

ASHOKA EDUCATION FOUNDATION**ASHOKA CENTER FOR BUSINESS AND COMPUTER STUDIES****ACADEMIC AND ADMINISTRATIVE AUDIT****2023-24****DATE OF AUDIT: 04th March 2024****OBSERVATIONS/SUGGESTIONS****Major objectives of AAA:**

1. To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.
2. To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
3. To evaluate the optimum utilization of financial and other resources.
4. To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.

1. Introduction

Established in June 2009 by Ashoka Education Foundation with various courses of Higher Education. Ashoka Center for Business and Computer Studies has come forward to share this responsibility by providing qualified Professionals to the existing industries.

Institute offers high-quality programs in different areas Computer Science, Computer Applications and Business Administration and Commerce having UG & PG programs. Institute affiliated to Savitribai Phule Pune University & Recognized by Govt. of Maharashtra.

B.Sc - Bachelors of Science (Comp. Sci)	80
B.B.A - Bachelors of Business Administration	80
B.B.A.(CA)- Bachelors of Business Administration (Computer Application)	80
B.Com.- Bachelors of Commerce	120
M.Sc.(CA)- Master of Science in Computer Application	30

2. About the institution Head and IQAC :**Principal:** Dr.P. A. Ghosh**IQAC Coordinator:** Asst. Prof. Pratima Bhalekar-Jagale

3. Criterion-wise Observations, Comments and Suggestions

(based on the spot visit to the Departments and the facilities during the audit.)

a. Curriculum Aspects:

Curricular planning and implementation are highlighted, acknowledging that colleges often adopt university-provided overviews but uniquely operationalize them through academic and departmental calendars, subject allocation, timetables, and diverse teaching methods. Under academic flexibility, emphasizes the importance of allowing adjustments in course time-frames, horizontal mobility, interdisciplinary options, and supplementary enrichment programs, incorporating credit systems and offering choices within the curriculum. Curriculum enrichment, underscores the holistic development of students through dynamic and updated curricular inputs. It encourages additional courses and activities addressing cross-cutting issues like gender, environment, sustainability, human values, ethics, and creative competencies. Feedback system, emphasizes its pivotal role in the continuous improvement of curricula. College has effective feedback systems actively collect, analyze, and utilize stakeholder feedback to enhance learning effectiveness.

b. Teaching, Learning & Evaluation:

This criterion assesses various components, including curricular aspects, teaching-learning processes, examination and evaluation systems, and innovative practices. The report scrutinizes the relevance and flexibility of the curriculum, incorporation of modern educational trends, and alignment with the institution's mission. Additionally, it evaluates teaching-learning processes for engagement, student-centricity, and the use of innovative pedagogical methods. Examination and evaluation systems are examined for fairness, transparency, and adherence to academic standards.

The college emphasizes the Promotion of teaching and learning through ICT methodologies, highlighting the significance of continuous assessment, feedback mechanisms, and efforts towards enhancing overall educational quality. Innovative practices, such as technology integration, interdisciplinary approaches, and industry interactions, are considered essential. Faculty expertise is showcased as a critical element in fostering effective learning environments for student success.

College is required to demonstrate a commitment to fostering a conducive learning environment, ensuring effective teaching methodologies, and continually refining evaluation systems to meet existing standards. This comprehensive evaluation ensures that institutions are well-equipped to provide a high-quality and dynamic educational experience for their students.

c. Research, Innovation & Extension

ACBCS has got endowment of 1,24,000 from ESDS software solution Ltd. for Innovative Idea Competition EUREKA. The competition is conducted at state & national level. The institution's research cell conducts sessions on topics such as IPR, Research Methodology, Plagiarism, and Entrepreneurship. It organizes competitions like SRPS and EUREKA to promote a research culture among students. The Institution's Innovation Council (IIC) hosts different seminars to

foster the culture of innovation and start-up ecosystem in education institutions.

The institute prioritizes research promotion among students and faculty, offering research facilities and funding for publications. Many students and faculty have published in journals and conference proceedings. Each faculty member has been provided with a dedicated computer with internet access for research purposes.

