



**ACADEMIC AND ADMINISTRATIVE AUDIT REPORT
2021-22**



MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI

Affiliated to

Hemchandracharya North Gujarat University, Patan

NAAC Accredited "B" Grade (2.48 CGPA)

PERIOD OF ASSESSMENT 2021-2022
DATE OF AUDIT: 16th & 17th JUNE, 2022

The Audit Committee:

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|-----------------------------|---|
| 1. Dr. R. K. Shah | (Associate Professor, Gujarat Commerce College) |
| 2. Dr. Jayendrasinh Jadav | (Associate Professor, Gujarat Commerce College) |
| 3. Dr. Hina M. Patel | (Principal, Maniben M. P. Shah Mahila Arts College) |
| 4. Mr. Nalinbhai M. Shah | (Secretary, M. P. Shah Education Society) |
| 5. Dr. Sangita C. Acharya | (IQAC Coordinator) |
| 6. Dr. Varsha C. Brahmbhatt | (NAAC Co-Coordinator) |

AUDIT SCHEDULE

Day 1: June 16, 2022

| Time | Activity/Department |
|----------------|--|
| 9.00-9.15 am | Reception |
| 9.15-9.45 am | Meeting with Principal |
| 9.45 -10.15 am | Presentation By IQAC Co coordinator |
| 10.15-10.45 am | Presentation of Department of Economics |
| 10.45-11.15 am | Presentation of Department of Psychology |
| 11.15-11.45 am | Presentation of Department of Gujarati |
| 11.45-12.15 pm | Presentation of Department of Sanskrit |
| 12.15-12.45 pm | Presentation of Department of English |
| 12.45-1.45 pm | Lunch Break |
| 2.00-2.30 pm | Presentation of Department of History |
| 2.30-3.00 pm | Presentation of Department of Sociology |
| 3.30-3.30 pm | Presentation of Department of NSS |
| 3.30-3.45 pm | Library Visit |
| 3.45-4.15pm | Administrative Office Visit |
| 4.15-4.45 pm | Meeting with Administrative Staff |

Day 2: June 17, 2022

| Time | Activity/Department |
|----------------|-------------------------------------|
| 10.00-10.15 am | Psychology Laboratory Visit |
| 10.15-10.45 am | Computer Laboratory Visit |
| 10.45-11.15 am | Sports Room Visit |
| 11.15-11.30 am | NSS office Visit |
| 11.30-11.45 am | Innovation Club Visit |
| 11.45-12.00 pm | NCC Office Visit |
| 12.00-12.30 pm | IQAC Office Visit |
| 12.30-1.00 pm | B.Voc. Office and Class Rooms Visit |
| 1.00-2.00 pm | Lunch Break |
| 2.00-2.30 pm | Check Documents |
| 2.30-3.00 pm | Meeting with Students |
| 3.00-3.30 pm | Meeting with Alumni and Parents |
| 3.30-4.00 pm | Meeting with Supportive Staff |
| 4.00-4.30 pm | Exit Meeting |

General Observations:

1. The Institution is a Women's College
2. Affiliated to Hemchandracharya North Gujarat University, Patan
3. The college is 2nd cycle accredited by NAAC with a CGPA of 2.48
4. Progressive vision of the Management & Principal with a definite plan of action following a decentralised administrative network
5. Qualified and committed faculty members with a mix of experienced and newly appointed
6. Departments function in alignment with the institutional quality policies
7. UG Programmes- 07, PG Programmes - 03
8. Faculty members - 13, Administrative staff- 01, Supporting Staff-03
9. Total faculty members with PhD - 04
10. The percentage of enrolment is good
11. Has a total of 522 enrolled students
12. An active IQAC exists
13. Preparing for the Third cycle of NAAC accreditation
14. Total Industrial MoU's - 6
15. Skill Development is provided in the campus
16. Adequate facilities are provided in the library
17. Sufficient land has been purchased for infrastructure augmentation

