

GOVERNMENT COLLEGE BALRAMPUR

DISTRICT- BALRAMPUR-RAMANUJGANJ

CHHATTISGARH

ACADEMIC AND ADMINISTRATIVE AUDIT

(AAA)

(SESSION 2017-18)

SUBMITTED TO

INTERNAL QUALITY ASSURANCE CELL

AS ON DATED 16/01/2018

ABOUT ACADEMIC AND ADMINISTRATIVE AUDIT

The purpose of the academic and administrative audit is to evaluate the institution, departments and give the valuable suggestions for further improvement, quality of teaching learning process, administration, co-curricular activities and extracurricular activities.

AIMS AND OBJECTIVES:-

1. To create effective and advance teaching learning process.
2. Evaluation of course and programme outcomes.
3. Developing student assessment.
4. Assuring quality education by implementation by co-curricular activities and extracurricular activities.

METHODOLOGY

There is a committee to conduct a review activity at the institution and departments.

COMPOSITION OF COMMITTEE

1. Principal
2. Senior most Professor
3. IQAC Coordinator.

PROFILE

Government College Balrampur is established on 11 July 2008 by state Government to make available higher education and research to remote area. College has an Arts, Science and commerce affiliated to Sarguja university ambikapur, Surguja.

As On 16/01/2018 the college has 10 departments offering 5 programmes in all, arts, science, commerce, 6 regular and 4 guest faculties for UG programmes and 2 faculties(Guest faculties) for PG programmes. The College have 617 students, 12 teaching faculties and 2 non-teaching staff at present.

College is situated Balrampr in North-Chhattisgarh of Balrampur-Ramanujganj District, 80 KM far from Surguja division Headquarter and 450 KM from state capital Raipur. Balrampur is a tribal majority district of Chhattisgarh. College was started in a small building with 115 students with a challenging situation. After 5 years is was shifted to permanent building and growing stepwise.

INSTITUTIONAL INFORMATION

1. Name and Address of the College:

College Name : - **GOVERNMENT COLLEGE BALRAMPUR**

Address : -Balrampur

City : -Balrampur

State : -Chhattisgarh

Website : Website: govtcollegebalrampur.ac.in

2. For communication :

PRINCIPAL -**Mr.Nand Kumar Dewangan**

Office : -Government College Balrampur

Mobile : -9977920198

Email : -gncbalrampur@gmail.com

3. IQAC COORDINATOR

Name: -Dr. Umesh Kumar Pandey

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4. NAAC COORDINATOR

Name: -Dr. Satyanarayan Sahu

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Email : -satyasahuiitd@gmail.com

5. Status of the College: - Government

6. Affiliated to- Saint Gahira guru university Ambikapur

7. Establishment- 11 july 2008

8. Type of Institute- Co-education

9. Source of Funding- Government

10.Shift- Day

11.Location- Tribal

12.Detail of UGC recognition

Under section	Date	Remarks
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EXECUTIVE SUMMARY

Criteria I-Human Resources.

Government College Balrampur, affiliated to Sarguja University. The college offers 3 UG programmes and 2 PG Programmes (CBCS) under regular stream with 617 students.

Higher education Department has introduced 2 PG programmes, M.Sc. Chemistry and M.A. -Hindi and institute is showing the commitment of the institution to provide maximum knowledge in the specialized areas which will enable them to develop skills and competency. Faculty members are committed to enhance the output rate of college, and proved many times hence faculty members reaching to attend faculty development programmes. Mr N K Singh joined Orientation Programme as a participant from Botany department at HPU, Shimla (Himachal Pradesh)

CRITERIA II - Physical Resources

College has sufficient Physical resources with minor lacking. College have-

1. 4 diversified science laboratories with sufficient instruments and tools.
2. A mini computer lab.
3. 2 ICT enabled classrooms.
4. Separate computers for teachers.
5. Wi-Fi facility.
6. One reprographic facility.
7. Two LCD projectors.
8. Hindi department have mini library with research journals/magazines.

