

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**GANJAM COLLEGE, GANJAM**

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**INTERNAL ACADEMIC & ADMINISTRATIVE**  
**AUDIT REPORT**  
**ACADEMIC SESSION: 2022 – 23**

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**Internal Audit Team:**

- 1) Smt. MamataPadhy, Reader in English
- 2) Dr. J. Surya Narayan Achary, Lecturer in Physics
- 3) Sri K. PurushottamPatra, Lecturer in Commerce

Report Submitted to IQAC: 12.5.23

## **EXECUTIVE SUMMARY**

*The purpose of the internal academic and administrative audit is to encourage programs and the institution to evaluate their quality processes and standards based on predetermined benchmarks. It also focuses on activities required to produce, assure, and regularly improve the quality of the whole system in place including curricular and co-curricular activities. At the same time activities related to infrastructure and support services that are important or else contribute to academics are taken into consideration. It is a model of ongoing self-reflection, collaboration, team work and stakeholders' feedback. It is based on structured conversations among faculty, students and peer reviewers, all focused on a common goal: to improve quality in teaching and learning and enhancing teaching & learning process.*

*Each program is required to have system that guarantee quality in teaching and learning that they provide to students. Standards for student achievement must be set and attendant processes must be in place to implement institute policies directed to these ends. Integration of technology in teaching and learning is an imperative need of the time. The institutions as well as the faculty members are to make optimum use of ICT teaching tools. The integration of essential ICT tools has transformed the teaching-learning process, making it more dynamic, engaging, and effective. These tools have empowered educators to deliver personalized instruction and foster collaborative learning environments. An overall improvement of the programmes and the academic ambience is the imperative need of the hour.*

**Smt. MamataPadhy**  
**Convenor, Internal Academic & Administrative Audit Team**

**Date of Audit:**

06.04.2023

08.04.2023

**ACADEMIC AUDIT**

ACADEMIC SESSION: 2022-23

**Academic Departments Audited:**1) English, 2) Odia, 3)History, 4)Pol. Sc., 5)Economics, 6)Logic &Philosophy 7)Commerce8) Physics, 9)Chemistry, 10)Mathematics, 11) Botany and 12) Zoology

**Areas of Focus:**

- 1) Departmental Time Table and Class Distribution
- 2) Student Enrolment and Profile
- 3) Lesson Plan and Progress
- 4) Course Outcome including the Method of Measuring and Communicating the Course Outcome
- 5) Student Attendance Register
- 6) Student Feedback
- 7) Annual Reports of Departmental Activities
- 8) Status Report of Seminar Library
- 9) Academic Calendar of the Department
- 10) Annual Action Plan (Format to be provided)
- 11) Effective Implementation of Mentor-Mentee System with report
- 12) Question Bank for Students
- 13) Notifications and Minutes of Departmental Review Meetings
- 14) Report of Remedial Classes for Slow Learners
- 15) Internal Assessment Mechanism and Records
- 16) Student Participation in Extension Activities
- 17) Project Work/Field Work
- 18) Seminar File
- 19) Awards/Achievements of Students/Faculty Members
- 20) Research Publication
- 21) Departmental Profile
- 22) Teacher's Profile
- 23) FDPs/Training Programmes Completed by Faculty with Certificate
- 24) Alumni Database of the Department



8) Status Report of Seminar Library	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared
9) Academic Calendar of the Department	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared
10) Annual Action Plan	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared
11) Mentor-Mentee System	Implemented	Implemented	Implemented	Implemented	Implemented	Implemented	Implemented	Implemented	Implemented	Implemented	Implemented	Implemented
12) Question Bank	Available for students	Available for students	Available for students	Available for students	Available for students	Available for students	Available for students	Available for students	Available for students	Available for students	Available for students	Available for students
13) Departmental Review Meetings	Conducted monthly	Conducted monthly	Conducted monthly	Conducted monthly	Conducted monthly	Conducted monthly	Conducted monthly	Conducted monthly	Conducted monthly	Conducted monthly	Conducted monthly	Conducted monthly
14) Report of Remedial Classes for Slow Learners	Maintained	Maintained	Maintained	Maintained	Maintained	Maintained	Maintained	Maintained	Maintained	Maintained	Maintained	Maintained
15) Internal Assessment Mechanism and Records	Maintained	Maintained	Maintained	Maintained	Maintained	Maintained	Maintained	Maintained	Maintained	Maintained	Maintained	Maintained
16) Student participation in Extension Activities	8	12	10	14	6	2	2	6	8	2	8	8



