ACADEMIC & ADMINISTRATIVE AUDIT (AAA) REPORT 2019-20

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 e-mail- govtcollegemasturi@gmail

Audit Panel Members:

External Member

1. Dr. (Mrs.) Archana Dixit
   Assistant Professor
   Department of Home Science
   Government Bilasa Girls Autonomous P. G. College
   Bilaspur (C. G.)

2. Dr (Mrs.) Abha Tiwari
   Assistant Professor
   Department of Political Science
   D.P. Vipra P. G. College
   Bilaspur (C. G.)

Internal Members

3. Dr. (Mrs.) Durga Bajpai
   Assistant Professor
   Department of Sociology
   Government Pataleshwar College, Masturi
   Bilaspur (C. G.)

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

Schedule of the Audit: July-25 , 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, 2020 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 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.

Demand Ratio 2019-20			
Programme	**Number of Seats Available**	**Number of Applications Recieved**	**Students Enrolled**
B. A. I	140	607	140
B. A. II	140	139	139
B. A. III	140	126	126

B. Com. I	60	39	39
B. Com. II	60	34	34
B. Com. III	60	32	32
B. Sc. I	95	168	81
B. Sc. II	95	84	84
B. Sc. III	95	69	69
M. A. Hindi I Semester	25	19	19
M. A. Hindi III Semester	25	21	21
M. A. Sociology I Semester	20	20	20
M. A. Sociology III Semester	20	13	13
M. A. Political Science I Semester	20	20	20
M. A. Political Science III Semester	20	15	15
M. A. Geography I Semester	20	9	9
M. A. Geography III Semester	20	3	3
M. A. Economics I Semester	20	6	6
M. A. Economics III Semester	20	6	6
M. Com. I Semester	20	19	19
M. Com. III Semester	20	11	11
DCA	40	37	37
PGDCA	60	85	60

Departments and Faculty Strength in the College 2019-20

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	02	03
	English	01	-	01
Commerce	Commerce	01	02	03
Science	Chemistry	01	-	01
	Mathematics	01	-	01
	Physics	01	-	01
	Botany	01	-	01
	Zoology	01	-	01
DCA/PGDCA			02	02
Total		15	07	22

Result of 2019-20

Year	Program Code	Program Name	Number of students appeared in the final year examination	Number of students passed in final year examination
2019-2020				
1	B. A.	B. A. I	132	121
2	B. A.	B. A. II	136	120
3	B. A.	B. A. III	125	113
7	B. Com.	B. Com. I	37	37
8	B. Com.	B. Com. II	32	32
9	B. Com.	B. Com. III	31	30
4	B. Sc.	B. Sc. I	77	75
5	B. Sc.	B. Sc. II	83	80
6	B. Sc.	B. Sc. III	68	65
411	M. A.	M. A. Hindi I Sem	18	18
412	M. A.	M. A. Hindi II Sem	18	18
413	M. A.	M. A. Hindi III Sem	21	21
414	M. A.	M. A. Hindi IV Sem	21	20
451	M. A.	M. A. Sociology I Sem	18	18
452	M. A.	M. A. Sociology II Sem	16	16
453	M. A.	M. A. Sociology III Sem	13	11
454	M. A.	M. A. Sociology IV Sem	13	13
441	M. A.	M. A. Political Science I Sem	20	20
442	M. A.	M. A. Political Science II Sem	19	19
443	M. A.	M. A. Political Science III Sem	15	10

444	M. A.	M. A. Political Science IV Sem	14	10
471	M. A.	M. A. Geography I Sem	9	8
472	M. A.	M. A. Geography II Sem	9	9
473	M. A.	M. A. Geography III Sem	3	2
474	M. A.	M. A. Geography IV Sem	3	2
461	M. A.	M. A. Economics I Sem	6	6
462	M. A.	M. A. Economics II Sem	6	6
463	M. A.	M. A. Economics III Sem	4	4
464	M. A.	M. A. Economics IV Sem	4	4
591	M. Com.	M. Com. I Sem	18	18
592	M. Com.	M. Com II Sem	18	18
593	M. Com.	M. Com. III Sem	12	12
594	M. Com.	M. Com. IV Sem	12	12
100	DCA	DCA	33	32
72	PGDCA	PGDCA	57	57

