

**GOVT. LARANG SAI P.G. COLLEGE, RAMANUJGANJ
DISTRICT- BALRAMPUR-RAMANUJGAJ (C.G.)**

ACADEMIC AND ADMINISTRATIVE AUDIT

(AAA)

(SESSION 2018-19)

Submitted to

Internal Quality Assurance Cell

As on Date07-08-2019.....

ABOUT ACADEMIC AND ADMINISTRATIVE AUDIT

The Academic Audit, like more traditional program reviews, is a peer review process including a self-study and a site visit by peers from outside the institution. However, the similarities are there. Unlike the traditional approach to program evaluation, this process emphasizes self-reflection and self-improvement rather than compliance with predetermined standards. The purpose of an academic audit is to encourage departments or programs to evaluate their "education quality process" – the faculty activities required to produce, assure, and regularly improve the quality of teaching and learning. An audit asks how faculty approach educational decision making and how they organize their work, using the resources available to them and working collegially to provide a quality education in the best interests of the discipline and student learning.

AIMS AND OBJECTIVES:-

1. To develop students assessment.
2. To create effective and advance teaching learning process.
3. Assuring quality Education by implementation by co-curricular activities and extracurricular activities.
4. Evaluation of course and program outcomes.

Principles of the Academic Audit:-

(While there is no "hidden agenda," no "right way" to approach the Academic Audit process, the Academic Audit openly advocates the following principles as foundations of good educational practice.)

- Define quality in terms of outcomes

Learning outcomes should pertain to what is or will become important for the department's students. Learning, not teaching per se, is what ultimately matters.

- Focus on process

Departments should analyze how teachers teach, how students learn, and how to best approach learning assessment.

Departments should study their discipline's literature and collect data on what works well and what doesn't.

Experimentation with active learning should be encouraged.

Faculty should be encouraged to share and adopt their colleague's successful teaching innovations.

- Work collaboratively

Teamwork and consensus lead to total faculty ownership of and responsibility for all aspects of the curriculum and make everyone accountable for the success of students.

Dialogue and collaboration should be encouraged over territoriality and the "lone wolf" approach.

- Base decisions on evidence

Departments should collect data to find out what students need.

Data should be analyzed and findings incorporated in the design of curricula, learning processes, and assessment methods.

Objectives of the practice:-

1. To assess the academic performance of individual faculty in a department.
2. To assess the academic performance of the department as a whole.
3. To identify the strengths and limitations of the department.
4. To make the individual faculty and the department accountable.

METHODOLOGY

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

COMPOSITION OF COMMITTEE

1. PRINCIPAL
2. IQAC Coordinator
3. Senior most professors
4. Janbhagidari Samiti.

PROFILE

Government Larang Sai Post Graduate College is the only institute of higher learning at Ramanujganj, a town in Balrampur-Ramanujganj district in Chhattisgarh state. Ramanujganj town is 27 km from the district headquarters on Ambikapur-Daltonganj Road. The college is located near the right bank of the Kanhar River that separates Chhattisgarh from Jharkhand.

The government granted the status of lead college on July 23, 2012. At present undergraduate classes in Arts, Science, Commerce and Computer Science faculty are being run in the college. Postgraduate classes in Arts, Science and Commerce faculty too are available.

College campus is shaping up fast on 4.047 hectare land allocated to the college. So far 11 classrooms, 4 laboratories, library, sports room, offices, etc., have been constructed.

The library has over 14,000 books on different subjects. Every year books with latest information are procured.

For smooth running of the college, there is Proctorial Board, which is authorized to enforce discipline among students.

INSTITUTIONAL DATA:-

1. Name and Address of the College:-

College Name: - Govt. Larang sai P.G. College Ramanujganj.