Specific area-wise suggestions

College Office

1. Periodic surveillance audits may be performed for keeping records updated
2. Fee collection and payment should be done in the office, preferably through online banking system.
3. Most of the registers are up to date in postings
4. An electronic information display board may be installed at the entrance of the campus

Programmes, Curriculum, and Supportive Courses

1. More programmes, especially at the Postgraduate level may be started in accordance with NEP and stakeholder requirements
2. Specific documents may be kept in all departments regarding curriculum transaction, including Remedial, Tutorials, Industrial visits, educational tours etc.
3. Relevance of cross cutting issues should be categorised separately with specific mention
4. All departments have to resort to more student centric approach
5. Feedback mechanism has to be performed and completed with proper directions from IQAC
6. There should be a mechanism to monitor the quality of supportive courses such as add-on programmes, certificate courses, spoken English, value education etc. started by the departments

Teacher quality, Teaching Learning and Evaluation

1. Systematic planned training should be given to all teachers on all areas of academic and extra-academic requirements.
2. Professional skill development of the teaching and non-teaching faculty has to be insisted and monitored so that a higher level of educatedness can be ensured in the campus
3. The digital learning content developed by teachers has to be appreciated

4. Blended system of teaching integrating technology has to be encouraged in accordance with the present day requirements?
5. Continuous evaluation/formative assessment should be implemented to monitor the learning process
6. More training has to be provided for all teachers in OBE. Outcome evaluation and analysis should be done meticulously; a monitoring committee may be formed for the purpose.

Research and Extension

1. A research culture should prevail in the campus
2. The publications of faculty and students should be improved
3. College policy may be effectively implemented on Research projects and Publications by the Faculty members
4. Quite a good number of extension activities are undertaken by NSS & NCC. Sensitization programmes involving students in identified communities could be systematically organised.
5. Considering the legacy of the institution, a committee may be formed to assess the quality of extension activities promoted from the campus.

Administrative Staff

1. Training should be given in strengthening e-governance
2. More training shall be given to improve the IT skills of the administrative staff
3. Soft Skills training shall be provided to enhance staff-student, staff-faculty relationships yearly

Governance

1. Vision and Mission of the Institution is followed all through the planning
2. An inclusive system of Management was observed
3. A Development plan and a policy document exists, with timely implementation
4. Sufficient welfare measures are provided to the staff
5. It was noted that the outcome of Student Teacher Evaluations and the PBAS are processed effectively
6. Specific Professional training organized for teachers and administrative staff are well planned.

Infrastructure

1. It is appreciable that additional land facilities are procured for faculty diversification in tune with the NEP and development plan
2. Many of the facilities such as Language lab, Beauty & Wellness Equipment, Fashion technology equipment etc. are under utilised
3. Good and adequate facilities are given for the Physically challenged
4. ICT facilities are low.
5. Space constraints can also be seen in providing extracurricular facilities. The available facilities are properly utilised.
6. It is commendable that modern facilities and demeanour are integrated in the new facilities provided

Student Support and Progression

1. It is suggested that a monitoring committee may be formed to assess the quality and need of Add on / certificate courses offered from the institution.

2. High ranking post graduate and research students may be promoted with opportunities of Peer Teaching after official class hours. A remuneration shall also be given to them.
3. Career counselling must be intensified to improve the attainment in competitive exams.
4. A set of teachers can be trained for dedicated counselling
5. Skill development has to be promoted further. There can be collaborations with external agencies.

Library

1. The overall ambience of the college library is good
2. Appreciable efforts are taken to provide a better ambience for reading
3. A library committee exists. The implementation of library policy may be monitored
4. Usage of library by the faculty members are satisfactory
5. An information display system can be set up in front of the library

Green initiatives and inclusiveness

1. The College is resorting to a green campus concept
2. Although a Women's college, no female security personnel are appointed.
3. Sufficient information has to be conveyed to students and staff regarding important days observed, national obligations, human rights, values etc. through the general display system of the campus.
4. More emphasis should be given to the Institutional Best practices by all the departments.

