

Academic & Administrative Audit Report



Sri Balaji Society's



Balaji College of Arts, Commerce & Science

By

IQAC CLUSTER INDIA





Balaji College of Arts, Commerce & Science Pune

The Academic and Administrative Audit Committee of IQAC Cluster India visited Balaji College of Arts, Commerce & Science on January 24th and 25th 2019. The report of which is being submitted herewith

Day: Tuesday	Date: 24 th & 25 th January 2019	Time: 02 days Assessment
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The External Peer committee members for AAA appointed by Cluster Maharashtra are:

No	Name	Designation	Address	Signature
1.	Mr. Peeyush .M. Pahade	Chairman	H.V. Desai Arts, Science & Commerce College, Pune - 2	
2.	Prof. Parag Shah	Member	Modern College of Arts, Science and Commerce, Ganeshkhind, Pune	

Authorities of the organization who interacted with the AAA team are:

No	Name	Designation	Address	Signature
1.	Dr. Dimple Saini	CDC Chairperson	Balaji College, Pune.	
2.	Dr. G. K. Shirude	Management representative	Balaji College, Pune.	
3.	Dr. G. Y. Shitole	Principal	Balaji College, Pune.	
4.	Dr. Jayasree Nambiar	IQAC Co-ordinator	Balaji College, Pune.	
5.	Mr. Sandeep Todkar	Office Superintendent	Balaji College, Pune.	
6.	Dr. Nilesh Patil	Teacher representative	Balaji College, Pune.	

The Audit report has been submitted by Cluster India on: 1st February 2019.

Mr. Peeyush Pahade
Committee Chairman

Dr. G. Y. Shitole
Principal





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Section I: Basic Details of the Organization:

I	Name of the Trust/ Society Address Phone no: E-mail Year of Establishment:	Sri Balaji Society S No 55/2-7, off Mumbai- Bangalore Bypass, Pune-411033. 020-66741090/1 rajkumarshisodia@sribalajisocietypune.org 1998
II	Name of the College	Sri Balaji Society's, Balaji College of Arts, Commerce and Science.(BCACS)
	Address:	Survey No 3/1+4, Tathawade, Aundh –Ravet Road, Pune -411033
	Year of Establishment	2003
	Contact Details: 1. Telephone no with STD code 2. Fax no: 3. Mobile no of the organization 4. Organizational email: 5. Website address:	020-67084050/53 020-66741092 9322247148 principal@bcacspune.com www.bcacspune.com
III.	Institutional Status 1. Affiliating University: 2. Affiliation Status: 3. UGC Approval 4. Financial Status:	Savitribai Phule Pune University 2 years Yes Self-financing
IV.	Type of College:	a) Affiliated to Savitribai Phule Pune University b) Co-ed College. c) Urban
V.	Type of Faculty/Programme	Multi- faculty Commerce/ Management/ BBA / B.Com
VI.	Special status conferred UGC-Special Assistance Programme	None





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Section II

What are the Objectives to Conduct the Academic Audit?

1. To Prepare for NAAC.
2. To understand the present Academic status of the organization.
3. To find the grey areas at various levels and take appropriate measures in those areas.

I. Institutional Mission, Aims and Objectives

- Institution's mission is explicit. It is understood and owned by its staff
- Aims and objectives are in keeping with the mission. They are realistic and achievable.

II. Institutional Approach to Quality Assurance

- The institution has adopted a working definition of quality assurance which is compatible with its mission.
- A systematic and comprehensive approach to quality assurance affecting all the essential services of the institution is being implemented.
- A quality assurance handbook of Policies, Procedures and Processes addressing all the affected activities is in evidence.
- The quality assurance handbook is available to all departments for consultation by all staff members and has been prepared by the Teaching and the Administrative staff together under the IQAC.
- The process of documentation has been followed and is good.
- IQAC promotes a participative approach for the development of the organization.
- Various Committees are functional and performing as per the expectations.





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Admissions

- Policies regarding admissions, safety, results and academics are clear, transparent and accessible by the public.

