

**Anjuman-e-Islam's
Anjuman Arts, Science, Commerce College & P.G.
Studies, Dharwad**

(Affiliated to Karnatak University, Dharwad)



Prof. S. G. Hundekar
Chairman & Dean
Department of Studies in Commerce
Karnatak University
DHARWAD - 580 003

NAAC Re-Accreditation Cycle-3

Academic & Administrative Audit

2015-16 to 2019-20

AAA AUDIT REPORT

ACKNOWLEDGMENTS

The members of the AAA Committee record their appreciation and gratitude to Dr.M.N Meeranaik Principal of the College for the confidence shown in the Committee and for entrusting the team with the responsibility of carrying out the Academic and Administrative Audit of the college. Coordinator of IQAC Dr. N. V. Gudagannavar have shown enormous care and fortitude in planning and arranging the Committee's site visit with precision. The Committee thanks them as well as the members of the IQAC, officials of the College, faculty, staff and administrative staff who worked as a dedicated team and enabled the audit process by providing information with candor and clarity. Our special note of gratitude to the students, their parents and the alumni for the valuable input they provided.



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ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

Preamble

Academic Audit is a mechanism to examine and enhance the quality of academic aspects of institutes of Higher Education. Academic and Administrative Audit is a standard strategy for quality enhancement of Institutes of Higher education. The purpose of the Academic and Administrative Audit is to evaluate the performance of the various departments, office administration. Library, sports section & Infrastructure etc and to give suggestions for further improvement of the quality of teaching, research, administration, and curricular and extra-curricular activities.

Objectives of AAA

- 1. The setting and maintenance of academic standards.*
- 2. To ensure that students have access to appropriate learning opportunities*
- 3. Evaluation of Course and Program Outcomes*
- 4. Developments in quality enhancement.*
- 5. To promote and enhance high quality teaching and learning.*

AAA Methodology

Anjuman Arts, Science, Commerce College & PG Studies has a committee to conduct and review the curricular and co curricular activities of all the department and institution. AAA is conducted based on the parameters as defined and expected by the NAAC from time to time for quality enhancement.

Composition of AAA

- 1. Principal*
- 2. Representative from management*
- 3. Representative from Academic & Administration*
- 4. IQAC Coordinator*
- 5. Faculty nominated the Management*

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

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ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

Academic and Administrative Audit Committee

About the College

Dharwad is the hub of Education. Many Schools, Colleges and University were established in this city and impart education to the people from all the states of India. It's a melting pot in so far as people from various states, cultures, traditions and languages are living together. The Anjuman Arts, Science Commerce College & PG Studies not only provides education to the minorities but also to other weaker section of the society irrespective of caste and gender and religion. Thus, it is a great boon for the people locally as well as surrounding area and a common thread for all the people

8. Anjuman Arts, Science Commerce College & P. G. Studies, Dharwad is a minority institution, affiliated to Karnatak University, managed by the Anjuman-e- Islam, Dharwad and is established in the year 1986. It is an aided institution and also comes under 2(f) and 12(b) of UGC.

1. Dr. N. M. Makandar

Vision of the College

2. Prof. M. M. Javali

To widen horizons of knowledge to pursue excellence in higher education

3. Mr. M. I. Belgamkar

Mission of the College

- ❖ To equip and empower students with relevant knowledge, competence and creativity to face global challenges.
 - ❖ To promote communal harmony so as to live in a pluralist society
 - ❖ To promote a pragmatic approach, fresh insight and progressive outlook.
- Inculcate patriotism through promoting multicultural and intercultural value

Academic and Administrative Audit Committee

The Principal constituted the following experts committee and requested to conduct the Academic and Administrative Audit for the period 2015-16 to 2019-20

