



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

Report of Internal Academic Administration Audit

Year 2021-22

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Cordinator Committee Academic & Administrative

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Place - Amalner

Date - 06/03/2022

Co-Ordinator
IQAC

PJN College of Social Work
Amalner, Dist Jalgaon

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

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 conducts Internal Audit every year. The Internal Audit conducted during the year 2021-22 academic years.

Objectives of the Academic Administrative Audit:

1) To understand the strength and weakness of the academic and administrative system in the college.

2) To evaluate the optimum utilization of infrastructural facilities

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 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, 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 - Infrastructure 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 well furnished 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. College organizes expert lectures on various issues, which are needed to student.
2. Faculties are also recognized as Ph.D. guide at KBCNMU, Jalgaon.
3. College organizes sport competition at college level & university level also.
4. MOU with NGO's are established

Weaknesses of the Institute:

- 1) Due to required less teacher ratio there may be increased work load on teaching Faculties
- 2) Minor, Major Research project are not found adequate.
- 3) Campus placements are not adequate.
- 4) Many students are belonging from rural and tribal area

Opportunities:

- 1) There are opportunities to recruit qualified faculties.
- 2) Increase of minor, major research project by faculties.
- 3) Campus placement can be increase
- 4) There are scope for community engagement and social services

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) Faculty should get more Minor and Major Research
- 2) Faculty should undertake the consultancy services
- 3) Campus placement should be increased