

*Ahmednagar Jilha Maratha Vidya Prasarak Samaj's*

## **New Arts, Commerce and Science College, Shevgaon**



### **INTERNAL QUALITY ASSURANCE CELL**

#### **CRITERION- 6: Governance, Leadership and Management**



### **Academic and Administrative Audit Report**

*Ahmednagar Jilha Maratha Vidya Prasarak Samaj's*  
**New Art's, Commerce and Science College, Shevgaon**  
 INTERNAL QUALITY ASSURANCE CELL  
**Academic and Administrative Audit Final Report (AAA)**  
 AY: 2020-21

**Details of the college:**

Name of the college:	New Art's, Commerce and Science College, Shevgaon	
Website	<a href="https://www.newartscollegeshevgaon.com/">https:// www.newartscollegeshevgaon.com/</a>	
Number of full time teaches:	75	
Number of students enrolled:	1746	
Number of Programs:	UG: 15	PG: 07

**DEPARTMENTAL ACADEMIC AUDIT**

Date: \_\_\_\_\_

Sr. No.	Name of the Department	Score (Out of 1000)	Percentage (%)
1	Marathi	490	49.0
2	Hindi	483	48.3
3	English	594	59.4
4	History	348	34.8
5	Economics	462	46.2
6	Geography	618	61.8
7	Political Science	340	34.0
8	Botany	262	26.2
9	Physics	506	50.6
10	Chemistry	515	51.5
11	Zoology	296	29.6
12	Mathematics	295	29.5
13	BCA	302	30.2
14	BCS	351	35.1
15	Commerce	534	53.4
16	College Evaluation (Total 15000)	6396	15000

### ACADEMIC REPORT (QUESTIONWISE)

Q. No.	Indicator	Max. Score	Score	Percentage (%)
1.	Academic Programmes run by the department	450	230	51.11
2.	Certificates/ Diploma/ Add on Course / Skill Development Programme etc. run by the department ( > 30 lecture hours)	300	150	50.00
3.	Average number of Full time teachers against sanctioned posts of teachers	600	470	78.33
4.	Average number of teachers with Ph.D.	300	107	35.66
5.	Average number of teachers with NET/SET/ GATE qualifications	300	151	50.33
6.	Average teaching Experience of the full time teachers	600	292	48.66
7.	Percentage of the students against the sanctioned seats of the students	600	457	76.16
8.	Methods used for teaching learning	150	130	86.66
9.	Organization of special activities and programmes for slow learners	300	121	40.33
10.	Organization of special activities and programmes for advanced learners	300	102	34.00
11.	Records of internal assessment are maintained.	750	642	85.60
12.	Percentage of faculties using ICT facility for teaching and leaning	600	446	74.33
13.	Student : Computer ratio of the department	150	79	52.66
14.	Averages pass percentage of the final year students. (Appeared and Pass)	450	389	86.44
15.	Average number of students in distinction or 'O' grade	300	201	67.00
16.	Number of students participated in the NSS/ NCC/ Cultural activities	300	209	69.66
17.	Percentage of students undertaking projects.	300	97	32.33
18.	Number of guest lecturers organized for the students	300	141	47.00
19.	Number of teachers recognized as research guide	300	26	08.66
20.	Number of students awarded M. Phil/ Ph.D. in the academic year	300	10	03.33

21.	Average number of research papers published per teacher in the UGC listed journals	600	185	30.83
22.	Average number of research papers published per teacher in conference proceedings	450	129	28.66
23.	Average number of books/ chapters in book etc. published per teacher in conference proceedings	300	55	18.33
24.	Average number of research projects per teacher	600	45	07.5
25.	Organization of seminar/ conference/ workshop etc. by the department	300	83	27.66
26.	Number of extension and outreach programmes conducted	900	242	28.88
27.	Average percentage of students participating in extension activities	300	166	55.33
28.	Number of functional MoUs registered by the department or activities undertaken under the any functional MoUs in the year	150	20	13.33
29.	Average annual expenditure for purchase of books and journals during the year	300	124	41.33
30.	Number of e-contents developed during the year (PowerPoint Presentations, Animations, Video lectures, Practical Demonstrations etc).	300	162	54.00
31.	Average percentage of placement of outgoing students during the year (Campus Placement and other placements)	600	70	11.66
32.	Percentage of student progression to higher education (previous graduating batch)	600	285	47.5
33.	Average percentage of students qualifying in state/national/ international level examinations during the last years eg: NET/SLET/GATE/ TOFEL/ Civil Services/State government examinations	600	58	09.66
34.	Number of awards/medals for outstanding performance in sports/cultural activities at district/ state/ national / international level	300	42	14.00
35.	Alumni contribution to the department.	750	115	15.33
36.	Number of teachers participated in the Faculty development Programmes/ Conferences/ Seminars and workshops	300	165	55.00