Institution conducts range of extension activities to heighten awareness of the social needs and issues within local communities. The NSS unit organized a week-long camp in the adopted village, conducted many outreach activities. Holistic development cell and other cell of institute conducted various activities like coordinating Marathons, sessions among ZP students, health checkup-camps etc. Institution received appreciation from various recognised bodies.

Through collaboration the institution has maintained a closer contact with the academic institutions or industry to expand the scope of learning experiences to students. The range of activities under collaboration includes training, student exchange, faculty exchange, research and resource sharing, internships, book exchange, holistic-development, etc.

d. Infrastructure & Learning Resources

Institute has a well-designed environment friendly campus, class rooms and seminar Hall, IT Lab etc. There is ample facility for indoor and outdoor games. It has library with varied choice of subjects in multidisciplinary area books. Books and journals are properly maintained. Hygienically maintained campus. IT Labs are fulfilled with all required resources. Online access to e-resources available in library can be provided to faculty and students.

e. Student Support & Progression

Students are benefitted by scholarships and freships provided by the Government and Non-Government agencies. Institute is awarding the scholarship to the meritorious students to motivate and encourage in academic progression. Students are benefitted by guidance for competitive examinations and career counselling offered by the institution. Quality placement at UG level especially in IT courses are appreciable. It is a matter of pride that this college is encouraging the faculty and students to publish their creative output through in-house bulletin on regular interval. It is a rare privilege of this college to have established SPPU MBA and M.Com. Distance Education study centre which is taking the higher education to the doors of the otherwise deprived aspirants who are working and cannot attend regular College. College is regularly conducting special and invited lectures from eminent scholars for student's progression. The institute should try for scholarships to needy students from NGOs and private organizations under CSR fund.

f. Governance, Leadership and Management

College has embraced a decentralized participative management approach, shaping both academic and administrative realms through various stakeholder committees with assigned Key Responsibility Areas (KRAs). This structure ensures diverse perspectives contribute to the institution's development. Aligned with national policies, the college's well-defined Mission and Vision prioritize quality, need-based practical education fostering global competence, and the promotion of a holistic culture rooted in Indian traditions.

The institution's commitment to decentralized management is evident in its strategic planning, hierarchical execution of regular activities, and the implementation of an e-governance system, particularly through an advanced Management Information System (ERP).

The college places significant emphasis on staff welfare and development, providing financial support for faculty attendance at conferences and workshops, organizing orientation programs and Faculty Development Programs (FDPs).

Financial resource planning and mobilization are meticulously handled, with annual budget planning, variance analysis, and audited financial statements ensuring compliance with statutory requirements. The Internal Quality Assurance Cell (IQAC) plays a central role, recommending initiatives and monitoring the teaching-learning process, driving continuous improvement aligned with institutional quality standards.

g. Institutional Values and Social Responsibilities

College has conducted external Green, Environment and Energy Audit and took action on suggestions. College also has MOU for e-waste. College conducted various activities for gender sensitization. Various activities are conducted for the students on human values and ethics.

Out of two Best practices one practice should be related to teaching learning. Best practice can be planned for better utilisation of the Institute and shall have progressive and better outcome in the consecutive years.

4. SWOC Analysis

Strengths:

- Emphasis on need based learning of students to bridge the gap between industry and academia.
- Industrial visits and Industrial training projects to get real time exposure by the students.
- Earn and Learn Scheme for students.
- Qualified and dedicated Staff to ensure effective teaching learning.
- Use of Digital technology for teaching.
- Linkages and Tie- ups with industries to provide additional skills
- Remedial classes for slow learners
- Encouragement/opportunities to advanced learners through elite club
- Effective Student development program.
- Secured Campus for students and staff.
- Strong connection with Alumni
- Rigorous Mentorship Program
- Effective Training and Placement Activity

- Case Studies, Seminars, Workshops & Quiz Contests for students
- Practical Oriented Teaching Methodology for Students
- Specially designed Career Development Program for students
- Research based Culture for Students and faculties

Weaknesses:

- Limited IT industry units for students' internship in Nashik.
- Research grants from funding agencies.

Opportunities:

- Scope for more add on and vocational courses for students.
- Small scale business start-up at UG level.
- Strengthening the students' research cell.

