

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

ACADEMIC AND ADMINISTRATIVE AUDIT

(AAA)

(SESSION 2019-2020)

Submitted to
Internal Quality Assurance Cell
As on Date 14.08.2020

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 end 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 processes" – the key 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 a committee to conduct a review activity at the institution and departments.

COMPOSITION OF COMMITTEE

1. PRINCIPAL
2. Senoir most professor
3. IQAC Coordinator

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 Application 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 22 classrooms, 4 laboratories, Seminar Hall, Smart Room, ICT Enabled Class Rooms, Multipurpose Hall / Auditorium, library, sports room, offices, etc., have been constructed.

The library has over 20,000 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)

State:- Chhattisgarh

Website:- WWW.GLSPGCR.IN

2.For Communication:-

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

Office :- Govt. Larangsai P.G. College Ramanujganj

Mobile Number:- 9406733091

Email:-CGGLSC@GMAIL.COM

3.IQAC COORDINATOR (16/03/2018 to 15/10/2019)

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

Mobile Number:- 9300068488

Email:- SONWANIRAMBHAJAN@GMAIL.COM

3.IQAC COORDINATOR (16/10/2019 to be continue..)

Name :- Mr.Vinit Kumar Gupta, Assistant professor

Mobile Number:- 9718707063

Email:- VINITGUPTA58@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				
		Professor		Asst. Pro.		Temporary faculty Working against vacant post
		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	1	1
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 2019-20

S.NO.	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 , PhD
3.	Mr.Agustin 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.Vinit Kumar Gupta	Assistant professor	Political Science	M.A, NET
7.	Mr.Nimai Pradhan	Guest. Lecturer	Hindi	M.A, NET,JRF
8.	Mr.Umesh Kumar Gupta	Guest. Lecturer	Zoology	M.Sc, M .Phill
9.	Mr.Abhishek Kumar Kashyap	Guest. Lecturer	Physics	M.Sc
10.	Dr. Pravin Kumar Singh	Guest. Lecturer	Political Science	M.A , PhD
11.	Mr.Kapil Sahu	Guest. Lecturer	Zoology	M.Sc
12.	Miss.Poonam Sandilya	Guest. Lecturer	Botany	M.Sc
13.	Miss.Ranjana Rohit	Guest. Lecturer	Sociology	M.A
14.	Mr.Shayam Bihari Yadav	Guest. Lecturer	Botany	M.Sc, SET
15.	Mr.Aditya Kumar Das	Guest. Lecturer	History	M.A, M.Phill

16.	Mr.Anurag Kumar Kashyap	Guest. Lecturer	Computer Application	MCA
17.	Miss.Priyanka Das	Guest. Lecturer	Economics	M.A
18.	Mr.Naveen Krishna Sahu	Guest. Lecturer	Math	M.Sc
19.	Mr.Manish Kumar Panday	Guest. Lecturer	Commerce	M.com.
20.	Mr.Mahant Kumar Das	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 2019-2020			JANBHAGIDARI
S.NO.	POST	NAME	
1.	DATA ENTRY OPERATER	Mr.Nikhil Vinay Lahre	
2.	OFFICE ASSITANT	Miss.Pooja singh	
3.	SWEEPER	Mr.Nand Kishor Singh	
4.	PEON	Mr. Ajay Kumar Gupta	
5.	PEON	Smt.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.	ECONOMICS	540	1:540
7.	B.Sc. BOTANY	300	1:150
8.	B.Sc. ZOOLOGY	300	1:150
9.	B.Sc. CHEMISTRY	450	1:450
10.	B.Sc. PHYSICS	150	1:150
11.	B.Sc. MATHEMATICS	150	1:150
12.	B.CA	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	80	1:40
6	M.A. POLITICAL SCIENCE	50	1:25
7	M.Sc. BOTANY	80	1:40

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 programmes. 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 have sufficient physical resources with minor lacking college have:-

- 1.Four diversified science laboratories with sufficient instruments and tools.
- 2 Six LCD projector.
- 3.A computer for teaching staff.
4. Wi- Fi facility.
- 5.CCTV camera in college.
6. computer lab.
7. N-list membership for Faculty and students.

WEAKNESS

- 1.Lack of advanced PG Lab.
- 2.Lack of department Library.
- 3.Lack of digital library in college.

CRITERIA 3-TEACHING LEARNING AND EVALUATION

The institution is committed in providing quality academic excellence as well as Human excellence .the academic audit confirms that quality is appreciable to teaching and learning. The faculty regular and guest extremely committed in contributing maximum to their students.

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 .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 .

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 students ratio.
2. Lack of language labs in concerned departments .
3. Lack of faculty members in Science ,Commerce,History,B.CA.
4. Less members of 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 programme-

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 introduce for the students .

CRITERIA 6-Students support and progression

1.IQAC is committed to enhance and students support services

- Seats are allotted for the sports, NSS in each programme 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 programme is organized by committee.
- College takes necessary action to provide scholarship by government.
- Remedial classes.

