



Kalyan Post Graduate College

Bhilai Nagar, District Durg, Chhattisgarh, India

Affiliated to Hemchand Yadav Vishwavidyalaya, Durg, Chhattisgarh

Criterion – 6: Governance, Leadership and Management

6.5: Internal Quality Assurance System

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities



Submitted to National Assessment and Accreditation Council

2021 – 2022

SAMPLE COPY OF DEPARTMENTAL ACADEMIC AUDIT REPORT



KALYAN P.G. COLLEGE, BHILAI NAGAR

Academic Audit Report (Year 2021-2022)

Department of ZOOLOGY

(To be filled by Head of Department and verified by the Academic Audit Team)

| S. No. | Audit Details |
|--------|----------------------------------|
| 1 | Date of Audit |
| 2 | Audit Team Name & Contact Number |
| | I |
| | II |
| | III |

| S. No. | College Details |
|--------|--------------------|
| 1 | Name of Department |
| | ZOOLOGY |
| | |
| | |
| | |

I –CURRICULAR ASPECTS

| I Curricular Aspects | | Yes | No | Remark |
|----------------------|--|--------------------------------|----|--|
| 1.1 | Curricular Design and Development | | | |
| 1 | Frequency of conducting CIA | YES, both in UG and PG classes | | 1.For UG students' Internal assessment is taken as Class test and half yearly Test examination and three written test is taken for each semester in PG |
| 2 | Plan for Implementation of academic calendar | YES | | University's academic calendar and Departmental academic calendar is also followed |
| 3 | Departmental Activity Register | YES | | Activity registers of |

| | | | |
|----------------------------------|--|------------------|--|
| | | | students as well as faculties are maintained. |
| 4 | Number of Staff represented BOS of the Concerned University | | NO Nil |
| 5 | Projects/Internships undertaken at UG/PG level | | NO Some small projects in group are given for both PG and UG students related to their curriculum. |
| 1.2 Academic Flexibility | | | |
| 1 | Number of Existing Self-financed Programmes at UG/PG level | | NIL |
| 2 | Number of New Course Introduced | | NIL |
| 3 | Number of Certificate//ValueAdded Course Started | Yes, AT UG LEVEL | 01, value added course is successfully completed with the collaboration of Chemistry, Biotechnology and Botany |
| 1.3 Curriculum Enrichment | | | |
| 1 | Coverage of Syllabus (Average Percentage/Year) | yes | UG-90% PG-100% |
| 2 | Maintenance of Student Attendance Registers | YES | |
| 3 | Number of Teachers (Full Time / Part Time) | Yes, 05 | 05, full time teachers in zoology Department |
| 4 | Gender Sensitization Programmes Conducted / Registers Maintained | No | |
| 5 | Career Guidance Programmes Conducted / Registers Maintained | yes | In every session Guest Organized by the department. Guest Lecture is conducted invarious fields including career guidance, register is also maintained by attended participants. |
| 6 | | | |
| 1.4 Feedback System | | | |
| 1 | Student Feedback on Teachers/Syllabus/Institution | yes | Both UG and PG Students feed back Reports are taken, reports are analyzed and action is taken by IQAC |
| 3 | Feedback Records /Reports Maintained /Not Maintained | yes | For P.G-Action taken reports are maintained in the department. |

| | | | |
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| | | | |
| 4 | Whether Action Taken by the H.O.D./ | yes | For PG students action taken by HOD. |
| 5 | Recommendation / Suggestions (if any) | | |

II – TEACHING, LEARNING AND EVALUATION

| II Teaching, Learning & Evaluation | | | | |
|------------------------------------|---|--|-----------------------|----------------------------------|
| 2.1 | Student Enrolment and Profile | Yes | No | Remark |
| 1 | Does the Department has Sufficient Strength | yes | | PG- 30 students in each semester |
| 2 | Action Taken to improve the Student Strength | yes | | Avertisement through brouchers |
| 3 | | | | |
| 4 | Availability of Social Profile of Students (Give Details) | Boys - 12 General - 10 SC - 12 ST -08 Differently Abled - Nil | Girls -47 OBC – 30 | |
| 5 | Percentage of Dropouts (Course Wise) | UG/PGPG- NIL | | |
| 6 | Recommendation / Suggestions (if any) | | | |
| 2.2 | Catering to Student Diversity | | | |
| 1 | Conduction of Add on Courses (Student Attended/Record) | Student Attended - 01 | Record - | Documents |
| 2 | Conduction of Remedial Courses (Student Attended/Record) | Student Attended - 16 | Record -yes | |
| 3 | Programmes for Advance/Slow Learners (Student Attended/Record of Advance/Slow learner) | Advance Learner: 1. Field projects 2. Extracurricular activities 3. Become a member of departmental zoological society. 4. Taking extra classes for slow learners through ppt presentation. Slow Learner : 1. Faculties providing extra tutorial classes, after classes. 2. Students are provided by extra notes, by the teachers. 3. Taking retest if they fail in the internal tests. 4. Discussion with the students and also giving extra assignment to them. | | |

| | | | |
|--------------------------------------|--|------------------------|---|
| 4 | Co-curricular Activities Department Level (Student Attended/Record) | Student Attended - yes | Record -yes |
| 5 | Academic Competitions College/Dist./State/National Level (Student Attended/Record) | Student Attended - yes | Record -yes |
| 2.3 Teaching-Learning Process | | | |
| 1 | Teaching Diaries (Maintained or Not) | Yes | Each faculty members have maintained teachers dairy and attendance register for both PG and UG students, |
| 2 | Teaching Plans (Maintained or Not) | Yes | Remark |
| | | | Month wise teaching plan is maintained in the teachers dairy by each faculty members. |
| 3 | Name of Innovative Teaching Methods used by Faculty | YES | 1.POWER-POINT 2. BY CLAY MODELS 3. BY WORKING MODELS 4. DIFFERENT MODELS 5. visiting Fish Farms, zoological parks etc. |
| 4 | Number of Faculties Used Innovative Teaching Methods | YES | 05 |
| 5 | Number of PPT/Models/Others Prepared by Faculty | YES | EACH TEACHERS MORE THEN 15 PPT |
| 6 | Number of PPT/Models/Others Prepared by Students | YES | TOTAL 58 STUDENTS EACH STUDENTS 2PPT PER SEMESTER |
| 7 | Strategies used by College to Prepare Students for Examination | YES | 1. Internal test exam for each unit 2. Seminars presentation 3. Tutorial classes 4. Study tours 5. Question papers banks 6. Project models 7. Half yearly examination for UG classes 8. Class attendance 9. Practical works 10. Models and chart making by students 11. Counselling |