Challenges:

- To embed values in students.
- To fulfil expectations of the stakeholders.
- Providing suitable campus placements

5. Suggestions and Recommendations

1. Activities conducted during lockdown can be highlighted.
2. Maintain records of Add-on as complete proposal, syllabus, brochure, flier, enrolment list, conduction, evaluation method, certificates. Add on syllabus committee must have an industry expert.
3. Letter from management about additional recruitment of full time faculty against sanctioned seats has to be issue.
4. In evaluation process, need to keep the evidences related to internal as well as external grievances raised by students with action taken report.
5. Attainment of the student must be calculated on final result. All faculties must be aware about the mechanism for calculating attainment.
6. Seminars/workshops/conferences which are related to Research Methodology, IPR and entrepreneurship are only consider under Research criteria.
7. Area wise campus details can be shown.
8. Grievance Redresses policy/SOP. Must be there on college website.

9. All mandatory committees like Anti Ragging committee, Internal complaint committee, Vishakha Committee etc. must have SOP.
10. Best practices must have success of evidences.
11. Elite Club can be one of the best practice
12. For another best practice SRPS, college can provide details about supports from institute for student's research activities. Avishkar participation can be a success of evidence for SRPS.
13. Utilize e-resources of the library for enhancing the more flexibility to students and faculties.
14. Feedback by stakeholders on curriculum should be communicated to concern Board of Studies (BOS) of University as suggestions for updates.

ASHOKA EDUCATION FOUNDATION
**ASHOKA CENTER FOR BUSINESS
AND COMPUTER STUDIES**

ACADEMIC AND ADMINISTRATIVE AUDIT
2023-24
DATE OF AUDIT: 04th March 2024

AUDIT TEAM:

1. Dr. P. A. Ghosh, Principal, ACBCS, Nashik	Convener
2. Dr. Harsha Patil, Vice Principal ACBCS, Nashik Mrs. Pratima Jagale IQAC Coordinator, ACBCS, Nashik	Co-Convener
3. Dr. Manisha Shirsath Academic Coordinator ACBCS, Nashik	Internal Member
4. Dr.N.D.Gaikwad Professor & IQAC Coordinator K.T.H.M College, Nashik	External Member
5. Dr.M.N.Shelar Associate Professor C.M.C.S College,Nashik	External Member
6. Dr. B. L. Gadakh Associate Professor & IQAC Member K.T.H.M. College, Nashik	External Member

Name & Signature of the Chairman and Members:

Dr. N. D. Gaikwad
Professor & IQAC Coordinator
K.T.H.M College, Nashik


04/03/24

Dr. M. N. Shelar
Associate Professor
CMCS College, Nashik



Dr. B. L. Gadakh
Associate Professor & IQAC Member
K.T.H.M. College, Nashik



Follow up Action Taken on AAA conducted on 4th March, 2024

ACBCS has conducted Academic and Administrative Audit(AAA) on 4th March ,2024. Auditors has aappreciated the continual improvements and achievements showcased during the audit. Action taken on the suggestions received in the audit are as follows:

- 1. Highlighting Activities Conducted During Lockdown:**
 - Compiled a comprehensive report highlighting the various academic and extracurricular activities conducted during the lockdown period.
 - Shared the report through official communication channels and social media platforms to showcase the institution's resilience and adaptability.
- 2. Implementation of Add on programmes:**
 - Ensured the inclusion of industry experts in the Add-On syllabus committee to enhance program relevance and industry alignment hench forth.
- 3. Inclusion of Specific Seminars/Workshops/Conferences in Research Criteria:**
 - Clarified the inclusion criteria for seminars, workshops, and conferences related to Research Methodology, IPR, and entrepreneurship in the research evaluation process.
- 4. Displaying Campus Details:**
 - Published the campus map on the official website and other communication channels for easy accessibility to stakeholders.

**IQAC Coordinator****Co-Ordinator**

Internal Quality Assurance Cell (IQAC)
Ashoka Center for Business & Computer
Studies, Nashik-422 003.

**Principal****PRINCIPAL**

Ashoka Education Foundation's
Ashoka Center for Business and
Computer Studies, Nashik