Students Council

- A body such as a Students Council is operational to represent students in various committees; it is active and is also represented in IQAC.
- The Council's voice is considered favourably by management and appropriate action taken.
- An office for students welfare is operational under student council and it is actively supported by management
- There is evidence that students are encouraged to use the services provided.

Staff Related

- The staff is young, energetic, and youthful and has a participative approach in college work.
- It positively contributes to the effective management of the institution.
- Fewer staff is fully qualified with Ph.D. (05 out of 14)
- A fair representation of teachers from other states has been observed.

Staff Appointments, Appraisal and Promotion

- The institution has well established policies for appointment, appraisal and promotion of staff and that these policies are effectively implemented.
- These policies are reviewed to reflect changing circumstances

Staff Development

- Performance appraisal is undertaken periodically in a transparent manner with the employment of clearly developed policies.
- Staff members are informed of management's recorded perception of their strengths and weaknesses.





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- Appropriate support and training is given to staff concerned to enable them to overcome weaknesses so as to perform more effectively. Opportunities are given to deserving members to further their career.
- Continuing professional development is actively promoted.

Curricular and Programmes

Aims and Objectives

- Curricula aims and objectives are explicit and known to staff and students. They are displayed on the website. CO's, PO's and PSO's are clearly mentioned.
- Specialist aims and objectives are consistent with institutional mission and aims.
- Aims and objectives correspond to the needs of students, society and the economy, as revealed by systematic investigation.
- Curricula accurately reflect declared aims and objectives and the needs identified.
- Curricula provide an appropriate balance of specialist content, general conceptual skills and personal, transferable skills.
- Curricula are up-to-date in terms of specialist developments and current thinking on curriculum development and delivery.

Programme Execution, Validation, Approval and Review

- SPPU Programmes are executed to meet the needs of students, taking into account programme length/duration, modes of attendance, location, structure and sequence, optional elements etc. the university rules and regulations are followed.
- Provision is made to enable students who do not have proper learning earlier are with potential to learn are given Bridge and remedial courses.
- Programmes go through a validation process and are subsequently approved by the Governing council and CDC prior to their offer.
- There is an established system of regular liaison between the institution and industry, public agencies, professional bodies and other potential end-users.





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The Teaching and Learning Environment

- The academic environment, physical and social, is conducive to learning, and the level of research and other scholarly activities is appropriate to the level of teaching.
- Teaching accommodation is sufficient in quantity and is appropriate for the curricula on offer and for the full range of students.
- There are adequate specialist facilities - including practical and experimental learning facilities - for the curricula on offer.
- Ancillary facilities - staff room, storage space, preparation rooms, amenity accommodation etc. - are adequate.
- Ramps and Lift facility is available for differently abled students
- The physical environment is adequately maintained in terms of safety, cleanliness, repairs and decor.

Staff Resources:

- The teaching staff can deliver the curricula.
- The teaching staff complement is suitable for the curricula, in terms of the mix of qualifications and skills, experience, aptitudes, status etc.
- There is adequate support in terms of library, technician, administrative, student services, staffing, etc.
- Staff resources are effectively deployed: roles and relationships are well defined and understood; duties allocated are appropriate to qualifications, experience and aptitude; there is provision for review, consultation and redeployment.
- Staff development needs are systematically identified, in relation to individual aspirations, the curricula and institutional requirements.
- All staff, academic and non-academic, are given the opportunity with necessary support to undertake appropriate staff development related to identified needs.

Learning Resources

- There are sufficient physical resources to deliver the curricula, including equipment, materials and Information and Communications Technology.
- Equipment is up-to-date, readily available and effectively deployed.
- Library, audio-visual, internet access, appropriate software and hardware and other academic services are adequate for the curricula.





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Programme Organisation and Delivery

- Learning programmes are effectively organised and managed.
- Teaching programmes are clearly articulated, made known to students and regularly monitored.
- Coursework and assessment are systematically scheduled.
- Feedback is regularly obtained from students, employers, parents and alumni are analysed and acted upon as appropriate.

