



**THE KNSBL ARTS & COMMERCE COLLEGE, KHERALU**  
Prof. Keshubhai Desai Vidhyasankul, Near, Siddhpur Char Rasta, Ambaji  
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**Academic and Administrative Audit 2022-23**

**PERIOD OF ASSESEMENT 2022-23**

**DATE OF AUDIT: 5<sup>TH</sup> & 6<sup>TH</sup> April 2023**

**The 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. Shri Ashokbhai Desai (Vice President of Kelavani Mandal) *Ashok M. Desai*
3. Prin. 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.Rathava*
6. Shri Jasminbhai Devi (Campus Director) *Jasmin Devi*

**AUDIT SCHEDULE**

**Day 1 – April 5, 2023**

Time	Activity/Department
8.30 – 8.40 am	Reception
8.40 -9.10 am	Discussion with Principal
9.10 - 9.40 am	Office
9.45 -10.30 am	Department of English
10.35-11.15 am	Department of Economics
11.15 -11.25 am	Tea
11.30 -12.15 pm	Department of Gujarati
12.20-1.10 pm	Department of Sociology
1.10-2.10 pm	Lunch Break
2.30-3.20 pm	Department of History
3.30 – 4.00 pm	Library
4.10-4.40 pm	Department of Geography
4.50-5.20 pm	Innovation Centre





Time	Activity/Department
8.40 -9.30 am	Department of Commerce
9.40-10.30 am	Department of Philosophy
10.30- 10.40 am	Tea
10.45 -11.35 am	Department of Physical Education
11.45-12.30 am	Department of Hindi
12.35 -1.20 am	Department of Sanskrit
1.30 -2.30 pm	Lunch Break
2.40-3.30 pm	Language Department
3.45-4.10 pm	NSS, NCC, Student Council, Clubs & Cells
4.15-4.45 pm	IQAC

**General Observations:**

1. The Institution is in rural area
2. Affiliated to Hemchandracharya North Gujarat University, Patan
3. The College is 2<sup>nd</sup> cycle
4. Progressive vision of the Management & Principal with a definite plan of action following a decentralized administrative network
5. Qualified and committed faculty members with a mix of experienced and newly appointed
6. The College is Grant-In-Aid
7. The Institution is ISO certified
8. Departments function is in alignment with the institutional quality policies
9. UG Programmes -10, PG Programmes-03
10. Faculty members- 22 Administrative staff- 08 Supporting Staff-04
11. Total faculty members with Ph.D- 12
12. The percentage of enrollment is good
13. Has a total of 2719 enrolled Students
14. Has a total of 5 supportive courses
15. An active IQAC exists
16. Preparing for the 2<sup>nd</sup> cycle of NAAC accreditation
17. Placed in NIRF ranking in the 150-200 band Placed in GSIRF ranking.
18. Total Institutional MOU's -03
19. An exemplary Innovation Centre is provided in the campus
20. Adequate facilities are provided in the library
21. Sufficient land has been purchased for infrastructure augmentation
22. Support services such as canteen, hostels, student facilitation are provided
23. The Institution has Green Audit Report.



## Specific area-wise suggestions



### College Office

1. Periodic surveillance audits may be performed for keeping records updated
2. Spatial rearrangement and sectional informative boards may be provided
3. A full-fledged digital enquiry facility is suggested
4. All software that are in use
5. Most of the registers are up to date in postings
6. An electronic information display board may be installed at the entrance of the campus

### Programmes, Curriculum and Supportive Courses

1. More Programmes, especially at the Postgraduate level may be started in accordance with NEP and stakeholder requirements
2. Specific documents may be kept in all departments regarding curriculum transaction, including Remedial, Bridge classes, Industrial Visits, education tours etc.
3. Relevance of cross cutting issues should be categorized separately with specific mention
4. All departments have to resort to more student centric approach
5. Feedback mechanism has to be performed and completed with proper directions from IQAC
6. There should be a mechanism to monitor the quality of supportive courses such as add-on programmes, certificate courses, skill training, spoken English/Hindi classes, value education etc started by the departments

### Teachers quality, Teaching Learning and Evaluation

1. Systematic planned training should be given to all teachers on all areas of academic and extra-academic requirements.
2. Professional skill development of the teaching and non-teaching faculty has to be insisted and monitored so that a higher level of education can be ensured in the campus
3. The digital learning content developed by teachers has to be appreciated
4. All teachers should be insisted to complete Ph.D. in a stipulated time
5. National and International exposure of teachers of teachers are highly suggested
6. Blended system of teaching integrating technology has to be encouraged in accordance with the present day requirements.



