website Committee	Member	Yes
Tour & Excursion	Coordinator	Yes
Grievance Redressal & Prevention of Anti Ragging	Member	Yes
Soft Skill Development Committee	Member	Yes

Department of Psychology

1. Name: Smt. Bagul Nalini Nivruti
2. Designation: Assistant Professor
3. Subject: Psychology
4. Qualifications: M.A., Bed, SET, pursuing Phd
Any other (please specify)
5. Teaching experience (in years): 15 years
6. Teaching methods used: Lectures, LMS, Field Visit
7. Technology used for teaching and frequency of use: Lectures
8. Study material developed during last 3 years: PPT, Video Lecture
9. Contribution to enrich quality of teaching - learning/administration during last 3 years: (Seminars / Workshops / lectures / field visits organized): Lecture
10. Contribution to the growth and development of the Institution during last 3 years through following:

Committees	Positions held	Work done
Counselling cell	Member	Guided the students from time to time.
N.S.S.	Member	Special camp and NSS Regular activity Organized
Admission	Member	Checking the forms of S.Y.B.A. /T.Y.B.A. Student.
Scholarship Assistant	Nodal Officer	Guided the students from time to time.

11. Other responsibilities taken & information in any: (Please Specify)

1	Head Department of Psychology
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1. Name: Smt. Sonali Ramdas Katware
2. Designation: Assistant Professor
3. Subject: Psychology
4. Qualifications: M.A., Bed,
Any other (please specify)
5. Teaching experience (in years): 5 years
6. Teaching methods used: Lectures, LMS, Field Visit
7. Technology used for teaching and frequency of use: Lectures
8. Study material developed during last 3 years: PPT, Video Lecture
9. Contribution to enrich quality of teaching - learning/administration during last 3 years: (Seminars / Workshops / lectures / field visits organized): Lecture, field visits
10. Contribution to the growth and development of the Institution during last 3 years through following:

Committees	Positions held	Work done
Counselling cell	Member	Guided the students from time to time.
SWO	Co-ordinator	Successfully completed SWO Activity
Environment Awareness	Member	S.Y.B.A. / S.Y.B. Com students were given grades by conducting lectures, examination and projects on Environment Awareness Study subjects.
Tour and Excursion	Member	Organized Educational field visit
Cultural Activity	Member	Organized Annual Gathering

11. Other responsibilities taken & information in any: (Please Specify) Nill

1. Name: Mrs. Daund Sarika Ravsaheb
2. Designation: Assistant Professor
3. Subject: Psychology
4. Qualifications: M.A. B. Ed.
Any other (please specify) SET
5. Teaching experience (in years): 9Years, 7Month
6. Teaching methods used (Lectures, Field Trip, and Projects etc): Lectures, Projects, Experiment and Practical.
7. Technology used for teaching and frequency of use: PPT, Audio-Video Clip.
8. Study material developed during last 3 years: Nil
9. Contribution to enrich quality of teaching - learning/administration during last 3 years: (Seminars / Workshops / lectures / field visits organized): Lectures, Field visits- Sahyadri Farm.
10. Contribution to the growth and development of the Institution during last 3 years through following:

Committees	Positions held	Work done
Counselling Cell	Coordinator	Successfully Organized Guest Lecture, Guided the students from time to time.
Admission	Member	Checking the forms of S.Y.B.A. /T.Y.B.A. Student.
IQAC	Member Criteria VII	Successfully completed Criteria VII
Grievance Redressal Cell	Member	Resolved student Grievances

11. Other responsibilities taken & information in any: (Please Specify)

1	Head, Department of Psychology
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Department of Marathi

1. Name: Dr. Purushottam Sadanand Tayde
2. Designation: Assistant Professor
3. Subject: Marathi
4. Qualifications: MA, B.Ed., M.Phil., NET-JRF, SET, Ph.D. (Marathi)
Any other (please specify)
5. Teaching experience (in years): 10
6. Teaching methods used (Lectures, Field Trip, Projects etc): Lectures
7. Technology used for teaching and frequency of use: Platform of Google Meet
8. Study material developed during last 3 years: PPT (One Year)
9. Contribution to enrich quality of teaching - learning/administration during last 3 years: (Seminars / Workshops / lectures / field visits organized): I always tried that dedication and commitment teaching, and capacity building in Students About Motivation, imparting value-based education use of resource
10. Contribution to the growth and development of the Institution during last 3 years through following: Nil

Committees	Positions held	Work done
-	-	-

11. Other responsibilities taken & information in any: (Please Specify) Nil

1. Name: Kshirsagar Sandip Shivaji
2. Designation- Assistant Professor
3. Subject-Marathi
4. Qualifications: M.A.B.ED.SET, NET
Any other (please specify) -
5. Teaching experience (in years): 15 Years
6. Teaching methods used (Lectures, Field Trip, Projects etc): Lectures
7. Technology used for teaching and frequency of use: Platform of Google Meet
8. Study material developed during last 3 years: Complete syllabus through Online Lectures
9. Contribution to enrich quality of teaching - learning/administration during last 3 years: (Seminars / Workshops / lectures / field visits organized) :): I always tried that dedication and commitment teaching, and capacity building in Students About Motivation, imparting value-based education use of resource
10. Contribution to the growth and development of the Institution during last 3 years through following:

Committees	Positions held	Work done
Admission Committee	Member	To Fill Online Merit Form
Examination	Member	Worked as Internal Senior Supervisor
Student Welfare Organization	SDO	I have successfully run various activities Personality Development, Earn and Learn, Nirbhay Kanya Abhiyan etc.

