



THE KNSBL ARTS AND COMMERCE COLLEGE, KHERALU

Address:

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At.Kheralu, Dist : Mehsana (Gujarat) 384325


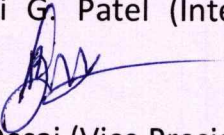
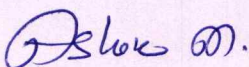
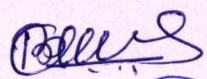


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Audit Key Steps:

Planning Completed:	March- 2022
Field Work Completed:	March- 2022
Draft report completed and sent to management response:	April- 2022
Management response received:	April-2022
Final Report Completed:	April-2022
Report Presented to Management:	April-2022

Academic and Administrative Audit Committee:

1. Shri Ramsangbhai M. Chaudhari (Joint Secretary and Rtd.Professor) 
2. Shri Bharatbhai G. Patel (Internal Auditor of Management and Senior Advocate) 
3. Shri Ashokbhai Desai (Vice President of Kelavani Mandal) 
3. Prin.Dr. B J Chaudhari (Principal) 
4. Prof.Dr. B H Chaudhari (IQAC Coordinator) 
5. Prof.Dr. Kanubhai Rathava (IQAC Member) 

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT- 2021-22

Sr. No.	Aspect	Observation
1	Academic Management	<ul style="list-style-type: none">• Teaching Learning Process is regular, sincere and student centric.• The Principal, the teachers and the staff have rapport and good team spirit.• Student and teachers enthusiastically participate in co-curricular and extra-curricular activities.



		<ul style="list-style-type: none"> • Feedback from students is systematically used for improvements in teaching learning process. Feedback mechanism is well organized. • Motivation provided by the teachers is appreciated by the students. • Teachers make use of ICT based teaching methods. • Expert Guest speakers' lectures are organized for many subject to supplement the regular teaching. • Effort are made to bridge the gap between the employers' expectations / requirement and the content of the syllabus
2	Administration and Management (Support Academic)	<ul style="list-style-type: none"> • Sociology and History at the UG and English, Economics and Gujarati at PG courses are self financed. • Bridge courses and remedial teaching are organized in the interest of the students. • Rule governed functioning of the college. • Employees are governed by the prescribed HR manual of the Management. • Teachers participate in seminars, conference and research activities. • Socially relevant activities and performance of NSS are appreciated.
3	Academic Practices	<ul style="list-style-type: none"> • Management has seed money policy. Teachers are encouraged to undertake research thought financial assistance. • Some teachers' research articles are published in national and international journals. • Strong Report between Teachers and students. • Students are encouraged to participate in research activities such as Pamarat the wall magazine.
4	Infrastructure and Support Facilities for Academic Activities	<ul style="list-style-type: none"> • Adequate infrastructure, well maintained College premises. • Adequate equipment and instruments are made available. • Well developed and updated computer laboratories are available. • Class rooms, Seminars Hall, Canteen and administrative blocks and other related facilities are available. • Good library facilities and services are provided. • Efforts need to be made to promote the use of the said facilities. • Adequate financial support is available for teachers and students to conduct co-curricular and extracurricular activities.
5	Institutional Social Responsibility	<ul style="list-style-type: none"> • Good numbers of socially relevant activities are organized. Efforts to generate social awareness



		amongst the students are appreciated. Sheri Shixan activity done by students during Covid-19 as a unique practice. <ul style="list-style-type: none"> • Placement record is good. More systematic approach is needed.
6	Functioning of IQAC	<ul style="list-style-type: none"> • Acceleration of IQAC is desirable. • Regular meeting, expert advice, students' representation will reinforce the functioning and activities of the college which would take the college to the next level.

OVERALL ANALYSIS

Sr. No.	Aspect	Observation
1	Institutional Strengths	<ul style="list-style-type: none"> • Strong and supportive Management • Head of the institution exemplifies sincerity of purpose. • Sound financial position. • Sound and adequate infrastructure facilities. • Young and enthusiastic Teaching staff. • Students' profile a good mix of students from various socio- economic backgrounds. • Variety of co-curricular and extra-curricular activities organized in the interest of the students' development.
2	Institutional Weaknesses	<ul style="list-style-type: none"> • Need to strengthen the faculty of arts and faculty commerce. • Need to supplement the regular university courses with short term value addition courses. • Courses for skill development need to be initiated. • More exposure to students through participation in state, national and international events is desirable. • Exposure and training for teachers is desirable. • Limited linkages and collaborations.
3	Institutional Opportunities	<ul style="list-style-type: none"> • Scope for inter-disciplinary activities. • Linkages and collaborations to be initiated. • Scope for value addition courses and skill development courses. • Potential to provided educational and socio-cultural leadership to the local population. • Scope for creativity, innovation and professionalism in all aspects of functioning of the college.
4	Institutional Challenges	<ul style="list-style-type: none"> • Innovation and creativity in teaching learning process. • Initiate partnership with academic institutes, industries and NGOs. • Scope for consultancy services. • Enrichment and professionalism in co-curricular and extracurricular activities.



