

**INTERNAL QUALITY ASSURANCE CELL  
KARIM CITY COLLEGE, JAMSHEDPUR**

**ACADEMIC**

**AND**

**ADMINISTRATIVE**

**AUDIT REPORT / 2023**





This report takes into consideration the accomplishments of the session 2022-2023.

Academic and Administrative Audit (AAA) is a mechanism designed and intended to examine and enhance the quality of academic aspects of institutes of Higher Education. A self- evaluation is essential for the growth of any institution. The purpose of the audit is to evaluate the performance of various departments of the institution and give suggestions for further improvement of the quality of teaching, research, administration, curricular and co-curricular activities. It emphasizes on quality assurance and enhancing the quality of academic and administrative activities and reviewing the performance of the academic inputs with respect to quality assurance for the optimum utilization of resources and continuous improvement of quality. Administrative Audit intends to assess the efficiency and effectiveness of the operating system of the administrative procedures, policies, decision-making authorities and functionaries, strategies, process, feedback, control mechanism and so on. Academic and Administrative Audit is a standard strategy for quality enhancement of Institutes of Higher education and offers a standard system based on parameters for Quality education. Fostering cultural, ethical, moral and social values in the human resources of the institution and reinforcing bonds with parents and alumni to improve the quality of education. The institution has completed third cycle of accreditation by NAAC. The IQAC undertakes AAA to monitor and evaluate the institutional progress. It gives the institution, the chance to raise the level of the organization as a whole. It guarantees the right application of the institutions systems, infrastructure, human resources etc. The institutions advantages, disadvantages, possibilities and challenges are revealed through Academic and Administrative Audit.

This particular Academic and Administrative Audit was carried out on the basis of the criteria put forward by NAAC. The audit has been carried out on the basis of 10 criteria and 41 parameters and observations and remarks/ suggestions accompany each. It is hoped that the audit may serve to understand the strengths and weaknesses of the institution and to serve as a basis of positive measures towards quality enhancement. AAA will serve as a vehicle for monitoring and evaluating the academic programme as well as administrative operation of administration.



Criterion: - 1 Curricular Aspects

Parameters	Observations	Remarks / Suggestions
1. Number of Courses Offered: 33	The College is successfully running several academic courses with a highly encouraging enrollment in each of them, and a consistent increase in enrollment over the years. The departments on an average have a good pass percentage.	There should be an attempt to start more PG courses in the departments qualifying the university criteria for post-graduate teaching as also an attempt to introduce innovative, appealing and utilitarian Certificate and Add-on courses in the coming years.
a. UG: 23		
b. PG: 08		
c. Add-on:		
d. Certificate Courses: 02		
2. Curriculum Designing	The college follows the curriculum laid down by the parent university and hence, curriculum designing is not independently taken up by it. However, some of the senior teachers from various departments of the college have served and continue to serve as members of the University Board of Studies. The University implemented NEP and FYUGP was started in the session 2022 and accordingly the syllabus was designed by the parent university.	The curriculum has been designed to provide holistic education. In the NEP that was introduced in 2022, Programme outcome, programme specific outcome and courses have been framed to satisfy the national need and equipping the students with critical thinking. 6 teachers of the college are currently members of the University Board of Studies
3. Curriculum Planning & Implementation	Curriculum planning is carried out at the start of the session independently by the various departments of the college under the departmental head. The distribution of syllabus is done with the consent of all the teachers of the department and in accordance with the portion assigned to each of them teachers are required to submit a tentative	Proper curriculum planning is undertaken by devoted teachers before the commencement of the session keeping in view the course objectives. Curriculum Planning and implementation within the various departments of the college has been found highly worthy of appreciation.



	<p>Lesson/Curricular Plan for the coming session. The implementation of the plan is ensured through departmental review meetings from time to time and it is targeted by all departments to complete the syllabus well in advance of the university examinations. Tests are regularly conducted to ensure good result.</p>	
4. Curriculum Enrichment	<p>Curriculum enrichment is carried on by the various departments regular academic practice, to supplement and enrich the prescribed university curriculum through talks, lectures, workshops, student seminars, assignments and projects on important and significant areas within the subject so as to keep students updated on new developments and ideas within the discipline. Regular class tests conducted by various departments helps to improve the performance of the students.</p>	<p>The practices of curriculum enrichment carried out by the various departments of the college have been found to be praiseworthy. ICT is being well integrated into the teaching by many teachers of the institute. E class rooms and well equipped laboratories help in providing quality education. College has facilities for differently abled students like wheel chairs, ramp and talking books</p>
5. Feedback on Curriculum	<p>Student feedback on curriculum is taken at the end of each session wherein the curriculum is evaluated by the students on grounds of its adequacy, its relevance to real life situations, coverage, etc.</p>	<p>The student feedback report finds that students, in general, have evaluated the syllabus as adequate and are highly satisfied with its coverage in class. Use of ICT during the Pandemic is appreciated by the students.</p>



