

DNYANDEEP SHIKSHAN PRASARAK MANDAL CHANDRAPUR

**DR. KHATRI MAHAVIDYALAYA, TUKUM  
CHNADRAPUR**

**Tadoba Road Tukum, Chandrapur- 442401 (Maharashtra)**

College e-mail id:[acs\\_college@rediffmail.com](mailto:acs_college@rediffmail.com) College Website:[www.acscollegetukum.ac.in](http://www.acscollegetukum.ac.in)

Phone No:07172-265305

Government Recognised, NAAC Reaccredited 'C+' Grade with CGPA-1.84, AISHE: C-18890

*Affiliated to the*  
**Gondwana University, Gadchiroli**



**Internal Quality Assurance Cell  
(IQAC)**

**Self-Study Report**

On

**ACADEMIC AND ADMINISTRATIVE AUDIT  
(AAA)**

**Academic Year 2021-2022**

**IQAC Coordinator  
Dr. N.R. Dahegaonkar**

**Principal  
Dr. J. M. Kakde**

## **PREFACE**

The NAAC expects the institutions to undertake Academic and Administrative Audit to monitor and evaluate the institutional process through systemic internal and external audit. I am extremely happy to submit the Self-Study Report on Internal Academic and Administrative Audit of Dnyandeep Shikshan Prasarak Mandal Chandrapur's Dr. Khatri Mahavidyalaya Tukum, Chandrapur of the session 2021-2022.

The Self Study Report provides an opportunity to introspect, evaluate and refashion college activities so as to enable us to march towards the goals set before us with added strength and dedication. Genuine and sincere efforts have been made to identify our strengths and weaknesses through this audit report, which would in turn help us to explore opportunities for further improvement. The guidelines provided by NAAC and Gondwana University Gadchiroli and the nature of questions to which we responded in the report were surely inclusive of each and every aspect of Academic and Administrative activities along with Teaching-Learning and Evaluation Process.

In this session, we were able to conduct classes in online and offline mode as per Government of Maharashtra and Gondwana University, Gadchiroli guidelines due to Pandemic covid -19. Still we made sincere efforts to correlate the vision and mission of our college with the idea of quality education and effective administration. This report enumerates our efforts to provide the best of quality oriented Curricular, Co-Curricular and Extra-Curricular activities through IQAC.

I extend my heartfelt gratitude towards Dr. N.H. Khatri sir President, Dnyandeep Shikshan Prasarak Mandal Chandrapur, for taking keen interest in the development of the institution and is a constant source of inspiration. I wish my sincere thanks to Dr. S.B. Kapoor, Secretary, DSPM Chandrapur who offered a complete support whenever required. I acknowledge the support provided by the members of College Development Committee. Along with this, I would like to acknowledge the AAA Committee, IQAC Co-ordinator and committee members, Head of the Departments, Teachers and support staff of the college.

I sincerely feel our meticulous work will meet the expectation of Academic and Administrative Audit Committee.

**Dr. J. M. Kakde**  
**Principal**

## **Acknowledgment**

I am pleased to submit the Self Study Report (SSR) of Internal Academic and Administrative Audit (AAA) of the year 2021-22 prepared by internal AAA committee of the College.

This report fulfils the major objectives of Academic and Administrative Audit mentioned by the NAAC. The present Self-Study report includes Institutional Information, methods, observations and recommendations of the committee. Though, this Internal Academic and Administrative Audit is to evaluate the academic performance of the different departments, the main aim of this audit is to create awareness among the faculty members to adopt innovative and better teaching learning methods to improve outcomes and adopt quality policy and best practices to emerge as centre of excellence.

I express my sincere gratitude towards our Patron Dr. N.H. Khatri, President, Dnyandeep Shikshan Prasarak Mandal, Chandrapur; I wish my sincere thanks to Dr. S.B. Kapoor, Secretary DSPM Chandrapur who offered a complete support whenever required. I express my sincere thanks to Governing body of the Dnyandeep Shikshan Prasarak Mandal Chandrapur, who provided whole support.

