

## ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT 2019-20

NAME OF THE COLLEGE	D. M. S. MANDAL'S BHIAURAO KAKATKAR COLLEGE, BELGAUM. JYOTI COLLEGE, COMPOUND, CLUB ROAD, CAMP, BELGAUM.
NAAC GRADE	'A' GRADE WITH CGPA 3.21 IN THE YEAR NOV, 2016.
DATE OF EXTERNAL AUDIT	TUESDAY 20 <sup>TH</sup> OF OCTOBER 2020

KEY INDICATION/MATRICES		OBSERVATIONS	SUGGESTIONS/ REMARKS
<b>I. CURRICULAR ASPECTS</b>			
1.1.3	Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years 1. Academic council/BOS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Course 4. Assessment /evaluation process of the affiliating University Options A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above	All the above BOS = 21 BOE = 34 Paper Setting = 29 Curriculum Development = 16 Examiners = 50	<ul style="list-style-type: none"> <li>Staff members actively participate in curriculum development, some number of staffs are BOE, BOS members.</li> <li>Some faculties are on BOS &amp; BOE of RCU &amp; Autonomous college.</li> <li>The staff members attend the meetings on curriculum development of RCU &amp; Autonomous colleges.</li> </ul>
1.2.1	Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	i) CBCS = 45.45% ii) Elective = 54.55%	CBCS is newly introduced at Sem. I - 2020 PG from 2010 onwards.
1.2.2	Number of Add on /Certificate programs offered during the last five years	<u>Courses = 5</u> i) Analytical Skill Development ii) Personality Development iii) Retail Management iv) Banking v) Soft Skills	i) Certificate course in Yoga may be added.
1.2.3	Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years	2016-17 = 14.60% 2017-18 = 19.37% 2018-19 = 17.15% 2019-20 = 14.92% Average – 16.5%	Percentage of student enrolment in certificate courses is satisfactory.
1.3.2	Average percentage of courses that include experiential learning through project work/field work/internship during last five years	2016-17 = 17.86% 2017-18 = 17.86% 2018-19 = 21.43% 2019-20 = 17.86% Average – 18.86%	<ul style="list-style-type: none"> <li>Students of FW from social science &amp; science dept. are involved in FW/ PR</li> <li>P.G. students are involved in project wise in the college.</li> </ul>
1.3.3	Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)	11.57%	Students of social science & science dept. are involved in FW/ PW. PG students are

			also involved in PW leading to research publications.
1.4.1	Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni Options: A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above	All of the above	• The feed back is analysed & necessary action to be taken in case of grievances.
1.4.2	Feedback process of the Institution may be classified as follows: Options: A. Feedback collected, analysed and action taken and feedback available on website B. Feedback collected, analysed and action has been taken C. Feedback collected and analysed D. Feedback collected E. Feedback not collected	Feedback collected analysed and action taken	Feedback is collected, analysed & action taken.
<b>II. TEACHING LEARNING &amp; EVALUATION</b>			
2.1.1	Average Enrolment percentage (Average of last five years)	2016-17 = 69.81% 2017-18 = 65.36% 2018-19 = 64.74% 2019-20 = 63.52% Average – 65.85%	Enrolment percentage is satisfactory UG & PG should be separated.
2.1.2	Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years ( exclusive of supernumerary seats)	2016-17 = 30.09% 2017-18 = 34.76% 2018-19 = 46.55% 2019-20 = 50.30% Average – 40.42%	• Average 40% of seats are filled for reserved categories.
2.2.2	Student- Full time teacher ratio (Data for the latest completed academic year)	Students = 1642, Teachers = 56 Ratio = 29:1	Ratio is satisfactory
2.3.3	Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )	B.A. = 1:32 B.Com. = 1:51 B.Sc. = 1: 23 M.Com. = 1:18 M.Sc. = 1:37	Mentors from languages to be included for commerce stream.
2.4.1	Average percentage of full time teachers against sanctioned posts during the last five years	2016-17 = 81.94% 2017-18 = 82.67% 2018-19 = 79.72% 2019-20 = 77.77% 2020-21 – 75.36 Average = 79.49%	Management has appointed sufficient faculty to fill the gap.
2.4.2	Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)	2016-17 = 20.33% 2017-18 = 17.74% 2018-19 = 18.64% 2019-20 = 21.42% 2020-21 – 23.07 Average = 20.24%	3 Guest lecturers are doing Ph. D. However some of the young teachers may be encouraged to pursue Ph.D.
2.4.3	Average teaching experience of full time teachers in the	No.of Teachers = 56	Average teacher