## Criterion II – Teaching – Learning and Evaluation

Parameters	Observations	Remarks / Suggestions
1. Teacher Quality	More than half of the teachers of the college are Ph.D. holders. Teachers are regularly updating themselves by attending seminars, conferences, workshops, FDPs Orientation and Refresher courses. 8 teachers are Ph.D guides.	It is an endeavor that all the teachers get the doctorate degree. And so the spirit of research is encouraged. MOUs with teacher and student exchange have been signed with Al Kabir Polytechnic Institute and Patamda Degree college.
2. Coverage of Syllabus and Learning Outcome	All the departments of the college target at and regularly achieve almost 100% syllabus coverage and learning outcomes are achieved. Supervision and monitoring of the same are carried out by the departmental heads, the Faculty In charges, the Principal and also by the IQAC.	The syllabus coverage of the various departments of the college has been found to be good and the meeting of learning outcomes is also found to be highly satisfactory.
3. Teaching – Learning Methods	The various departments of the college combine traditional methods of teaching and learning such as classroom lectures and the chalk and duster method with modern techniques of ICT such as use of smart board, power-point presentations, audio and visual material, sharing study material via mail and google group, etc.	The teaching-learning methods used in the various departments of the college are found to be good and worthy of appreciation. Most of the teachers of the college are conversant with the use of ICT techniques in the classroom. National and International exposure of the teachers is suggested.
4. Evaluation Methods	Annual examinations and evaluation being the responsibility of the parent university, the departments of the college take charge of internal evaluation and conduct tests, oral presentations as also invite written assignments from students as part of their evaluation process.	The internal evaluation process in the various departments is found to be good. Records of written tests are well-maintained and are presented before parents during parent-teacher meetings of the department. Progression towards higher education is encouraged. Result of the institution has improved.
5. Student Feedback	Student feedback on teaching and learning is taken at the end of each session wherein students are asked to evaluate individual teachers as well as the teaching-learning methodology of the department.	The student feedback indicates formulation and meticulous implementation of good academic calendar. Analysis of the feedback provides scope of improvement in the teaching learning process.



### Criterion III – Research

Parameters	Observations	Remarks / Suggestions
1. Research Output (by Faculty Members)	A total of 44 research papers in journals and 22 chapters in books and proceedings have been published by the faculty members of the college in the session..	The research output is encouraging though there is scope for further improvement. Teachers are encouraged to publish more research papers and avail more research projects from various funding agencies. There is opportunity of producing e-learning materials.
2. Research Facilities	The institution offers viable research facilities to its faculty members in the form of library, laboratory, computer, internet and reading room provisions.	The research facilities offered by the college are appreciable. There is a strong need to enhance research by applying to more research projects and by giving incentive to the teachers.
3. Resource Mobilization for Research	Funds for research are available chiefly from the government in the form of project grants and also from non-government agencies.	It is suggested that attempts should be made to apply for Major Research Projects in the future.



#### Criterion IV – Infrastructure and Learning Resources

Parameters	Observations	Remarks / Suggestions
1. Physical Facilities	The institution offers up-to-date physical facilities in the shape of well-sized and well-maintained classrooms, staffrooms, common-rooms, reading rooms, drinking water outlets, library, virtual library, laboratories, offices, gym, bulletin boards, a canteen, and a well-kept courtyard. The number of lavatories need to be increased.	The physical facilities within the campus are appreciable. The dearth of a playground is overcome by the institution by making routine use of the sports facilities offered by Tata Steel at JRD Tata Sports Complex. The space crunch will be resolved once the campus is shifted.
2. Library	The institution has a well-equipped library hosting 58618 books, 76 journals and 15 newspapers, 10 magazines, in addition to offering virtual access to e journals- 9 subscriptions and 600 plus titles and e books having 10 subscriptions with 18000 plus titles.. The library also has a separate cubicle offering ‘talking books’ or audio translations of written texts for the visually challenged. In addition to the services offered by the Central Library, the PG Departments of the college have their own departmental libraries for use by students and faculty members.	The resources and maintenance of the college library are highly laudable. The system of issuing and returning books, being electronic, library services are deemed to be quite efficient. Records indicate that an average of 145 students and staff members make use of the services of the library each day. Though the number is encouraging, we still need to encourage reading habits among the students.
3. E-Classrooms and Online Facilities	The campus has 7 e-classrooms, offers free Wi-Fi facilities to its staff and students, virtual library facilities, and computer facilities via computer rooms. 160 computers.	The institution offers all requisite electronic facilities for promoting the use of ICT within the campus. During the Pandemic, teaching learning was possible due to online forum.



