



NAVNIRMAN SHIKSHAN SANSTHA'S

# LAXMIBAI SITARAM HALBE COLLEGE OF ARTS, COMMERCE AND SCIENCE, DODAMARG

(Permanently Affiliated to University of Mumbai and recognized by Govt. of Maharashtra)

Accredited by NAAC with "B" Grade

At. Post - Kasai Dodamarg, Tal. Dodamarg, Dist - Sindhudurg - 416 512.

## Academic and Administrative Audit (AAA) Report

Academic Year: 2021-22

### 1. Introduction:

Academic and Administrative Audits are very essential for the excellence in higher education.

**Academic audit** is a scientific and systematic method of reviewing the quality of academic process in the institution. It is related with the quality assurance and enhancing the quality of academic activities in higher educational institutions.

**Administrative Audit:** - It can be defined as a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments control of the overall administrative system etc.

The college Internal Quality Assurance Cell has put in place an institute wide academic quality management framework. It aims to document evidence-based information related to the quality of academic programmes. The Academic Audit encourages a culture of continuous evaluation and quality improvement with sustenance of best practices of the different academic programs.

### 2. About the institution:

Founder members of Navnirman Shikshan Sanstha had a great awareness for education which led them to establish College of Arts, Commerce and Science (Computer), later renamed as Laxmibai Sitaram Halbe College of Arts, Commerce and Science, at Dodamarg on 6th August 2001.

Dodamarg was separated from Sawantwadi tehsil in June 1999 and became the youngest tehsil of Sindhudurg district. Having 56 small villages in its jurisdiction, it locates in the lap of the Sahyadri Mountain range and comes exactly on the borders of Maharashtra, Goa and Karnataka states. Since the establishment, the college has been continuously providing higher education to the youth of Dodamarg tehsil as well as nearby villages of Goa State.

Formerly, students had to travel more than 50 kms to reach Sawantwadi and Banda for degree education but this institution has lessened their sufferings and brought higher education at their doorstep.

The college is relentlessly striving in pursuance of academic excellence and encouraging learners to participate spontaneously in various co-curricular and extracurricular activities. It has well qualified and research oriented teaching staff as well as supportive and efficient non-teaching staff which constantly endeavor for the betterment of the students and ultimately of the institution. Besides academic education, the college finds its responsibility towards community, women's empowerment, socio-economically backward class, environment consciousness, national harmony etc. and constantly addresses them through several co-curricular and extracurricular activities. We are persistently trying to kindle young minds with sublime ideas, accountability, virtuousness, curiosity, and social as well as ethical values.

The AAA committee visited to all the departments, Library, Gymkhana, Computer room, NSS, DLLE, Administrative office of the college. The faculty members prepared departmental profile about the performance about their respective departments and the members of the AAA Committee interacted with them to assess the academic and administrative performance of the college.

**Objectives of Academic and Administrative Audit:**

Following are the major objectives of conducting AAA in the higher educational institute.

