A REPORT

on

ACADEMIC AND ADMINISTRATIVE AUDIT

Session 2022-23

Presented by

Academic and Administrative Audit Cell (AAAC)

Govt. Rani Durgawati College, Wadrafnagar,

District- Balrampur-Ramanujganj (CG)

1. ABOUT THE COLLEGE & AAAC:

Govt. Rani Durgawati College (GRDC), Wadrafnagar was established on July 11th, 1989 by the Department of Higher Education, Govt. of Madhya Pradesh and is presently run by the Department of Higher Education, Govt. of Chhattisgarh. GRDC is one of the reputed college in the Sarguja Division, where students up to 40 km away regularly attend classes. Most of the students of our college belong to the tribal and farmer family. The purpose of the establishment of GRDC is to provide higher education to the students especially those who were socially and economically deprived as it is a tribal area. Wadrafnagar is an administrative block of Balrampur district, Chhattisgarh, India and situated very close to the borders of Jharkhand, Uttar Pradesh and Madhya Pradesh. Wadrafnagar is located about 90 KM away from the Ambikapur (Sarguja Division Headquarter) on the Banaras highway and about 87 KM from Balrampur (District Headquarter).

Initially, the classes of GRDC were being conducted in the Government Higher Secondary School Wadrafnagar with 30 students. In 1994, it was shifted to primary School Gautiapara since 2005, it is shifted to a new building. Earlier this college is known as Govt. Degree College but since 2008 name has been changed into Govt. Rani Durgawati College as per the order of Govt. of Chhattisgarh. At the time of its establishment, the GRDC was affiliated with Guru Ghasidas University, Bilaspur and since 2008 it is affiliated with Sant Gahira Guru University, Surguja, Ambikapur (Previously known as Sarguja University).Initially, GRDC started with BA only. In 2012, the regular classes of B.Sc. Biology and B.Sc. Mathematics started. In the academic year 2020-21, GRDC introduced BCA and B.Com and BA (History) in regular mode.

Internal Quality Assurance Cell (IQAC) is constituted in GRDC in 2018, which ensures the quality of institutions at different levels of higher education. The monitoring and evaluation of the institutional process require a carefully structured independent system of review mechanism and therefore the IQAC of the college has decided to carry out the uncompromising quality assessment with the help of an Internal Assessment committee as the beginning of the process. The IQAC is playing an important role in improving the quality of academic and administrative activities of the college. The Academic and Administrative Audit Committee (AAAC) was constituted in the year 2019 and assigned the task of assessing the performance of academic and administrative units of the college. It is supposed to examine according to the methodology developed by AAAC giving certain scores to different academic and administrative unit key parameters. It is expected the committee to assess the academic, administrative, curricular, co-curricular and extra-curricular activities being carried out by all the faculties of the college.
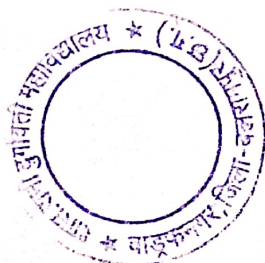
2. PURPOSE & PROCESS OF THE AUDIT:

The purpose of the Academic and Administrative Audit is to evaluate the performance of the different departments/cells of the GRDC and appreciate their achievements and give suggestions for further improvement of the quality of teaching and learning, research, administration, sports, curricula and co-curricular activities in the college. This committee will collect the information from the Coordinators, teaching and non-teaching faculties, Student representatives, Alumni association in-charge, Parent Teacher Association, NSS etc. Its appreciation and valuable suggestions boost the confidence of the faculties to enhance the quality of education. After validating the data, the committee will prepare a score card on the following points.

1. Availability of teaching and non-teaching faculty and Principal.

2. Infrastructural facilities available for carrying out academic and administrative activities.

3. Efforts are taken for curricular development.

4. Research carried out by the teacher. Research facilities and research output in the form of publications and patents.

5. Teaching methods adopted and use of ICT in the teaching, and learning process.

6. Feedback mechanisms

7. Faculty development, programs and outcomes of the department.

8. Strengths, Weaknesses, Opportunities and Challenges of the department.

9. Computer, internet, Wi-Fi and library facilities available.

10. Mentoring system, Introduction of Remedial classes, Bridge courses, Guidance for NET/SET and other competitive examinations.