1. Dr. M.N.Meeranaik, Principal, Anjuman Arts, Science ,Commerce College Dharwad
2. Dr. S. G. Hundekar Professor of Commerce(Rtd) Karnataka University Dharwad
3. Dr. S. I. Biradar Professor of Geography Karnatak University Dharwad
4. Dr. Shivappa Professor of Management Karnatak University Dharwad
5. Janab. Ashfaq Ahmed Betageri Vice President Anjuman-e-Islam Dharwad
6. Janab. Md. Shakeel Tamatgar Hon.Jt Secretary Anjuman-e-Islam Dharwad
7. Janab. Abdul Aziz Dasankop member Education Board, College In-charge
8. Dr. N. V. Gudaganavar, Co-coordinator IQAC

Further the Principal also nominated following members of the college to assist AAA committee:

1. Dr. N. M. Makandar
2. Prof. M. M. Javali
3. Mr. M. I. Belgaumkar

The AAA committee visited all departments, Library, Sports section, Computer Laboratories, Administrative office of the college and ladies Hostel. The faculty members made PPT presentation about the performance about their respective departments and the members of the AAA Committee interacted with them to assess the academic and administrative performance of the college, All the Naac Criterion Committee have also given their presentation covering Quantitative and quality matrices as specified by the NAAC under Revised manual 2019 for P G College.

Infrastructure: The College has the following facilities

Lecture Hall : 28

Lecture Hall : Seven Lecture Hall with Projectors

Conference Hall (with projector) : It can accommodate more than 200 students

Computer Laboratory: High Quality Computer Lab with 24 PC's.

PG Computer Lab: High Quality computer with 14 PC/s.

Office Automation : 10 PC's.

Computing equipment and internet facilities: All departments are equipped with desktops with Internet connectivity. College also installed scanner and printer in the office and Library. Photo coping facility is also available in College Library at concessional price for the staff and students

Library facilities:

The library has been fully automated which has a rich and varied collection of academic books of 21778, some rare journals (both national and international), Magazines, Fictions, Novels Competitive Books, General Books, Reference Books and different types of News Paper published in Hindi, English, Kannada and Urdu which is accessible to all. INFLIBNET facility is available for students and teachers. Computer and internet facility is available for the students inside the library.

CCTV: College has installed CCTV within the building and outside the building for security purpose.

Hostel facilities:

Separate hostels for girls students is available and it will be ready for use within a span of time.

Physical Education and Sports department:

The College has provided sufficient Ground for Indoor. A large playground, basketball ground and Gym are the most essential feature of the college campus. The College has MoU with R.N.Shetty Stadium for Track and outdoor events which very near to the college.

Teaching-Learning:

Teaching-Learning:

College has enormous and latest IT Infrastructure to support the teaching & learning processes. Different ICT equipment like Scanners, Printers, LCD Projectors, Wi-Fi modems, Speakers, Pre-sound Amplifiers etc. are available in the College.

The College has planned programmes to provide exposure to enhance the students learning experience by student centric methods like field trips, industrial visits, case-studies, project-based-learning and group discussions are adopted. In addition, guest lectures/invited talks are also arranged for student from time to time.

In teaching-learning process, cognitive development like learning, problem-solving, understanding is achieved using Industrial visits, quizzes etc. Students are encouraged to undertake small Projects to have a better understanding of the work environment. College always encourage the faculty to publish their creative output in various National and Inter-national journal.

Special Features:

Special Features:

Teaching faculty of Anjuman College forms a strong backbone of teaching, learning, research, publication and over all academic development. Many of them have published their papers in various national and Inter-national Journals. The faculty members are also associated with cultural and social organizations and contributed in their own way to make their identity felt by others.

All teaching faculties are committed and working as a team to achieve the academic excellence. The Management of the college is enormously supportive to the progress of the college. Constant and consistent monitoring of all the activities of the College and responding to the academic requirements of teachers, students and other staff members is creditable. In the year 2018 and 2019 the students of the college got Karnataka University IVth Rank in B.A programme. The outstanding leadership of the Principal definitely makes all the difference. His

college among the other affiliated colleges of Karnatak University, Dharwad.

