ACADEMIC & ADMINISTRATIVE AUDIT (AAA) REPORT
2017-18

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

AFFILIATED TO ATAL BIHARI VAJPAYEE UNIVERSITY, BILASPUR (C.G)

NAAC Accredited "B" Grade

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Audit Panel Members:

External Member

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   Professor
   Department of English
   Govt. Bilasa Girls Autonomous P. G. College
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2. Dr. Sadhana Some
   Professor
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Internal Members

1. Dr. (Mrs.) Durga Bajpai
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   Department of Sociology
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2. Dr. (Mrs.) Kiran Thakur
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Schedule of the Audit: July-11-13, 2018

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 visited on July 11-13 2018 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 11th- 13th, 2018 are given below.

Courses, Student & Faculty Strength,Result:

The courses offered by the College is in three different streamsArts, Science and Commerce.It is evidenced that the number of applications the College received for admissions in Arts, Commerce and Science at UG level and PGDCA is remarkably high.

Demand Ratio & Number of Students Enrolled 2017-18

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	BA General	120	294	120
BSc Bio & Maths	BSc Bio & MathsGeneral	80	261	80

BCom	BCom General	60	88	54
MA	MA Sociology	20	5	5
MA	MA Political Science	20	17	17
MA	Economics	20	12	12
MA	MA Geography	20	19	19
MA	MA Hindi	25	25	24
PGDCA	PGDCA	40	54	40
DCA	DCA	40	45	37

Departments and Faculty Strength in the College 2017-18

Stream	Departments	No. of Full Time Teachers	No. of Adhoc/Guest Teachers	Total
Arts	Sociology	02	-	02
	Political Science	02	-	02
	Geography	02	-	02
	Economics	01	01	02
	Hindi	01	01	02
	English	01	-	01
Commerce	Commerce	01	-	01
Science	Chemistry	01	-	01
	Mathematics	01	-	01
	Physics	01	-	01
	Botany	01	-	01
	Zoology	01	-	01
DCA/PGDCA			02	02

Total	**15**	**04**	**19**

Pass Percentage of Students 2017-18
UG

Title of the Programme	Total No. of Students Appeared	No. of Students Passed	Pass %
B. A. III	59	54	91%
B. Sc. III	61	58	95%
B. Com. III	12	12	100%
DCA	34	22	65%

PG

Title of the Programme	Total No. of Students Appeared	No. of Students Passed	Pass %
M. A. IV Sem (Geography)	6	5	83%
M. A. IV Sem (Sociology)	9	9	100%
M. A. IV Sem (Political Science)	9	4	44%
M. A. IV Sem (Economics)	1	1	100%
M. A. IV Sem (Hindi)	16	16	100%
PGDCA	39	39	100%

✓ The overall result for UG programme is above 90%.
✓ The range of result of PG Programme is 80-100% except Political Science (44%).
✓ Results of DCA and PGDCA program was 65% and 100% respectively.

Course Outcome -2017-18

Title of the Programme	Total no.of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. Sc.- I	79	-	2.5%	74.6%	-	77%
B. Sc.- II	51	-	7.8%	90.1%	-	98%
B. Sc.- III	48	4.1%	31.2%	62.5%	-	94%
B. A.- I	114	-	12.28%	79.82%	0.88%	92.98%
B. A.- II	87	-	1.15%	95.40%	1.15%	97.71%
B. A.- III	74	-	1.35%	89.19%	2.70%	93.24%
B. Com.- I	33	-	-	57.58%	27.27%	84.35%
B. Com.- II	42	-	2.38%	71.43%	23.81%	97.62%
B. Com.- III	12	-	33.33%	50%	16.67%	100%
M. A. Final (*Sociology*)	01	-	-	100%	-	100%
M. A. (I Sem) (*Sociology*)	10	-	40%	60%	-	100%
M. A. (II Sem) (*Sociology*)	10	-	70%	30%	-	100%
M. A. (III Sem) (*Sociology*)	09	-	44.44%	55.55%	-	100%
M. A. Final (*Hindi*)	23	-	43.47%	47.83%	-	91.30%
M. A. (I Sem) (*Hindi*)	24	12.5%	37.5%	29.16%	-	79.16%
M. A. (II Sem) (*Hindi*)	17	23.52%	52.94%	5.88%	-	82.35%
M. A. (III Sem) (*Hindi*)	17	-	52.94%	35.29%	-	88.23%
M. A. Final (*Political Science*)	01	-	-	100%	-	100%
M. A. (I Sem) (*Political Science*)	16	-	8.33%	58.33%	-	66.66%
M. A. (II Sem) (*Political Science*)	12	-	75%	25%	-	100%
M. A. (III Sem) (*Political Science*)	11	-	18.18%	9.09%	-	27.27%
M. A. Final (*Geography*)	06	-	-	66.66%	-	66.66%
M. A. (I Sem) (*Geography*)	06	-	33.33%	66.66%	-	100%
M. A. (II Sem) (*Geography*)	06	-	16.66%	-	-	16.66%
M. A. (III Sem) (*Geography*)	06	-	-	-	-	
M. A. Final (*Economics*)	2	-	-	100%	-	100%
M. A. (I Sem) (*Economics*)	1	-	100%	-	-	100%
M. A. (II Sem)	1	-	100%	-	-	100%

(*Economics*)						
M. A. (III Sem)						
(*Economics*)						
DCA	36	-	27.6%	58.1%	-	86%
PGDCA	39	-	13%	26%	61%	100%