4. Laboratories	The college has a total of 16 laboratories in its various departments. All the laboratories are installed with up-to-date equipment and in regular use by staff and students. Mango campus has 4 special rooms for music, ICT, tailoring and craft.	The laboratory facilities of the college have been found to be appreciable. Amidst space constraints, sufficient care is taken to accommodate all required facilities. Once the shifting takes place, facilities can be further extended. Facilities like Language lab are under utilized.
5. Campus Health & Hygiene	There is a sanitary-napkin vending machine installed in the Girls Common Room and maintained by the Women's Cell of the college. The campus has been made tobacco-free and polythene-free and initiatives are taken for healthy waste disposal. Green Audit started in the present session. India's leading E-waste management company manages e-waste disposal in the campus. Rainwater harvesting is done in the campus.	The college campus can be highly appreciated for its cleanliness and hygiene. Regular health camps and cleanliness drives are organized by the NCC, NSS, Rotaract and Women's Cell to encourage healthy and hygienic practices in students





## Criterion V – Examinations and Results

Parameters	Observations	Remarks / Suggestions
1. Internal Examinations	The college conducts internal examinations on a regular basis. Average learners are motivated to move up to the level of advance learners. Apart from class tests and sent-up tests students are also evaluated on the basis of written assignments and projects and oral presentations made. Parents-teacher meet is held to provide feedback on student's academic performance which enables parents to counsel and advice their ward. Mentorship has been helpful in motivating students and in helping them to overcome their barriers.	The various departments of the college follow regular and appreciable methods of internal evaluation which is used to identify slow learners and methods of remedial teaching. Regular counselling by the faculty members is advantageous to the students.
2. Record and Communication of Results	The departmental results of tests and internal assessment are communicated to students directly and also discussed during Parents-Teachers meetings.	The various departments of the college follow a transparent procedure of internal evaluation and communication of result. All records in the forms of question papers, attendance and marks are duly maintained by the departments.



3. University Examinations	<p>The University examinations are held under the aegis and monitoring of the Examination Department of the college. The teachers of the college act as question-setters, external and internal examiners for practical papers, invigilators during the conduct of the examination and as evaluators.</p>	<p>The Examination Cell of the college is extremely efficient and active, and works tirelessly to promote the smooth organization, management and conduct of University examinations.</p>
4. Analysis of University Results	<p>The analysis of University results is done annually both on the departmental level and on the institutional level. On the departmental level, teachers of the department take count of pass-out rates, the highest and lowest percentage of marks attained by students and the performance of the students in various papers. On the institutional level, the Principal in consultation with the Faculty-in-charges of the various disciplines, closely scrutinizes and compares the results of the different departments and deliberates upon measures for improving performance and encouraging good performance among students.</p>	<p>The institution takes vigorous measures to improve performance of the students. Measures such as identification of weak performers, encouragement to good performers through prizes and recognition, and identification of reasons for failures and drop-outs are routinely taken. Mentoring also helps in improving the results of the students.</p>



