

DNYANDEEP SHIKSHAN PRASARAK MANDAL CHANDRAPUR

**ARTS, COMMERCE AND SCIENCE COLLEGE
TUKUM CHNADRAPUR**

Tadoba Road Tukum, Chandrapur- 442401 (Maharashtra)

College e-mail id: acs_college@rediffmail.com College Website: www.acscollegetukum.ac.in

Phone No: 07172-265305

Government Recognised, NAAC Reaccredited 'C+' Grade with CGPA-1.84, AISHE: C-42086

Affiliated to the
Gondwana University, Gadchiroli



**Internal Quality Assurance Cell
(IQAC)**

Self-Study Report

on

**ACADEMIC AND ADMINISTRATIVE AUDIT
(AAA)**

Academic Year 2020-2021

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

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

PREFACE

I am extremely happy to submit the Self-Study Report on Internal Academic and Administrative Audit of Dnyandeep Shikshan Prasarak Mandal Chandrapur's Arts, Commerce and Science College Tukum, Chandrapur of the session 2020-2021. The NAAC expects the institutions to undertake Academic and Administrative Audit to monitor and evaluate the institutional process through systemic internal and external audit.

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.

We have 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 2020-21 prepared by internal AAA committee of the College.

This report fulfils the major objectives of AAA 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 an awareness among the faculty members to adopt innovative and better teaching learning methods to improve outcomes and adopt quality policy to emerge as centre of excellence.

I express my sincere gratefulness towards our Patron Dr. N.H. Khatri sir 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)

INDEX

Sr. No.	Topic	Page No.
1	About us	04
2	Vision and mission of college	04
3	Core values of NAAC	05
4	Quality Policy of College	05
5	Objective of AAA	05
6	Academic & Administrative Audit (AAA) Committee	05
7	Methodology	06
8	Data of Institution	06
9	Significant contribution by IQAC	07
10	Methodology of AAA	07
11	Observation	08
12	Recommendations	08
13	Annexure I	10

About us

The Arts, Commerce and Science college 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.

In view of educational need of local areas, the college has commenced Junior college in Arts, commerce and Science stream from the session 1999-2000.

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 courses in Chemistry, Physics and Zoology from the session 2019-2020.

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

Vision

- To serve the students in bringing out their potential in education and career with core values of the society.
- To impart updated and socially relevant knowledge in various disciplines like Arts, Commerce, science and Information Technology.
- To make the student aware of the national good and aspirations and to develop the capacity to assume responsibilities as future citizens.

Mission

- To update academic and research practices and promote quality in all spheres educational technology to enrich the teaching and learning process by regular improving infrastructural resources and inculcate
- To provide quality education to girls students irrespective of caste, creed, religion and diverse socioeconomic status.
- To establish institute of sports and games for girls and boys from society to aim at over all personality development of the students fraternity through extracurricular activities in association with various social and cultural organization.
- To develop commitment towards the conservation of environment with goal towards sustainable development.

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 model college 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 model college in quality education.

For the first time an initiative is taken by IQAC by forming the internal Academic Audit Committee to prepare and submit an internal Audit report for the session 2020-21.

The internal Academic and Administrative committee is as follows.

Internal Academic & Administrative Audit (AAA) Committee (2020-2021)

Sr. No.	Details	Name
1	Chairperson	Dr. J.M. Kakde
2	Coordinator	Dr. N.R. Dahegaonkar
3	Member	Dr. P.M.Telkhade
4	Member	Dr. S.S. Katkamwar
5	Member	Dr. G.R. Sapat
6	Member	Dr. V.V. Lade

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 audit committee.

The internal Academic Audit was conducted by the committee members by visiting all the departments and verifying records and documents on 04-10-2021(All Science Departments) and 05-10-2021(Arts and Commerce Department) as per the following schedule.