11. Other responsibilities taken & information in any: (Please Specify)

Nil	Nil
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Department of Economics

1. Name: Dr. Gorkshanath Ramdas Pingle
2. Designation: Assistant Professor
3. Subject: Economics
4. Qualifications: M.A., M.Phil., Ph.D., SET
Any other (please specify)
5. Teaching experience (in years): 14 Years
6. Teaching methods used (Lectures, Field Trip, Projects etc): Lecture, Use ICT Tools
7. Technology used for teaching and frequency of use: Chock Black Board. ICT
8. Study material developed during last 3 years: YouTube Video
9. Contribution to enrich quality of teaching - learning/administration during last 3 years: (Seminars / Workshops / lectures / field visits organized): Poster Presentation Program on Budget, Workshop on National Consumer Day, Workshop on Budget, Webinar on Indian Economy. (Impact of covid19 on Indian Economy).
10. Contribution to the growth and development of the Institution during last 3 years through following:

Committees	Positions held	Work done
National Service Scheme	Program officer	Tree Plantation, work done Continuous Contour trenches from volunteer. SPPU Declared Best Program officer and Best College award.
Planning Board	Member	Allotted Work done from the coordinator
IQAC	Member	Allotted Work done from the coordinator
Discipline Committee	Member	Allotted Work done from the coordinator
Admission Committee	Chairman	Completed the admission work of B.A. B. Com
Publicity Committee	Chairman	Sent a news of various college Program in well reputed newspaper
Competitive Examination Counselling cell	Member	Organised various lecture series for the interested students
Placement Support committee	Member	Allotted Work done from the coordinator

Teacher Evaluation and Student Feedback committee	Chairman	Filled the student feedback form from the student
Alumni Association	Member	Organised Alumni student Meet Program
Avishkar, Research, Extension	Member	Allotted Work done from the coordinator

11. Other responsibilities taken & information in any: (Please Specify) Nil

1. Name: Ms. Chopade Kalpana Shriram
2. Designation: Assistant Professor
3. Subject: Economics
4. Qualifications: Ph.D. /M.Phil./ M.Sc. /M.A. /M. Com: M. A, B. ED
Any other (please specify)
5. Teaching experience (in years): 5 Years
6. Teaching methods used (Lectures, Field Trip, Projects etc.): Lectures & Notes
7. Technology used for teaching and frequency of use: PPT & Video
8. Study material developed during last 3 years: 1 Years
9. Contribution to enrich quality of teaching - learning/administration during last 3 years: (Seminars / Workshops / lectures / field visits organized): NIL
10. Contribution to the growth and development of the Institution during last 3 years through following:

Year	Committees	Positions held	Work done
2020-21	1) Earn and Learn 2) Student Feedback Committee	Member	Conduct Workshops and Collect Student Feedback.
2019-20	1) Earn and Learn 2) Student Personality Development & Counseling Committee 3) Alumni association Committee	Member	Giving Personal Counseling and Conduct meetings and Workshops Seminars for the Students
2018-19	1) Earn and Learn 2) Student Personality Development & Counseling Committee	Member	Conduct GS Election in the College & Send Selected Student Name to the SPPU

11. Other responsibilities taken & information in any: (Please Specify)

1

NSS Women Programed Officer

Course of Political Science

1. Name: Mr. Dholi Sandip Ramchandra
2. Designation: Assistant Professor
3. Subject: Political Science
4. Qualifications: M.A.NET, SET
Any other (please specify)
5. Teaching experience (in years): 11 Years 06 Month
6. Teaching methods used (Lectures, Field Trip, Projects etc.): Lecture
7. Technology used for teaching and frequency of use: PPT
8. Study material developed during last 3 years: PPT, Video
9. Contribution to enrich quality of teaching - learning/administration during last 3 years: (Seminars / Workshops / lectures / field visits organized): Nil
10. Contribution to the growth and development of the Institution during last 3 years through following:

Committees	Positions held	Work done
Planning Board	Member	Yes, 2020-21
IQAC	Member (Cr.III)	Yes, 2020-21
	Member (Cr.I)	Yes, 2018-19
Discipline	Member	Yes, 2020-21
Admission	Chairman	Yes, 2020-21
Examination	CEO	Yes, 2020-21, 2019-20, 2018-19
Environmental Awareness	Member	Yes, 2020-21, 2018-19
Competitive Exam Counselling	Member	Yes, 2020-21
Placement Support	Member	Yes, 2020-21
Teacher's Study Circle and staff Academy	Chairman	Yes, 2020-21
Social Science Association	Chairman	Yes, 2020-21, 2019-20, 2018-19

