Maratha Vidya Prasarak Samaj Nashik
KSKW Arts, Science and Commerce College, CIDCO, Nashik

Internal Quality Assurance Cell (IQAC)
Academic and Administrative Audit (AAA) of the Department
<u>**Academic Year 2023-2024**</u>

Appendix 1

Profile of the Department
1.   Basic Information

Name of the Department :	
Year of Establishment:	
Departmental Email Id :	

2.   For Communication:

Designation	Name	Mobile	Email
Head, of the Department			

3.   Sources of funding: Government/Grant-in-aid/ Self- financing/ Any other

4.   Details of the affiliation:

University/Other	First affiliation year	Letter No and Dated
UG		
UG (Special)		
PG		
Research Centre		
Diploma		

5.   Details of programmes offered by the college (Give data for current academic year)

Sr. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1	Under-Graduate						
	Post-Graduate						
	Ph.D.						
	Diploma						

6. Number of teaching and non-teaching positions in the Department

Positions	Teaching faculty						Non-teaching staff
	Professor		Associate Professor		Assistant Professor		
	*M	*F	*M	*F	*M	*F	*M
Sanctioned by the UGC / University / State Government							
Recruited							
Yet to recruit							
Sanctioned by the Management/ society or other authorized bodies							
Recruited							
Yet to recruit							

*M-Male *F-Female

7. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	*M	*F	*M	*F	*M	*F	
Permanent teachers							
Ph.D.							
M.Phil							
PG							
Full time teachers							
Ph.D.							
M.Phil							
PG							

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Important Instruction before filling up the appendix 2

- Before filling up Appendix 2, go through the marking scheme which is provided with AAA form.
- Maximum Score of AAA is 2500.
- Department should claim their score only for Quantity Matrix (QnMs).
- External auditors will score the Qualitative Matrix (QlMs).
- Department should attach every supporting document as per QnMs & QlMs
- Total Score of the department will be display after AAA Presentations.

Criterion 1 – Curricular Aspects
Key Indicator – 1.1 Curricular Planning and Implementation

Metric No.		Weightage	Assessment score	IQAC Auditors Score
1.1.1 Q_lM	*The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment* • Academic calendar , Timetable, Teaching plan ,Practical and projects, CIE	20		

Key Indicator- 1.2 Academic Flexibility

Metric No.		Weightage	Assessment score	IQAC Auditors Score
1.2.1 QnM	*Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. where the students of the institution have enrolled and successfully completed during the last year)* 1.2.1.1: Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. where the students of the institution have enrolled and successfully completed during the last year	15		
1.2.2 QnM	*Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc.as against the total number of students during the last year.* 1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last year 	Year	
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Number	| $$Percentage = \frac{\text{Total number of students enrolled in such programs/ during the last year}}{\text{Total number of students of the department during the last year}} \times 100$$	15		

Key Indicator- 1.3 Curriculum Enrichment

Metric No.		Weightage	Assessment score	IQAC Auditors Score
1.3.1. Q_lM	*Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum*	10		

Component	Course tittle	Class	Semester	Course Code
Professional Ethics				
Gender				
Human Values				
Environment &Sustainability				

Metric No.		Weightage	Assessment score	IQAC Auditors Score
1.3.2. QnM	*Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)* 1.3.2.1. Number of students undertaking project work/field work / internships:_____ $$Percentage = \frac{\text{Number of students undertaking project work/ field work / internships}}{\text{Total number of students during the latest completed academic year}} \times 100$$	20		

Sr.No.	Name of Programme	Name of Student Under taking project work/ field work / internships	Tittle of the project

Key Indicator- 1.4 Feedback System

Metric No.		Weightage	Assessment score	IQAC Auditors Score
1.4.1. QnM	*Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website* *Feedback processes of the institution may be classified as follows:* **A.** Feedback collected, analyzed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website **B.** Feedback collected, analyzed and action has been taken and communicated to the relevant bodies **C.** Feedback collected and analyzed **D.** Feedback collected **E.** Feedback not collected	20		

Criteria 2- Teaching- Learning and Evaluation
Key Indicator- 2.1. Student Enrolment and Profile

