



P.J.N. College of social work, Amalner

**Report of Internal Academic Administration
Audit
Year 2020-21**

Dr. Jagdish Shankar Sonawane

Cordinator Committee Academic & Administrative

Dr. P. S. Patil

Chairman of Committee Academic & Administrative

Place - Amalner

Date - 03/03/2021

Co-Ordinator
IQAC
P.J.N College of Social Work
Amalner, Dist Jalgaon

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Report of Internal Academic Year 2020-21

Administration Audit

Introduction:

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

College conducts Internal Audit every year. The Internal Audit conducted during the year 2020-21 academic years.

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 Indicator of NAAC.

Strength of the Institute:

Indicator I – Governance Management and Finance

As per the Indicator there is College Development Committee, Anti ragging Committee, Sexual Harassment Prevention Committee, IQAC Committee, Scholarship Monitoring and Implementation Committee, Grievance Redressal Committee, Maintenance Committee, Student Council, Library Advisory Committee, Internal Exam Committee. IQAC is sending AQAR regularly. These committees are doing their work regularly and satisfactorily under the supervision of the Principal of college.

Indicator II - Staff and student Support System

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 proud to us that college have own building. The classrooms are adequate and ventilated. The no. of books and journal in library are adequate and use of these is good. There is separate library, reading room;, Xerox facility, Qualified Librarian and required staff is also appointed. All registers are maintained in library. Fire extinguisher is available. The library provided with INFLIBNET facility, Internet facility. Separate Principal cabin. Girls Room, Store room, Separate Seminar Hall Adequate toilets for Girls & Boys are available Also playground, Drinking Water Facility, 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.

Indicator III–

Administrative Indicator:

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 nonteaching 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.

Indicator IV–

Academic Indicator -

1. The institute first cycle accredited in the year 2012 and got 2.40 CGPA.
2. College appointed regular Faculty and librarian regular faculties are available.
3. The Fulfill Nonteaching staff is appointed & Teaching Maximum staff having Ph.D. qualified with M.Phil. Well as with Net/Set qualified.
4. 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.
5. Faculties participated in National & International conferences and presented paper and also published books with and without ISBN. Faculties contribute in curriculum development published books with and without ISBN. Faculties contribute in curriculum development of university.

Ñ Weaknesses of the Institute:

- 1) Non Salary grand's and other development funds not received any agency or government
- 2) Hostel facilities for Girls is not established
- 3) Alumni association is form but not registered.
- 4) Campus placements are not adequate.
- 5) Teaching and Non-teaching faculty is not as per requirement found.

Opportunities:

- 1) There are opportunities to establish development Fund.
- 2) Girls Hostel facilities can be established as their sufficient

3) Generation of fund can be established through consultancy services as there are qualified teaching staffs.

4) There is scope for registration of alumina association

Academic Committees Recommendation

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

1) Development funds should be established

2) Funds from different bodies should be increased.

3) Need to appoint faculty as per requirement

4) L.C.D. Projector should be provided to each classroom

5) Campus placement should be increased