UGC proposals and grants utilization	Coordinator	Yes, 2020-21, 2019-20, 2018-19
Grievance Redressal Cell and prevention of ragging and sexual harassment	Coordinator	Yes, 2020-21
Purchase	Coordinator	Yes, 2020-21, 2019-20, 2018-19
Research, Extension, Linkage, Aviskar, Seminar, Advisory, ARC	Coordinator	Yes, 2020-21, 2019-20, 2018-19
Samaj Patrika and Daily Programme Reporting	Chairman	Yes, 2020-21
Student Council	Member	Yes, 2019-20
ICT & Computer Maintenance	Member	Yes, 2019-20
College Website	Chairman	Yes, 2019-20, 2018-19

11. Other responsibilities taken & information in any: (Please Specify) Nil

Course of Geography

1. Name: **Ms. Ashwini Suresh Jadhav**
2. Designation: **Assistant Professor**
3. Subject: **Geography**
4. Qualifications: **M.A. B.Ed.**
5. Teaching experience (in years): **14 Years**
6. Teaching methods used (Lectures, Field Trip, and Projects etc): **Lecture Method, Field Visit, Project work Method**
7. Technology used for teaching and frequency of use: **Online Lecture (Occasionally), Power Point Presentation, sharing educational Videos (Related to syllabus)**
8. Study material developed during last 3 years: **Class rooms notes, E-notes**
9. Contribution to enrich quality of teaching - learning/administration during last 3 years: (Seminars / Workshops / lectures / field visits organized): **Field visits organized**
10. Contribution to the growth and development of the Institution during last 3 years through following:

Year	Committees	Positions held	Work done
2018-19	Environment Awareness Committee	Member	Celebrated Tree Plantation Programme.
	Social Science Association	Member	Organised study tour at Raigad for all the students under the subjects of social sciences.
2019-20	Environment Awareness Committee	Member	Arranged Educational tour at Sahyadri Farm (Mohadi, Ozar Mig.) for the students of Environmental Science and Geography.
	Social Science Association	Member	Celebrated Geography Day by organising a online quiz competition.
	Time Table Committee	Member	Worked as a member of timetable committee.
2020-21	NAAC Criteria -I	Member	Completed the whole work related to Criteria- I: Curricular Aspects for the first cycle of the NAAC
	Social Science Association	Member	1) Celebrated World Earth Day, World Population Day etc. 2) Celebrated Geography Day by organizing a online quiz competition.

11. Other responsibilities taken & information in any: (Please Specify)

1	Worked as a member of Admission committee for the second year in the academic year 2020-21.
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Department of Commerce

1.	Name:		Kothawade Harshali Bharat (2018-19 to 2020-21)
2	Designation:		Assistant Professor
3	Subject:		Commerce
4	Qualifications: Ph.D. /M.Phil./ M.Sc. /M.A. /M. Com Any other (please specify):		M.Com. GDC&A
5	Teaching experience (in years):		10 Yrs.
6	Teaching methods used (Lectures, Field Trip, Projects etc):		Lectures, Project
7	Technology used for teaching and frequency of use:		Online Teaching, PPT, You Tube Video
8	Study material developed during last 3 years:		PPT
9	Contribution to enrich quality of teaching - learning/administration during last 3 years: (Seminars / Workshops / lectures / field visits organized):		
1	2018-19	Field Visit (Industrial Exhibition Visit- Dongare Vasatigruh Maidan Nasik)	
2	2019-20	Induction Programme (@ College)	
3	2019-20	Field Visit (Industrial Visit- Sayhadri Farm Mohadi, Nasik)	
10	Contribution to the growth and development of the Institution during last 3 years through following:		
	Committees		Positions held
	Work done		
2018-19	Library Advisory Committee		Member
	Commerce Association		Member
	Teacher Evaluation & Student Feedback Committee		Member
	Prevention of Ragging and Sexual Harassment Committee		Member
2019-20	Admission Committee		Chairman
	Library Advisory Committee		Member
	Commerce Association		Member
	Teacher Evaluation & Student Feedback Committee		Member
2020-21	IQAC (NAAC- Criterion II)		Member
	Admission Committee		Member
	Examination Committee		Member
	Teachers Study Circle and Staff Academy		Member

		Commerce Association	Member	Yes
		Research, Extension Linkage, Avishkar Seminar Advisory Committee and ARC	Member	Yes
		Scholarship Assistance Committee	Member	Yes
11	Other responsibilities taken & information in any: (Please Specify)			
	1	Head of Department - Commerce (2020-21)		

