

**ACADEMIC  
AND  
ADMINISTRATIVE  
AUDIT  
REPORT  
2017**

Academic Audit is a mechanism designed and intended to examine and enhance the quality of academic aspects of institutes of Higher Education. It emphasizes on reviewing the performance of the academic inputs with respect to quality assurance. 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.

This particular Academic and Administrative Audit was carried out on the basis of the criteria put forward by NAAC, with the parameters slightly altered so as to suit the particular requirements of the institution. 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.

Criterion: - 1 Curricular Aspects

Parameters		Observations	Remarks / Suggestions
1. Number of Courses Offered: 42		The College is successfully running 42 academic courses with a highly encouraging enrollment in each of them, and a consistent increase in enrollment over the years.	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: 21		
b.	PG: 05		
c.	Add-on: 09		
d.	Certificate Courses: 07		
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, several of the senior teachers from various departments of the college have served and continue to serve as members of the University Board of Studies.	10 teachers of the college are currently members of the University Board of Studies and though this is a heartening number, a numerical increase would always be welcome.
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 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.	The method of Curriculum Planning and implementation within the various departments of the college has been found highly worthy of appreciation.

<p>4. Curriculum Enrichment</p>	<p>The various departments of the college have been found, as a 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.</p>	<p>The practices of curriculum enrichment carried out by the various departments of the college have been found to be praiseworthy.</p>
<p>5. Feedback on Curriculum</p>	<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, 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.</p>

## Criterion II – Teaching – Learning and Evaluation

Parameters	Observations	Remarks / Suggestions
1. Teacher Quality	45 out of 92 full-time teachers of the college are Ph.D. holders and 36 out of the total 38 teachers working on Govt. sanctioned posts in the college have attended Orientation and Refresher courses and keep updating themselves through workshops on teaching and learning.	Only 50% of the full-time teaching faculty members of the college are Ph.D. holders and this is a number which needs to be improved.
2. Coverage of Syllabus and Learning Outcome	All the departments of the college target at and regularly achieve 100% syllabus coverage and around 85% of the learning outcomes are deemed to be met. Supervision and monitoring of the same are carried out by the departmental heads, the Faculty Incharges 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. 52 of the total 92 full-time teachers of the college are conversant with the use of ICT techniques in the classroom. It is suggested, however, that more teachers involve themselves with innovative methods of teaching.
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.
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 high satisfaction with teachers, with teaching-learning and evaluation processes and with learning outcomes achieved.

### Criterion III – Research

<b>Parameters</b>	<b>Observations</b>	<b>Remarks / Suggestions</b>
1. Research Output (by Faculty Members)	A total of 157 research papers and 22 books have been published by the faculty members of the college in the last 5 years. 11 Minor Research Projects have been submitted and 9 doctoral candidates have been awarded degrees under the supervision of the faculty members of the college.	The research output is satisfactory though there is considerable scope for improvement.
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.
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.	Several teachers of the college have received Minor Research Project grants from the UGC. 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, lavatories, drinking water outlets, a library, laboratories, offices, bulletin boards, a canteen, and a well-kept courtyard.	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 requirement for an Auditorium, however, has been pointed out, and is a need felt both by the staff and the management.
2. Library	The institution has a well-equipped library hosting 52165 books, 85 journals and 15 newspapers, in addition to offering virtual access to a large number of e-books and e-journals through its online window <i>Rauzan</i> . 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 400 students and staff members make use of the services of the library each day.
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.	The institution offers all requisite electronic facilities for promoting the use of ICT within the campus.
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.	The laboratory facilities of the college have been found to be extremely good.

<p>5. Campus Health &amp; Hygiene</p>	<p>The college has 12 lavatories for male students, 14 for female students, and 22 lavatories for its teaching staff members. 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.</p>	<p>The college campus can be highly appreciated for its cleanliness and hygiene. Regular health camps and cleanliness drives are organized by the various student forums of the college to encourage healthy and hygienic practices in students.</p>
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## Criterion V – Examinations and Results

Parameters	Observations	Remarks / Suggestions
1. Internal Examinations	The college conducts internal examinations on a regular basis. Apart from class tests and sent-up tests students are also evaluated on the basis of written assignments and projects and oral presentations made.	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.
2. Record and Communication of Results	The departmental results of tests and internal assessment are communicated to students directly as also through uploading on the college website and presentation 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	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.	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 in and through the staff of the college.
4. Analysis of University Results	The analysis of University results is done annually both on a departmental level and on an 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	The institution takes various measures to improve performance and encourage good performance among the various departments. 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.

	scrutinizes and compares the results of the different departments and deliberates upon measures for improving performance and encouraging good performance among students.	
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## Criterion VI – Student Support and Progression

Parameters	Observations	Remarks / Suggestions
1. Student Support Facilities	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 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.	The Student Support facilities offered by the college are good. The various Student Support Forums are also highly active towards the goal of accomplishing their respective visions and missions.
2. Student – centric Activities	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 Freshers’ and Farewell Parties, Alumni Meet and the observance and celebration of important days and events of national and cultural significance within the campus.	The number, variety and quality of the Student-centric activities organized by the college are found to be extremely good.
3. Student Participation	While the participation of all students of a department in certain academic activities such as student-seminars and workshops is mandatory, a large 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.

<p>4. Student Progression towards H.E</p>	<p>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. A handful of students from the various departments of the college manage to make their place each year in PG departments in Central Universities of the country.</p>	<p>Although the student progression towards Higher Education has been found to be good, there is paucity of definite records and data concerning the same. It is suggested that the various departments of the college attempt to gather and maintain such records.</p>
<p>5. Student Progression towards Employment.</p>	<p>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.</p>	<p>Although student progression towards employment is found to be very high, there is dearth of data concerning the same. It is suggested that definite data in this regard be maintained by the college.</p>

## 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>In 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 45 literary and cultural activities are organized annually by the various forums of the college.</p>	<p>This number is found to be heartening.</p>
3. Nature of Activities	<p>The following annual events and competitions are organized on different themes, issues and ideas by the various forums of the college:</p> <p>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 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>Around 1500 students within the campus participate annually in these events and competitions.</p> <p>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>
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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>	<p>In keeping with its vision, the college is seen to be making a steady journey towards improvement and upgradation.</p>
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>	<p>The college has well-chalked out strategies for pursuit and accomplishment in the next 20 years.</p>
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>

<p>4. Financial Management and Resource Mobilization.</p>	<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>
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## 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 and the Rotaract Club, have undertaken extension activities	The three forums of the college are found to actively engage themselves in extension activities.
2. Annual number of extension activities undertaken by the institution.	Roughly 25 to 30 annual activities in terms of extension are taken up by these three forums of the institution.	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	The extension activities undertaken by the college are highly praiseworthy and the outcomes generated are heartening.

	also helped to inculcate empathy and humane values among the students.	
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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	The IQAC has organized two Short Term Courses for its teaching faculty members on <b>Computer Applications</b> and on <b>Data Analysis/SPSS &amp; MINITAB</b> and a Short Term Course for its non-teaching staff on <b>Financial and Academic Administration</b> with the assistance of CALEM, HRDC, AMU, Aligarh. The IQAC has organized two workshops for students on learning and motivation, and on stress management.	The IQAC takes consistent initiatives to create opportunities to better the quality of teaching and learning in the institution.

<p>3. Innovations &amp; Practices (Accomplishments).</p>	<p>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.</p>	<p>The accomplishments of the IQAC are highly appreciable.</p>
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