I am very thankful to our Principal Dr. J.M. Kakde sir for giving me an opportunity to work as a coordinator of AAA committee and the IQAC committee of the college. Without his valuable suggestions, the report may not complete within given period.

My sincere thankfulness goes to AAA committee members and IQAC committee members, Head of the Departments, Teachers and Support Staff of the Institute.

**Dr. N.R. Dahegaonkar**  
**IQAC Co-ordinator**

## Internal Academic and Administrative Audit (AAA)

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## **About us**

The Arts, Commerce and Science college Tukum Chandrapur now known as Dr. Khatri Mahavidyalaya Tukum Chandrapur begins from 1991-92, with the discipline of Arts, Commerce and Science, in the area of Tukum Durgapur. The college is recognized by Government of Maharashtra and affiliated to Gondwana University, Gadchiroli. With undergraduate courses college has started PG courses in Mathematics and Computer Science from the session 1996-97. We are the first to introduce above PG courses for the students of backward and tribal area of Chandrapur and Gadchiroli District.

The courses like M.A. in Sociology, Political Science, History and Marathi were added from the session 2001-02, whereas B.Sc. (IT), M.Sc. (Environmental Science), M.Com. DBM and M.A. (Home Economics) were introduced in the session 2005-06. The college get 2F recognition in 2016 by UGC. Recently, college has started PG programmes in Chemistry, Physics and Zoology from the session 2019-2020 and Ph.D. programmes in subject Economics, Marathi, Commerce, Mathematics and Environment Science from the session 2021-2022.

The college is progressing by lips and bounds; the management is highly supportive for the overall development of the students and faculty.

### **Vision**

“To provide quality education for all the sections of the society to create citizens who cultivates human values for the formation of an egalitarian society”

### **Mission**

- To promote research and development in order to fulfill needs of growing societies and nation.
- To provide applied economical knowledge for self-employment.
- To promote and propagate citizenship values for the unity and integrity of the nation
- To develop scientific temperament for eradication of superstitions and inhuman traditions.
- To emerge as a centre of excellence advancing new approaches to education

### **Core Values of NAAC:**

- Contributing to National Development
- Fostering Global Competencies among Students
- Inculcating a Value System in Students
- Promoting the Use of Technology
- Quest for Excellence

### **Quality policy**

1. Establish and promote high quality education and produce professionals of world class competence.
2. Create healthy atmosphere for effective teaching –learning process.
3. Promote creativity, innovations and research.
4. Achieve excellence in education through outcome based curriculum.
5. To emerge as a center for excellence advancing new approaches in quality education

### **Objective of AAA**

The objective of Internal Academic and Administrative Audit is to encourage the departments to evaluate and analyse the teaching learning process for quality education by use of technology to emerge as College of Excellence in quality education.

The internal Academic and Administrative committee is as follows.

### **Internal Academic & Administrative Audit (AAA) Committee (2021-2022)**

<b>Sr. No.</b>	<b>Details</b>	<b>Name</b>
<b>1</b>	Chairperson	Dr. J.M. Kakde
<b>2</b>	Coordinator	Dr. N.R. Dahegaonkar
<b>3</b>	Member	Dr. P.M. Telkhade
<b>4</b>	Member	Dr. S.S. Katkamwar
<b>5</b>	Member	Dr. G.R. Sapat
<b>6</b>	Member	Dr. G.K. Jibhkate

### **Methodology of Academic Audit:**

A common format of 'Evaluative Report of the Department' for collecting baseline data (Annexure I) was prepared by the Internal AAA committee and the departments were instructed to furnish the required information as per that format during the visit to departments by Internal Audit committee.

The internal Academic Audit was conducted by the committee members by visiting all the departments and verifying records and documents on 29-08-2022 and 30-08-2022 as per the following schedule.