7. Tutorial system has to be strengthened especially at the undergraduate level to enhance the learning process.
8. Continuous evaluation/formative assessment should be implemented to monitor the learning process
9. Overall Results of the institution has to be improved.
10. Online evaluation system can be introduced
11. More training has to be provided for all teachers on ICT. Outcome evaluation and analysis should be done meticulously. A monitoring committee may be formed for the purpose.
12. The present method of Feedback on curriculum should be made more effective. All departments may be guided IQAC for a curriculum Audit.



### **Research and Extension**

1. Research activities are not promoted effectively in the campus. More research centers are suggested
2. A research culture should prevail in the campus
3. The Innovation center should encourage R & D with a student –centered approaches. All departments can initiate Idea generation and design thinking through the R&D division.
4. The publications of faculty and students should be improved
5. College policy may be effectively implemented on Research projects and Publications by the Faculty members
6. Quite a good number of extension activities are undertaken by all departments. Sensitization programmes involving students identified communications be systematically organized.
7. Considering the legacy of the institution, a committee may be formed to assess the quality of extension activities promoted from the campus.

### **Administrative Staff**

1. Training may be extended to segments of the administrative staff, such as Office, Security, attenders, Mental and other supportive personal
2. ISO quality standards have to be made known to the administrative staff
3. Training should be given in strengthening e-governance
4. More Training shall be given to improve the IT skills of the administrative staff
5. Soft Skills training shall be provided to enhance staff-student, staff-faculty relationships yearly



## Governance

1. Vision and Mission of the Institution is followed all through the planning
2. An inclusive system of Management was observed
3. A Development plan and a policy documents exists, with timely implementation
4. Sufficient welfare measures are provided to the staff
5. It was noted that the outcome of Student Teacher Evaluations and the Performance Based Appraisal System (PBAS) are not processed effectively
6. Specific Professional training for teachers and administrative staff arte very much required.
7. Fund mobilization cell should be strengthened. An Effective fund mobilization cell may be formed.



## Infrastructure

1. Amidst space constraints, it was noted that sufficient care is being taken to accommodate all required facilities.
2. It is appreciable that additional land facilities are procured for faculty diversification in tune with the NEP and development plan.
3. Staff rooms/work environment of certain departments have to be augmented.
4. Quality maintenances of lab facilities in most of the departments should be a major priority. Quality of equipment and cleanliness must be given more attention.
5. Many of the facilities such as Language lab, Library, Computer Lab, Girls Room and all equipments etc. are underutilized.
6. Good and adequate facilities are given for the physically challenged.
7. ICT facilities are low and those which are provided are not effectively used.
8. It is commendable that modern facilities and demeanor are integrated in the new facilities provided.

## Students Support and Progression

1. It is suggested that a monitoring committee may be formed to assess the quality and need of Add on/certificate courses offered from the institution.
2. The services of EDC and IIC through the innovation center can be made more effective and student oriented.
3. High ranking post graduate and research students may be promoted with opportunities of Peer Teaching after official class hours. A remuneration



shall also be given to them. Fund mobilization cell shall find ways and means for the funds.

4. A Career Assistance centre may be formed to extend support to students for international exams like IELTS or TOFFEL.
5. Career counseling must be intensified to improve the attainment in competitive exams.
6. A Set of teachers can be trained for dedicated counseling.
7. Skill development has to be promoted further. There can be collaborations with external agencies like Skill Development Corporation of India.
8. More common rooms shall be provided for the students.



### **Library**

1. The overall ambience of the college library is good.
2. Appreciable efforts are taken to provide a better ambience for reading
3. RFID and such other systems are in place.
4. Book exhibition organized.
5. Digital remote access with digital responsibilities may be introduced to cater to the needs of online references.
6. A library committee exists. The implementation of library policy may be monitored.
7. Usage of library by the faculty members are not satisfactory.
8. The Library centered activities like observation of library week and the individual awards instituted for the best library user among staff and students are highly appreciated.
9. An information display system can be set up front of the library.