11. Soft skill development and personality development activities.

12. Achievements of the sports department.

13. Generation of funds and utilization.

14. Evaluation methods adopted for internal examinations.

15. Extension activities.

16. Awards and achievements of faculties.

17. Future plans of the department.

18. Future plans of college.

3. PLANNING KEY STEPS:

S.No.	Particular of work	Probable month
01.	Formation of AAAC	03/12/2022
02.	Meeting of the AAA committee a. To discuss the mechanism and working of AAAC b. To work out & develop a format to collect information for AAA	07/12/2022 31/12/2022
03.	Collection of information from different departments and cell	02/01/2023 To 15/01/2023
04.	Visit of AAAC to departments and cells	18/01/2023 To 20/01/2023
05.	Evaluation of department and cells performance in terms o +f score	January 2023
06.	Completion of the report on the basis of scores	January 2023
07.	Preparation of Report	February 2023
08.	Submission of report to IQAC	February 2023
09.	Suggestions for further improvements	February 2023

4. METHODOLOGY:

The Departments are expected to submit the necessary information in the prescribed proforma provided by the AAAC. The information forms include all the aspects as per decided criteria in the meeting of AAAC. The information forms also include the Faculty with PhD and without PhD in each department and their achievements, invitee teachers on clock hour basis, Departmental time table, Participation in extension activities/ member on different committees, Academic calendar, Record of orientation and Refresher course attended, Departmental activities, Organized and attended of conferences, seminar and workshop, participation of students in various activities (subject seminars, quiz, Swachh Bharat, Gender issue, *etc.*) and their achievements, no. of teachers using ICT in the departments, student position in previous two years, Individual faculty profile indicating their contribution in teaching, research and extension activities and their achievements, awards and prizes, study tours, etc along with supporting data in the departments with the minute book of departments, attendance and daily diary.

The feedback systems in the college for different stakeholders on curricular developments, infrastructural facilities and performance of teachers. The information about consultancy services, students admitted (intake students) and their result analysis, mentoring system and financial support
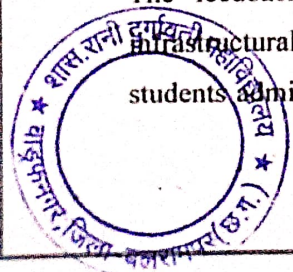
provided to students *etc.* should also be kept ready in departments for verification during the visit of the AAA committee. Learning and program outcomes prepared by departments, number of teacher on various bodies of university, number of value added activities, action taken report of feedback by compliance committee, workshop/seminar on intellectual property right (IPR), Industry-Academia innovative practices, no. of classrooms, laboratories, purchase in last 3 years, computing equipment in departments, facilities in sports departments, no. of seminar halls with ICT enabled facilities, Wi-Fi, infrastructural facilities, number of books purchased in library per year, e-sources of library, no. of scholarships, competitive exam and career counseling with placement guidance by college, mechanism of redressal of student grievances and anti-sexual harassment committee in the college, record of student progression and NET/SET qualifying, award in outstanding performance in sports, record of active student council- minute book, record of Alumni association, record of anti-ragging cell, record of each committee/cell with minutes of meeting, record of financial audits of college, availability of rain harvesting system, solar power plans, west management and green practices structure, resources like physical facilities, ramps, and students and facilities for differently allied students, organizations of national festivals and birth/death anniversaries of national leaders, best practices in college, transparency in academic/administrative activities etc.

The AAAC will work out the score from the information collected and an assessment is made on the basis of the given scores and accordingly, the report will be submitted to IQAC.

5. VISIT OF AAA COMMITTEE:

The AAA committee will visit the academic and administrative units of the college as per the visit schedule (mentioned in Paragraph S. No. 3). The detailed visit schedule will be informed well in time to all the departments and administrative sections. During the visit to the departments, the department representative will make a brief presentation about the department on all aspects to the AAA committee. The committee then will interact with teaching and non-teaching staff. The faculties can interact with the committee and brief them about the innovative methods adopted in teaching and research and efforts taken for improving the quality. AAA committee will take review the data submitted by departments.

6. SUMMARY OF MARKS DISTRIBUTION FOR INSPECTION:

S. No.	Criteria	Allotted Marks	Marks Obtained
01	Governance and policy making	30	
02	Infrastructure and student Amenities	60	
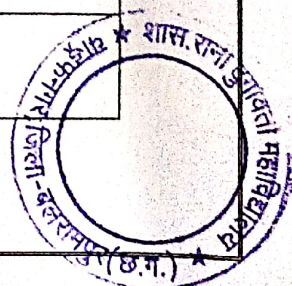
03	Management of finance	30	
04	**Administrative Criteria**	30	
05	Academic criteria	150	
	5.1 Human Resource	50	
	5.2 Learning Resource	20	
	5.3 Curriculum Coverage	20	
	5.4 Result and Placement	40	
	5.5 Curricular Activities	20	
06	Socio Economics Criteria	20	
	Total	320	