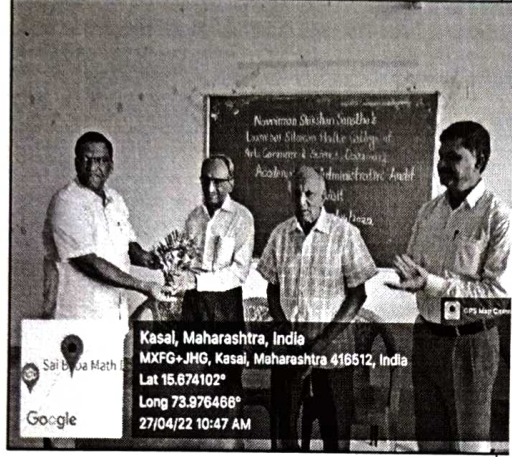

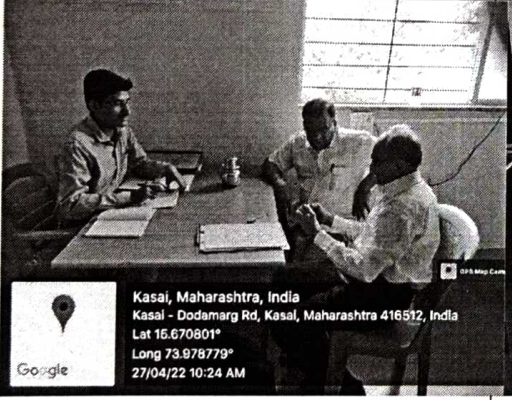

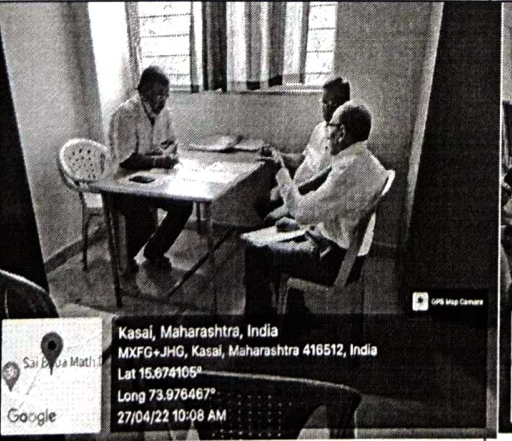
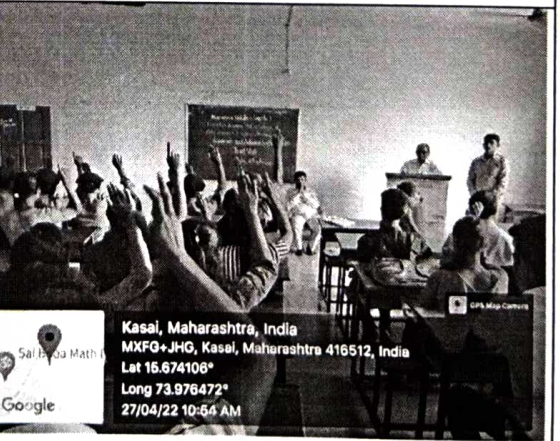
- To understand the existing system and evaluate the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.
- To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
- To evaluate the optimum utilization of financial and other resources.
- To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.

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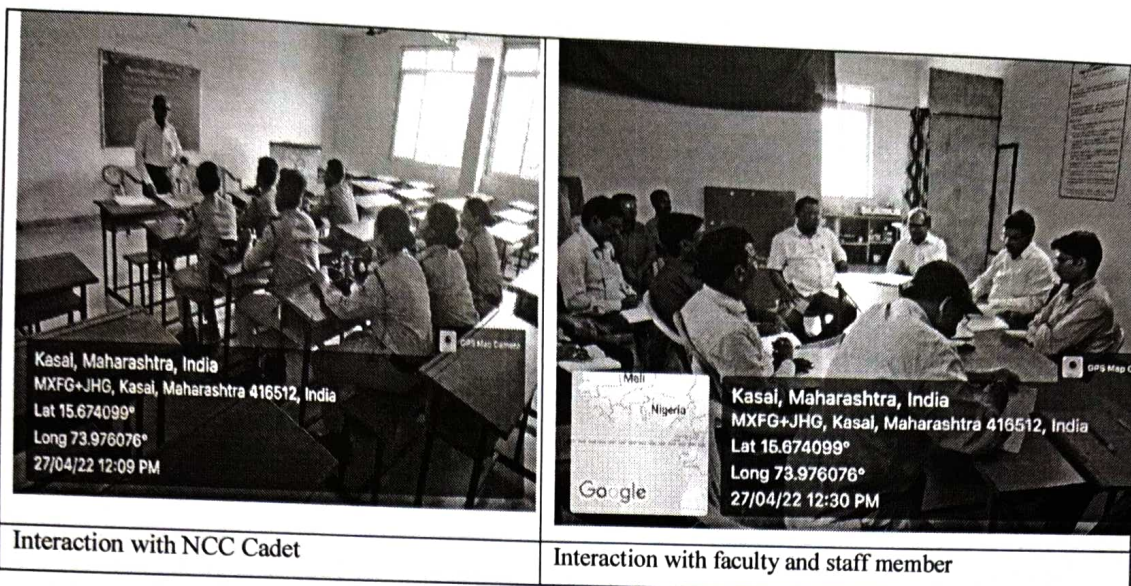
Academic and Administrative Audit team visited to the college on 27/04/2022

Glimpses of the visit of Academic and Administrative Audit team.

