



कार्यालय प्राचार्य, शासकीय रानी दुर्गावती महाविद्यालय वाड्रफनगर,  
जिला-बलरामपुर-रामानुजगंज(छ0ग0)

College Code - 3602  
Website:- <http://www.govtcollegewadrafnagar.ac.in>

Mo.No. - 9479121991  
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क्रमांक 346 /स्था./2019

वाड्रफनगर , दिनांक 27/11/2019

## आदेश

महाविद्यालय में आंतरिक गुणवत्ता परीक्षण हेतु अकादमिक और प्रशासनिक लेखा परीक्षा समिति का गठन निम्नानुसार किया जाता है :-

| क्र. | नाम   | पदनाम   |
|------|---|---------|
| 1    | डॉ. पी.आर. कोसरिया - प्राचार्य                          | संरक्षक |
| 2    | श्री सुधीर कुमार सिंह - सहा. प्राध्यापक (अर्थशास्त्र)   | संयोजक  |
| 3    | श्री सुरेश कुमार पटेल - सहा. प्राध्यापक (प्राणीशास्त्र) | सदस्य   |
| 4    | डॉ0 तोजय शुक्ला - सहा. प्राध्यापक (रसायनशास्त्र)        | सदस्य   |

*Geetha*  
*[Signature]*

नोट:- समिति महाविद्यालय के सभी विभागों का आंतरिक गुणवत्ता कर रिपोर्ट प्रस्तुत करें।

*[Signature]*  
**Principal**  
Govt. Degree Collage  
शासकीय रानी दुर्गावती महाविद्यालय  
Wadrafnagar  
वाड्रफनगर, जिला - बलरामपुर (छ0ग0)

ACADEMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

*REPORT ON*  
*ACADEMIC AND ADMINISTRATIVE AUDIT*  
*SESSION 2018-19 TO 2019-20*



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

*E-Mail ID – [ranidurgawati001@gmail.com](mailto:ranidurgawati001@gmail.com)*

*Website – [www.govtcollegewadrafnagar.ac.in](http://www.govtcollegewadrafnagar.ac.in)*

## ACADEMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

### ABOUT THE COLLEGE :-

Govt. Rani Durgawati College Wadrafnagar was established on 11 July 1989 by Government of Madhya Pradesh and run by the Department of Higher Education, Govt. of Madhya Pradesh. This College is well known for its signature study and discipline. The college is located in small city Wadrafnagar. Wadrafnagar is one of the administrative blocks of Balrampur district, Chhattisgarh, India. It is very close to the borders of Jharkhand, Uttar Pradesh and Madhya Pradesh. Nearest town is Ramanujganj (60 km) East. Economy mostly is based on agriculture. Earlier this college was under the Department of Higher Education of the Government of Madhya Pradesh, but in the year 2000, Chhattisgarh State was separated from the heartland of Madhya Pradesh in India by Madhya Pradesh Reorganization Act 2000 (84th Constitutional Amendment: Constitution of States under Article 03). The 26th state of the Indian Union was formed from 1<sup>st</sup> November and since then this college is being operated under the Higher Education Department of the Government of Chhattisgarh. Initially, the classes of this college were being conducted in the Government Higher Secondary school Wadrafnagar with 30 students. In the year 1994, this college was shifted to primary school Gauti para and in 2005 the college got a new building, in which presently this college is organized in a systematic manner. At the time of its establishment, the college was affiliated to Guru Ghasidas University, Bilaspur under Sarguja District, Bilaspur Division under the Government of Madhya Pradesh, with six subjects in the Faculty of Arts, but after the division in 2008, the affiliation of the college was Sarguja University, Surguja, Ambikapur. (Currently changed name – Sant Gahira Guru University, Surguja, Ambikapur). In 2008 our college name has been changed according to order of govt. of Chhattisgarh and the new name of our college is Govt. Rani Durgawati College Wadrafnagar. Since 2012, the Faculty of Science was established with Mathematics and Biology for admission respectively. This college is the highest student number of all the colleges under Balrampur district.

