

ATAL BIHARI VAJPAYEE GOVT. COLLEGE PANDATARAI,
DISTRICT-KABIRDHAM (C.G.)

ACADEMIC AND ADMINISTRATIVE AUDIT

(AAA)

(SESSION 2018-19)

Submitted to

Internal Quality Assurance Cell

As on Date -28.01.2019

About Academic and Administrative Audit

The purpose of the academic and administrative audit is to evaluate the institution, departments and give the valuable suggestions for further improvement, quality of teaching learning process, administration, co-curricular activities and extracurricular activities.

AIMS AND OBJECTIVES :-

1. To create effective and advance teaching learning process.
2. Evaluation of course and programme outcomes.
3. Developing student assessment.
4. Assuring quality education by implementation by co-curricular activities and extracurricular activities.

METHODOLOGY

There is a committee to conduct a review activity at the institution and departments.

COMPOSITION OF COMMITTEE

1. Principal
2. Senior most Professor
3. IQAC Coordinator.

Profile

Atal Bihari Vajpayee Government college pandatarai is committed to the cause of higher learning for students and their betterment through excellence in teaching, learning was established on 28 june 2011 by state Government is an Arts, Science and Commerce affiliated to Pt. Ravishankar Shukla University Raipur, presently affiliated to Hemchand Yadav University Durg.

As on 2018-19 the college has 12 departments offering 6 programmes in all, in arts, science, commerce 5 regular and 5 guest faculties for UG programmes and 3 faculties (Guest faculties) for PG programmes. The College have **633** Students, **13** teaching faculties and **6** non-teaching staff at present.

College is situated pandatarai in west-chhattisgarh in surroundings of kabirdham District ,140 KM from Durg division Headquater and 140 KM from state capital Raipur. It falls near Boramdev national sanctuary. Kabirdham is a OBC majority district of Chhattisgarh. College was started in a small building with 116 students with a challenging situation. After 4 years is was shifted to permanent building and growing stepwise as possible.

INSTITUTIONAL INFORMATION

1. Name and Address of the College :

College Name – Atal Bihari Vajpayee Govt. College pandatarai,
Address :- Nagar Panchayat Pandatarai (Charbhatha Khurd)
City :- Pandatarai
State :- Chhattisgarh
Website :- <https://abvgcp.ac.in>

2. For Communication :-

Principal :- Dr. Avinash Kumar Lall
Office :- Atal Bihari Vajpayee Govt. College pandatarai
Mobile :- 7987513646
Email :- avis.lall@gmail.com

3. IQAC COORDINATOR

Name :- Dr. Mukesh Kumar Tyagi
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Email :- mukeshtyagi57@gmail.com

4. NAAC COORDINATOR

Name :- Dr. Mukesh Kumar Tyagi
Mobile :- 9165754661
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5. Status of the College – Government
6. Affiliated to – Hemchand Yadav University Durg.
7. Establishment – 28 june 2011
8. Type of Institute – Co-education
9. Source of Funding – Government
10. Shift – Day
11. Location – Rural
12. Detail of UGC recognition

Under Section	Date	Remarks
(I) 2(f)	17/08/2017	UGC act 1956

Executive Summary

Criteria I – Human Resources.

Atal Bihari Vajpayee Govt. College pandatarai, affiliated to Hemchand Yadav University Durg. The college offers 3 UG Programmes and 3 PG Programmes (CBCS) under regular stream and with 633 students.

Higher education Department has introduced 3 PG programmes, M.Sc. Chemistry and M.A. Hindi & M.A. Sociology and institute is showing the commitment of the institution to provide maximum knowledge in the specialized areas which will enable them to develop skills and competency. Faculty members are committed to enhance the output rate of college, and proved many times hence faculty members reaching to attend faculty development programmes Dr Mukesh kumar tyagi joined Orientation Programme as a participant from Chemistry department at Pt.Ravishanker shukla university Raipur.

Criteria II – Physical Resources

College has sufficient Physical resources with minor lacking. College have –

1. 3 diversified science laboratories with sufficient instruments and tools.
2. A Mini Computer lab.
3. 1 ICT enabled Classroom.
4. Separate computers for teachers.
5. Wi-Fi facility.
6. One LCD Projectors.