Address:- Ramanujganj

City: - Ramanujganj

District: Balrampur-Ramanujganj (C.G) 497220

State:- Chhattisgarh

Website:- WWW.GLSPGCR.IN

2. for Communication:-

Principal: - Dr. R.S. Agrawal (principal incharge), Assistant professor

Office: - Govt. Larang sai P.G. College Ramanujganj

Mobile Number:- 9406733091

Email:-CGGLSC@GMAIL.COM

3.IQAC COORDINATOR

Name :- Dr. R.B. Sonwani , Assistant professor

Mobile Number:- 9300068488

Email:- SONWANIRAMBHAJAN@GMAIL.COM

4.NAAC COORDINATOR

Name :- Mr. Augustin kujur, Assistant professor

Mobile Number:- 9165146094

Email:- AGUSTINKUJUR@GMAIL.COM

5. status of the college :- Government

6.Affiliated to : _ Sant Gahira Guru University Ambikapur

7.Establishment:- 13/10/1987

8.Type of Institute:- Co – education

9. Source of funding: - Government

10. Shift :- Day

11. Location :- Tribal Area.

12.Detail of UGC Recognition

Under section	Date	Remarks
(2f)	31/3/2014	UGC act 1956
12(B)	13/2/2016	UGC act 1956

HUMAN RESOURCES:-

S.N.	Department	Post				Temporary faculty Working against vacant post
		Professor		Assistant professor		
		Sectioned	Filled	Sectioned	Filled	
1.	HINDI	1	-	1	1	1
2.	ENGLISH	-	-	1	1	-
3.	SOCIOLOGY	1	-	1	1	1
4.	POLITICAL SCIENCE	1	-	1	-	2
5.	HISTORY	1	-	1	1	1
6.	ZOOLOGY	1	-	1	-	2
7.	BOTANY	1	-	1	-	2
8.	PHYSICS	-	-	1	-	1
9.	MATHMATICS	-	-	1	-	1
10.	COMMERCE	-	-	1	-	1
11.	CHEMISTARY	-	-	1	1	-
12.	ECONOMICS	-	-	1	1	-
13.	COMPUTER APPLICATION	-	-	1	-	1

FACULTY PROFILE :-

SESSION 2018-19

S.N.	NAME	DESIGNATION	SUBJECT	QUALIFICATION
1.	Dr. R.S. Agrawal	Assistant professor And Principal in charge	History	M.A ,PhD
2.	Dr.R.B. Sonwani	Assistant professor	Chemistry	M.Sc ,Ph.D.
3.	Mr.Augustin Kujur	Assistant professor	English	M.A, M.Phill
4.	Mr. Sani Kumar Dhari	Assistant professor	Sociology	M.A, NET
5.	Mr Ramesh Kumar Khairwar	Assistant professor	Hindi	M.A, NET
6.	Mr. Mukesh Kumar Panday	Assistant professor	Economics	M.A, NET
7.	Mr. Umesh Kumar Gupta	Guest. Lecturer	Zoology	M.Sc, M .Phill
8.	Mr. Abhishek Kumar Kashyap	Guest. Lecturer	Physics	M.Sc
9.	Dr. Praveen Kumar Singh	Guest. Lecturer	Political Science	M.A ,Ph.D.
10.	Mr Kapil Sahu	Guest. Lecturer	Zoology	M.Sc
11.	Miss.Poonam Sandilya	Guest. Lecturer	Botany	M.Sc

12.	Miss.Ranjana Rohit	Guest. Lecturer	Sociology	M.A
13.	Mr.Shayam Bihari Yadav	Guest. Lecturer	Botany	M.Sc, SET
14.	Mr.Aditya Kumar Das	Guest. Lecturer	History	M.A, M .Phill
15.	Mr.Anurag Kumar Kashyap	Guest. Lecturer	Computer Application	MCA
16.	Mr.Naveen Krishna Sahu	Guest. Lecturer	Math	M.Sc
17.	Mr .Manish Kumar Panday	Guest. Lecturer	Commerce	M.Com.
18.	Miss.Laxmi Mandal	Guest. Lecturer	Political Science	M.A
19.	Mr. Nimai Pradhan	Guest. Lecturer	Hindi	M.A, NET
20.	Miss .Pooja Haldar	Guest. Lecturer (Janbhagidari)	Commerce	M.Com.