Weakness

1. Lack of advanced PG lab.
2. Lack of language labs in concern departments.
3. Lack of Departmental library.

CRITERIA III: Teaching Learning and Evaluation

Strength:

1. Continuous Internal Assessment throughout the semester/year, which is centrally monitored.
2. Final examination at the end of the semester/year.
3. Projects, field work, seminar, group discussion and educational excursion are organized.
4. Co- curricular activities are organized
5. Student centric teaching, ICT enabled, participatory, and interactive teaching learning methods are promoted.
6. Innovative teaching and learning methods through assignments, projects, notes, books, and web resources.
7. Academic calendar is followed strictly.
8. Feedback taken analyzed, and action is taken- by notebooks, e-books, extra classes, remedial classes.
9. To enhancement in capacity building.
10. NSS and NCC activities.

Weakness:

1. High difference of teacher student ratio.
2. Lack of Mathematics lab.
3. Lack of faculty numbers in chemistry, Hindi and commerce department.
4. Less numbers non academic staff.

CRITERIA IV- Research activities

College is committed to conduct research activities in different area of education. HoD of Hindi department. Dr.Umesh Kumar Pandey got guideship for Hindi research centre. PG departments are trying to keep foundation of research thinking in students hence project works, workshops and field work, dissertation are being allotted on different topics.

CRITERIA V- Community Outreach and Extension Programme

Students are benefitted by different career counseling sessions. College trying to promote developing the research project.

Awareness on cleanliness, environmental protection, voting rights, human rights, gender equality, traffic rules awareness, legal literacy, financial literacy, yoga and health. Indian culture and values are introduced for the students.

Entire personality development session, cooking, skill developments, field work, and workshops, rational and scientific approach is developed for the improvement of students, HIV awareness, NSS camp, NCC.

CRITERIA VI- Student support and Progression

IQAC is committed to enhance the students support services.

- Student Information System which provides the students with information on admission, financial aid, pre-requisites, rules and regulations through the College website, Prospectus and the Student's Handbook to access across the whole student lifecycle.
- Seats are allotted for the sports, NSS, NCC in each programme that is interchangeable and 3 % for differentially able/PWD students.
- Reservation policy of SC/ST/OBC/Minority is strictly followed.
- Embedding flexible learning and online provision to facilitate access to all.
- Carrier counselling and guidance.
- Scholarship for reserve category and PWD by state government.
- Fee concession for ST/ SC students and female students.
- Educational excursion.

Name of the department	Appeared	Pass	Pass %	Dropout	Dropout %
Hindi Literature	109	109	100%	0	0 %
English	166	74	44.57%	92	55.4%
Political science	109	82	75.22%	27	24.7%
sociology	109	107	98.17%	2	1.83%
Commerce	2	2	100%	0	0 %
Chemistry	57	53	92.98%	4	7.2%
Botany	28	27	96.4%	3	5.6%
Zoology	50	50	100%	0	0%
Mathematics	1	0	0 %	1	100 %
Physics	1	0	0 %	1	100 %

CRITERIA VII - Others

A. Infrastructure and Learning resources

Facilities	Existing	Source of Fund	Total
Campus area	2.90 hectare	Government	2.90 hectare
Class rooms	13	Government	13
Laboratories	04	Government	04
Seminar Halls	1	Government	1
Sports room	1	Government	1
Girls common room	1	Government	1
Library	1	Government	1

B. Library

- Accessed through a single door entry system.
- The library N-List has approx. 1,00,000 e-books are available.
- The library is partially automated with KOHA, and author wise and title-wise search is facilitated.
- Subscription to N-List of INFLIBNET provide access to 6150 journals and 1,39,309 e-books.
- Students are given training on accessing and using N-List.
- CCTV camera is installed in the library.
- The campus is Wi-Fi enabled and all the departments, offices and labs remain connected.
- Solar Panels are installed for complete power back up.
- There are out door grounds for shuttle Badminton, Volleyball, kabaddi and Kho-Kho.
- The Botanical garden in its initial stage which is maintained by the department, has specimen plants including medicinal plants.
- Four diversified laboratories for performing UG practical.

