



Report for Academic and Administrative Audit 2020-21

REFERENCE: Mail from the Symbiosis College of Arts and Commerce, dated 20th October, 2021 requesting Prin. V. R. Shirgurkar former Principal, Parvatibai Chowgule College, Margao, Goa and Prin. C. N. Raval former Principal BMCC, Pune to constitute their committee for conducting Academic and Administrative Audit of the College for the academic year 2020-21. The committee met at Symbiosis College of Arts and Commerce for this purpose on 27th and 28th October 2021. All the Criterion heads made their presentations before the committee

THE REPORT

This report is an outcome of the Committee's reflections on key observations of the state and functioning of the academic programmes of the college, its departments and its administrative, infra structure systems gleaned from the interactions with the Prin. Hrishikesh Soman, Dr. Anil Adagale, the IQAC Chairman, the heads of departments, the criterion heads and administrative personnel, including those from finance, the IT cell of the College were instrumental for this exercise.

OBSERVATIONS AND KEY FINDINGS OF THE COMMITTEE:

The Committee's observations are premised on the recognition that an autonomous college system is expected to help develop both competent and transformative human resources capable of serving society far into the future when radically new emerging issues would require solutions and approaches not visualized in the current architectures of knowledge and new skills. Critical elements of its academic design, as an autonomous college, must therefore, necessarily focus on creating deep conceptual foundations and fostering habits of mind capable of fashioning new creative patterns of knowledge, especially in the context of the National Education Policy, to address new issues arising on the horizons of businesses and industry, locally and globally. Indeed, this is the underlying principle behind all educational enterprises acquiring greater significance at progressively higher levels of abstraction, synthesis, and creative adaptations. In turn, it spells out the inalienable function of an autonomous college not only in designing the requisite academic curricula and its delivery structures, but equally significantly, the learning environment for an adventure of ideas and accessory administrative units



CRITERION	OBSERVATIONS
1. Curricular Aspects	<ol style="list-style-type: none"> 1. Highlight employability/ entrepreneurship/ skill development, Professional Ethics, Gender, Human Values, Environment and Sustainability, Human Values and link it to the local, regional, national and global requirements reflected into the Curriculum 2. Suggestions given by stakeholders are incorporated while introducing the new course / program. 3. Develop a structured mechanism to obtain feedback on curriculum. 4. Upload the feedback analysis on curriculum along with ATR on the college website. 5. Link the placement data with Internationalization of curriculum. 6. Indicate the percentage of revision in curriculum as compared to the previous year.
2. Teaching-Learning and Evaluation	<ol style="list-style-type: none"> 1. Demand ratio to be calculated category wise. 2. Demand ratio to be calculated considering full time Faculty of both Grant-in-Aid and appointed by Symbiosis Society. 3. Measures to increase the enrolment of category students need attention. 4. Develop a mechanism to identify the slow and advanced learners. 5. Provide Remedial Coaching to slow learners. 6. Procure software for the mapping of COs with POs 7. Teaching Plan should have the following information Semester, course, course code, Academic year and execution of the plan.
3. Research, Innovations and Extension	<ol style="list-style-type: none"> 1. Devise a research policy and upload it on the college website. 2. Ethics committee should be formed 3. Initiate action to generate revenue from consultancy. 4. Increase the participation- number of students in extension activities. 5. Increase the number of research projects to be undertaken by both students and faculty. 6. Collect the data from Entrepreneurs who are the recent alumni of the college.(last five years) 7. Use geo-tagged photos for all the activities conducted by the college. 8. Organise National / International workshops / seminars 9. Collect documentary evidences for extension activities. 10. Increase number of MoUs with National and International Bodies and Institutions.
4. Infrastructure and Learning Resources	<ol style="list-style-type: none"> 1. Mapping of requirement of Classroom with facilities available. 2. Use Geo-tagged photographs showing utilization of infrastructural facilities. 3. Infrastructural facilities may be uploaded on the college website in a tabular format. 4. Obtain auditor's certificate for utilization of the budgeted amount for Library, Maintenance and Infrastructure



	<p>augmentation duly signed by the CA and Head of Institution, every year.</p> <ol style="list-style-type: none"> 5. Usage of library to be increased and more e-books to be procured. 6. Devise IT policy and Maintenance policy 7. Document rent agreements for sports facilities used by the college.
5. Student Support and Progression	<ol style="list-style-type: none"> 1. Devise a Promotion Policy for scholarship and free ship. 2. Create funds for needy and category students from alumni, corporate, parents and teachers. 3. Each department should conduct activities related to career counselling and maintain the record 4. Increase students' representation on academic and administrative committees 5. Collect data for sports participation in the tabular format on the basis of State/National/International level. 6. Create a separate page for Alumni contribution on the college website by increasing their participation.
6. Governance, Leadership and Management	<ol style="list-style-type: none"> 1. Prepare Committee Manual defining powers and responsibilities 2. Prepare Perspective Plan 3. Elaborate the strategy for syllabus framing and revision. 4. Devise career growth plan for teachers appointed on Non-grant basis through society scale. 5. Prepare policy for mobilisation of funds from various sources. 6. Devise policy on teacher's appraisal, feedback and teachers training 7. Obtain SPPU approval for the newly appointed teachers.
7. Institutional Values and Best Practices	<ol style="list-style-type: none"> 1. Green audit may be conducted at college level once in two years. 2. Devise a policy and mechanism to obtain feedback, analysis of feedback and ATR for every activity conducted by the college. 3. Make the campus more supportive for disabled students in terms of use of infrastructure. 4. Academic Calendar to be updated with all activities of the college 5. Define clearly institutional distinctiveness of the college 6. Provide geo-tagged photos, timing for all activities.




SWOC ANALYSIS


STRENGTHS <ul style="list-style-type: none">○ Renowned college accredited with A Grade.○ Relevant curriculum, use of ICT○ Young and dedicated staff○ Autonomy○ Good funding from the UGC	WEAKNESSES <ul style="list-style-type: none">○ Decreasing enrollment of social category students○ Limited Research publications, research projects by faculty.○ Limited collaborations and related activities.
OPPORTUNITIES <ul style="list-style-type: none">○ Fund mobilization needs attention, through all possible sources.○ Yet to explore alumni potential for college development.○ Collaborations with other higher educational institutes possible.	CHALLENGES <ul style="list-style-type: none">○ Developing Research culture○ Improving student participation in all activities.○ Developing Committee manual and various policies.○ Increasing functional MOUs○ Developing SOPs for academic and co-curricular activities.

RECOMMENDATIONS AND SUGGESTIONS

1. Prepare Manual and SOP for all activities.
2. Devise Policies for Research, Consultancy, IT, Maintenance, Scholarship, Fund mobilization
3. Strengthen research of the faculty and publication
4. Separate utilization certificate for Maintenance, Library funds and Infrastructure.
5. Strengthen more inclusive Feedback systems.
6. Devise a Perspective Plan
7. Organise and increase the participation of both teaching and non-teaching staff in training programmes.
8. Increase number of MoUs for collaborative and extension activities.
9. Increase the funding from various sources for college development


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