

**ACADEMIC & ADMINISTRATIVE AUDIT (AAA) REPORT**  
**2016-17**



**GOVERNMENT PATALESHWAR COLLEGE,  
MASTURI, BILASPUR (C. G.) 495551**

*AFFILIATED TO BILASPIUR UNIVERSITY, BILASPUR (C.G)*

**NAAC Accredited "B" Grade**

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## **Audit Panel Members:**

### **External Member**

1. Dr. (Mrs.) Sharda Dubey  
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2. Dr (Mrs.) Shashi Gupta  
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### **Internal Members**

3. Dr. (Mrs.) Durga Bajpai  
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4. Dr. (Mrs.) Kiran Thakur  
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## **Schedule of the Audit: July-25, 2017**

### **Objective & Scope of the Audit**

The objectives of the academic and administrative audit (AAA) as an independent assessment of the College by Internal Audit Committee with an external expert comprising of the above members. Accordingly, the audit team decided to look into the prevailing situation at the College along the following aspects in course of the audit.

### **Scope**

- ✓ Methodology of teaching and learning conducted for the different courses run by the College
- ✓ Functioning of the Laboratories and Computer Facilities
- ✓ Examination and Evaluation system
- ✓ Activities of the Internal Quality Assurance Cell
- ✓ Library, sport and other facilities

- ✓ Outreach Programmes conducted by the College including the NCC and NSS Programmes
- ✓ Opportunities and Scope of improvements in the major functional areas

The team is empowered and expected to express views and give suggestions for the improvement of the systems being followed by the College.

### **Methodology**

The academic audit is based on

- Annual Reports of the Departments
- Annual Quality Assurance Report AQAR of the institution
- Feedback from stakeholders
- Visits to Departments

The Audit team began their visit on July 25, 2017 to various departments and facilities, for brief interactions with the faculty of each department, the students of the department streams and the support staff. Visits to the laboratories, Computer facilities, the Library and some of the other facilities of the College were accommodated in the schedule arranged by the IQAC Committee of the College to enable the Audit Committee to acquire relevant first-hand information. Based on the information/data gathered from the available documents and the interactions afforded with the different component of the institution, the Audit Committee has made a sincere endeavour to put forward certain views, observations and recommendations in the body of this report with expectations that these recommendations, when implemented, will best serve the interest of the College as intended.

### **Observations**

Observations based on the documents provided by department and meeting with the different stakeholders of the College on July 25th, 2017 are given below.

### **Courses, Student & Faculty Strength, Result:**

The courses offered by the College is in three different streams arts, science and commerce. It is evidenced that the number of applications the College received for admissions in Arts and Science at UG level is remarkably high. The demand ratio & number of students enrolled, number of teachers, pass percentage of students are shown in Table 1, 2 & 3.

### **Demand Ratio & Number of Students Enrolled 2016-17**

<b>Stream</b>	<b>Programme Specialization</b>	<b>Number of Seats Available</b>	<b>Number of Applications Received</b>	<b>Students Enrolled</b>
<b>Arts</b>	B. A. I	120	275	120
	B. A. II	120	79	79

	B. A. III	120	68	68
	M. A. Hindi (Prev.)	25	18	18
	M. A. Hindi (Final)	25	23	23
	M. A. Sociology (Prev.)	20	10	10
	M. A. Sociology (Final)	20	1	1
	M. A. Political Science (Prev.)	20	28	16
	M. A. Political Science (Final)	20	1	1
	M. A. Geography (Prev.)	20	7	7
	M. A. Geography (Final)	20	6	6
	M. A. Economics (Prev.)	20	6	1
	M. A. Economics (Final)	20	8	2
<b>Commerce</b>	B. Com. I	60	33	33
	B. Com. II	60	42	42
	B. Com. III	60	12	12
<b>Science</b>	B. Sc. I	80	154	80
	B. Sc. II	80	51	51
	B. Sc. III	80	50	50
<b>DCA</b>	DCA	40	68	37
<b>PGDCA</b>	PGDCA	40	52	40
<b>TOTAL</b>		<b>1070</b>	<b>992</b>	<b>697</b>

