



Administrative Audit Report

Academic Session 2021-22

BLOCK- A

The administrative audit for session 2021-22 was conducted by the internal NAAC committee for compliance of UGC guidelines to ensure continuous monitoring and maintenance of infrastructural and departmental records.

Departments under administrative audit for their performances, offering both UG and PG courses are as follows:

1. History
2. Music
3. Physical Education (Offering only UG Course)
4. Political Science
5. Sociology

All the Departments except Department of Physical Education run both undergraduate and postgraduate courses.

General Observations and Recommendations:

Attendance Management: The meticulous maintenance of students' attendance registers within each department underscores our commitment to academic accountability and ensures that students are actively and consistently engaged in their studies.

Faculty Leave Records: Timely updating and comprehensive maintenance of faculty leave records exemplify our dedication to administrative efficiency and transparency. This practice ensures that staffing needs are appropriately managed and that faculty members receive their entitled leaves without discrepancies.

Inventory Management: The meticulous upkeep of stock registers across departments reflects our commitment to efficient resource allocation and management. This ensures that necessary



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supplies and materials are readily available to support teaching, research, and other academic activities.

Academic Performance: The satisfactory performance of students in both undergraduate and postgraduate courses, with a remarkable 90% pass percentage, underscores the effectiveness of our academic programs and the dedication of both students and faculty to achieving educational excellence.

Research and Publications: While many faculty members are engaged in active research programs, there is a scope for increasing the number of research publications in reputed journals. Encouraging collaborative research projects and providing adequate resources for research initiatives can foster a culture of academic scholarship within the departments.

Professional Development: Continuous professional development programs for faculty members are organized to update their knowledge and teaching methodologies. Workshops, seminars, and conferences are organized in their respective fields to enhance teaching effectiveness and pedagogical techniques.

Student Support Services: Apart from academic guidance, departments offer comprehensive support services such as mentoring programs, peer tutoring, and remedial classes for students facing academic challenges. Establishing a dedicated student support centre can centralize resources and facilitate holistic development among students.

Community Engagement: Departments initiate outreach programs and community service activities to promote social responsibility among students through participation in NSS and NCC. This provides opportunities for students to apply their knowledge and skills to address real-world challenges and contribute to social welfare.

Areas of Improvement:

Student-Centric Activities and Assessments: Emphasizing student-centric activities is crucial for fostering holistic development. Departments should prioritize conducting internal assessments promptly to provide timely feedback to students. Additionally, organizing career counselling sessions, extending support for competitive exams, and facilitating personality development

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workshops are highly recommended to enhance students' overall growth and prepare them for future endeavours.

Subject-Specific Libraries: Establishing and maintaining subject-specific libraries within departments can significantly enrich students' academic experience. These specialized libraries can offer resources tailored to the curriculum and research interests of each department, providing students with easy access to relevant literature and enhancing their learning opportunities.

Interdisciplinary Initiatives: Encouraging interdisciplinary collaboration among departments can promote cross-disciplinary learning and research. Departments need to explore opportunities for interdisciplinary projects, workshops, and seminars to foster holistic intellectual growth among students and faculty members.

Student Research Opportunities: Departments should promote undergraduate research opportunities through research assistantships, summer research programs, and student-led research initiatives. Encouraging faculty mentorship and providing research grants will foster a culture of inquiry and innovation among students.

Alumni Outreach Initiatives: Departments should launch alumni outreach initiatives to engage alumni in academic activities, mentoring programs, and fundraising efforts. Alumni networking events, reunions, and alumni awards ceremonies can foster a sense of belonging and pride among alumni, strengthening their connection with the institution.

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Administrative Audit Report

Session 2021-22

Block B

Block B having 5 departments namely Zoology, Botany, Chemistry, English, Drawing and Painting. All the Departments run both undergraduate and postgraduate courses.

All the rooms are classrooms are well equipped. Block B having **Rani Laxmi Bai Seminar Hall** (17) and **C.V Raman Central Lab** (18).

Departments of BLOCK B-

Department of English having 5 full time faculty members. Department maintains a well-equipped library with books and journals of English. The pass rate of students is approximately 95%. In audit it was found that the department needs some more journals. Hence the incharge was asked to subscribe some good journals.

Department of Drawing and Painting have a team of highly qualified teachers, each possessing diverse skills and expertise. Department having separate classrooms for theory and practical and also having good equipment and tools like easels, boards and specific desks for students. Teachers in department constantly put their best efforts to foster creativity and innovation in their teaching methods, thus creating a creative environment which encourages the artistic growth of students. The passing percentage is approximately 95%.

However inadequate number of teachers in the drawing and Painting department during current session hinder the department's ability to effectively support academic activities, necessitating an urgent increase in teaching staff.

Department of Chemistry, having 6 permanent and 02 self finance faculty members . The department has well equipped 3 labs, **Satyendra Nath Bose, Shanti Swaroop Bhatnagar and Prafulla Chandra Ray** respectively. Department having a store room to keep all its chemicals, glasswares and gas cylinders. It offers courses for both UG and PG. This department also maintains a good library. Many projects were completed by M.Sc. students in the department. In audit it was found that the department needs some more good books for the new syllabus with the implementation of NEP and needs more journals to proceed project work. The department has been directed to purchase some good books as per the NEP syllabus.