7. RECOMMENDATION AND THE ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE

The academic and administrative status of the college will be decided as excellent/good/ satisfactory/ poor/very poor as mentioned in the following table:

Gradation of the college will be based on the marks obtained in the AAAC inspection			
Grade	**Percentage of the marks obtained**	**Marks**	**Remarks**
A	More than 70%	224	**Excellent**
B	Between 60% and 70%	192-223	**Good**
C	Between 50% and 60%	160-191	**Satisfactory**
D	Between 40% and 50%	128-159	**Poor**
E	Less than 40%	<127	**Very Poor**

8. SUGGESTIONS OF THE ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE

The suggestion for further improvement will be given in the light of the above observations and reports duly signed by the members of the AAAC, will be submitted to the GRDC administration and IQAC.

GOVT RANI DURGAWATI COLLEGE WADRAFNAGAR, DIST.- BALRAMPUR (C.G.)

Academic and Administrative Audit

(Part- A)

Session 2022-23

1.	Name of the college	Govt. Rani Durgawati College Wadrafnagar, Dist.- Balrampur (C.G.)
2.	Year of Establishment	1989
3.	Type of Institute/College	Co-Education
4.	Location	Semi-Urban/Trible
5.	Mobile No.	9451589329
6.	Email ID	Ranidurgawati001@gmail.com
7.	Website	http://govtcollegewadrafnagar.ac.in
8.	Affiliated University Name	Sant Gahira Guru Vishwavidyalaya, Ambikapur, Surguja (C.G.)
9.	Status of University Affiliation	Permanent
10.	Courses taught in college	1. Arts 2. Science 3. Commerce 4. Bachelor of Computer Application

Academic and Administrative Audit Committee:

S. No.	Name	Post
1	Dr. Toyaj Shukla	Convener
2	Dr. Balram Sahu	Member
3	Mr. Shivam Patel	Member
4	Mr. Dinesh Gupta	Member

ACEDEMIC AND ADMINISTRATIVE AUDIT 2022-23

Criteria No. I: Governance and policy making (Total Marks 30)

S.No.	Particulars	Observer (Y/N)	Marks Allotted	Marks Obtained
01	Staff Council	Yes	3	3
		No	0	-
02	IQAC	Yes	3	3
		No	0	-
03	AAAC	Yes	3	3
		No	0	-
04	Purchas Committee	Yes	2	2
		No	0	-
05	Library Committee	Yes	3	3
		No	0	-
06	Student Union	Yes	3	3
		No	0	-
07	Sexual Harassment Prevention Committee	Yes	2	2
		No	0	-
08	Anti-Ragging Committee	Yes	2	2
		No	0	-
09	ST/SC/OBC Committee	Yes	2	2
		No	0	-
10	Grievance Reddressal Committee	Yes	2	2
		No	0	-
11	Officers addressing RTI issue	Yes	2	2
		No	0	-
12	Vision, Mission & Goals	Yes	3	3
		No	0	-
	Total		30	30

Criteria No. 02: Infrastructure and Student Amenities (Total Marks 60)

S.No.	Particulars	Observer (Y/N)	Marks Allotted	Marks Obtained
01	Built up area as per university/govt. norms	As per norms	3	3
		75% of norms	2	-
		Less than 75%	1	-
02	Adequate Furnished class room as per strength available – 20	Above 75%	2	2
		Below 75%	1	-
03	Number and Size of Laborites as per required of size available number 09	Above 75%	3	3
		50-75%	2	-
		Below 50%	1	-
04	Adequacy of laboratory equipment as per curriculum	Above 80%	3	3
		60-80 %	2	-
		Below 60%	1	-
05	Number of books added e-library during last 2years	Above 1000	3 .	3
		500-1000	2	-
		Less than 500	1	-
06	International journal subscribed (hard copy)	1 to 5	2	-
		Below 5	1	-
07	National Journal Subscribed (hard copy)	5 to 10	2	-
		Below 5	1	-
08	Daily library use (% of Students + Teacher Books Transaction and reading Room entry) out of total student + teachers	More than 20%	3	3
		15 to 20	2	-
		Less than 15	1	-
09	Open Access faculties for student	Yes	1	1
		No	0	-
10	Reading Room	Yes	1	1
		No	0	-
11	Principal Cabin	Yes	1	1
		No	0	-
12	Girls Common Room	Yes	1	1
		No	0	-
13	Well Furnished	Yes	1	1
		No	0	-
14	Store Room	Yes	1	1
		No	0	-
15	Adequacy of toilets for girls	Yes	1	1
		No	0	-
16	Adequacy of toilets for boys	Yes	1	1
		No	0	-
17	Adequacy of toilets for Staff	Yes	1	1
		No	0	-
18	Playground (OWN)	Yes	1	1
		No	0	-
19	Digital Library Facility	Yes	1	1
		No	0	-
20	Internet Facility for staff	Yes	1	1
		No	0	-
21	Internet Facility for student	Yes	1	1
		No	0	-
22	Computer facility	Yes	1	1

