



To,
The Principal
Ghanshyam Singh Arya Kanya Mahavidyalaya
Durg

Dt : 28-Oct-2021

Subject: Certificate regarding the Academic and Administrative Audit for 2020-21

Dear Sir,

It is to certify that the Academic and Administrative Audit process of your College Campus is completed and report is submitted. The campus found to have conducive environment for Academic and having good Administration for making the Institute perform as per the expectation of the stakeholders.

The complete report is provided as attachment for reference.

Thanking you,

Dr. Samarendra Mohan Ghosh

Trustee – Sri Aurobindo Yoga and Knowledge Foundation

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www.saykf.org , www.theprogress.in



GHANSHYAM SINGH ARYA KANYA MAHAVIDYALAYA

ARYA NAGAR, DURG



**ACADEMIC AND ADMINISTRATIVE
AUDIT (AAA)**

2020-21

About Academic and Administrative Audit

The purpose of the Academic and Administrative Audit is to evaluate the performance of the various departments and Institution and give suggestions for further improvement of the quality of teaching, research, administration, and curricular and extra-curricular activities.

Objectives of AAA:-

- Designing effective teaching and learning processes
- Evaluation of Course and Program Outcomes
- Developing student assessment
- Assuring quality education by implementation of co- curricular and extracurricular activities.

AAA Methodology:-

Institution has a committee to conduct and review activities at the department and institution.

Composition of AAA:

1. Principal
2. Vice-Principal
3. Representative from management
4. Representative from administration
5. IQAC Coordinator

1. Details of the Institution

Name of the Institution	GHANSHYAM SINGH ARYA KANYA MAHAVIDHYALAYA
Address Line 1:	Ghanshyam Singh Arya Kanya Mahavidhyalaya,
Address Line 2:	Arya Nagar Durg (C.G.)
City/Town:	Durg
State:	Chhattishgarh
Pin Code:	491001
Institution e-mail address:	gsakm1978@yahoo.com
Contact No.:	0788- 8269055308
Website address:	http://gsakm.unicms.ml/home.php
Name of the Affiliating University	Hemchand Yadav University, Durg

Criterion – I**1. Curricular Aspects****Details about Academic Programmes**

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PG	2	1 (PGDCA)	-	-
UG	7	0	-	-
Total	9	1	-	-

Pattern of programmes:

Pattern	Number of programmes
Semester Including (PGDCA)	4
Trimester	-
Annual	6

Criterion – II

2. Teaching, Learning and Evaluation

Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
28	26	1	1	

No. of permanent faculty with Ph.D.

6

No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
26	-	1	-	1	-	-	-	-	-

No. of Guest and Visiting faculty and Temporary faculty

-

-

-

Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	02	-
Presented papers	-	02	-
Resource Persons	-	-	-

Innovative processes adopted by the institution in Teaching and Learning:

- Teaching dairy – teachers are given teaching dairies at the beginning of the session.
- Syllabus is divided by principal/HOD according to semester or session.
- Principal check the teaching dairies.
- Remedial Classes- after classes' hours.
- Co curricular activities are also conducted by the institute for better learning and teaching.

Average percentage of attendance of students

80%

Post Graduation and Under Graduation:

[illegible]

Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Patanjali Yoga	20
FDP on the topic Research Methodology	13

Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	3	-	-	-
Technical Staff	1	-	NO	NO

Criterion – III**3. Research, Consultancy and Extension**

Initiatives of the IQAC in Sensitizing/Promoting Research
Climate in the institution

- Research Committee
- Initiatives of the IQAC in extension
 - Community Awareness Campaign
 - Adoption of slum area (namely Sikola Basti)
 - Awareness programmes on Women and child security
 - 'Best out of Waste' training
 - Blood Donation Campaign
 - International Yoga Day
 - Swatch Bharat Rally
 - Green Day (Virksharopan)
 - Voter Awareness Campaign

Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

Criterion – IV**4. Infrastructure and Learning Resources**

Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2801.51	-	TUTION FEE	2801.51
Class rooms	540.7006	-	TUTION FEE	540.7006
Laboratories	248.764	-	TUTION FEE	248.764
Seminar Halls	118.39	-	TUTION FEE	118.39
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	46736	-	TUTION FEE	46736
Value of the equipment purchased during the year (Rs. in Lakhs)	235,876	-	TUTION FEE	235,876
Others	-	-	-	-

Computerization of administration and library

The college is well equipped to run its administrative tasks. The staff manages various administrative activities via network office computers. They collaborate, manage and share records across the network offices, use email, messaging and SMS and whatsapp for communication and notification. The campus CCTV helps in ensuring proper discipline during class hours and safety and security of campus throughout. Even though the library is partially automated and most of the transactions are managed manually. It makes the online digital resources, research articles and these are available for browsing and printing.

Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13658	-	146		13804	
Reference Books	400	-	-	-	400	-
e-Books	-	-	-	-	-	-
Journals	15	-	-	-	15	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	BRICS journal continues	-	-	-	-	-

Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Total	56	2	2 (BSNL & AIRTEL)	16	44+4	3	2	3

Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

The college has taken suitable measures to ensure that the academic activities do not suffer during the pandemic period. Lab demonstrations were held time to time to ensure that teachers and students become quite comfortable in using google meets drives and forms for online classes. The teachers have been holding online classes and maintaining online channels for their courses. The mixed Ethernet and wi-fi LAN connects the office room and the computer labs. This campus LAN connects the office room and computer labs. This campus LAN connects to internet via two broadband internet connections.

Amount spent on maintenance in lakhs :

i) ICT	1,28,890
ii) Campus Infrastructure and facilities	21,23,155
iii) Equipments	235,876
iv) Others	-
Total :	2,487,921

Criterion – V

5. Student Support and Progression

Contribution of IQAC in enhancing awareness about Student Support

- During the admission of the students to the institution information about the student support facilities in the college is provided to the parents and the students.
- The principal visits all the classes in the beginning of the academic year and informs the students about all the student support facilities available in the college.
- The facilities are mentioned in the college prospectus.
- Circulars are sent to every class regularly. Class teachers are inform in the classes.
- Feedback collected from the students is analyzed to know about the student's awareness of the students support facilities.
- Created awareness among the students regarding the existence and functioning of various students support cells in the college like:
 - ✓ Governing Body Committee
 - ✓ Purchase and Maintenance Committee
 - ✓ Research Committee
 - ✓ Anti ragging committee
 - ✓ Anti sexual harassment committee
 - ✓ Academic committee
 - ✓ Examination committee
 - ✓ Library advisory committee
 - ✓ Student union committee
 - ✓ Grievance redressal committee
 - ✓ Cultural committee
 - ✓ Internal complain committee
 - ✓ Minority cell
 - ✓ SC/ST
 - ✓ OBC Cell
 - ✓ IQAC

Services

Efforts made by the institution for tracking the progression

- Teachers are asked to maintain a result sheet to analyse the result and track academic progression.
- Alumni In-charge and placement in- charge track the progression after exiting.

(a) Total Number of students

UG	PG	Ph. D.	Others
100	35	14	-

(b) No. of students outside the state Women Men

(c) No. of international students

No	%
00	00

No	%
NO	NO

Under Graduation Last Year(2020-2021)						This Year(2021-2022)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
60	22	32	135	00	249	107	9	6	76	00	198

Dropout = 05%

Post Graduation Last Year(2020-21)						This Year(2021-22)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
43	00	02	05	00	50	27	01	02	18	00	48

Dropout = 02%

Details of student support mechanism for coaching for competitive examinations (If any)

<ul style="list-style-type: none"> • Pre B.Ed preparation • Ph.d course work exam. 	<ul style="list-style-type: none"> • Pre Ph.D exam
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Details of student counseling and career guidance

<ul style="list-style-type: none"> • Pre B.Ed Preparation • Phd Course Work • Pre Phd • English Training
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No. of students benefitted

50

Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	YES

Details of gender sensitization programmes

Program related to Gender Equalization

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	05	6995/-
Financial support from government	564	2,165,435
Financial support from other sources	0	NIL
Number of students who received International/ National recognitions	NIL	NIL

Criterion – VI

6. Governance, Leadership and Management

State the Vision and Mission of the institution

Vision of the College

- 1 To motivate students to achieve high academic standards
- 2 To develop positive attitude, interest and passion towards teaching profession among them.
- 3 To make teacher capable of following recent trends in the teaching method.

Mission of the College

- 1 To develop intellectually cultural and national emotion of students .
- 2 To give the students proper establishment, social, glorious and reputation.
- 3 To develop students expression and constructive skill.
- 4 To encourage poor and villager students for higher education.
- 5 All social religious financial backward and handicapped students to give chance common education.

Does the Institution has a management Information System

All details regarding the activities of the college is maintained by the college office. Principal provides all information to management and informs decisions taken by the management to staff through meetings and circulars. Governing Council meeting is conducted to review the activities of the college.

Quality improvement strategies adopted by the institution
for each of the following:

Curriculum Development

For the Development of the curriculum, we used to collect feedback from the subject teachers regarding the curriculum and if we required any alterations, we share our view to the Chairperson of the Board Of Studies.

