



TARANATH SHIKSHANA SAMSTHE'S

SOMA SUBHADRAMMA RAMANGOUD ARTS & COMMERCE COLLEGE FOR WOMEN

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ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT 2022-23



ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

Introductory Note on AAA

The National Assessment and Accreditation Council (NAAC) has developed guidelines and tools for enhancing the quality of Higher Education Institutions (HEIs) at different levels and for ensuring their sustainability. To continuously strive for excellence, HEIs can establish an Internal Quality Assurance Cell (IQAC) and undergo an External Quality Assurance process. A well-structured system of internal and external review is necessary for monitoring and evaluating institutional processes. The NAAC requires accredited HEIs to conduct Academic and Administrative Audits (AAA) on a continuous basis. This advisory note is intended for all accredited HEIs that voluntarily seek to undertake AAA.

Preface

The Academic Audit is a peer review process that includes a self-study and an external review by peer members from outside the institution, similar to more conventional program reviews. However, unlike traditional program evaluation approaches, this process places a greater emphasis on self-reflection and self-improvement rather than compliance with predetermined standards. The main objective of an academic audit is to provide departments or programs with an opportunity to evaluate their "educational quality processes," which are the key faculty activities required to produce, ensure, and continuously improve the quality of teaching and learning. Through the audit process, faculty are encouraged to reflect on their approaches to educational decision-making, how they organize their work, how they use the available resources, and how they work together to provide quality education that benefits both the discipline and student learning.

About AAA Audit

The Academic and Administrative Audit (AAA) is crucial for achieving excellence in Higher Education. These concepts are interdependent, as a strong administrative background is necessary to support a quality-oriented academic environment. Effective administration helps to create an environment that promotes teaching and learning, research, innovation, and service to the community. Administrative audit ensures that the institution's policies, procedures, and practices are aligned with its mission and goals, and that the administrative support provided is adequate to meet the academic objectives. The academic audit focuses on evaluating the quality of the educational programs, teaching and learning methods, and research and innovation activities. The combination of academic and administrative audits helps to identify areas for improvement and enhance the overall quality of Higher Education Institutions (HEIs).

Academic Audit: The Academic Audit is a systematic and scientific method for assessing the quality of academic processes in Higher Education Institutions (HEIs). Its main objective is to ensure quality assurance and improvement in academic activities.

Administrative Audit: The Administrative Audit evaluates the efficiency and effectiveness of administrative procedures, including policies, strategies, and functions of various administrative departments.

The main objective of the audit is to update

- To assess the strengths and weaknesses of departments and administrative units
- To suggest methods for improvement,
- To identify bottlenecks in the existing administrative mechanisms,
- To recognize opportunities for academic, administrative, and examination reforms,
- To evaluate the optimal utilization of financial and other resources.
- Additionally, the audit aims to suggest methods for continuous improvement of quality in line with the criteria and reports by the National Assessment and Accreditation Council (NAAC) and other bodies as follows:
 - Curricular aspects.
 - Teaching and learning process.
 - Examination and evaluation methods.
 - Research, Innovation and Extension
 - Infrastructure and Learning Resources
 - Student Support and Progression
 - Unique best Practices
 - Distinctive practices of the college

During the audit process, a proforma structured by the Internal Quality Assurance Cell (IQAC) is strictly adhered to for evaluation. The proforma covers nine key areas related to academic and administrative processes in HEIs. These areas include:

1. **Course content** - Evaluation of the relevance and quality of the course content offered by the institution.
2. **Teaching-Learning Process** - Assessment of the teaching methodologies used by faculty members, including the use of technology and innovation in teaching.
3. **Results** - Analysis of the academic performance of students in the institution.
4. **Feedback system** - Review of the feedback mechanism used by the institution to obtain feedback from students and other stakeholders.