Metric No.		Weightage	Assessment score	IQAC Auditors Score
2.1.1. QnM	*Enrolment percentage* 2.1.1.1. Number of seats filled year wise during last year (Only first year admissions to be considered) <table><tr><td>Year</td><td></td></tr><tr><td>Number</td><td></td></tr></table> 2.1.1.2. Number of sanctioned seats last year <table><tr><td>Year</td><td></td></tr><tr><td>Number</td><td></td></tr></table> $$Percentage = \frac{\text{Total number of seats filled during last year}}{\text{Total number of sanctioned seats during last year}} \times 100$$	20		

Key Indicator- 2.2. Student Teacher Ratio

Metric No.		Weightage	Assessment score	IQAC Auditors Score
2.2.1. QnM	*Student – Full time Teacher Ratio* *(Data for the latest completed academic year)* Formula: Students: Full time teacher	40		

Key Indicator- 2.3. Teaching- Learning Process

Metric No.		Weight age	Assessment score	IQAC Auditors Score
2.3.1. Q$_l$M	***Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process*** **A. Experiential Learning** • Laboratory Activities • Field visit /study tours/ surveys • Activities under MoUs **B. Problem solving Learning** • Internship • Projects • Mentor- mentee System **C. Participative learning** • Seminar/ workshop/Guest lecture conducted • Celebration of days • Avishkar/science exhibition participation **D. Use of ICT** • Use of ICT tools • Total No of Videos • Total no of PPT • Modules • Any others	**40**		

Key Indicator- 2.4 Teacher Profile and Quality

Metric No.		Weight age	Assessment score	IQAC Auditors Score
2.4.1. Q$_n$M	***Percentage of full-time teachers against sanctioned posts during the last year*** 2.4.1.1 : ***Number of sanctioned posts year wise during the last year*** **Year** | **Number** | $$Percentage = \frac{\text{Total number of full time teachers during the last year}}{\text{Total number of sanctioned posts during the last year}} \times 100$$	**15**		
2.4.2. Q$_n$M	***Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last year (consider only highest degree for count)*** **Year** | **Number** | $$Percentage = \frac{\text{Total number of full time teachers with NET/SET/SLET/ Ph. D./D. Sc./ D. Litt./L. L. D. during last year}}{\text{Total number of full time teachers year wise during last year}} \times 100$$	**25**		

Key Indicator- 2.5. Evaluation Process and Reforms

Metric No.		Weightage	Assessment score	IQAC Auditors Score
2.5.1. Q$_l$M	***Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient***	**40**		

Key Indicator- 2.6 Student Performance and Learning Outcome

Metric No.		Weightage	Assessment score	IQAC Auditors Score
2.6.1. Q₁M	*Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website*	**40**		
2.6.3 QₙM	*Pass percentage of Students during last year (excluding backlog students)* 2.6.3.1. Number of final year students who passed the university examination year wise during the last year <table><tr><td>Year</td><td></td></tr><tr><td>Number</td><td></td></tr></table>2.6.3.2. Number of final year students who appeared for the university examination year wise during the last year <table><tr><td>Year</td><td></td></tr><tr><td>Number</td><td></td></tr></table>$$Pass\ Percentage = \frac{\text{Total number of last year students who passed the university examination}}{\text{Total number of last year students who appeared for the university examination}} \times 100$$	**45**		

Criteria 3- Research, Innovations and Extension
Key Indicator 3.1- Resource Mobilization for Research

Metric No.		Weightage	Assessment score	IQAC Auditors Score
3.1.1. QₙM	*Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last Year* (INR in Lakhs) <table><tr><td>Year</td><td></td></tr><tr><td>Number</td><td></td></tr></table>	**10**		

Key Indicator 3.2- Innovation Ecosystem

Metric No.		Weightage	Assessment score	IQAC Auditors Score
3.2.2 QₙM	*Number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last year* <table><tr><td>Year</td><td></td></tr><tr><td>Number</td><td></td></tr></table>	**10**		

Key Indicator 3.3- Research Publication and Awards

Metric No.		Weightage	Assessment score	IQAC Auditors Score
3.3.1. QₙM	*Number of research papers published per teacher in the Journals as notified on UGC CARE list during the last year.* <table><tr><td>Year</td><td></td></tr><tr><td>Number</td><td></td></tr></table>*Formula:* $$\frac{\text{Total number of research papers in the Journals notified on UGC CARE}}{\text{Number of full time teachers during the last year (without repeat count)}}$$	**10**		

Metric No.		Weightage	Assessment score	IQAC Auditors Score
3.3.2. **Q_nM**	*Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last year*	**15**		