1.	Name:	Kamankar Sachin Prabhakar (2019-20 to 2020-21)		
2	Designation:	Assistant Professor		
3	Subject:	Commerce		
4	Qualifications: Ph.D. /M.Phil./ M.Sc. /M.A. /M. Com Any other (please specify):	M.Com. SET		
5	Teaching experience (in years):	04 Yrs.		
6	Teaching methods used (Lectures, Field Trip, Projects etc):	Lectures, Project		
7	Technology used for teaching and frequency of use:	Online Teaching, PPT		
8	Study material developed during last 3 years:	PPT		
9	Contribution to enrich quality of teaching - learning/administration during last 3 years: (Seminars / Workshops / lectures / field visits organized):			
1	2019-20	Induction Programme (@ College)		
2	2019-20	Field Visit (Industrial Visit- Sayhadri Farm Mohadi, Nasik)		
10	Contribution to the growth and development of the Institution during last 3 years through following:			
	Committees		Positions held	Work done
	2020-21	Library Advisory Committee	Member	Yes
11	Other responsibilities taken & information in any: (Please Specify)			
	Nil			

1.	Name:	Jagtap Rinku Rajendra (2020-21)	
2	Designation:	Assistant Professor	
3	Subject:	Commerce	
4	Qualifications: Ph.D. /M.Phil./ M.Sc. /M.A. /M. Com Any other (please specify):	M.Com. SET	
5	Teaching experience (in years):	04 Yrs.	
6	Teaching methods used (Lectures, Field Trip, Projects etc):	Lectures, Project	
7	Technology used for teaching and frequency of use:	Online Teaching, PPT	
8	Study material developed during last 3 years:	PPT	
9	Contribution to enrich quality of teaching - learning/administration during last 3 years: (Seminars / Workshops / lectures / field visits organized):		
	Nil		
10	Contribution to the growth and development of the Institution during last 3 years through following:		
	Committees	Positions held	Work done
	Nil		
11	Other responsibilities taken & information in any: (Please Specify)		
	Nil		

1.	Name:	Kshirsagar Vaishali Shivajirao (2018-19 to 2020-21)		
2	Designation:	Assistant Professor		
3	Subject:	Commerce		
4	Qualifications: Ph.D. /M.Phil./ M.Sc. /M.A. /M. Com Any other (please specify):	M.Com. M.Phil. NET, B.Ed.		
5	Teaching experience (in years):	10 Yrs.		
6	Teaching methods used (Lectures, Field Trip, Projects etc):	Lectures, Project		
7	Technology used for teaching and frequency of use:	Online Teaching, PPT, You Tube Video		
8	Study material developed during last 3 years:	PPT		
9	Contribution to enrich quality of teaching - learning/administration during last 3 years: (Seminars / Workshops / lectures / field visits organized):			
1	2018-19	Field Visit (Industrial Exhibition Visit- Dongare Vasatigrub Maidan Nasik)		
2	2019-20	Induction Programme (@ College)		
3	2019-20	Field Visit (Industrial Visit- Sayhadri Farm Mohadi, Nasik)		
10	Contribution to the growth and development of the Institution during last 3 years through following:			
	Committees		Positions held	
	Work done			
2018-19	Timetable Committee		Member	Yes
	Commerce Association		Member	Yes
	Discipline Committee		Member	Yes
	Publicity Committee		Member	Yes
	Tour & Execution Committee		Member	Yes
	Cultural & Value-Added Activity Committee		Member	Yes
	Wallpaper & Magazine Committee		Member	Yes
	Soft skill Development Committee		Member	Yes
2019-20	Admission Committee		Member	Yes
	Commerce Association		Member	Yes
	Discipline Committee		Member	Yes
	Tour & Execution Committee		Member	Yes
	Cultural & Value-Added Activity Committee		Member	Yes
2020-21	Discipline Committee		Member	Yes
	Placement Support Committee		Chairman	Yes
	NSS Committee		Member	Yes

		Alumni Association Committee	Member	Yes
		Commerce Association	Member	Yes
11	Other responsibilities taken & information in any: (Please Specify)			
	1	NSS Programme Officer (2019-20 & 2020-21)		

1.	Name:	Labhade Chhaya Kashinath (2018-19 to 2019-20)		
2	Designation:	Assistant Professor		
3	Subject:	Commerce		
4	Qualifications: Ph.D. /M.Phil./ M.Sc. /M.A. /M. Com Any other (please specify):	M.Com. SET		
5	Teaching experience (in years):	11 Years		
6	Teaching methods used (Lectures, Field Trip, Projects etc):	Lectures, Project		
7	Technology used for teaching and frequency of use:	Online Teaching, PPT		
8	Study material developed during last 3 years:	PPT		
9	Contribution to enrich quality of teaching - learning/administration during last 3 years: (Seminars / Workshops / lectures / field visits organized):			
1	2018-19	Field Visit (Industrial Exhibition Visit- Dongare Vasatigrub Maidan Nasik)		
2	2019-20	Induction Programme (@ College)		
10	Contribution to the growth and development of the Institution during last 3 years through following:			
	Committees		Positions held	
	Work done			
2018-19	Planning Board		Member	Yes
	Commerce Association		Chairman	Yes
	IQAC (Criterion IV)		Member	Yes
	Examination Committee		Member	Yes
	Competitive Examination Counselling Cell		Member	Yes
	Placement Support Committee		Chairman	Yes
	Earn & Learn Scheme		Coordinator	Yes
	Cultural & Value-Added Activity Committee		Member	Yes
	Grievance Redressal cell		Member	Yes
	Seminar Advisory Committee		Member	Yes
	ICT & Computer		Chairman	Yes
2019-20	College Website Committee		Chairman	Yes
	Planning Board		Member	Yes
	Commerce Association		Chairman	Yes
	IQAC		Member	Yes
	Admission Committee		Chairman	Yes
Placement Support Committee		Chairman	Yes	