Strength

- The Faculty and students community support the infrastructure initiatives of the college.
- CCTV surveillance 16 number of cameras.
- 24x7 campus security.

Weakness

- The PG Departments of Chemistry need upgraded Labs.
- Two rest rooms needed separately for male and female.
- An auditorium is needed.
- Departmental libraries are needed for UG departments.
- Ore classrooms are needed to start new courses.

Governance & Leadership

The college is committed to provide quality and high standard of knowledge to transform the society by teaching learning and evaluation process. Qualified and competent faculties trying to achieve skill through practical session, co-curricular activities etc. they are guiding the students to enhance personality by right attitude.

- Transparency in Faculty appointment is based on merit.
- IQAC organizes Professional Development Programmes for Teaching and non-teaching staff as well as students.
- Students union is formed.
- Workshops are provided for development of students.
- Encourages faculty to introduce best learning tools along with academic instruction.
- College follows strict rules in admission process. Helps through admission desk.

Innovation and best Practices

College is trying to give its bet to society. College provides-

- An effective system of learning mobility is made available with equitable open access.
- 2 ICT enabled classrooms.
- Students are taken for field projects.
- Library automation using software.
- Online admission.
- Monitoring for slow learners.
- Stakeholders' relationship.
- Teacher centered to student centered learning.

Observation –

1. Manual examination system is conducted of in the end of session by University semester/Annual system.
2. List of the programme provided by university.
3. Register and documents are maintained systematically.
4. All notification are kept systematically.

Exam Conduction –

1. Invigilates are appointed by head of institution.
2. Seating arrangement is done by center- superintendent with the help of office staff.
3. Absentee statement is kept.
4. Dealing with Question paper is highly confidential.
5. All cases of malpractices are to be dealt as per university rules.

Appointment of examine, Remuneration | Question.

1. Papers are provided by university and secured under center superintendent.
2. Bill for renovation are given by office (provided by university).

Valuation

1. Valuation of the answer sheets of final examination is done provided by university rules.
2. In case of unsatisfactory result students may ask university for revaluation of Answer sheet.

Administrative office/Academic departments

An audit have been conducted of government college Balrampur on dated 16/1/2018 and forwarding following observation for further (if required).

Administrative office

1. Detail of the services provided by college is displayed.
2. Counters / station may be displayed in the office.
3. Dispatch register is maintained very well.
4. Tender register are maintained by department.
5. Register of different funds are maintained well.
6. Cashbook in maintained well.
7. Pay bill register maintain.
8. Stock register of office in maintain.
9. TC/CC book is maintained.
10. Scholarship register/ sheet is maintained.
11. Casual leave register is maintained very well.

Suggestion

1. Inward register may maintained.

Academic

1. Syllabus of different departments have been covered almost 98%.
2. Classes are organized using ICT, seminars, group discussion. Quiz, library visit etc.
3. Students attendance is satisfactory
4. Teaching learning process is running smoothly.
5. Extracurricular activities done successfully.
6. Internal assessments are completed.
7. In science departments practical works are complete.
8. Attendance register and teachers diaries are updated.
9. Teacher's attendance register is updated.

Suggestion

1. There is chance for betterment in result section quality wise.
2. College need to extend campus area.
3. Hostel for boys and girls and staff quarter needed.
4. Faculty number may be increased.
5. PG departments may be increased.
6. Student exchange program may be arranged.
7. Students are advised to attend regular classes.







Co-ordinator (IQAC)
Government College Balrampur
Balrampur, Ramanujganj (C.G.)


Principal
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Dist.-Balrampur-Ramanujganj