Science Stream:

	Chemistry		Mathematics		Physics		Botany		Zoology			Suggestion for Improvement
Criteria	**Verification**										**Comment**	
	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			No		No	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		No	

Invited Lectures		No		No		No		No		No		
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			No		No	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		No		No		No		No		No		

Criteria											Comment	Suggestion for Improvement
Interactive Teaching Aids/Techniques Developed (give details)											Classes has been taken through chalk and talk and power point. Some faculties such as chemistry department taught through model prepared by students and ball and stick models.	
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:

	Sociology		Political Science		Geography		Economics		Hindi			Suggestion for Improvement
Criteria	**Verification**										**Comment**	
	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)		No		No	Yes		No			No	
Internal Evaluation Sheet	Yes		Yes		Yes		Yes		Yes		
List of Books Referred	Yes		Yes		Yes		Yes		Yes		
Recommended NPTEL/MOOC's/		No		No		No		No		No	

Swayam courses/videos											
Invited Lectures		No		No		No		No		No	
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		No		No		No		No		No	
Adjustments (Nos)		No		No		No		No		No	

										Comment	Suggestion for Improvement
Minor Projects Allotted to Students		No		No		Yes		No		No		
Interactive Teaching Aids/Techniques Developed (give details)											Classes has been taken through chalk and talk and power point. Some faculties such as Geography department taught through experiential learning through educational tour and assignment.	
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		-	-	-	-		

	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)		No		No		No	Yes			
Internal Evaluation Sheet	Yes		Yes		Yes		Yes			
List of Books Referred	Yes		Yes		Yes		Yes			
Recommended NPTEL/MOOC's/		No		No		No		No		

Swayam courses/videos										
Invited Lectures		No		No		No		No		
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)		No		No		No		No		
Result of University Exam	Yes		Yes		Yes		Yes			
No. of Extra Class (s) held; if any/ Remedial Coaching		No		No		No		No		
Adjustments (Nos)		No		No		No		No		
Minor Projects Allotted to Students		No		No		No	Yes			

Interactive Teaching Aids/Techniques Developed (give details)									Classes has been taken through chalk and talk and power point. Some faculties such as Computer Science department taught through experiential learning through assignment.	
List of students who are currently undertaking Massive Online Open Learning Courses	No		No		No		No		
Laboratory 🞂 Laboratory Manuals 🞂 Attendance Record 🞂 Lab Facility Available	No		No		No	Yes			

Learning Resource:

	Comment	Suggestion
Library	• 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.	• The vacant post of librarian should be filled immediately • More books in the library are required.

	Comment	Suggestion
		• Separate reading room should be available.
e-classroom	• Only two class room is equipped with smart board. • 6 departments having LCD Projector	More Classrooms should be equipped with smart board.
Computer & Internet	• 28 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 have been done. • Information regarding employment is circulated among the students. • Extra classes for the preparation of competitive examination have been conducted by department of Botany.	• 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 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.	• Room provided for sports department is not sufficient. • Playground should be developed.

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. • 2 Newlt purchased water coolers need to be installed.
Ramp	• Ramp is available for physically challenged students.	

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 good 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.
- ✓ Laboratory Improvement
- ✓ Library facility Improvement
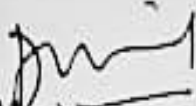- ✓ Introduction of value added courses

General Conclusion

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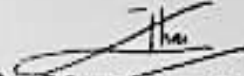- ✓ Student discipline is good.

Gratitude

The Committee members feel honoured and take this opportunity to express sincere thanks and gratitude to the 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
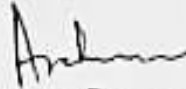
wholehearted cooperation along with the hospitality that has been extended to them during the audit.

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Assistant Professor
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Government Pataleshwar College,
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