

**Sakaldiha Post Graduate College
Sakaldiha-Chandauli (UP)**

External Academic and Administrative Audit (EAAA)

Session 2021-22

The purpose of the External Academic and Administrative Audit (EAAA) is to ensure that the practices followed in the campus are in accordance with the Administrative Policy adopted by the institution. With this in mind, the specific objectives of the audit are to evaluate the adequacy of the management control framework as well as the degree to which the Departments are in compliance with the applicable regulations, policies and standards.

**ACADEMIC AUDIT REPORT
For the Academic year 2021 - 2022**

Department-Institution			Period of Audit: 25-26 May 2022
I - COLLEGE PROFILE (To be filled in by the IQAC Co-coordinator)			
1	Name of the College, Website, email and Ph. No.	SAKALDIHA P. G. COLLEGE, SAKALDIHA-CHANDALI, http://sakaldihapcollege.ac.in/ spgcollege1965@gmail.com Mob. No.- 7376034266	
2	Name of the Institution head, email & Mob. No.	Prof. Pradeep Kumar Pandey captainpkpandey@gmail.com Mob. No.- 9793914542	
3	Name of the IQAC Coordinator, email & Mob. No.	Prof. Shamim Rain viendradefence@gmail.com Mob. No.- 9616151555	
4	Year of Establishment	1965	
5	NAAC Grade with Cycle, Accredited	1 st Cycle, Grade 'C'	
6	UGC Recognition (2F & 12 B)	YES	

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8	No. of Posts Sanctioned:				Non Teaching
9	Course wise Students strength.			Govt. approved : BA MA B.Ed.	Teaching 32 1865 397 50

Item	Impression of Academic Advisor **	Remark by Academic Advisors
II - CURRICULAR ASPECTS		
1	Implementation of Annual Department Plan	A
2	College Annual Curricular Plans	A
3	College Activity Register for the Academic Year 2021 to 2022	B
4	Departmental/Subject Activity Registers	C
5	Add-on Courses completed during Academic Year 2021 to 2022	
6	Plan for introduction of new Add-on Courses in Academic Year 2021 to 2022	
7	Coverage of Syllabus (Average Percentage)	95
8	Teaching of Environmental Science and Ethics	A
9	Maintenance of Student Attendance Registers	A
10	Feedback forms on Curriculum from students	B

** Grade A (Good)/ B (Satisfactory)/ C (Poor)

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Item	Impression of Academic Advisor**	Recommendation/Suggestions by Academic Advisors
III - TEACHING, LEARNING & EVALUATION		
1 Teaching Diaries & Plans in the Prescribed Formats	B	It is observed that teaching diaries and plans are well maintained.
2 Co-Curricular Activities	A	Good no. of co-curricular activities have been planned and conduct for students as well as faculty members.
3 Academic Competitions (Degree & Above Level)	—	—
4 Conduct of Internal Examinations-continuous assessment & Mid-Term Test	A	Continuous assessment is carried out by the department. Mid test is conducted by the examination department of the Institute.
5 Subject wise result analysis	C	Sometimes.
6 Teacher wise result analysis	—	—
7 Remedial Classes	B	Remedial classes are conducted.
8 Record of Evaluation of Teachers by Students	B	Feedback on Teachers by the students is taken and analysis is carried out.

** Grade A (Good) / B (Satisfactory) / C (Poor)

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Item	Recommendation/Suggestions/Remarks by Academic Advisors			
Impression of Academic Advisor with after observation **				
Grade	Actual Status			
IV - RESEARCH AND CONSULTANCY				
1	Is the College a Recognized Research Centre	NO	NA	Yes/No
2	No. of Research Guides in the College	NO	00	
3	No. of Faculty registered for Ph. D	—	03	
4	Number of Major/Minor/Other Research Projects	00	00	Major: — Minor: — Others: —
5	Number of Research Papers Published in Academic year (Internationals/Nationals Journals)	A	80	National : 75 International: 05
6	Number of Papers Presented in Academic year (International/National/State Level Conference)	C	10	International: National : State Level Conference:
7	Number of Books Published in Academic year (Single Author/Co Author)	C	01	As a Single Author – As a Co-Author –
8	Number of Seminars / Workshops / Training Program Conducted in Academic year (International / National / State)	C	01	
9	Record of MOUs in Academic year	B	06	Satisfactory