5. **Research** - Evaluation of the research activities and publications by faculty members and students.
6. **Infrastructure** - Assessment of the adequacy and quality of physical infrastructure, including classrooms, laboratories, and library facilities.
7. **Department Administration** - Review of the administrative processes and procedures in place in each department.
8. **Other academic-oriented activities** - Assessment of extracurricular and co-curricular activities offered by the institution to enhance the overall development of students.
9. **Part-V activities** - Evaluation of the institution's efforts towards social responsibility, community engagement, and environmental sustainability.


By conducting the audit process based on these nine key areas, the institution can identify its strengths and weaknesses in academic and administrative processes and take corrective actions to enhance the overall quality of education and services provided to students and stakeholders.

COMMITTEE MEMBERS

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PREAMBLE OF THE COLLEGE

Taranath Shikshana Samthe was established in 1920 with the support of Pandit Taranath – a great philosopher, a reformer, staunch freedom fighter and an ardent educationalist during the repressive rule of Nizam.

The flat-ship institution is Handard School and through it , the Samthe carved out for itself in the annals of educational history of this notified backward area. The prophetic philosophy of the founder is “ALL BUT LOVE IS GALL”.

The Bhavan constructed and named after him to conserve his works and to pay rich tributes to great messiah. Late Sri. Soma Raman Gouda who was also the president of Samsthe donated land to start higher education for women, because of philanthropic gesture, Soma Subhadramma Raman Goud Arts and Commerce College for Women came into effect on 01-06-1970. The college is the first and foremost women higher education institution under the jurisdiction of Raichur District. with the objective of providing accessible and comprehensive higher education and research opportunities in emerging fields for Girls. The institution is committed to promoting excellence and societal development, with a particular focus on economically and educationally disadvantaged young women, who aspire to succeed in various domains of life and serve humanity.

The college had humble beginning with 9 students and current academic year there are 483 students on the admission roll. The college is situated in heart of the city, campus area is 1.2 of land with independent building having sufficient amenities, to need the educational needs of the people. The management and staff have taken extra care and added their best into service rendered down the years. The students and alumni have brought laurels to the institution all walks of life which has led to make the institution as one of the premier higher education institution for women.

Vision

To provide need based quality education at affordable fees and empower the girls students and to develop the requisite competence to steer the future economy on par with their counter parts.

Mission

- To develop qualities of ideal citizenship with civic sense and inculcate the values of moral and social responsibility as a good citizen.
- To strive for continuous academic Excellency.
- To nurture students for all round personality development.
- To provide congenial atmosphere for learning and self improvement.
- To make the college a catalyst for women's empowerment of this area.

PRINCIPAL

The college conducts regular Academic and Administrative Audits (AAA) through its Internal Quality Assurance Cell (IQAC) to ensure continuous improvement and maintain academic excellence. The AAA is a systematic process that evaluates the current system and identifies the strengths and weaknesses of the departments and administrative units. It also provides recommendations for improving the academic, administrative, and examination systems, based on standards set by NAAC and other agencies. In 07-06-2023, the AAA Committee met at the Principal's office and discussed the milestones achieved during the academic year 2022-2023. *The Committee then conducted inspections*

of the teaching departments, support services, administrative sections, and infrastructure facilities. They also met with the teaching staff, students, and non-teaching staff to gather their feedback. After completing the inspection, the Committee prepared the AAA Report, which included their findings and suggestions for improvement. The college is committed to maintaining its high standards of academic excellence and using the AAA process to achieve this goal.

IQAC COORDINATOR

The college's administrative division is well-structured and follows a systematic approach in executing daily tasks. Equipped with appropriate furnishings and high-speed internet connectivity, the administrative office facilitates communication among staff through emails, phone calls and Whatsapp messages. The college website provides regular updates about college activities to all stakeholders. Basic training is provided to both administrative and technical staff, and each member is aware of their responsibilities. The various sections, departments, and support services work in collaboration, maintaining academic and administrative discipline under the guidance and encouragement of the college management.

In June 2023, an extensive academic and administrative audit was conducted for individual departments, with interactions held with department heads, representatives of various clubs and activities, and the Controller of Examinations. The audit identified strengths in each department, and the college successfully transformed locational disadvantages into opportunities for extension, innovative practices, and integration of social service into the teaching-learning process. The audit report consolidates all criteria and highlights the strengths identified by the audit team.