Date	Time	Department	Date	Time	Department
29-08-2022	11.00–11.30 am	English	30-08-2022	11.00–11.30 am	Sociology
	11.30-12.00 pm	Marathi		11.30-12.00 pm	Political Science
	12.00-12.30 pm	Hindi		12.00-12.30 pm	History
	12.30-1.00 pm	Economics		12.30-1.00 pm	Home Economics
	1.00 to 1.30	Geography		1.00 to 1.30	Commerce
	2.30-3.00 pm	Chemistry		2.30-3.00 pm	Zoology
	3.00- 3.30 pm	Environmental Science		3.00- 3.30 pm	Botany
	3.30-4.00 pm	Mathematics		3.30-4.00 pm	Microbiology
4.30 to 5.00 pm	Physics	4.30 to 5.00 pm	Computer Science		

**Data of the Institution:**

- **Name of the Institution :** Dr. Khatri Mahavidyalaya, Tukum Chandrapur
- **Name of the Head of the institution:** Dr. Janardhan M. Kakde
- **Designation:** Officiating Principal
- **Address:** Near S.T. Workshop, Tadoba Road, Tukum, Chandrapur, (M.S.)  
Pin: 442401
- **Contact Details :** Phone no.: 07172-265305 Mobile no.: 8459560877
- **NAAC Accreditation:** II<sup>nd</sup> cycle, CGPA 1.84

**1. Institutional Status:**

- **Affiliation:** Affiliated to Gondwana University, Gadchiroli
- **Type of Institution: Co-education/Men/Women :** Co-education and Semi- Urban
- **Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self-financing (please specify) :** Grant in Aid and UGC 2f
- **Name of the IQAC Coordinator:** Dr. N.R. Dahegaonkar
- **Mobile:** 9766098201
- **Registered Email:** acs\_college@rediffmail.com
- **IQAC e-mail address:** iqac20acs@gmail.com
- **Alternate e-mail address:** pravintelkhade201@gmail.com
- 2. **Website address:** [www.acscollegetukum.ac.in](http://www.acscollegetukum.ac.in)

**3. Number of programmes and courses run by college and Students enrollment profile for the session 2021-2022**

Number of Programmes	Number of Courses	Number of full time teachers	Number of Students Admitted	Pass percentage of students
(UG+PG) = 14	230	28	1466	
Ph.D. = 05	--	Guides=	22	--

**4. Number of Add on /Certificate programs offered during the year**

Sr. No.	Name of Add on Course	No of Students enrolled
1.		
2.		

**5. NAAC Accreditation Details:**

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	C+	61.50	2005	from:25/02/2005 to:24/02/2010
2 <sup>nd</sup>	C	1.84	2020	from:08-01-2020 to:07/01/2025

**Significant contributions made by IQAC during the year 2021-2022**

- Two days National conference on ‘Current Dimensions in Social Science and commerce-2022’
- One day Webinar on “Preparation of Official and Departmental Budget” for teaching staff and Non teaching Staff.
- University level workshop on Disaster Management
- One day workshop for teaching and non teaching staff by Mastersoft, Nagpur
- Commencement of Talking Tree Application App in the college premises and nearby area.
- One Day workshop on NET SET and Quality Research paper writing
- Organization of Voter registration and public awareness camp
- Quiz Competition on Occasion of Abdul Kalam Birth anniversary
- Reroute (Giving right direction to the life).
- One day Webinar on “Trends and opportunities in cloud Technology for students
- Covid-19 Vaccination Camp for students between 15 to 18 years.
- Questionnaire Competition on occasion of International Women’s day
- Workshop on “Rojgarachya sandhi” for college students.
- Intercollegiate singing competition “Bhavgeet Spardha”
- Workshop on Interview skill and Placement opportunities for college students.
- Internal Academic and Administrative Audit of the Departments
- Facilitates ICT infrastructure for online teaching.



### Work of AAA committee

1. The duly filled formats of self-Evaluative report submitted by Departments were analyzed.
2. All the files related with curricular, co-curricular and extracurricular activities of the department were verified and analyzed.
3. The emphasis was given on faculty profile, research paper publication, bridge course, remedial teaching, use of ICT, student's seminars and projects, organization of guest lecture, study circle activity etc.