25) Student Progressio n Record	Maintained	Maintained	Maintained	Maintained	Maintained	Maintained	Maintained	Maintained	Maintained	Maintained	Maintained	Maintained

### **Recommendations:**

1. More student participation in Extension activities.
2. Sensitizing students to be vocal about social, environmental and ethical issues.
3. More seminars for better exposure of students.
4. Research activities to be increased.
5. Optimum use of ICT teaching tools for better teaching-learning.

## **Internal Administrative Audit Report**

### **Academic Session: 2022-23**

Ganjam College started functioning from the year 1969 and emerged to be one of the most popular colleges catering successfully to the needs of rural and urban students with 12 under graduate programmes. The institute is affiliated to Berhampur University and recognised by UGC under 2(f) and 12(B).

### **Administrative Audit Objective:**

The main objective of the audit is to review, assess and evaluate the performance in administrative aspects pertaining to administrative departments of the institution. The review process is carried out by internal committee members.

### **Process Involved**

- Identifying the internal committee members
- Taking consent from the committee members
- Preparation of schedule and Performa
- Intimating the Departments/Sections concerned
- Conducting audit on the scheduled date
- Exit Meeting

### **Area of Audit: 1) Establishment Section**

**2) Examination Section**

**3) SAMS**

**4) Accounts Section**

**5) IQAC**

**6) Central Store**

## Findings:

### I. SAMS

- It is an integrated portal which provides a common platform for admission into various courses.
- It also provides e-services to students through e-administration.
- Ganjam College is one of the SAMS resource centres as notified by the DHE.
- A separate cell is functioning for the purpose.
- The whole process of admission is carried out centrally through SAMS.
- It ensures single window system for admission through e-admission.
- It makes the admission process economical, transparent and to keep the academic data as well as profile of each enrolled student.
- This has reduced the workload/ manpower of the institution due to the automation of admission process.
- Following records have been verified and found to be maintained properly:
  - i) Admission data : No. of Students admitted; No. of SC, ST, OBC, General , Male and Female
  - ii) Record of Total Sanctioned Strength, sanctioned strength of SC, ST, OBC, General and others
  - iii) Record of admission procedure, notifications, information dissemination
  - iv) No. of computers used: 3
  - v) No. of Printers used: 1
  - vi) Personnel engaged :
    - i) Admission in-Charge – 1
    - ii) Admission Committee Members – 3
    - iii) Data Entry Operator -- 1

### II. Establishment section

- The Establishment section handles recruitment procedures and appointment/joining of staff.
- It maintains employee Service Books, leave management files and personal files.
- It manages and updates HRMS ID and service book of the employees.
- Bio-metric records of staff are maintained.
- It also manages pay roll, salaries and increment of the employee.
- It also handles formalities of gratuity and pension.
- It looks after the staff welfare and development.
- It initiates disciplinary proceedings against the members of staffs who violate disciplinary norms.
- It maintains Affiliation records of the college
- It maintains records of sanctioned post of teaching and non-teaching staff, occupancy position and vacancy position

Following records were verified:

- i) Service Books of all the employees currently working: found to be updated both manually as well as through HRMS



- ii) Records of correspondence for employees transferred to other colleges: maintained properly
- iii) Leave records of all the employees: maintained properly
- iv) Increment Orders of all the employees: maintained properly
- v) Sanctioned post of teaching and non-teaching staff: records are maintained
- vi) College affiliation file: maintained properly
- vii) Pension records of retired employees: maintained properly
- viii) Biometric attendance of employees: monthly record maintained
- ix) Annual Reports: Prepared and submitted to designated authorities
- x) Records of all official correspondence: verified

### **III) Examination Section**

- The section plays a crucial role in managing and conducting examinations in a fair, transparent and efficient manner.
- Conducts End Semester Examinations as per the schedule given by the affiliated University.
- It prepared and scheduled the mid-semester examinations time table without delaying the process.
- The section coordinates with departments and faculties for exam related matters.
- In this academic year the section has conducted all the exams in a smooth manner without any in discipline.
- No kinds of discrepancies were found in the working of the section.
- The section has maintained student records and grades.
- The section handled exam related queries and grievances in a diligent manner.
- It has maintained the confidentiality of exam-related materials.