Weakness.

1. Lack of advanced PG lab.
2. Lack of language labs in concern departments.
3. Lack of Departmental library.

Criteria III – Teaching Learning and Evaluation

The institution is committed in proving quality academic excellence as well as human excellence. The academic audit confirms that quality is appreciable to teaching and learning. The faculty regular and guest extremely committed in contributing maximum to their students.

Teaching and learning are the main focus of the academic management. All the department members maintain an academic plan. Another remarkable feature of the teaching learning environment is the personal relationship and bond that exist between the teachers and the students. The high learners and the slow learners are identified by the teaching staff and extra classes are arranged for them. All the departments have integrated an interactive learning methodology

Strength

1. Continuous Internal Assessment throughout the semester/year, which is centrally monitored.
2. Final examination at the end of the semester/year.
3. Projects, field work, group discussion and educational excursion is organized.
4. Student centric teaching, ICT enabled, participatory and interactive teaching learning methods are promoted.
5. Co-curricular activities are organized.
6. Building wide internet connectivity.
7. Innovative teaching and learning methods through assignments, projects, notes, books and web resources.
8. Academic calendar is followed strictly.
9. Feedback taken analyzed, and action is taken-by notebook, e-books, extra classes, remedial classes.
10. To enhancement in capacity building.

Weakness

1. High difference of teacher student ratio.
2. Lack of Language labs in concerned departments.
3. Lack of faculty members in Botany, Zoology, Sociology, history, commerce department.
4. Less numbers non academic of staff.

Criteria IV – Research Activities

College is committed to conduct research activities, in different area of education. PG departments are trying to keep foundation of research thinking in students hence project works, workshops and field work, dissertation are being given on different topics.

Criteria V – Community Outreach & Extension programme

Students are benefitted by different career counseling sessions. College tries to promote developing the research project.

Awareness on cleanliness, environmental protection, voting rights, human rights, gender equality, traffic rules awareness, legal literacy, yoga and health. Indian culture and values are introduced for the students.

Entire personality development like cooking, skill developments, field work, and workshop rational and scientific approach is developed for the improvement of students, HIV awareness, NSS camp.

Criteria VI – Student Support and Progression

IQAC is committed to enhance the students support services.

- Student Information System which provides the students with information on admission, financial aid, pre-requisites, rules and regulations through the college website, Prospectus and the student's Handbook to access across the whole student lifecycle.
- Seats are allotted for the sports. NSS in each programme that is interchangeable and 3% for differentially able/PWD Students.
- Reservation policy of SC/ST/OBC/Minority is strictly followed.
- Embedding flexible learning and online provision to facilitate access to all.
- Special hour is allotted for career counseling, and extra syllabus contents.
- Scholarship for reserve category and PWD by state government
- Fee concession for ST/SC students and female students.
- Educational excursion.

Result 2017-18

Name of the department	Appeared	Pass	Pass %	Dropout	Dropout %
B.A. I Year	125	50	40%	75	60%
B.A. II Year	102	57	55.9%	45	44.1%
B.A. III Year	45	38	84.4%	7	15.6%
B.Com. I Year	25	7	28%	18	72%
B.Com. II Year	4	2	50%	2	50%
B.Com. III Year	11	0	0%	11	100%
B.Sc. I Year	112	51	45.5%	61	54.5%
B.Sc. II Year	31	11	35.5%	20	64.5%
B.Sc. III Year	32	29	90.6%	3	9.4%

Criteria VII – Others

A. Infrastructure and learning resources

Facilities	Existing	Source of Fund	Total
Campus area	5 Acers	Government	5 acres
Class rooms	14	Government	14
Laboratories	3	Government	3
Seminar Halls	1	Government	1
Sports Room	1	Government	1
Girls common room	1	Government	1
Library	1	Government	1

B. Library

Strength

- Accessed through a single door entry system.
- Students are given training on accessing and using N-List.
- Question banks.
- CCTV camera is installed in the library.
- The campus is Wi-Fi enabled and all the departments offices and labs remain connected.
- UPS, Inverters are installed for complete power back up.
- There are out door grounds for Volleyball, kabaddi and Kho-Kho.
- Three diversified laboratories for performing UG practical.
- The Faculty and students community support the infrastructure initiatives of the college.
- CCTV surveillance 24 number of cameras.
- 24x7 campus security.