### Criterion VI – Student Support and Progression

Parameters	Observations	Remarks / Suggestions
1. Student Support Facilities	<p>The College offers several Student Support Facilities such as Water Coolers, Canteen, Sick Room, Common Room, Parking, a Sanitary-napkin Vending machine, Music Room, Reading Room, Xerox, Talking Books and Wi-Fi and a Virtual Library. Apart from these, the College has several Student Support Forums such as NCC, NSS, Sports Wing, Society for Promotion of Art and Culture, Rotaract Club and a Women's Cell.</p>	<p>The Student Support facilities offered by the college are highly appreciable. The various Student Support Forums are also highly active towards the goal of accomplishing their respective visions and missions. With an aim of holistic development of students, several activities are organized through the year.</p>
2. Student – centric Activities	<p>The various academic departments and the various Student Support forums of the college routinely organize a large number of activities to engage, involve and develop students positively and to bring out their particular talent and latent potential. Student seminars, workshops and field visits are regular activities in the calendar of almost all departments. These are accompanied by various co-curricular activities such as Fresher's and Farewell Parties, Alumni Meet and the observance and celebration of important days and events of national, international and cultural significance within the campus.</p>	<p>The number, variety and quality of the Student-centric activities organized by the college within the campus and extension activities outside the campus are found to be extremely good and have won several laurels at the university, state and central level.</p>



3. Student Participation	While the participation of all students of a department in certain academic activities such as student-seminars and workshops is mandatory, an appreciable number of students from the various departments of the college voluntarily and enthusiastically participate in the large number of co-curricular activities organized.	The participation of students in the various student-centric activities organized by the college is extremely good. The students are encouraged by the teachers to participate enthusiastically in the events organized by the departments as well as the student platforms of the college.
4. Student Progression towards H.E	A large number of students who pass out from the various undergraduate departments of the college pursue post-graduation often in the PG departments of this college (in the case of departments where PG is offered) or from other colleges in and beyond the city. An appreciable number of students from the various departments of the college manage to make their place each year in PG departments in various universities of the country.	Although the student progression towards Higher Education has been found to be good, there is paucity of definite records and data concerning the same. Although various departments of the college have attempted to keep track of the student's progression to higher education, attempt to gather and maintain such records is not very satisfactory.
5. Student Progression towards Employment.	A substantial number of students each year are selected in Campus Drives that take place within the college and in the city. The profiles of the alumni members of the institution indicate high progression towards employment.	Although student progression towards employment is found to be high, there is dearth of data concerning the same. It is suggested that definite data in this regard be maintained by the college.



## Criterion VII – Sports, Literary and Cultural Activities

Parameters	Observations	Remarks / Suggestions
1. Number of Forums contributing to Sports, Literary and Cultural Activities.	<p>Sports activities are organized chiefly by the Sports wing of the college under the Sports In-charge. In addition, indoor sports activities are organized by the Common Room In-charge.</p> <p>Literary and Cultural activities in the college are chiefly organized by the college forum SPArC (Society for Promotion of Art and Culture) throughout the year. In addition, the NSS wing, the Women's Cell, the Rotaract Club, as also the NCC wing of the college organize annual literary and cultural programmes to observe and commemorate important dates and events.</p>	<p>All, six forums of the college are found to involve themselves actively in the organization of literary and cultural activities within the campus and this observation is highly encouraging.</p>
2. Annual Number of Activities	<p>On an average, around 90 activities are organized annually by the various forums of the college including the extension activities. About 1500 students take part in these activities.</p>	<p>This number of activities</p>



<p>3. Nature of Activities</p>	<p>Major activities are organized during the year in the sphere of extension activities and institutional social responsibilities. The following annual events and competitions are organized on different themes, issues and ideas by the various forums of the college: Essay Writing, Creative Writing, Poetry Writing, Short-story Writing, Slogan Writing, Comic-Scripting, Slide Designing and Presentation, Poster Making, Sketching, Painting, Collage, Rangoli, Speech, Debate, Elocution, Just-a-Minute, Vocal Music, Dance, Quiz, Drama, Craft, Photography, Literary Meet, Indoor and Outdoor games, etc.</p>	<p>The institution has built a strong relationship with the members of the community and extension activities organized by various cells are major strength of the college. The range of activities and competitions organized annually by the institution is deemed to be extremely good.</p>
<p>4. Student Participation and Accomplishments</p>	<p>1485 students within the campus participate annually in these events and competitions. The accomplishments from encouraging and involving students in such co-curricular events have been considerable. Apart from the fact that the college has established a record of outstanding performance in all Inter-college and inter-university programmes that it has participated in so far, the students of the college are gradually making their mark in the city and beyond as worthy agents of talent and creativity.</p>	<p>The student participation in sports, literary and cultural events can be rated as extremely good and the accomplishments can be analyzed as worthy.</p>



