

**ACADEMIC & ADMINISTRATIVE AUDIT (AAA) REPORT**  
**2018-19**



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

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

**NAAC Accredited "B" Grade**

**Website: [www.gpcmasturi.co.in](http://www.gpcmasturi.co.in)**

**e-mail- [govtcollegemasturi@gmail](mailto:govtcollegemasturi@gmail.com)**

## **Audit Panel Members:**

### **External Member**

1. Dr. Anju Shukla  
Principal  
D. P. Vipra P. G. College  
Bilaspur (C. G.)
2. Dr. Pratibha Bajpai  
Assistant Professor  
Department of Home Science  
Government Bilasa Autonomous Girls P. G. College  
Bilaspur (C. G.)

### **Internal Members**

1. Dr. (Mrs.) Durga Bajpai  
Assistant Professor  
Department of Sociology  
Government Pataleshwar College, Masturi  
Bilaspur (C. G.)
2. Dr. (Mrs.) Kiran Thakur  
Assistant Professor  
Department of Chemistry  
Government Pataleshwar College, Masturi  
Bilaspur (C. G.)

## **Schedule of the Audit: July-25 -27, 2019**

### **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, 2019, July 27, 2019 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, 26th and 27th are given below.

### **5.1 Courses**

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 academic and non-academic credit points for the course offered by the College, number of teachers and students in different departments are shown in Table 2, 3 and 4.

<b>Demand Ratio 2018-19</b>				
<b>Name of the Programme</b>	<b>Programme Specialization</b>	<b>Number of Seats Available</b>	<b>Number of Applications Recieved</b>	<b>Students Enrolled</b>
B. A.	B. A. I	140	450	136
B. A.	B. A. II	140	100	92

B. A.	B. A. III	140	129	118
B. Com.	B. Com. I	60	55	38
B. Com.	B. Com. II	60	35	30
B. Com.	B. Com. III	60	28	19
B. Sc.	B. Sc. I	95	365	87
B. Sc.	B. Sc. II	95	70	62
B. Sc.	B. Sc. III	95	78	64
M. A.	M. A. Hindi I Semester	25	35	25
M. A.	M. A. Hindi III Semester	25	23	23
M. A.	M. A. Sociology I Semester	20	30	14
M. A.	M. A. Sociology III Semester	20	5	5
M. A.	M. A. Political Science I Semester	20	25	17
M. A.	M. A. Political Science III Semester	20	16	16
M. A.	M. A. Geography I Semester	20	18	5
M. A.	M. A. Geography III Semester	20	17	17
M. A.	M. A. Economics I Semester	20	10	6
M. A.	M. A. Economics III Semester	20	11	11
M. Com.	M. Com. I Semester	20	25	13
DCA	DCA	40	58	34
PGDCA	PGDCA	40	100	38

### Departments and Faculty Strength in the College 2018-19

Stream	Departments	No. of Full Time Teachers	No. of Adhoc/Guest Teachers	Total
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<b>Arts</b>	Sociology	02	-	02
	Political Science	02	-	02
	Geography	02	-	02
	Economics	01	01	02
	Hindi	01	02	02
	English	01	-	01
<b>Commerce</b>	Commerce	01	02	03
<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 2018-19




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





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									
Mapping of MOOCs Courses, Expert talks, Industry Visits with Course Outcomes				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	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	Yes		Yes		Yes		Yes		Yes			
Laboratory  Laboratory Manuals  Attendance Record  Lab Facility Available	Yes		Yes		Yes		Yes		Yes			






any)												
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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	Yes		Yes		Yes		Yes		Yes			
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Minor Projects Allotted to Students	Yes		Yes		Yes		Yes		Yes			
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Laboratory  Laboratory Manuals  Attendance Record	-		-		-		-		-			



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 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	Yes		Yes		Yes		Yes			

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Minor Projects Allotted to Students	Yes		Yes		Yes		Yes			
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List of students who are currently undertaking Massive Online Open Learning Courses		No		No		No		No		
Laboratory <ul style="list-style-type: none"> <li> Laboratory Manuals</li> <li> Attendance Record</li> <li> Lab Facility Available</li> </ul>	-		-		-		-			

**Learning Resource:**

	<b>Comment</b>	<b>Suggestion</b>
Library	<ul style="list-style-type: none"><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 are required.</li><li>• Separate reading room should be available.</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 are 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>• MOU with Tata Institute of Social Science and ITI Koni, Bilaspur have been done.</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><li>• More skill development programmes should be initiated.</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></ul>	



	<ul style="list-style-type: none"> <li>• Self-funded garden has been maintained 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 4 toilets for girls, 3 toilets for boys and 5 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 highly satisfied with the inherent strengths of the College and these are mentioned below.

- ✓ Forward looking and visionary leadership of the College authority,
- ✓ Willingness of leadership for all round continuous quality improvement.
- ✓ Enforcement of discipline in a fair and just manner.
- ✓ Apolitical ambience of the College.
- ✓ 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.
- ✓ Academically above average students abiding by the rules and code of conduct of the College.
- ✓ Strong social commitments of the College authorities, students and Alumni..
- ✓ High degree of stakeholder engagement and satisfaction is revealed from the multi stakeholders' feedback throughout the audit.

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:

- ✓ Canteen.
- ✓ Washrooms.


## **General Conclusion**

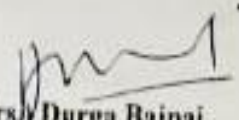
- ✓ The teaching and non-teaching staffs are generally happy with their work condition. However, they are heavily burdened with their respective work, particularly after the College has become autonomous.
- ✓ Student discipline is good.
- ✓ More research centre should be applied.


## **Gratitude**

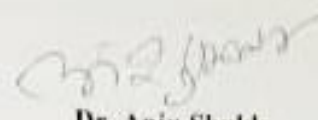
The Committee members feel honoured and take this opportunity to express sincere thanks and gratitude to the College authorities for being invited to conduct the audit. They would also like to express their heartfelt thanks to all the faculty members and support staff for their

wholehearted cooperation along with the hospitality that has been extended to them during the audit conducted over three days.

  
**Dr. (Mrs.) Kiran Thakur**  
Assistant Professor  
Department of Chemistry  
Government Pataleshwar College,  
Masturi Bilaspur (C. G.)

  
**Dr. (Mrs.) Durga Bajpai**  
Assistant Professor  
Department of Sociology  
Government Pataleshwar College,  
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