

**Evaluation Report of ACADEMIC AND ADMINISTRATIVE AUDIT  
2022 - 2023**

**SECTION – I: GENERAL INFORMATION**

1. Name and Address of the Institution	Don Bosco College of Arts & Commerce (Evening) Don Bosco Marg, Yerwada, Pune – 411 006
2. Year of Establishment	2013
3. Name of Principal Email i.d.: Contact No.	Dr.Pandurang Narhari Shende <a href="mailto:drpnshende@gmail.com">drpnshende@gmail.com</a> 9766708907
4. Name of the IQAC Coordinator: Email i.d.: Contact No.:	Prof. Ritu Chhabra <a href="mailto:rituchhabra@donboscoyerwada.in">rituchhabra@donboscoyerwada.in</a> 7276628801
5. Affiliating University	Savitribai Phule Pune University
6. NAAC Grade with Cycle, Accreditation Year & CGPA	NOT APPLICABLE
7. Status of UGC 2 (f) & 12 (b)	
8. AISHE I.D.	C-41371
9. Minority Status	Christian Minority
10. Programmes & Courses Offered	B.A and B.Com
11. Permanent Faculty Members	10 (All are contractual bases 2022-23)
12. Permanent Support Staff	3 (All are contractual bases 2022-23)
13. Student Strength	218 (2022-23)
14. Special Status	Evening College
15. Date of visit of AAA	10 <sup>th</sup> January, 2024
16. Composition of AAA Peer Team	
Auditor 1	Dr. Shailesh Kasande
Auditor 2	Dr. Poonam Vatharkar

<b>SECTION II: OBSERVATION</b>	
Name of the Criteria	Remarks
1. Curricular Aspects	<ul style="list-style-type: none"> <li>• Institute adopts Choice Based Credit System (CBCS) Pattern</li> <li>• Institute has a well - developed academic structure</li> <li>• Institute follows the Academic Calendar thoroughly</li> <li>• 1 Certificate Course have been undertaken no. Of students enrolled 60 and passed 35</li> <li>• Feedback is well analysed and proper action is taken accordingly</li> <li>• The institution has its own academic monitoring committee that makes plan for the year and follows it thoroughly-academic calendar, the workload is duly divided amongst the faculty and they maintain a course plan for each subject each semester, examination committee, examination policy, CIE and internal exam policy, exam grievance committee ensure smooth examinations in the institution.</li> <li>• The institution only used to collect student- teacher feedback, as suggested in the AAA, the institute has started course exit and program exit surveys. Alumni feedback, teacher feedback on the curriculum and institute is also included.</li> </ul>
2. Teaching Learning & Evaluation	<ul style="list-style-type: none"> <li>• 4 of ICT enabled classrooms</li> <li>• ICT tools and resources available and used for enhancing the teaching – learning process</li> <li>• Use of E-resources in the teaching – learning process</li> <li>• Well – developed mentoring system</li> <li>• Mentor – Mentee ratio is 1: 120</li> <li>• Experiential and student – centric mode of learning for students are conducted</li> <li>• Multi – disciplinary activities and activities related to skill – development as per NEP guidelines implemented</li> <li>• Concurrent Evaluation conducted as per university guidelines</li> <li>• Passing percentage <b>is <u>76 %</u></b></li> </ul>
3. Research, Innovation & Extension	<ul style="list-style-type: none"> <li>• Less Research papers presented and published by Faculty members</li> <li>• Extension Activities carried out by the institute 1. Old Age Home Visit.</li> </ul>

	<p>2. My Health My Right Government (world health day)</p> <p>3. Lifelong Learning Extension- National Integration and Health Literacy.</p> <p>4. Blood donation</p> <p>5. Tree Plantation.</p> <p>6. Covid 19 Vaccination Drive.</p> <p>7. River Cleaning.</p> <p>8. Kerala and Kolhapur Relief Fund.</p> <p>9. Fees Waiver Benefit Scheme.</p> <p>10. IPR- workshop</p> <p>11. IKS- workshop</p> <p>12. Workshop on Research Literacy.</p> <ul style="list-style-type: none"> <li>• Good number of faculty participation in Extension Activities</li> <li>• The Institute has 5MoUs with industry and social organisation</li> </ul>
4. Infrastructure & Learning Resources	<ul style="list-style-type: none"> <li>• The institute has good infrastructure facilities for supporting teaching – learning process</li> <li>• Wifi enabled campus</li> <li>• Library has 2922 books and uses Vriddhi software</li> <li>• Interactive boards and LCD projectors available in every classroom</li> <li>• It was suggested to update the stock register and input the configuration of computers, printers, UPS, Projectors, Interactive boards</li> <li>• It was also suggested to showcase the bills of everything purchased for infrastructure.</li> <li>• The IT policy for the computer lab and Library policy for the Library was to be updated and displayed to the students and Network diagram. Open source software to be added</li> <li>• Fire extinguisher and fire drill need to be conducted. Evacuation points need to be marked.</li> <li>• Gym resister need to created, separate time table for boys and girls.</li> </ul>
5. Student Support & Progression	<ul style="list-style-type: none"> <li>• Around 6.45% students avail Institutional scholarship along with Government of Maharashtra scholarship</li> <li>• More than 50% students are benefitted through capability enhancement and development courses like personal counselling, language lab, confidence</li> </ul>