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The **Department of Zoology** at our esteemed institution plays a pivotal role in imparting knowledge, conducting research and fostering academic growth. The Department of Zoology has 6 permanent and 1 self-financed members. We have two laboratories (**Dr. Lakshmi Sahgal and Savitribai Jyotirao Phule**) one for B.Sc. and one for M.Sc. students. We have sufficient museum specimens. Department well equipped with a required number of books. For teaching we have two classrooms and a dedicated space for research students. The department has introduced NEP syllabus of B.Sc. in July 2021.

Syllabus projected with programme outcome and course outcome and the syllabus is intune with the feedback form of students, teachers, and parents. Three research scholars are working in the Zoology department. We have 97 and 98 percent results in B.Sc. and M.Sc., respectively.

Department of Botany having eight full-time faculty members. The Department of Botany maintains a well-equipped departmental library with a plethora of books. It has 2 rooms for theory and practicals for M.Sc. students and 3 rooms for B.Sc., and one room specifically assigned to Research Scholars. The Department is also equipped with well-facilitated laboratories (**Jagdish Chandra Bose, Dr. Janaki Ammal and Birbal Sahni**) for B.Sc. and M.Sc. students, along with a museum for specimens. It may also be pertinent to state that six Research Scholars were working under the capable guidance of the faculty members of the Botany Department at that time. Additionally, a prolific Botanical Garden has been maintained with a wide range of species, which are studied by the students, including Navgraha Vatika and medicinal plants.

Smt. Dhara Rani Library is a fully automatic Library to enable the Students and staff of the college in their studies as well as research works. It has an enormous collection of 90,000 books, 320 journals, 18 magazines, 110 audio visual aids and 6 daily Newspapers.

Users can access the information through OPAC (online public access catalog) in and out of the Library. DELNET service has been subscribed by the library to access the huge number of E-Journal as well as E-books.

Library has Membership of ILA (Indian Library Association), UPLA (Uttar Pradesh Library Association) & IASLIC (Indian Association of Special Library and Information Centers). It has a multistoried building with an equipped reserve and periodical section. Library has a lab of 12 computer systems on LAN, Xerox machine and alternative electrical system.

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Administrative Audit Report

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Block C

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Departments Under Audit:

Departments Offering Both UG and PG Courses

1. Psychology
2. Geography
3. Economics
4. Hindi
5. Sanskrit
6. Urdu
7. Home Science
8. Education
9. Micro-Biology (Only for PG courses)

Departments Offering UG Courses

1. Philosophy
2. Information Technology
3. Bio-Technology
4. Physics
5. Mathematics
6. B.Ed.

Session Overview

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The session 2021-22 saw a gradual transition back to offline classes as the impact of the COVID-19 pandemic lessened. However, hybrid models combining online and offline teaching were adopted to ensure flexibility and continuity of education.

General Observations and Recommendations

Academic Performance

- The overall academic performance of students across departments continued to be commendable, with the hybrid model of teaching proving effective.
- Regular assessments, both objective and subjective, were conducted to evaluate student knowledge and preparedness for offline exams.

Research and Publications

- Faculty members resumed their research activities with increased vigor. A significant number of webinars, guest lectures, and in-person conferences were organized, enhancing the academic environment.
- Publications in reputed journals increased, reflecting the faculty's dedication to research.

Professional Development

- Continuous professional development programs for faculty members were organized, with a blend of online and offline modes.
- Workshops and seminars focused on updating knowledge and teaching methodologies were conducted, leading to enhanced teaching effectiveness and pedagogical techniques.

Community Engagement

- NCC and NSS students continued to engage in community service activities, focusing on post-pandemic recovery and awareness.
- Outreach programs promoted vaccination drives, health and hygiene practices, and mental health awareness in collaboration with local organizations, NGOs, and community groups.

Areas of Improvement

Interdisciplinary Initiatives

- Encouraging interdisciplinary collaboration among departments can foster cross-disciplinary learning and social service.



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- Departments should explore opportunities for interdisciplinary projects to prepare students and society for future challenges.

ICT Integration

- Embracing Information and Communication Technology (ICT) tools and resources proved beneficial during the pandemic and should be integrated into regular teaching methods.
- Departments should continue using ICT platforms for online learning, virtual labs, and interactive teaching methods to complement traditional classroom instruction.

Faculty Development Programs

- Departments should invest in faculty development programs focusing on ICT and pedagogical training, curriculum design, and online assessment methods.
- Encouraging faculty members to pursue certifications and attend workshops on teaching excellence will further enhance the quality of instruction and student learning outcomes.

Conclusion

The session 2021-22 marked a period of adaptation and growth for the departments under audit. The transition to hybrid learning, continued research activities, professional development, and community engagement were notable achievements. However, there is room for improvement in interdisciplinary initiatives, ICT integration, and faculty development to ensure continued excellence in education and community service.

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