NUMBER OF OTHER STAFF:-

S.NO.	POST	SANCTIONED	FILLED	VACANT
1.	LIBRARIAN	1	0	1
2.	SPORT OFFICER	1	1	0
3.	LAB TECHNICIAN	4	2	2
4.	LAB ATTENDANT	2	0	2
5.	ASSIT. GRADE -2	1	1	0
6.	ASSIT. GRADE -3	2	0	2
7.	PEON	2	2	0
8.	BOOK LIFTER	1	1	0
9.	GUARD	1	1	0
10.	SWEEPER	1	1	0

OTHER TEMPORARY STAFF FUNDED BY INSTITUTION:-

SESSION 2018-2019

S.NO.	POST	NAME	JANBHAGIDARI
1.	DATA ENTRY OPERATER	Mr.Ashish Varman	
2.	OFFICE ASSITANT	Miss.Pooja Singh	
3.	PEON	Mr. Ajay Kumar Gupta	
4.	PEON	Miss.Manita Singh	

Teacher –student Ratio for each of the program /course offered:-

S.N.	Name of the program/course	Sanctioned Student intake	Teacher student ratio
U.G.			
1.	B.A. HINDI LITERATURE	540	1:270
2	B.A. ENGLISH LITERATURE	540	1:540
3.	B.A. HISTORY	540	1:270
4.	B.A. SOCIOLOGY	540	1:270
5.	B.A. POLITICAL SCIENCE	540	1:270
6.	B.A. ECONOMICS	540	1:540
7.	B.Sc. BOTANY	300	1:150
8.	B.Sc. ZOOLOGY	300	1:150
9.	B.Sc. CHEMISTARY	450	1:450
10.	B.Sc. PHYSICS	150	1:150
11.	B.Sc. MATHEMATICS	150	1:150
12.	B.C.A.	150	1:150
13.	B.Com.	240	1:120
P.G.			
1	M.A. HINDI	40	1:20
2	M.A. HISTORY	40	1:20
3	M.A. SOCIOLOGY	40	1:20
4	M.Com.	40	1:20

5	M.Sc. ZOOLOGY	50	1:25
6	M.A.POLITICAL SCIENCE	50	1:25
7	M.Sc. BOTANY	50	1:25

EXECUTIVE SUMMARY

CRITERIA 1 -HUMAN RESOURECS

Govt.Larang Sai P.G. College Ramanujganj Affiliated to Sant Gahira Guru university . the college offers 4 UG program such as: Art, science, commerce

,Computer Application and 7 PG program (CBCS) under regular stream and with 1237 students .

The institution has introduced 7 PG program. M.Sc botany, M.Sc zoology, M.Com, M.A Hindi , M.A sociology, M.A History, M.A political science previous year the institution is showing the commitment to provide maximum knowledge for the students in the specialized areas which will enable to develop multi-skills and competency .faculty members are committed to enhance the output rate of the college since 33 years

CRITERIA 2 - PHYSICAL RESOURECS

College has sufficient physical resources with minor lacking college have:-

- 1.4 diversified science laboratories with sufficient instruments and tools.
2. Two LCD projector.
3. A computer for teaching staff

WEAKNESS

1. Lack of advanced PG Lab.
- 2.Lack of department Library.
3. Lack of Wi- Fi facility.
- 4.Lack of CCTV camera in college.
- 5.Lack of computer lab.
- 6.Lack of digital library in college.

CRITERIA 3 -TEACHING LEARNING AND EVALUATION

Govt.Larang Sai P.G. College Ramanujanj is committed for providing quality academic excellence as well as Human excellence. The faculty regular and guest extremely committed in contributing maximum to their students.

The high learners and the slow learners are identified by the teaching staff and extra classes are arranged for them. All the departments have integrated an interactive teaching learning methodology.

The academic audit confirms that quality is appreciable to teaching and learning.

Teaching and learning are the main focus of the academic management .all the department members maintain an academic plan .another remarkable feature of the teaching learning environment is the personal relationship and bond that exist between the teachers and students .

STRENGTH

1. continuous internal assessment throughout the semester/year ,which is centrally monitored.
2. Final examination at the end of semester/year .
3. Projects ,field work ,and educational excursion is organized.
4. co-curricular activities are organized.
5. Students centric teaching, ICT enabled, participatory, an interactive teaching learning methods are promoted.
6. Buldings wide internet connectivity.

7. Innovative teaching and learning methods through assignments ,projects, notes, books and web resources.

WEAKNESS:-

1. High difference of teacher student's ratio.
2. Lack of language labs in concerned departments.
3. Lack of faculty members in Science, Commerce, History,B.CA.
4. Lack of non- teaching staff .

