

**SAKET COLLEGE OF ARTS, SCIENCE AND
COMMERCE, KALYAN (EAST)
(AFFILIATED TO UNIVERSITY OF MUMBAI)**

**Report of Academic & Administrative Audit
Academic Year 2022-23**

SAKET GYANPEETH'S
SAKET COLLEGE OF ARTS, SCIENCE AND COMMERCE, KALYAN
(EAST)

(AFFILIATED TO UNIVERSITY OF MUMBAI)

Academic & Administrative Audit

Academic Year: 2022-23

1.	Name Of The College	Saket Gyanpeeth's Saket College Of Arts, Science And Commerce, Vidyanagari Marg, Kalyan(East) 421304
Institutional Data		
2.	Date Of Visit	18 th May, 2023
3.	Year Of Establishment	2002
4.	Number Of Full Time Teachers	33
5.	Number Of Temporary Teachers	19
6.	Accreditation /Reaccreditation By NAAC	Yes, 1st Accreditation With B Grade 2.12. Next Cycle Is Due In August, 2023
7.	Number Of Programmes/Courses	13 Courses (10 UG & 03 PG) U.G. Programmes: B.A, B.Sc(I.T),B.Sc(CS), B.Com Speciality Programmes: B.M.S,B.A.F,B.B.I,B.I.M &B.F.M P.G. Programmes: M.A. (Hindi) M.Com (Advanced Accountancy) M.Sc (Information Technology)
8.	Composition Of Academic Audit Committee	1.(Prof).Dr.Kalpana Patankar Jain, Chairperson, Principal, Royal College, Mira Road 2. Dr. Ritika Makhijani, Member, V.E.S College Of Arts, Science & Commerce Chembur, Mumbai-71 3.Dr.Deepak Narkhede, Member, Associate Professor And Head ,Department Of Geography, Former IQAC Coordinator, CKT College, New Panvel.



9.	Interaction held with	Principal, Management Representative, CEO, IQAC Coordinator, Librarian & all Faculty
10.	Scope of Visit	For assessing the quality, relevance and efficacy of various academic functions of the college from NAAC perspective.
11.	Terms of Reference	Academic performance of the college for academic year 2022-23
12.	Special Features Of The College	A UG and PG Linguistic Minority College. Catering to the Students from Middle class and Economically Backward Students. Introduction of Certificate Courses. The Institution has Adequate Infrastructure and Physical Facilities for Teaching Learning, Sports and Cultural Activities. College providing industrial scholarship to economically backward students through the collaborations with INDIA BULL Foundation.



SR.NO	PEER TEAM REPORT	
1.	ACADEMIC MANAGEMENT (Department wise)	<ul style="list-style-type: none"> • Total courses 13. • Academic calendar is in place. • Delivery of curriculum is effectively done and monitored through teacher's diary. • Encouragement to teachers for academic and resource development. • Feedback mechanism is used for evaluation of performance of teachers by students.
2.	TEACHING- LEARNING AND EVALUATION	<ul style="list-style-type: none"> • Interactive lecture methods adopted for teaching. • Monitoring of teaching activities through teachers diary. • Enrichment programs for advanced learners and remedial programs for slow learners be increased. • Mentoring activity in place. • Passing percentage of students to be improved.
3.	RESEARCH , INNOVATION AND EXTENSION	<ul style="list-style-type: none"> • RESEARCH PAPERS PUBLISHED in UGC care listed journal - 03 • Research Paper published in peer reviewed ISSN Index journal – A.10 papers by faculty B. 64 papers by Faculty & students • Functional MOU'S : 13 • More publications in reputed journals are required. Activities inculcating research attitude in UG and PG students are to be conducted. • Extension Units: A- NSS -02 units B- DLLE -01 unit
4.	INFRASTRUCTURE, FINANCIAL & SUPPORT SYSTEM FOR ACADEMICS	<ul style="list-style-type: none"> • The college has a state of Art building having good infrastructure facility with proper space management. • 04 ICT enabled classrooms out of 31 classrooms. • 01 Computer Lab equipped with 120computers with high configuration.(16 GB RAM) • Central Library equipped with 08 Computers, reading room & consisting <u>24986</u> Books. (<u>23396</u> Text book & <u>1590</u> reference books) & • Library supported by KOHA and OPAC software. N-list database • 01 air conditioned auditorium • 01 open air auditorium • 01 seminar hall • 01 Gymkhana and playground for indoor & Outdoor games.