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AAA COMMITTEES OBSERVATIONS

General Observations& Suggestions:

1. In order to make the higher education offered by the College more relevant, it should have a planned strategy for the next 15 years.
2. For effective teaching and research, there is an urgent need to review the faculty positions and to fill the vacancies.
3. Teachers should be encouraged to organize as well as to participate in national and international conferences which enhance the quality of education and research in the College.
4. The feedback mechanism must be made effective and taken up seriously.
5. The College must have a database of outgoing passed out students (Alumni) and their progress. Necessary arrangement has to be made for Alumni and Parents Meet.
6. Creation/ Development/ Improvisation of infrastructure such as building, space, maintenance of existing buildings, drinking water facilities, ladies waiting room, recreation/sports facilities, networking and computer facilities, provision for e-resources.
7. Departments have to modify their department profile to include the certificate courses and value added courses offered.
8. The departmental best practices in teaching and learning can also be included.
9. Involvement of all the stakeholders helps to achieve college goals.
10. It is suggested to motivate Alumni to actively be involved in all the programmes.
11. Steps must be taken to improve admission in both UG & PG level.
12. In addition to the result analysis of the IQAC, departments have to do in depth course-wise result analysis by comparing the results with other colleges & university averages.
13. The activities of the departments should be displayed in the website.
14. The profiles of faculty should be uploaded in the website.
15. Departments should prepare a three-year strategic plan.
16. The syllabus for remedial and bridge courses should be updated.
17. Structured Mentoring mechanism must be developed.
18. Extension activities should not be confined to college students only.
19. Visitors Book must be maintained.

20. Steps must be taken for SSS (Students satisfactory survey)
21. Visitors Book must be maintained.
22. College has to arrange for more collaborative activities.
23. Apart from Institutional, every Department should prepare its SWOT analysis.
24. Improvement in infrastructure is must.
25. Faculties should focused on local issues for Research.
26. 3D maps may be added for Geography department
27. Steps may be taken to develop few smart classes
28. Sports section should be strengthen.

Criterion wise Observations & Suggestions

I. Curriculum Aspects

1. Few new employability focused certificate courses to be introduced.
2. Proper documentation of curriculum delivery must be maintained
3. The online mechanism for feedback has to be introduced.

II. Teaching, Learning and Evaluation

1. The institution should have a mentoring and remedial policy in practice.
2. The syllabus of remedial teaching should be documented.
3. An online question bank is made available to the students.
4. All the departments have to arrange for special lectures.

III. Research, Innovations and Extensions

1. Extension activities should be encouraged.
2. Better documentation is needed for internship projects and MoUs.
3. All the faculties are motivated for publication in UGC listed Journals
4. Faculty may be motivated to apply for project grants
5. Institution may arrange seed money for self-finance projects

IV. Infrastructure and Learning Resources

1. LCD projectors are to be added.
2. New library software introduced.
3. There should be Central server facility in the college.
4. New books and new journals are to be added to the central library.

5. Bandwidth upgraded to 200 mbps.
6. The college has to spend more for academic and physical facilities.
7. It is suggested to bring cosmetics changes & renovation in old block

V. Student Support and Progression

1. The college should conduct more in house placement drives.
2. The college should showcase prominent alumni list.
3. There should be a register for placement and student progression
4. Students should be encouraged to participate in seminars and conferences.

VI. Governance, Leadership and Management

1. Strategic plan should be prepared.
2. The comments made by the students on curriculum should be brought into the notice of the University.
3. The coverage of e-governance shall be enhanced.
4. Computer literacy of the Teaching and non-teaching staff can be improved.
5. To conduct Faculty Development Programme
6. To conduct skill development programme for ministerial staff

VII. Institutional Values and Best Practices


1. Institutional & departmental best practices should be identified and highlighted.


Conclusion

From the rigorous evaluation, we understand that the performance of the college is impressive in all aspects. The areas where the college needs improvement are indicated in the general observations.


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