

SNDT Women's University Mumbai

Academic & Administrative Audit

Guidelines for Chairperson and Experts

Sr. No.	Observation on Key Aspects	Kindly elaborate on the points given	
1	Academic Management	<ul style="list-style-type: none"> ➤ How is timetable framed in each programme? ➤ Is the teaching plan prepared on time & shared with the students? ➤ How is course/program outcome assessed? 	<ul style="list-style-type: none"> ➤ Timetable has been framed according to syllabus and Academic Calendar. ➤ Teaching Plan of every subject is shared with Students through Google Classroom. ➤ Course/Programme outcome are assessed by assignment and internal tests.
2	Administration & Management (Supporting Academics) :-	<ul style="list-style-type: none"> ➤ How is admission process carried & how is the timeline observed for admissions? ➤ How are documents maintained? e.g. examination, attendance documents etc. ➤ Are office documents digitalized? ➤ What are the software used for administrative depts.? ➤ Elaborate on the time required for administrative actions like preparation of agenda/minutes for various meetings, CAS; approval of teaching and non-teaching posts etc. ➤ How are internal evaluation & research related activities taken place in the college e.g. cluster assessment support, result preparation/declaration etc. 	<ul style="list-style-type: none"> ➤ Admission process is carried out as per the rules of State Govt. of Maharashtra. ➤ Documents are maintained properly. ➤ Attendance has taken regularly but not Bio-metric. ➤ Yes - Office documents are digitalized effectively. ➤ MS Office, Chrome, Adobe Acrobat Reader, Academia – ERP software are used. ➤ College has not done CAS so far. ➤ All teaching staff are approved ➤ All administrative actions have performed in stipulated time ➤ Internal evaluation and research related activity have taken for teachers, students and non-teaching. For students, college has a scheme named 'Students

			<p>Research Project Scheme (SRPS)' in which Students undertake research projects.</p> <p>Result have declared according to University schedule. Orientation refresher courses done by faculty.</p>
		<ul style="list-style-type: none"> ➤ How administration supports academic activities conducted at college other than the syllabus preparation and teaching to improve quality of students. ➤ How do you assess the efficiency of administration support for cultural, extra and co-curricular programs at college level 	<ul style="list-style-type: none"> ➤ Academic activities are taken every month according to pre planning of college and administrative support is provided by administrative Department. ➤ By filling feedback form and evaluation audit curricular programme has evaluated by rating scale
3	Academic Practices:-	<ul style="list-style-type: none"> ➤ How and what is the best pedagogy used ➤ Any incentives for research or consultation projects undertaken by teachers ➤ Is the library/laboratory updated? ➤ Is Teachers quality assessed for every course? How? 	<ul style="list-style-type: none"> ➤ Best pedagogy is used for teaching and learning like co-operative learning, flipped classroom, constructivism. ➤ As per research policy Financial Assistance is provided by the Management. ➤ CTET, TET classes are conducted by college for their students and interested students of other colleges. ➤ Koha software is used for library. ➤ Class observation by Principal, IQAC coordinator is done on monthly basis for enhancing teacher's quality.



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4	Infrastructure, Financial & Support Facilities for Academic Activities :-	<ul style="list-style-type: none"> ➤ How many smart class room, Library books, Laboratory, apparatus, sports ground area for students and faculties available at college ➤ Is salary paid to Teaching & Non-Teaching staff on time as per university norms? ➤ How much time is required for sending approvals for appointments to university? ➤ Is prescribed govt. scholarship paid to the student on time? 	<ul style="list-style-type: none"> ➤ 13 classrooms with LCD, 1 with digital interactive board. ➤ Library books- 5562, Journals - 14, e journal 241, E – Book – 1613, Biographic Records – 3,52,45,413. ➤ Laboratories - 6 (3 sharing) ➤ Art room, Music room are available for leisure time (on sharing basis) ➤ Yes, credited in bank account. ➤ Within a week after internals are conducted. ➤ Yes
5	Institutional Social Responsibility (ISR)	<ul style="list-style-type: none"> ➤ How fast is the process and efficiency of issuing certificates like bonafide, Leaving certificate, Transcript, railway concession any other facilities to the students & staff? ➤ Are students informed about free-ship and scholarship at appropriate time? 	<ul style="list-style-type: none"> ➤ Within 5 days certificates are issued. ➤ Yes
6	Functioning of IQAC :-	<ul style="list-style-type: none"> ➤ How many workshops, seminars, FDP and other trainings for teachers are organized by IQAC. ➤ Are all criterions looked after for documentation with evidence? 	<ul style="list-style-type: none"> ➤ Every year IQAC Calendar is prepared. 2-3 seminars/webinars and training are conducted. Every year FDP's are also conducted. ➤ Yes, NAAC second cycle completed. (2.66- B+ Grade)



Roles & Duties

Sr. No.	Observation on Key Aspects	
1)	State Government :-	➤ To postpone B.Ed. CET date.
2)	University :-	➤ Information about various activities to be reached in time to the college.
3)	College I) Management	<ul style="list-style-type: none"> ➤ Good Infrastructure and the advantage of having central admin in the building. B.Ed. college is able to use it. ➤ The committees (ICC, CDC, Anti Ragging) should be formed as per the norms of Govt. and other regulatory bodies.
4)	II) Academia	➤ College administration and leaders is suggested to have more participation in university activities. Also keep track of information on website.
	III) Students	<ul style="list-style-type: none"> ➤ Selected students are getting opportunities of internship abroad. ➤ Regular attendance is maintained. ➤ More participants are expected in university activities. ➤ Extra-curricular activities are enjoyed. ➤ Good placement and career guidance is given.
	IV) Other Stake Holders	-

Name and Signature of SNTD Women's University, Mumbai AAA member with Date

1	Chairperson	Prof. Medha Tapiawala	<i>Medha Tapiawala</i> 16/8/24
2	Member	Dr. Mandar Bhanushe	<i>Mandar Bhanushe</i> 16.08.2024
3	Member	Prof. Pratima Tatke	<i>Pratima Tatke</i> 16/8/2024
4	Member	Dr. Jayshree Nemade	<i>Jayshree Nemade</i> 16/08.2024

Date: 16/08/2024



Received
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16/8/2024
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