Date	Time	Department	Date	Time	Department
04-10-2021	11.30-12.00 am	Microbiology	05-10-2021	8.00-8.20 AM	English
	12.00 -12.30 pm	Botany		8.20- 8.40 AM	Marathi
	12.30-1.00 pm	Zoology		8.40-9.00 AM	Hindi
	1.00-1.30 pm	Chemistry		9.00- 9.20 AM	Sociology
	2.00-2.30 pm	Environmental Science		9.20-9.40 AM	Political Science
	2.30-3.00 pm	Mathematics		9.40-10.00 AM	History
	3.00- 3.30 pm	Physics		10.00-10.20 AM	Economics
	3.30-4.00 pm	Computer Science		10.20-10.50 AM	Home Economics
			10.50-11.20 AM	Geography	

Data of the Institution:

- Name of the Institution :** Arts, Commerce and Science College 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:** IInd cycle, CGPA 1.84
- Institutional status:**
 - Affiliation :** Affiliated to Gondwana University, Gadchiroli
 - Type of Institution: Co-education/Men/Women :** Co-education and 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
- Website address:** www.acscollegetukum.ac.in

4. Number of programmes and courses run by college and Students enrollment profile

Number of Programmes	Number of Courses	Number of full time teachers	Number of Students Admitted	Pass percentage of students
17 (UG+PG)	64	30	1454	

5. NAAC Accreditation Details:

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

Significant contributions made by IQAC during the year 2020-2021

- Organization of one day interuniversity workshop for non-teaching staff
- Organization of two days international seminar for teaching staff
- Submission of proposal for Research Centres in Economics, Marathi, Commerce, Mathematics and Environmental Science
- Internal Academic and Administrative Audit of the Departments
- Creation of ACS College YouTube Channel for online teaching and 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 etc.
4. Evaluation Sheet

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	Students Participation in various Curricular / Co-Curricular / Extracurricular activities				
8	Conduct of Continuous Internal Evaluation adheres to Academic Calendar				
9	Result, Progression and placement of the students				
10	Awards and recognition received during the year				
11	Efforts for quality enhancements in teaching, learning, evaluation, research etc				
12	Departmental & Central library books				
13	Remedial teaching, bridge course conducted				
14	Number of invited/Guest lecturers arranged				

15	Use of ICT enabled tools, innovative Teaching methods used other than lecture method				
16	Collaboration, linkages, MoUs, consultancies of the department with, Local National, International organizations				
17	Quality improvement strategies adapted by Department				
18	Best practices & innovative practices of the Department				

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

Observations of Committee

- All the departments achieve nearly 100% result in the session 2020-2021.
- All departments maintain good record of student profile, Results and Progression.
- Laboratories were well equipped with necessary equipments. There is need of laboratories for M.Sc. courses in Chemistry, Physics and Zoology.
- All departments use ICT tools for teaching and taken efforts for quality enhancement in teaching, learning and evaluation. All Departments engage online classes through Google meet, ACS YouTube Channel self-YouTube channel.
- Maximum departments taken two or more unit tests as a part of continuous evaluation only department of Marathi, History and Political science doesn't conduct unit test.
- Due to covid-19 pandemic situation departments unable to organize field activities.
- The students participation in various co-curricular and extracurricular activities restricted due to covid-19 pandemic situation.
- All the departments have good amount of Departmental and Central library books.
- As per discussion with the faculty members, it feels that there has been no need of remedial coaching in session 2020-2021 due to 100 percent result.
- Near about all the departments organized guest lectures except department of History.
- Departments show poor response to the collaboration, linkages and MoUs with local, national and international organizations.
- It is observed that the faculty of the department of Economics, Hindi, Environmental Science, Chemistry, and Zoology have regularly increasing their academic profile as well as publications of research papers and books.

Recommendations of Committee

- Bridge course, remedial and doubt clearing classes for students must be arranged.
- All departments must conduct quizzes, surprise test, open book test and seminars on regular basis and maintain record of all these activities.
- Departments should concentrate on preparation of question bank of objective type of questions with options as per university pattern.
- Departmental and central library must be enriched with text books and reference books as per CBCS pattern.
- Students should promote to participate in co-curricular and extracurricular activities.
- There is need of strengthening of mentor system.

7. Every department must organize monthly review and planning meeting at the end of each month.
8. A database of the students should be prepared to maintain data of students, 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.

Signature of the AAA committee

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

IQAC Co-ordinator

Principal

Annexure I.



Arts, Commerce and Science College 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-authors	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:

Sr. No	Participation in College Committees	Participation in skill oriented Program	Participation in curricular activities	Participation in co-curricular activities	Participation in outreach programme	Any other programs
1.						

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	
	UG					
	PG					

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	Departmental Library	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