### Departments and Faculty Strength in the College 2016-17

<b>Stream</b>	<b>Departments</b>	<b>No. of Full Time Teachers</b>	<b>No. of Adhoc/Guest Teachers</b>	<b>Total</b>
<b>Arts</b>	Sociology	02	-	02
	Political Science	02	-	02
	Geography	02	-	02
	Economics	01	01	02
	Hindi	01	01	02
	English	01	-	01
<b>Commerce</b>	Commerce	01	-	01
<b>Science</b>	Chemistry	01	-	01
	Mathematics	01	-	01

	Physics	01	-	01
	Botany	01	-	01
	Zoology	01	-	01
<b>DCA/PGDCA</b>			02	02
<b>Total</b>		<b>15</b>	<b>04</b>	<b>19</b>

### Pass Percentage of Students 2016-17

<b>Programme Name</b>	<b>Programme Specialization</b>	<b>Number of Students Appeared in the Final Year Exam</b>	<b>Number of Students Passed in the Final Semester/Year Examination</b>	<b>Pass Percentage</b>
B. A.	B. A. I	114	106	93%
B. A.	B. A. II	87	83	95%
B. A.	B. A. III	74	69	93%
B. Com.	B. Com. I	33	29	88%
B. Com.	B. Com. II	37	36	97%
B. Com.	B. Com. III	11	11	100%
B. Sc.	B. Sc. I	77	42	55%
B. Sc.	B. Sc. II	51	49	96%
B. Sc.	B. Sc. III	48	45	94%
M. A.	M. A. Hindi (Prev.)	17	16	94%
M. A.	M. A. Hindi (Final)	22	20	91%
M. A.	M. A. Sociology (Prev.)	10	10	100%
M. A.	M. A. Sociology (Final)	1	1	100%
M. A.	M. A. Political Science (Prev.)	12	9	75%
M. A.	M. A. Political Science (Final)	1	1	100%
M. A.	M. A. Geography (Prev.)	6	6	100%
M. A.	M. A. Geography (Final)	6	4	67%
M. A.	M. A. Economics	1	1	100%

	(Prev.)			
M. A.	M. A. Economics (Final)	1	1	100%
DCA	DCA	36	30	83%
PGDCA	PGDCA	39	13	33%






List of Books Referred	Yes		Yes		Yes		Yes		Yes			
Recommended NPTEL/MOOC's/ Swayam courses/videos		No		No		No		No		No		
Invited Lectures	Yes		Yes		Yes		Yes		Yes			
Mapping of MOOCs Courses, Expert talks, Industry Visits with Course Outcomes		No		No		No		No		No		
Student attendance record (hardcopy/ Online)	Yes		Yes		Yes		Yes		Yes			
Maintenance of Marks Register/File	Yes		Yes		Yes		Yes		Yes			
Student seminars (If any)	Yes		Yes		Yes		Yes		Yes			
Result of University Exam	Yes		Yes		Yes		Yes		Yes			
No. of Extra Class (s) held; if any/ Remedial Coaching	10		7		5		10		11			
Adjustments (Nos)	5		6		4		5		4			
Minor Projects Allotted to Students	Yes			No	Yes		Yes		Yes			
Interactive Teaching Aids/Techniques Developed (give details)	Yes		Yes		Yes		Yes		Yes		<ul style="list-style-type: none"> <li>• All the departments conducted student seminar.</li> <li>• Project work assigned by chemistry, Botany, Zoology department.</li> </ul>	