5.	STUDENT SUPPORT AND PROGRESSION	<ul style="list-style-type: none"> • Industrial scholarships: India Bulls Ltd. Collaborated with our college and paid 75% fees of 54 students. • Alumni association needs to be registered. • More participation of Student Council in cultural activities. • Orientation Program is conducted for first year students & induction program for second & third year students is conducted. • Placement Cell Organizes career guidance lectures & placement drives in association with MOU signed with placement centres. • More no.of placement drives to be organized. • Encourage alumni for financial contribution and support services. • Capacity building and skill enhancement initiatives to be undertaken throughout the year through curricular and extracurricular activities. • Yoga centre in place.
6.	ADMINISTRATIVE SERVICES	<ul style="list-style-type: none"> • Administrative record of scholarship, Enrolment of students, personal file, salary records, Books of accounts, etc. are in place. • Service book to be maintained.
7.	BEST PRACTICES	<ul style="list-style-type: none"> • Installation of solar panels as renewable energy resource, Composting Pit • Rainwater harvesting for water conservation.
8..	FUNCTIONING OF IQAC	<ul style="list-style-type: none"> • IQAC is functional and active. • IQAC should integrate modern methods of teaching learning • Implemented feedback system through a dedicated online mechanism from the stakeholders on curriculum teaching learning process and overall functioning. • Conducted 02 workshops. • Strengthening of e-governance. • Continuation of the process of upgrading and updating college website.



OVER ALL ANALYSIS


1.	Institutional Strength	<ul style="list-style-type: none">• Well qualified Teaching & administrative staff.• Dynamic leadership, supportive management• Well-equipped laboratories
2.	Institutional Weakness	<ul style="list-style-type: none">• Less involvement of teachers in research• Less publications• Less intercollegiate events.
3.	Institutional Challenges	<ul style="list-style-type: none">• Strengthening collaborative activities• Strengthening Industrial academia interactions
4.	Institutional Opportunities	<ul style="list-style-type: none">• Academic flexibility• Workshops/Seminars on IPR, Research Methodologies• Generation of funds from various funding agencies for research• Active Incubation Centre
5.	Recommendations	<ul style="list-style-type: none">• Encouraging faculty for submitting research proposal to various funding agencies• Implementation of Government service rules for teachers• Strengthening campus placement activities• Promoting inter disciplinary research. Language sections can on strengthening for employability oriented courses e.g. Translator jobs.



Observation on Key Aspects		
1.	College Management	Management is Open-Minded and proactive
2.	Academia	Good planning & execution of all academic activities Inter-departmental interaction needs to be strengthened Inter disciplinary research to be promoted Funds from various agencies to be tapped. Inculcation of research attitude at UG level should be promoted. Facility should be motivated for publication of research papers in good journals, undertaking research projects.
3	Students	Most of the students are economically is advantaged Encourage students to participate in Avishkar Research convention Awards are won by students in various activities
4	Other stakeholders	Develop collaborative programs with academic institutions, industries, Government organizations & NGO's. Alumni association needs to be registered.

Name & Signature of Audit Peer team members with Date

1.(Prof).Dr.Kalpna Patankar Jain,
Chairperson,
Principal,
Royal College, Mira Road


18/05/23



2. Dr. Ritika Makhijani,
Member,
V.E.S College Of Arts, Science & Commerce
Chembur, Mumbai-71


Rmakhijani

3.Dr.Deepak Narkhede,
Member,
Associate Professor And Head ,Department Of Geography,
Former IQAC Coordinator,
CKT College, New Panvel.



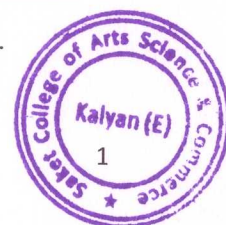
GENDER AUDIT REPORT
of
Saket College of Arts, Science and Commerce
Kalyan (East)
(2022-23)

Gender auditing is a process of assessing the approaches and practices in an organization that specially address the issues related to women and their empowerment. The auditing exercise also evaluates the compliance status of the procedures for redressal of women's grievances as per the provisions of the relevant regulations. It aims to identify and also suggest the measures for provision of adequate opportunities for growth and advancement of women in the organization. The task force set up by the University Grants Commission (UGC) to review measures for gender sensitization on campuses has recommended that gender audit of HEIs is an essential component of the assessment and accreditation of higher educational institutions.

Saket College of Arts, Science and Commerce, Kalyan carried out the Gender Audit exercise on May 18, 2023, to assess the outcome of its practices and policies towards equality of opportunity and gender justice, ultimately aiming at optimum utilization of women's resources, both students and staff, on its campus. The Gender Audit team is pleased to present the report containing its observations on the Gender Positive Initiatives of the institution.

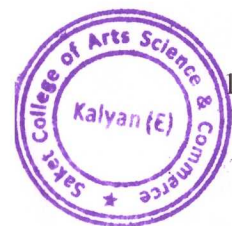
Gender Positive Initiatives at Saket College

Thank you for sharing the gender segregated data for 2022-23 with me. At the outset I would like to congratulate the college and the concerned staff for carrying out this important task. Recognizing that it is important to pay attention to these details is important as a first step. Getting numbers across years and categories is not an easy task and putting them in order in itself is a huge achievement. Also, it is wonderful to see that there is gender parity in terms of number of students and teaching staff in the college. In fact, there is clearly a larger number of women teaching staff, non-teaching staff and in some disciplines of students as well.