Teaching and Learning

- Teaching and learning are based on explicit learning outcomes which are consistent with programme/course aims.
- Teaching methods are innovative, varied, and appropriate to the stated learning outcomes and make effective use of available facilities, equipment, materials and aids.
- Teaching is well planned and prepared and effectively performed, taking account of the needs of all categories of students.
- The style and pace of teaching and learning takes due account of the nature of the curricula, students' varied abilities and prior learning, and the specific needs of the very able or weak students equally.
- Teaching approaches encourage independent learning with critical thinking and students take responsibility for their own learning.
- Learning is enriched by appropriate reference to cross-curricular links, videos and teaching methods diversity.

Student Support

- Students' needs for guidance and support are recognised and provision made for advice and assistance in the curricular and personal domains. Financial assistance is in terms of concession in fees for the non-affording students.
- Adequate provision is made for information and advice to potential students during the application and enrolment phases.
- Students are effectively supported during their studies by systems of induction, course tutors, personal tutors (mentors) and provision for remediation and curricular choice.





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Monitoring and Assessment

- A range of assessment methods including coursework, projects, visits, seminars and examinations etc. is used in a planned manner to serve diagnostic, formative and summative purposes.
- Assessment schemes are compatible with the aims and aspects of the curricula as taught.
- The scope and weighting of assessment schemes are clear and known to all concerned and the standards applied are explicit and consistent across the curricula.
- Procedures are regularly applied to ensure that assessment schemes are valid, reliable and fairly administered.
- Course work is regularly set and assessed and is at the appropriate level of attainment.
- Coursework faithfully reflects the full range of curricular aims, including the development of generic skills.
- Student achievement, as represented by their coursework, is comparable with that of students on similar courses elsewhere.
- Students' performance and attitudes indicate a positive and successful learning experience.
- A systematic procedure for keeping record of student progress, for providing feedback to students and taking corrective action where necessary is effectively employed.
- Students have ready access to reasonable appeal procedures.

Output, Outcomes and Quality Control

- Performance indicators are regularly used to inform institutional assessment of achievement in relation to educational aims and learning outcomes.
- Results are monitored and analysed and appropriate action taken.
- Results against these or other appropriate indicators compare favourably with institutional or national norms.





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- Quality control arrangements at institutional, department, subject and/or course level are consistent and coherent.
- The attainment ratios are acceptable and are at par with the neighbouring colleges.
- There is a general commitment to teaching and learning, apparent in staff and student attitudes in all aspects of provision.

Interaction with Peers:

- *Parents* expressed their satisfaction with the organization especially about the effective communication about their wards.
- Parents expressed their desire of having seminars and workshops on career guidance and competitive exam cell.
- They should be given permissions to participate at national level games.
- *Alumni* expressed their happiness with respect to discipline and extra efforts.
- Alumni expressed the desire of having small courses for the students on Microsoft excel, word, fashion designing, interior designing, etc.
- Students expressed their suggestions with having schedule where they get some free time and time to learn new courses.
- Weekly sessions on current affairs will be preferred.
- A separate student activity centre is needed which is currently at the parking area.

Collaborative Provisions

- The collaboration is legally binding through a memorandum of understanding.
- The college has MoU's in association with other organizations.

Industrial Links/Work-based Experience

- The collaborations with industry need strengthening.

Community Service and Good Citizenship

- The institution plays an active role in inculcating the spirit of a healthy community and in providing its services and expertise to it to promote psycho-socio-economic integration and development.





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Section III: Governance Structure and Policies

- The organization shows good governance in Academics.
- The policies, processes and procedures are written down and available in the processes book. The processes have been created by IQAC through the active participation of the teachers.
- The governance is distributed. The Principal, the Vice Principal, Heads of the Departments, committee In-charge, separate NSS, Student Council makes it evident.
- The top level management is very much concerned with the working of the organization.
- The college authorities have an easy access to meet and interact with the management.
- The decision making by the management is quick and holds reasonably to the issues.