 <p>Kasal, Maharashtra, India MXFG+JHG, Kasal, Maharashtra 416512, India Lat 15.674102° Long 73.976468° 27/04/22 10:47 AM</p>	 <p>Kasal, Maharashtra, India MXFG+JHG, Kasal, Maharashtra 416512, India Lat 15.674107° Long 73.976474° 27/04/22 10:48 AM</p>
Principal Dr. Subhash Sawant welcomed AAA team	Dr. P. D. Gathade offer bouquet to IQAC Co-ordinator Mr. Ramkisan More
 <p>Kasal, Maharashtra, India Kasal - Dodamarg Rd, Kasal, Maharashtra 416512, India Lat 15.670801° Long 73.978779° 27/04/22 10:24 AM</p>	 <p>Kasal, Maharashtra, India MXFG+JHG, Kasal, Maharashtra 416512, India Lat 15.674108° Long 73.976468° 27/04/22 10:42 AM</p>
Interaction English Department	Interaction Geography Department
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Interaction Economics Department	Interaction with students

*Subhash*

*Chandrak*



Interaction with NCC Cadet

Interaction with faculty and staff member

A brief overview based on the presentation of the IQAC team and the Principal

### 3. Criterion-wise Observations, Comments and Suggestions

(based on the spot visit to the Departments and the facilities during the audit.)

#### a. Curricular Aspects

ICT is used in teaching learning process.

Remedial classes are conducted for slow learners and more assignments/tests are given to advance learners.

Continuous evaluation process is exists in the college.

Five faculty members attended refresher course/ faculty development programme.

Parent teacher meetings are organized in the college.

English, Economics, Geography and commerce department conducted certificate courses.

Online feedback from various stakeholders such as students, teachers, alumni and employers obtained through google forms. Collected feedback is analyzed and uploaded on the college website.

POs, COs are uploaded on the college website.

#### b. Teaching, Learning & Evaluation

College has IT Infrastructure to support the teaching & learning processes. Different ICT equipments like Scanners, Printers, LCD Projectors, Wi-Fi modems, Speakers, are available in the College, which are used in teaching-learning process, cognitive development like learning, problem-solving etc. Better understanding is achieved using Video lectures, demonstrations, Industrial visits, quizzes, movie screening etc. Students are encouraged to undertake small scale Projects, Internship and Training to have a better understanding of the work environment.

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**c. Research, Consultancy & Extension**

Research committee is formed in the college. In the academic year 2021-22 two minor research projects by the English and Geography departments were submitted to University of Mumbai. Seven faculty members published their research articles in peer reviewed journals.

Workshop on research methodology was organized by IQAC in the college.

Seminar on Intellectual Property Rights was organized in the college.

**d. Infrastructure & Learning Resources**

The college has its enough infrastructures, being supportive to curricular, extracurricular and co-curricular to support various activities. The College has eleven fully functional Class Rooms and auditorium in which 300 students can be accommodated. The mode of teaching is conventional Chalk & Talk method along with online mode. The English, geography and commerce departments are equipped with desktops with internet connectivity. College also installed scanner and printer in the office as well as in the library.

The library has been automated using e-Granthalaya 3.0 software. The college library has a rich and varied collection of academic books, some journals, Magazines, Fictions, Novels Competitive Books, General Books, Reference Books and six newspapers published in, English, and Marathi languages are accessible to all. INFLIBNET/ N-LIST facility is available for students and teachers. OPAC and internet facility is available for the students inside the library.

College has installed CCTV within the building and for security purpose.

The College has made available Kabbadi, Holy ball Ground for athletes. Space is available on the first floor to play indoor games such as Table Tennis, Carrom and Chess.

**e. Student Support & Progression**

Students are encouraged to fill scholarship form at MAHADBT portal.

NCC, NSS and DLLE units are active in the college.

Career guidance and placement cell organize guest lecture on competitive examination.

Women Development Cell exists in the college.

Students are encouraged to participate in university level sports competition.

Annual sports week is celebrated in the college.

Students actively participate in various cultural events. Annual social gathering is organized in the college.



Alumni association registration is in process. Alumni help in organizing cultural events in the college.

**f. Governance and Leadership**

Vision, Mission of the college clearly stated. The college has taken initiative to register Alumni Association.