Syllabus Coverage Report	Yes		Yes		Yes		Yes		Yes			
Old Question papers	Yes		Yes		Yes		Yes		Yes			
Assignments (if any)	Yes		Yes		Yes		Yes		Yes			
Internal Evaluation Sheet	Yes		Yes		Yes		Yes		Yes			
List of Books Referred	Yes		Yes		Yes		Yes		Yes			
Recommended NPTEL/MOOC's/ Swayam courses/videos		No		No		No		No				
Invited Lectures	Yes		Yes		Yes		Yes		Yes			
Mapping of MOOCs Courses, Expert talks, Industry Visits with Course Outcomes	No		No		No		No	No				
Student attendance record (hardcopy/ Online)	Yes		Yes		Yes		Yes		Yes			
Maintenance of Marks Register/File	Yes		Yes		Yes		Yes		Yes			
Student seminars (If any)	Yes		Yes		Yes		Yes		Yes			
Result of University Exam	Yes		Yes		Yes		Yes		Yes			
No. of Extra Class (s) held; if any/ Remedial	9		8		5		7		8			




Coaching												
Adjustments (Nos)	6		4		3		3		6			
Minor Projects Allotted to Students	Yes		Yes		Yes		Yes		Yes			
Interactive Teaching Aids/Techniques Developed (give details)	Yes		Yes		Yes		Yes		Yes			
List of students who are currently undertaking Massive Online Open Learning Courses		No		No		No		No		No		
Laboratory  Laboratory Manuals  Attendance Record  Lab Facility Available	NA		NA		Yes		NA		NA			

**Commerce, English, DCA & PGDCA:**

	Commerce		English		DCA		PGDCA		Comment	Suggestion for Improvement
Criteria	Verification									
	Yes	No	Yes	No	Yes	No	Yes	No		
POs, PSOs & COs	Yes		Yes		Yes		Yes			

Academic Calendar	Yes		Yes		Yes		Yes		
Time Table	Yes		Yes		Yes		Yes		
List of students	Yes		Yes		Yes		Yes		
Syllabus	Yes		Yes		Yes		Yes		
Lecture delivery Plan	Yes		Yes		Yes		Yes		
Syllabus Coverage Report	Yes		Yes		Yes		Yes		
Old Question papers	Yes		Yes		Yes		Yes		
Assignments (if any)	Yes		Yes		Yes		Yes		
Internal Evaluation Sheet	Yes		Yes		Yes		Yes		
List of Books Referred	Yes		Yes		Yes		Yes		
Recommended NPTEL/MOOC's/ Swayam courses/videos	No		No		No		No		
Invited Lectures	Yes		Yes		Yes		Yes		
Mapping of MOOCs		No		No		No		No	

Courses, Expert talks, Industry Visits with Course Outcomes										
Student attendance record (hardcopy/ Online)	Yes		Yes		Yes		Yes			
Maintenance of Marks Register/File	Yes		Yes		Yes		Yes			
Student seminars (If any)	Yes		Yes		Yes		Yes			
Result of University Exam	Yes		Yes		Yes		Yes			
No. of Extra Class (s) held; if any/ Remedial Coaching	Yes		Yes		Yes		Yes			
Adjustments (Nos)		No		No			No			
Minor Projects Allotted to Students	Yes		Yes		Yes		Yes			
Interactive Teaching Aids/Techniques Developed (give details)	Yes		Yes		Yes		Yes			
List of students who are currently		No		No		No		No		

undertaking Massive Online Open Learning Courses										
Laboratory  Laboratory Manuals  Attendance Record  Lab Facility Available	NA		NA		Yes		Yes			

**Learning Resource:**

	<b>Comment</b>	<b>Suggestion</b>
Library	<ul style="list-style-type: none"> <li>• Infrastructure of library is not suitable for students.</li> <li>• E-resource NLIST is available in the library</li> <li>• SOUL 2.0 is available and it is under the process of installation.</li> <li>• Books are not sufficient.</li> </ul>	<ul style="list-style-type: none"> <li>• More books in the library is required.</li> <li>• Separate hall for library should be constructed.</li> </ul>
e-classroom	<ul style="list-style-type: none"> <li>• Only one class room is equipped with smart board.</li> <li>• 5 departments having LCD Projector</li> </ul>	<ul style="list-style-type: none"> <li>• More Classrooms should be equipped with smart board.</li> </ul>
Computer & Internet	<ul style="list-style-type: none"> <li>• Few computers are available in the Computer lab and total 6 department and office is also having computer and printer facility.</li> <li>• 5 Internet connection is available in few departments, computer lab and office.</li> </ul>	<ul style="list-style-type: none"> <li>• All the classrooms should have internet facility, and wi-fi facility should be available in the campus.</li> </ul>

