

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. AAA is a standard strategy for quality enhancement of HEI, The purpose of AAA is to evaluate the performance of various departments, Office Administration, Library, Sports section and Infrastructure and to give suggestions for further improvement of the quality teaching, Research, administration and circular and extracurricular activities .

Objectives of AAA

1. The setting and maintenance of academic standards
2. To ensure that students have assessed to appropriate learning opportunities.
3. Evaluation of course and programme outcomes
4. Developments in quality enhancements
5. To promote and enhance high quality teaching and learning

AAA Methodology

IBMR College of BBA, BCA, BCom and PG studies in Commerce and Management has a committee to conduct and review curricular and non circular activities of all the departments. AAA is conducted based on the parameters as defined and expected by the NAAC from time to time for quality enhancement

Composition of AAA

Principal


Management Representative

Academic Representative

Administration Representative

IQAC Coordinator

HoD of all Dept


PRINCIPAL
IBMR College of BBA, BCA, B.Com.
Post Graduate Studies in Commerce
& Management, Hubballi.

ACKNOWLEDGEMENTS

The members of the AAA committee record their appreciation and gratitude to the 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. Coordinators of IQAC Dr, S.G.Havanagi 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.

Vision:

Our aim is to be a leading International Centre of Excellence in developing global competencies through knowledge exchange and research based education, with suitable talent and personal traits.

Mission:

Our mission is to add value to the society by creating knowledge within and across the disciplines of Management, IT and Commerce by educating our graduates to become innovative and responsible individuals with a comprehensive understanding of the complexity of a global world.

Infrastructure ;

The College has augmented its infrastructure systematically and continuously over the years. The college has state of the art infrastructural facilities like adequate classrooms, laboratories, computing equipments, staff rooms, restrooms, conference halls, seminar hall, reading room, ramps for the physically challenged students.. To ensure its optimal utilization, besides conducting regular classes, the classrooms are used for conducting remedial coaching, certificate courses, annual and semester examinations; departmental meetings, prayer meetings, mentoring sessions, association activities, indoor competitions, Parent-Teacher meet, alumni meet, book exhibitions, training programme for the school children and competitive examination centre.

Library:

Spacious and well-ventilated library with a collection of ,200 reference books and textbooks, 13711 e-books, 5000 e-journals, 06 periodicals, 01 digital database and 209 CD's/Videos. The central library and reading hall have a good capacity where 100+ users can seat and study comfortably. The library provides DELNET, Shodhganga, and computers with internet facility for students and teachers.

Laboratories:

All the Laboratories of the college are fully equipped with advanced equipment. Each department has its own computing facility with the latest software to meet their own requirements for carrying out academic and research works. In addition to the regular curriculum, students are encouraged to pursue their study/project work in the emerging areas of research.

Language Laboratory:

For enriching the communicative abilities of the students the college has made available Advanced Digital Language Laboratory with interactive language lab software

Computing Equipments:

The College has 60 computers in all the departments for day-to-day use for the students and the faculty. Computers are also provided in staff rooms and departmental library. The college has provided LCD projectors, smart boards, printers with scanning to each department for effective ICT enabled teaching learning. All the departments and computer labs are connected with 100 Mbps bandwidth. Computer labs, language lab, networking center, various software, and tools are available for facilitating the teaching and learning process.

Teaching and Learning

The faculty members upgrade themselves and use innovative teaching practices using ICT tools in pedagogy in addition to the chalk and board method to assure and enhance our academic credibility. We adopt the following ICT tools in our day today classes.