		No	0	-
23	Canteen	Yes	1	1
		No	0	-
24	Virtual Class Room	Yes	1	1
		No	0	-
25	Health facility with first aid	Yes	1	1
		No	0	-
26	Carrier Guidance Cell	Yes	1	1
		No	0	-
27	Facility of Competition Exam	Yes	1	1
		No	0	-
28	NSS Facility	Yes	1	1
		No	0	-
29	Indoor-Outdoor Games facility	Yes	1	1
		No	0	-
		Total	**60**	**38**

Criteria No. 03: Management of finance (Total Marks 30)

S.No.	Particulars	Observer (Y/N)	Marks Allotted	Marks Obtained
01	Annual Budget	Yes	2	2
		No	0	-
02	Execution of Budget	Expenses as per budget	2	2
		Less than budget	0	-
03	Receipt payment account	Yes	2	2
		No	0	-
04	Income Expenditure	Yes	2	2
		No	0	-
05	Balance sheet	Yes	2	2
		No	0	-
06	Cash book	Yes	2	2
		No	0	-
07	Ledger	Yes	2	2
		No	0	0
08	Backward class scholarship record	Yes	2	2
		No	0	-
09	Prakash scholarship record	Yes	2	2
		No	0	-
10	Student fees register	Yes	2	2
		No	0	-
11	Dead stock register	Yes	2	2
		No	0	-
12	Accession register	Yes	2	2
		No	0	-
13	Audit report	Yes	2	2
		No	0	-
14	Compliance of audit report	Yes	2	2
		No	0	-
15	scholarship distribution to the student in time	Yes	2	2
		No	0	-
		Total	**30**	**30**

ACEDEMIC AND ADMINISTRATIVE AUDIT 2022-23

Criteria No. 04: Administration (Total Marks 30)

S.No.	Particulars	Observer (Y/N)	Marks Allotted	Marks Obtained
01	Academic Calendar	Yes	1	1
		No	0	-
02	Administrative meetings	Yes	1	1
		No	0	-
03	division of work	Yes	1	1
		No	0	-
04	Teaching plan	Yes	1	1
		No	0	-
05	Office atomization	Yes	1	1
		No	0	-
06	Appointment letter given to all teaching and non-teaching staff	Yes	1	1
		No	0	-
07	service book record of all staff is updated and maintenance in duplicate (duplicate copy issue on demand)	Yes	1	1
		No	0	-
08	Amount toward GPF/CPF of staff is deposited with concerned office	Yes	1	1
		No	0	-
09	Provision for gratuity of all staff is made by govt.	Yes	1	1
		No	0	-
10	Amount of income tax and professional tax deposited regularly to corner office	Yes	1	1
		No	0	-
11	Whether the fees charge as per university and govt. norms	Yes	1	1
		No	0	-
12	Education facility in the college	UG, PG & Research	2	-
		UG, PG	2	-
		UG	1	1
13	Education stream available in the college	Multi-Faculty	3	3
		Two Faculty	2	-
		Single Faculty	1	-
14	total Strength of the college	Above 2000	3	3
		500-2000	2	-
		500	1	-
15	whether seniority list of the teaching staff is maintained and updated	Yes	1	1
		No	0	-
16	whether seniority list of the Non-teaching staff is maintained and updated	Yes	1	1
		No	0	-
		Total	**30**	**20**
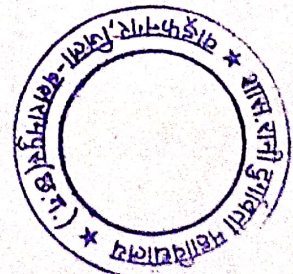
Criteria No. 05: Academic Activities (Total Marks 150)