		Earn & Learn Scheme	Coordinator	Yes
		Cultural & Value-Added Activity Committee	Member	Yes
		Grievance Redressal cell, Ant ragging & Sexual Harassment Cell	Member	Yes
		Research, Extension, Linkage, Avishkar, Seminar Advisory Committee & ARC	Member	Yes
		ICT & Computer Maintenance Committee	Member	Yes
		College Website Committee	Member	Yes
		Examination Committee	Member	Yes
		Teacher Study Circle & Staff Academy	Member	Yes
		Scholarship Assistance Committee	Member	Yes
		Samaj Patrika & Daily Programme Reporting Committee	Member	Yes
		Parents Teachers Association	Member	Yes
11	Other responsibilities taken & information in any: (Please Specify)			
	1	Head of Department - Commerce (2018-19 to 2019-20)		

C. KEY ASPECTS

1. ACADEMIC MANAGEMENT (15%= 150 Marks)

Sr.No	PARTICULARS	SCORE		SCORE	
1.1.a	Has Institution appointed a permanent principal?	Yes		-	-
1.1.b	Is she/he Ph.D.?	Yes		-	-
1.2.	Total Non-Teaching Staff _____ 08			-	-
1.3	Number of professional Programmes held for non-teaching staff in the last two years:				
	≥4	-			
	3	-		-	-
	2	-			
	1	✓	03		
1.4	Extent of grant utilization (UGC + Government + fees) in the last two years				
	Utilization %				
	100%	-			
	75%	-		-	0
	50%	-			
	Less than 25%	-			
1.5	Is the perspective and strategic plan prepared and being followed in the Institution?	Yes	10	-	-
1.6	Office Automation				
	1. Administration				
	a. Admission Processes				
	- Online Admission	Yes	6	-	-
	- Other Processes only	Yes	4	-	-
	b. Enrollment	Yes	4	-	-
	c. Maintenance of Records	Yes	4	-	-
	d. Declaration of Results	Yes	4	-	-
	2. Accounts				
	a. Fees Collection	Yes	4	-	-
	b. Maintenance of accounts	Yes	4	-	-
1.7. a	Is there a College website?	Yes	6	-	-
1.7. b	Is it updated till 2021?	Yes	3	-	-
1.8.	Is the College Library automated?	Yes	-	-	-
	a. Record of Books	Yes	5	-	-
	b. Issue and Return of Books	Yes	5	-	-
1.9.a	Does the library provide open access facility?				
	a. To all	Yes	6	-	-
	b. To Only teachers	Yes	3		



1.9.b	Is there Internet facility in the library? a. For All b. For Teachers only	Yes Yes	5 3	- -	- -
1.10	Is there an Anti-ragging Cell in the college?	Yes	10	-	-
1.11	Are there any Welfare schemes? If Yes, List them <u>Earn and Learn</u> <u>Mediclaime Facility</u>	Yes	10	-	-
1.12	Is there a Women's Development Cell/Anti Sexual Harassment Cell?	Yes	10	-	-
1.13	Is there a functional Alumni Association? (minimum of 1 meeting per year)	Yes	10	-	-
1.14	Do you organize Institution & Stake holders Interaction Cell (ISIC) meet? (minimum one meeting per year) (Stake holders : Governing Board, Parents, Alumni, Industries, etc.)	Yes	10	-	-
	Total		129		

2. ACADEMIC PRACTICES (45%=450 Marks)

2.1 HUMAN RESOURCE (10%= 45 Marks)

Sr.No	PARTICULARS	SCORE		SCORE	
2.1.1	Total Permanent Staff (Teaching) 07			-	-
2.1.2	A. How many faculties have attended FIP? 71% to 100% 41% to 70% Up to 40% B. Faculties who have attended Refresher or Orientation Courses 71% to 100% 41% to 70% Up to 40%	- ✓	1	-	-
2.1.3	Participation of Faculties in Capacity Building Workshops (CBCS, MMI, UDISHA, NME-ICT, KMP etc.) 71% to 100% 41% to 70% Up to 40%	- ✓	05	-	-
2.1.4	Innovative Practices	✓	15	-	-
	Total		24		