Science Stream:

Criteria	Chemistry		Mathematics		Physics		Botany		Zoology		Comment	Suggestion for Improvement
					Verification							
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No		
POs, PSOs & COs	Yes		Yes		Yes		Yes		Yes			
Academic Calendar	Yes		Yes		Yes		Yes		Yes			
Time Table	Yes		Yes		Yes		Yes		Yes			
List of students	Yes		Yes		Yes		Yes		Yes			
Syllabus	Yes		Yes		Yes		Yes		Yes			
Lecture delivery Plan	Yes		Yes		Yes		Yes		Yes			
Syllabus Coverage Report	Yes		Yes		Yes		Yes		Yes			
Old Question papers	Yes		Yes		Yes		Yes		Yes			
Assignments (if any)	Yes		Yes		Yes		Yes		Yes			

Item											
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		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 MarksRegister/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	Yes		Yes		Yes		Yes		Yes		
Adjustments (Nos)		No		No		No		No		No	
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	Yes		Yes		Yes		Yes		Yes		

Arts Stream:

Criteria	Sociology		Political Science		Geography		Economics		Hindi		Comment	Suggestion for Improvement
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No		
POs, PSOs & COs	Yes		Yes		Yes		Yes		Yes			
Academic Calendar	Yes		Yes		Yes		Yes		Yes			
Time Table	Yes		Yes		Yes		Yes		Yes			
List of students	Yes		Yes		Yes		Yes		Yes			
Syllabus	Yes		Yes		Yes		Yes		Yes			
Lecture delivery Plan	Yes		Yes		Yes		Yes		Yes			
Syllabus Coverage Report	Yes		Yes		Yes		Yes		Yes			
Old Question papers	Yes		Yes		Yes		Yes		Yes			
Assignments (if	Yes		Yes		Yes		Yes		Yes			

any)											
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		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 MarksRegister/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	Yes		Yes		Yes		Yes		Yes		
Adjustments (Nos)		No		No		No		No		No	Class has been adjusted but no record available.	
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
	NA		NA		Yes		NA		NA		

Record					
✚ Lab Facility Available					

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 Courses, Expert talks, Industry Visits with Course Outcomes		No		No		No		No	
Student attendance record (hardcopy/ Online)	Yes		Yes		Yes		Yes		
Maintenance of MarksRegister/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	Yes		Yes		Yes		Yes		

(s) held; if any/ Remedial Coaching										
Adjustments (Nos)									Class has been adjusted but no record available.	
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 undertaking Massive Online Open Learning Courses		No		No		No		No		

Laboratory
   ↓ Laboratory Manuals
   ↓ Attendance Record
   ↓ Lab Facility Available
	NA		NA		Yes		Yes			

Learning Resource:

	Comment	Suggestion
Library	- Library has been shifted to the new building as per the recommendation of previous audit report. - E-resource NLIST is available in the library - SOUL 2.0 is available and it is under the process of installation. - Books are not sufficient.	- More books in the library are required. - Separate reading room should be available.
e-classroom	- Only one class room is equipped with smart board. 5 departments having LCD Projector	More Classrooms should be equipped with smart board.
Computer & Internet	- Few computers are available in the computer lab and total 6 department and office are also having computer and printer facility. 5 Internet connection is available in few departments, computer lab and office.	All the classrooms should have internet facility, and wi-fi facility should be available in the campus.

Other Facilities:

	Comment	Suggestion
Placement Cell	- MOU with Tata Institute of Social Science and ITI Koni, Bilaspur have been done. - Information regarding employment is circulated among the students.	- Placement cell should keep the record of recruited students. - More skill development programmes should be initiated.
NCC	NCC is functioning very well. Various activities of NCC have been conducted. NCC cadets received many	

	• appreciation certificates. • Self-funded garden has been maintained by the NCC.	
NSS	• NSS is functioning very well. Various extension activities have been conducted by NSS.	
Youth Red Cross	• Youth red cross is functioning very well. • Blood testing and blood donation camp is organized by YRC.	
Sports	• Sports department is playing important role in student participation in university level and state level sports competition. • Many students have been placed in CRPF, State police service.	

Basic Facilities

	Comment	Suggestion
Sanitation	• Total 4 toilets for girls, 3 toilets for boys and 5 toilets for staff is available in the college.	• No. of toilets are less. More washroom needs to be constructed
Drinking Water Facility	• 2 water coolers are available in the college.	• Drinking water facility should be improved.
Ramp	• Ramp is available for physically challenged students.	

Action Taken on the Basis of previous Audit Report:

- PG in commerce has been sanctioned by Higher Education Department.
- Library has been shifted to new building.
- New Girls Common Room constructed.
- New infrastructural facilities have been developed.
- Procured many books in the library.

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:
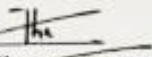
- ✓ New PG Courses in science.
- ✓ Canteen.
- ✓ Wi-fi in the campus
- ✓ Development of e-classroom
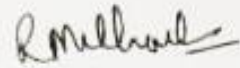- ✓ Washrooms.

General Conclusion

- ✓ The teaching and non-teaching staffs are generally happy with their work condition. However, they are heavily burdened with their respective work, particularly after the College has become autonomous.
- ✓ Student discipline is good.
- ✓ Stands out as an institution of academic excellence.

Gratitude

The Committee members feel honoured and take this opportunity to express sincere thanks and gratitude to the College authorities for being invited 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 along with the hospitality that has been extended to them during the audit conducted over three days.

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