S.No.	Particulars	Observer (Y/N)		Marks Allotted	Marks Obtained
	**Human Resource (50 Marks)**				
01	Principal	Regular		5	-
		In-charge (Approved)		3	3
		In-charge (Unapproved)		2	-
02	Number of regular faculty required Available - Vacant -	100%		4	-
		80-100%		3	3
		60-80%		2	-
		40-60%		1	-
		Below 40%		0	-
03	Number of Approved Non-teaching staff post - Available	100%		4	-
		80-100%		3	-
		60-80%		2	-
		40-60%		1	1
		Below 40%		0	-
04	Percentage of teachers with Ph.D. Qualification Ph.D. = 2	Above 40%		4	-
		31-40%		3	3
		21-30%		2	-
		up to 20%		1	-
		Nil		0	-
05	Percentage of teacher with M.Phil./SET/NET Qualification (Excluding Ph.D.)	Above 40%		4	4
		31-40%		3	-
		21-30%		2	-
		up to 20%		1	-
		Nil		0	-
			Total	50	14
	**Learning Resources (20 Marks)**				
01	Number of LCD projectors	>5		5	5
		4		4	-
		3		3	-
		2		2	-
		1		1	
		Nil		0	-
2	Faculties self-developed/readymade PPT/Flash Presentation as a teaching aid	More than 50%		3	3
		Less than 50%		2	-
		Nil		0	-
			Total	20	8
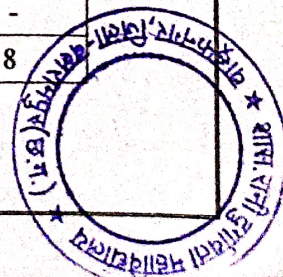
Curriculum Coverage (20 Marks)

01	Curriculum covered 1. Number of lectures covered (Max 5 Min.)	100%	4	4
	2. Theory subject lesson plan prepared & followed (Max 5 Min)	75-100%	3	-
	3. Industry study tour/practical plan prepared and followed (Max 5 Min.)	60-75%	2	-
	4. Student feedback about satisfactory coverage of curriculum (Max 5 Min.)	Less than 60%	1	-
02	Attendance: Average attendance of theory, practical and all periodic tests theory and practical	above 90%	3	3
		75-95%	2	-
		Below 75%	1	-
03	Assessment of student before university examination	Conducted	3	3
		Few items conducted	1	-
		No conducted	0	-
		Total	**20**	**10**

Result and Placements (40 Marks)

0 1	Number of students in university merit list in final year in last 2 years	3 or more	3	-
		2	2	2
		1	1	-
		Nil	0	-
0 2	Number of student passed in first class and above in final year	60%	3	3
		Between 30-60%	2	-
		Below 30%	1	-
0 3	Average result of final year of last 2 year	Above 90%	4	4
		Between 75-90%	3	-
		Between 60-75%	2	-
		Less than 60%	1	-
0 4	Campus placement of final year of last 2 year	Above 30%	3	3
		Between 20-30%	2	-
		Below 20%	1	-
		Nil	0	-
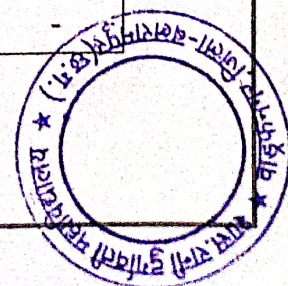
0 5	Student going for higher education during last 2 year	Above 70%	3	3
		Between 50-70%	2	-
		Below 50%	1	-
		Nil	0	-
06	Awards and recognition received for extension activities during last 2 years by the college	Yes	2	2
		No	0	-
07	Awards and recognition received for extension activities during last 2 years by the faculty	Yes	2	-
		No	0	0
08	Awards and recognition received for extension activities during last 2 years by the student	Yes	2	2
		No	0	-
		Total	**40**	**19**

Extracurricular Activities (20 Marks)

01	Sports competition organized at national/state level in last 2 years	Yes	4	-
		No	0	0
02	Sports competition organized at college level in last 2 years	Yes	4	-
		No	0	0
03	Organization of state/university/district level quiz/elocution competition in last 2 years	Yes	4	4
		No	0	0
04	Organization of yearly outreach NSS Campus in last 2 year	Yes	4	-
		No	0	0
05	Organization of inter zonal/zonal sports competition during last 2 years	Yes	4	-
		No	0	0
		Total	**20**	**4**
		Grand Total	**150**	**54**
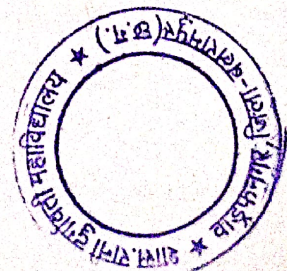
Criteria No. 06: Socio-Economic Activities (Total Marks 20)