### **Green initiatives and inclusiveness**

1. The college is resorting to a green campus concept.
2. Sufficient information has to be conveyed to students and staff regarding important days observed, national obligations, human rights, values etc. though the general display system of the campus.
3. More emphasis should be given to the Institutional Best practices by all the departments.
4. Green Audit has been conducted.



## MoU'S and Collaborations



1. Placement Cell of the college should be encouraged to have agreements with Industrialestablishments for training and placements.
2. Students exchange with other institutions should not be confined to project experiments alone.
3. Every MOU should be active with at least one performed activity as per the agreement.
4. College should look into possibilities of collaborations with institutions for new areas of study as per the NEP.
5. National and International exposure of faculty should be encouraged.

## Documentation

1. Teachers are maintaining a work diary. Ensure that the work diary of teachers is verified by the HODs and the Principal.
2. Although the department maintain documents, effective updating should be monitored by IQAC.
3. There should be a common institutional format for documentation regarding student participation and attendance list, Geo-tagging, and report of various events.

## Statutory Committees, Clubs, Cells and Associations

1. The committees, clubs and cells are ample to meet the academic and non-academic requirement of the students. However, more effectiveness events shall be organized to enhance campus experience and overall development of the students.
2. Systematic mechanism shall be implemented to ensure efficient functioning of the clubs and cells.
3. The planning committee and purchase committee should be consistent with periodic meetings and proper mechanism.

## Departmental Observations

### **(A) English**

- A. Results need improvement.
- B. Technical facilities available are underutilized.
- C. ICT and smart systems are low in usage.
- D. Bridge Course and Certificate course started by department.
- E. Quality enhancement programmes for staff in the area of communication and language stabilization can be initiated by the department.



- F. Start a certificate courses making use of the Language Lab such as IELTS, TOFFEL.
- G. Should devise future plans for the department.



**(B) Commerce**

- A. Results have to be improved
- B. Tutorial and Remedial classes are not proper.
- C. It is suggested to club all streams in Commerce programmes
- D. ICT usage is low.
- E. Separate Record has to be kept for IQAC reference
- F. WI-FI facility is used in the Commerce
- G. Book Bank Facility is available for Commerce students.
- H. Scholarship availed for students are commendable.
- I. Experts' lectures organized.

**(C) Economics**

- A. Formative assessment shall be initiated.
- B. Should strive for department development through initiating more degree awarding courses.
- C. Teacher-student ration is high.
- D. Expert lecture on budget and Elocution competition organized.
- E. One week Youth cooperative training organized.
- F. Field visit planned.

**(D) Gujarati**

- a. Updating of departmental records is necessary. Formatting should be proper.
- b. Work environment within the staff room is average.
- c. Results are satisfactory
- d. Sensitization programmes for students should be initiated.
- e. One National seminar organized in collaboration with Gujarat Sahitya Academy.
- f. Celebration of Birth Anniversary of great Authors and Poet of Gujarati Literature.

**(E) Sociology**

- a. Results are satisfactory.
- b. Best department to organize Social activities.
- c. Expert lecture was organized.
- d. Good environment among staff.
- e. Fairly good documentation.
- f. Women empowerment programme was organized.





**(F) History**

- a. Results are satisfactorily.
- b. Preserved monuments fairly.
- c. Documentation has to be improved.
- d. Cleanliness movement organized.
- e. Internal Exams answer books analyzed and showed to students.

**(G) Sanskrit**

- a. Cleanliness movement organized.
- b. Results are satisfactory
- c. ICT Used by teachers.
- d. Sanskrit Gaurav Exams was held.
- e. One day National Seminar Organized in collaboration with Gujarat Sahitya Academy.
- f. National Conferences attended by teachers.
- g. Certificate course on Life With Bhagvad Gita has been introduced.

**(H) Hindi**

- a. Hindi Day Celebrated.
- b. One day National Seminar Organized in collaboration with Gujarat Sahitya Academy.
- c. Poetry recitation and elocution competition planned.
- d. Documentation has to be improved.
- e. Results are satisfactory.

**(I) Geography**

- a. Newly introduced department in 2022-23.
- b. Good number of activities.
- c. Good documentation.

**(J) Philosophy**

- a. Newly introduced department in 2022-23.
- b. Good number of activities.
- c. Good documentation.

**(K) Physical Education**

- A. Initiate Physical fitness class of three days duration for all faculty and staff
- B. Yoga course shall be commenced at the earliest.
- C. Ambulance facility with collaborative agreement from nearby hospitals shall be arranged.
- D. Large numbers of students participated in University level games and won medals.

