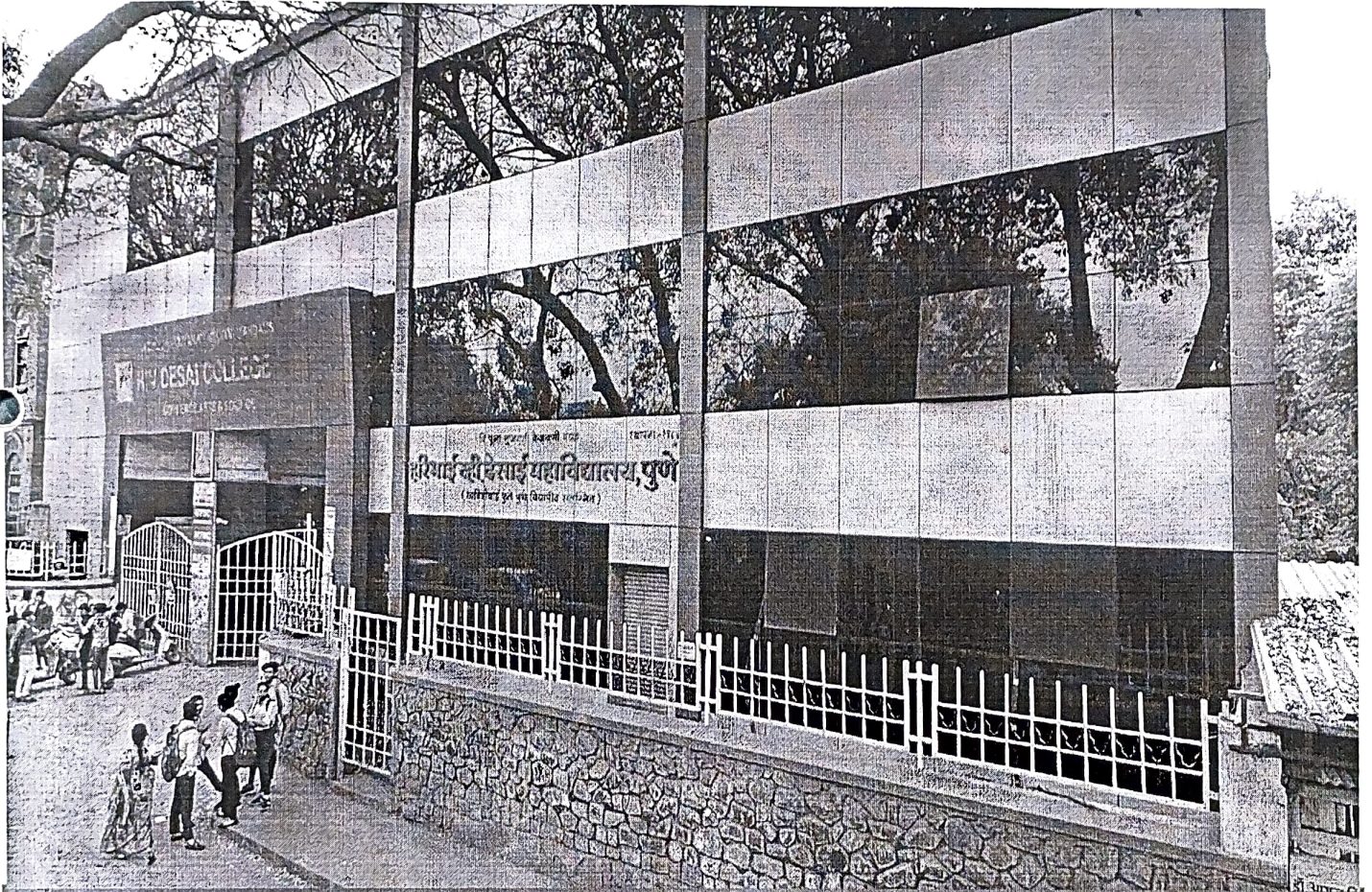




**IQAC Cluster**  
Not Competition but co-operation

(Reg. No.: MAH/236/2021/Pune)  
info@iqacclusterindia.com



# Academic & Administrative Audit.

**Haribhai V. Desai College of Arts, Science & Commerce,  
Pune-02.**

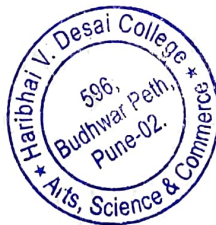
**Haribhai. V Desai College of Arts, Science &  
Commerce, Pune-02.**

