

Name of the College: Pillal HOC College of Arts, Science and Commerce, Rayasani
ACADEMIC AUDIT-REPORT (2022-23)

- 1) Prof. Amar Manoj, External Auditor
- 2) Ms. Sheetal Patarya, Co-ordinator
- 3) Ms. Ankita Surve, Co-ordinator
- 4) Ms. Priyanka Sorte, Member
- 5) Ms. Komal Gupjal, Member

Date of Audit: 4/8/2023

College Timings		OBSERVATION			RISK	REMARKS/SUGGESTIONS		
10.00 am to 4.30 pm		The College functions according to the Time Table				Satisfactory		
1 Courses offered	Strength			Progressive trend in admissions Progressive trend in admissions The admissions are equal to intake capacity Progressive trend in admissions The strength is less as compared to the intake capacity The strength is less as compared to the intake capacity The strength is less as compared to the intake capacity The strength is close to the intake capacity The strength is less as compared to the intake capacity The strength is less as compared to the intake capacity The admissions are equal to intake capacity The admissions are equal to intake capacity The strength is less as compared to the intake capacity	It limits the use of College Resources & Infrastructural Facilities	Satisfactory Intake capacity has improved in comparison with the previous years Improve the enrollment percentage of students in UG Programme of B.A and B.A MMC Initiate the commencement of more PG Programmes		
	Strength	I	II				III	
B.Sc. IT	124	58	75					
B.Sc. CS	105	51	46					
B.M.S	123	134	135					
B.Com	137	108	96					
B.Sc	21	32	46					
B.A MMC	9	7	13					
B.A	21	9	10					
B.Com (Accounts & Finance)	102	115	62					
B.Sc(Data Science)	23	6	-					
B.Sc(Hospitality Studies)	6	3	-					
M.Sc.(IT)	23	24	-					
M.Sc (Organic Chemistry)	20	19	-					
M.Com	25	27	-					



(Signature)

PRINCIPAL
 Mahatma Education Society's
 Pillal HOC College of
 Arts, Science & Commerce
 Pillal, HOC Educational Campus
 Rayasani, Taluka: Kholepur
 Dist. Raigad, Pin- 410 207

KEY ASPECTS	OBSERVATION	RISK	REMARK	
1	<p>Add-on/Certificate Courses:</p> <ol style="list-style-type: none"> 1. Diploma in Banking & Financial Market 2. Diploma in Digital Marketing 3. Summer vacation course in certificate in soft and management skills 4. Wordpress - An Ultimate Website Builder 5. Search Engine Optimization 6. Fundamentals of Microsoft office and creating google form 7. Entrepreneurship and SME Management 8. Negotiation & Selling Skills 9. Financial Market 10. New Literatures 11. Advanced Course in Digital Marketing and Content Creation 12. Data Analysis Excel & Power BI 13. Soft Skills 14. LAPD 	<ol style="list-style-type: none"> 1) Add-on courses are offered by prestigious institutions like TISS 2) The courses offered targets various set of skills 	None	Satisfactory
2	Annual Curricular Plan	<ol style="list-style-type: none"> 1. The handbooks are prepared in the accordance with the Academic Calendar and Semester wise planning. 2. The monitoring of handbooks is done every month by the respective Coordinators of the department, Vice Principal and the Principal. 	None	Satisfactory
3	Attendance	Attendance is maintained online as well as offline	None	Satisfactory

4	Coverage of Syllabus	The coverage of syllabus is 100% in both the semesters in blended form	None	Satisfactory
II. Teaching & Learning				
1	Lesson Plans	The Lesson Plans are prepared by faculty members and maintained in the Faculty Handbooks	None	Satisfactory
2	Conduct of Classes	Time tables are prepared Programme wise and followed as per the norms of the affiliated University	None	Satisfactory
3	Use of supplementary teaching tools and application of ICT	Lectures are being recorded in MES e-learning studio. Projector, Computers and other teaching methodologies like Project based learning, Experiential learning, White Board ,Virtual Labs, Language lab, Research & Innovation lab, Google Classroom,etc are used effectively.	None	Satisfactory

4	Student Centric Activities	<ol style="list-style-type: none"> 1. Flipped classroom 2. Activity based teaching and role plays 3. Curriculum based activities 4. Student participation in all committee activities 5. The students are Chief Editors of magazines, journals, newsletters and publications. 6. Students actively participate in NSS and other departmental outreach activities 7. Field Visits for obtaining practical knowledge 8. Mentoring through Peer group and Vertical mentoring 	None	Satisfactory
5	Student seminars	<ol style="list-style-type: none"> 1. The College has been conducting Students' Seminar Series since AY 2014-15 titled as 'Dr. APJ Abdul Kalam Memorial Students' Seminar Series' 2. Selected papers are published in the college journal - DISHA 	None	It became an inter-collegiate event in the academic year 2017-18
6	Remedial Coaching	<ol style="list-style-type: none"> 1. As per the result of Mentor-Mentee Mode reports and result analysis, students are identified for Remedial Coaching. 2. The schedule for the same is prepared and circulated in official students' group. 	None	Satisfactory
7	Student Assignment	Assignments are given to the students regularly and faculty members evaluate and record them	None	Satisfactory