** Grade A (Good)/ B (Satisfactory)/ C (Poor)

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Item	Impression of Academic Advisor with after observation **		Recommendation/Suggestions/Remarks by Academic Advisors
	Grade	Actual Status	
V - EXTENSION ACTIVITIES			
1	Record of Subject/Department Extension Activities(attach details)	Related	Extension Activities Done by Rovers/Rangers and NSS, Voters Help Desk.
2	Name of the NSS PO & Mobile No.	B 03	Dr. Shamim Rain Mob. No. 9451955609
3	NSS Attendance register	A Yes	Available
4	NSS Activity register	A Yes	Available
5	Name of the NCC ANO & Mobile No.	— —	NA
6	NCC Attendance register	— —	Maintained at Institute Level
7	NCC Activity register	— —	Maintained at Institute Level
8	Name of the Eco- & Innovation Club Coordinator & Mobile No.	— 00	NOT APPLICABLE
9	Eco- & Innovation Club Activities	— 00	NOT APPLICABLE
10	Participation of District Administration in Extension etc.	B :	In Awareness programmes, Blood donation Camps
11	Any Other Club Alumni Association	B not registered	Supported in Extension Activities.

** Grade A (Good)/ B (Satisfactory)/ C (Poor)

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Item	Impression of Academic Advisor with grade after observation **	Recommendation/Suggestions by Academic Advisors
VI - LEARNING RESOURCES		
	Grade	Actual Status
1	—	Shri Ajay Kumar Yadav Mob. No. 9453200022
2		9.00 AM to 5.30 PM
3	B	It should be increased
4	B	It should be increased
5	A	Last 3 years question papers are available with department as well as course files for each course is prepared by every faculty members. Student feedback is taken at the end semester and analysis is carried out. Every faculty is intimated about their course feedback.
6	C	In few departments/Subjects, but not in library.
7	B	Maintained by College Library and Department Library is maintained by HOD.
8	C	Partially automated.
9	C	only few e resources are available.
10	—	should be subscribed
11	C	should be increased
12	—	NPTEL Lectures should be available
13	—	access should be provided to students
14	—	Access to e-journals, NPTEL courses.

** Grade A (Good) / B (Satisfactory) / C (Poor)

Item	Impression of Academic Advisor with grade after observation **	Recommendation/Suggestions by Academic Advisors
VII - STUDENT SUPPORT ACTIVITIES		
Grade	Actual Status	
1	Name of Dean/Faculty In-charge & Mobile No.	
2	Activities and Support for Sports	
3	Records of events conducted and significant achievements in Sports & Games	
4	Record of cultural programs conducted	
5	Record of any other extra-curricular activities conducted	
6	Record of Students trained in different verticals Specialized Trainings	
7	Record of Students placed in In campus placement	
8	Name of Career Guidance Coordinator and Mobile No.	
9	Record of activities Career Guidance and placement cell	

** Grade A (Good)/ B (Satisfactory)/ C (Poor)

Item	Recommendation/Suggestions by Academic Advisors	Impression of Academic Advisor with grade after observation **	
		Grade	Actual Status
10	IQAC activities & maintenance of records, (Action Plan/Minutes of Meeting/submission of AQAR to NAAC etc.)	B	—
11	Record of Alumni Association Activities	B	—
12	Record of Grievance Redressal Cell/Anti Ragging Cell	B	—
13	Awards and Prizes earned by students(attach details)	A	—
14	Mentoring/Counseling System	B	—

** Grade A (Good)/ B (Satisfactory)/ C (Poor)

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Item	Impression of Academic Advisor with grade after observation **	Recommendation/Suggestions by Academic Advisors
	Grade	Actual Status
VIII - BASIC AMENITIES		
1 Maintenance of drinking water	B	Number of water coolers and filters in the campus should be increased and cleaned more frequently.
2 Maintenance of Sanitation	B	More workers should be appointed for the purpose.
3 Greenery & Cleanliness	B	More workers and administrators should be appointed for the purpose.
4 Health Care Facility	C	First Aid Kit is made available in the department for students and faculty members.
5 Canteen	C	Need based canteen is available to students and faculties.
IX - GOVERNANCE AND LEADERSHIP		
1 Staff Meetings Register	A	Records of various meetings are maintained by college office.
2 Functioning of Committees in Administration (Minutes of Meetings)	A	Various committees are available at college level with participation of faculty, parents and teachers.
3 Awards/Achievements of faculty	C	01