	same institution (Data for the latest completed academic year in number of years)	Sum of Experience of Teachers = 610 years Average exp. = 10.89 years	experience is more than 10.90 years.
2.6.3	Average pass percentage of Students during last five years	B.A = 81.66% B.Com = 71.29% B.Sc. = 44.86% M.Com. = 100% M.Sc. = 67.86%	Average results are around 70% . Improvement necessary in B.Sc. results.

### III. RESEARCH, INNOVATION & EXTENSION

3.1.3	Number of Seminars/ conferences/workshops conducted by the institution during the last 5 years	Seminars = 6 Conferences = - Workshops = 2	Conferences in some subjects may be conducted.
3.2.1	Number of papers published per teacher in the Journals notified on UGC website during the last five years	PRJ – International = 20 PRJ, National Level = 5 Non PRJ International = 3 Non PRJ National = 4 E-Journal International = 9 E-Journal National = 1 Conference Proceedings International Level = 7 National = 13	Good number of papers are published in the national & international journals.
3.2.2	Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years	Books with ISBN = 13 Books without ISBN = 1 Chapters & Edited books = 2	Some faculties are involved in writing books from arts, commerce & Science programmes.
3.3.2	Number of awards and recognitions received for extension activities from government / government recognised bodies during the last five years	1 (Arti Patil) Pre R. D. NSS reconginsed by RCU	Recognition is given by RCU in NSS for extension activities.
3.3.3	Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs ) during the last five years	NSS – 57 NCC – 40 YRC – 49 SG - 40	Good number of extension activities are held in the college & also outside the college.
3.3.4	Average percentage of students participating in extension activities at 3.3.3. above during last five years	51%	Good number of students from designated units are participating in extension activities.
3.4.1	The Institution has several Collaboration/linkages for faculty exchange, Student exchange/ internship, field trip, on-the-job training, research etc. During the last five year.	Student & Faculty Exchange Programmes a) Vivekanand Colg. Kolhapur b) Shahu Colg. Kolhapur	Collaboration to be increased.
3.4.2	Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years	1) MOU'S = 5 i) With RCU M.Sc. Research projects ii) with FPAI Belgaum branch iii) Pollution control board Belgaum iv) with Rotary Club of Venugram v) Vidya Poshak MGS	Some more MOU should be created.

### IV. INFRASTRUCTURE & LEARNING RESOURCES

4.1.3	Percentage of classrooms and seminar halls with ICT enabled facilities such as smart class, LMS, etc.	51.85%	Satisfactory
4.1.4	Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)	24.35%	Sufficient funds are utilised for infrastructure augmentation.
4.2.2	The institution has subscription for the following e-resources	All six	Considerable amount has been spent for subscription

	1. e-journals 2. e-Shodh Sindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access to e-resources Options: A. Any 4 or more of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above		of E-Resources.
4.2.3	Average annual expenditure for purchase of books/ebooks and subscription to journals/e- journals during the last five years (INR in Lakhs)	2.23 Lakhs	Amount has been spent by management alone but no grants received from UGC in last 5 years.
4.2.4	Percentage per day usage of library by teachers and students ( foot falls and login data for online access)	57%	Keep register in library & biometric for students & staff.
	(Data for the latest completed academic year)		
4.3.2	Student – Computer ratio (Data for the latest completed academic year)	50:1	Number of computers in library to be increased for students.
4.3.3	Bandwidth of internet connection in the Institution Options: A. $\geq 50$ MBPS B. 30 - 50 MBPS C. 10 - 30 MBPS D. 10 - 5 MBPS E. $< 5$ MBPS	10 – 5 MBPS	Bandwidth to be increased from 10-30 MBPS also Wi-Fi in hostels.
4.4.1	Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)	26 .11	Infrastructure is well maintained by spending sufficient amount wherever necessary.