Notable areas of mention:

1. The organizational Vision and Mission statement is clear and works for the same.
2. The organization has a definite objective and methodology to fulfil the goals and the mission it works for.
3. There is a progression in the admissions.
4. College provides fee concession to all the deserving students.
5. The college inspires and promotes the community for National Integrity.
6. Free library facility: No Library fees and Deposits for the regular students.
7. The library provides book set as prescribed in the syllabus to the students for the whole semester.
8. Committees are formed and are working satisfactorily.
9. The IQAC is working satisfactorily.
10. College have capability enhancement schemes such as competitive exam cell, career counselling, personal counselling, bridge courses, and yoga.

Some Best Practices:

1. Personal interview of the student and dialogue with the parents before admissions to understand the ability to speak English, capability to choose the stream.
2. Wards of Police and martyred soldiers are given a preference in admissions.
3. Mentoring is provided to students through which benefits the students coming from broken families and single parent children.
4. The college strictly follows the attendance rules of UGC and Savitribai Phule Pune University which is minimum 75%, thereby the students with 100% attendance are rewarded and appreciated.





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Strengths, Weaknesses, Opportunities and Challenges (SWOC)

Strengths of the organization:

- The organisation has a defined Mission statement.
- Reputed Commerce College capable of attracting students from all over India.
- Recruitment of highly committed full time faculty for all its programmes at full capacity as per the requirements of the affiliating university.
- Extensive use of ICT and updated infrastructure.
- Learner centric Teaching-learning process and excellent academic results.
- Maintains very Good relationship with stakeholders.
- Supportive administrative set up in college office.
- Disciplined work style
- The organization helps the students to achieve academics despite the financial condition of the students.
- The student to computer ratio is excellent 1.6 students: 1 computer
- The teachers in the organization are young, enthusiastic, techno-friendly and ready to learn new skills.
- Students learn in safe and protected environment.

2. Weaknesses of the organization:

- Sports needs to strengthen.
- Office Automation and ERP software need to be installed.
- Faculty Development Programs/ Training for teachers needed.

3. Opportunities in near future:

- Student strength will improve due to good brand and locational advantage.
- Research can improve provided teachers are trained in the area.
- To explore research potentials of the faculty and students.
- To develop effective industry- institute linkages.





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4. Challenges:

- In a changing technology and skill sets it is challenge to adapt to market dynamics driven by the digital revolution.
- It is a conventional general trend of behaviour for jobs, so it is a challenge to transform them into innovative business leaders.

Recommendations:

1. The fees for students need to hike for better fund utilization.
2. Focussing on teacher development in respect of knowledge and skills through FDP's, Trainings, Orientations and refreshers.
3. Website needs to mention about separate campuses
4. Additional courses need to start for effective utilization of the campus.
5. Hostel for girls is a necessity.
6. New short term courses and programs needed.

Signatures

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SRI BALAJI SOCIETY'S
BALAJI COLLEGE OF ARTS, COMMERCE AND SCIENCE

Action taken report on AAA report

Objectives-

1. To prepare for NAAC with good grade.
2. To understand present academic status of the organization in terms of quality and quantity.
3. To find the gray areas at various levels so that remedial measures can be undertaken.

Action taken-

- 1) The faculties are empowered with knowledge of research paper writing, motivated to conduct further research. Few faculties are preparing for Ph.D. registration.
- 2) Continuous efforts on the part of the college to maintain curricula programs intact with participatory management among teachers and students.
- 3) Action taken by the innovation and incubation cell to elaborate the existing system of regular connects between institution and industry.
- 4) Decided to introduce different teaching methods for advanced and slow learners to satisfy their needs.
- 5) Revised course file by all faculties in the beginning of the academic year
- 6) Steps have been taken to initiate industry-academic collaboration.
- 7) IQAC organized more FDPs to empower the faculty.
- 8) Admission policy revised to increase admissions of Balaji college.
- 9) Faculty welfare measures undertaken have been initiated by the college management.
- 10) Placement cell reconstructed to provide maximum opportunities to the students of Balaji College.


Principal

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