8	Student Feedback (Analysis done or not)	Feedback is taken from the students in digital form which is analysed later on and consolidated feedback is prepared	None	Satisfactory
III. Evaluation & Results				
1	Conduct of Internal Examinations	1.Timetables are circulated 2.Examinations have been conducted as per the University norms 3.Execution of examination as per schedule is performed timely 4.Coursewise and subjectwise records are maintained in the Exam Cell 5. Mock Tests were conducted	None	Satisfactory
2	Maintenance of Marks Register/File	Internal Examination and End Semester Examination marks are recorded in softcopy and hardcopy	None	Satisfactory
3	Result of University Examinations	The college provided the the marklists of Internal,Theory, Practical and Project viva-voce to the University(MKCL)	None	Satisfactory

				OBSERVATION	RISK	REMARK
1	Analysis of University Results(Percentage passed students)			2022-23		
	Course	SEM V	SEM VI	Overall performance of the students across all the programmes is satisfactory except Bsc (PHY)	None	Nurture students to ace in Universities examination as academic topper Precaustionary measures to be taken to improve the result of course BSc (PHY)
	BSc.IT	33%	64%			
	BSc.CS	59%	91%			
	B.COM	23%	34%			
	BMS	80%	86%			
	BSc(CHE)	22%	47%			
	BSc(PHY)	50%	0%			
	BSc(MATHS)	80%	40%			
	BAMMC(ADV)	38%	Upheld with university			
	BCOM(A&F)	45%	81%			
	BA(ENG)	80%	80%			
	BA(HIS)	100%	100%			
IV. Learning Resources						
1	Library	1) The Library is kept open from Monday to Saturday from 10:00 a.m. to 5.30 p.m 2) All students and staff are given access to OPAC (Online Public Access Catalogue) so that the students and faculty members can search for the availability of any books in the library 3) Library Committee has initiated activities like seminar series, expert talks and orientation programmes for students			None	Satisfactory

2	Laboratories	There are 3 computer labs equipped with 220 computers, Language lab, well equipped Physics and Chemistry lab for students. Virtual Labs, Chem /Phy Practicals were shown using PhET., Research and Innovation Lab. There is also well equipped Kitchen, Restaurant, Guest room, Housekeeping and Pantry facilities for UG Programme of B.Sc Hospitality Studies	None	Satisfactory
3	e-Class Rooms	44 ICT Classrooms, 02 Smart classrooms, 2 Conclave, 01 Audio-Visual room, 01 Auditorium and Google Classrooms for all the courses	None	Satisfactory
4	Computer & Internet	High speed Internet connection with 500 mbps	None	Satisfactory
V. Student Progression and Placement		Progression and Placement records have been maintained Students prefer preparing for various competitive examinations after graduation.	None	Progression and Placement activities must be enhanced
VII. Basic Facilities				
1	Sanitation	The staffrooms, classrooms, washrooms, laboratories of all kinds, Library, computer labs, canteen, gym, the Principal's office etc are sanitized/sterilized at regular intervals	None	Satisfactory
2	Drinking Water Facilities	The College has made all the necessary arrangements for providing clean and pure drinking water to the students and staff	None	Satisfactory

V. Student Progression and Placement		Progression and Placement records are being maintained with the Placement cell. Students prefer preparing for various competitive examinations after graduation.	None	Progression and Placement activities needs to be enhanced
Sanitation				
1	Sanitation	The staffroomS, classrooms, washrooms, laboratories of all kinds, Library, computer labs, canteen, gym, the Principal's office etc are sanitized/sterilized at regular intervals. Covid protocol was strictly followed.	None	Satisfactory
2	Drinking Water Facilities	The College has made all the necessary arrangements for providing clean and pure drinking water to the students and staff.	None	Satisfactory

AUDIT QUESTIONS- Part-II

The auditors will generally be guided by the questions given in each section in carrying out the academic audit of Departments. These questions guide the formulation of the Self- Evaluation Document (SED).

