



Govt. Rajmata Vijaya Raje Sindhiya Kanya Mahavidyalaya ,
Kawardha , Dist-Kabirdham(Chhattisgarh)

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Submitted to:

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ACADEMIC AUDIT REPORT 2019-2020

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Kawardha,Kabirdham

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Executive Summary

In accordance with the Risk-Based Audit and Evaluation Plan of Govt. Rajmata Vijaya Raje Sindhiya Kanya Mahavidyalaya for year 2019-20, the Audit and Evaluation Branch conducted Academic audit of the college in March 2020. The purpose of the audit was to ensure that the practices followed in the campus are in accordance with the Academic Policy adopted by the institution.

During the initial planning of the audit, an analysis was conducted on the methodologies of the academic policies. The analysis was based upon an examination of the policies, manuals and standards on data analysis, and on the results of preliminary interviews with personnel considered key in the Academic administration in the campus. The methodology used included physical inspection of the campus, review of the relevant documentation, and interviews. This audit was undertaken in order to verify how effective these steps were, and also to identify loop holes, if any, in the existing practices, along with outlining measures for enhancing Academic qualities.

About the college

Govt. Rajmata Vijaya Raje Sindhiya Kanya mahavidyalaya, Kawardha was established in July, 2005. The college is affiliated to Hemchand Yadav University, Durg, C.G. The college is offering Graduate Courses in 13 subjects and Three faculties i.e. Arts, Commerce and Science. The total student's strength of the college is 1312.

Govt. Rajmata Vijaya Raje Sindhiya Kanya mahavidyalaya, Kawardha an institution devoted to meet the needs of higher education especially for girls in Kabirdham District, has attained great heights during past years. The mission of the college is to spread education among the girls of this socially and economically challenged area. This college, having the status of only girls college in the district, has an important role to play in spreading higher Education. Keeping this fact in mind, every effort is being made to establish this college as a 'Role Model College'.

Statement of Assurance

This audit has been conducted in accordance with the International Standards for the Professional Practice of Internal Auditing. In our professional judgment, sufficient and appropriate audit procedures were completed and evidence gathered to support the accuracy of the conclusions reached and contained in this report. The conclusions are based on a comparison of the situations as they existed at the time of the audit with the established criteria.

Objectives and Scope

This audit was conducted for Govt. Rajmata Vijaya Raje Sindhiya Kanya Mahavidyalaya, Kawardha, Dist-Kabirdham campus. With the Objective to increase the efficiency of Teaching and Non-teaching staff in working field, To promote self reflection among all departments/sections/student activity centers of the institute being audited. To promote self improvement measures among all sections/Student activity Centers of the institute being audited. To conduct quality checks on different activities undertaken in all sections/Student activity Centers of the institute to meet expected outcomes. To promote adoption of best practices. The departments are expected to have developed a strong outcome based approach in teaching-learning. The audit team will assess the activities involved in developing learning outcomes, design and development activities in curriculum, teaching-learning process and student learning assessment process. The audit team will also assess the quality of resources and general ambience from perspective of meeting the learning outcome.

Methodology

In order to meet its objectives, this audit combined physical inspection with a review of relevant documentation and interviews with various stakeholders. For the purpose of this audit the Documentation and Academic Policies of the institute was reviewed. Interviews were conducted with the Principal, and also faculties and students. The audit team was in college to physically inspect the campus.

Summary of Findings

The main findings of the audit show that, in general, all the departments are aware about the need for Academic policies at a general level. However, on detailed review, it was observed that, as the college is implementing the Academic Policy for the first time, many of the practices followed in the institution are not in compliance with the Academic Policy of the institution, and the applicable standards. In addition, certain processes could benefit from further review in order to improve their efficiency, fairness and consistency.

Audit Framework and detailed findings

The following audit framework is used for conducting Academic Audit.

Sr.No.	PARTICULARS	Remarks
1.	Has Institution appointed a permanent Principal	In chargeship
	Is she/he Ph.D.?	YES
2.	Total Teaching Staff	
	A) Regular (Out of 14 Sanction Post)	4
	B) Temporary (Against Regular post)	8
	C) Faculties who have attended Refresher/Orientation Courses	NIL
3.	Total Non-Teaching Staff	
	A) Sanctioned	14
	B) Appointed	5
4.	Number of professional Programs held for Non-Teaching Staff	NO
5.	Extent of grant utilization (UGC + Government + Fees) (in %)	College is not receiving any grant from UGC. Institute utilized more than 95% of budget allotted by the Government while approximately 81.99% Janbhagidari fees have been utilized.
6.	Is the perspective and strategic plan prepared and being followed in the Institution?	YES
7.	Office Administration	
	A) Online Admission	Partially
	B) Maintenance of Records	Not well maintained
	C) Accounts Fees Collections	Well maintained
	D) Maintenance of Accounts	Fine
	E) Establishment	Not well maintained
8.	Is the College Website Updated	YES
9.	The College Library	
	A) Records are well maintained (Issue and Return of Books)	YES
	B) Is there Internet facility in the library	NO
10.	Is there an Anti ragging Cell in the college?	YES
11.	Are there any Welfare schemes for staff?	NO
12.	Is There any women's welfare and Anti Sexual harassment cell in the College	YES
13.	Is there a functional Alumni Association?	NO
14.	Do you organize Institution & Stake holders Interaction Cell meet?	YES (With the help of Janbhagidari samiti.)
15.	Do Teachers uses ICT	
	A) Projectors	YES
	B) Smart Board	YES
	C) Online Teaching	YES
	D) Virtual Classroom/Videos	YES

16.	Do Teachers conducts	
	A) Seminar	YES
	B) Special Lectures	YES
	C) Guest Speaker Class	YES
	D) Workshop/Quiz etc.	YES
17.	Do Teachers Evaluates Students continuously	YES
18.	Do Teachers maintained	
	A) Attendance Register	YES
	B) Daily Diary	YES
	C) Exam Records	YES
	D) Teaching Plan	YES
	E) Academic Calendars	YES
19.	Does Institute Follows Feedback Mechanism for students and Faculties.	YES

Observations and Recommendations:

Following the audit, several observations and recommendations were made to the College Administration.

- A) The institution may appoint a permanent principal.
- B) Faculties may be encouraged to conduct research projects, through various funding options such as UGC major and minor research projects, as the percentage of faculties conducting research projects is zero.
- C) Faculties may be encouraged to publish papers, articles or participate in book review, as the percentage of faculties involved in such activities is less.
- D) The institution may formulate a consultancy policy and encourage its faculties to participate in consultancy projects.
- E) The institution may partner with other institutions of repute through formal MoU.
- F) Student centric learning mechanism may be improved
- G) Use of PowerPoint in classes for teaching learning by the students and the faculties may be reinforced
- H) Feedback mechanism may be introduced from external stakeholders
- I) Additional add-on course, certificate courses may be introduced towards making the students more employable
- J) Welfare schemes may be introduced for the students and the faculties.

Declaration

I agree with all the recommendation and observation mentioned in this report.



IQAC-Co-Ordinator
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Principal
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