



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

2022 – 2023

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.

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: <ol style="list-style-type: none"> Field projects Extracurricular activities Become a member of departmental zoological society. Taking extra classes for slow learners through ppt presentation. Slow Learner : <ol style="list-style-type: none"> Faculties providing extra tutorial classes, after classes. Students are provided by extra notes, by the teachers. Taking retest if they fail in the internal tests. 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

			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

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 Jawararas 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

			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 ProgrammesConducted / Registers		NO	

	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.RavishSoni) 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)			
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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