Documents verified: i) Result Sheet of all the students who appeared in 6<sup>th</sup> Semester Exam.—found to be properly maintained

ii) All the Examination records related to conduct of Mid-Sem. and End-Sem. Examination—found to be properly maintained

iii) Syllabus and syllabus regarding all the correspondence with affiliating university and notification to academic departments – maintained properly

iv) Documents related to Examination related Student Grievance maintained and addressed properly.

v) Project work and project submission documents are properly maintained.

vi) Form Fill-up for Semester Examination are conducted and documents submitted to Berhampur University timely.

#### IV) IQAC

- IQAC periodically assesses and suggests measures to upgrade the quality of the institution.
- It promotes research and innovation in the institution.
- It ensures compliance with the quality benchmarks decided by the government.
- It submits statistical information for an All India Survey of Higher Education (AISHE)
- It takes feedbacks from various stakeholders and works to improve the loopholes.
- It facilitates the creation of a learner centric environment.
- It organises institutional workshops and seminars on quality related issues.
- It acts as a nodal agency of the institution for coordinating quality related activities.
- To improve the institutional quality it maintains the institutional database.
- It engages with alumni and works for the resource mobilization.
- Regular internal audits are conducted as a part of its ongoing initiatives.

Documents Verified: i) IQAC Meeting Minutes – documented in register, uploaded on website.

ii) Internal Audit Reports: Internal Green Audit, Internal Gender Audit, Internal Academic and Administrative were conducted and documented as well as displayed on college website.

iii) Feedback Mechanism: Feedback from students, faculty and alumni was collected, analyzed and action taken report prepared

iv) Alumni Engagement: Mo College Abhijan has been successfully implemented through which alumni have generously contributed to the college with all the records maintained.

v) Career Counselling: IQAC regularly conducts Career counselling Programmes in collaboration with Career Counselling Cell and documents the process.

vi) IQAC maintains faculty profile and departmental profile of all the academic departments.

- vii) Records of Mentor-Mentee Programme are maintained
- viii) Website updating is regularly done through IQAC mail.
- ix) AISHE records are prepared and uploaded
- x) Question Bank of all the Departments are stored in IQAC
- xi) Departmental Seminars are conducted at the behest of IQAC and its records are maintained properly

#### V) Accounts Section

- Accounts section keeps the record of all financial transaction.
- The Account Bursar oversees the income and expenditure of the college.
- It prepares a blueprint every year and on that basis carry out its expenses.
- It monitors the funds received by the college from various sources including admission and government grants.
- The account section in coordination with establishment section manages payroll of the employees.

**Documents verified:** i) Daily Collection Register -- Maintained

- ii) Budget of the current session -- Prepared
- iii) Income-Expenditure Statement -- Maintained
- iv) Salary Components of Staff -- found to be regular
- v) Casebook -- maintained

#### VI) Central Store


- It procures stores and issues goods, materials and equipments.
- It maintains records and stock level.
- It maintains and manages the stock of the college.

Documents verified: i) Stock Entry: Maintained

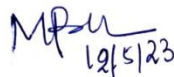
ii) Stock Issue Registers – Maintained Properly

#### Recommendations

- The institution's development needs more involvement of alumni.
- The institute needs to integrate more functional MOUs with other organisations.
- Some incomplete records are advised to be updated.
- The faculty self-appraisal system requires enhancement to ensure effectiveness.
- Encouraging quality exposure opportunities for teachers is highly recommended.
- IQAC should develop standardized formats for activity reports, documentations, etc., to streamline processes.
- Soft Copies of all documents are to be stored on hard disk for ease in data storage and retrieval.
- More funds in budget allocation for maintenance be made
- Grievance Redressal Mechanism needs to be more transparent and facilities well-publicized.

  
12.05.2023

  
12/05/2023.

  
12/5/23

  
12/5/23  
Coordinator, IQAC  
Ganjam College, Ganjam

  
12/5/23  
Principal  
Ganjam College  
Ganjam