		<ul style="list-style-type: none"> Strengthen the Department of various subject in Faculty Arts and Commerce.
5	Recommendations	<ul style="list-style-type: none"> Faculty development programmes be initiated. Activities like Staff Academy may be initiated. Value addition courses and skill development courses be initiated. Mentoring system be reinforced in the interest of the students. More activities be organized for placements, career guidance and consultancy services. Potential of the local ethos be explored with a view to the college becoming a centre of social change.



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Academic and Administrative audit report 2021-22

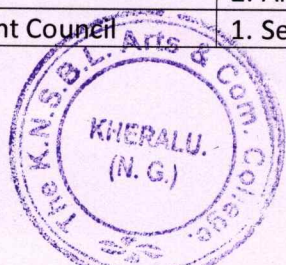
Internal Quality Assurance Cell (IQAC) of The KNSBL Arts and Commerce College, Kheralu. Conducted and administrative audit of different committees to monitor overall functioning and channelizing smooth functioning at administrative level. Shri Ramsangbhai M. Chaudhari (Joint Secretary and Rtd.Professor), Shri Bharatbhai G. Patel (Internal Auditor of Management and Senior Advocate), Shri Ashokbhai Desai (Vice President of Kelavani Mandal), Prin.Dr. B J Chaudhari (Principal), Prof.Dr. B H Chaudhari (IQAC Coordinator) and Prof.Dr. Kanubhai Rathava (IQAC Member) worked as internal for the same. Objective of Administrative audit was to evaluate the performance of all administrative committees and to verify the evidences of claimed activities by committees in collaboration with academic departments.

Finding / Suggestions of the same are as below :

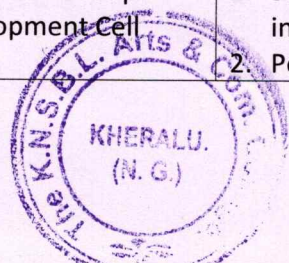
Sr. No.	Name of Committee	Observations / Recommendations
1	Academic Planning Committees	<ol style="list-style-type: none"> Academic Planner cum calendar, Master academic Planner cum calendar also prepared for reference as extract. Time-Table for all semesters were prepared well advance and communicated to staff & students within stipulated time.



2	Time Table & Academic Calendar Committees	<ol style="list-style-type: none"> 3. Master Time-Table which includes all aspects as abstract for Class as well as Laboratories. 4. Committee should look after effective implementation thorough out the year.
3	Examination Committee	<ol style="list-style-type: none"> 1. Examination Planner prepared and communicated to heads for effective implementation. 2. Continuous internal evaluation carried out by various means.
4	Annual Function Committees	<ol style="list-style-type: none"> 1. Certificates and Trophies have been awarded at the ceremony at College.
5	R & D Committee	<ol style="list-style-type: none"> 1. 10 paper published in International Journal, 5 in conference and 3 book has been published. 2. Research scholar count should increase in both Teacher as well as students.
6	Placement Committee	<ol style="list-style-type: none"> 1. Placement count should increase and must be for all streams and domains. 2. Internship should be provided to students for getting familiar with work culture.
7	Library Committee	<ol style="list-style-type: none"> 1. 582 titles with 880 volumes of book and 52 journal purchased. 2. FTP server developed for digital data access to students. 3. Library week and other activities conducted to increase reading habits and social awareness. 4. Need to increase of book stack and reading hall.
8	NSS Advisory Committee	<ol style="list-style-type: none"> 1. University level Watershed development camp at Village Nanivada. 2. 13 activities including birth anniversaries and a special winter camp has been organized. 3. 18+ students participated in 5 different level activities.
9	NSS Committee	<ol style="list-style-type: none"> 4. Social outreach should increase to create social awareness among students. 5. Annual camp organized.
10	Discipline Committee	<ol style="list-style-type: none"> 1. One meeting conducted and student made aware about rules, regulations and also communicated Code of Conduct to students. 2. Active involvement of committee is required for inculcating discipline among students.
11	Anti Raging Committee	<ol style="list-style-type: none"> 1. As per UGC norms Anti Raging committee worked. 2. Anti raging squad visit carried out. 3. Need to conduct awareness activities.
12	Anti Raging Squad Committee	
13	Grievance Redressal Committee	<ol style="list-style-type: none"> 1. Well defined policy & procedure is in place. 2. No grievance has been registered. 3. Grievance awareness should be carried out among staff.
14	Internal Complaints Committee	<ol style="list-style-type: none"> 1. One guest lecture has been conducted on Love & Sexual Harassment . 2. Need to conduct more activities and also regular meeting to be organized.
15	Alumni Committee	<ol style="list-style-type: none"> 1. Alumni intercalation conducted. 2. Alumni registered and interactions need to increase.
16	Student Council	<ol style="list-style-type: none"> 1. Selection based students council has been formed.