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| | | | students before examination 12. Study materials provided to students. 13. Extra tutorial classes for the slow learners. 14. Clearing doubts of students by teachers and experts |
| 8 | Departmental Library Facility | YES | 1350 books |
| 2.4 Teachers Profile and Quality | | | |
| 1 | Number of Workshops conducted/attended(State/National/International) | State- nil National - 09 (workshop) International- 05(workshop) | |
| 2 | Number of Seminars conducted/attended (State/National/International) | State – Nil National - 01(conducted), attended-45 International- Nil | |
| 3 | Number of Conferences Conducted/attended(State/National/International) | State – 11(attended) National – 26(attended) International- 9(attended) | |
| 4 | Number of Guest/Extension Lectures Conducted/Attended(State/National/International) | State - Nil National -webinar-01 International- Nil | |
| 5 | Number of Other Activities Conducted/Attended(State/National/International) | State - Nil National - Nil International- Nil FDP attended-06, Refresher course-01 | |
| 6 | Number of Other Activities Attended by Faculty (Outside the College) | State - International- | National - |
| 7 | Number of Faculty Presented Papers (Workshop/Seminar/Conference) | State - National - 02 International- | |
| 8 | Number of Faculty Received Awards | State - National - International- | Others - |
| 9 | Percentage of Teachers with Ph. D. as the Highest Qualification | 01 | |
| 10 | Percentage of Teachers with M. Phil. as the Highest Qualification | 02 | |
| 11 | Percentage of Teachers with NET/ SLET as the Highest Qualification | NIL | |
| 12 | Total Percentage of Teachers (Ph. D. + M. Phil. + NET/ SLET) | Nil | |
| | | | |

| | | | |
|---|---|---|---|
| 2.5 Process of Evaluation and Reforms | | | |
| 1 | Conduct Internal Examinations | In UG -Unit Test from each paper is conducted and half yearly test is also conducted. For P.G students 03 Internal test conducted for all 4 papers in each semester. Two PPT Presentation in each semester For PG | |
| 2 | Maintenance of Marks Registers | YES, for both U.G and P.G Power point presentation records for P.G students. | |
| 3 | Frequency of conducting Internal Examinations | For U.G minimum 03 test from each paper and Half yearly exam. | 03 Test in Each semester for PG |
| 4 | Greivances redressal mechanism for Internal examinations | | -Retest conducted for the students who failed in first test or absent in medical ground. -Extra classes taken for the slow learners, notes provided. |
| 2.6 Student Performance and Learning Out-comes | | | |
| 1 | Results of (UG and PG) Students During Session – (Give the Percentage Group Wise) | P.G- 100% in each sem. U.G- (Zoology)- Part-1-75% Part-2- 77% Part-3- 75% | |
| 2 | Is the Result Improved/Decreased from Last Year Result or Not (Give the Percentage Group Wise) | Yes | Remark |
| 3 | Whether Result Analysis Done | YES | |
| 2.7 Student Satisfaction Survey | | | |
| 1 | Percentage of Student Satisfied with the Study in Institution(As per feedback data) | 85% | |

III – RESEARCH INNOVATION AND EXTENSION

| III Research Innovation and Extension | | | | |
|--|--|---|----------------------------|--------|
| 3.1 | Promotion of Research and Facilities | Yes | No | Remark |
| 1 | Department Recognized as Research Centre | | No | |
| 2 | Number of Research Guides in the Department | 01 | | |
| 3 | Number of Research Scholars | 02 | | |
| 4 | Number of Faculty which are Life Member in Research Societies | National - 04 | International-02 | |
| | | | | |
| 3.2 | Resource Mobilization for Research | | | |
| 1 | Research Projects in Department (Proposed / Applied) | Major - Other - | Minor – 01 | |
| 2 | Research Projects in Department (Sanctioned / On-going) | Major - nil Other - nil | Minor –nil | |
| 3 | Research Projects in Department (Submitted / Completed) | Major - Other - | Minor – 01 | |
| | | | | |
| 3.3 | Innovation Ecosystem | | | |
| 1 | List of Innovative Practices Adopted by the Institution | Yes field tour, ppt, Guest lectures, Tour to fish farm. | | |
| | | | | |
| 3.4 | Research Publications and Awards | | | |
| 1 | Number of Research Papers Published by Faculty | State - International- | National - 01 Others - | |
| 2 | Number of Books Published by Faculty During Session | Number of Books- nil Number of Faculty- | | |
| 3 | Name of Books Published with ISBN/ISSN | nil | | |
| 4 | Number of Faculty Received Research Awards | State - nil International- | National - nil Others - | |
| | | | | |
| 3.5 | Consultancy | | | |
| 1 | List of Consultancy Services by the Department (Give Details) | | | |
| 2 | Maintenance of Records of Consultancy Services | Yes | No | Remark |
| | | | | |
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|------------|--|-----|--|--|
| 3.6 | Extension Activities | | | |
| 1 | Number of Extension Activities Conducted by the Department | 01 | | |
| 2 | Maintenance of Records Related to Extension Activities | YES | | |
| 3 | Number of Outreach Programmes Conducted by the College | nil | | |
| 4 | Maintenance of Records Related to Outreach Programmes | nil | | |
| 5 | Awards Received by the Department for Extension Activities | nil | | |
| 6 | Any Other Programmes Conducted to Promote Citizenship role in Students | nil | | |
| 7 | | | | |
| 3.7 | Collaboration | | | |
| 1 | Number of Collaboration (MOUs/ Department/Labs/ Organizations) | Nil | | |
| 2 | Programmes/ Activities Conducted in collaborations | Nil | | |
| 3 | Maintenance of Collaboration Register/Activity Records | Nil | | |
| | | | | |