### Evaluation Sheet for AAA

S.N.	Criteria	Grade			
		A	B	C	D
1	Faculty Profile				
2	Research Paper/ Book publication				
3	Participation/ Paper/Poster presentation in Seminar/ Conferences/ Symposium/Workshops				
4	Faculty Involvement in various Curricular / Co-Curricular / Extracurricular activities				
5	Prepared Departmental Year Calendar, Teaching plan				
6	Student Enrolment and Profile				
7	Activities organized under study circle				
8	Students Participation in various Curricular / Co-Curricular / Extracurricular activities				
9	Conduct of Continuous Internal Evaluation adheres to Academic Calendar				
10	Result, Progression and placement of the students				
11	Placements of students				
12	Awards and recognition received during the year				
13	Efforts for quality enhancements in teaching, learning, evaluation, research etc				
14	Departmental & Central library books				
15	Remedial teaching, bridge course conducted				
16	Number of invited/Guest lecturers arranged				
17	Use of ICT enabled tools, innovative Teaching methods used other than lecture method				
18	Collaboration, linkages, MoUs, consultancies of the department with, Local National, International organizations				
19	Quality improvement strategies adapted by Department				
20	Best practices& innovative practices of the Department				
21	Any other				

4. All the files and documents concerned with curricular, co-curricular and extra-curricular activities of the department viz. Faculty profile, yearly plan, teaching plan, student admission file, result and progression file, research paper publication etc. were verified and analysed.
5. The following registers i.e. Departments Annual Budget register, Monthly Review and Planning Meeting registers, Departments Alumni Register, Departmental Book

issue Register, Admission Enquiry register for PG courses and Visitors book registers were verified.

6. The AAA team asks for SWOC, future plan, quality improvement strategies, best practices and innovative practices for achieving academic excellence in future.

### **Observations of Committee**

1. All the departments achieve nearly 95% result in the session 2021-2022.
2. All departments maintain good record of Faculty Profile, Student Admission profile, Results and Progression.
3. Every Department prepared year plan as per Academic Calendar of Parent University and college. Each faculty prepared teaching plan with learning outcomes and distributed to students at the beginning of the session.
4. Attainment of Course outcome is calculated by every department on the basis of the students performance in unit tests, co-curricular and extracurricular activities as well as results of semester examinations conducted by university at the end of each semester.
5. All UG Laboratories were well equipped with necessary equipments. The new PG laboratories are ready with equipments for M.Sc. programmes in Chemistry, Physics and Zoology on second floor.
6. All departments use ICT tools and ICT room for preparation of teaching Aids and taken efforts for quality enhancement in teaching, learning and evaluation. All Departments engaged online classes through Google meet, ACS YouTube Channel and self-YouTube channel.
7. As per guidelines of IQAC and Examination cell, near about all departments taken two or more unit tests in each semester as a part of continuous evaluation and maintained record. Some departments organized Group discussion, seminar and power point presentation for students.
8. Most of the departments promoted their students to participate in various co-curricular and extracurricular activities as soon as classes started in offline mode.
9. All the departments have good amount of Departmental and Central library books.
10. Near about all the departments organized guest lectures under study circle for their students.
11. Departments show good response to the collaboration, linkages and MoUs with local, national and international organizations. Most of the departments had taken initiative to sign MoUs with government and non government organizations.
12. The department of Chemistry, Botany, and Zoology organized industrial visits for their students. Department of Computer science and Hindi organized online competitions for students. Department of political science organized voter registration and public awareness campaign in the nearby areas.
13. It is observed that the faculties of the department of English, Economics, Hindi, Environmental Science, Chemistry, have regularly increasing their academic profile as well as publications of research papers and books.
14. Most of the departments were not able to initiate best practices of their departments as half of the session was passed in online mode due to covid-19 pandemic.

### **Recommendations of Committee**

1. Departments should organize Bridge course, remedial classes, doubt clearing classes and question paper solution discussion classes for students.
2. All departments must conduct quiz competition, surprise test, open book tests and seminars on regular basis and maintain record of all these activities.
3. The internal assessment system followed by the department should be strictly transparent. Not down the grievances and send to examination committee for further action.
4. Each department must organize one guest lecture/ semester
5. Each faculty must concentrate on self research paper publication as well as final year student's research publications. Publications should be strictly in UGC care listed journals.
6. Departmental and central library must be enriched with text books and reference books as per CBCS pattern.
7. Students should promote to participate in co-curricular and extracurricular activities so that most of the students can participate in competitions organized by university like Indradhanusha and Avishkar
8. A database of the students should be prepared to maintain data of final year passed out students for their progression to higher classes and job placements.
9. Every department must carefully maintain documentation record of each activities of the department in the academic session.
10. If the next session will be offline and free from covid pandemic, departments should organize field visits, industrial visits, excursion tour, sample collection tour etc.
11. Departments should concentrate on their best practices and distinctiveness.