2.2 TEACHING LEARNING- EVALUATION PROCESS (50% = 225 Marks)

Sr. No	PARTICULARS	SCORE		SCORE	
2.2.1	Number of programmes/courses offered - CBCS system - Multidisciplinary approach - Any other specify- Elective Courses	✓ ✓ ✓	20	-	-
2.2.2	Percentage of students who graduated during last 1 or 2 year(s): First Class, Second Class, Pass Class				

	>50% First Class >50% Second Class > 50% Pass Class	✓ - -	15		
2.2.3	Contribution of the faculty in Course Design 51% to 100% 26% to 50% 5% to 25% <5%	- - ✓	01	-	-
2.2.4	Extent to which lecture plans and outlines (log books) are prepared and implemented by the individual faculty? 81% to 100% 51 % to 80% 31 % to 50% <30%	Yes - - -	25 - - -	-	-
2.2.5	Is academic calendar being prepared and implemented?	Yes	10	-	-
2.2.6	Use of any other Teaching – Learning Tools - OHP } - LCD } - Videos } - Interactive boards } - Any other (Please specify)	✓ ✓ -	10 10	- -	- -
2.2.7	Use of ICT in teaching – Learning Evaluation - e-journals - IT enabled classrooms - Online assessment - Online assignment submission - Online feedback on teaching & learning	✓ ✓ ✓ ✓ ✓	7.5 7.5 7.5 7.5 05	- - - -	- - - -
2.2.8	Do you offer Bridge Courses/ remedial courses?	Yes	25	-	-
2.2.9	Are projects, assignments, field work, seminars etc. part of curriculum?	Yes	25	-	-
2.2.10	A. Evaluation of Teachers by Students B. Is it analysed and communicated?	Yes Yes	5 5	- -	- -

2.2.11	Innovative teaching practices	Yes	20	-	-
	Total		211		



2.3 RESEARCH OUTPUT (20%) 90 Marks

Sr. No	Particular	SCORE		SCORE	
2.3.1	a. Percentage of teachers with Ph.D as the highest qualification: b. Percentage of teachers with M.Phil as the highest qualification: c. Percentage of teachers with UGC NET or SLET: [Total % = % of (a) + % of (b) + % of (c)] <div style="text-align: right; padding-right: 50px;"> 81% to 100% 51% to 80% 31% to 50% <30% </div>	✓	15		
2.3.2	Publications (Last 3 years): Articles in refereed Journals, Books and Edited volumes=27	Yes	10	-	-
2.3.3	Are you generating resources through consultancy?	-	-	No	0
2.3.4	Sponsorship of events and resources generated	Yes	05	-	-
2.3.5	State /National/ International level Seminars/ workshops/conferences organized during last 1 year/ 2 years. <div style="text-align: right; padding-right: 50px;"> >1 1 </div>	Yes	10	-	-
2.3.6	Number of Faculties engaged in research: a. Sponsored research projects: <div style="text-align: right; padding-right: 50px;"> Completed _____ (At least 1) Ongoing _____ (At least 1) </div>	-	-	No	0
		-	-	No	0

	b. Unsponsored research				
	Completed _____ (At least 1)	-	-	No	0
	Ongoing _____ (At least 1)	-	-	No	0
2.3.7	Innovative practices	Yes	15	-	-
	Total		60		

2.4 COMMUNITY OUTREACH /EXTENSION (10%) 45 Marks

Sr. No	PARTICULARS	SCORE		SCORE	
2.4.1	Number of Outreach projects (???????)				
	NSS	Yes	05		
	NCC	-			
	NGO's	-			
	Own funds	Yes	1.25	-	-
	Local funds	-			
	Govt. funds	-			
2.4.2	Number of faculty hours for outreach activities	Yes	10	-	-
2.4.3	Number of student hours for outreach activities	Yes	10	-	-
2.4.4	Innovative practices (Specify with report)	Yes	10	-	-
	Total		36.25		

2.5 STUDENTS SUPPORT (10%) 45 Marks

Sr. No	PARTICULARS	SCORE		SCORE	
2.5.1	Number of effective teaching days (Number of working days – Exam days)				
	140 or >140	✓	04		
	120-139	-			
	100-119	-			
	<100	-			