IV – INFRASTRUCTURE/LEARNING RESOURCES

| | | | | |
|------------|---|--|----------------------------|--|
| IV | Infrastructure/ Learning Resources | | | |
| 4.1 | Physical Facilities | | | |
| 1 | Room/Hall/Campus for Physical & other Activities | Class Room- 02 Seminar Hall- nil Equipment Room-01 Research Lab- 01, specimen room-01 | Lab-02 Smart Class- nil | |
| 2 | Number of Toilets in the Department | Boys- nil Staff- nil | Girls-nil | |
| 3 | Condition of Toilets (Working / Not Working) | no | | |
| 4 | Availability of Running Water Supply in the Toilets | nil | | |
| 5 | Does the Existing Toilets Sufficient for the Student Strength | nil | | |
| 6 | Recommendation / Suggestions (if any) | | | |

| | | | | |
|------------|---|---|----|-----------------------------|
| 4.2 | Library as Learning Resource | | | |
| 1 | Library Facility in the Department | yes | | |
| 2 | Working Hours of Library | | | Every day one hour attoted. |
| 3 | Number of Books Available in the Library | | | 2700 books |
| 4 | Number of Other Recourses Available in the Library | Yes | No | Remark |
| | | | | |
| 5 | Availability of Previous Years Question Papers | yes | | |
| 6 | Are Separate Logbooks Maintained for Students/Staff Visitors | yes | | |
| 7 | Average Number of Student Visited /Day the Library (As Per Logbook) | More than 20 | | |
| 8 | Average Number of Faculty Visited /Day the Library (As Per Logbook) | More than 10 | | |
| 9 | Are Records of Visitors Maintained in the Library | yes | | |
| 10 | Average Number of Books Circulated to Student/Year | More than 170 (including reference books). | | |
| | Maintenance of Feedback Book to get Feedback from its Users | yes | | |
| 11 | Overall Maintenance of the Library | yes | | |
| 12 | Recommendation / Suggestions (if any) | | | Lack of Journals |
| 4.3 | IT Infrastructure | | | |
| 1 | Number of Computers Available in the Department (In Use) | 03 | | |
| 2 | Computer – Student Ratio in the Department | 20:1 | | |
| 3 | LAN/Wi Fi Facility for Students/ Staff in the Department | yes | | |
| | | | | |
| 4 | Number of Computer with Internet Facility in Department | 03 | | |
| 5 | Recommendation / Suggestions(if any) | | | |
| 4.4 | Maintenance of Campus Infrastructure | | | |
| 1 | Maintenance of physical/Academic facilities are frequently undertaken | yes | | |
| | | | | |
| 6 | Recommendation / Suggestions (if | | | |

any)

V – STUDENT SUPPORT AND PROGRESSION

| V Student Support & Progression | | | | |
|--|--|---|----------------|-------------------------|
| 5.1 | Student Support | Yes | No | Remark |
| 1 | Programmes Organized for Career Guidance of Student | | | Guest lecture workshops |
| 2 | Maintenance of Record for Career Guidance of Student | yes | | |
| 3 | Campus Selection for Placement of Student by Department | nil | | |
| 4 | Maintenance of Record for Placement of Student by Department | nil | | |
| 5 | Type of Counselling Service are made Available to the Students | Academic - yes Career - yes | Personal – yes | |
| 6 | Maintenance of Record for Counselling of Student | yes | | |
| 7 | Is the Student Grievance Redressal Cell in the Department | Yes | No | Remark |
| 8 | Number of Grievance Reported and Redressed | yes | | |
| 9 | Is the Anti-ragging Cell in the Department | yes | | |
| 10 | Maintenance of Record for Anti-ragging Cell Activities | yes | | |
| 11 | Does the Institution have a Registered Alumni Association | no | | |
| 12 | Maintenance of Record for Alumni Association Activities | Departmental alumni register | | |
| 13 | Recommendation / Suggestions (if any) | | | |
| 5.2 | Student Progression | | | |
| 1 | Number of Students Passed out | | | P.G 100% |
| 2 | Number of Students Progressing to Higher Education | | | 40% |
| 3 | Maintenance of Record for Student Progression | Yes | | |
| 4 | Employment Details of Students | Government –04 (Including guest lecturer in Govt. colleges) Private –10 Self Employed - 04 | | |
| 5 | Recommendation / Suggestions (if any) | | | |

| 5.3 Student Participation and Activities | | | | |
|---|---|--|----------------------------------|------------------------|
| 1 | Number of Students Participate in Sports and Games events | College - 01 State – nil International –nil | District - nil National - nil | |
| 2 | Number of Significant achievements in Sports and Games events | College - 01 – – | District - National - | State International |
| 3 | Give the Number of Student Centric Activities | Quizzes - Seminar –60 each semester (2 seminars per student in each semester) Debates - 07 Discussion – Sports - 06 Cultural –08 Any Other - | | |
| 4 | Maintenance of Record for All these Activities | yes | | |
| 6 | Number of Students Participated in Yuva-utsav | College - 02 – | District - | State |
| 7 | Encouragement given by the Department for Students to Publish Material in Magazine/Journals | Magazine/Journal Name – zoolife (departmental mazgine). Year of Publishing Started – 2021 Number of Articles by Students - | | |
| 8 | Does Department Display Latest News Clipping/Articles | yes | | |
| 9 | Maintenance of Record for this Activity | yes | | |
| 10 | Recommendation / Suggestions (if any) | | | |
| 5.4 Alumni Engagement | | | | |
| 1 | Does the Institution have a Registered Alumni Association | no | | |
| 2 | Maintenance of Record for Alumni Association Activities | (Departmental alumni register maintained) | | |
| 3 | Recommendation / Suggestions (if any) | | | |