**Academic and Administrative External Audit Report**

**(Date: 25 -26 August 2024)**

	<b>Basic Details of the organization:</b>
Name of the organization:	Haribhai V. Desai College of Arts, Science and Commerce, Pune-02.
Name of the Society/ Mandal	The Poona Gujarati Kelavani Mandal
Year of Inception:	<b>1984</b>
Vision Statement:	To create a centre of academic excellence in the field of higher education and for the development of the right skills oriented towards self-improvement, self-employment and life.
Mission Statement:	<ul style="list-style-type: none"><li>● To advance the cause of higher education among the middle- and lower-income groups and among students coming from traditional business sections.</li><li>● To provide an environment which fosters continuous improvement and innovation with technical support and facility to enhance student and faculty effectiveness.</li><li>● To inculcate among students the need for self-employment and the value of dignity of labour.</li><li>● To provide a sound academic base for an overall personality development for a successful career.</li><li>● To have community orientation and civic responsibilities in their outlook.</li><li>● To develop an orientation towards national and global needs as responsible citizen.</li></ul>
	Gujarati minority institution, in the heart of city with excellent connectivity. The

	<p>institution has an excellent student diversity. The institution works in the fields of Arts, Science &amp; commerce. The institution has 14 programs, including 5 PG programs.</p> <p>Institutions has an excellent infrastructure to suit to its needs. Haribhai. V. Desai College has been awarded the —Best College by the University of Pune. The college has been reaccredited in its third cycle. The college staff is on a variety of university bodies such as BoS, Faculty, member of standing committee, Syllabus restructuring committee, etc. The college also has co-opted members on BoS. The college also has some research guides. The master's program is greatly appreciated by the students.</p>
<p>Authorities interacted with</p>	<p>Management Representative: <b>Shri Hemantbhai Maniar.</b></p> <p>Principal: <b>Dr. Rajendra G. Gurao.</b></p> <p>IQAC Coordinator: <b>Dr. Sagar S. Jagtap.</b></p> <p>Audit Coordinators: <b>Dr. Shraddha Prasad</b></p> <p><b>Auditors:</b></p> <ol style="list-style-type: none"> <li>1) Principal Dr. Avinash Jagtap, TC College, Baramati</li> <li>2) Prof. Dr. Nandkumar Mandlik of Fergusson College, Pune.</li> <li>3) Prof. Dr. Ashok Kalange, TC College, Baramati</li> </ol>



## Executive Summary

**Introduction:** Haribhai V. Desai College of Arts, Science & Commerce is an established Higher Educational Institution, in the heart of Pune City, established and run by the PoonaGujarati Kelvani Mandal, Pune. The institution offers 14 UG & PG programs in Arts, Science, and Commerce. It also has a few 2 research centres.

**Methodology:** The audit was conducted by IQAC Cluster, a registered trust working for the cause of higher education. The two senior auditors were **Principal Dr. Avinash Jagtap, TC College, Baramati** and senior teacher **Prof. Dr. Nandkumar Mandlik of Fergusson College, Pune.**

The methodology was online and it included provision of the questionnaire online, this was followed by an online meeting for teachers to give the necessary guidelines about the audits. There were two more meetings for doubt clearance and then audit assessment online for all the departments on 25 & 26<sup>th</sup> August 2020. The schedule for the audit was planned and documents were executed and discussed. The meeting span was for 5 hours each day. The report of which has been prepared after the detailed discussions with the teachers, administrators, management and staff.