**New Art's, Commerce and Science College, Shevgaon**  
INTERNAL QUALITY ASSURANCE CELL

**Academic and Administrative audit (AAA) AY: 2020-21**

**Office Administration and Financial Audit**

(200 Marks)

Metric No.	Aspects	Max. Score	Self Assessment	Final Score
1.1	The inward letters are issued by obtaining signatures of concerned person	01	01	01
1.2	The movement register is maintained properly	01	01	01
1.3	There is a bio- metric facility	01	01	01
1.4	The print out of Bio-metric record is kept.	01	01	01
1.5	The muster is certified at the every month with signature of Head of Institution	02	02	02
1.6	Placement proposal of employees are prepared and submitted in time	02	02	02
1.7	The service book is updated with leave column	02	02	01
1.8	The duplicate service book is handed over to concern employee	02	01	01
1.9	Pension proposals are submitted six months before to concerned dept.	02	00	00

1.10	Self Appraisal reports and confidential reports maintained regularly	02	02	02
1.11	The work is divided among the employees properly	02	02	02
1.12	The staff meetings are conducted regularly	02	02	02
1.13	The seminars/workshops are organized for training purpose of the employees	02	01	01
1.14	The employees are permitted to participate in training programmes	02	01	01
1.15	All employees are computer literate	01	01	01

**2 Account Section (113)**

The account ( day book ) maintained in computerized		05	05	05
2.1	<ul style="list-style-type: none"><li>• Tally System(5)</li><li>• Manually(2)</li></ul>	05	05	05
2.2	The day book kept regularly	05	04	04
2.3	Cash in hand is maintained as per Sanstha regulations	03	03	03
2.4	Cash balance cleared on 30 <sup>th</sup> June, 30 <sup>th</sup> September, 30 <sup>th</sup> December & 30 <sup>th</sup> March regularly	03	01	01
2.5	Cheque payment is done over Rs.2000/- transaction	02	02	02
2.6	The Government payments are Nil in the balance sheet	03	03	03
2.7	Is the annual account statement sent before 31 <sup>st</sup> July to concerned Dept?	03	03	03
2.8	The transactions of personal advances completed in time	02	02	02
2.9	Tenders issued for the purchase of more than Rs.50000/-	02	02	02
2.10	Sanstha permission is taken for the expenses outside the budget	02	02	02
2.11	Sanstha permission sought for the purchase of Rs.25000/-	02	02	02

Metric No.	Aspects	Max. Score	Self Assessment	Final Score
2.12	Trial Balance is sent to the Sanstha per month	03	01	01
2.13	Group insurance of employees & students done	02	01	01
2.14	Amount of Secondary Teachers Credit Society, Sevak Kalyan Nidhi sent to Society office	04	04	03
2.15	The para of audit of A.G. cleared	04	02	02
2.16	The C.D.C. permission sought for purchases in advance	02	02	02
2.17	The meeting C.D.C. held four times annually	04	02	02
2.18	Sanction of purchase committee sought before any purchase	02	02	02
2.19	The permission of salary of newly appointed or transferred employee taken	02	02	02
2.20	The counterfoils of P.F. are issued to concerned employees annually	03	01	01
2.21	The P.F. of employee transferred to concerned branch after his/her transfer	03	03	03
2.22	Permission for budget is sought from the Sanstha regularly	03	03	03
2.23	The collected amount of tuition fee transferred to Non-salary grant is show to account statement	03	03	03
2.24	The Salary deductions from the salary are sent to concerned department	03	03	03
2.25	The Income Tax Deductions (24Q) are sent to concerned Department in time	04	04	02
2.26	Payments of building dept are paid after the building supervisor report	03	03	03