S.No.	Particulars	Observer (Y/N)	Marks Allotted	Marks Obtained
01	Whether alumni association exist or not?	Registered	2	-
		Unregistered	1	1
		Not existing	0	-
02	Alumni meet organized once in a year	Yes	2	2
		No	0	-
03	Contribution of alumni in development of college (Expert lectures/placement /funding/sponsorship etc.)	Multiple activities	2	2
		Single activity	1	-
		No activity	0	-
04	Number of MoU with Industry, Govt., NGO, any other organization	3 or more	2	-
		Between 1-2	1	-
		Nil	0	0
05	College organized blood donation camp during last 2 years	3 or more	2	2
		1	1	-
		Nil	0	-
06	Number of programs organized for environmental awareness last 2 years	3	3	3
		2	2	-
		1	1	-
		Nil	0	-
	Total		**20**	**10**

ACEDEMIC AND ADMINISTRATIVE AUDIT 2022-23

Summary of Marks Obtained:

S.No.	Criteria	Allotted Marks	Marks Obtained
01	Governance and policymaking	30	30
02	Infrastructure and Student Amenities	60	38
03	Management of Finance	30	30
04	Administrative Criteria	30	20
05	Academic Criteria	150	54
	5.1 Human Resources	50	13
	5.2 Learning Resources	20	08
	5.3 Curriculum Coverage	20	10
	5.4 Results and Placement	40	19
	5.5 Extracurricular activities	20	04
06	Socio-economic criteria	20	10
	Total Marks	320	182

GOVT RANI DURGAWATI COLLEGE WADRAFNAGAR, DIST.- BALRAMPUR (C.G.)

Academic and Administrative Audit

(Part- B)

Session 2022-23

The aim of the AAAC is to perform the academic and administrative audit of the college; it was also informed to consider itself as a pre-NAAC preparation to identify the strength and weakness of the college.

The AAAC visited various departments, committees and cells of the college during January 2023 on the basis of formats supplied and information was collected of session 2022-23. The AAAC interacted with faculty in charges, and other supporting staff. In performing AAAC sticks to the parameters in the process to identify the strength and weakness of the college.

The AAAC of the college comprising of following members:

S.No.	Name	Post
1	Dr. Toyaj Shukla	Convener
2	Dr. Balram Sahu	Member
3	Mr. Shivam Patel	Member
4	Mr. Dinesh Gupta	Member

The AAAC considered the issues involved in conducting the AAA and agreed to adopt the following six criteria framework for carrying out their work. Accordingly, the observations, bindings and analysis were grouped under following heads:

1. Governance and policymaking

2. Infrastructure and student amenities

3. Management and finance

4. Administration

5. Academic criteria

    5.1 Accreditation
    5.2 Human resource
    5.3 Learning resources
    5.4 Curriculum coverage
    5.5 Result and placements
    5.6 Extracurricular activities

6. Socio-economic criteria

1. Governance and policy making:

The college has a defined vision, mission and goal that is clearly spelled out to the students on the website and premises of the college. The college has Staff Council and it calls on regular meeting to discuss different issues like admission, infrastructure, IQAC, new purchases, budgets, *etc.* Every year college conducts two meetings of Teachers (staff) council and maintains the minute book of approved decisions.

The college officer addressing RTI issues has maintained the record of such issues in the college and names are displayed in front of the office. The college has constituted the Anti-ragging Committee and students are informed regularly to adhere by college rules and monitored the academic activities by vigilance committee. There is a Grievance Redressal Committee which is entrusted with the authority to mediate any type of grievances raised by students. The sexual harassment prevention committee is in place and accepts the grievances of girl students and employee and make sure that there is no such case is recorded. The new purchases in the college are monitored by purchase committee. Following the spirit of NAAC methodology, the college has late constituted on IQAC with Principal, Coordinator and some teachers. IQAC has been meeting periodically to review the academic and other support activities taking place and offering suggestions in its meetings. There suggestions and plans are informed and incorporated practically and regularly. The Library committee looks after the matter related with distribution of books, purchase of books, management of library, reading facilities for students, online availability of books etc.

2. Infrastructure and student Amenities:

The college is growing in a systematic manner over the years keeping in view the educational need of the area and added the courses time to time. The college ensures the best infrastructure facilities for all type of students. The ramps are provided for differently abled students. The college is spread over an area of 11684 sq.m. The institute has a well-organized, magnificent building symbolizing grandeur of the institute. This building covers a total area of 2619.68 sq. m. It is a double storied planned structure. There are 11 classrooms, 1 seminar hall, 4 ICT and 06 laboratories. The central library has about more than 10,000 books and it has purchased more than 1000 books during 2022-23. The daily usage of the library is about 50% and provides previous question papers to students with books. Two separate nodes for internet facility as an open access for the students and teachers are available with a reading room. The college has separate Principal cabin, Girls common room,

common staff room with separates departments for some subjects, Store room, conference hall, adequacy of toilets for girls, boys and staff members, own playground with outdoor games, Reprographic facility, computer facility for students, canteen, health facility for students and staffs first aid are available at sports department. The carrier guidance & placement cell is in place and guidance for competitive examinations & information about off institute placements are provided by it. NSS, Eco-Club and RED-Cross facilities are available in college and NSS has been organizing continuous and different campus and outreach activities. The college publish prospectus every year which provides information about courses, admission procedure and fees, rules and regulations, scholarships, faculty details etc. The internal academic calendar prepared by IQAC, and annual work plan is also prepared by different committee of GRDC under the supervision of IQAC.