**Key findings:** a supportive management, qualified and experienced staff, the laboratories are well equipped and spacious. The institution has functional academic calendar. The transaction of teaching and learning is currently online with "Microsoft Teams and Google Classroom". The timetables despite covid are fairly in place. The teachers have published numerous research papers and some have chapters/ textbook authorship. The website was well updated and showed the admission process place for the new academic year. The current audit was the first external audit and the previous audits used to be internal audits conducted by the IQAC.

**Areas of strength:** old institution, centrally placed, excellent connect, qualified and experienced staff, institution with a good reputation in the stakeholders, good results.

**Areas of improvement:** more teacher research needed, gender and website audits need to be done, some short-term courses needed.

**Compliance & Governance:** this was the first audit report; however, some NAAC compliances have been done. Some new computers have been purchased.

**Quality of Education:** institution has an andragogical view for teaching and learning. Teachers use various teaching methods which promotes them to experiment. Participative learning, hands-on learning and problem-solving approaches. The learning is technology supported.

**Resources & infrastructure:** Institutions has 33 classrooms including 10 classrooms with LCD facility, however due to covid these are not in use. The other infrastructure includes Canteen, Gymnasium, 19 laboratories, 1 central lab, 2 Halls, Girls Common room etc.

**Recommendations :** Recreation Centre, Boys Common room, Smart Classrooms.

#### Observations & Findings

- Governance
- Management
- Administration
- Academics
- Co-curriculars & Extension
- Student Progression
- Library & Infrastructure.
- SWOC
- Previous report suggestions and compliances
- Suggestions

#### Observations and findings

##### Governance, management & Administration of the institution

##### Governance:

1. The top-level management of the organization is financially sound, able and decision-making body.
2. The parent body promotes the organization in every way. The Governance structure supports all needs and just academic and financial demands of the institute.

**Management:**

3. The Principal of the organization is qualified and officiating principal. His work style has created and maintained a healthy working environment of the organization.
4. The college has profound Vision, Mission and Goals which are reflected in all its academic, managerial and administrative activities.
5. A proper CDC as per Maharashtra University Act (2016) requirements. Both CDC and IQAC have undertaken several important quality initiatives during the academic year 2019-20.
6. The AQAR have been submitted in time. The IQAC is an active institutionalized body in the organization.
7. The website is updated and well maintained.
8. The allocation of responsibilities and work is evident from the decent workstyle exhibited by organization.
9. The financial audits are conducted on a regular basis every year. There are no discrepancies.
10. The college has a student Council as per Savitribai Phule Pune University rules and regulation of student Council.
11. The college has a functional student grievance redressal cell. No major grievances have been reported.
12. The committees are in place and their reports suggest their good working.
13. College conducts academic audits regularly.
14. The college has active internal complaints committee. Its meetings take place regularly.
15. The college has a functional mandatory anti-ragging committee. The anti-ragging rules, regulations have been displayed at visible important places on the campus.
16. The college have submitted statistical information for an all-India survey of Higher Education (AISHE) and NIRF regularly.
17. The college has its Policies, processes and SoP's in place. The work of putting policies in place is in progress.

**Administration:**

18. The administrative processes are in place, well documented and functional.
19. The documents are retrievable and working is technologically well supported.
20. The administration is stakeholder friendly and prompt in its services. The systems are in place.
21. Sufficient technology and tools needed for administrative work are available with most recent working technology.
22. A healthy work culture prevails in the administrative section.

**Academics:**

23. The institution caters UG, PG and Ph.D. Programs.
24. The enrolment ratio is excellent.
25. The admission process is centralized.
26. The teacher to student ratio is around 1:50 which needs to be improved .
27. The student to computer ratio is 15:1.
28. The CO & PO's are available on the website and communicated to the students effectively.
29. The college caters well to the student diversity including the category, non-category and out state students.
30. Academic calendar is prepared each year and executed effectively.
31. Teachers prepare teaching plan and work it out efficiently.
32. The timetable is well executed and the attendance is excellent.
33. The assessments done are regular and a good organization effort is visible.
34. Additional courses are offered to students. Students have a freedom to choose the additional courses.
35. Teaching staff is disciplined and techno-friendly.
36. Variety of teaching methods and technology based teaching are used as evident.
37. Internal assessment is fair and communicated to students through Academic calendar and notices.
38. The results of the organization are good.