** Grade A (Good)/ B (Satisfactory)/ C (Poor)

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Description of Observations

During the initial planning of the audit, an analysis was conducted on the methodologies of the administrative policies. E-AAA Experts have gone through overall physical verification. The analysis is based upon an examination of the policies, manuals and standards on data analysis. The criteria and methods used in the audit were based on the identified risks. The methodology used included physical inspection of the campus, review of the relevant documentation, and interviews. The conclusions are based on a comparison of the situations as they existed at the time of the audit with the established criteria. The audit report of the different aspects of the college is given below:-

1. **Teaching & Learning (Syllabus)** - Every teacher tries to complete the syllabus within limited time frame. Learning is the outcome of effective teaching. The level of learning is judged by the teacher through the evaluation of assignment works given to students. Learning is judged in labs also. The good result of annual / semester examinations is the indicator of the effective teaching and learning process in the college. For the effective teaching, teachers are encouraged to use the ICT tools in the class room.
2. **Laboratory:** - There are five practical subjects in college - Geography, Psychology, Defence studies, home science and Physical education. All these five subjects have well-furnished laboratory. During audit it was found that geography lab suffers from the problem of dampness while Defence studies, home science and Psychology lab requires a bigger space upgradation. These recommendations are made to the principal for necessary action.
3. **Library and Reading Room** - Library is an important part of an institution. During audit it was found that the college library suffers from the problem of poor maintenance. Despite a good number of books, library does not seem to be impressive. During interrogation, the librarian demands extra staff for the maintenance of library. This demand is recommended to the principal.

Reading room is also a part of the college library where a number of newspapers and magazines are purchased for the benefit of students. Students complain that sometimes newspapers do not come in time. The librarian is asked in this regard to make the newspaper available in time. Proper lighting arrangement is recommended in the Reading room.

4. Classrooms: - The process of teaching is undertaken in classrooms. So the classroom plays a vital role in effective teaching. Every classroom should have proper bench and desk. During audit it is found that some benches and desks are broken and they should be repaired. Some class rooms should be equipped with ICT tool for the benefit of student. Such recommendations are made by IQAC.

5. Sports:-The Annual sports programme is arranged every year in college. In the session 2015-16 the Annual sport programme was held in the month of February. The physical education teacher **Dr. Vinayak Dubey** motivated the students to participate in different games like 100m, 200m race, tug to war, shot-put throw, long jump, high jump, volley ball etc.

Winners were given trophy and certificate by the chief guest. The IQAC recommends that the sports facility should be enhanced. The jersey should be provided to the sportsperson going outside to represent the college. At the same time, the facility of indoor games like Table-tennis, Carrom and Chess etc. should be provided to the students.

6. Admission:-There is an admission committee in college which looks after the tremendous work of admission in B.A. I and M.A. I semester. The preparation of Admission list and counseling of student are done by the committee. In admission we follow the U.P. Govt. reservation policy. IQAC recommends to provide a computer to the admission committee to maintain the records of admission in different classes.

7. Extra Curricular Activities: - Extra Curricular activities are organized in college to provide a platform to students to show their talent. Besides celebrating the Independence Day and Republic Day, we celebrate "Voter Awareness week", "Youth Day", "Gandhi Jayanti", "Communal Harmony week", etc.

In these programmes students are motivated to participate. The cultural Programmes are organized in the month of February. Students take part in different cultural competitions like Folk- Song, Fancy- Dress, Short Drama etc. The winners are given certificate by the chief guest. The IQAC recommends purchasing the mike system and music system so that these electronic gadgets should be used in college programmes.

8. Plantation: - "Green Campus Clean Campus" is the motto of Sakaldiha P.G. College right from the beginning.

SWOC ANALYSIS

Strength-

College has excellent student demand ratio in the BA and B.Ed. courses. Defence and Strategic Studies is a peculiar feature of the college. It is mentioned in college NAAC Peer Team report also. Faculty members have participated in many training programs like OC/FDPs etc.

College conducts extension activities through Rover/Ranger and NSS wings successfully and conducted many awareness programmes and adopted best practices. Rovers and Rangers of the Institution an asset for the institution due to its achievements. College has well maintained grievance Redressal system in forms of GRC, AWHC, ARC, Examination committee and Proctorial Board.