3. Management and finance:

The principal of the college is the head of management and financial affairs from time to time. They conduct financial audit of Government account and Janbhagidari account. The financial matter of the college is handled by separate section and this section works under the supervision of the Principal and account department of the office. They are entrusting with the task of planning and execution of decisions approved in the Staff Council and Purchase committee of the college regarding financial and administrative matter. The concerned committee of the college keeps vigil and takes care of the proper expenditure of the grants and earnings & allocations of various heads received from different sources like student fee, University and Govt. grants. These heads are related to salary disbursement of teaching and non-teaching staff, expenses on different needs in the college, purchases of stationary and other goods in the college, expenses on books, laboratory expenses, sports equipment maintenance of building, grounds and college premises, TA/DA to teaching and nonteaching staff, allocation of grants received from State and Central Govt., grants received from UGC and other agencies for academic projects and activities like conferences, seminar and workshops, grants received for University examinations, etc. The student fees register, dead stock register, accession register, are in place and maintained year wise under the super vision of Principal. The college gives the compliance report of audit and the record is maintained. It is seen that the receipts of student aid fund are used for the same purpose.

4. Administration:

An academic calendar of the college is prepared by following the academic calendar of the affiliated University before the commencement of the academic session and departments also follow the same to prepare their departmental calendars with little freedom. The work dairy is maintained by every faculty member of the college. The different types of college works are distributed among the teachers in the staff council meeting in the beginning of academic session and in charges are deputed for the activities like NSS, NSS, etc. The different issues like admission procedure, results, regular classes, sanitation problems, *etc.* have been discussed. The minute book has been maintained and kept with staff council secretary. The different committees are also formed in same meeting for different support activities. All the teachers have followed the departmental academic calendar for preparing regular teaching plans and academic activities. The office is atomized and most off the works are done by computer help. The attendance of staff is taken by using biometric machine. The appointment letters are issued to all teaching and nonteaching staff and their service books are updated regularly and seniority list is in place. The principal distributes the office work among nonteaching staff by taking separate meeting and regular vigil was kept on routine work. The duplicate copy issues to the staff members on their demand. The appointment letters are issued to all teaching and non-teaching staff members. The office has deposited the GPF/CPF of staff towards concerning office of higher education and provision of gratuity of all staff is made by govt. The amount of income tax of each staff is calculated and found that it is deposited in concerning office regularly. The fees of the students have been charged as per the university and govt. rules. The multi faculty streams are available in the college and offer higher education at undergraduate (B.A. and B.Sc.). The total strength of college is about 1651 (2022-23) and student general admission register is maintained and is in place. The college is under CCTV surveillance for 24 hours. The vigilance committee of the college is in place and works for the purpose and gives feedback to principal of the college. The feedback committee of the college is in place and every year feedback is taken from the stakeholders like students, alumni, parents, employers on curriculum, college infrastructure, teaching learning, library issues, etc. The feedback has been analyzed and put for the discussion in IQAC and accordingly informed to head of the institution.
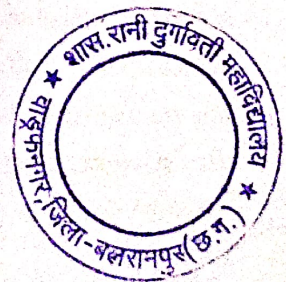
5. Academic criterion

5.1 Human resource

The college has Principal In-Charge with 06 regular approved faculty members and 08 non- teaching staff while, 10 posts are vacant of faculty members as per position of 2022-23. 10 posts are vacant of non-teaching staff. There are 02 (Regular teacher) teachers with Ph.D. qualification out of 06 (Regular teacher) and 04 (Regular teacher) teachers with P.G. /M Phil/SET/NET excluding Ph.D. There are 08 Guest teachers and 02 Janbhagidari teachers are working in different departments.

5.2 Learning resources

The college is aiming to focus on improving teaching learning quality continuously. The faculty members are using different means in their teaching process like LCD Smart board, projectors, computer lab, laboratories, charts, tables etc. Few departments are showing documentary to achieve the goals in their teaching. Most of teachers are also using self-developed or readymade PPT as a teaching aid. There is 6 projectors fixed in different rooms and 25 computers. Teachers often use these projectors as per their requirements. The Well-equipped laboratories are available for practical works.