DEFINING INTENDED LEARNING OUTCOMES

Base decisions on facts

Do you seek external input in the formulation of the learning outcomes?
Yes
If yes, how do you do it? For example, do you use surveys or focus group interviews with employers and alumni?
Well Structured Feedback, Alumni Activities, Career Counselling, Students' Seminars, Conferences and Add on Courses are carried out with the employees and the students.
Are data from such surveys analysed so that you can establish a <i>priori</i> case? Explain
Yes, Feedback is collected from students at the end of every semester. Reports are prepared after analysing the data and submitted to the Principal. The IQAC team chaired by the Principal take necessary actions based on the report. Later, Action Taken Reports are generated and uploaded in the college website.
How do you ensure that there is convergence or agreement on the essential elements of the curriculum?
Annual Curricular Plan

DESIGN TEACHING AND LEARNING PROCESSES

Design teaching and learning strategy

How your courses are managed?
Annual Curricular Plan, Coverage of Syllabus and Lesson Plans, maintaining syllabus completion status
Is there an appropriate and up-to-date teaching and learning strategy in the Department?

Conduct of classes, Use of supplementary teaching tools and ICT applications, Student centric activities, Students' Seminars , Remedial and Intensive coaching

How are teaching and learning organised for students?

Lesson plans, Use of supplementary teaching tools and application of ICT, Conduct of classes, library service using online resources, PPT presentation, Using Audio Visual room and tools

What pedagogical approaches are used?

Lectures recorded in MES e-learning studio, Chalk and Talk, Discussion, Reflective, Experimental, Computers and other Teaching methodologies like Project based learning, White board ,Virtual Labs,Google Classroom,etc are used

What strategies are used to stimulate student participation in the classroom and enhance student learning?

Flipped Classroom, Activity Based Teaching and Role Plays, Students' Participation in Committee Activities, Curriculum Based Activities, Guidance Lectures, Expert lectures, Virtual Quizzes, Webinars, SDPs, Use of online learning platforms like Coursera , Future Learn, Google Udemy, Vertical Mentoring, Peer Mentoring, Mentor-Mentee Mode

What resources are used in teaching and learning?

Library, Laboratories, e-Class Rooms, Light Board Recordings, Seminar Halls, Smart Boards ,Computer & Internet, Conclave, Auditorium

How is the quality of teaching maintained and enhanced? How do you ensure that strategies such as effective staff development, peer review, induction and mentoring are used?

FDP, Seminars and Conferences and Orientation Programmes

How effectively do lecturers draw upon their research, scholarship or professional activity to inform their teaching?

Guidance to Students' Projects, Activities on IPR, Seminars and Conferences, Interdisciplinary Expert Sessions

Is there any academic support including handbooks and other written documents that is given to students?

Yes. 1) All students are given Remote access to OPAC (Online Public Access Catalogue) so that the students can access reference materials and online resources from the library. 2) Notes are shared in the Google Classroom. 3) Notes and Question banks are provided in the classroom. 4) Lesson Plans are being shared with the students in their respective google classrooms.

DEVELOPING AND USING STUDENT ASSESSMENT

Define quality of assessment in terms of learning outcomes

How is assessment conducted?

Student Assignment, Internal Examinations, Semester End Examination, Preliminary Examination, Practicals, Project & Viva

How do you ensure full confidence in the security and integrity of assessment procedures?

1) Confidential Policies of Examcell in terms of Assessment 2) Maintenance of Marks Register/File 3) Online & Offline Mark entry Process 4) Appointment of Verifiers and Moderators 4) Publication of results in the websites 5) Provision for Revaluation 6) Flying Squad

Does the assessment have an adequate formative function in developing student abilities?

Yes

How effectively learning is facilitated by formative and summative feedback and supervisory arrangements?

1) Feedback is collected subject wise at the end of every semester. 2) Conduct of Course Exit Survey 3) Analysis of the feedback 4) Action taken by concerned authority 5) One-to-one interaction of faculty members with the Principal 6) Implementation of relevant suggestions for improvement based on feedback.

How do you monitor student progress and use the information?

1) Result Analysis 2) By Course Outcome & Programme Outcome Attainment 3) Continuous Internal Evaluation

IMPLEMENTING QUALITY EDUCATION

Design quality assurance mechanisms

How are you organised to carry out your teaching and learning effectively?

1) Academic Calendar 2) Semester wise Lesson Plans 3) Utilisation of blended learning tools 4) Timely completion of syllabus 5) Internal Evaluation 6) Google Class Rooms 7) Virtual Platforms such as Meet and Zoom 8) Quizzes 9) Participative Learning 10) Activity based learning

How do you assure stakeholders that content is delivered as intended and that teaching and learning processes are implemented consistently?

1) Feedback from all stakeholders 2) Sharing of Lesson Plan

How do you ensure that assessments are performed as planned and their results used effectively?

Time table, Assesment Schedule, Conduct of Internal Examinations according to the Policies of ExamCell, Maintenance of Marks Register/File, Result Analysis, Maintenance of online and offline marks entry

Signature of the Academic Advisor:



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