Sakaldiha P. G. College is an old and prestigious institution of this area. During Covid Period, teaching was greatly hampered. The session 2021-22 was Post Covid Period. The hangover of Covid was still felt in different activities but it was a matter of great satisfaction for all concerned that admission was almost full in both PG, UG and B Ed departments. It was of course a very encouraging situation for college. Since it was a Post-Covid period, we switched over to Online teaching. Almost 50% classes were engaged through online mode. Students also supported this feature. Teachers developed E-content on different topics and uploaded on the website of the Govt. of U.P.

The college paid extra attention on cleanliness. Almost all the classrooms were sanitized twice a week. During examination Sanitization Booth was temporarily made near the main gate and students were instructed to go through this booth so that their full body should be sanitized. Annual games were held in Feb 2022 and students participated in events with full enthusiasm. The Govt. of UP distributed smart phones and tablets to students (Digi Shakti Policy) which was a great event. The online classes were made easy through smart phones. Various activities were done under Azadi Ka Amrit Mahotsava and Mission Shakti.

College has organized many students seminars and actively implemented the programmes of "Aajadi Ka Amrit Mahotsava" and Mission Shakti, of UP Government.

Weaknesses –

- There are some weaknesses in the College which should be removed.
- Feedbacks are taken from stakeholders and analyzed, but action taken reports are not available.
- Library automation is not complete. Automation is necessary for the upgradation of library. It should be done gradually.
- The non-teaching staff are not using Computers properly. This scenario should be changed. Our Prime minister Sri Narendra Modi lays much emphasis on cleanliness. In keeping with the mission of PM, the college administration pays much attention to cleanliness of campus, toilet and the campus at large. Sometimes vaunters of NSS and Rovers rangers, also perform the Cleanliness.
- During rainy season, sometimes, college face water logging.
- Strong Alumni Association but unregistered.

Opportunities-

1. B.Ed. unit should be increased in the greater interest of students. At present there is the intake of only 50 students.
2. The entire campus should be equipped with strong network of Wi Fi network in the campus. Clerked staff is not efficient to use ICT. It is needed to train them properly.
3. Library automation is essential for college. Subscription membership of journals (both e-journal and...) is "necessary. Model answers of previous examinations are unavailable in library and departments.
4. students should be motivated for participation in sports and cultural activities at university, state and national level.
5. Vacant posts of faculties and staff should be filled as soon as possible.
6. Activity registers should be maintained by every department/subject.

Challenges –

- Since the employment of teachers is done by the Commission of Higher Education, govt. of up, College has no choice but to wait. In the same way college can't do much to start NCC. It is up to govt. of India to allot a NCC unit to college.
- At P.G. level, students are not much interested in taking admission in some subjects i.e. English, Economics. So, if P.G. Course is started in other subjects, the problem will arise regarding finance.
- To take advantage of great pool of alumni is not easy due to backward area.
- Due to lack of fund institution is unable to conduct Green Audit by the Competent Authority.

RECOMMENDATIONS/SUGGESTIONS BY ACADEMIC ADVISORS

1. Subject and Teacher wise result analysis is essential to measure the teaching-learning outcomes.
2. Remedial classes and mentoring system should be strengthened.
3. Institution should make efforts to have a proper board of management.
4. Records of meetings at institution level are unavailable. minutes of meetings of Committees/cells are property written. Records of meetings of college regarding day-to-day administration should be written property.
5. Research and consulting are poor aspects of Institution. College Administration should focus on it. There is no running research project in institution. Faculty members have research publications and published books. But maximum publications are not in UGC care listed journals.
6. Some plants dry up due to poor maintenance. So, in order to protect and preserve the new plants some recommendations are made:
 1. Some tree guards should be purchased.
 2. The responsibility of the maintenance of new plants should be distributed among the peons of the college.The regular cutting and pruning of the plants give them proper shape and enhance the beauty of the campus.

	Name of Academic Advisor with designation	Signature
1	Prof. Udayan Mishra Principal Lal Bahadur PG College Mughalasarai-Chandauli.	
2	Dr. A K Tripathi Co-Ordinator Khardiha Degree College Khardiha-Ghazipur	

Agrees with all above observations and also with the suggestions by the Academic Advisors. I will try to comply with the suggestions by the Academic Advisors for the improvement of Academic Quality along with infrastructure of my college.

Place:

Date:


Prof. Pradip Kumar Pandey
Principal
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सकलडीहा, बन्नीली