

**Bhagini Mandal Chopda's**  
**College of Social Work, Chopda, Dist. Jalgaon**



**Report of Internal Academic  
Administration Audit**

**Year 2019-20**

**Dr. Vishnu R. Gunjal**  
Member Committee  
Academic & Administrative

**Dr. Vinod A. Raipure**  
Chairman of Committee  
Academic & Administrative

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**Report of Internal Academic Administration Audit**

**Introduction :**

Monitoring and evaluation of the College require a carefully structure system of internal and external review. The concern university conducted the external Academic Audit and College Academic & Administration Audit which is essential for the excellence in higher education.

College conducted Internal Audit about 3 to 5 years. The Internal Audit conducted during the year 2019-20 academic year.

**Objectives of the Academic Administrative Audit :**

- 1) To understand the existing system and assess the strength and weakness of the system at all levels in the college.
- 2) To evaluate the optimum utilization of financial and other resources.

**The report of the Internal Academic and Administration Report is as follows to criteria of NAAC.**

**Strength of the Institute :**

**Criteria I – Governance and Policy Making.**

As per the criteria there are the various committees i.e. College Development Committee, Anti ragging Committee, Sexual Harassment Prevention Committee, IQAC Committee, Scholarship Monitoring and Implementation Committee, Grievance Redressal Committee, Purchase Committee, Student Council, Library Committee Cell, Exam Committee. College Development Committee AQAR send regularly.

These committees are doing their work regularly and satisfactorily under the supervision of the Principal of college.

**Criteria II - Infrastructure and student facilities**

As per the issues of infrastructure and student facilities are concern. It was observed that, the infrastructure facilities is sufficient also the college building is adequate as per norms and it is found that college have own building. The classrooms are adequate well furnished and ventilated. The no. of books and journal in library are adequate and use of the

library is also good. There is separate library, reading room, staff reading room, Xerox facility, Qualified Librarian and required staff is also appointed. All registers are maintained in library. Fire extinguisher available. The library provided with N-List facility, Internet facility and OPAC are available. Separate Principal cabin. Girls Room, Separate cubical for teaching faculties, Store room, Separate Seminar Hall. Adequate toilets for Girls & Boys are available. Also playground, Drinking Water Facility, Canteen, First Aid Box is there, Group Insurance Facility for students, N.S.S. unit, Indoor, outdoor game facilities available. Separate administrative block, Backup facility for electricity, Independent Examination office, Computer with adequate facilities are available.

### **Criteria III – Management of Finance :**

- All the required financial transactions and its records are adequately maintained and properly utilization of funds. (As per record)
- Funds from different bodies is found. (Refer documents)

### **Criteria IV – Administrative Criteria :**

For the yearly planning the academic calendar is prepared for the year. Division of work through various committees for the teaching and learning. Teaching plan is prepared by teachers every year. Appointment as well as confirmation letter to all teaching and non-teaching staff.

Service books are updated of every staff. Salary to every staff provided as per Govt. norms.

The income tax and professional tax deposited regularly. The CAS benefits provided within proper time. The seniority list of teaching staff is maintained and updated.

### **Criteria V – Academic Criteria :**

The institute first cycle accredited on the year 2015 and got 2.66 CGPA. College appointed regular principal and librarian. 80% regular faculties are available. The 100% Non-teaching staff are appointed & above 40% of teaching staff having Ph.D. qualified & 20 % with M.Phil. Above 40% of teachers with Net/Set qualified. 2 LCD projectors are available. All academic as per the syllabus study tour and all the necessary activities are done. Internal assessment of student done through internal examination before university examination. Faculties participated in National & International conferences and presented paper and also

published books with and without ISBN. Faculties contribute in curriculum development of university. College also organizes National level conference. College organizes expert lectures on various issues. Which are needed to student. The personality development procedure also organized by college for student. Student result is good. Campus placement is also done in college campus. Faculties are also recognized as Ph.D. guide at KBCNMU, Jalgaon. College organize sport competition at college level & university level also.

The minor research project is conducted by faculties.

**Criteria VI – Socio economic Criteria :**

- The student alumni is un registered. But it meet once in year.
- Faculty contribute in Social Activities.

### **Weaknesses of the Institute :**

#### **Criteria – I**

- 1) It is seen that Development fund is not established.
- 2) Citizen chart is not found.

#### **Criteria – II**

- 1) Hostel facilities for Girls & Boys is not found.
- 2) Water Harvesting programme is not found.

#### **Criteria – III**

- 1) Placement cell is form but due to interior area less responses of agencies there will be a less placement of student.
- 2) Alumni association is not registered. So there is slow development of student.
- 3) Due to required less teacher ration there may be increased work load on teaching facilities.

#### **Criteria – IV**

- 1) Non Teaching faculty as per requirement is not found.
- 2) Adequate L.C.D. Projector are not found.
- 3) Campus placements are not adequate.

#### **Criteria – V**

- 1) Minor, Major Research project are not found adequate.
- 2) Consultancy service by faculty are not found.

#### **Criteria – VI**

- 1) The Alumni Association is not registered.
- 2) MOU with NGO or any organization is not found.

### **Opportunities :**

- 1) There is opportunities to established development fund and citizen chart.
- 2) Hostel facilities and water harvesting programme can be established as there sufficient campus.
- 3) Generation of fund can be established through consultancy services as there are qualified teaching staff.
- 4) Campus placement can be increased through the increased of minor, major research project by faculties.
- 5) MOU with NGO or any other organization can be make so that community work can be done.

### **Academic Committee's Recommendation**

After interacting with all possible stake holders of the college and verifying the Physical facilities and documents the committee in light of the observations states that the following efforts needs to be taken for the Academic development of the students and college.

#### **Criteria – I Governance and Policy Making**

- 1) Development funds should be established.

#### **Criteria – II Infrastructure and student Amenities**

- 1) Hostel for Girls and Boys should be Provide.
- 2) Water harvesting programme should be implemented.

#### **Criteria – III Management of Finance**

- 1) Funds from different bodies should be increase.
- 2) Generation of fund through consultancy service should be established.

#### **Criteria – IV Administrative Criteria**

- 1) Need to appoint faculty as per requirement.
- 2) L.C.D. projector should be provided to each classroom.
- 3) Campus placement should be Increased.

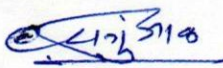
#### **Criteria – V Academic Criteria**

- 1) Faculty should get more Minor and Major Research.
- 2) Faculty should undertake the consultancy services.


#### **Criteria – VI Socio Economic Criteria**


- 1) The Alumni Association should be registered.
- 2) Need of MOU with NGO or any other organization.

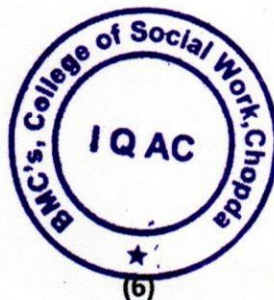
**Member**


  
(Dr. Vishnu R. Gunjal)

**Chairman**

  
(Dr. Vinod A. Raipure)

  
Co-Ordinator,  
Internal Quality Assurance Cell  
BMC's, College of Social Work  
Chopda, Dist. Jalgaon



  
**Principal**  
Bhagini Mandal Chopda Sanchalit  
College of Social Work, Chopda