		<ol style="list-style-type: none"> 2. Students council have actively conducted some programmes successfully. 3. Need to conduct more activities through student council.
17	Student Grievance Committee	<ol style="list-style-type: none"> 1. One meeting conducted and students made aware about grievances and its redressal mechanism. 2. Awareness among students about committee and its functioning is necessary for its. Effective functioning.
18	Sports & Gymkhana Committee	<ol style="list-style-type: none"> 1. Students participate in events at University level and Inter University level. 2. Annual sports day celebrated during the year 14+ sports events for boys and girls. 3. Need to increased student participation at state and / or national level events.
19	Women Grievance Committee / Internal Complaints Committee	<ol style="list-style-type: none"> 1. Essay competition on AIDS awareness. 2. Guest lecture on Today's Youth. 3. Need to create awareness about CWDC guideline.
20	Magazine committee	<ol style="list-style-type: none"> 1. Art and craft exhibition was carried out with 23 student's participation. 2. Well designed and organized magazine has been prepared with approval from Principal and inauguration of the same was done. 3. Student involvement in magazine should increase.
21	FDP Committee	<ol style="list-style-type: none"> 1. 01 In-house activities conducted for Faculties, out of which one is national level online FDP with 155+ participants. 2. 08 staff academy lectures were conducted. 3. Committee promoted and also maintained out-house records of orientation, refresher, STTP, workshops etc. 4. Activities based on NEP should start to promote blended learning.
22	Competitive Examination Cell	<ol style="list-style-type: none"> 1. 04 guest lecture on preparation of competitive examination was conducted. 2. 2 days workshop on SET/ NET Examination. 3. More activities in collaboration with Placement cell need to be conducted.
23	Student Development Cell	<ol style="list-style-type: none"> 1. Full filled compliance such as students council formation, anti-raging squad, magazine etc. 2. Implemented 04 schemes under different categories. 3. Organized 15 activities like yoga day, fit India movement vigilance awareness week etc.
24	Student Welfare Advisory Committee	<ol style="list-style-type: none"> 4. Student participation ration should increase with more activities.
25	Cultural Committee	<ol style="list-style-type: none"> 1. 49+ students participated in 18 different activities. 2. Many college level cultural activities organized during the year. 3. With active participation of student council 12+ cultural activities conducted.
26	Canteen Food Inspection Committee	<ol style="list-style-type: none"> 1. Two visits carried out of Canteen and suggested for improvement in quality of food.
27	Entrepreneurship Development Cell	<ol style="list-style-type: none"> 1. Student member and coordinator attended 03 start-up and innovation seminar. 2. Policy & procedure for EDC has been implemented.



		3. Workshop / seminar on Entrepreneurship Development need to be organized.
28	Innovation Club	1. 02 activities conducted for motivating students in innovation thinking. 2. 10 team participated in internal college Hackathon out of which 07 team promoted in Hackthon. 3. Need to increase student participation through awareness and diversity in activities.
29	Unnat Bharat Abhiyan Committee	1. Conducted household and village survey at adopted Five villages. 2. Conducted two personality development activities for school children, one tree plantation drive and two street plays. 3. Awareness no NEP carried out among students through guest lecture. 4. Take follow up of submitted proposals and increase student involvement toward activities.
30	Internal committee for Persons with Disabilities	1. Policy & Procedure has been prepared as per PWD act 2016 and submitted to IQAC. 2. Committee observed the facilities available and required for PWD's in campus and made available.
31	Equal Opportunity Cell	3. Mandatory reports were submitted to University within stipulated time. 4. Awareness of available facilities should be carried out among students.

Recommendation by Audit (if Any):

Committees work as a backbone of quality assurance system and decentralization the roles and responsibilities. Here all the committees serve the objectives defined especially newly formed committee also in the race of quality work. Quality enhancement is continuous process and always it has scope for improvement.

Signatures of Academic and Administrative Audit Committee:

1. Shri Ramsangbhai M. Chaudhari

R.M. Chaudhari

2. Shri Bharatbhai G. Patel

B.G. Patel

3. Shri Ashokbhai Desai

Ashok M. Desai

3. Prin.Dr. B J Chaudhari

B.J. Chaudhari

4. Prof.Dr. B H Chaudhari

B.H. Chaudhari

5. Prof.Dr. Kanubhai Rathava

K.Rathava



B.J. Chaudhari
Principal
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