Year	
Number	

Total number of books and chapters in edited volumes/
books published and papers in national/
international conference proceedings
───────────────────────────────
Number of full time teachers
during the last year (without repeat count)

Key Indicator 3.4- Extension Activities

Metric No.		Weightage	Assessment score	IQAC Auditors Score
3.4.1. **Q_lM**	*Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last year.*	**15**		
3.4.2 **Q_lM**	*Awards and recognitions received for extension activities from government / government recognized bodies.*	**10**		
3.4.3 **Q_nM**	*Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last year.*	**20**		

Year	
Number	

Key Indicators 3.5 – Collaboration

Metric No.		Weightage	Assessment score	IQAC Auditors Score
3.5.1. **Q_nM**	*Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last year*	**20**		

Criterion 4 - Infrastructure and Learning Resources
Key Indicator – 4.2 Library as a learning Resource

Metric No.		Weightage	Assessment score	IQAC Auditors Score
4.3.2. **Q_nM**	*Student – Computer ratio (Data for the latest completed academic year)* 4.3.2.1. Number of computers available for students usage during the latest completed academic year:_____	**10**		

Criterion 5-Student Support and Progression
Key Indicator-5.2 Student Progression

Metric No.		Weightage	Assessment score	IQAC Auditors Score
5.2.1 **QnM**	***Percentage of placement of outgoing students and students progressing to higher education during the last year.*** 5.2.1.1. Number of outgoing students placed and progressed to higher education during the last year. **Year** / **Number** table 5.2.1.2 Number of outgoing students year wise during the last year **Year** / **Number** table ***Formula:*** $$\text{Percentage} = \frac{\text{Total number of outgoing students placed and progressed to higher education during the last year}}{\text{Total number of outgoing students year wise during the last year}} \times 100$$	**25**		
5.2.2 **QnM**	***Percentage of students qualifying in state/national/ international level examinations during the last year*** (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.) **Year** / **Number** table $$Percentage = \frac{\text{Total number of students qualified in such examinations during the last year}}{\text{Total number of outgoing students } (5.2.1.2) - \text{Total number of outgoing students placed, progressed to higher education during the last year } (5.2.1.1)} \times 100$$	**10**		

Key Indicator-5.4 Alumni Engagement

Metric No.		Weightage	Assessment Score	IQAC Auditors Score
5.4.1 **QlM**	***There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services*** • Alumni meetings • Special activities	**10**		

Criterion 6- Governance, Leadership and Management
Key Indicator- 6.3 Faculty Empowerment Strategies

Metric No.		Weightage	Assessment score	IQAC Auditors Score
6.3.1 **QlM**	***The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression*** • AAA (Individual)	**20**		
6.3.3 **QnM**	***Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development***	**20**		

	Programmes (MDPs) professional development /administrative training programs during the last year			
	Year			
	Number			
	6.3.3.2 Total number of non-teaching staff year wise during the last year			
	Year			
	Number			

$$\text{Percentage} = \frac{\text{Total number of teaching staff and non teaching staff attending such Programmes during the last year}}{\text{Total number of full time teachers} + \text{total number of non teaching staff during the last year}} \times 100$$

Note: FDP less than 5 days will not be considered

Key Indicator- 6.5 Internal Quality Assurance System

Metric No.		Weight age	Assessment score	IQAC Auditors Score
6.5.1 **Q₁M**	*Department has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities* • No of Joint activities conducted with IQAC	**25**		

Criterion 7 - Institutional Values and Best Practices

Key Indicator - 7.2 Best Practices

Metric No.				Weight age	Assessment score	IQAC Auditors Score
7.2.1 **Q₁M**	**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual**			**30**		
	Sr. No.	Name of The Best Practice	**Total Activies Conducted**			

Declaration by the Head of the Department

I certify that the data included in this AAA are true to the best of my knowledge.

This AAA is prepared by the Department after internal discussions, and no part thereof has been outsourced.

I am aware that the internal and external AAA Team will validate the information provided in this AAA during the team visit.

Head of the Department
Signature

Place:
Date:

Name of Department:

Evaluated by	Score of The Department
HoD	
External Auditors	
Total Score and Descriptor	

Remark and Signature of Internal Audit Committee:

(Dr. R.A.Vatne)   (Dr. D. N. Pawar)   (Dr. S.K. Kushare)
AAA Coordinator   **Co-ordinator, IQAC**   **Principal**

Remark and Signature of External Audit Committee:

Date :

Member   **Member**   **Chairperson**