MoU's and Collaborations

1. Placement Cell of the college should be encouraged to have agreements with Industrial establishments for training and placements
2. College should look into possibilities of collaborations with institutions for new areas of study as per the NEP
3. National and international exposure of faculty should be encouraged

Documentation

1. Although the departments maintain documents, effective updating should be monitored by WC,
2. There should be a common institutional format for documentation regarding student participation and attendance list, Geo-tagging, and report of various events

Statutory Committees. vs Cells and Associations

1. The committees and cells are ample to meet the academic and non- academic requirements of the students. However, more effective events shall be organised to enhance campus experience and overall development of the students
2. Systematic mechanism shall be implemented to ensure efficient functioning of the cells
3. The planning committee and purchase committee should be consistent with periodic meetings and proper mechanism

Departmental Observations

A. English

- a) Results need improvement
- b) Technical facilities available are under utilised
- c) ICT and smart systems are usage

- d) Quality enhancement programmes for staff in the area of communication and language stabilisation can be initiated by the department

B. Economics

- a) Formative assessment shall be initiated
- b) Should strive for departmental development through initiating more degree awarding courses
- c) Teacher-student ratio is good

C. Psychology

- a) Teacher-student ratio is good
- b) MoUs with industries shall be gained

D. Gujarati/Sanskrit/History/Sociology

- a) Productive and creative future plans must be devised
- b) Improve students' strength.

E. Physical education

- a) Initiate Physical fitness class of three days' duration for all faculty and staff
- b) Yoga course shall be commenced at the earliest

F. NSS & NCC Committees

- a) Sensitisation programmes shall be initiated for the students
- b) Community collaborations and student-community rapport shall be established to undertake socially relevant projects
- c) Documentation should be proper and in line with the institutional standards

G. Website

- a) A committee shall be constituted to refine the website to international standard

H. IQAC

The following initiatives are suggested

1. Awareness on NEP to the staff
2. Training on data/proof compilation based on new NAAC format
3. Training on a Unified Documentation System
4. Guidelines on Photo documentation and reporting
5. Training on OBE Implementation
6. Use of Moodle in all departments have to be promoted
7. Training on Curriculum development
8. Training on Mentoring
9. Finishing school for students
10. NAAC awareness among students and ensure their participation
11. Quality Initiatives and Future Plans of IQAC shall be well charted
12. IQAC should ensure that all the departments, Cells, NSS, NCC, College Union etc. maintain an activity register to document each and every activity carried out in the college with the student's signature.

General Suggestions

1. There should be an overall enhancement of quality in personal, professional, Infrastructure, student outcome and administration.
2. The development plan can be amended to meet the requirements of NEP
3. IQAC should devise standard formats for Student attendance, activity reports, Continuous evaluation, Outcome analysis etc.
4. IQAC should ensure and take initiatives to enhance the interactive capacity of teachers
5. A Board of Studies shall be constituted to monitor and finalise the syllabus of ADD-ON courses, Bridge courses and Certificate Courses
6. Specific training programmes may be arranged such as OBE, Curriculum transaction, student centred activities, Professional skills, Counselling, Evaluation systems, Accreditation, NET, career advancement Content development, ICT, Curriculum design etc.
7. The approach to Remedial/tutorial classes should be well defined
8. Only a few teachers have resorted to innovative approaches to teaching
9. There should be a committee to monitor the quality of all general publications from the departments including brochures for a minimum set of quality standards
10. Participation certificates should be given to the faculty for their involvement in administrative activities
11. Women empowerment activities done by Institution is highly appreciated.

Audit Team Signature:

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| Dr. R. K. Shah External Expert | R. K. Shah. |
| Dr. Jayendrasinh Jadav External Expert | J. Jayendrasinh. |
| Dr. Hina M. Patel Principal, Maniben M. P. Shah Mahila Arts College | H. Patel. |
| Mr. Nalinbhai M. Shah (Secretary, M. P. Shah Education Society, Kadi) | N. M. Shah. |
| Dr. Sangeeta C. Acharya (IQAC Coordinator) | S. C. Acharya. |
| Dr. V. C. Brahmbhatt (NAAC Co-Coordinator) | V. C. Brahmbhatt. |