### **Signature of the AAA committee**

- |                       |        |
|-----------------------|--------|
| 1. Dr. S.S. Katkamwar | Member |
| 2. Dr. G.K. Jibhakate | Member |
| 3. Dr. P.M. Telkhade  | Member |
| 4. Dr. G.R. Sapat     | Member |

IQAC Co-ordinator

Principal

**Annexure 1.**



# Dr. Khatri Mahavidyalaya Tukum, Chandrapur

IQAC CELL

## Evaluative Report of the Department

**Session:**

**Establishment of Department:**

**Name of Department:**

**Name of the Head of the Department:**

**Email:**                      **Mobile:**

**Name of Programmes / Courses offered:**

**Vision and Mission of the Department:**

**1. Faculty Profile (Teaching and Non-Teaching):**

Sr. No	Name	Designation	Qualification	Specialization	Date of Appointment	Total Teaching Experience (UG+PG)	Temp/ Permanent
1.							
2.							

**2. Departmental sanctioned and filled Posts**

Sr. No.	Number of Sanctioned Teaching posts	Number of filled Teaching posts	Number of vacant teaching posts
1.	Professor		
2.	Associate Professor		
3.	Assistant professor		

**3. Department at a Glance**

1.	Research supervisors	
2.	Students working under supervisor	
3.	Research publications	International-

		National -
		State-
4.	Books Published	
5.	Books Edited	
6.	High impact factor	
7.	H-index	
8.	Conference/ Seminar/ workshop organized	
9.	Major Achievement of Department	
10.	Any other	

#### 4. Teaching Learning Evaluation (Faculty wise)

Sr. No	Name of the faculty	Classes Taught	No of lectures engaged/ Semester	Theory workload	Practical workload	Total Workload allotted
1						
2						

#### 5. Research Paper Publications: (Faculty wise)

Name of Faculty:

Sr No.	Title of the Research Paper with page number	Issue & Volume	Name of the Journal/publisher	ISSN/ ISBN No.	Whether peer reviewed	Whether UGC care Listed	Sole/ co-author s	Impact factor, if any
1.								
2.								

#### 6. Book Publications: (Faculty wise)

Name of Faculty:

Sr No.	Title of the Book	Name of the publisher	ISSN/ ISBN No.	Whether peer reviewed	Whether UGC care Listed	Sole/ co-authors	Text book/reference Book
1.							

2.							
----	--	--	--	--	--	--	--

**7. Faculty qualification improved during Academic Year**

Sr. No.	Name of the Faculty	Improvement in qualification			
		NET/SET	M.Phil.	Ph.D.	others
1.					

**8. Faculty qualification and Development (Orientation, Refresher, Short term, winter school)**

Sr. No	Name of Course or Summer School	Place	Duration	Sponsoring Agencies
1.				
2.				

**9. Seminar/ Conferences/ Workshops organized by the Department (Give details) :**

**10. Seminar/ Conferences/ Symposium/Workshops Participation by the faculty of the Department (only number)**

Name of Faculty:

Sr. No	Title of Events	International National/ State/ University	Organised by	Date and Duration

**11. Paper/Poster presentation by the faculty of the Department in Seminar/ Conferences/ Symposium/Workshops**

Name of Faculty:

Sr. No	Title of Paper/ Poster Presented	International/ National/ State/ University	Organised by	Date and Session

**12. Involvement of the teachers in various Curricular / Co-Curricular / Extracurricular activities**

Name of the faculty:







1	<b>Sem II</b>								
2	<b>Sem IV</b>								
3	<b>Sem VI</b>								
	<b>(PG)</b>								
4	<b>Sem II</b>								
5	<b>Sem IV</b>								