**Co-curriculars and Student progression**

39. The College has an active NSS unit.

40. Various cultural and cocurricular activities are conducted by the organization.
41. The Alumni Association registration process is initiated.
42. The placement cell is active and training activities go on for the entire year and a variety of experiences are given by the organization to the students.

### **Library**

43. The library is well equipped and regularly new books are inducted,
44. The process of induction of books is unique. Books are purchased within the shortest period of time.
45. The purchased book is data entered, barcoded and is available to students within a time of 24 to 36 hours.
46. The library is student centric.

## **Strengths, Weaknesses, Opportunities and Challenges (SWOC)**

### **Notable areas of mention**

#### **1. Strengths of the organization:**

- a) A strong, supportive caretaking management.
- b) Strategic location with respect to the courses they offer.
- c) A Well-crafted brand.
- d) Excellent admissions, state of art infrastructure, excellent Library and activity promoting librarian, well qualified and active staff, activity and learner centric learning system.
- e) Dynamic officiating Principal, with student centric governance, student supportive practices.

#### **2. Weaknesses of the organization**



- a) The extracurriculars component needs to improve. Students must get opportunities to participate at state and national level in sports and related activities.
- b) Organization should promote students also to go for higher level of studies (at least 10%)
- c) Though new programs cannot be launched due to the set norms by government some short-term courses can be increased.
- d) Participative Gender audit is necessary.
- e) Research projects and research funding needs to improve. The organization has an excellent repute and this should help organization to get more funds and more teachers from industry.
- f) Teachers to students ratio need to be improve.

### **3. Opportunities in near future:**

A dynamic and student centric principal with good leadership and a strong positive management will create unlimited opportunities.

- An industry - academia tie-up for innovation and incubation cell on a much larger scale can make the institution a game changer in the educational field.
- A stronger Alumni interaction can pave way for several new projects and newer areas of organizational dynamism.

#### 4. Challenges:

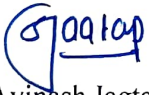
- For setting new targets and goals the organization needs more space.
- For a better penetrance into the management world, reaching students with an autonomous curriculum parallel with best institutions must be thought. This means the organization needs to think itself on a wider horizon, that comes with newer courses and experiences.

#### Compliances with previous Academic audit

- More short-term courses needed by each department which supports teaching, learning, values and skills.
- An activity centre where the space can be used for multiple activities including indoors be thought rather just a Yoga -centre.

## Recommendations:

1. Autonomy for the institute post NAAC
2. Under Swaraj Sansthapak Sahaji chair, some courses for development of IKS need to be proposed.
3. A Cultural club must be formed to catered the need of aspirant of students having orientation towards extra curricular courses.
4. Inclusion of alumni to facilitate internship programs and skill based certificate courses.
5. Participative gender audit needs to be conducted.
6. An industry - academia tie-up for innovation and incubation cell with research by teachers as a base.
7. A mechanism to support online credit courses must be developed



Dr. Avinash Jagtap

*Auditor-1*



Prof. Dr. Nandkumar Mandlik

*Auditor-2*



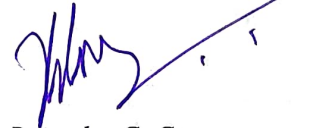
Prof. Dr. Ashok Kalange

*Auditor-3*



Dr. Sagar S. Jagtap

*IQAC Coordinator*



Dr. Rajendra G. Gurao

*Principal*  
**Principal**

**H. V. Desai College,**  
**(Commerce, Arts, Science)**  
**Pune-2.**



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