



Managed By Kheralu Taluka Uttar Vibhag Kelavani Mandal, Kheralu

K.N.S.B.L. ARTS AND COMMERCE COLLEGE, KHERALU

Address:

**Nr.Siddhpur Cross Road Ambaji Highway
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ACADEMIC AND ADMINISTRATIVE AUDIT

YEAR 2019-20

Audit Key Steps:

Planning Completed:	February- 2020
Field Work Completed:	February- 2020
Draft report completed and sent to management response:	March- 2020
Management response received:	March- 2020
Final Report Completed:	March- 2020
Report Presented to Management:	March- 2020

Academic and Administrative Audit Committee:

1. Shri Ramsangbhai M. Chaudhari (Joint Secretary and Rtd.Professor) *R.M. Chaudhari*
2. Shri Bharatbhai G. Patel (Internal Auditor of Management and Senior Advocate) *B.G. Patel*
3. Prof.Dr. B J Chaudhari (Principal) *B.J. Chaudhari*
4. Prof.Dr. B H Chaudhari (IQAC Coordinator) *B.H. Chaudhari*
5. Prof.Dr. Kanubhai Rathava (IQAC Member) *K.R. Rathava*

Basic Details of College

1. **Name of the college:** THE K.N.S.B.L. ARTS AND COMMERSE COLLEGE, KHERALU, DIST. MEHSANA-384325, GUJARAT.
2. **Number of Full Time Permanent Teachers** : 14
3. **Number of Full Time Temporary Teachers** : 12

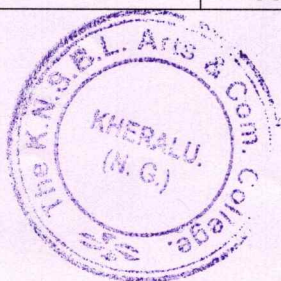


4. Number of Permanent Non-Teaching Staff : 06
 5. Number of Temporary Non-Teaching Staff : 02
 6. Number of Programmes : UG-08, PG-02, Certificate/Addon-03

AAA PEER TEAM REPORT		
Sr. No.	Criteria	Observations on Key Aspects
1	Curricular Aspects	<ul style="list-style-type: none"> • The college runs self-employment based courses for girl-students like Beauty Parlor, Sewing Classes etc. • Introduced Bridge Courses in all departments. • Introduced Certificate Courses.
2	Teaching Learning and Evaluation	<ul style="list-style-type: none"> • Continuous Assessment Process is implemented • Student centered methods such as project reports, hands on training, study visits and tours and surveys are effectively used. • ICT is adequately used. • Student- participation in seminars, conferences and workshops hosted by the college and even other colleges is appreciable. • Experts from the renowned institutes of national repute are frequently invited for lectures & as the resource persons in state & national level seminars & conferences and even as a guest lecturers. • Special guidance scheme and remedial teaching scheme are implemented. • Advanced students are given opportunities to display their potentials. • There is an effective mechanism to address grievances of the stakeholders. • Academic plan is prepared and is adhered to. • Feedback is collected from stakeholders and is analyzed.
3	Research and Extension Activities	<ul style="list-style-type: none"> • Faculty members have presented papers in international conferences. • Faculty members published papers in UGC referred journals and even Conference proceedings.



		<ul style="list-style-type: none"> • The College regularly organizes state and national level conferences. • The college has signed an MOU with nearby institutions. • The college extends Play ground facility to community use and has provided to seven neighboring villages. • The College has organized One Day Workshop on IPR for Faculty members.
4	Infrastructure and Learning Resources	<ul style="list-style-type: none"> • Adequate number of classrooms and laboratories are availed. • The college avails hi-speed internet connectivity (100mbps) • Library is updated by purchasing latest references. • INFLIBNET Services are available. • The physical director of the College provides consultancy to the students who are willing to join police, military and army services.
5	Student Support Services	<ul style="list-style-type: none"> • A good number of beneficiaries of OBC/SC/ST and minority scholarships • Financial aids are provided though vidhyarthi kalyan nidhi to poor Boys' • Student progression rate is quite good • A considerable number of students are beneficiaries of scholarships Gov. of Gujarat. • Students are counselled on job opportunities • Workshops on NET and SET are frequently held.
6	Organization Government and Functional IQAC	<ul style="list-style-type: none"> • Pro-active Management • Decentralized administration with three tier structure • The Management meets every Saturday • The college decentralized curricular, cocurricular and extra cocurricular activities through various committees like CDC, IQAC, Exam, Purchase, etc. • College has functional MOUS with the external agencies • The college provides financial assistance to faculty members for attending conferences, seminars & workshops.



		<ul style="list-style-type: none"> • Faculty members were informed in advance for attending OC/RC/FDP programmers and even CAS fixation • The college has hired various softwares for the smooth academic and administration activities. • The college conducted financial audit regularly • IQAC is functional. It takes initiative in quality enhancement activities. IQAC has organized Three one day workshops on revised framework of NAAC Accreditation • IQAC regularly holds meetings with stakeholders. It also submit AQAR every year.
7	Institutional values & Best Practices	
I	Institutional Distinctiveness	<ul style="list-style-type: none"> • Effective implementation of Quality Development and Research schemes of the UGC. • Best Department award given in Annual Function. • Short term certificate courses. • PG programmers in the UG courses in rural area with state of art infrastructure especially for Arts faculty
II	Institutional Strengths	<ul style="list-style-type: none"> • Qualified faculty to run UG and PG Courses • State of art infrastructure for academic & research. • A strong link with the society. • Special activities for empowering girl- students such as self- employment based courses, training in karate and workshops on legal rights of women etc.
III	Institutional weaknesses	<ul style="list-style-type: none"> • Academic results at UG level • No Separate reading rooms for UG & PG. • Lack of campus interview • Lack of add on courses in arts and commerce faculties.
IV	Institutional Opportunities	<ul style="list-style-type: none"> • Opening up research centres • Increasing financial aids to the students through institutional resources • Increasing research publication in high impact factor journals.



		<ul style="list-style-type: none"> • Strengthening collaboration with research institutes and industries.
V	Institutional Opportunities	<ul style="list-style-type: none"> • Sustaining non-granted courses. • Increasing employability of the students • Introducing greater number of University/UGC approved add on certificate/diploma courses. • Enhancing Students' performance in sports and cultural activities.
Recommendation		
		<ul style="list-style-type: none"> ➤ Infrastructure at present is fragmented. All the courses and laboratories should be availed in a building. ➤ Eligible teachers can apply for guideship and a few research centres may be established. ➤ Campus interviews may be conducted through placement cell ➤ The number of University rank holders should be increased.

Methodology:

In order to meet its objectives, this audit combined physical inspection with a review of relevant documentation and interviews with various stakeholders.

Review of the Documentation:

For the purpose of this audit the Academic Policy of the institute was reviewed.

Interviews:

Interviews were conducted with the Principal, and also faculties and students.

Physical Inspection:

The audit team was in college to inspect the campus.

Declaration:

I agree with all the recommendation and observation mentioned in this report.

Signatures of Academic and Administrative Audit Committee:

1. Shri Ramsangbhai M. Chaudhari
2. Shri Bharatbhai G. Patel
3. Prof.Dr. B J Chaudhari
4. Prof.Dr. B H Chaudhari
5. Prof.Dr. Kanubhai Rathava

R.M. Chaudhari
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K. Rathava



[Signature]
Principal
The K.N.S.B.L.Arts & Commerce College
Kherali