5.3 Curriculum coverage

For effective implementation of the curriculum, the following process is developed and employed. At the outset, the Principal of the college conducts meeting of staff council with all the teachers of the various departments to develop strategies for effective implementation of the curriculum. The time table committee prepares faculty wise time table and displays it on the notice board in the beginning of session. The heads of various departments distribute the work load and prepare the departmental time table in the meeting of department accordingly. The teachers prepare the teaching plan and cover allotted periods in total. Teachers are encouraged to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars and industrial visits besides the regular/traditional chalk and talk methods. The departments arrange study tours regularly. The average attendance of the students in theory and practical periods is more than 75% & the internal assessment is conducted by unit tests, projects, home assignments and viva-voce on projects before university examinations.

5.4 Result and Placements:-

The overall college result of final year of all faculties is more than 60% for academic session 2022-23. The college has no mechanism to get the detail information about students going to higher education but departments from their own sources collect it and it is found less than 60%. The students of the college regularly participate in extension activities organized by other College/Govt organizations and some student has received the awards also. The college, through its guidance and placement cell, organizes guidance for different types of examinations like UPSC, SSC, CGPSC, railways, banking,
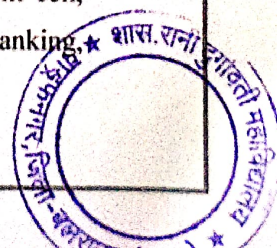
defense sector etc. The cell has recorded such placements of students and departments also prepare such list at their level. The departments have prepared annual reports and included result analysis of their subjects. Some departments have very good results in final university examinations like – Zoology, Chemistry, Economics, Sociology, Geography, Political Science, Hindi, and Physics in academic session 2022-23.

5.5 Extra-curricular activities

The college has a good sports department and regular practice of different indoor and outdoor games has been done. The sports department prepares calendar of its activities and events daily and weekly for smooth running of department. The department organizes sport competition at college level during 'Annual Sports and cultural Competition' and in Annual Function, prizes and certificates are given to winners. The NSS organizes outreach camps yearly & conducts various social activities, competitions, lectures of resource person etc.

6. Socio-economic criteria

The Alumni Association of the college has been working in the college since 2019. The association has pointed out the distinguished alumni of the college working in different field of society. Though association is not registered yet but it is active and organized regular meeting of office bearers to organize activities and increase the registrations. Alumni take part in activities of the college and provide all possible help.
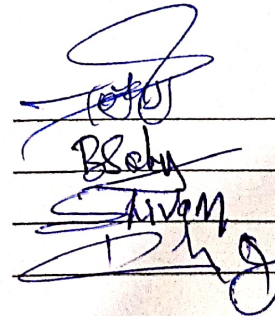
RECOMMENDATION OF THE ACADEMIC AND ADMINISTRATIYE AUDIT COMMITTEE

The academic and administrative audit committee unanimously sates that the academic status (2022-23) of the Govt. Rani Durgawati College, Wadrafnagar is satisfactory on the basis of observations and the score achieved.

Recommendations for further quality enhancement of the college:

- To start PG courses in Arts & Science faculty.

- Faculties should be publishes articles in UGC-Care listed journals.

- Teacher-Student ratio should be increased.

- To strengthen ICT interface (like smart classroom/ smartboard) for making teaching learning process effective.

- Computer-student ratio should be increased.

- To strengthen internet connectivity in college and make a broadband connection.

- The college can started some self-finance and certificate course.

- National level sports events should be organize &make the arrangements for indoor games and provisions for special coaching in some games are initiated.

- Student progression towards higher education must be recorded systematically.

- Faculty members are advice to publish at least one paper a year in referred Journals.

- The teachers should be motivated to apply for research grants from various funding agencies such as UGC, CG-COST, etc.

- Faculty members should be participating in National/International seminar/workshop.

- The laboratory should be equipped with more modern equipment's.

- The library should be developed a digital plate-form.

- It suggested for subscribing International/National journals in library & making additional efforts to increase daily usage rate of students.
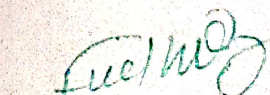
Dr. Toyaj Shukla	Convener
Dr. Balram Sahu	Member
Mr. Shivam Patel	Member
Mr. Dinesh Gupta	Member

Date 23/02/2023

Place: Wadrafnagar

(Principal)
Govt. Rani Durgawati College
Wadrafnagar, Distt. Balrampur C.G.
(Chhattisgarh)