The observations and suggestions stated below are based on the information provided at the Gender Audit presentation, the documents shared and Gender Audit team's interactions with committee members.

1. Committed efforts are underway in the institution to comply with all the statutory guidelines for facilitating gender sensitization and equality. At the same time the college has also strived to identify the critical gaps and challenges in its gender equality policy.
2. Measures are being undertaken to promote the safety of women and to pursue the policy of zero tolerance of gender harassment on the campus.
3. The overall distribution of the staff and students shows a balance representation of women. Good women ratio in the teaching staff and the students and the various academic and cultural committees of the college.
4. Internal Complaints Committee (ICC) is formed in the institution.
5. The Women Development Cell of the college organizes programmes for gender sensitization each year. The WDC has also carried out activities such as seminar on personality development and personal hygiene, best out of waste competition, session on menstruation and hygiene for the girls of standard 7th to 9th, healthy food habits, session on fact to fit, guidance session on gender equality, haldi kumkum celebration, women's day celebration, self-defence training etc. NSS unit of the college is also involved in programmes related to gender equality.
6. CCTV cameras are fixed at appropriate places.
7. College has displayed posters regarding WDC and ICC.
8. The college campus is equipped with basic infrastructure and amenities to take care of health, hygiene and safety of women staff and girl students. There are washrooms, girls' common room etc.
9. The composition of the WDC & ICC is as per the UGC regulation 2015. All members of ICC are oriented on the provisions and procedures contained in the UGC 'Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and students in Higher Education Institutions' regulation, 2015.
10. There is Women representations in various committees, like statutory committees, LMC, board of examination etc. as well as in research, recruitment & promotions.
11. Sanitary napkins incinerators are placed in women's washrooms/ common room for girls.

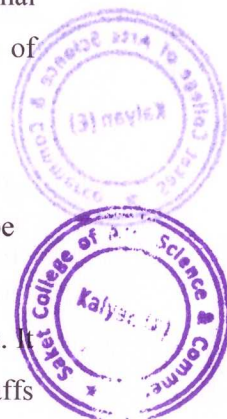


12. Minutes & Attendance of the meetings especially for WDC and ICC are maintained in a structured manner.
13. On the Women's Day: felicitations of the outsiders was done. Lady Constables & Asha Workers in Kolsewadi Police Station & Nurses of Fortis Hospital, Kalyan Branch were felicitated.

Recommendations of the Gender Audit Team

The recommendations made here by the Gender Audit team are based on NAAC assessment updates on Gender Sensitive Quality Indicators as well as recommendations published in the "SAKSHAM" report on "Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses" submitted by the task force set up by the University Grants Commission (UGC).

1. Since we are looking beyond numbers, list how as authorities of the Institution see as policies and practices of the Institution that have enabled gender parity and equality and also those that have hindered this path.
2. Women based general medical check-up facilities may be provided to women staff. Similarly, few sessions may be organized for girl students to address the issue of low haemoglobin or anaemia, the conditions that are often prevalent among young girls.
3. Have there been any pedagogic or course curriculum interventions that could have helped inculcate notions of gender equality among the students? National and international seminars/conferences may be organized on women's issues by various departments of humanities.
4. Conduct survey to find out awareness of the stakeholders about Internal Complaints Committee and its functions.
5. More initiatives for the awareness of the rights of women & gender sensitivity should be taken up centrally by IQAC.
6. The college should have effective maternity leave facilities in place as per service rules. It is to be extended to all the staff irrespective of the aided or unaided sections. The lady staffs (Teaching and Non-Teaching) who wish to adopt a child are given the leave as per the maternity leave provisions.



All the best for the next version of the audit.

Ref. No 4 **Can conduct survey involving all the stake holders to look further for substantive equality and for that prepare a survey form focusing on the following points:

1. What is the presence of women staff and students in decision making bodies of the college?

2. how many women Principals the college had so far.

What is the gender distribution of the people in the managing committee and the trust?

3. What is the qualitative experience of students with respect to the campus and its policies?

Do they see it gender positive or not?

4. Find out through survey or other methods : is a need for girls' protective measures like separate canteen, separate counter in a library or at administrative office for female student?

Is it a demand that female students are making?

5. Do teachers feel any biases as women on the campus? As men on the campus?

6. Are maternity leaves etc applicable for contract staff?

7. Are there biases in hiring -- unmarried young women (thinking they will leave) or pregnant women or young mothers (because they will need leave)?

8. May be good to do some quantitative survey but also to do a more detailed qualitative study to understand how equality is perceived by the different groups that exist on campus.

9. What are the perceived proactive measures that have helped build gender equality in the Institution?

Gender Audit Team



18/05/23
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