**(L) NSS, NCC, Clubs and Committees**

- A. Sanitization programmes shall be initiated for the students.



- B. Community collaborations and student-community report shall be established to undertake socially relevant projects.
- C. Documentation should be proper and in line with institutional standards.
- D. Annual camp organized by N S S.
- E. Many Social service activities have been initiated.



#### (M) Website

- A. Websites should be refurbished in terms of content and presentation.
- B. A committee shall be constituted to refine the website to international standard.

#### (N) IQAC

The following initiatives are suggested

1. Awareness on NEP to the staff
2. Training on data/proof compilation based on new NAAC format
3. Training on a Unified Documents System.
4. Guidelines on Photo documentation and reporting.
5. Training on OBE Implementation.
6. Training on Curriculum Development.
7. Training on Mentoring.
8. Training for NTS for the use of new technology.
9. Finishing school for students.
10. NAAC awareness among students and ensure their participation.
11. A systemized framework for PBAS, Feedback consolidation, etc.
12. Redesigning work diary incorporating all requirements.
13. Quality Initiatives and Future Plans of IQAC.
14. IQAC has to develop a separate webpage with all mandatory links.
15. IQAC should ensure that all that the departments, Cells, Clubs, NSS, NCC, and College Union etc maintain an activity register to documents each activity carried out in the college with the student's signature.

#### General Suggestions

1. There should be an overall enhancement of quality in personal, professional, Infrastructure, student outcome and administration.
2. The development plan can be amended to meet the requirements of NEP
3. IQAC should devise standards formats for student attendance, activity reports, continuous evaluation, Outcome analysis etc.



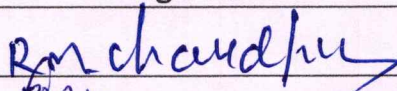
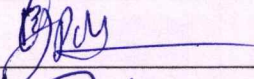
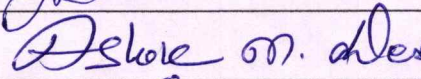
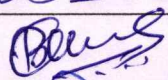

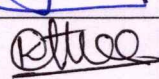
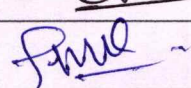
4. IQAC should ensure and take initiatives to enhance the interactive capacity of teachers.
5. Formative Assessment shall be institutionalized through monthly test papers.
6. A board of studies shall be constituted to monitor and finalize the syllabus of ADD-ON courses, Bridge courses and Certificate Courses.
7. Teacher's Work Dairy should be verified by the respective HODs.
8. Measures shall be taken to digitalize work Dairy of teachers.
9. Ensure Insurance coverage for all students.
10. Specific training programmes may be arranged such as Curriculum transaction, student centered activities, Professional, skills, Counseling, Evaluation systems, Accreditation, NET, career advancement content development, ICT, Curriculum design etc.
11. Staff members need to show higher end professionalism.
12. It should be noted that the IQAC is the quality command centre of the campus and therefore should give appropriate functional directives.
13. Teaching plan has to be monitored by the HOD's.
14. The concept of cross cutting issues should reach the students.
15. The approach to Remedial/tutorial/bridge classes should be well defined.
16. Only a few teachers have resorted to innovative approaches to teaching.
17. Quality exposure of teachers is very much recommended.  
Research collaborations and faculty exchange shall be promoted.
18. There should be a committee to monitor the quality of all general publications from the departments including brochures for a minimum set of quality standards.
19. Impact of ISO certification is not reflected in the campus to a larger extend.
20. Teacher appraisal system has to be improved and made more effective.
21. Mandatory committees such as Feedback analysis committee, OBE committee, PBAS Analysis committee for teaching and NTS should be formed.
22. Participation certificates should be given to the faculty for their involvement in administrative activities.
23. Incremental changes after the previous NAAC visit shall be analyzed and documented.





24. Although class rooms are provided with OHPs, technology assisted teaching should be promoted further.
25. Yearly confidential report of HOD's must be introduced.
26. Women empowerment activities also should not be confined to accreditation requirements.

**Audit Team Signature:**

Sr. No.	Name of member	Signature
1	Shri Ramsangbhai M. Chaudhari	
2	Shri Bharatbhai G. Patel	
3	Shri Ashokbhai Desai	
4	Prin. Dr. B J Chaudhari	
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