VI – GOVERNANCE LEADERSHIP & MANAGEMENT

| VI GOVERNANCE LEADERSHIP & MANAGEMENT | | | | |
|---|---|---|----|--|
| 6.1 | Institutional Vision and Leadership | Yes | No | Remark |
| 1 | Number of Committee in the Department | 10 | | |
| 2 | Maintenance of Activity Register for all these Committees | yes | | |
| 3 | Recommendation / Suggestions (if any) | | | |
| 6.2 Strategy Development & Deployment | | | | |
| 1 | Does Department Analyzing Student Feedback on Department Performance | yes | | |
| 2 | Methods Used for Analyzing Student Feedback on Department Performance | Slow and advance learners | | |
| 3 | Recommendation / Suggestions (if any) | | | |
| 6.3 Faculty Empowerment Strategies | | | | |
| 1 | Number of Faculty attending for Orientation Programmes | nil | | |
| 2 | Number of Faculty attending for Refresher Programmes | 01 | | |
| 3 | Number of Faculty attending for Staff Training Programmes | FDP- 01 | | |
| 4 | Number of Faculty attending for Other Programmes | 01 | | |
| 5 | Recommendation / Suggestions (if any) | | | |
| 6.4 Financial Management & Resource Mobilization | | | | |
| 1 | When was the last Stock Verification Done | YES (End of every session) | | |
| 2 | List of efforts Made by Department in Securing Additional Funding | PROJECTS GIVEN TO CCost, UGC, DST | | |
| 3 | Has the Department Utilized All the Funds | Mobilized/Received – CCost Amount Utilized –460000/- | | |
| 4 | Recommendation / Suggestions (if any) | | | |
| 6.5 Internal Quality Assurance Cell (IQAC) | | | | |
| 1 | Number of Programmes Conducted through College IQAC | 03 | | 02- Webinar 01 value added course in collaboration with other dept. |

VII – INSTITUTIONAL VALUES AND BEST PRACTICES

| VII INSTITUTIONAL VALUES & BEST PRACTICES | | | |
|---|---|--|--|
| 7.1 Institutional Values and Social Responsibilities | | | |
| 1 | Initiatives taken by the Department to Make the Campus Eco-friendly | e-Waste-yes Plantation- yes Water Harvesting-yes Energy Conservation- Efforts for Carbon Neutrality- | |
| 2 | Maintenance of Records for all these Activities | Yes | No |
| | | | no |
| | Recommendation / Suggestions (if any) | | |
| 7.2 Best Practices | | | |
| 1 | List of Best Practices Adopted by the Department | | <ol style="list-style-type: none"> 1. Various activities done under (Zoological Society) 2. Faculties taking Jawara ras every morning 3. Morning Sarswati Vandana 4. National Anthem every day, closing time 5. Reference books record, (donation books by the teachers), these books are given to the needy students every year. 6. Financial support given to the needy students every year. |
| 2 | Recommendation / Suggestions of Academic Advisors (if any) | | |
| 7.3 Departmental Distinctiveness | | Comments | |
| 1 | Departmental Strength | <ol style="list-style-type: none"> 1. Well-equipped Laboratory. 2. Internet facility. 3. Extra tutorial classes are provided for slow learners. 4. Guest lectures are arranged. 5. The Laboratory of Zoology Department has well equipped with modern Facilities like LCD, digital microtome, phase contrast microscope, Computers with internet facility. 6. In academic session 2020-21 we have online received more than 600 (six hundred) application for M.Sc. Zoology against 30 seats, High demand ratio. 7. Faculty and staff members are easily accessible to the students; make a homely atmosphere in the Department. 8. Complete the course curricula within stipulated period. 9. Departmental library facility for | |

students and staff members.

2 Departmental Weaknesses

1. Research activity should be increased
2. Infrastructure should be increased
3. Lab infrastructure should be increased
4. Teacher Student ratio should be more.
5. Lack of Animal house
6. Lack of large laboratories for students and also separate class and laboratory for PG students.
7. Inadequate permanent Staff (Teaching & Non-teaching)
8. Requirement of sufficient staff for laboratory.
9. Lack of wash room.

3 Departmental Opportunities

1. Good opportunities for zoology students of placement in lectureship, research, forest department, competitive exams, animal care etc •
2. They can start small scale industries such as Poultry, Sericulture, Apiculture, Fisheries, Pearl culture, Aquaculture, Pisciculture, Vermiculture, Mushroom culture.
3. Scope for field based research activities.
4. Confidence building through seminars and group discussions and personality development through interactive sessions
5. Department gives platform to the students to show their potential and knowledge by conducting seminars and giving projects etc.

4 Departmental Challenges

1. To cope-up with the students from rural background.
2. To develop Animal house.
3. To enhance employability of students
4. Financial constraints in up gradation of laboratory.
5. To inculcate Research temper among students
6. To improve the writing and Communication Skill of the students.
7. To increase student's progression

8. To Teach and conduct different types of practical's for the students in the absence of dissecting the animals.

5 Recommendation
(Not more than Ten)

- 1 Separate sections for English and Hindi Medium Students
2. Proper Advertisement about the college must be displayed for the admission before the session starts.
3. Seminar/ Conference Halls should be there.
4. Number of teaching staff and laboratory staff should be increased.
5. Animal House should be there for caring and keeping the laboratory animals.
6. Department should be recognized as research center for research students.
7. Teachers should be provided with financial support for attending the seminars and conferences.
8. Institutional research grants should be provided for the upliftment of research projects.
9. teachers should be supported for taking Projects from funding agencies like UGC, CSIR, DST etc.
10. Smart Boards, LCD projects should be there for both UG and PG students.