Teaching and Learning

1. Encourages ICT enabled teaching-learning process.
2. Blended learning techniques(Due to COVID Period)
3. Remedial Classes

Examination and Evaluation

In our institution, Unit tests, Assignments and Modal exams are Conducted for the students by each department and evaluation is done by the subject teachers for the Internal Marks of the students. Annual and semester main exams are conducted by the Hemchand Yadav University and evaluation is also organised by the university.

Research and Development

- Teacher and students are encouraged by management and principal to participate in seminars, workshops and to present and publish papers.
- Teachers and students are encouraged to pursue PhD by management and principal and they also provides leave for their PhD work.

Library, ICT and physical infrastructure/ instrumentation

The facilities available in the campus library:

Library has seating capacity for 30 students as reference section.

14000 + books for *all courses* in both *English* and *Hindi language*, Magazines, Research papers, Journals are also available for students and Teachers.

Human Resource Management

- Attendance is maintained through biometric finger print machine.
- Remuneration system is manual.
- P.F., ESI and other facilities are provided.
- Different committees in charge are made for work simplification to human resource and the smooth function.

Faculty and Staff recruitment

Recruitment is done by the management as per requirement in consultation with principal. The ad hoc members are appointed by the governing body of the institute and the permanent members are appointed as per the university norms.

Industry Interaction / Collaboration

NIL

Admission of Students

Admissions is conducted as per regulation of Hemchand Yadav University, Durg and Govt. of C.G.

Welfare schemes for teaching, non-teaching and other employees.

- ESIP,
- EPF,
- Free Medical checkup,
- Annual tour,
- Study leave,
- Canteen,
- Gymnasium,
- Special casual leave,
- Birthday celebration,
- Wi-Fi facility

Total corpus fund generated

-

Whether annual financial audit has been done.

Yes

☒

No

☐

Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	✓	The Progress Shri Aurobindo Gyan Ashram	✓	C.A. B.P. Waghela and Co.
Administrative	✓	The Progress Shri Aurobindo Gyan Ashram	✓	C.A. B.P. Waghela and Co.

Activities and support from the Alumni Association

- Alumni meeting are conducted
- Welcomes the suggestions for the development of institute and improvement from alumni.
- Alumni experience sharing

Activities and support from the Parent – Teacher Association

NIL

Development programmes for support staff

1. Celebrate the Birthday of all teaching staff and office staff.
2. Medical checkup is conduct by management time to time.
3. Management contribution towards PF and ESI .

Initiatives taken by the institution to make the campus eco-friendly

- Green Campus
- Rain Water Harvesting

Criterion- VII

7. INNOVATIONS AND BEST PRACTICES:-

Innovations introduced during this academic year which have created a positive impact on the functioning of the institution.

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PRERNA

This is an open library for the local people nearby our institute who facilitates by providing daily news paper and magazines to all the interested readers. The local people who prefer morning walk avail our open library facility.

SANJIVANI VATIKA

Sanjivani vatika is a heaven for all who visit, work and study in our campus. It is a herbal greenery practice which had started during COVID-19 pandemic period. The practice came into existence by keeping in view to facilitate surrounding people with **medicinal plants**. It is a welfare practice in order to keep them healthy especially during COVID-19 pandemic.

Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Academic committee
- Teachers visit to schools for counseling
- Telephonic calling
- M.Ed Students interact with school students during their visit to schools for their dissertation work
- Distribution of pamplates.


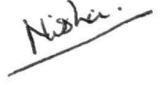
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Give two Best Practices of the institution

Comments of SWOC analysis:

Strength	<ul style="list-style-type: none"> Near railway station Girls college Located at center of the city
Weakness	Research and placement initiative is weak.
Opportunity	Can go for higher education.
Challenges	All facilities are provided from the fees.
Future Plans	M.Com,PG Classes, Skill development programs, Placements, Research.

Audit team member's details:

S. N.	Name	Designation	Signature
1.	Dr. (Smt.) Mridula Verma	Principal & Associate Professor, Ghanshyam Singh Arya Kanya Mahavidhayalaya, Durg	
2.	Dr. (Smt.) Nisha Shrivastava	Professor & HOD, Education Department, Ghanshyam Singh Arya Kanya Mahavidhayalaya, Durg	
3.	Dr. (Smt.) Shobha Gawri	Principal, Seth Phool Chand Agrawal Smriti Mahavidhyalaya, Navapara Rajim	Shobha Gawri
4.	Dr.S.M.Ghosh	Director, The Progress	