

**Academic Audit Report**  
of  
**Maharashtra Girls' Education Society's**  
**Hujurpaga Mahila Vanijya Mahavidyalaya,**  
691 Narayan Peth, Laxmi Road,  
Pune - 411030

Under Quality Assurance Initiative

By

Dr S V Kadvekar  
Dr C N Rawal  
Prof Patil

**26<sup>th</sup> September, 2018**

Academic Audit was conducted as per request by Maharashtra Girls' Education Society's Huzurpaga Mahila Vanijya Mahavidyalaya, Pune 411030, under quality assurance initiative of the institution.

The Purpose of the Audit is to Provide the opportunity for a regular strategic overview of the entirety of a Department's Teaching and Learning activity. This report consolidates the findings of the panel and put forth the suggestions and area of improvements possible in the future.

**Schedule of the Academic Audit:** During the visit members visited various departments, interacted with Management Representative, Principal, Students, Faculty members and office staff to understand teaching learning and evaluation process. Feedback is obtained from them.

Entry Meeting of the Panel with the Principal and IQAC coordinator in Principal's Office
Department Presentation in the Department along with IQAC Coordinator and the Panel.
Tea Break
Meeting the Staff
Lunch Break
Meeting the Students for observation
Meeting the Students for feedback and suggestions
Visiting the Infrastructure
Verifying the Support Evidences
Verifying the Support Evidences
Exit Meeting with Principal and IQAC Coordinator

### Objectives:

1. To review and assess the academic process practiced by the institution.
2. To verify the functioning of the teaching, learning and evaluation administered in the institution
3. To recommend areas of improvement in the existing practices with reference to stakeholder's expectations and future challenges.

## Procedure:

1. Standardised form was provided to the institution.
2. Observation of some of the classes for student feedback, review teaching and learning process.
3. Interaction with all the faculty members of institution.
4. Discussion with all members for betterment and shortlisting areas of improvement.
5. NIRF, AISHE, MIS: MIS data as required by the affiliating university is submitted timely. The College has also submitted required data for All India Survey of Higher Education (AISHE).

## Observations:

- 1) **Programmes offered:** Currently the institute offers three programmes i.e. B.Com., B.B.A., B.B.A (C.A.), affiliated to SPPU.
- 2) **Student Admission:** students are admitted as per procedure of the University and Government of Maharashtra. There is need to attract student from other regions.
- 3) **Teaching and Learning:** Currently more emphasis is given on traditional talk and chalk method. Considering the students available, their family and social background it is essential to apply different teaching learning methods like Group Discussions, Case Study, Field Visits, Presentations, Preparation of Reports, Debate Competitions etc. Students need to be encouraged to participate actively in process of teaching learning. Use of modern technology, ICT based learning will be useful to improve performance of the students.

**4) Examination:** Examination records are well maintained; university guidelines for internal and external examination are well communicated and implemented.

**5) UGC:** The College is not registered under Sec. 2(f) and 12 (B) of UGC Act thus cannot avail any funding scheme of UGC available for Higher Educational Institutes.

## 1. Milestones of the College

- Establishment 21 September 2001 by reputed educational Trust.
- Student intake was increased from one division of B. Com to three division of B. Com and one division of BBA, BBA(CA) each. Presently student strength is good.
- B. Com course is permanently Affiliated with Savitribai Phule Pune University.
- Independent well equipped infrastructure.

## 2. Faculty profile

Faculty Strength	Total permanent Staff - 16 Men – 05 Women -11
Qualification	PhD – 07, PhD – 02(Pursuing) M.Phil. - 01 Master – 06
NET/SET Qualified	NET – 05 SET – 06

### **3. Student's Statistics for the year 2017-18**

1146

### **4. Curriculum**

The Curriculum is prescribed by the parent University SPPU and it is implemented as per their directives. The Curriculum is being updated and revised periodically by the University. The Curriculum has been revised according to the needs of the Academia and Industry.

### **5. Course Evaluation Pattern:**

**B. Com:** Annual Pattern with 80:20 pattern, practicals are introduced for FY/SY and TY B. Com for few subjects. Three specializations are made available like Cost and Works Accounting, Banking and Finance and Business Administration.

**B.B.A:** Semester pattern with 80:20, two specialisation are provided i.e. Human Resource and Finance.

**B.B.A(CA):** Semester pattern with 80:20 and Project at TYBBA(CA)

**6 Results Analysis:** Average result of the college is above the university average. Average B. Com result is above 70%, while BBA and BBA(CA) is 80%.

**7 Research and Consultancy:** Not visible, two minor research projects of SPPU funding are in process.

**8 Journal and Conference:** No research journal published by the college, only one state level seminar is organized by the college funded by SPPU.