Performance Appraisal system for faculty members is exists in the college.

Faculty members are provided financial support to attend conference, to publish their research articles in peer reviewed journals.

**g. Innovative Practices**

Guest lecture on gender sensitization are organized in the college.

Every year college publishes news bulletin *Navdarpan*, *Infocom* by commerce department, *Horozin* by English department and *Amrutwel* by Marathi department.

Every year *Best Reader of the Year* is awarded by college library.

Financial assistance is provided to the girl students by Women Development Cell

**4. SWOC Analysis**

**Strength**, Qualified and dedicated faculty members

Environment friendly campus

Multicultural academic and social atmosphere

Catering to the educational needs of rural economically backward society

**Weakness**

Limited programmes availability.

Students are from poor economic background.

Students' dropout ratio is higher.

Commerce faculty members are temporary

Percentage of students going to higher education is very low

**Opportunities**

- Strengthening the linkages with other institutions.

- Following innovative projects are planned for the academic year 2022-23

a. Science projects – students of Halbe College will prepare working models under the guidance of their teachers. These models will be related to important concepts related to science and social sciences. Students will gate an opportunity to use basic hand tools and power tools. This will help students to acquire various technical skills. Students will take these working models to the various tools in Dodamarg Taluka.



This will help students to gain confidence to interact with other people. Students of Halbe College will explain about these models to the school children and donate them to the schools.

b. Awareness about various issues related to females in Dodamarg taluka – females students of Halbe College will take laminated posters about various issues related to females for Example Breast cancer of personnel hygiene etc. female students will take these laminated posters to their home. They will call meeting of females in that area at their home and explain them the important aspects about these issues.

### **Challenges**

- Growing challenge for preparing students to face global competition.
- Poor local transport facilities.
- Creating more modern infrastructure facilities.
- Mobilization of more funds for development of the college.

### **5. Suggestions and Recommendations**

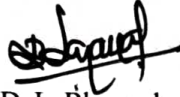
Guidelines, Suggestions and Recommendations for improvement

- To improve the ICT facilities in the campus for using it regularly in classroom teaching.
- Faculty members to be encouraged to act as resource persons as and when such proposal comes from outside agencies.
- All departments must try to organize Study tour / exhibitions / Training programmes for their students.
- Students must be encouraged to get involved in co-curricular or extra-curricular activities.
- Faculty members to be encouraged to publish Research Papers in UGC care list journals.
- Interaction with Industry / Research Centres / Educational Institutions to be increased.
- The English department should conduct English speaking classes.
- The Marathi department should organize programmes such as visit to the Authors village.
- Geography department should organize workshop on GPS, GIS, and Map etc.
- Economics department should organize visit to the bank to know the banking system. Also to conduct guest lecture on banking.
- All departments should prepare teaching aids for competitive examination.
- The NSS unit should organize medical camps for identifying students' BMI.





- The college library should take initiatives to increase the students' attendance in the library. Library should be open for the society. Roofing should be done in the library. (It is necessary to have some arrangements for obstructing heat coming from roof in summer season)
- Encourage students to involve in research projects.
- Smart classroom is needed in the campus.
- Alumni Association should be registered.
- Mentor mentee relation among teachers and students should be strengthened.
- Avail more projects from various funding agencies.



Dr. D. L. Bharmal:  
Principal, S.P. K Mahavidyalaya, Sawantwadi

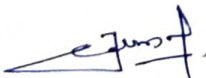


Dr. H. M. Pednekar:  
Retd. Principal, Arts, Commerce and Science College  
Onde, Vikramgad, Dist. Palghar

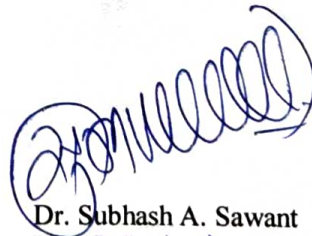
Shri. Suryakant V. Parmekar  
Member, Navnirman Shikshan Sanstha, Ratnagiri



Mr. Ramkisan A. More  
IQAC Co-ordinator



Dr. Sopan N. Jadhav  
IQAC Co-coordinator



Dr. Subhash A. Sawant  
Principal

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Dr. Shripad S. Padgaonkar  
IQAC Member