**22. Progression of the Department only for final year (UG and PG)**

Sr. No.	programme	Total no of students		Number of students enrolled in higher education		Progression percentage
		Male	Female	Male	Female	
	<b>UG</b>					
	<b>PG</b>					

Note: attach copy

**23. Placement of the students:**

Sr. No	Name of the students	Mobile	Session	Name of Employer with detailed address and phone number	Package availed

**24. Whether department established study circle if yes attach the formation of study circle with aims and objectives.**

**25. Mention activities taken under study circle. Give details.**

**26. Ongoing and Completed Research Projects and Consultancies :**

**27. Awards and recognition received during the year ( Mention the dates of award and recognitions ) :**

**28. Departmental efforts for quality enhancements in teaching, learning, evaluation, research etc.**

Sr. No	Particulars
1	
2	

**29. Give your last year departmental budget:**

Sr. No.	Budget (Rs)	Expenditure (Rs)
Year		

**30. : Infrastructure details of the department**

Sr. No.	Name of the Assets and area	No of Items/ sq. ft.
1	Area of laboratory	
2	Area of classroom	
3	Area of HOD cabin	
4	Area of store room	
5	Number of cupboards	
6	Number of book shelf	
7	Number of tables	
8	Number of chairs	
9	Number of student stools	
10	Number of ceiling fans	
11	Number of tube lights	
12	Major instruments (more than one lakh)	
13	Instruments below one lakh	
14	Specimen/charts/posters/	
15	Notice board	
16	Other specifications	

**31. Gadgets in the Department**

Sr. No.	Name of the Activity	No of Items
1	Language Lab Only for linguistic dept.	
2	LCD Projector	
3	Overhead projector	
4	Computer/laptop with internet facilities	
5	Text based CDs in soft copies	
6	Power Point Presentations	
7	Audio Lectures in soft copies	
8	Models	
9	Other specifications	

**32. Library Resources:**

Sr. No	Particulars	Facility available
1	Central Library books available	Text book: Reference books:
2	<b>Departmental Library</b>	Text book: Reference books:

**33. Students Participation in various Curricular / Co-Curricular / Extracurricular activities**

Title of the activities	Date	Organizing unit/agency/collaborating agency with contact details	Number of teachers co-ordinated such activities	Number of students participated in such activities		
				Male	female	Total

**34. A) Curricular Aspect:**

- 1) Does the feedback on the syllabus is taken from the Student/ Teacher/Alumni/ academic peers? If yes, Please specify:
- 2) Remedial teaching, bridge course, performed in the department (Y/N), please specify:
- 3) Number of invited/Guest lectures arranged in the Department: give details
- 4) Give list of senior academic visiting faculty if any : attach list

**35. Teaching- Learning and Evaluation:**

- a. **Efforts taken for mentoring of the students:** give details
- b. **Teaching methods used other than lecture method:** give details
- c. **E-learning methods used for teaching:** give details

**36. Research, Consultancy and Extension:**

- a. **Collaboration of the department with, Local National, International organizations (if any):**
- b. **Linkages of the department with, Local National, International organizations (if any):**

- c. **MoU Signed : give details**
- d. **Consultancies of the department (if any):**
- e. **Web pages, portal developed by teacher for the research activities:**

**37. Teachers using national knowledge network (NKN),NPTEL, NMEICT (National Mission of Education through ICT):**

**38. Governance, Leadership and Management:** Quality improvement strategies adapted by Department ( if any give details)

**39. Efforts of the Department to fulfil the Vision and Mission of the college:**

**40. Mention any two best practices of your department.**

**41. Give innovative practices of your department (in brief)**

**42. Give programme outcome, programme specific outcome and course outcome of your department (attach file).**

**43. Give plan of action of your department.**

Plan of Action	Achievements/Outcomes

**44. SWOC analysis of the Departments**

**STRENGTH**

**WEAKNESS**

**OPPORTUNITIES**

**CHALLENGES**

**45. Future Plans**

**Specifications (students and faculty) :-**

**Head of the Department**

**Coordinator AAA/ IQAC**