**9 Consultancy:** Nil and NA

### **10 Placement Details:**

**On Campus: B. Com: 15**

**: BBA and BBA (CA): 06**

**Off Campus: Nil**

## **11. Infrastructural Facilities**

- 17 Class Room
- Two Computer Lab with Wi Fi
- Lift Facility
- Language Lab
- Two multipurpose Hall
- Staff Room
- Two AV Halls
- Administrative Block
- Canteen
- Ladies Common Room
- Library
- Extra-Curricular Activities Rooms

**12 Library Books:** Total No of Books 13063

## **13 Outcome of the students meeting**

- Students felt that the infrastructure provided by the college and department is good.
- The rules and regulations of the college were appreciated and felt very proud in studying at this institution.
- They felt that the Staffs of the department are having experience and are handling classes in a good way.
- Library timings not sufficient, stock available is inadequate.
- Very minimal participation in extra-curricular activities for students.
- Wi-Fi bandwidth not sufficient.
- Lunch room with water is expected in college.
- Girls are not allowed to attend competitions outside the campus.
- Importance is not given for communication and soft skills classes.

#### 14. Outcome of the Faculty meeting

- They felt proud to be associated with this institution.
- They felt satisfied with the work environment.
- Though Friendly team orientation is lacking
- Teaching Plan: TP need to be maintained for previous five years in detailed as discussed. It is advisable to designed standard form applicable to all the faculties.
- Attendance: It is observed that attendance of the students is good, needs documentation. Action to improve attendance followed by counselling will be useful for the NAAC.
- Innovative teaching Methods Adopted: Marginal efforts are made. Considering students profile and uniqueness of college for each subject's different methods of teaching need to implemented.

#### 15. Overall assessment

- The virtual classroom with Audio visual effect and also reading section in Library is expected.
- No visiting professors.
- No of volumes of Reference and Text books at library is not sufficient.
- Wi-Fi bandwidth is too low.
- Web site of the college is not updated.
- Publications and participations in FDP, seminars, conferences and workshops by faculty members are minimal.
- Placement activities and placement related training needs attention, Placements in MNC are less.
- Academic Calendar will be useful for better and smooth functioning

- Need to implement various teaching and learning tools considering student's requirements.
- Students participation in process of learning need to be encouraged.
- Need of training to faculties and administrative staff for better performance.

## 16.Suggestions

- Bridge courses and remedial classes need to be arranged based on result analysis.
- Workshop for teachers about new and innovative ways of teaching learning and evaluation be conducted.
- Short term courses for increasing employability be introduced and implemented regularly.
- Academic calendar need to be prepared considering curricular, co-curricular and extra-curricular activities in advance.
- Participative and effective daily monitoring system be implemented.
- Feedback from all the stakeholders need to be obtained and accordingly action plan be implemented.
- More no of reference and text book volumes has to be purchased
- More Indexed journals at least Scopus indexed to be subscribed.
- Publications and participations in FDP, seminars, conferences and workshops by faculty members are to be increased.
- Paid leaves should be given to the faculty members to attend FDP, seminars, conferences and workshops.
- Incentives / appreciation may be given to the faculty by the management for publishing papers.
- External funded research projects to be taken up by the faculty members.

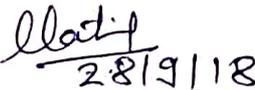
- Students may be trained for job oriented online exams for better placements
- Specific activities and events need to be organized for BBA and BBA(CA) students.
- Importance has to be given for communication and soft skills classes.
- Compliance of recommendations given by Local Inquiry Committee and Permanent Affiliation Committee need to be fulfilled at the earliest.
- Special efforts need to be taken to increase enrolment of students in B.B.A. and B.B.A.(C.A.) programmes.
- Entrance examination for B.B.A. and B.B.A.(C.A.) programme need to be conducted regularly. Administrative staff dealing with admission process should be ready with updated information about eligibility for each programme
- Separate budgetary provisions for Staff Welfare, Student Welfare, Student Aid Scholarship, Seed money for Research etc. be made.
- Institutional Membership may be obtained by the Library.
- Separate e-resource section be made available within the library for the benefit of students and staff.
- Online access of the electronic resources like e-books, e-Journals, e-Databases should be made available with the College library.
- Based on academic performance eligible teachers may be placed into higher pay packages.
- Academic linkages and functional MOU's need to be signed to improve academic performance and efficiency of teachers, administrative staff and students.
- Additional ICT classrooms be made available.
- IQAC need to be strengthen for overall academic activities of the college

- Special and specific initiatives needed to build a team of academicians committed to achieve institutional goals.
- Feedback from the students be obtained formally or informally for academic enhancement of faculties by third party.

## 17. Conclusion

- Fundamental rules and regulations followed by the college management and department staff members are in line with their counterparts.
- Basic amenities and infrastructure in the college good.
- Library facility is moderate and there is a vast scope of improvement.
- Faculty Attrition ratio is low and that is good for a management.
- Faculty members are experienced, qualified and need more motivation in the form of incentives / appreciation for publications and training.
- Students are interested for placements and it may further be improved by placing them in MNC and nearby Organisation after preparation.

## Signature of the Academic Panel Members

- 1: Dr.S.V Kadvekar 
- 2: Prof.Manisha Patil   
28/09/18
- 3: Dr.C.N.Rawal   
28/09/18