



Rani Laxmibai Mahavidyalaya Parola

Dist. Jalgaon 425111 Tel: (02597) 292666

Web : www.ricollegeparola.org
Email : principalrlicparola@gmail.com

Outward No.

Date : / /20

AAA

Introduction:

HEI is always monitor and assess the performance and growth of the Mahavidyalaya by organizing academic and administrative audit (AAA).

Objectives:

To review, assess and evaluation the performance in domain of teaching and learning process.

- To assess and evaluate the performance of teachers and students research aspects.
- To evaluation of extra curriculum and cocurriculum aspects.
- To evaluation of teaching and learning process.
- To evaluation of curriculum aspects.
- To evaluation of feedback system, result analysis.
- To evaluation of faculty development training programs and student development training programs.
- To improve the quality education.
- To evaluation of infrastructure facilities in the campus.
- To recognize of institution strength, weakness, opportunity and challenges.

Methodology:

AAA process is usually carried out by internal committee members and external academic peers. It is conducted periodical for academic departments and administrative office. As a part of the audit process the IQAC has framed the perform for the evaluation based on the criteria specified by NAAC. The proforma of evaluation along with necessary documents is communicated for the to every departments. The criteria wise evaluation of the departments includes:



1. Course content
2. Teaching- Learning Process
3. Examination and Evaluation system
4. Results
5. Other activities
6. Infrastructure
7. Department Administration

Procedure:

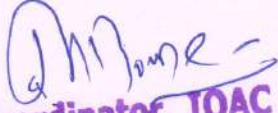
The Committee made by IQAC visit each department and verifies documents physically. After completing all stages of verification and interactions AAA Report covering the observations is prepared for the respective departments by the committee. IQAC follow the procedure towards AAA as below:

1. Meeting with HODs to finalize the date
2. Identifying the external peers for evaluation of AAA
3. Schedule of the visit for Audit
4. Proforma for evaluation
5. Visit of IC to Academic Departments
6. Presentations by Academic Departments
7. Consolidation of Evaluation Reports.

After completing all stages of verification, AAA report comprising of observations and recommendations is prepared and finalized. The report is handed over to IQAC.

Committee:

Sr. No.	Name of Member	Designation	Peer Member
1	Dr. D. R. Patil	Acting Principal	Chairman
2	Dr. G. P. Borase	Asst. Professor	Member
3	Dr. C. R. Patil	Asso. professor	Member
4	Dr. D. N. Suryawanshi	Asst. Professor	Member
4	Dr. R. B. Nerkar	Asst. Professor	Member
5	Dr. S. M. Patil	Asst. Professor	Member
6	Mr. A. S. Mahale	Asst. Professor	Member
7	Dr. K. D. Ahirrao	Asst. Professor	Member


Coordinator, IQAC
 Rani Laxmibai Mahavidyalaya
 Parola, Dist. Jalgaon




PRINCIPAL
 Rani Laxmibai Mahavidyalaya
 Parola, Dist. Jalgaon



Rani Laxmibai Mahavidyalaya Parola

Dist. Jalgaon 425111 Tel: (02597) 292666

Web : www.rlcollegeparola.org
Email : principalrlcparola@gmail.com

Outward No. 200A/ 2022-2023

Date : 27/12/2022

To,
Prin. Dr. Y. V. Patil,
Principal,
Kisan Arts, Com and Science College, Parola, Dist. Jalgaon


Subject: Your appointment as a Chairman of Academic and Administrative Audit Committee of our institution

Dear Sir,

With reference to above cited subject, I would like to inform you that, you are appointed as the Chairman of Academic and Administrative Audit Committee of our institution. Further, I would like to congratulate you for this appointment and bring in to your notice that, we are preparing for the reaccreditation of our college in third cycle, under the guidance and guidelines of NAAC, Bangalore. As per our Telephonic conversation, you agreed to visit our institution on Jan. 10, 2023 at 10 am. So, in that concern, you are requested to visit our institution at your convenience, assess our events, records and guide us to face the possible difficulties which would raise during peer team visit. Please do the needful and highly obliged. Thanking you.

o/c


27/12/22

Acting Principal
Rani Laxmibai Mahavidyalaya,
Parola, Tal. Parola Dist. Jalgaon



Rani Laxmibai Mahavidyalaya Parola

Dist. Jalgaon 425111 Tel: (02597) 292666

Web : www.ricollegeparola.org

Email : principalrlcparola@gmail.com

Outward No.