AUDIT TEAM:

In the academic year of 2022-2023, the college formed an Academic and Administrative Audit Committee. The following members were constituted:

- Principal,
- Vice Principal,
- Convener of Examinations,
- NIRF Coordinator,
- IQAC Coordinator,
- All the Heads of the Department.

This committee conducted a comprehensive audit of all departments, the library, sports arena, computer laboratories, administrative office, and other offices of the college. During the audit, faculty members presented their department's performance through PPTs, and the AAA

Committee interacted with them to evaluate the academic and administrative performance of the college based on various criteria.

Suggestions Given in Academic and Administrative Audit on 07th June 2023 are as follows:

Sl.No.	CRITERION	OBSERVATIONS
1.	Curricular Aspects	<p>1. The college has implemented a curriculum revision policy where the curriculum is reviewed and updated every three years to ensure that it is current and relevant to the changing needs of the industry and society.</p> <p>2. The college has also introduced NEP (National Education Policy) directed curriculum to ensure that the curriculum is student-centric and focuses on achieving specific learning outcomes.</p> <p>3. These changes in the curriculum are aimed at providing students with a comprehensive and holistic education that prepares them for the challenges of the future.</p> <p>4. The curriculum and teaching-learning process include the development of cognitive skills in students. The college emphasizes the importance of critical thinking, problem-solving, analysis, and creativity in learning.</p> <p>5. The faculty members design course materials and teaching methodologies to enhance the cognitive skills of students. The curriculum includes various activities, such as case studies, research projects, seminars, and workshops, which encourage students to think critically and apply their knowledge in practical situations.</p> <p>6. The college also provides opportunities for students to participate in extracurricular activities, such as debates, quizzes, and cultural events, which promote cognitive skills.</p> <p>7. The college has established a comprehensive system for collecting feedback on its curriculum from a variety of stakeholders, including students, teachers, parents, alumni, and employers. The feedback is analyzed systematically, and the college takes action based on the feedback received. This helps the college to continuously improve its curriculum and teaching-learning process, and ensure that it meets the needs and</p>

		<p>expectations of all stakeholders.</p> <p>8. All departments encourage students to participate in value-added courses that provide exposure to recent trends in the core field, enhance graduates' employability, and improve aptitude skills, technical knowledge, and innovative thinking.</p>
2.	Teaching- Learning and Evaluation	<p>1. The college provides a conducive academic environment, both physical and social, that fosters learning. The teaching accommodation is appropriate in quantity and quality for the curricula offered and caters to the needs of all students.</p> <p>2. Teaching and learning methods that prioritize the needs and interests of students.</p> <p>3. The college utilizes ICT tools in teaching to enhance the learning experience of students. The classrooms are equipped with projectors and smart boards to facilitate better comprehension and interactive sessions. The college has provisions for regular doubt-clearing sessions to ensure that students receive adequate support and assistance in their studies.</p> <p>4. The preparation of question papers for Continuous Internal Assessment (CIA).</p> <p>5. The college website displays well-defined Program Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COS) for all programs and courses.</p> <p>6. Proper teaching plans are in place for formal academic mentoring of students.</p> <p>7. Experts from various discipline are invited to give lectures and enhance the students' skills.</p> <p>8. The college has implemented survey systems to gather feedback and ensure student satisfaction.</p> <p>9. Faculties have generated E-Content to support teaching and learning.</p> <p>10. Faculty members provide mentoring and counseling support to students.</p>
3.	Research, Innovations and Extension	<p>1. The management of the college encourages research among faculty members by providing seed money of 10,000 per year for proposals that are submitted and implemented.</p> <p>2. Several departments have signed twenty one Memorandum of</p>