3. INFRASTRUCTURAL FACILITY (25% = 250 Marks)

Sr.No	PARTICULARS	SCORE	SCORE
3.1	Campus Area Exemplary Good Inadequate	✓	07
		-	-
		-	-
3.2	Campus Ownership Owned by Management On rent	✓	07
		-	-
3.3	Office Space Exemplary Good Inadequate	✓	07
		-	-
		-	-
3.4	a. Area of Library <u>63.9321 Sq.Mtr</u>		
	b. Do you have separate reading area for student & Staff?	Yes	03
	c. Do you display the new arrivals?	Yes	02
	d. Do you maintain Book Volumes?	-	02
	e. No. of Books per student <u>06</u>		02
	f. No. of Issue/Return books per day <u>15</u>		02
	g. No. of Research Journals <u>01</u>		02
	h. No. of Periodicals <u>06</u>		02
3.5	Laboratories Exemplary Good Inadequate	✓	07
		-	-
		-	-
3.6	Security	Yes	05
3.7	Potable Water facility Exemplary Good Inadequate	✓	07
		-	-
		-	-
3.8	Power Backup facility	✓	05
3.9.a	Washroom facility (for Male) Exemplary Good Inadequate	✓	05
		-	-
		-	-
3.9.b	Washroom facility (for Female) Exemplary Good Inadequate	✓	05
		-	-
		-	-

3.9.c	Washroom facility (for Staff)	Exemplary	✓	05	-	-
		Good	-	-	-	-
		Inadequate	-	-	-	-
3.10	Parking	Exemplary	✓	08	-	-
		Adequate	-	-	-	-
		Inadequate	-	-	-	-
3.11	Class rooms (as per requirement)	Exemplary	✓	10	-	-
		Adequate	-	-	-	-
		Inadequate	-	-	-	-
3.12	Staff room (Tick only one) Individual Staff room with IT facility Staff room with separate cabins Departmental Staff Common	Individual Staff room with IT facility	✓	12	-	-
		Staff room with separate cabins	-	-	-	-
		Departmental Staff	-	-	-	-
		Common	-	-	-	-
3.13	Seminar Room	Exemplary	✓	10	-	-
		Adequate	-	-	-	-
		Inadequate	-	-	-	-
3.14.a	Common room (Boys)	Exemplary	-	-	No	0
		Adequate	-	-	-	-
		Inadequate	-	-	-	-
3.14.b	Common room (Girls)	Exemplary	✓	07	-	-
		Adequate	-	-	-	-
		Inadequate	-	-	-	-
3.15	Medical Centre facility Health Centre facility First-aid facility	Medical Centre facility	-	10	-	-
		Health Centre facility	✓	05	-	-
		First-aid facility	-	-	-	-
3.16	Sports Facility (2 mark for separate ground for each sport) (Maximum 6) Handball Basketball Kabbadi	Yes	Yes	06	-	-
		No	-	-	-	-
		Not Applicable	-	-	-	-
		Inadequate	-	-	-	-
3.17	Indoor Sports facility (2 mark for each indoor sports facility) (Maximum 4)	Yes	Yes	06	-	-
		No	-	-	-	-

	Carrrom,Chess,Table Tennis				
3.18	Gymnasium	Yes	05	-	-
3.19.a	Hostel (Boys)				
	Exemplary	-	-	No	0
	Adequate (with mess)	-	-		
	Inadequate	-	-		
3.19.b	Hostel (Girls)				
	Exemplary	-	-	No	0
	Adequate (with mess)	-	-		
	Inadequate	-	-		
3.20	Transportation for students	-	-	No	0
3.21	Support services (Bank/PO/Xerox)	-	-	No	-
3.22	Canteen	Yes	05	-	-
3.23	Approach Road	Yes	05	-	-
3.24	Garden	Yes	07	-	-
3.25	Auditorium/ Assembly hall	-	-	No	0
3.26	Internet facility				
	For Staff & students :	✓	08	-	-
	For staff only:	-	-		
3.27	Overall Maintenance				
	Exemplary	✓	15		
	Satisfactory	-	-	-	-
	Not satisfactory	-	-		
	Total		194		



1. INSTITUTIONAL INITIATIVES IN HIGHER EDUCATION (15% = 150 Marks)

Questions under different initiatives carry 2.5 marks each: (42*2.5=105)

Sr. No	Particular	Score		Score	
	PART- 1				
4.1.	SANDHAN				
4.1.1	Has the college installed the required dish and antenna for BISAG Programmes?	-	-	No	0
4.1.2	Is there a separate room in the college where TV/LCD has been installed for watching the BISAG lectures?	-	-	No	0
4.1.3	What is the percentage of Faculty members from your college have delivered lecture/(s) at the BISAG Studio? 81% to 100% 61% to 80% 40 % to 60% 20% to 40% <20%	-	-	No	0
4.1.4	Is the 'Video Communication at work' facility installed and operational?	-	-	No	0
4.1.5	How frequently do the students from your college ask questions during the live telecast of lectures? regularly Seldom Never	-	-	0	
4.2	SAPTADHARA				
4.2.1	Have all students filled the Saptadhara form ? >80% <80%	-	-	No	0
4.2.2	Have you appointed different staff member for different dharas?	-	-	No	0
4.2.3	Have all students opted for at least one of dharas ?	-	-	No	0