Date : 27/12/2022

To,
Dr. P. D. Patil,
IQAC Coordinator,
Kisan Arts, Com and Science College, Parola, Dist. Jalgaon


Subject: Your appointment as a Member of Academic and Administrative Audit Committee of our institution

Dear Sir,

With reference to above cited subject, I would like to inform you that, you are appointed as the Member of Academic and Administrative Audit Committee of our institution. Further, I would like to congratulate you for this appointment and bring in to your notice that, we are preparing for the reaccreditation of our college in third cycle, under the guidance and guidelines of NAAC, Bangalore. As per our Telephonic conversation, you agreed to visit our institution on Jan. 10, 2023 at 10 am. So, in that concern, you are requested to visit our institution at your convenience, assess our events, records and guide us to face the possible difficulties which would raise during peer team visit. Please do the needful and highly obliged. Thanking you.




Acting Principal
Rani Laxmibai Mahavidyalaya,
Parola, Tal. Parola Dist. Jalgaon

o/c

27.12.22



Rani Laxmibai Mahavidyalaya Parola

Dist. Jalgaon 425111 Tel: (02597) 292666

Web : www.rlcollegeparola.org

Email : principalrlcparola@gmail.com

Outward No. 200A/2022-2023

Date: 27/12/2022

To,

Prin. Dr. V. R. Patil,

Principal,

Aappasaheb R. B. Garud College, Shendurni, Tal Pachora Dist. Jalgaon

Subject: Your appointment as a Member of Academic and Administrative Audit Committee of our institution

Dear Sir,

With reference to above cited subject, I would like to inform you that, you are appointed as the Member of Academic and Administrative Audit Committee of our institution. Further, I would like to congratulate you for this appointment and bring in to your notice that, we are preparing for the reaccreditation of our college in third cycle, under the guidance and guidelines of NAAC, Bangalore. As per our Telephonic conversation, you agreed to visit our institution on Jan. 10, 2023 at 10 am. So, in that concern, you are requested to visit our institution at your convenience, assess our events, records and guide us to face the possible difficulties which would raise during peer team visit. Please do the needful and highly obliged. Thanking you.



Acting Principal
Rani Laxmibai Mahavidyalaya,
Parola, Tal. Parola Dist. Jalgaon

o/c

Received
V.R. Patil
27-12-2022

ACADEMIC AND ADMINISTRATIVE AUDIT

(AAA)

Period of Audit: 2021-2022 TO 2022-2023

Two Academic Year

SSPMS

Rani Laxmibai Mahavidyalaya, Parola

Tal. Parola Dist. Jalgaon

Section-I: General Information

Sr. No.	Particulars
1.1	Year of establishment
1.2	Year of provincialize of college
1.3	Year of recognition under 12(B) section
1.4	Location of the college
1.5	Number of faculty run by college
1.6	Academic program of the college (Total: 07) Academic Program Name: B.A. in English B.A in Marathi B.A in History B.Sc. in Chemistry B.Sc. in Physics B.Sc. in Botany B.Sc. Computer Science
1.7	Number of certificate courses run by the college- 11
1.8	Number of sanctioned posts and number of faculty members on roll Sanction Post: Number of faculty members:
1.9	Enrollment in current : Total: Male: Female:
1.10	Accreditation status of the college: Applied for 3 rd Cycle in 2023