1. Audio-visual aids supplement lectures in the classroom.
2. Google services like Google sheets, Google Forms etc are use to circulate important information among the students.
3. Computer Aided Learning (Internet, Power Point Presentations) is provided for further learning be taken by them, through these methods the concepts are easily comprehended by the students.
4. Educational videos and movies are displayed by the institution to add value to their existing knowledge from books and class room lecturing.
5. Graphics tools are used not only in practical subjects but teachers of theoretical subjects also uses these tools wherever possible to create interest of the students in the subject..
6. Technical subjects use various Mind mapping tools to enhance creativity in the class.
7. Students are guided to use Project tools to conduct case studies and live projects. .
8. Modeling tools are also adopted to make learning more effective.
9. Each department is well equipped with ICT tools.
10. The entire campus is Wi-Fi enabled Campus.
11. Faculties and students both uses e- learning sources like e-books, e-journals, etc to enhance their knowledge.
12. We have a well developed language lab filled with various accents Audios, Videos and CDs to improve the language and vocabulary of the students.
- 13) Access to Swayam and MOOCs through dish connection
- 14) All the classes are having online and offline teaching mode
- 15 Three Wi-Fi routers and 12 access points are installed to provide easy internet access to faculty and students.
- 16) The college library has access to e-journals and e-books accessible on delnet/ and e-books on National Digital Library,
- 17) Virtual labs and search engines like Google Search, Zoom and webex are used to encourage collaborative learning.
- 18) Some faculty members have created online digital repositories for lectures on platforms like YouTube.
- 19) Online courses on Coursera, edX etc. are consulted to assist classroom teaching. Audio lectures are created and shared with students having visual impairments
- 20) Teachers made a swift transition from classroom to online teaching during the lockdown due to COVID-19 pandemic. Platforms such as Zoom, Google Classroom, G-suite, Google Duo, Microsoft Teams, Cisco Webex were used to create virtual classrooms. Students are encouraged

to prepare presentations, assignments, project and field reports using MS Word, MS Power point, MS Excel, and other ICT tools. Online modes like Email, Google Groups and Google Classroom are used to collect assignments, conduct tests and practical examinations as well as for sharing notes, practice questions and other e-resources. Teachers use social media platforms like 21)WhatsApp and Telegram to connect with the students individually and collectively beyond the classroom for giving extra information and support to students.

AAA Committee Observations

General Observations and suggestions

1. In order to make the Higher Education offered by the college more relevant, it should have a planned strategy for the next decade.
2. For effecting and Research, there is an urgent need to review the faculty positions need and to fill the vacancies
3. Teachers should be encouraged to organize as well to participate in National and International Conferences
4. The feedback mechanism must be made effective and taken up seriously
5. The college must have data base of outgoing passed out students(alumni) and their progress, planning for conducting Alumni and Parents meet will be done
6. Housekeeping will be made available to meet the requirements at all times
7. Departs have to modify their department profile to include the certificate course and value added course offered
8. The departmental best practices in teaching and learning can also be included
9. Involvement of all stakeholders' helps to achieve the college goals
10. It is suggested to motivate alumni to actively be involved in all the progammes
11. Steps must be taken to improve admissions in both UG and PG level
12. Result analysis is to be done at every semester bt individual departments
13. Faculty Profile and Departmental activities should be displayed in the website
14. The syllabus for Remedial and Bridge courses to be updated
15. Structured mentoring Mechanism must be developed
16. Steps must be taken for SSS(Students Satisfactory Survey)
17. Visitors book to be maintained
18. College has to arrange for more collaborative activities
19. SWOT analysis should be done at all levels
20. Improvement in infrastructure is must
21. Faculty should focus on local issues for Research.

Criteria wise observations and suggestions

I-Curriculum aspects

- 1.Few new employability focused certified to be introduced
- 2.Proper curriculum documentation must be maintained

II- Teaching Learning and Evaluation.

- 1.Online QB is made available to the students
- 2.All departments have to arrange for special lecturers

III- Research Innovation and Extension

- 1.Extension activities should be encouraged
- 2.Faculty are motivated for Publications for UCG listed Journals

IV- Infrastructure and Learning Resources

- 1.New Library Software to be introduced
- 2.New books and New Journals are to be added to the library
- 3.Bandwidth to be upgraded
- 4.College has to spend more for academic and physical facilities

V-Students support and Progress

- 1.Alumni list to be highlighted
- 2.Students to be encouraged to participate in seminars and conferences

VI- Governance Leadership and Management

- 1.Strategic plan should prepared
- 2.The comments made by the students on curriculum should be brought to the notice of university
- 3.The coverage of E-Governance should be enhanced
- 4.Conduct FDP and Skill develop programs for staff

VII- Institutional Values and Best Practice

- 1.Institutional and Departmental best practice should be identified and highlighted.

Conclusion:

From the Evaluation we understand that the performance of the college is impressive in all aspects. The areas where the college needs improvements are indicated in general observations.


Principal

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