Metric No.	Aspects	Max. Score	Self Assessment	Final Score
2.27	Permission from concerned departments and Sanstha is taken for construction of the building	04	04	04
2.28	The documents of college immovable property are maintained in college record	04	03	03
2.29	The property tax is paid regularly	02	02	02
2.30	Building rent proposal is sent to the concerned departments	02	00	00
2.31	The dead Stock register is updated regularly Dead Stock Register 2) Department 3) Item-wise stock register	06	04	04
2.32	The audit completion report is sent in time	02	02	02
2.33	The Form No.16 given to the concerned employees	01	01	01
2.34	The register of outstanding fee maintained properly	04	04	03
2.35	The fee register updated regularly	02	02	02
2.36	There is register of fixed deposits	02	02	02
2.37	The telephone register is maintained	01	01	01
2.38	The Scholarship grant register is maintained	02	02	02
2.39	The college fees are transferred to college from scholarship grant	02	02	02
2.40	The unspent balance scholarship grants are transferred to govt. accounts	02	02	02

Metric No.	Aspects	Max. Score	Self Assessment	Final Score
<b>3 University Section (33)</b>				
3.1	University / Government sanctioned to all programmes	02	02	02
3.2	The first recognition letter is maintained	05	05	05
3.3	The proposals of affiliation and continuation are sent to university in time	04	04	04
3.4	The student Eligibility fee and forms are sent in time	02	02	02
3.5	Attempts are made to get new subjects sanctioned	02	02	02
3.6	The information is filled in MIS system of higher education	02	02	02
3.7	The utilization certificate of university examination is presented on time	02	02	02
3.8	Students mark sheets distribution register is maintained	02	02	02
3.9	General register and T.C. register are maintained.	02	02	02
3.10	Proper filing of university circulars	03	03	03
3.11	University examination forms are submitted in time	02	02	02
3.12	The college website updated regularly	05	04	04

Metric No.	Aspects	Max. Score	Self Assessment	Final Score
<b>4 UGC Section (29)</b>				
4.1	The utilization certificates are sent to UGC in time	04	04	04
4.2	UGC spent/ unspent chart created at the end of every financial year	02	02	02
4.3	The NOCs of grants utilized are received from UGC	02	02	02
4.4	The MRP completed in time & equipments& Books handed over to college	02	02	02
4.5	The UGC circulars/ Government Circular/Sanatha circulars are maintained in college record	01	01	01
4.6	Information of UGC Grants chart attached (10 <sup>th</sup> , 11 <sup>th</sup> & 12 <sup>th</sup> Plan)	18	14	13
	<b>Total</b>	<b>200</b>	<b>173</b>	<b>156</b>

We hereby certify that the information mentioned above is true and correct to the best of my knowledge and belief.


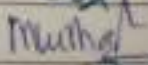

 Office Superintendent Name: Mr. Gaikwad A. K.	 IQAC Coordinator Name: Dr. Kande S. R. Co-ordinator IQAC New Arts, Commerce & Science College Shenyasa, Dist. Ahmednagar	 External A & A Auditor Name: Dr. Harkal A. D.	 Principal Name: Dr. Kunde P. R. Principal New Arts, Commerce & Science College Shenyasa, Dist. Ahmednagar
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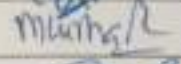

### ADMINISTRATIVE AUDIT

Sr. No.	Aspects	Max. Score	Score	Percentage (%)
1	General Section	25	19	76.00
2	Account Section	113	93	82.30
3	University Section	33	31	93.93
4	UGC Section	29	24	82.75

### FINAL REMARKS

Sr. No.	Name of the Department	Remarks
1	Departmental Academic Audit	<ol style="list-style-type: none"><li>1. Research should be improved</li><li>2. in all faculties.</li><li>3.</li><li>4. Placement nation can be</li><li>5. improved</li><li>6.</li><li>7. All faculties should focus</li><li>8. on Research paper publications.</li><li>9.</li></ol>
2	Administrative Audit	<ol style="list-style-type: none"><li>1. Pending proposal should</li><li>2. submit &amp; sanction in time.</li><li>3.</li><li>4. Training program can be</li><li>5. organized to non-teaching</li><li>6. faculties.</li></ol>

AAA Peer Team Members	Name	Signature
Chairperson	Dr. Haekal K.D.	
Peer Team Member 1	Principal Dr. S.M. Kulkarni	
Peer Team Member 2	Dr. S. R. Konde	

AAA Peer Team Members	Name	Signature
Chairperson	Dr. Haakal K.D.	
Peer Team Member 1	Principal Dr. S.M. Kashade	
Peer Team Member 2	Dr. S.R. Kande	

I hereby agree with the observations made and marks/weights given by AAA peer team committee.



**Principal**  
New Arts, Commerce & Science College  
Shevgaon, Dist. Ahmednagar