	<p>building sessions etc.</p> <ul style="list-style-type: none"> <li>• 21 number of sports and cultural activities organised by the institute</li> <li>• Student committees contribute towards the effective functioning of the development and the enhancement of the students</li> </ul>
6. Governance, Leadership & Management	<ul style="list-style-type: none"> <li>• The institution follows decentralized and participative management style.</li> <li>• The IQAC prepares and monitors the perspective plan</li> <li>• The academic processes are approved through the CDC</li> <li>• The institute organises Faculty Development Programmes for upskilling the soft infrastructure of the institute</li> <li>• The administrative processes are regulated and monitored by the Management.</li> <li>• All finance and accounts are audited by the external auditors</li> <li>• Welfare schemes are provided to the staff</li> <li>• It was suggested to prepare the Organisational Chart</li> <li>• It was suggested to prepare the Prospective plan</li> <li>• Internal audit should be conducted</li> <li>• Staff Insurance facility should be provided.</li> <li>• All statutory committee boards need to be displayed.</li> <li>• FDP and NDP should be promoted and increase the participation for the same.</li> </ul>
7. Institutional Values & Best Practices	<ul style="list-style-type: none"> <li>• All facilities for Divyanggan (disabled students) have been made available in the institute</li> <li>• Rain water harvesting system is in the campus</li> <li>• Solar panels are installed.</li> <li>• Bio-gas initiative has been undertaken</li> <li>• Initiatives have been taken for gender equity</li> <li>• Gender, Green, Energy and environment audit need to be conducted by an approved agency.</li> <li>• Rain water harvesting pit should be cleaned</li> <li>• Display of boards about no plastic, no water wastage, dust bin wet and dry need to be cleaned and updated</li> <li>• Tree count and tree labelling to be done.</li> <li>• Women's committee to be formed.</li> </ul>


8. Best Practices	<ul style="list-style-type: none"> <li>● Service to Society: Embedding Human Values in Students.</li> <li>● Environment Care: Creating Social Awareness amongst Local Community</li> </ul>
9. Distinctiveness	<ul style="list-style-type: none"> <li>● Net Zero Carbon Emission for electrical energy</li> <li>● Service to the Local community</li> <li>● Scholarship/ Concession to students/ Low tuition fee</li> <li>● Free courses for students</li> <li>● Green campus</li> <li>● Personality Development class</li> </ul>

### SECTION III: Recommendations for Quality Enhancement of the Institute:

1. Emphasizing and focusing on the Soft Skill Grooming for meeting the industry requirements.
2. Rigorous student profiling by professionals for identifying diversity in student composition.
3. Orientation and Awareness Programmes related to upcoming contemporary industry and technological advancements.
4. Organizing conference on contemporary topics and strengthening research publications.
5. Encouraging students for Entrepreneurship – Skill & Innovation Pune, an initiative under Maharashtra Government (Maharashtra Student Innovation Challenge)
6. Conscious engagement of students in community services by Identifying and Conducting projects / surveys on topics of social relevance
7. Multidisciplinary Courses and Online Certifications using MOOCs platform as per the NEP guidelines.
8. Provide holistic value based education through activities like Vedic Day, State representation activity, celebrating days in remembrance of national idols etc.

We have gone through the observations and recommendations in this report made by the AAA Expert Team for Quality Enhancement of the Institute. We agree aforesaid the observations and recommendations

#### Signatures of the AAA Team Members:

Sr. No.	Name	Designation	Signature
1.	Dr Shailesh Kasande	Auditor 1 (Chairman)	
2.	Dr Poonam Vatharkar	Auditor 2	