Weakness

- The PG Department of Chemistry need upgraded Labs.
- Two rest rooms needed separately for male and female.
- An auditorium is needed.
- Departmental libraries are needed for UG departments.
- More classrooms are needed to start new courses.

C. Governance & Leadership

The college is committed to provide quality and high standard of knowledge to transform the society by teaching learning and evaluation process. Qualified and competent faculties trying to achieve skill through practical session, co-curricular activities etc. They are guiding the students to enhance personality by right attitude.

- Transparency in Faculty appointment is based on merit.
- IQAC organizes professional Development programmes for Teaching and non-teaching staff as well as students.
- Workshops are provided for development of student.
- Encouragers faculty to introduce best learning tools along with academic instruction.
- College follows strict rules in admission process Helps through admission desk.
- Students union is formed.

D. Innovation and best Practices.

College is trying to give its bet to society. College provides –

- An effective system of learning mobility is made available with equitable open access.
- Student are taken for field projects.
- Online admission.
- Monitoring for slow learners.
- Stakeholders relationship.
- Teacher centered to student centered learning.

Observation –

1. Manual Examination system is conducted of in the end of session by University semester/Annual system.
2. List of the programme provide by university.
3. Register and documents are maintained systematically.
4. All notification are kept systematically.

Exam Conduction –

1. Invigilates are appointed by head of institution.
2. Seating arrangement is done by center-superintendent with the help of office staff.
3. Absentee statement is kept.
4. Dealing with Question paper is highly confidential.
5. All cases of malpractices are to be dealt as per university rules.

Appointment of examiner, Remuneration, Question

1. Papers are provide by university and secured under center superintendent.
2. Bill for remuneration are paid by office (provided by university).

Valuation

1. Valuation of the answer sheets of final examination is done provided by university rules.
2. In case of unsatisfactory result students may ask university for revaluation of answer sheet.

Administrative, Office/Academic departments

An audit have been conducted of Atal Bihari Vajpayee Government College Pandatarai on dated 28.01.2019 and forwarding following observation for further (if required).

Administrative Office –

1. Detail of the services provided by college is displayed.
2. Counters/station may be displayed in the office.
3. Dispatch register is maintained very well.
4. Tender register are maintained by college.
5. Register of different funds are maintained well.
6. Cashbook in maintained well.
7. Pay bill register maintain.
8. Stock register of office in maintain.
9. TC/CC book is maintained.
10. Scholarship register/sheet is maintained.
11. Casual leave register in maintained very well.

Suggestion

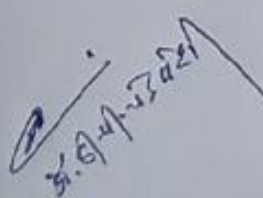
1. Inward register may be maintained.
2. Reprographic system can be increased.
3. CCTV camera may be installed in Classes.

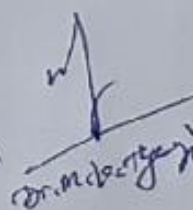
Academic

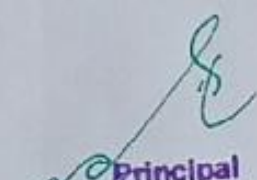
1. Syllabus of different departments have been covered 95%
2. Teaching learning process is running smoothly.
3. Classes include field trip, Discussion, seminar etc.
4. Extracurricular activities done successfully.
5. Internal assessments are completed.
6. In science departments practical works are complete.
7. Attendance register and teachers diaries are updated.
8. Teacher's attendance register is updated.

Suggestion

1. There is chances for betterment result section.
2. College need to extend campus area.
3. Faculty number may be increased.
4. PG departments may be increased.
5. Student exchange program may be arranged.
6. Students are advised to attend regular classes.


Principal


Co-ordinator (IQAC)


Principal
Atal Bihari Vajpayee
Govt. College, Pandatarai
Dist. Kaimosi (C.G.)