		<p>Understandings (MoUs). Formal linkages with good.</p> <p>3. The active participation of students in Youth Red Cross Club (YRC).</p> <p>4. The college organizes an Annual Blood Donation Camp through the NSS unit and Youth Red Cross Club.</p>
4.	Infrastructure and Learning Resources	<p>1. The college provides high-speed internet connectivity of 100 MBPS in classrooms and seminar halls.</p> <p>2. A Lab is equipped with advanced facilities for developing e-content and audio-visual center at the Language Lab.</p> <p>3. The college has spacious classrooms and seminar halls that are equipped with ICT facilities.</p> <p>4. The library has a good book circulation system and is well-furnished with a fully automated system.</p> <p>5. The collection of books and journals is commendable.</p> <p>6. Innovative teaching-learning methods are employed in the college to enhance the quality of education.</p>
5.	Student Support and Progression	<p>1. The students, faculty, and the public highly appreciate the following facilities provided:</p> <ul style="list-style-type: none"> ✓ Separate hostel for girls ✓ Canteen services ✓ Health center in campus ✓ One ATM center available in campus. <p>2. The Students Grievance Redressal Committee promptly addresses student grievances.</p> <p>3. A significant number of students pursue Higher Studies.</p> <p>4. The college recognizes the importance of sports and encourages students to actively participate in the inter-collegiate competitions.</p> <p>5. Deserving students are provided with scholarships and financial awards to support their education.</p> <p>6. The college has a history of successful placements in well-known companies, providing students with excellent career opportunities.</p> <p>7. The college organizes various activities to support students in competitive exams and job placements, helping them build their professional skills.</p> <p>8. The campus has basic Health unit to support the physical and</p>

		mental well-being of the students, ensuring their overall development.
6.	Governance, Leadership and Management	<ol style="list-style-type: none"> 1. The Institution has a strong foundation with a clear vision and mission that guides its planning process. 2. The management system is inclusive, which suggests that everyone in the organization has a voice and feels valued. 3. There is also a development plan and policy document in place, with timely implementation, which indicates that the institution is committed to continuous improvement. 4. The provision of sufficient welfare measures to staff suggests that the institution values its employees and understands the importance of employee satisfaction and well-being. 5. Specific professional training for teachers and administrative staff is necessary to ensure that they have the skills and knowledge needed to excel in their roles. 6. The fund mobilization cell needs strengthening, which is crucial for ensuring that the institution has the resources it needs to support its activities and invest in its future growth and development. 7. It appears that the institution has a solid foundation and is committed to improvement, but there are specific areas that need attention to ensure its continued success.
7.	Institutional Values and Best Practices	<ol style="list-style-type: none"> 1. Quite a good number of extension activities are undertaken by all departments. 2. Sensitization programmes involving students in identified communities are systematically organized. 3. The college has adopted the concept of a green campus 4. There has been a focus on conducted, Green, Energy and Environment Audit. 5. The general display system of the campus has effectively communicated important information to both students and staff regarding significant events, national responsibilities, human rights, values, and other relevant topics. 6. More emphasis should be given to the Institutional Best practices by all the departments.

Report of AAA committee

Assessment Based on Institutional Information

Category	Description	Available (Yes/No)
Affiliation Document	University Affiliation document	✓
	2(f) and 12(B) Status	✓
Accreditation Documents	NAAC Certificates	✓
Governance	Governing Body	✓
	Academic Council	✓
	Finance Committee	✓
	Board of Studies	✓
	Minutes of Governing Body meeting	✓
	Minutes of Academic Council Meeting	✓
	Minutes of Finance Committee meeting	✓
	Minutes of BOS meeting	✓
	Examination Section	✓
	IQAC Minutes	✓
	Anti – Ragging Committee	✓
	Grievance Redressal Committee	✓
	Alumni Association	✓
	Office Automation (ERP software)	✓
	Faculty Personal Files	✓
	Budget Sanctioned and Audit Report	✓
	Student Scholarship details	✓
	Institution Website	✓
	Notice Boards	✓
Other Facilities	CCTV Security	✓
	Projectors in Class Rooms	✓
	Fire Extinguisher	✓
	Medical Facility	✓
	Canteen Facility	✓
	Sports Facility	✓