CRITERIA 4. Research activities

Govt.Larang Sai P.G. College Ramanujganj is committed to conduct research activities in different department .P.G. departments such as M.Sc botany, M.Sc zoology, M.Com, M.A Hindi , M.A Sociology, M.A History, M.A Political science are trying to keep foundation of research thinking in students hence project works ,workshop and field work ,workshops and field work ,dissertation are being given on different topics.

Students are benefitted by different carrier counseling. College is committed to promote developing the research project as well as promoting faculty to attend national and international conferences and publish their research works.

CRITERIA 5 Community outreach and extension program-

Govt.Larang Sai P.G. College Ramanujganj is committed to conduct Entire personality development and scientific approach is developed for the improvement of students , HIV awareness , NSS camp and 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.

CRITERIA 6. STUDENT SUPPORT AND PROGRESSION:-

1. IQAC is committed to enhance and students support services

- Seats are allotted for the sports, NSS in each program that is interchangeable and 3% for differentially able /PWD students.
- Embedding flexible learning and online provision to facilitate access to.
- Library provides competitive information with materials.
- Student information system which provides the students with information on admission, financial aid, pre-requisites ,rules and regulation through the college website, prospectus and the students handbook to access across the hole student lifecycle.
- Reservation policy of ST/SC/OBC minority is strictly followed.
- Time to gender sensitization program is organized by committee.
- College takes necessary action to provide scholarship by government.
- Remedial classes.

A. Details of Program Offered by the Institution (2018-19):-

Program Level /serial no./ name of the program /course/duration (years)/entry Qualification/ medium of Instruction /sectioned Student intake/number of students admitted.

S.N	Name of the program	Duration (Years)	Entry Qualification	Medium of Instruction	Sectioned Student intake	Number of students Admitted
U.G.						
1.	B.A. HINDI	3	H.S.C	HINDI	540	309
2.	B.A. ENGLISH	3	H.S.C	ENGLISH		
3.	B.A. HISTORY	3	H.S.C	HINDI		
4.	B.A. SOCIOLOGY	3	H.S.C	HINDI		
5.	B.A. POLITICAL SCIENCE	3	H.S.C	HINDI		
6.	ECONOMICS	3	H.S.C	HINDI		
7.	B.Sc. BOTANY	3	H.S.C	HINDI	240	271
8.	B.Sc. ZOOLOGY	3	H.S.C	HINDI	240	
9.	B.Sc. CHEMISTRY	3	H.S.C	HINDI	390	
10.	B.Sc. PHYSICS	3	H.S.C	HINDI	150	
11.	B.Sc. MATHEMATICS	3	H.S.C	HINDI	150	
12.	B.C.A.	3	H.S.C	HINDI	150	48
13.	B.Com.	3	H.S.C	HINDI	240	117

P.G.

1	M.A. HINDI	2	GRADUATION	HINDI	40	171
2	M.A. HISTORY	2	GRADUATION	HINDI	40	
3	M.A. POLITICAL SCIENCE	2	GRADUATION	HINDI	50	
4	M.A. SOCIOLOGY	2	GRADUATION	HINDI	40	
5	M.Com	2	GRADUATION	HINDI	40	
6	M.Sc BOTANY	2	GRADUATION	HINDI	50	
7	M.Sc ZOOLOGY	2	GRADUATION	HINDI	50	

RESULT 2018-19 (U.G.)

S.NO.	Name of the department	Appeared	pass	Pass%
1.	Hindi Literature	233	217	93.13%
2.	English Literature	6	3	50%
3.	Political Science	213	209	98.12%
4.	Sociology	218	206	94.49%
5.	Commerce	108	58	53.70%
6.	Chemistry	269	255	94.79%
7.	Botany	239	221	92.46%
8.	Zoology	239	219	91.63%
9.	Mathematics	30	21	70%
10.	Physics	30	20	66.66%
11.	Computer Application	39	16	41.02%
12.	History	29	24	82.75%
13.	Economics	96	84	87.85

RESULT 2018-19 (P.G)