4.2.4	Is Saptadhara activity conducted at least once a month?	-	-	No	0
4.2.5	Have you maintained record for Saptadhara fund utilization ?	-	-	No	0
4.2.6	How many students of your college participated in the state level competition in different dharas in the academic year 2010-11?	-	-	No	0
4.2.7	Performance of the College in the Saptadhara Bands at the Zonal and State Level	-	-	No	0
4.3	INFORMATION AND COMMUNICATION TECHNOLOGY (NME-ICT)				
4.3.1	How many Faculty members/ Administrative staff can operate MS-Word/ Power point and Microsoft Excel? Teaching 18 Non teaching 05	Yes	2.5	-	-
4.3.2	Did your College arrange for Training of Faculty members in the use of Computers ?	Yes	2.5	-	-
4.3.3	How many Computers do you have in the College -45	Yes	2.5	-	-
4.3.4	Does the College have Internet facilities?	Yes	2.5	-	-
4.3.5	Have your Faculty members undergone training for NME-ICT? If yes, How many?	-	-	No	0
4.3.6	List out names of Faculty and non teaching Staff with their respective e-mail ids.				
4.4.	PLACEMENT ACTIVITY / UDISHA				
4.4.1	Has the Udisha Placement cell/ Career Counseling Cell been formed in your college?	Yes	2.5	-	-
4.4.2	How many students have been enrolled- 20	Yes	2.5	-	-
4.4.3	Has there has been any campus placement?	Yes	2.5	-	-
4.4.4	Have you conducted any pre placement training for student's placements? If yes, then Specify. Soft Skills Resume Writing Communication Skills	Yes	2.5	-	-

4.4.5	Have you organized any company visits or guidance camp for students?	Yes	2.5	-	-
4.4.6	Does the placement cell maintain the record of job opportunities and students?	Yes	2.5	-	-

4.4.7	Are the students provided computers and Internet to search job, to down load application forms etc?	Yes	2.5	No	0
4.4.8	Does the college have a system of registering students at the Employment office?	-	-	No	0
4.4.9	Does the college subscribe to magazines like Employment News, Rojgar Samachar etc? If <u>yes</u> , Give names of magazines.	-	-	-	-
4.5	CHOICE BASED CREDIT SYSTEM (CBCS)				
4.5.1	Have your Faculty members been sent for training in CBCS ?	Yes	2.5	-	-
4.5.2	Has your College arranged for Training on CBCS for college Staff?	Yes	2.5	-	-
4.5.3	Is your College familiar with e Content ? >50% of Faculties > 50% of Students	Yes Yes	1.25 1.25	- -	- -

4.6	DELL-SCOPE				
4.8.1	Does your College have a Digital English Language Lab ?	-	-	No	0
4.8.2	Do you propose to apply for a DELL ?	-	-	No	0
4.8.3	How many students use the DELL in a day ? At least 10%	-	-	No	0
4.8.4	Have your teachers taken any Courses in SCOPE?	-	-	No	0
4.8.5	How many teachers pass the SCOPE Certification in a year?	-	-	No	0
	Total		20		

	** The following questions carry 3+6+6 respectively. (15 Marks)				
A.	Does your College facilitate Academic links/ collaborations/ MoU, etc with other centers of higher learning ?	Yes	3	-	-
B.	Does the college have a functional Alumni Association?	Yes	6	-	-
C.	Number of students enrolled <u>-50</u> Activities of Alumni Association Donation to college Organization of lectures Meetings Give details of any Progressive Practices of the Institution if any.	Yes	6	-	-
	Total		15		

PART – 2 ABOUT OTHER INITIATIVES (30 Marks)

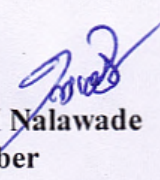
Please enclose a detailed write up for each initiative giving Context, Objectives, Action plan, resources utilized and generated, if applicable and its impact.

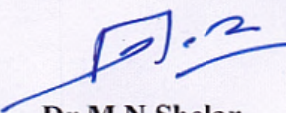
Report of Academic and Administrative Audit


The committee has visited Maratha Vidya Prasarak Samaj's Arts and Commerce College, Makhamalabad for Academic and Administrative Audit (AAA) of last three academic years (2018 - 2021) on 2 March 2021. The committee has gone through the data provided by the institution in each criterion. On the basis of that the score is provided to each separate criterion as follows:

Sr. No	Criteria	Total Marks	Marks obtained by the College
1	Academic Management	150	129
2	Academic Practices	450	373.25
	2.6 Human Resource	45	24
	2.7 Teaching Learning Evaluation Processes	225	211
	2.8 Research Output	90	60
	2.9 Community Outreach/ Extension	45	36.25
	2.10 Student Support	45	42
3	Infrastructure & Other Facilities	250	194
4	Initiatives and Supplementation	150	35
	Total	1000	731.25

So as per the marks obtained by the college the academic performance of is **Good**. The level of academic accomplishment above the minimum level expected of an institution. The college has successfully completed its Academic and Administrative Audit.


Dr P M Nalawade
Member


Dr M N Shelar
Member


Dr V B Gaikawad
Chairman
Principal
K.R.T. Arts, B.H. Com. &
A. M. Science College, Nashik.