#### V. STUDENT SUPPORT & PROGRESSION

5.1.1	Average percentage of students benefited by scholarships and freeships provided by the Government during last five years	2016-17 = 20.725% (345) 2017-18 = 32.00% (499) 2018-19 = 51.90% (835) 2019-20 = 43.67% (718)	Large number of students are benefitted by various scholarships & financial schemes of government Philanthropist and from institution
5.1.2	Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / nongovernment agencies during the last five years	2016-17 = 17.06% (284) 2017-18 = 21.62% (337) 2018-19 = 14.61% (235) 2019-20 = 14.23% (234)	A good number of students are benefitted by the institutional scholarships.
5.1.3	Capacity building and skills enhancement initiatives taken by the institution include the following 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. ICT/computing skills	Copy enclosed – Annexure- I	Students have actively participated in various activities to enhance their capacity building.
5.1.4	Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years	2016-17 = 58.75% (235) 2017-18 = 69.04% (290) 2018-19 = 58.62% (255) 2019-20 = 65.57% (299)	A separate career guidance cell is established in the college for career guidance & counselling.
5.1.5	The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases	Copy enclosed – Annexure- II	There is a SGR committee in the college which addresses the grievances of



	1. Implementation of guidelines of statutory/regulatory bodies 2. Organisation wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students grievances 4. Timely redressal of the grievances through appropriate committees		the students & are redressed in a very short time especially for the students staying in hostels & also university related matters.
5.2.1	Average percentage of placement of outgoing students during the last five years	2016-17 = 3.98% (20) 2017-18 = 4.37% (19) 2018-19 = 18.12% (85) 2019-20 = Due to COVID-19 pandemic the placement in 2019-20 are affected. Average percentage = 6.62	Placement arrangement is to be strengthened .
5.2.2	Average percentage of students progressing to higher education during the last five years	2016-17 = 19.92% (100) 2017-18 = 17.51% (76) 2018-19 = 10.66% (50) 2019-20 = - Average percentage = 12.02	Percentage of students progressing to higher education needs to be improved.
5.2.3	Number of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	2016-17 = 6 ( 562 appeared) 1.62% 2017-18 = 7 (494 appeared) 1.42% 2018-19 = 5 (529) (appeared) 0.94% 2019-20 = 7 (491 appeared) 1.43% Average percentage = 1.35	Large number of students are coming from rural areas & they lack in getting proper guidance for competitive examination. Career guidance cell has to encouraged placement drive.
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level ) during the last five years.	<u>Sports</u> 2016-17 = 22 2017-18 = 22 2018-19 = 27 2019-20 = 23	Number of university blues in various sports events is satisfactory.
5.3.2	Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)	<u>Cultural</u> 2016-17 = 2 2017-18 = - 2018-19 = 65 2019-20 = 29 <u>Sports</u> 2016-17 = 10 2017-18 = 12 2018-19 = 15 2019-20 = 14	Number of students participating in various cultural activities at inter collegiate level are more. national level to be increased.
5.4.2	Alumni contribution during the last five years (INR in Lakhs)	4.71 lakhs	Alumni contribution is good.
<b>VI. GOVERNANCE LEADERSHIP &amp; MANAGEMENT</b>			
6.2.3	Implementation of e-governance in areas of operation 1. Administration 2. Finance and Accounts Student Admission and Support 4. Examination	All 5 of the above	College has spent some amount for purchasing software in the process of admission & accounting.
6.3.2	Average percentage of teachers provided with financial support to attend conferences/workshop s and towards membership fee of professional bodies during the last five	2016-17 = 2 2017-18 = 2 2018-19 = 2	Staff members to be encouraged to utilise this facility. Separate provision