	Hostels	✓
	Vehicle Parking	✓
	Xerox Facility	✓
	Backup Electric Supply	✓
	Bank/ATM	✓
	Sewage Disposal System	✓
	Drinking Water Facility	✓
	Solid Waste Management	✓
	Rain Water Harvesting	✓
	Green Campus Initiatives	✓
	Common Room	✓

SWOC ANALYSIS

<p>STRENGTHS</p> <ul style="list-style-type: none"> ✓ A wide range of topics are covered in the syllabus, including entrepreneurship, labor law, marketing, taxation, business statistics, and accounting. ✓ The syllabus is compatible with the UGC-NET, SET, and other competitive exams. ✓ A library that is well-kept and contains a substantial collection of textbooks. ✓ The teaching and learning environment incorporate a well-balanced combination of curricular and co-curricular activities to offer students a holistic education. ✓ Conducting green audits and energy audits are key strengths of the college. ✓ The faculty members are actively engaged in enhancing their knowledge and skills by attending national and international level training sessions, workshops, Faculty 	<p>WEAKNESSES</p> <ul style="list-style-type: none"> ✓ Research yield of the college ought to be move forward since there are only limited research distributions and projects have been accomplished by faculty members ✓ Collaborative initiatives and Consultancy Services ought to be increased ✓ The college gets only salary grants for permanent staff, hence it is great burden to institution for the remittance of management recruited staff salary. ✓ Majority of the students enrolled influenced with regional language. Additional burden to the faculty members to bridge the course. ✓ Insufficient availability of learning resources on NEP pattern of course curriculum. ✓ There is a visible gap between the
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<p>Development Programs (FDP), seminars and conferences.</p> <ul style="list-style-type: none"> ✓ Campus-wide internet connectivity to facilitate online learning and research. ✓ An effective grievance redressal cell to address students concerns and issues. ✓ Provision of financial support to students through institutional scholarships in addition to government scholarships. ✓ Co-operative and guiding management. ✓ 1.2 acre of land with built up area of 8150 sqft with garden. ✓ Included under 2(f) 12(B) UGC act 1956. ✓ Qualified and competent teacher. ✓ Less fees compared to the neighboring institutions. ✓ Active career guidance and placement cell. ✓ Sufficient Learning Resources: ICT, Computer Lab, Language Lab, Digital Library, INFLIBNET, N-List. ✓ ICT enabled in seminar Hall with seating capacity of 200. ✓ Auditorium with seating capacity of 350. ✓ CCTV Surveillance camera at all pivotal points including class room. ✓ Girls Hostel with 80 inmate capacity. ✓ Canteen at subsidized rate. ✓ Well equipped class rooms with LCD Projectors. ✓ Good Result every year more than 95%. ✓ Purified drinking water (RO) facility. ✓ 24x7 security personnel for safety of students. ✓ Sports facilities. ✓ WIFI facility. ✓ Common room for girls. 	<p>syllabus taught and job requirements. Being an affiliated Institution, it is difficult to bridge this gap.</p>
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| <ul style="list-style-type: none">✓ Campus with Greenery ambience.✓ 02 senior faculty are in the panel of BOS, vijaypur.✓ Offered 33 certificate/value added courses.✓ Well configured computer laboratory with 20 desktops.✓ Language laboratory with 20 desktops.✓ The college has upgraded classrooms and seminar hall with ICT facility.✓ Qualified and competent Physical Director.✓ 21 functional MoUs.✓ Registered and Active Alumni Association.✓ College has support service units i.e., NSS, YRC, Women Empowerment Cell, etc.✓ Presently 09 faculty members with Ph.D, NET, SLET as against 24 full time teachers including permanent teachers.✓ The College has established IPR in the year 2022-23.✓ The institution has established Research Development Cell in the year 2021-22. Invited academicians to conduct workshops.✓ College has conducted 41 workshops on IPR, Research Methodology and Entrepreneurship etc.,✓ Rewriting the entire campus is being conducted through qualified agency.✓ Mounted a fire extinguisher from the recognized agency.✓ Library is enriched with 29,772 text book including reference books worth Rs. 30,43,630.17/-.✓ The central Library also enriched with the subscription of 05 academic journals pertaining to different department and Encyclopedia. | |
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OPPORTUNITIES