## Criterion VIII – Governance, Leadership & Management

Parameters	Observations	Remarks / Suggestions
1. Institutional Vision and Leadership.	<p>The college envisions establishing itself as an institution of national repute. Committed to offer updated facilities for quality higher education with specialized knowledge and skills, it is striving continually to upgrade itself in response to new requirements and challenges.</p> <p>Under the leadership of the Principal and the academic In-Charges of the institution and in close co-ordination with the IQAC unit of the college, the institution, in the years to come, looks forward to becoming a full-fledged university.</p>	In keeping with its vision, the college is seen to be making a steady journey towards improvement and upgradation.
2. Strategy Development and Deployment.	<p>The strategies of the college are deliberated upon and framed by the college management in close consultation with the academic and administrative position-holders in the institution. With the consent of the college's Governing Body, these strategies are then put forward as valid plans for targeted deployment in the near future.</p>	The college has well-chalked out strategies for pursuit and accomplishment in the next 20 years.



3. Faculty Empowerment Strategies.	<p>The institution attempts to empower its teaching and non-teaching staff members in several ways. Personal financial assistance is offered through the Teaching and Non-Teaching Staff Welfare societies, gratuity and other benefits are available on retirement, and in case of salary pending from the government, the college ensures a monthly basic. Apart from this, teachers are granted Special or Duty Leave for attending seminars, conferences and other faculty development initiatives.</p>	<p>The faculty empowerment initiatives taken by the institution are satisfactory.</p>
4. Financial Management and Resource Mobilization.	<p>The College is a deficit grant college receiving salary grants for teachers and non-teaching staff working against permanent and sanctioned posts. It is a recipient of infrastructural grants from RUSA and also receives funds from the UGC for specific projects from time to time. Apart from this, all financial expenses are met by the college from the revenue that it generates.</p>	<p>The college has an efficient system of financial management with budgeting and auditing being a regular exercise.</p>





### Criterion IX – Extension and Institutional Social Responsibility

Parameters	Observations	Remarks / Suggestions
1. Number of Forums undertaking extension activities.	Three forums of the college – NSS, NCC, Women’s Cell and the Rotaract Club, have undertaken extension activities	The three forums of the college –NSS, NCC and Rotaract are found to actively engage themselves in extension activities. Women’s Cell started conducting extension activities in this session though the members of the cell participated in various events conducted by other organizations outside the campus.
2. Annual number of extension activities undertaken by the institution.	Roughly 55 annual activities in terms of extension are taken up by these three forums of the institution and total number of 1348 students participated in these events which is impressive.	The number of extension activities taken up by the college annually is deemed to be good.
3. Outcomes (Accomplishment)	The college has made its mark in society for its various social service activities. It has actively contributed to the blood banks of the city through its frequent blood donation camps. Cleanliness drives, literacy and awareness drives, food and material distribution drives, etc. are routinely organized by these forums in various quarters of the city and particularly in the villages that these forums have adopted. All this has promoted social, moral and community consciousness among the students, and while improving the condition of the beneficiaries of these extension activities, it has also helped to inculcate empathy and humane values among the students.	The extension activities undertaken by the college are highly praiseworthy and the outcomes generated are heartening.



### Criterion X – Quality Assurance and Sustenance

Parameters	Observations	Remarks / Suggestions
1. Establishment of IQAC	The IQAC of the college was established in the year 2005.	The establishment of the IQAC following the first NAAC assessment of the college in the year 2004 was a worthy measure.
2. Activities of IQAC a) Faculty Oriented Activities b) Activities Oriented towards Non-Teaching Staff c) Student Oriented Activities	In this session, the IQAC organized: 1. A two-day Workshop on NEP for faculty members under UGC HRDC AMU held on 14-15 Feb 2023 2. A one-day Health Check-up camp in collaboration with National Urban Health Mission for teaching and non-teaching staff held on Feb 9 <sup>th</sup> 2023 3. A One-day Workshop on NEP Curriculum for college staff was organized on August 5 <sup>th</sup> 2022	The IQAC takes consistent initiatives to create opportunities to better the quality of teaching and learning in the institution.
3. Innovations & Practices (Accomplishments).	The IQAC has, since its inception, been playing an important role in the planning and implementation of strategies related to academic, administrative, infrastructural and financial aspects. It has successfully implemented the management information system (MIS), the system of Student Feedback, the practice of Student Seminars, and the practice of planning the Academic and Activity Calendars of the college. In the session 2022-2023 The Research and Development Cell was form and Green Audit was introduced in the campus.	The accomplishments of the IQAC are highly appreciable.



**INTERNAL QUALITY ASSURANCE CELL**