Section-II
Criteria wise observation, comments

Criteria 1 Curricular Aspect

Key Indicator of the Criterion

Key Indicator of the criteria	Observation and Comments
1.1 Curricular planning & implementation	<ul style="list-style-type: none"> • Well planned and documented mechanism is in practice for curriculum delivery based on academic calendar of the affiliated university. • The college has its own academic calendar for smooth conduct of its Academic activities.
1.2 Academic flexibility	<ul style="list-style-type: none"> • CBCS mode in practice in all the academic program. • Students have the freedom to choose any subject combination out of all subjects taught in faculty. • Besides core subjects, the college runs 11 self-finance certificate courses.
1.3 Curriculum enrichment	<ul style="list-style-type: none"> • Cross cutting issues such as Gender, Human Values, Environment, Sustainability etc. are integrated in to the curriculum. • Students of first year B.A. and B.Sc. & T. Y. B.Sc. Physics students are involved in project work.
1.4 Feedback System	<ul style="list-style-type: none"> • Feedbacks from stakeholders are collected through well prepared mechanism. • After analyzing the feedback report the college take initiatives to fulfill suggestions of it's stakeholders. (Students, Parents, Alumni, Employers)

Criteria 2 Teaching Learning and Evaluation
Key Indicator of the criteria

Key Indicator of the criteria	Observation and Comments
2.1 Student enrollment & profile	<ul style="list-style-type: none"> • Admission process of the college is transparent & well administered. • Adopted strictly statutory reservation policy
2.2 Catering of the students diversity	<ul style="list-style-type: none"> • Enrollment of students is carried out with social pressed and rural, social economics background. • A significant number of students belonging to BPL, SC, ST, NT, Minority Society get admitted in the college
2.3 Teaching learning process	<ul style="list-style-type: none"> • Teachers of the college practice variety of teaching methods to make teaching and learning process effective and successful. • Interactive and participatory approach to teaching as well as individual and collective learning process relevant to the learners. • Numbers of measures are taken for the slow and advance learners. • Teachers use ICT tools in teaching and also various online platform.
2.4 Teacher profile and quality	<ul style="list-style-type: none"> • 16 faculty members out of 25 on roll have Ph.D. • 10 faculty members out of 25 on roll have M.Phil. • 2 faculty members out of 25 on going to Ph.D. degree. • Organize faculty development program which help in updating the level of knowledge of the teachers. • Teachers also attends RCs, OCs, FDP, STC and use of online resources which help in learning and keeping upgrade with latest technology and methods for development
2.5 Evaluation process and reform	<ul style="list-style-type: none"> • Affiliated university KBC NMU, Jalgaon guidelines with regards to conduct of internal evaluation is strictly followed.
2.6 Student performance and learning outcomes	<ul style="list-style-type: none"> • Considering location of the college and social-economic condition of the

	people of it's surrounding areas the college maintain a satisfactory the mass percentage.
2.7 Student satisfaction survey	<ul style="list-style-type: none"> • Student satisfaction survey is conducted through online mode.

Criteria 3 Research, Innovation and Extension

Key Indicator of the criteria	Observation and Comments
3.1 Research Publication & Awards	<ul style="list-style-type: none"> • Articles in book / chapter with ISBN is published • 62 of research papers published in UGC care listed journals. • 39 of research papers publish in books and proceeding • 18 of research papers published in peer team. • Dr. C. R. Patil awarded by best research paper publication. • Dr. D. R. Patil
3.2 Extension Activities	<ul style="list-style-type: none"> • A dynamics NSS unit carries out like cleanliness drive, awareness programs distribution of relief materials to poor peoples in Diwali festivals. • "Swatch Bharat" " Swatchata Pandarwada" program, world environment day, tree plantation, "Gandhi Jayanti" etc. are observed. • In recognition of it's extension activities, the number of awards and certificate of appreciation has been awarded to the college by MLA, Tahasildar, Police Inspector, Medical Officer, Chief Officer, Sarpanch of grampanchayat etc. • During pandemic period of Covid-19 NSS volunteers and sports departments students actively participated in various programs for help.
3.3 Linkage and MOU's	<ul style="list-style-type: none"> • In the greater interest of students the college as established linkages with following institutions.
3.4 Research	<ul style="list-style-type: none"> • In HEI 10 research guide. • HEI conduct three Research laboratories Physics, Chemistry and Mathematics.

- In this laboratories about 15 students conduct their research work for Ph.D. degree.