- ✓ Due to its distinguished reputation built over 50 years of excellence, the college experiences a strong demand for student admissions.
- ✓ The college, with its exceptional academic performance and cutting-edge research endeavours, has a remarkable opportunity to attain the prestigious status of a college of Excellence (EC).
- ✓ The college is deeply committed to fostering career opportunities in a wide range of fields, including sports, cultural activities and leadership. It prioritizes the creation of special opportunities specifically tailored to students hailing from economically disadvantaged and rural areas. These initiatives are designed to empower and enhance the capabilities of students from such backgrounds.
- ✓ To promote all the management staff for Orientation Course, Refresher course and Faculty development course.
- ✓ To conduct coaching class for competitive exams.

CHALLENGES

- ✓ To enhance the success rate of students in qualifying exams such as State and Central Level Exams including UGC-NET, SLET amidst of the key challenges in managing multiple academic responsibilities, time management and lack of awareness of these competitive exams.
- ✓ Emphasizing the use of ICT in teaching and learning is crucial due to various factors that contribute to the quality of content, student attitudes, technical support and the cost associated with implementing ICT in education. More linkages with industry for research training and placement.
- ✓ Language barrier majority of the students are influenced with the regional language.
- ✓ Financial burden of management to pay the salary of management staff.

ACTION TAKEN / IMPLEMENTATION AFTER AAA AUDIT OF THE YEAR 2022-23

1. College has organized greater number of workshops, seminar and certificate courses are introduced.
2. A substantial increase in the publication of research articles and books by the faculty members can be observed in UGC-listed journals.
3. As an initiative to incubation center, Central Instrumentation Centre has been established to create entrepreneurial culture, fosters innovation and creativity, supports start-up ventures.
4. The college's involvement in multidisciplinary research creates an intellectual environment and positions the college at the forefront of tackling the most pressing challenges of our time.
5. Academy and Industry linkages for research and education has been enhanced to foster the practical relevance of education, collaboration and knowledge sharing.
6. Larger number of students enrolled in online courses conducting by MOOC, Swayam, and NPTEL expands their knowledge, provides flexibility in learning, develops specialized skills, and supplements classroom education.
7. The college is marching towards the successful implementation of few of the policies outlined in the National Education Policy (NEP).

RECOMMENDATIONS AND SUGGESTIONS:

1. Insisted to comply with the mandates of the National Education Policy (NEP) at the nearest feasibility based on multidisciplinary and transdisciplinary research.
2. Measures shall be taken to digitalize Work Diary of teachers
3. Quality exposure of teachers is very much appreciated
4. Promotion of a greater number of research collaboration and student exchange programme is recommended.
5. Motivate faculty to undertake a greater number of funded projects from government and non-government organization.
6. Suggested to take the appropriate actions on student exchange and Faculty exchange.
7. The department shall focus on encouraging more undergraduate students to pursue higher degree programs, including postgraduate studies and other advanced degree programs.
8. The department shall establish partnerships with higher learning institutions and offer specialized training programs to prepare students for competitive exams.


9. Faculty members are encouraged to increase the number of articles in Web of Science/ Scopus and UGC Care listed journals.
10. All the departments are motivated to aim at establishing both national and international collaborations, and undertake a greater number of consultancies.
11. More number of students shall be encouraged to enroll in courses offered through MOOCs, Swayam, and NPTEL.

CONCLUDING REMARKS:


In the light of revised NAAC manual, the college is encouraged to implement the observations and suggestions made by the members and also to maintain proper documentation of the activities of the Institute from time to time in accordance with quality measures expected as per revised SSR manual and overall career prospects of students.

The campus is currently fostering an outstanding academic environment. We have concluded that the college has achieved commendable performance in all areas. However, there are certain areas identified in the general observations where the college can further improve its performance.


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