A. Details of Program Offered by the Institution (2019-20):-

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	349
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	300	293
8.	B.Sc. ZOOLOGY	3	H.S.C	HINDI	300	
9.	B.Sc. CHEMISTARY	3	H.S.C	HINDI	450	
10.	B.Sc. PHYSICS	3	H.S.C	HINDI	150	
11.	B.Sc. MATHEMATICS	3	H.S.C	HINDI	150	
12.	B.Ca	3	H.S.C	HINDI	150	54
13.	B.Com	3	H.S.C	HINDI	240	81
P.G.						
1.	M.A. HINDI	2	GRADUATION	HINDI	40	234
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	80	
7.	M.Sc ZOOLOGY	2	GRADUATION	HINDI	80	

RESULT 2019-20 (U.G.)

S.N.	Name of the department	Admitted	Appeared	psss	Pass%
1.	Hindi Literature	173	-	-	-
2	English Literature	4	-	-	-
3.	Political Science	335	-	-	--
4.	Sociology	294	-	-	-
5.	Commerce	82	--	-	-

6.	Chemistry	284	-	-	-
7.	Botany	244	-	-	-
8.	Zoology	244	-	-	-
9.	Mathematics	40	-	-	-
10.	Physics	40	--	-	-
11.	B.Ca	51	-	-	-
12.	History	2	--	--	-
13.	Economics	138	-	-	-

RESULT 2019-20 (P.G)

S.NO.	Name of the department	Admitted	Appeared	pass	Pass%
1.	M.A. HINDI	29	-	-	-
2.	M.A. HISTORY	2	-	-	-
3.	M.A.Political Science	36	-	-	-
4.	M.A. Sociology	26	-	-	-
5.	M.Com	24	-	-	--
6.	M.Sc Botany	58	-	-	---
7.	M.Sc Zoology	61	-	-	-

NOTE:- DUE TO COVID -19 PENDEMIC, UNIVERSITY HAS CONDUCTED ONLINE EXAM AND HAS NOT PROVIDED DATAILS APPEARED AND RESULT.

CRITERIA- 7- Other

Infrastructure and Learning Resources:-

Facilities	Existing	Sources of fund	Total
Campus Area	5.463 hectare	Government	5.463 hectare
Class rooms	22	Government	22
Laboratories	5	Government	5
Seminar halls	1	Government	1
Sports room	1	Government	1
Girls Common room	1	Government	1
Conference room	1	Government	1
Smart room	1	Government	1
Library	1	Government	1
Staff room	1	Government	1
Principle room	1	Government	1
Exam control room	1	Government	1
Canteen	-	Government	-
Departments	13	Government	13
Office room	1	Government	1
Washroom	8	Government	8
NSS room	1	Government	1
Faculty Chamber	4	Government	4

B. Library

Strength

- The library N-list has approx. 1,00,000 e-books available.
- Subscription to N-list of INFLIBNET provide access to 6150 journals and 139309 e-books.
- Accessed through a single door entry system.
- CCTV camera is installed in the library.
- CCTV surveillance 64 number of cameras.
- 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
- The campus is Wi-Fi enabled and all the departments, offices and labs remain connected.
- Four diversified laboratories for programming UG practical.
- There are out door grounds for shuttle badminton, volleyball, kabaddi and kho-kho.
- Students are given training on accessing and using N-list.

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.
- 7 ICT enabled classroom
- An effective system of learning mobility is made available with equitable open access.
- Stakeholders relationship.
- Monitoring for slow learners.
- Students are taken for field projects.

OBSERVATION-

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

EXAM CONDUCTON-

1. Absentee statement is 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 a 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 departmets

An audit have been conducted of Government Larang Sai P.G. college Ramanujanj 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 leave register in maintained very well.
5. Pey bill register maintain.
6. Daitail 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 is maintained.
10. Stock register of office in maintain.
11. Register of different funds are maintain well.

SUGGESTION

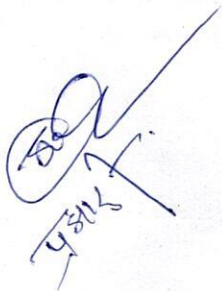
1. Reprographic system can be increased .
2. CCTV camera may be installed in classes.

ACADEMIC

1. Classes include filled trip, ICT rooms. Discussion ,seminar etc.
2. Teachers attendance register is updated.
3. Syllabus of different departments have been covered 95%.
4. In science departments practical work are complete .
5. Teaching learning process is running smoothly .
6. Extracurricular activity done successfully.
7. Attendance register and teachers diaries are updated .
8. Learner assessments are completed .

Suggestion

1. There is chances for betterment result section .
2. College need to extend campus area.
3. PG departments may be increased .
4. Hostel for boys and girls Quarter must needed.
5. Students exchange program may be arranged.
6. Faculty number may be increased.


प्रमुख



प्राचार्य
श्री० लरंगसाय स्नातकोत्तर
महाविद्यालय रामानुजगंज
जिला-बलरामपुर-श्री गंज (छ.ग.)