Criteria 4 Infrastructure and Learning Resources

Key Indicator of the criteria	Observation and Comments
4.1 Physical Facilities	<ul style="list-style-type: none"> • Infrastructural activities are found to be adequate to carry out daily activities and meet needs of students for their all round development.
4.2 Library as a learning resource	<ul style="list-style-type: none"> • Besides text books and reference books. The library provides e-sources under N-list services, internet sources, computer facilities etc.
4.3 IT infrastructure	<ul style="list-style-type: none"> • Out of desktop available in the college number of desktop are used for academic purposes. • Other IT tools such LCD projector etc. have been installed. • Wi-Fi facilities are also available in the campus for students and staffs.
4.4 Maintenance of campus infrastructure	<ul style="list-style-type: none"> • There are well establish policies and procedures for maintaining and utilizing physical, academic and support facilities of the college. • HEI has constituted number of committees to take care of infrastructure and other facilities.

Criteria 5 Student Support and Progression

Key Indicator of the criteria	Observation and Comments
5.1 Student Support	<ul style="list-style-type: none"> • Freeship are provided more than 70 % students of the colleges. • Facilities students getting scholarships under various schemes of the state and central government. • Karmveer Bhaurao Patil "Earn and Learn scheme" is well established for economic help to poor students for their higher education. • Sahajivan arthik sahayya scheme is also available. • Arthik durbal • Competitive examination guidance

	<p>center is well established in the college.</p> <ul style="list-style-type: none"> • NSS, cultural committee, SC/ST/OBC/Minority cells actively works. • Career kata is also established for career guidance. • Career counseling and guidance programs are arranged to help the students for appearing in various competitive examination. • Alumni association is also help for searching jobs in industrial field.
5.2 Student Progression	<ul style="list-style-type: none"> • More number of students out of passed students go for higher education.
5.3 Placement	<ul style="list-style-type: none"> • Placement support has been provided the passed out students by alumni and teachers. • Mahavidyalaya has well established Whatsapp system for placement and career guidance for passed out students.
5.4 Student participation and activities	<ul style="list-style-type: none"> • Student of the mahavidyalaya have won gold, silver and other medals in national level sports competition.
5.5 Alumni engagement	<ul style="list-style-type: none"> • Alumni has registered Alumni association under which various academic and extension activities are carried out in association with college authority.

Criteria 6

Governance Leadership and Management

Key Indicator of the criteria	Observation and Comments
6.1 Institution vision and leadership	<ul style="list-style-type: none"> • Extension activities have been under taken with its vision and mission. • The mahavidyalaya practices participatory and decentralize management.
6.2 Strategy development and deployment 6.2.1 Faculty empowerment strategy	<ul style="list-style-type: none"> • organizes professional development programmes for its teaching and non- teaching staff and facilities in their participation in RCs, OCs and STCS.

6.1.2 Financial Management and resource mobilization	<ul style="list-style-type: none"> • To maintain financial discipline the college conduct both internal and external audit regularly
6.1.3 Internal Quality Assurance system	<ul style="list-style-type: none"> • The IQAC initiated various quality enhancing measures such as innovation in teaching conducting field survey by student. • Feedback from students, parents, employers and Alumni. • Feedback analysis, action taken report. • Installation of ICT tools for effective curriculum delivery. • Organizes co-curricular and extracurricular activities. • Signing of MOU for faculties and students exchange program. • Environmental awareness program etc.

Criteria 7

Institutional Values and Best Practices

Key Indicator of the criteria	Observation and Comments
7.1 Institutional values and social responsibilities	<ul style="list-style-type: none"> • Maintaining gender equity by organizing program International women days, self-defense program, health checkup etc. • Measures taken by the HEI for promoting environment consciousness and sustainability include observation of word environmental day, installation of solar light, botanical garden, practice of saying no to plastic, smoking, horn, garbage and pollution etc. • Take care of disables by providing Ramp and chair facilities to them. • The campus of Mahavidyalaya is green with different varieties tree. • Awareness program are held regularly to make the campus plastic free, noise free and pollution free. • Near about 95% students come in the Mahavidyalaya by walking, 5%

7.2 Best Practices

student come by bicycles and E-bike.

- To make the campus pollution free and ecofriendly is one of the best practices of the Mahavidyalaya
- To run the plant nursery in the campus for provides the plants to anywhere.
- To run soil and water analysis Laboratories for the help the farmers.
- To use ICT classroom for teaching.
- To run vermi composting unit in large proportion for decompose biodegradable waste and provide measure.
- To run Earn and Learn scheme, Sahajivan Arth Sahayya Yojana etc for economical support to poor student.
- To organize health campls like vaccination, blood donation camp, health for diet etc.
- To run library in the adopted village.
- To distribution of grocery, clothes to poor peoples.