	years	2019-20 = 2 Average = 2%	is made for this.
6.3.3	Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years	2016-17 = 4 2017-18 = 3 2018-19 = 3 2019-20 = 3 Average = 3.25%	Satisfactory. Non-teaching staff are also to be encouraged for administrative training.
6.3.4	Average percentage of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)	2016-17 = 54 2017-18 = 55 2018-19 = 51 2019-20 = 53 Average = 53.25%	Satisfactory.
6.4.2	Funds / Grants received from nongovernment bodies, individuals, philanthropist during the last five years	2016-17 = Rs. 6,67,492.00 2017-18 = Rs. 4,70,354.00 2018-19 = Rs. 3,23,272.00 2019-20 = Rs. 3,72,130.00 Response = 18.3 Lakhs	Funds from non-government organisation & philanthropist is spent through student welfare unit.
6.5.3	Quality assurance initiatives of the institution include: 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality initiatives with other institution(s) 3. Participation in NIRF 4. any other quality audit recognized by state, national or international agencies	2016-17 = 9 2017-18 = 20 2018-19 = 19 2019-20 = 23 Response = 17.75%	1. Regular 'AAA' Audit is undertaken both by internal & external experts. In case of external experts care is taken to include NAAC assessors for their valuable inputs for improvement. 2. Regular meetings of members of IQAC are held for quality initiatives by including various stakeholders.

## VII. INSTITUTIONAL VALUES & BEST PRACTICES

7.1.1	The Institution has facilities for alternate sources of energy and energy conservation measures 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment	1. Solar energy : We have implanted 2 solar water heating systems. 2. Use of LED bulbs : We have 40 LED Tubes.	Solar Water heaters installed in ladies & boys hostel, LED Bulbs at various places & solar lights in the campus.
7.1.4	Water conservation facilities available in the Institution: 1. Rain water harvesting 2. Bore well /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus	We have all the 5 mentioned water conservation facilities in our institution.	Sufficient underground tanks are constructed for water distribution to the entire campus. There is a provision of rain water harvesting & water recycling at botanical garden.
7.1.5	Green campus initiatives include: 1. Restricted entry of automobiles 2. Battery-powered vehicles 3. Pedestrian-friendly Pathways 4. Ban on the use of Plastics 5. Landscaping with trees and plants	Under green campus initiatives we have restricted entry of automobiles & also banned the use of plastics in the college campus.	Vehicles are allowed upto a certain limit in the campus & awareness about ban on use of plastic created among the students & teachers through various programmes.
7.1.6	Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives: 1. Green audit 2. Energy audit	Environmental awareness programmes are organised clean & green campus is maintained.	It is suggested to conduct green audit by Botany Department or External Agency.

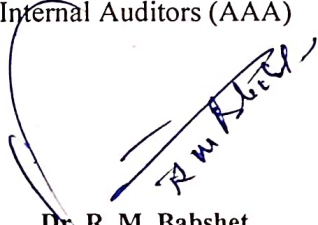


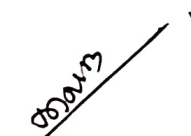
	3. Environment audit 4. Clean and green 5. campus recognitions / awards Beyond the campus 6. environmental promotion activities		
7.1.7	The Institution has disabled-friendly, barrier free environment Built environment 1. ramps/lifts 2. Disabled-friendly washrooms 3. Signage 4. Assistive technology 5. Provision for enquiry and information : Human assistance, reader, scribe	The College building has ramp, disabled friendly washroom for the physically challenged students & we also provide scribe to such students in the examinations.	Rams, Wheel chair is available & the classes are arranged in the ground floor for such students. Human assistance is also provided.
7.1.10	The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized.	A committee is formed to monitor adherence to the code of conduct. Professional ethics programmes are organised oftenly.	<ul style="list-style-type: none"> <li>• Code of conduct for student is informed through college handbook &amp; an orientation programme conducted for newly admitted students.</li> <li>• Professional ethics programmes are also organised for code of conduct for faculty at the time of entry into service.</li> </ul>

PLACE : BELGAUM.

DATE : 20.10.2020

Signature of Internal Auditors (AAA)

  
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