**Other Facilities:**

	<b>Comment</b>	<b>Suggestion</b>
Placement Cell	<ul style="list-style-type: none"><li>• Placement cell is functioning very well. MOU with Tata Institute of Social Science and ITI Koni, Bilaspur have been done.</li><li>• Many programmes related to career guidance have been organized by the cell.</li><li>• Information regarding employment is circulated among the students.</li></ul>	<ul style="list-style-type: none"><li>• Placement cell should keep the record of recruited students.</li></ul>
NCC	<ul style="list-style-type: none"><li>• NCC is functioning very well. Various activities of NCC have been conducted. NCC cadets received many appreciation certificates.</li><li>• Self-funded garden has been developed by the NCC.</li></ul>	
NSS	<ul style="list-style-type: none"><li>• NSS is functioning very well. Various extension activities have been conducted by NSS.</li></ul>	
Youth Red Cross	<ul style="list-style-type: none"><li>• Youth red cross is functioning very well.</li><li>• Blood testing and blood donation camp is organized by YRC.</li></ul>	
Sports	<ul style="list-style-type: none"><li>• Sports department is playing important role in student participation in university level and state level sports competition.</li><li>• Many students have been placed in CRPF, State police service.</li></ul>	

## Basic Facilities

	<b>Comment</b>	<b>Suggestion</b>
Sanitation	<ul style="list-style-type: none"><li>• Total 2 toilets for girls, 2 toilets for boys and 2 toilets for staff is available in the college.</li></ul>	<ul style="list-style-type: none"><li>• No. of toilets are less. More washroom needs to be constructed</li></ul>
Drinking Water Facility	<ul style="list-style-type: none"><li>• 2 water coolers are available in the college.</li></ul>	<ul style="list-style-type: none"><li>• Drinking water facility should be improved.</li></ul>
Ramp	<ul style="list-style-type: none"><li>• Ramp is available for physically challenged students.</li></ul>	



### Strengths & Opportunities for Improvements

The audit committee is satisfied with the inherent strengths of the College and these are mentioned below.

- ✓ Willingness of leadership for all round continuous quality improvement.
  - ✓ Enforcement of discipline in a fair and just manner.
  - ✓ Dedicated and competent teaching faculty.
  - ✓ Inclusive approach to education by extending the educational facilities and services of the College to the comparatively less served areas like Masturi.
  - ✓ Despite shortage of teaching staff in some cases or lack of infrastructural facilities, the quality of teaching fulfils the needs of the students.
  - ✓ Committed and supportive non-teaching staff.
  - ✓ Strong social commitments of the College authorities, students and Alumni.
- In general, the overall feeling of satisfaction on the part of stakeholders is a valuable strength of the Institution.

### Opportunities for Improvement

The College can easily raise the bar of its achievement if the following points are taken care of:


- ✓ New Courses specially PG in commerce and science
- ✓ Canteen.
- ✓ Washrooms.
- ✓ Girls common room
- ✓ Library building
- ✓ Smart board
- ✓ Wi-Fi in the campus
- ✓ Automization of library

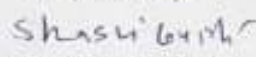
### General Conclusion

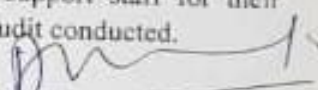
- ✓ The teaching and non-teaching staffs are generally happy with their work condition. However, they are heavily burdened with their respective work.
- ✓ Student discipline is good.

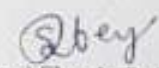
### Gratitude

The Committee members feel honoured and take this opportunity to express sincere thanks and gratitude to the Principal for being nominated to conduct the audit. They would also like to express their heartfelt thanks to all the faculty members and support staff for their wholehearted cooperation that has been extended to them during the audit conducted.

  
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