Note: - As per Requirement Separate Sheet as well as related Documents should be

Enclosed with this Format.



PRINCIPAL
Kalyan Post Graduate College
Bhilai Nagar (C.G.)

Signature of Principal



KALYAN P.G. COLLEGE, BHILAI NAGAR

Academic Audit Report (Year 2021-22)

Faculty of Commerce and Management

(To be filled by Head of Department and verified by the Academic Audit Team)

| S. No. | Audit Details |
|--------|----------------------------------|
| 1 | Date of Audit |
| 2 | Audit Team Name & Contact Number |
| | I |
| | II |
| | III |

| S. No. | College Details |
|--------|--------------------|
| 1 | Name of Department |
| | |
| | |

I –CURRICULAR ASPECTS

| I Curricular Aspects | | | | |
|----------------------|-----------------------------------|-----|----|------------------------------|
| 1.1 | Curricular Design and Development | Yes | No | Remark |
| 1 | Frequency of conducting CIA | YES | | Internal assessment is taken |

| | | | |
|------------|---|-----|---|
| | | | in UG as half yearly exam and 3 internal tests are taken for each semester. |
| 2 | Plan for Implementation of academic calender | YES | Following university academic calendar |
| 3 | Departmental Activity Register | YES | |
| 4 | Number of Staff represented BOS of the Concerned University | YES | 02 |
| 5 | Projects/Internships undertaken at UG/PG level | YES | 18 BBA students were done internship in various industries. 43 M.COM students were done projects on various industries |
| 1.2 | Academic Flexibility | | |
| 1 | Number of Existing Self-financed Programmes at UG/PG level | 01 | B.B.A since 2009 |
| 2 | Number of New Course Introduced | | NO NIL |
| 3 | Number of Certificate//ValueAdded Course Started | YES | 01 V.A.C. was introduce and conducted successfully. |
| 1.3 | Curriculum Enrichment | | |
| 1 | Coverage of Syllabus (Average Percentage/Year) | YES | U.G And P.G.-100% |
| 2 | Maintenance of Student Attendance Registers | YES | |
| 3 | Number of Teachers (Full Time / Part Time) | Yes | No Remark |
| | | YES | Full Time-16 |
| 4 | Gender Sensitization Programmes | | NO |

| | | | | |
|----------------------------|---|-----|--|--|
| | Conducted / Registers Maintained | | | |
| 5 | Career Guidance Programmes Conducted / Registers Maintained | YES | | Organized guest lecture |
| 6 | | | | |
| 1.4 Feedback System | | | | |
| 1 | Student Feedback on Teachers/Syllabus/Institution | YES | | Report submitted to IQAC |
| | | | | |
| 3 | Feedback Records /Reports Maintained /Not Maintained | YES | | Report submitted to IQAC |
| | | | | |
| 4 | Whether Action Taken by the H.O.D./ | YES | | Report submitted to IQAC |
| 5 | Recommendation / Suggestions (if any) | | | Enhance ICT based teaching learning facilities |

II – TEACHING, LEARNING AND EVALUATION

| II Teaching, Learning & Evaluation | | | |
|---|--|--------------------------|------------|
| 2.1 Student Enrolment and Profile | Yes | No | 2.1 |
| 1 Does the Department has Sufficient Strength | YES | | 1 |
| 2 Action Taken to improve the Student Strength | YES | | 2 |
| 3 | | | |
| 4 Availability of Social Profile of Students (Give Details) | Boys - General - SC - Differently Abled - | Girls – OBC – ST – | |
| 5 Percentage of Dropouts (Course Wise) | UG – 6% /PG- 2% | | |

| | | | | |
|--|--|---|----------|---|
| 6 | Recommendation / Suggestions (if any) | <ol style="list-style-type: none"> 1. Require to make proper policy to promote courses offered. 2. Require to open some professional courses to attract students. | | |
| 2.2 Catering to Student Diversity | | | | |
| 1 | Conduction of Add on Courses (Student Attended/Record) | Student Attended – 60 Record -YES | | |
| 2 | Conduction of Remedial Courses (Student Attended/Record) | Student Attended - NIL - | Record | |
| 3 | Programmes for Advance/Slow Learners (Student Attended/Record of Advance/Slow learner) | Student Attended - NIL | Record - | |
| 4 | Co-curricular Activities Department Level (Student Attended/Record) | Student Attended - NIL - | Record | |
| 5 | Academic Competitions College/Dist./State/National Level (Student Attended/Record) | Student Attended - NIL - | Record | |
| 6 | Recommendation / Suggestions (if any) | | | |
| 2.3 Teaching-Learning Process | | | | |
| 1 | Teaching Diaries (Maintained or Not) | YES | | |
| 2 | Teaching Plans (Maintained or Not) | Yes | No | Remark |
| | | YES | | |
| 3 | Name of Innovative Teaching Methods used by Faculty | PPT | | Blended teaching methods using ICT tools. |
| 4 | Number of Faculties Used Innovative Teaching Methods | ALL | | |
| 5 | Number of PPT/Models/Others Prepared by Faculty | 30 | | |