S.NO.	Name of the department	Appeared	Pass	Pass%
1.	M.A. Hindi	25	25	100%
2.	M.A. History	-	-	-
3.	M.A. Political Science	19	19	100%
4.	M.A. Sociology	13	13	100%
5.	M.Com	11	11	100%
6.	M.Sc Botany	36	36	100%
7.	M.Sc Zoology	37	37	100%

CRITERIA- 7- Other

A. Infrastructure and Learning Resources:-

Facilities	Existing	Sources of fund	Total
Campus Area	5.463 hectare	Government	5.463 hectare
Class rooms	14	Government	14
Laboratories	4	Government	4
Sports room	1	Government	1
Girls Common room	1	Government	1
Library	1	Government	1
Staff room	1	Government	1
Principal room	1	Government	1
Exam control room	1	Government	1
Office room	1	Government	1
Washrooms	5	Government	5
NSS room	1	Government	1

B. Library

Strength

- The library N-list has approx.1,00000 e-books are available.
- Subscription to N-list of INFLIBNET provides access to 6150 journals and 139309 e-books.
- Accessed through a single door entry system.
- 24 x 7 campus security.
- The botanical garden in its initial stage which is maintained by the department such as medicinal plants.
- The faculty and students community support the infrastructure initiatives of the college
- Four diversified laboratories for programming UG practical.
- There are out door grounds for shuttle badminton, volleyball, kabaddi and kho-kho.

Weakness

- Two rest rooms needed separately for male and female.
- Departmental libraries are needed for PG departments.
- An auditorium is needed.

C. Governance and 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.

- Workshops are provided for development of students
- College follows strict rules in admission process. Helps through admission desk.
- Transparency in faculty appointment is based merit.
- NSS.
- IQAC organizes professional development program for teaching and non-teaching staff as well as students.
- Encourages faculty to introduce best learning tools along with academic instruction.

D. Innovation and best practices.

College is trying to give its bet to society.

College provides –

- Online admission
- Teacher centered to students centered learning.
- An effective system of learning mobility is made available with equitable open access.
- Stakeholder's relationship.
- Monitoring for slow learners.
- Students are taken for field projects.

OBSERVATION-

1. Register and documents are maintained systematically.
2. Mannual examination system is conducted of in the end of session by university semester/annual system.
3. All notification is kept systematically.
- 4 .list of the program provided by university.

EXAM CONDUCTION-

1. Absentee statements are kept.
2. All cases of malpractices are to be delt as per university rules .
3. Invigilates are appointed by Head of institution .
4. Seating arrangement is done by center superintendent with the help of office staff.
5. dealing with question paper highly confidential.

Appointment of examiner, Remuneration/Question

1. papers are provided by university and secured under center superintendent .
2. Bill of remuneration are paid by office(provided by university).

Valuation

1. Valuation of the answer sheet of final examination is done by provided by university rules.
2. In case of unsatisfactory Result students may asked university for Revaluation of answer sheet.

Administrative, office /academic departments

An audit has been conducted of government Larang Sai PG College Ramanujganj on dated -----and forwarding following observation for further (if required).

Administrative Office

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

SUGGESTION

1. Reprographic system can be increased.
2. CCTV camera may be installed in the class rooms.

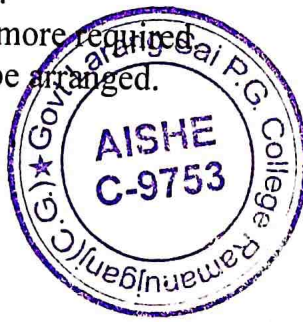
ACADEMIC

1. Teachers attendance register is updated.
2. Syllabus of different departments has been covered 95%.
3. In science department's practical work are complete.
4. Teaching learning process is running smoothly.
5. Extracurricular activity done successfully.
6. Attendance register and teachers diaries are updated.
7. Learner assessments are completed.

Suggestion

1. There result of the students may be better if faculty members put more efforts.
2. College needs to extend campus area.
3. PG departments may be increased.
4. Hostel for boys and girls is much more required.
5. Students exchange program may be arranged.
6. Faculty number may be increased.






शा. लरंगसाय, ज्ञातकोसर
महाविद्यालय, रामानुजगंज
जिला-बलरामपुर-रा. गंज (छ. ग.)