Institutional distinctiveness-

- Sport departments actively participates in all programs of sports and got awards, appreciation ,certificates from various government and non-government bodies in state and national level.
- To produce worthy manpower of diverse field.

Academic and Administrative Audit
Period of Audit: 2021-2022 to 2022-2023

Letter No. _____ dated _____ of principal, Rani Laxmibai Mahavidyalaya, Parola, two member committee visited the Rani Laxmibai Mahavidyalaya on dated _____ with a view of conducting academic and administrative audit. It is being carried out with a view of reviewing assessing, evaluation, academic and administrative aspects of the mahavidyalaya base on NAAC benchmarks and suggest measures for strengthen all important aspects of the mahavidyalaya.

During peer visit, the AAA team, governing body members alumni and parents. Peer team inspected available facilities, infrastructure, library, online system, certificate courses, NSS unit, students support and progression system, teaching and learning process and verified all important related documents. The AAA peer team carried out AAA process as per following visit schedule.

Visit Schedule

Sr. No.	Time	Activities
1	9.00 a.m.	Welcome
2	10.00 a.m.	Interaction with IQAC Coordinator and core member of IQAC
3	11.00 a.m.	Presentation by Department, Interaction & documents verification
4	12.00 a.m.	Meeting with students
5	2.00 p.m.	Meeting with Alumni
6	3.00 p.m.	Meeting with parents
7	4.00 p.m.	Meeting with library, computer lab, sports and other facilities
8	5.00 p.m.	Meeting with IQAC & Principal
9	5.30 p.m.	Exit meeting

Section- III SWOC analysis

Strength-

- Presence of science, dedicated and committed faculties members.
- Mahavidyalaya situated in the heart of city and near bus stand. It is benefited to girls students.
- Playing a leadership role in the entire area
- Co-curriculum and extra curriculum programs are conducted for all round development of students.
- Participatory and decentralized Management
- Collaborative works for transfer the knowledge
- Teachers works at visiting faculties and Research guide of various subjects
- Diversity in students enrollment.

Weakness-

- Socio economic background of majority of students, not favorable to introduce any self-financed courses.
- Limited Academy flexibility.
- Lack of support from industry and corporate sector.

Opportunity-

- After NAAC reaccreditation the HEI can apply for fund from various funding agencies.
- Improvement of infrastructure facilities.
- Start job oriented courses.
- Make good relationship with neighborhood communities may help the HEI in the undertaking various extension and out which program.
- Should start PG courses.
- To generate CSR funds.

Challenges-

- To improve pass percentage.
- To attract students with good academic background.
- To strengthen infrastructure facilities.
- To provide placement to pass out students.
- To upgrade the college to a multidisciplinary campus as per NEP-2020

Suggestions and recommendations –

- Keeping in mind Vision and Mission of HEI.
- A perspective / strategic plan should be prepared to priority basis.
- Measures should be taken to introduce commerce and PG courses.
- To focus on strengthening IT infrastructure and online resources in library
- To introduce skill development programmes
- To established linkage with reputed institution for all round development
- To prepare the data of all pass out students, it help in career counseling and guiders and placement.
- IQAC should play a dynamic role initiating enhancing measures.

Declaration

This Academy and administrative (AAA) report of Rani Laxmibai Mahavidyalaya is prepared after examining all the facts and documents given by the Mahavidyalaya authority. Norms & guidance of NAAC with regards to AAA have been strictly followed in preparing the report.



Dr. Y. V. Patil
Principal,

Kisan College, Parola
Kisan Arts, Commerce & Science
College, Parola Dist. Jalgaon



Dr. P. D. Patil
NAAC Co-ordinator,
Kiasan College, Parola



Dr. V. R. Patil
Principal

A.R.B.G. College, Shendurni
PRINCIPAL
A.R.B GARUD COLLEGE
SHENDURNI TAL-JAMNER
DIST-JALGAON-425401