| | | | | |
|------------|--|---------|-----|---|
| 6 | Number of PPT/Models/Others Prepared by Students | 2 | | |
| 7 | Strategies used by College to Prepare Students for Examination | YES | | <ol style="list-style-type: none"> 1. Continuous Internal Assessment 2. Half Yearly Examination 3. Providing study material, notes, solving previous year question papers. |
| 8 | Departmental Library Facility | YES | | For PG students |
| 9 | Recommendation / Suggestions (if any) | | | |
| 2.4 | Teachers Profile and Quality | | | |
| 1 | Number of Workshops conducted/attended(State/National/Internatinal) | State - | NIL | National - NIL International- NIL |
| 2 | Number of Seminars conducted/attended (State/National/Internatinal) | State - | 09 | National - 04 International- 01 |
| 3 | Number of Conferences Conducted/attended(State/National/Internatinal) | State - | NIL | National - NIL International- NIL |
| 4 | Number of Guest/Extension Lectures Conducted/Attended(State/National/Internatinal) | State - | NIL | National - NIL International- NIL |
| 5 | Number of Other Activities Conducted/Attended(State/National/Internatinal) | State - | NIL | National - NIL International- NIL |
| 6 | Number of Other Activities Attended by Faculty (Out side the College) | State - | NIL | National - NIL International- NIL |
| 7 | Number of Faculty Presented Papers (Workshop/Seminar/Conference) | State - | NIL | National - 02 International-NIL |
| 8 | Number of Faculty Received Awards | State - | NIL | National - NIL International- NIL Others - |
| 9 | Percentage of Teachers with Ph. D. as the Highest | 60% | | |

| | | | | |
|---|---|-------------|-------|---|
| Qualification | | | | |
| 10 | Percentage of Teachers with M. Phil. as the Highest Qualification | NIL | | |
| 11 | Percentage of Teachers with NET/ SLET as the Highest Qualification | NIL | | |
| 12 | Total Percentage of Teachers (Ph. D. + M. Phil. + NET/ SLET) | NIL | | |
| 13 | Recommendation / Suggestions (if any) | | | |
| 2.5 Process of Evaluation and Reforms | | | | |
| 1 | Conduct Internal Examinations | Unit Test - | YES | Others - |
| 2 | Maintenance of Marks Registers | Unit Test - | YES | Others - |
| 3 | Frequency of conducting Internal Examinations | YES | | <ul style="list-style-type: none"> B.COM once in a year BBA/M.COM 3 internal tests per semester |
| 4 | Greivances redressal mechanism for Internal examinations | NIL | | |
| 5 | Recommendation / Suggestions (if any) | | | |
| 2.6 Student Performance and Learning Out-comes | | | | |
| 1 | Results of (UG and PG) Students During Session – (Give the Percentage Group Wise) | YES | | 1. B.COM – 99% 2. BBA – 95% 3. M.COM – 98% |
| 2 | Is the Result Improved/Decreased from Last Year Result or Not (Give the Percentage Group Wise) | Yes | No | Remark |
| | | YES | | |
| 3 | Whether Result Analysis Done | YES | | 1. B.COM – 99% 2. BBA – 95% 3. M.COM –98% |
| 4 | Recommendation / Suggestions (if any) | | | |
| 2.7 Student Satisfaction Survey | | | | |
| 1 | Percentage of Student Satisfied with the Study in | | 72.4% | 27.6% |

| | | | |
|-----------------------------------|--|--------------------|----------|
| Institution(As per feedback data) | | Strongly Satisfied | Disagree |
| | | | |

III – RESEARCH INNOVATION AND EXTENSION

| III Research Innovation and Extension | | | | |
|---------------------------------------|---|--|-------------|--------|
| 3.1 | Promotion of Research and Facilities | Yes | No | Remark |
| 1 | Department Recognized as Research Centre | YES | | |
| 2 | Number of Research Guides in the Department | YES | | 03 |
| 3 | Number of Research Scholars | YES | | Nil |
| 4 | Number of Faculty which are Life Member in Research Societies | National - 01SALEEM AQUIL (I.C.A.) International- | | |
| 5 | Recommendation / Suggestions (if any) | | | |
| 3.2 | Resource Mobilization for Research | | | |
| 1 | Research Projects in Department (Proposed / Applied) | Major -NIL Other - NIL | Minor – NIL | |
| 2 | Research Projects in Department (Sanctioned / On-going) | Major - NIL Other - NIL | Minor – NIL | |
| 3 | Research Projects in Department (Submitted / Completed) | Major - NIL Other - NIL | Minor – NIL | |
| 4 | Recommendation / Suggestions (if any) | | | |
| 3.3 | Innovation Ecosystem | | | |
| 1 | List of Innovative Practices Adopted by the Institution | | NO | |
| 2 | Recommendation / Suggestions (if any) | | | |

| | | | | |
|------------|--|--|------|--------|
| | any) | | | |
| 3.4 | Research Publications and Awards | | | |
| 1 | Number of Research Papers Published by Faculty | State –Nil National - 02 (Dr.Ravish Soni) 01(Dr. Salim Aquil International- Nil Others - Nil | | |
| 2 | Number of Books Published by Faculty During Session | Number of Books- 01 Number of Faculty- Dr. Harish Kashyap | | |
| 3 | Name of Books Published with ISBN/ISSN | | ISSN | |
| 4 | Number of Faculty Received Research Awards | State - Nil National - Nil International- Nil Others - Nil | | |
| 5 | Recommendation / Suggestions (if any) | | | |
| 3.5 | Consultancy | | | |
| 1 | List of Consultancy Services by the Department (Give Details) | Nil | | |
| 2 | Maintenance of Records of Consultancy Services | | No | Remark |
| 3 | Recommendation / Suggestions (if any) | | | |
| 3.6 | Extension Activities | | | |
| 1 | Number of Extension Activities Conducted by the Department | | No | |
| 2 | Maintenance of Records Related to Extension Activities | | No | |
| 3 | Number of Outreach Programmes Conducted by the College | | No | |
| 4 | Maintenance of Records Related to Outreach Programmes | | No | |

| | | | | |
|------------|--|--|----|--|
| 5 | Awards Received by the Department for Extension Activities. | | No | |
| 6 | Any Other Programmes Conducted to Promote Citizenship role in Students | | No | |
| 7 | | | | |
| 3.7 | Collaboration | | | |
| 1 | Number of Collaboration (MOUs/ Department/Labs/ Organizations) | | No | |
| 2 | Programmes/ Activities Conducted in collaborations | | No | |
| 3 | Maintenance of Collaboration Register/Activity Records | | No | |
| 4 | | | | |