Internal Quality Assurance Cell (IQAC) is constituted in our college in 2018 and working to ensure the quality of institution at different levels of higher education. The IQAC is playing an important role in improving the quality of academic and administrative activities of the college. 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 Academic and Administrative Audit Committee (AAAC) was constituted in 27.11.2019 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



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parameters. It is expected from the committee to assess the academic, administrative, curricular, co-curricular and extra-curricular activities being carried out by all the faculties of the college.

### 1. PURPOSE & PROCESS OF THE AUDIT :-

The purpose of the Academic and Administrative Audit is to evaluate the performance of the college departments/cells and appreciate their achievements and give suggestions for further improvement of the quality of teaching and learning, research, administration, sports, curricular 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 taken for curricular development.
4. Research carried out by teacher. Research facilities and research output in the form of publications and patents.
5. Teaching methods adopted and use of ICT in teaching, 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 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.



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### 2. PLANNING KEY STEPS: -

| <b>Sr. No.</b> | <b>Particular of work</b>   | <b>Probable month/ Date</b>  |
|----------------|---|------------------------------|
| 01.            | Formation of AAAC   | 27.11.2019                   |
| 02.            | Meeting of the AAA committee<br>a. To discuss mechanism and working of AAAC<br>b. To work out & develop format to collect information for AAA | 27.11.2019<br><br>30.11.2019 |
| 03.            | Collection of information from different departments and cell   | 1.12.2019 to 20.12.2019      |
| 04.            | Visit of AAAC to departments and cells  | December 2019                |
| 05.            | Evaluation of department and cells performance in terms of score  | January 2020                 |
| 06.            | Completion of report on the basis of scores   | January 2020                 |
| 07.            | Preparation of Report   | February 2020                |
| 08.            | Submission of report to IQAC  | February 2020                |
| 09.            | Suggestion for further improvements   | February 2020                |

## ACADEMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

### 3. METHODOLOGY: -

The Departments are expected to submit the necessary information in the Formats provided by the AAAC of the college. The information forms include all the aspects as per decided criteria in the meeting of AAAC. The information forms also include the Faculty with Ph D and without Ph D 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 etc, 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 of last 2 year (2018-19 to 2019-20), 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 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 (Prakash Scholarship) to students etc. should also be kept ready in departments for verification during the visit of AAA committee visit. 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, no of classrooms, laboratories, purchase in last 2 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, waste 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 assessment is made on the basis of given scores and accordingly the report will be submitted to IQAC. **The AAAC will undertake this exercise of doing the AAA once in two years.**

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### 4. VISIT OF AAA COMMITTEE:-

The AAA committee will visit the academic and administrative units of the college as per the visit schedule (December 2019). 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 nonteaching 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 the review of the data submitted by departments.

### 5. SUMMARY OF MARKS DISTRIBUTION FOR INSPECTION:-

| Sr. 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 resources               | 20             |                |
|         | 5.3 Curriculum coverage              | 20             |                |
|         | 5.4 Results and placements           | 40             |                |
|         | 5.5 Extracurricular activities       | 20             |                |
| 06      | Socio-economic criteria              | 20             |                |
|         | Total Marks                          | 320            |                |



## ACADEMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

### **6. RECOMMENDATION OF 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,

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

### **7. SUGGESTIONS OF THE ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE:**

The suggestions for further improvement will be given in the light of the above observations and reports duly signed by members of AAA will be submitted to College administration and IQAC.

## ACEDMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

### GOVT. RANI DURGAWATI COLLEGE WADRFANAGAR DIST- BALRAMPUR (C.G.)

#### Academic and Administrative Audit (Part – A)

2018-19 TO 2019-20

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. E-Mail ID :- [ranidurgawati001@gmail.com](mailto:ranidurgawati001@gmail.com)
7. Website Address :- [www.govtcollegewadrafnagar.ac.in](http://www.govtcollegewadrafnagar.ac.in)
8. Affiliated University Name :- SantGahira Guru University Sarguja, Ambikapur (C.G.)
9. Status of University affiliation :- Permanent
10. Courses taught in college :- 1. Arts 2. Science

• **Academic and Administrative Audit Committee:-**

| Sr. | Name                   |          |
|-----|------------------------|----------|
| 01  | Mr. Sudhir Kumar Singh | Convener |
| 02  | Mr. Suresh Kumar Patel | Member   |
| 03  | Dr. Toyaj Shukla       | Member   |
| 04  | Mr. Pankaj Kumar       | Member   |

## ACEDMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

- **Details of Student Enrolled:**

| Level        | Faculty | Session | Class     | General   |            |            | SC        |           |           | ST         |            |            | OBC        |            |            | Grand Total |            |            | Intake Capacity |
|--------------|---------|---------|-----------|-----------|------------|------------|-----------|-----------|-----------|------------|------------|------------|------------|------------|------------|-------------|------------|------------|-----------------|
|              |         |         |           | Male      | Female     | Total      | Male      | Female    | Total     | Male       | Female     | Total      | Male       | Female     | Total      | Male        | Female     | Total      |                 |
| UG           | Arts    | 2018-19 | B.A.-I    | 2         | 6          | 8          | 5         | 5         | 10        | 62         | 76         | 138        | 62         | 44         | 106        | 131         | 131        | 262        | 300             |
|              |         |         | B.A.-II   | 12        | 19         | 31         | 6         | 11        | 17        | 19         | 29         | 48         | 31         | 43         | 74         | 68          | 102        | 170        | 300             |
|              |         |         | B.A.-III  | 10        | 34         | 44         | 8         | 21        | 29        | 15         | 35         | 50         | 30         | 44         | 74         | 63          | 134        | 197        | 300             |
|              | Science | 2018-19 | B.Sc.-I   | 13        | 19         | 32         | 5         | 8         | 13        | 24         | 31         | 55         | 21         | 37         | 58         | 63          | 95         | 158        | 250             |
|              |         |         | B.Sc.-II  | 7         | 11         | 18         | 2         | 6         | 8         | 18         | 16         | 34         | 19         | 23         | 42         | 46          | 56         | 102        | 250             |
|              |         |         | B.Sc.-III | 9         | 13         | 22         | 3         | 4         | 7         | 5          | 8          | 13         | 16         | 26         | 42         | 33          | 51         | 84         | 250             |
| <b>Total</b> |         |         |           | <b>53</b> | <b>102</b> | <b>155</b> | <b>29</b> | <b>55</b> | <b>84</b> | <b>143</b> | <b>195</b> | <b>338</b> | <b>179</b> | <b>217</b> | <b>396</b> | <b>404</b>  | <b>569</b> | <b>973</b> | <b>1650</b>     |



**ACEDMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20**

| Level        | Faculty | Session   | Class | General   |           |           | SC        |           |           | ST         |            |            | OBC        |            |            | Grand Total |            |             | Intake Capacity |
|--------------|---------|-----------|-------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|------------|------------|------------|------------|-------------|------------|-------------|-----------------|
|              |         |           |       | Male      | Female    | Total     | Male      | Female    | Total     | Male       | Female     | Total      | Male       | Female     | Total      | Male        | Female     | Total       |                 |
|              |         |           |       | UG        | Arts      | 2019-20   | B.A.-I    | 7         | 4         | 11         | 12         | 7          | 19         | 64         | 90         | 154         | 68         | 48          |                 |
| B.A.-II      | 2       | 4         | 6     |           |           |           | 3         | 4         | 7         | 37         | 72         | 109        | 38         | 42         | 80         | 80          | 122        | 202         | 300             |
| B.A.-III     | 2       | 0         | 2     |           |           |           | 8         | 5         | 13        | 21         | 55         | 76         | 22         | 27         | 49         | 53          | 87         | 140         | 300             |
| Science      | 2019-20 | B.Sc.-I   | 5     |           | 5         | 10        | 16        | 3         | 19        | 31         | 40         | 71         | 47         | 24         | 71         | 99          | 72         | 171         | 250             |
|              |         | B.Sc.-II  | 0     |           | 9         | 9         | 8         | 7         | 15        | 13         | 34         | 47         | 19         | 39         | 58         | 40          | 89         | 129         | 250             |
|              |         | B.Sc.-III | 1     |           | 6         | 7         | 3         | 3         | 6         | 9          | 23         | 32         | 22         | 25         | 47         | 35          | 57         | 92          | 250             |
| <b>Total</b> |         |           |       | <b>17</b> | <b>28</b> | <b>45</b> | <b>50</b> | <b>29</b> | <b>79</b> | <b>175</b> | <b>314</b> | <b>489</b> | <b>216</b> | <b>205</b> | <b>421</b> | <b>458</b>  | <b>576</b> | <b>1034</b> | <b>1650</b>     |

## ACADEMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

### CRITERIA I: GOVERNANCE & POLICY MAKING (Total Marks 30)

| Sr. No.      | Particular                             | Observation Yes/No | Mark Allotted | Marks Obtained |
|--------------|--|--------------------|---------------|----------------|
| 1            | Staff Council                          | Yes                | 3             | 3              |
|              |  | No                 | 0             | -              |
| 2            | IQAC                                   | Yes                | 3             | 3              |
|              |  | No                 | 0             | -              |
| 3            | AAAC                                   | Yes                | 3             | 3              |
|              |  | No                 | 0             | -              |
| 4            | Purchase committee                     | Yes                | 2             | 2              |
|              |  | No                 | 0             | -              |
| 5            | Library committee                      | Yes                | 3             | 3              |
|              |  | No                 | 0             | -              |
| 6            | Student Union                          | Yes                | 3             | 3              |
|              |  | No                 | 0             | -              |
| 7            | Sexual harassment prevention committee | Yes                | 2             | 2              |
|              |  | No                 | 0             | -              |
| 8            | Anti-ragging committee                 | Yes                | 2             | 2              |
|              |  | No                 | 0             | -              |
| 9            | 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             | -              |
| <b>Total</b> |  |                    | <b>30</b>     | <b>30</b>      |

## ACEDMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

### CRITERIA II: INFRASTRUCTURE & STUDENT AMENITIES (Total Marks 60)

| Sr. No. | Particular  | Observation Yes/No | Mark Allotted | Marks Obtained |
|---------|---|--------------------|---------------|----------------|
| 1       | Built up area as per University/Govt norms  | As per norms       | 3             | 3              |
|         |   | 75% of norms       | 2             | -              |
|         |   | Less than 75%      | 1             | -              |
| 2       | Adequate furnished class rooms As per strength Available --20   | Above 75%          | 2             | 2              |
|         |   | Below 75%          | 1             | -              |
| 3       | No and size of laboratories as per Required of size Available no. 09  | Above 75%          | 3             | 3              |
|         |   | 50-75%             | 2             | -              |
|         |   | Below 50%          | 1             | -              |
| 4       | Adequacy of laboratory Equipment as per curriculum  | Above 80%          | 3             | 3              |
|         |   | 60-80%             | 2             | -              |
|         |   | Below 60%          | 1             | -              |
| 5       | Number of books added in Library during last 2 years  | Above 1000         | 3             | 3              |
|         |   | 500-1000           | 2             | -              |
|         |   | Less than 500      | 1             | -              |
| 6       | International Journals subscribed (hard copy)   | 1 to 5             | 2             | -              |
|         |   | Below 5            | 1             | -              |
| 7       | National journals subscribed (hard copy)  | 5 to 10            | 2             | -              |
|         |   | Below 5            | 1             | -              |
| 8       | Daily Library usage (% of students + teachers book transaction & reading room entry) out of total students + teachers | More than 20%      | 3             | 3              |
|         |   | 15-20 %            | 2             | -              |
|         |   | Less than 15%      | 1             | -              |
| 9       | Open access facility 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              |



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|              |                                |     |           |           |
|--------------|--------------------------------|-----|-----------|-----------|
|              |                                | No  | 0         | -         |
| 13           | Well-furnished staff room      | 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         | -         |
|              |                                | No  | 0         | 0         |
| 21           | Interne facility for student   | Yes | 1         | -         |
|              |                                | No  | 0         | 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           | Career 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         | -         |
| <b>Total</b> |                                |     | <b>60</b> | <b>36</b> |

## ACADEMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

### CRITERIA III: MANAGEMENT OF FINANCE (Total Marks 30)

| Sr. No.      | Particular                                     | Observation<br>Yes/No  | Mark Allotted | Marks Obtained |
|--------------|--|------------------------|---------------|----------------|
| 1            | Annual budget                                  | Yes                    | 2             | 2              |
|              |  | No                     | 0             | -              |
| 2            | Execution of budget                            | Expenses as per budget | 2             | 2              |
|              |  | Less than budget       | 0             | -              |
| 3            | Receipt & payment account                      | Yes                    | 2             | 2              |
|              |  | No                     | 0             | -              |
| 4            | Income and expenditure                         | Yes                    | 2             | 2              |
|              |  | No                     | 0             | -              |
| 5            | Balance sheet                                  | Yes                    | 2             | 2              |
|              |  | No                     | 0             | -              |
| 6            | Cash book                                      | Yes                    | 2             | 2              |
|              |  | No                     | 0             | -              |
| 7            | Ledger   | Yes                    | 2             | -              |
|              |  | No                     | 0             | 0              |
| 8            | Backward class scholarship record              | Yes                    | 2             | 2              |
|              |  | No                     | 0             | -              |
| 9            | Praksh 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 distributed to the student in time | Yes                    | 2             | 2              |
|              |  | No                     | 0             | -              |
| <b>Total</b> |  |                        | <b>30</b>     | <b>28</b>      |

## ACADEMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

### CRITERIA IV: ADMINISTRATION (Total Marks 30)

| Sr. No. | Particular  | Observation Yes/No | Mark Allotted | Marks Obtained |
|---------|---|--------------------|---------------|----------------|
| 1       | Academic calendar   | Yes                | 1             | 1              |
|         |   | No                 | 0             | -              |
| 2       | Administrative meetings   | Yes                | 1             | 1              |
|         |   | No                 | 0             | -              |
| 3       | Division of work  | Yes                | 1             | 1              |
|         |   | No                 | 0             | -              |
| 4       | Teaching plan   | Yes                | 1             | 1              |
|         |   | No                 | 0             | -              |
| 5       | Office atomization  | Yes                | 1             | 1              |
|         |   | No                 | 0             | -              |
| 6       | Appointment letters given to all teaching and non- teaching staff   | Yes                | 1             | 1              |
|         |   | No                 | 0             | -              |
| 7       | Service book record of all staff is updated and maintained in duplicate (Duplicate copy issued on demand) | Yes                | 1             | 1              |
|         |   | No                 | 0             | -              |
| 8       | Amount toward GPF/CPF of staff is deposited with concerned office   | Yes                | 1             | 1              |
|         |   | No                 | 0             | -              |
| 9       | 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 concern office                           | Yes                | 1             | 1              |
|         |   | No                 | 0             | -              |
| 11      | Whether the fees charged as per university and Govt norms   | Yes                | 1             | 1              |
|         |   | No                 | 0             | -              |
| 12      | Education facility in the college   | UG,PG and research | 3             | -              |
|         |   | UG,PG              | 2             | -              |
|         |   | UG                 | 1             | 1              |



## ACADEMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

|              |   |                |           |           |
|--------------|---|----------------|-----------|-----------|
| 13           | Education stream available in the college                                 | Multi faculty  | 3         | -         |
|              |   | Two faculty    | 2         | 2         |
|              |   | Single faculty | 1         | -         |
| 14           | Total strength of the college   | Above 2000     | 3         | -         |
|              |   | 500-2000       | 2         | 2         |
|              |   | Below 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 nonteaching staff is maintained and updated | Yes            | 1         | 1         |
|              |   | No             | 0         | -         |
| <b>Total</b> |   |                | <b>30</b> | <b>18</b> |

### CRITERIA V: ACADEMIC ACTIVITIES (Total marks 150)

| Sr. No.                          | Particular  | Observation<br>Yes/No  | Mark<br>Allotted | Marks<br>Obtained |
|----------------------------------|---|------------------------|------------------|-------------------|
| <b>HUMAN RESOURCE (50 Marks)</b> |   |                        |                  |                   |
| 1                                | Principal   | Regular                | 5                | -                 |
|                                  |   | In-charge (Approved )  | 3                | 3                 |
|                                  |   | In-charge (Unapproved) | 2                | -                 |
| 2                                | Number of regular faculty<br>Required –<br>Available –<br>Vacant- | 100%                   | 4                | -                 |
|                                  |   | 80-100%                | 3                | -                 |
|                                  |   | 60-80%                 | 2                | -                 |
|                                  |   | 40-60%                 | 1                | -                 |
|                                  |   | Below 40%              | 0                | 0                 |
| 3                                | Number of approved<br>Nonteaching staff Post –<br>Available -     | 100%                   | 4                | -                 |
|                                  |   | 80-100%                | 3                | -                 |
|                                  |   | 60-80%                 | 2                | -                 |
|                                  |   | 40-60%                 | 1                | 1                 |
|                                  |   | Below 40%              | 0                | -                 |
| 4                                | Percentage of teachers<br>with Ph D qualification<br>Ph D = 1     | Above 40%              | 4                | -                 |
|                                  |   | 31-40%                 | 3                | 3                 |
|                                  |   | 21-30%                 | 2                | -                 |
|                                  |   | Up to 20%              | 1                | -                 |

## ACADEMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

|                                       |   |               |           |           |
|---------------------------------------|---|---------------|-----------|-----------|
|                                       |   | Nil           | 0         | -         |
| 5                                     | Percentage of teachers with M Phil/SET/NET qualification (Excluding Ph D) Number-   | Above 40%     | 4         | 4         |
|                                       |   | 31-40 %       | 3         | -         |
|                                       |   | 21-30%        | 2         | -         |
|                                       |   | Up to 20%     | 1         | -         |
|                                       |   | Nil           | 0         | -         |
| <b>Total</b>                          |   |               | <b>50</b> | <b>11</b> |
| <b>LEARNING RESOURCES (20 Marks)</b>  |   |               |           |           |
| 1                                     | No of LCD projectors  | >5            | 5         | -         |
|                                       |   | 4             | 4         | -         |
|                                       |   | 3             | 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         | -         |
| <b>Total</b>                          |   |               | <b>20</b> | <b>6</b>  |
| <b>CURRICULUM COVERAGE (20 Marks)</b> |   |               |           |           |
| 1                                     | Curriculum covered<br>1.No of lectures covered (Max 5M)<br>2. Theory subject lesson plan prepared & followed (Max 5 M)<br>3. Industry study tour /practical plan prepared and followed (Max 5M)<br>4. Student feedback about satisfactory coverage of curriculum (Max 5M) | 100%          |           |           |
|                                       |   |               | 4         | 4         |
|                                       |   | 75-100%       | 3         | -         |
|                                       |   | 60-75%        | 2         | -         |
|                                       | Less than 60%   | 1             | -         |           |
| 2                                     | Attendance: Average attendance of theory, practical, and all periodic tests theory and practical  | Above 90%     | 3         | 3         |
|                                       |   | 75-90%        | 2         | -         |
|                                       |   | Below 75%     | 1         | -         |

## ACEDMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

|   |   |                     |           |           |
|---|---|---------------------|-----------|-----------|
| 3                                       | Assessment of students before university examination  | Conducted           | 3         | 3         |
|   |   | Few items conducted | 1         | -         |
|   |   | No conducted        | 0         | -         |
| <b>Total</b>                            |   |                     | <b>20</b> | <b>10</b> |
| <b>RESULT AND PLACEMENTS (40 Marks)</b> |   |                     |           |           |
| 1                                       | No of students in university merit list in final year in last 2 years                       | 3 or more           | 3         | -         |
|   |   | 2                   | 2         | -         |
|   |   | 1                   | 1         | -         |
|   |   | Nil                 | 0         | 0         |
| 2                                       | No of student passed in first class and above in final year                                 | Above 60%           | 3         | -         |
|   |   | Between 30-60%      | 2         | 2         |
|   |   | Below 30%           | 1         | -         |
| 3                                       | Average result of final year of last 2 year   | Above 90%           | 4         | -         |
|   |   | Between 75-90%      | 3         | 3         |
|   |   | Between 60-75%      | 2         | -         |
|   |   | Less than 60%       | 1         | -         |
| 4                                       | Campus placement of final year of last 2 years  | Above 30%           | 3         | -         |
|   |   | Between 20-30%      | 2         | -         |
|   |   | Below 20%           | 1         | -         |
|   |   | Nil                 | 0         | 0         |
| 5                                       | Student going for higher education during last 2 years                                      | Above 70%           | 3         | -         |
|   |   | Between 50-70%      | 2         | 2         |
|   |   | Below 50%           | 1         | -         |
|   |   | Nil                 | 0         | -         |
| 6                                       | Awards and recognition received for extension activities during last 2 years by the college | Yes                 | 2         | 2         |
|   |   | No                  | 0         | -         |



## ACADEMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

|  |   |     |            |           |
|--|---|-----|------------|-----------|
| 7  | Awards and recognition received for extension activities during last 2 years by the faculty | Yes | 2          | -         |
|  |   | No  | 0          | 0         |
| 8  | Awards and recognition received for extension activities during last 2 years by the Student | Yes | 2          | 2         |
|  |   | No  | 0          | -         |
| <b>Total</b>                                 |   |     | <b>40</b>  | <b>11</b> |
| <b>EXTRACURRICULAR ACTIVITIES (20 Marks)</b> |   |     |            |           |
| 1  | Sports competition organized at National /statelevel in last 2 years                        | Yes | 4          | -         |
|  |   | No  | 0          | 0         |
| 2  | Sports competition organized at college level in last 2 years                               | Yes | 4          | -         |
|  |   | No  | 0          | 0         |
| 3  | Organization of state/university/district level quiz/elocution competition in last 2 years  | Yes | 4          | 4         |
|  |   | No  | 0          | -         |
| 4  | Organization of yearly outreach NSS camps in last 2 year                                    | Yes | 4          | 4         |
|  |   | No  | 0          | -         |
| 5  | Organization of inter zonal /zonal sports competition during last 2 years                   | Yes | 4          | -         |
|  |   | No  | 0          | 0         |
| <b>Total</b>                                 |   |     | <b>20</b>  | <b>8</b>  |
| <b>All Total</b>                             |   |     | <b>150</b> | <b>46</b> |

## ACEDMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

### CRITERIAVI: SOCIO-ECONOMIC ACTIVITIES (20 Marks)

| Sr. No.      | Particular  | Observation<br>Yes/No | Mark Allotted | Marks Obtained |
|--------------|---|-----------------------|---------------|----------------|
| 1            | Whether Alumni association exist or not?  | Registered            | 2             | -              |
|              |   | Unregistered          | 1             | 1              |
|              |   | Not existing          | 0             | -              |
| 2            | Alumni meet organized once in a year  | Yes                   | 2             | 2              |
|              |   | No                    | 0             | -              |
| 3            | Contribution of Alumni in development of college (Expert lectures/placements/funding /sponsorship etc.) | Multiple activities   | 2             | -              |
|              |   | Single activity       | 1             | 1              |
|              |   | No activity           | 0             | -              |
| 4            | No. of MOU with industry, govt., NGO, any other organization  | 3 or more             | 2             | -              |
|              |   | Between 1-2           | 1             | -              |
|              |   | Nil                   | 0             | 0              |
| 5            | College organized blood donation camp during last 2 years   | 3 or more             | 2             | -              |
|              |   | 1                     | 1             | 1              |
|              |   | Nil                   | 0             | -              |
| 6            | No programmes organized for environmental awareness last 2 years  | 3                     | 3             | -              |
|              |   | 2                     | 2             | 2              |
|              |   | 1                     | 1             | -              |
|              |   | Nil                   | 0             | -              |
| <b>Total</b> |   |                       | <b>20</b>     | <b>7</b>       |

## ACADEMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

### SUMMARY OF MARKS OBTAINED: -

| Sr. No.            | Criteria                             | Allotted Marks | Marks Obtained |
|--------------------|--------------------------------------|----------------|----------------|
| 1                  | Governance and policy making         | 30             | 30             |
| 2                  | Infrastructure and student Amenities | 60             | 36             |
| 3                  | Management of finance                | 30             | 28             |
| 4                  | Administrative criteria              | 30             | 18             |
| 5                  | Academic criteria                    | 150            | 46             |
|                    | 5.1 Human resource                   | 50             | 11             |
|                    | 5.2 Learning resources               | 20             | 06             |
|                    | 5.3 Curriculum coverage              | 20             | 10             |
|                    | 5.4 Results and placements           | 40             | 11             |
|                    | 5.5 Extracurricular activities       | 20             | 08             |
| 6                  | Socio-economic criteria              | 20             | 07             |
| <b>Total Marks</b> |                                      | <b>320</b>     | <b>165</b>     |



# ACEDMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

## GOVT. RANI DURGAWATI COLLEGE WADRFANAGAR DIST- BALRAMPUR (C.G.)

### Academic and Administrative Audit (Part – B)

2018-19 TO 2019-20

The AAAC visited various departments, committees and cells of the college during December 2019 on the basis of formats supplied and information was collected from 2018 to 2020. The AAAC interacted with faculty in charges, and other supporting staff. In performing AAA, committee stick to the parameters in the process to identify the strength and weakness of the college. The AAAC of the college comprising of following members :-

| Sr. | Name                   |          |
|-----|------------------------|----------|
| 01  | Mr. Sudhir Kumar Singh | Convener |
| 02  | Mr. Suresh Kumar Patel | Member   |
| 03  | Dr. Toyaj Shukla       | Member   |
| 04  | Mr. Pankaj Kumar       | Member   |

The aim of the committee was 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 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 policy making
2. Infrastructure and student Amenities
3. Management and finance
4. Administration
5. Academic criteria
- 5.1 Accreditation

## ACADEMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

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 accept 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.



## ACADEMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

### **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 and 05 laboratories. The central library has about more than 10,000 books and it has purchased more than 1000 books during 2018-19 to 2019-20. The daily usage of the library is about 40% and provides previous question papers to students with books. Two separate nodes for NET 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 student and staff as 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 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.

### **3. Management and finance: -**

The principal of the college is the head of management and financial affairs from time to time he conducts financial audit of Government account and Janbhagidari account. The section handling the financial matter is in place in the college. This section works under the supervision of the Principal and account department of the office. They are entrusted 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 spending of the grants and earnings & allocations to various heads under which money is deposited in college account from student, university and govt. These heads are related to salary disbursement of



## ACADEMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

teaching and nonteaching 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 supervision 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 diary 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

## ACADEMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

are available in the college and offer higher education at undergraduate (B. A. and B. Sc.) The total strength of college is about 1034 (2018-19) 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 regular Principal with 03 regular approved faculty members and 10 non-teaching staff. While 08 posts are vacant of faculty members as per position of 2019 and 2020. Supporting staff with 03 vacant posts. There are 01 (Regular teacher) teachers with Ph.D. qualification out of 03 (Regular teacher) and 02 (Regular teacher) teachers with P.G./M Phil/SET/NET excluding Ph.D. There are 08 Guest 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 projectors, 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 are 3 LCD projectors fixed in different rooms. Teachers often use these LCD's 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



## ACADEMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

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 2018-19 and more than 80% for academic session 2019-20 . 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, Math, Physics in academic session 2019-20.

### **5.5 Extracurricular activities: -**

The college has a good sports department and regular practice of different indoor and outdoor games has been done. The sports department prepare 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.



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### **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.

# ACEDMIC AND ADMINISTRATIVE AUDIT 2018-19 TO 2019-20

## RECOMMENDATION OF THE ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE

The academic and administrative committee unanimously sates that the academic status (2018-19 to 2019-20) of the Govt. Rani Durgawati College Wadrafnagar is *Satisfactory* on the basis of observations and the score achieved.

### RECOMMENDATIONS FOR FURTHER QUALITY ENHANCMENT OF THE COLLEGE

- To strengthen ICT interface for making teaching learning process effective.
- Computer student ratio should be increased.
- It is advised to more develop the outdoor and indoor playground.
- Academic facilities of the college are enough to start PG courses in Arts & Science faculty.
- 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.
- Students are advised to participate in more state and national level competition exam.
- Faculty members are advice to publish at least one paper a year in referred Journals.
- Office of the college should be frequently prepared for financial and administrative audit regularly.
- Faculty members should be participating in National/International seminar/workshop.
- The laboratory should be equipped with more modern equipment's.
- Make the office of the college is more organized and rearranged.
- It suggested for subscribing International/National journals in library & making additional efforts toIncrease daily usage rate of students.

Shri Sudhir Kumar Singh

Convener

Shri Suresh Kumar Patel

Member

Dr. Toyaj Shukla

Member

Shri Pankaj Kumar

Member

Date :- February 2020

Place :-Wadrafnagar

  
**Principal**  
Govt. Degree Collage  
Wadrafnagar, Balrampur (C.G.)