IV – INFRASTRUCTURE/LEARNING RESOURCES

| | | | | |
|------------|--|-------------------|-----------------|--|
| IV | Infrastructure/ Learning Resources | | | |
| 4.1 | Physical Facilities | | | |
| 1 | Room/Hall/Campus for Physical & other Activities | Class Room- 15 | Lab- YES (1) | |
| | | Seminar Hall- YES | Smart Class- 01 | |
| | | Equipment Room-NO | | |
| | | Research Lab- NO | | |
| 2 | Number of Toilets in the Department | Boys-01 | Girls-01 | |
| | | Staff- 02 | | |
| 3 | Condition of Toilets | Working | | |
| | (Working / Not Working) | | | |
| 4 | Availability of Running Water Supply | YES | | |

| | | | | |
|------------|---|-----|----|--|
| | in the Toilets | | | |
| 5 | Does the Existing Toilets Sufficient for the Student Strength | NO | | |
| 6 | Recommendation / Suggestions (if any) | YES | | ANNAXURE- IV |
| 4.2 | Library as Learning Resource | | | |
| 1 | Library Facility in the Department | YES | | |
| 2 | Working Hours of Library | 1HR | | |
| 3 | Number of Books Available in the Library | YES | | 1393 Books available in departmental library |
| 4 | Number of Other Recourses Available in the Library | Yes | No | Remark |
| | | YES | | |
| 5 | Availability of Previous Years Question Papers | YES | | Available in central library |
| 6 | Are Separate Logbooks Maintained for Students/Staff Visitors | NIL | | |
| 7 | Average Number of Student Visited /Day the Library (As Per Logbook) | NIL | | |
| 8 | Average Number of Faculty Visited /Day the Library (As Per Logbook) | NIL | | |
| 9 | Are Records of Visitors Maintained in the Library | NO | | |
| 10 | Average Number of Books Circulated to Student/Year | YES | | 02 books for each student |
| | Maintenance of Feedback Book to get Feedback from its Users | NO | | |
| 11 | Overall Maintenance of the Library | YES | | |
| 12 | Recommendation / Suggestions (if any) | YES | | ANNAXURE- IV |
| 4.3 | IT Infrastructure | | | |
| 1 | Number of Computers Available in the Department (In Use) | 15 | | |

| | | | | |
|---|---|-----|--|--------------|
| 2 | Computer – Student Ratio in the Department | 7:1 | | |
| 3 | LAN/Wi Fi Facility for Students/ Staff in the Department | YES | | |
| 4 | Number of Computer with Internet Facility in Department | YES | | 15 |
| 5 | Recommendation / Suggestions (if any) | | | ANNAXURE- IV |
| 4.4 Maintenance of Campus Infrastructure | | | | |
| 1 | Maintenance of physical/Academic facilities are frequently undertaken | YES | | |
| 6 | Recommendation / Suggestions (if any) | | | ANNAXURE- IV |

V – STUDENT SUPPORT AND PROGRESSION

| V Student Support & Progression | | | | |
|--|--|--------------------------------|----|----------------|
| 5.1 | Student Support | Yes | No | Remark |
| 1 | Programmes Organized for Career Guidance of Student | Yes | | |
| 2 | Maintenance of Record for Career Guidance of Student | Yes | | |
| 3 | Campus Selection for Placement of Student by Department | Nil | | |
| 4 | Maintenance of Record for Placement of Student by Department | Yes | | Self Placed |
| 5 | Type of Counselling Service are made Available to the Students | Academic - Nil Career - Nil | | Personal – Nil |
| 6 | Maintenance of Record for | | | |

| | | | | |
|------------------------|---|------------------|----------------------|---|
| Counselling of Student | | | | |
| 7 | Is the Student Grievance Redressal Cell in the Department | | No | Central Grievance Redressal Cell exists |
| 8 | Number of Grievance Reported and Redressed | | Nil | Central Grievance Redressal Cell exists |
| 9 | Is the Anti-ragging Cell in the Department | | Nil | Central Grievance Redressal Cell exists |
| 10 | Maintenance of Record for Anti-ragging Cell Activities | | | Central Grievance Redressal Cell have to deal with that |
| 11 | Does the Institution have a Registered Alumni Association | | No | |
| 12 | Maintenance of Record for Alumni Association Activities | | No | |
| 13 | Recommendation / Suggestions (if any) | | | To Functioning alumni association. |
| 5.2 | Student Progression | | | |
| 1 | Number of Students Passed out | | | UG- 902 PG- 65 |
| 2 | Number of Students Progressing to Higher Education | UG to PG- 55 | PG to Ph.D and B.ed- | Total |
| 3 | Maintenance of Record for Student Progression | Yes | | |
| 4 | Employment Details of Students | Government - Nil | Private – Nil | Self Employed - Nil |
| 5 | Recommendation / Suggestions (if any) | | | |
| 5.3 | Student Participation and Activities | | | |

| | | | |
|------------|---|--|--|
| 1 | Number of Students Participate in Sports and Games events | College - Nil State – Nil International – Nil | District - Nil National - Nil |
| 2 | Number of Significant achievements in Sports and Games events | College - Nil State – Nil International – Nil | District - Nil National - Nil |
| 3 | Give the Number of Student Centric Activities | Quizzes - 15 Debates - 5 Sports - | Seminar – 53 Discussion – 24 Cultural – Any Other –PPT Presentation |
| 4 | Maintenance of Record for All these Activities | Yes | |
| 6 | Number of Students Participated in Yuva-utsav | College – Nil (due to Covid Session) District - Nil (due to Covid Session) State – Nil (due to Covid Session) | |
| 7 | Encouragement given by the Department for Students to Publish Material in Magazine/Journals | Magazine/Journal Name – Nil Year of Publishing Started – Nil Number of Articles by Students –Nil | |
| 8 | Does Department Display Latest News Clipping/Articles | Yes | |
| 9 | Maintenance of Record for this Activity | Nil | |
| 10 | Recommendation / Suggestions (if any) | | |
| 5.4 | Alumni Engagement | | |
| 1 | Does the Institution have a Registered Alumni Association | Nil | |
| 2 | Maintenance of Record for Alumni Association Activities | Nil | |

| | | | | |
|----------|---------------------------------------|--|--|--|
| 3 | Recommendation / Suggestions (if any) | | | |
|----------|---------------------------------------|--|--|--|

VI – GOVERNANCE LEADERSHIP & MANAGEMENT

| VI GOVERNANCE LEADERSHIP & MANAGEMENT | | | | |
|--|---|-----|----|---|
| 6.1 | Institutional Vision and Leadership | Yes | No | Remark |
| 1 | Number of Committee in the Department | Yes | | Five Committees |
| 2 | Maintenance of Activity Register for all these Committees | Yes | | Admission Register, Departmental Register |
| 3 | Recommendation / Suggestions (if any) | | | |
| 6.2 | Strategy Development & Deployment | | | |
| 1 | Does Department Analyzing Student Feedback on Department Performance | Yes | | Feedback Forms |
| 2 | Methods Used for Analyzing Student Feedback on Department Performance | Yes | | Questionnaire Method |
| 3 | Recommendation / Suggestions (if any) | | | |
| 6.3 | Faculty Empowerment Strategies | | | |
| 1 | Number of Faculty attending for Orientation Programmes | No | | |
| 2 | Number of Faculty attending for Refresher Programmes | Yes | | 01 |
| 3 | Number of Faculty attending for Staff Training Programmes | Yes | | 01 |
| 4 | Number of Faculty attending for Other Programmes | Yes | | International Webinar-02 National Webinar-29 |

| | | | |
|---|---|---|--|
| | | | Research Journals-03 Conference-02 |
| 5 | Recommendation / Suggestions (if any) | | |
| 6.4 Financial Management & Resource Mobilization | | | |
| 1 | When was the last Stock Verification Done | No | |
| 2 | List of efforts Made by Department in Securing Additional Funding | No | |
| 3 | Has the Department Utilized All the Funds | Mobilized/Received – Amount Utilized - | |
| 4 | Recommendation / Suggestions (if any) | | |
| 6.5 Internal Quality Assurance Cell (IQAC) | | | |
| | | | |
| 1 | Number of Programmes Conducted through College IQAC | Yes | National Webinar on “Financial Planning & Investment Opportunities Including Mutual Funds” |
| | | | |
| 4 | Recommendation / Suggestions (if any) | | |

VII – INSTITUTIONAL VALUES AND BEST PRACTICES

| VII INSTITUTIONAL VALUES & BEST PRACTICES | | | |
|---|---|---|--------|
| 7.1 Institutional Values and Social Responsibilities | | | |
| 1 | Initiatives taken by the Department to Make the Campus Eco-friendly | e-Waste-NO Plantation- NO Water Harvesting-NO Energy Conservation-NO Efforts for Carbon Neutrality- NO | |
| 2 | Maintenance of Records for all these Activities | Yes | No |
| | | | Remark |
| | | NO | |
| | Recommendation / Suggestions (if any) | - | |
| 7.2 Best Practices | | | |
| 1 | List of Best Practices Adopted by the Department | NO | |
| 2 | Recommendation / Suggestions of Academic Advisors (if any) | - | |
| 7.3 Departmental Distinctiveness | | | |
| | | Comments | |
| 1 | Departmental Strength | 1.Continuous growth in Strength from 63 years. 2.Good research publications. 3. Efficient & Experienced Faculty with doctoral degree 4Skill improvisation and value-added programmes. 5Affordable fee structure 6Supportive management | |
| 2 | Departmental Weaknesses | 1Limited sanctioned post. | |

| | | |
|----------|---|---|
| | | <p>2 Lack of infrastructural support from state govt.</p> <p>3 No optimum usage of ICT in teaching-learning</p> <p>4 Lack of academic freedom in curriculum design</p> <p>5 Lower preference for Entrepreneurship among student</p> |
| 3 | Departmental Opportunities | <p>1 Job opportunities through campus interviews</p> <p>2 To organize national and international conferences.</p> <p>3 Usage of ICT in the Teaching-Learning process.</p> <p>4 Contribute to enhancing equality & access.</p> <p>5 International and off-campus study and exchange programs</p> |
| 4 | Departmental Challenges | <p>1 Competition with other established colleges.</p> <p>2 To develop social responsibility among the students.</p> <p>3 Limited Placement opportunities.</p> <p>4 Limited space available for further expansion</p> <p>5 To promote research culture among students.</p> |
| 5 | Recommendation (Not more than Ten) | <p>1. Foster interdisciplinary collaboration with related departments for holistic business education.</p> <p>2. Introduce specialized workshops on emerging financial technologies and</p> |

tools.

3. Expand industry partnerships for internship and job placement opportunities.

4. Implement case-based learning to enhance practical problem-solving skills.

5. Offer mentorship programs connecting students with experienced professionals.

6. Promote financial literacy initiatives for both students and the local community.

7. Integrate sustainability and ethical business practices into the curriculum.

8. Create a platform for students to showcase entrepreneurial ventures and projects.

9. Establish a dedicated research fund to support faculty and student research endeavours.

10. Develop a dedicated career counselling and guidance centre for commerce students.

Note: - As per Requirement Separate Sheet as well as related Documents should be

Enclosed with this Format.



PRINCIPAL
Kalyan Post Graduate College
Bhilai Nagar (C.G.)

Signature of Principal